



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES**

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Governor

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To: All 1915(c) Home and Community Based Services Waiver Providers

From: Pam Smith
Director, Division of Community Alternatives

Date: March 17, 2020

Re: COVID-19: Reporting Confirmed Cases

As the number of COVID-19 cases in Kentucky continues to grow, the Department for Medicaid Services (DMS) recognizes the chance a 1915(c) Home and Community Based Services (HCBS) waiver participant or agency employee may contract the virus.

If you have a waiver participant and/or an employee who provides direct services to waiver participants test positive for COVID-19, DMS is asking you to submit a critical incident report. You should follow the same procedures you would in reporting any critical incident.

Information on submitting critical incidents is available in the Incident Reporting Instructional Guide available at <https://chfs.ky.gov/agencies/dms/dca/Documents/irinstructionalguide.pdf>.

The critical incident reporting form is available at <https://chfs.ky.gov/agencies/dms/MAPForms/new1915ccriticalincidentreportingform.pdf>.

When submitting a critical incident report about a waiver participant or agency employee's COVID-19 diagnosis, **please include "COVID-19" in the subject line of the email.** Your critical incident report should also include the following information:

- The steps being taken to isolate and care for the waiver participant and/or agency employee diagnosed.
- The steps being taken to prevent the spread of COVID-19 to other waiver participants and/or agency employees.
- In the case of an agency employee contracting COVID-19, please indicate if the employee had contact with waiver participants and/or if they had contact with other agency staff who have contact with waiver participants.

DMS has issued several letters offering providers guidance on reducing the risk of COVID-19. Those letters are available at <https://chfs.ky.gov/agencies/dms/dca/Pages/default.aspx>.

If you have questions or need information about COVID-19, please visit kycovid19.ky.gov.

If you have waiver-related questions, please contact the 1915(c) Waiver Help Desk at 1915cWaiverHelpDesk@ky.gov.

Sincerely,

Pam Smith

Pam Smith
Director, Division of Community Alternatives