



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: DDS Qualified Providers

From: Jordan A. Scheff, Commissioner, Department of Developmental Services

CC: Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Scott McWilliams, Chief Fiscal Officer; Regional Directors; Private Assistant Regional Directors; Joshua Scalora, Director of Business Intelligence Analytics; David David, Director of Service Development and Support

Date: November 13, 2020

Subject: Updated Reporting Procedure for DDS Qualified Providers

DDS is revising the DDS Individual Confirmed Cases Report to track Employment and Day Program closures due to actual or presumptive individual or staff exposure, in addition to reporting positive cases.

Changes to the reporting procedure include the following:

- Residential cases will be reported on the Residential tab of the revised DDS Individual Confirmed Cases Report (MS Excel worksheet).
- DDS has removed the Day/Res Provider drop-down, as this tab is only for Residential provider reports.
- A new drop-down has been added to identify if the COVID positive individual attended Day Program in the past week, and if Yes please enter the Day Program Name and Provider.
- A new Day Program tab has been added. Day Programs are now to report most of the same information Residential Providers report. Any known COVID positive must be reported, regardless of the residential status of the individual.
- Day Program Providers will report all COVID positive individuals, number of staff tested positive, number of staff pending test results, date program closed, and date program reopened. If there is a reopening date planned at time of closure, please enter it. If not, leave blank and provide an update when the program reopens. If a part of a program or cohort closes but the larger program remains open (such as a GSE crew or specific cohort in a DSO) please provide further detail in the Preventative Measures Taken section. COVID positive individuals receiving Individualized Day should be reported.

- For all Providers (day and residential) Please leave all non-applicable fields for which you have no information blank. Do not enter N/A in any fields, simply leave the fields blank if they don't apply or if information is not yet available. When new information is available, please update the form and resubmit with the new information.

It is important that DDS be informed immediately of Day Program closures so contact tracing takes place in a timely manner and outreach to other affected program participants is possible.

DDS understands this new process may lead to duplicate reporting of positive cases between Day and Residential Providers. DDS reviews and de-duplicates all cases for reporting purposes.

Providers must submit this report to DDS.FLU@ct.gov to notify DDS of any individuals with a confirmed diagnosis of COVID-19 or any Day Program closures by 9:00AM the following day.

Thank you for your assistance adopting the new reporting requirements. The new form should be used starting Monday, November 16, 2020.

Along with the form being attached to the memo, the updated reporting form is also posted on the DDS website, under COVID-19 Updates for DDS Providers, Status Reports section:

<https://portal.ct.gov/DDS/General/COVID19/COVID-19-Updates-for-DDS-Providers>