



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

HMCDDO COVID-19 Pandemic Protocols

Created:	05/22/2020	Amended:	12/03/2020	Previous:	07/13/2020	Approved:	01/25/2021
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The Harvey-Marion County CDDO will adhere to a phased-in/out approach and re-evaluate systems in order to meet the needs of the community and revise protocols & procedures based on revised guidance from KDADS as the situation evolves. In accordance with the Governor Kelly's Ad-Astra plan for phased reopening/closing of the state as well as additional KDADS guidance, the Harvey-Marion County CDDO will align its functions with these orders by adhering to the following:

Eligibility Determinations:

- All HMCDDO eligibility determination meetings can be held remotely utilizing video conferencing, conference call, or in-person by appointment only.

BASIS Assessments:

- BASIS staff will complete assessment meetings via conference call or video conferencing. Assessments will continue to be completed in this manner to adhere to congregate settings guidelines set forth by KDADS and the Governor's phased reopening in effect per Executive Order.

Crisis Determinations:

- Crisis determinations will continue to be completed via video conferencing or conference call to adhere to congregate settings guidelines set forth by KDADS and the Governor's phased reopening Executive Order.

On-Site Quality Assurance (QA) Evaluations:

- Quality Assurance meetings will be held remotely utilizing video conferencing with the individual and provider to obtain all necessary information to conduct QA evaluations. Case Record reviews will be completed by licensed providers utilizing the HMCDDO Case Records Review Tool, indicating whether required items are present, and date of each required item or explanation of absence/plan to obtain, as applicable. Once service sites have re-opened and have agreed to allow QA evaluators in office to conduct QA reviews, HMCDDO staff will be required to wear a mask and physically distance as much as possible during any on-site service review. Contained in the QA Review Notice Letter will be a mask participation request for all other involved persons with the interview process, to further ensure the health and safety of all.

Discretionary Funding Requests:

- All service funding requests will continue to be completed via email, video conferencing or conference call.

Ports into Harvey-Marion County:

- Harvey-Marion County CDDO will work with Home county and will inquire as to what resources in current catchment area have been exhausted.
- Harvey-Marion County CDDO will have a system designated to vet these requests to determine if a person would pose a health/safety concern.
 - Does person live with anyone who has COVID-19?

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



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- Has person been exposed to anyone who has been exposed to COVID-19?
- If needed, consult with Harvey-Marion County Public Health and KDADS on port.
- Agency will demonstrate adherence to guidelines set forth by KDHE and the CDC to prevent transmission.
- Determination if resources are available for 14-day quarantine of person in service before person served moves into new group home.

Choice & Service Transition Process:

- Upon notice of approval of funding for day, residential, and/or personal care services, Harvey-Marion County CDDO will provide options counseling and obtain signed, dated choice forms at that time. If individuals desire to have interviews and/or schedule tours in order to make an informed provider choice, follow-up contact will be required to ensure that signed, dated choice forms are obtained at that time.
- Individuals desiring to change providers will complete options counseling with Harvey-Marion County CDDO who will obtain signed, dated choice forms. If individuals desire to have interviews and/or schedule tours in order to make an informed provider choice, follow-up contact will be required to ensure that signed, dated choice forms are obtained at that time.
- For residential/day provider changes during the phased reopening of the state, the HMCDDO will request TCMs communicate with all providers to ensure a safe transition. Service providers will submit documentation, and/or communicate to the CDDO stating safeguards in place that mitigates exposure from COVID-19. TCMs will assist in verifying that safeguards are in place by both providers to ensure that the individual transitioning to new placement does not create exposure & risk to the new home/day program. HMCDDO will review documentation submitted and assist with determining transition situations as needed by the planning team.
- Harvey-Marion County CDDO will require IDD TCMs to facilitate service initiation/transition meetings with chosen providers of day, residential, and/or personal care services, to notify Harvey-Marion County CDDO of meeting date/time/location for optional CDDO attendance, and provide Harvey-Marion County CDDO a copy of the completed service initiation/transition form with service start dates identified.

Transitional Planning for the HMCDDO Affiliated Service Provider Network:

Stages/Phases of Re-Opening/Closing

- HMCDDO will provide any ongoing review of the HMCDDO Affiliate Service Provider, phased re-open/closing plans, noting that plans should be updated as phasing/changes occur within the HMCDDO service area.
- ***Ultimately, the HMCDDO's role will be to provide local guidance, as well as additional assistance to local resources regarding the re-opening process. The HMCDDO will not be approving re-open/closing plans, at any phase of re-opening/closing. Therefore, due to the legal and liability considerations that may apply to each organization, the HMCDDO recommends that each agency seek out the advice of legal counsel for detailed guidance regarding your agency during any of these transitions.***

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