

DIVISION OF DEVELOPMENTAL DISABILITIES

POSITIVE COVID-19 REPORTING AND TECHNICAL ASSISTANCE

Implemented: April 15, 2020

Updated: May 5, 2020, May 12, 2020, June 11, 2020, June 23, 2020, February 16, 2022

Purpose: To provide Qualified Vendors guidance on using the incident reporting process to notify the Division of members who have tested positive for COVID-19. To provide guidance on how to request technical assistance from the Division regarding COVID-19 mitigation strategies for members. To provide information about payment for providing COVID-19 positive care to members.

Qualified Vendor (QV) Responsibilities

Positive Cases

- Using the Incident Reporting process, the QV must as soon as possible but within 24-hours of confirmation of a positive status, submit an incident report for Members confirmed positive for COVID-19 by laboratory or home test kits.
- If a home test kit is used, submit a picture of clearly legible test results and a copy of the instructions from the home kit with the incident report.
- In the incident report, list any other services that the vendor is aware of that were delivered to the member 10 days prior to the positive test.
- Submit incidents to the following:
 - District West: DDDWestIR@azdes.gov
 - District North: DDDDistrictNorthIncidentReports@azdes.gov
 - District South: DDDD2IR@azdes.gov
 - District Central: DDDCentralIR@azdes.gov
 - District East: DDDEastIR@azdes.gov

General Reporting of COVID-19 in the Home

The QV must report the following information to current members, prospective members, and next of kin (defined as involved family members who are not legally responsible) and legally responsible persons/ guardians: the number of diagnosed cases and deaths due to COVID-19 occurring within the home within 24 hours of confirming this information. The vendor must provide regular updates on the vendor's activities and protective or mitigation strategies being used. There are three groups for which these must be reported:

- When a member already lives in a group home or developmental home.
- When a member is moving into a new group home or developmental home and upon receipt of a completed placement profile.
- Before a member transfers between homes in a vendor's network.

Quality Management Responsibility

The DES DDD Quality Management will triage all reported COVID-19 incident reports/ home test kits and send all confirmed COVID-19 positive notifications to the DDD Health Care Services team for review and documentation.

Additionally, the Quality Management Unit (QM) will provide technical assistance to the QV to ensure that they have resources and technical assistance to deliver service using the CDC, ADHS, and DES DDD guidance. Qualified Vendors needing technical assistance can contact the QM team at DDDmonitoring@azdes.gov.

Health Care Services/ Medical Management

The Health Care Services Unit (HCS) will be the clinical lead for DDD and will track status of all COVID-19 positive members and:

- Be the point of contact for the QV to assist with discharge or other required medical follow up.
- Provide clinical support if member's status changes and support is needed.

Rates and Billing for COVID-19 Care

For members who will require in-home or residential services to deliver COVID-19 positive care, the Division will authorize temporary negotiated COVID-19 positive rates. The QV must maintain this approval on file with its billing records. These temporary rates provide enhanced funding for direct staff pay and additional precautions such as PPE.

For members who live in a licensed residential setting or individualized living arrangement, the rate may be billed for all housemates in the setting. If members in the setting remain positive as evidenced by laboratory or home kits test results four (4) days prior to expiration, the QV may submit an extension request to the District IR mailbox (listed on page 1 of this document). Requests for an extension will not be processed until testing results are verified.

Services That Do Not Use A Habilitation Matrix

The QV will receive written email approval and billing guidance for the temporary negotiated COVID-19 positive rates. The vendor may bill the negotiated rate for days that COVID-19 positive care was provided in an HCBS setting, not to exceed the dates of approval.

Services that Use a Habilitation Matrix

For members who live in a group home or in their own home with a daily rate for Habilitation Individually Designed Living the Qualified Vendor will receive email confirmation that it may submit a temporary COVID-19 Habilitation Matrix as outlined in Division Provider Manual Chapter 52, Daily Habilitation Staffing Schedule. The schedule should start the Sunday preceding the date at least one member in the home is confirmed positive and shall extend 30 days from this date. The vendor shall not bill for days a member is hospitalized.

Summary of Changes

- Removed the requirement for reporting employee/ subcontractor status.
- Removed definition section.
- Removed requirement to confirm that PCP or local hospital and county health department is notified.
- Added guidance on use/submission of home kit tests.
- Removed requirement to identify Designated Lead.
- Revised the information required in the Incident Report.
- Streamlined language for QV to request technical assistance from DDD Quality Management.
- Revised DDD Health Care Services responsibilities.
- Clarified that negotiated rates may be provided to QV for in-home services to deliver COVID 19 Positive Care.
- Provided additional guidance for requesting extension of approved negotiated rates.