

ADMH-Division of Developmental Disabilities**Operational Guidelines**

Subject: High Risk Assessment in the Event of Epidemic/Pandemic Disease		OG#:
Approved By:	Responsible Office: Support Coordination; Community Services	
Effective Date: 3/25/20	Reviewed/Revised Date(s):	
Reference:		

Statement: Certain virulent and contagious diseases (e.g., COVID-19) subject to spreading in epidemic/pandemic proportions have more significant symptoms for individuals who have preexisting conditions (including, but not limited to: chronic lung conditions, diabetes, and chronic heart conditions).

Purpose/Intent:

In the event of the epidemic/pandemic spread of a virulent, contagious disease (e.g., COVID-19), Support Coordination will maintain, update, and provide to DDD a database of persons receiving waiver services who may be at higher risk of life threatening consequences as a result of contracting the disease.

Scope:

Support Coordination; Director of Support Coordination; Regional Community Services; Director of Community Programs

Definitions: Division of Developmental Disabilities (DDD); Regional Community Services (RCS); Community Services Director (CSD)

Procedures:

1. Support Coordination collects medical data on each person receiving Waiver services to create and maintain a database (in a spreadsheet format provided by DDD) of those persons at higher risk of life threatening consequences as a result of contracting a virulent, contagious disease (e.g., COVID-19) spreading in epidemic/pandemic proportions.
2. High risk factors include:
 - a. Living alone without family support;
 - b. Residing at a residential setting which may have limited staff;
 - c. Pre-existing medical conditions (including, but not limited to: chronic lung conditions, diabetes, and chronic heart conditions); or
 - d. Age 60 or older.
3. The DDD High-Risk Spreadsheet is to be delivered quarterly, and immediately or within a specified timeframe upon request, to the Community Services Director in each Region.
4. Support Coordination coordinates with the interdisciplinary team, including any applicable service provider(s), to craft a plan for mitigating the high-risk factors, to be incorporated into each identified person's PCP and documents the date on which the plan was reviewed and, if applicable, updated, on the DDD spreadsheet.
5. In the event of the epidemic/pandemic spread of a virulent, contagious disease (e.g., COVID-19), DDD will direct Support Coordination to expeditiously review and update the DDD High-Risk Spreadsheet within a specified time frame.
6. Upon receipt of the updated DDD High-Risk Spreadsheet, DDD will provide technical assistance, as needed, for those persons identified as at higher risk of life-threatening consequences if they contract the disease.
7. It is the responsibility of Support Coordination to request technical assistance via a request directly to the Community Services Director in the Region in which the person at higher risk resides.

8. For the required DDD High-Risk Spreadsheet, Support Coordination provides data as follows:
 - a. Identify by name, Service Coordinator, and provider those who are at high-risk;
 - b. Identify factors specifically placing the person at high-risk (if there are multiple reasons, list up to two and make any additional risk notations in the “notes” section);
 - c. Review the person’s high-risk mitigation plan in their PCP, or other plans that have been made to help ensure the individual’s health and safety and provide a date of review in the “contingency plan” section of the DDD spreadsheet.
9. The DDD High-Risk Spreadsheet can also be found at: <https://www.mh.alabama.gov>.