Guidance: Update to Day and Transportation Services Related to ODH Order

The restrictions that were put into place March 23, 2020, through the Ohio Department of Health (ODH) Order remain in place until rescinded by the director of ODH or until the governor ends the state of emergency. During this state of emergency, small group service settings, defined in the order as a single location where no more than 10 people, including staff, are present in a confined space, can be an important option for people with disabilities and their families. When these congregate settings are deemed necessary by the person and their team, the Ohio Department of Developmental Disabilities (DODD) has developed a process in conjunction with stakeholders that combines the individual team process at the local level with a state process for provider assurance.

This process applies to all Adult Day Support (ADS), Vocational Habilitation (VH), Intermediate Care Facility (ICF) Day Program, or Transportation providers, regardless if services were discontinued after the order was issued.

The team process and the provider assurance process can happen concurrently. There is not a sequential order in which they must be completed.

Team Process

The team process must be completed for each person requesting to resume services.

1) The person receiving services, their family or guardian, or ADS, VH, ICF Day Program or Transportation provider notifies the service and support administrator (SSA) or qualified intellectual disabilities professional (QIDP) that the person wishes to resume facility-based services.

2) A team, which consists of the person receiving services, their family or guardian, day service and residential providers, and SSAs or QIDPs, will work together using the ADS, VH, ICF Day Program, and Transportation COVID-19 Risk/Benefit Discussion Guide to inform the conversation about the risks and benefits of the person attending facility-based day services under the order.

3) If the team determines that the person should attend ADS, VH, or ICF Day Program, the person receiving services, their family or guardian, and the SSA or QIDP complete the Team Acknowledgment Form and corresponding Risk/Benefit Discussion Guide.

4) The Team Acknowledgment Form is submitted to the ADS, VH, ICF Day Program, or Transportation provider by the SSA or QIDP.

At the time the SSA or QIDP receives a request from the person, parent or guardian, or provider that someone would like to attend facility-based ADS, VH, or ICF Day Program, the SSA or QIDP has seven business days to complete the Risk/Benefit Discussion Guide and outline the plan for resuming facility-based services.

Provider Assurance Process

1) The ADS, VH, ICF Day Program, or Transportation provider completes the Provider Assurance Form. If ADS, VH, or ICF Day Program services are provided in multiple settings, a separate form must be completed for each setting. Providers of ADS, VH, or ICF Day Program services that primarily take place in various state-permitted community venues may complete one form.
a. Completed Provider Assurance forms are submitted to DODD (via email: OSSAS@dodd.ohio.gov)

b. In Warren county, completed Provider Assurance forms should be submitted to Melissa Thompson at melissa.thompson@warrencountydd.org

2) Once forms are received, DODD and the county board(s) will confirm with the provider their receipt of the forms within one business day.

3) This process is completed only once per setting or transportation fleet. Providers can resume their facility-based services once their assurance documentation is submitted to DODD and the appropriate county board(s), and they have received a confirmation email from both.

   a. For providers who have maintained services throughout the state of emergency, those services may continue but the Provider Assurance Form must quickly be completed and submitted to continue services.

Once a person’s team completes the team process and their chosen provider has completed the assurance process, services may begin for that person.

**Team Process and Provider Assurance Process:** [Day and Transportation Services Graphic](#)

**Other Considerations**

1) DSPs must wear masks or face coverings when providing services.

2) People receiving services should also wear masks to prevent the spread of COVID-19 to DSPs and others attending day services.

   a. If a person receiving services is unwilling or unable to wear a mask, exceptions for medical, functional, or practical reasons should be documented in the team process and included in the Team Acknowledgement Form.

3) The ODH order directs necessary provider personnel and participants at Adult Day Support or Vocational Habilitation buildings to be screened for COVID-19 or its symptoms each time they enter the facility. To protect families and housemates, DODD is asking that participants also be screened when leaving services.

4) Providers should use the [ADS, VH, ICF Day Program, and Transportation COVID-19 Symptom Monitoring Log](#) for these purposes.

This process begins with the choice of the person to resume services, is bolstered by a team discussion of the risk and benefits of that decision, and safety is ensured by the provider taking all necessary measures to decrease the spread of COVID-19 and keeping all who are in their setting as healthy as possible.

**Quick Links**

[ADS, VH, ICF Day Program, and Transportation COVID-19 Risk/Benefit Discussion Guide](#)

[Team Acknowledgment Form](#)

[Provider Assurance Form](#)

[ADS, VH, ICF Day Program, and Transportation COVID-19 Symptom Monitoring Log](#)

[Guidance: Adult Day Support and Vocational Habilitation Service Modification](#)

[Guidance: Budget Reductions](#)

**Updated Guidance**

[Guidance: Non-Medical Transportation Providers](#)
Transportation Providers (Agency, Independent, Homemaker/Personal Care, and Non-Medical Transportation):

1) Ensure that vehicles and drivers have the capacity to maintain 6 feet of social distance between all passengers during transportation except for those people who already live together.

2) Ensure all people being transported
   a. have a desire to attend scheduled services;
   b. are willing and able to comply with health screening before all transportation, upon arrival, before leaving, and otherwise as needed;
   c. have discussed with the team regarding face coverings and whether one will be required for him/her;
   d. are willing and able to comply with masking, handwashing, and social distancing (and gloves if needed for activities);
   e. have documentation of medical, functional, or practical reason for the exception if not willing;
   f. are willing and able to comply with decontamination practices when returning home by washing hands and changing clothing at a minimum.

3) Ensure that the provider
   a. requires face coverings (Long-Term Services and Supports Pre-Surge Planning Toolkit Tool #11) for all staff when they are within six feet of another person and whenever delivering direct support;
   b. follows team decisions regarding face coverings for each person no matter the provider or service payment type (consult ADS, VH, ICF Day Programs, and Transportation Risk/Benefit Discussion Guide);
   c. has the resources and ability to provide daily health screening of personnel and participants before entering the vehicle;
   d. utilizing ADS, VH, ICF Day Programs, and Transportation COVID-19 Symptom Monitoring Log;
   e. requires good hygiene (frequent, thorough handwashing and avoiding face touching);
   f. has the resources to clean and sanitize location and vehicles throughout the day and between shifts/events and arranges for backup transportation if anyone presents with symptoms during the route;
   g. has the personal protective equipment (PPE) capacity to comply with gloves and masks (plus eye protection and gowns if supporting people with personal care) for direct support professionals (DSPs);
   h. is willing and able to pull the vehicle from use, clean, disinfect the vehicle, and resume using the vehicle in consultation with the local health department if symptoms are detected in any personnel or participants during activities and events.

DODD Transformation Summit

Per DODD announcement: In the interest of safety to our attendees and staff, we have made the decision to host this event virtually. In the past “transformation” was about developing a plan to move toward more community-based supports. Now, “transformation” takes on an even deeper significance: how do we as a system move forward after such unprecedented events?

*Day one: June 23, 2020
*Day two: September 22, 2020 – Continued conversation

To learn more about the event click here.