



June 3, 2020

Dear Friend of DPI,

Thank you for your interest to return to services during our phasing plans over June 15th to July 13th. We are looking forward to starting programming in three phases over the next two months. As you may know, there will be some changes based on guidance from the CDC, Department of Mental Health I/DD Division, and the Jackson County Health Department.

Prior to your loved one returning, there are several steps *that must occur*. Unfortunately, there are no exceptions to the process below, so thank you in advance for your support:

- Planning ISP Addendum COVID 19 Return to Day Services or Community Employment Services - Your Support Coordinator must be notified, and a planning Addendum Meeting must take place. This is a DMH State Contract requirement. The Support Coordinator is responsible for scheduling the Addendum Meeting and completing information required for the plan. This process is called the Appendix A, and information may be found here: <https://dmh.mo.gov/media/pdf/individualized-service-planning>. Individuals who should be included in this process include the person served, DPI Day Services, Residential Services, Parent(s), The Guardian and the Targeted Case Management Support Coordinator. This addendum could potentially be a zoom call set up by the Support Coordinator or a phone conference call. We are told this process should be fairly quick, as it is to ensure all parties are in agreement.
  - DPI is contacting Support Coordinators. If you need to know who your Support Coordinator is, please call the entity who provides your TCM supports. Eitas, 816-363-2000; CHS 816-225-1036; KCRO 816-889-3400. If you aren't sure, reach out to the QDDP at your location and they can help you out.
- All individuals who have a **Medical/Mobility Exception Waiver** must have an updated physicians order on file. There is no exception on this process, as it is a Waiver requirement that was not lifted during the Pandemic. Your Site QDDP will let you know if you need an updated form.
- **Physicals/TB**—at this time, expired physicals and TBs may be extended through the Pandemic, under the direction of DMH-DDD. Our understanding is once the Pandemic is lifted, then the requirement will go back into effect for requiring current, annual physicals and TB tests.
- **Medication Orders** must be current and on file if you take medication at DPI. Heather, DPI's RN, has been working on obtaining Medication Orders for those who have a signed release. A member of management will let you know if you need a current Med Order.
- **Medications** must be current and onsite upon arrival of the first day. If we do not have current medications, the individual will be asked to go home. A member of management will let you know if you need a current medication onsite.

You will be receiving a required **DPI Authorization for Returning to Services** which goes over Covid 19 guidelines. This authorization must be signed by the guardian before the individual served may enter any DPI program location. Your QDDP site staff has the word document for you to sign or you may sign it thru this link: Here is the link.

<https://app.hellosign.com/s/G3B2bCCi>

- **DPI Annual Authorizations**—if your annual authorizations need updated, your QDDP will let you know.
- **Current Emergency Data Form**—If you have updated contact information to share with us, please let us know. In addition, we require an annual update to this form and your QDDP will notify you if we need this information updated.
- DPI will be having a **screening process** for entrance in the building (see below) and a no visitor policy until further notice.
- **Transportation**
  - If transportation is provided by natural home or residential provider, we are asking for people to follow our below procedure for drop off/pick up. (see below for details).
  - If your loved one rides eitas transportation, we have been in contact with eitas and let them know of your pending return. Someone from eitas will be contacting you to talk about their procedures and route times.
  - If your loved one receives transportation from another transportation company, at this time we are doing our best to limit exposure therefore not allowing other transportation companies to provide transportation to/from DPI. Please let us know if you are not able to provide alternate transportation and we will do our best to work with you.
- If your loved one needs any **personal items** such as briefs, liquid nutrition, etc. please ensure you bring these items on the first day back. If you aren't sure if you need to send items, please reach out to the location you attend and we can help you.

*Your site leadership staff will assist you with the above process and forms that you will need and ensure your start date timeframe. Please reach out to us at 816-525-6000, ext. 101 if you have any questions about forms or your approved start dates. We will find the correct staff to assist you.*

We also want to share a few other measures we are taking to help ensure the health and safety of the individuals we serve and our staff.

- All DPI staff will be wearing masks, and we are encouraging individuals served to wear masks. We know this is not feasible for many of the people we support, so understand this is only a *recommendation*. No DPI person served will be mandated to wear a mask. DPI will provide masks for individuals if needed. We have several fun designs to share and policies in place regarding cleaning/care of the mask.
- We are also going to do our best to encourage proper social distancing. This may be a challenge for many of us, but we are going to do the best that we can.
- We have a thorough cleaning process that will be taking place thorough the day of frequently touched places/areas.
- Each staff will be screened at the beginning of their shift, as well as have their temperatures taken at three points throughout the day.
- The individuals we support will also be screened each morning and temperatures taken at three points throughout the day: prior to entry to the building, mid-day, and in the afternoon. Our process will look different for drop off and pick up.

**Drop Off Procedure:** We are asking for everyone to stay in their vehicles and staff will come around to screen and take temperatures. The screening tool is included here so you are aware of questions that will be asked, and the procedure we will be following. Please note, there is no exception to these procedures, so we appreciate your support in helping keep all of the people at DPI as safe as possible.

## COVID 19 Screening Tool

Fever of 100.4 or over within the past 72 hours? <b>*Anyone having a fever within the last 72 hours must return home. Must be fever free without the use of fever reducing medications for 72 hours, and have doctor's note to return indicating free from communicable disease.</b>	YES	NO
New onset dry cough/shortness of breath not related to smoking/allergies or a chronic illness?	YES	NO
In the last 3 days, have you experienced headache, sore throat, chills, repeated shaking with chills, new loss of taste, new stomach issues (vomiting, diarrhea), new severe fatigue, new unexplained muscle ache, new loss of smell, congestion, runny nose? <b>*If yes, circle the symptom(s)</b> <b>*If have two or more symptoms, must return home. Individual must have doctor's note to return indicating free from communicable disease.</b>	YES	NO
Pneumonia/flu in the past 14 days?	YES	NO
Traveled out of the country in the last 14 days?	YES	NO
Contact with anyone who has lab confirmed Novel Coronavirus within 14 days of symptom onset?	YES	NO

**Pick Up Procedure:** We ask that you stay in your car. A staff member will bring the individual you support to your vehicle. If you arrive and a staff member is not outside, please call us and we will help you. (Independence: 816-525-6000 ext. 301; KC: 816-525-6000 ext. 401; Lee's Summit: 816-525-6000 ext. 202).

We know this is a lot of information and we thank you for working with us on all of these necessary changes. As we all work through our new world, we will continue to do our best to continue the mission of Developing the Potential of the individuals we support. Please know that we appreciate your patience during this time as we begin the process of our phases to re-open.

If you have any questions at all, please don't hesitate to reach out.

Blessings to each of you from Developing Potential!

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