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MEMORANDUM

TO: Executive Directors, DSN Boards
 CEOs, Contracted Service Providers
 Regional Center Facility Administrators

FROM: Constance Holloway, General Counsel *CPH*

DATE: January 13, 2022

SUBJECT: COVID-19 Reporting Modules

Over the past 18 months, providers have been submitting Critical Incident Reports to document positive COVID-19 infections among people supported by their agency. As we move into the New Year, we want to shift to a different model for reporting that will reduce documentation for providers.

Effective immediately, residential and day service providers will submit documentation of positive COVID-19 infections among service recipients via the GER Module on Therap. The GER Module has a specific category for COVID-19 Reporting, which will streamline reporting efforts and eliminate the need for final report documentation through the Critical Incident process. A guide for completing reports using this module can be found here:
<https://help.therapservices.net/app/covid-19-ger>

Reports of staff infections with COVID-19 will continue to be reported using the HRST COVID Reporting tool.

Please see the chart below for reporting guidance. If you have questions about how/where to report COVID-19 infections, or if you need PPE/supplies, please contact Robb McBurney in the DDSN EOC at 898-9723 or email EOC@ddsn.sc.gov. Thank you.

	Therap GER (COVID Category)	Critical Incident Process	HRST	No Report Required
Any new or previously unreported COVID-19 infections among Day and/or Residential Service Recipients.	X			
COVID-19 infections initially reported through the DDSN Incident Management System, Critical Incident Module (prior to 1/15/22).		X		
COVID Infections among individuals who do not receive a DDSN funded day or residential service				X
DDSN participants who do not receive a day or residential service				X
Reporting for staff COVID-19 infections			X	