



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: All Bureau of Developmental Disabilities Services stakeholders, individuals, families, providers and case managers
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Kylee Hope, Director, Division of Disability and Rehabilitative Services
Re: Updates to COVID-19 reporting in congregate residential settings supported by BDDS
Date: April 15, 2020

On April 10, 2020, the Bureau of Developmental Disabilities Services issued [guidance regarding the Indiana State Department of Health's order requiring COVID-19 reporting](#) for long-term care facilities, prisons, jails and other congregate housing. This guidance includes reporting for congregate residential settings supported by BDDS. Congregate residential settings include Medicaid home and community based waiver settings serving two or more individuals and community residential facilities for persons with developmental disabilities (ICF/IDDs and SGLs), as defined in [460 IAC 9-1-2](#).

The order requires all congregate residential settings supported by BDDS are required to report the following within 24 hours:

- Any resident who tests positive for COVID-19;
- Any employee who tests positive for COVID-19;
- Any confirmed positive COVID-19 related death OR suspected COVID-19 related death of an individual; and
- Any confirmed positive COVID-19 related death OR suspected COVID-19 related death of an employee.

Confirmed or suspected deaths should be reported regardless of where the death occurred and within 24 hours of the facilities' knowledge of the death.

BDDS is amending the process for reporting information regarding employees, as follows:

Providers shall report information regarding an employee who:

- 1) tests positive for COVID-19; and
- 2) any confirmed positive COVID-19 related death or suspected COVID-19 death.



The reporting requirement is for employees of a provider organization that have had direct contact with individuals being serviced by BDDS in congregate residential settings (e.g., direct support professionals, nursing staff, management staff, etc.).

Within 24 hours of knowledge, providers must report information about an employee that meets the above criteria. Providers **should not** use the BDDS Incident Management System to report employee cases. Rather, employee-specific reporting shall be submitted to using our [online COVID-19 Employee Reporting form](#). The form will ask for the following information related to the provider and the employee:

- Provider's name, address, county.
- Reporter's first and last name, phone number, and email address:
- Reason for reporting:
 - a confirmed positive COVID-19 employee,
 - a suspected COVID-19 related employee death, or
 - a confirmed positive COVID-19 related employee death.
- Employee's first and last name, gender, date of birth, race, and ethnicity.
- Address and county of **any** residential setting(s) where the employee worked **in the last 14 days prior to being aware of their diagnosis**.
- Any additional information you would want us to know.

BDDS will collect this information daily and report daily through the Indiana State Department of Health online form.

The BDDS online COVID-19 Employee Reporting form can be accessed through the hyperlink above or through the [DDRS COVID-19 guidance for DDRS stakeholders webpage](#).

Any questions regarding this can be directed to bqis.help@fssa.in.gov.