NOTICE 0320484

DATE:	March 13, 2020
TO:	AAA Directors; PASSPORT Site Directors
FROM:	Matt Hobbs, Chief, Division for Community Living
RE:	Disaster/Emergency Event Planning Case Management Expectations
CONTACT:	Christina Miller 614/466-9923 email: cmiller@age.ohio.gov

Background:
ODA is committed to supporting the Aging networks' efforts to make preparations to respond and address health and safety needs of individuals enrolled on our programs. This work requires the active engagement of case management and supervisory staff to actively monitor individuals' needs, develop and document appropriate back-up plans, and identify any emergency planning needs in the event of a significant disruption in service delivery.

Disaster Priority Levels:
The PASSPORT Information Management System (PIMS), offers the capability to assign a disaster priority level to every enrollee. This functionality will support the network's ability to prioritize the care needs of individuals potentially impacted by emergency situations, such as loss of electricity, travel barriers due to flooding, provider shortages related to illness, etc.

All individuals enrolled in an ODA administered program are required to have an assigned disaster priority level. Disaster Priority is assigned by the case manager in PIMS. The category is located on the Demographics page. Disaster Priority corresponds to High, Medium, or Low Risk.

Each PAA is to assign a disaster priority level to all new waiver enrollees. If an individual is enrolled in an ODA waiver (PASSPORT/Assisted Living) and does not have an assigned disaster priority, the PAA is required to assign a priority level to the individual(s). For all individuals with an assigned disaster priority, the PAA is to review the individual's needs to validate appropriateness of the assigned disaster priority level.

The case manager must rely on his/her professional judgement and consider all risk factors when assigning a priority. Below is a list of factors to consider:

    High Priority individuals may be:
- Medically fragile;
- Living alone with limited or no social support;
- Geographically isolated;
- Dependent on life-support equipment, including continuous oxygen, respirator, tube feedings;

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- Diagnosed with a severe cognitive or mental health impairment which affects decision making capacity;
- Significantly affected by any loss of service.

Medium Priority individuals may be:
- Living alone or with another person with limited or no capacity to assist with meeting the needs of the individual;
- Without consistent social support, but someone is nearby who could check on the individual;
- Intermittently dependent on oxygen;
- Able to function with a temporary loss of service;
- Able to follow through with the back-up and emergency plan.

Low Priority individuals may be:
- Living with family or living alone with dependable social support;
- Living in a supportive care environment, such as assisted living;
- Able to function with a temporary loss of service;
- Able to follow through with the back-up plan and emergency plan.

When an emergency situation arises, such as flooding, chemical spills, etc., case managers are to make reasonable efforts to contact individuals who are possibly affected to assure their health and safety. Case managers will prioritize contacting those individuals who are most at risk, based on their Disaster Priority level and other pertinent factors.

Case managers will make reasonable attempts to reduce the risk and minimize the negative impact on individuals through the support of community services and formal and informal care providers.

The following PIMS reports provide information reflecting disaster classifications and emergency contact information entered in PIMS:
- CDP 100-Disaster Profile List by Disaster Level;
- CDP 200-Disaster Profile List by Case Manager.

Backup Planning:

States that operate Home and Community Based Services (HCBS) 1915(c) Medicaid waivers must demonstrate compliance with six waiver assurances to maintain operation of those waivers. One of those six waiver assurances is Health and Safety which includes requirements for states to institute appropriate safeguards concerning practices that may cause harm to the participant. Through active case management, the PAAs develop contingencies that assist with preserving consumer health and safety.

- Backup plans account for the provision for alternative arrangements for the delivery of services that are critical to participant well-being in the event that the provider responsible for furnishing the services fails or is unable to deliver them.
- Effective Backup Plans:
    - Address contingencies such as emergencies, including the failure of a support worker to appear when scheduled to provide necessary services when the absence of the service presents a risk to the participant's health and welfare.
    - Meet the unique needs and circumstances of each waiver participant and describes the types of back-up arrangements that are employed.
    - May include arranging for designated provider agencies to furnish staff support on an on-call basis as necessary

- Back-up plans are required to be documented in the Person-Centered Service Plan for the following PASSPORT services: Adult Day, Waiver Nursing, Home Care Attendant, Homemaker, Personal Care Services, Choices-Home Care Attendant, and Home-Delivered Meals.
- Back-up planning includes discussion of emergency planning response and preparation, in the event an emergency situation occurs that may result in the need for back-up planning implementation (see below).
- Back-up plans are required to be reviewed and updated with quarterly visits or more frequently, if determined necessary.

Emergency Planning:
- Emergency Plans are meant to address situations where the Back-Up Plan is not able to be implemented, typically due to natural or manmade disasters that have a negative impact on maintaining the health and welfare of the individual.
- Emergency Plans must identify a viable means for how the individual will receive care if both the Service Plan and the Back-Up Plan cannot be utilized.
- The Emergency Plan must be documented in the Care Plan.

Next Steps:
No later than March 25, 2020, case managers are required to:

15) Review the PIMS record for all individuals enrolled in PASSPORT and Assisted Living programs and ensure all individuals are assigned a Disaster Priority classification, reflective of their current needs.
16) Validate the individual's back-up plan is appropriately documented in PIMS.

Please direct all questions to the contact listed above.