

To: CUA Staff and all Placement Providers including Foster Family Care Agencies, Residential Treatment and Congregate Care Provider Agencies

From: Kimberly Ali, Commissioner

Re: New Information, Revisions and Reminders of Previously Released DHS COVID-19 Policies and Guidance

This Memorandum includes new and updated information about:

- Required reporting by placement providers about children and youth who have been exposed to COVID-19.
- Who is required to be notified by placement providers when children and youth test positive for COVID-19.
- The names of the DHS Pandemic Coordinator and Liaisons.

Reporting Exposure of Children and Youth to COVID-19 by Staff and Others

The original notification procedures were provided in the following protocols issued November 12, 2020:

- “When Children and Youth Committed to DHS are Exposed to, Symptomatic of, Awaiting Test Results for, or Test Positive for COVID-19”.
- “When DHS, CUA or Provider Agencies Expose Children and Youth in Care or Receiving In-Home Services to COVID-19”.

Consistent with information sent by the DHS Commissioner on November 18, 2020 (Clarification about COVID-19 email), notification requirements have been revised for placement providers completing and submitting COVID-19 related Home and Community Services Information System (HCSIS) reports within 24 hours of discovery on all children and youth in the care of the Provider who are exposed to, symptomatic of, awaiting test results for, or test positive for the virus.

The new requirements are:

- **Placement providers are required to complete and submit HCSIS reports within 24 hours of discovery if a child or youth in their care tests positive for COVID-19. HCSIS reports are no longer required for children who are exposed to, symptomatic of, or awaiting test results for COVID-19.**
- **All COVID-19 exposures of children and youth by staff or others should be tracked internally by the provider.**

In addition, consistent with information sent by the DHS Commissioner on November 18, 2020:

- **Within 2 hours of discovery, notifications about children and youth that have been tested or are awaiting test results, need to be sent to the following email boxes:**
 - For executive leadership.
 - DHSCOVVID@phila.gov
 - DHS Nurse Unit.
 - Children and youth in placement (PlacementNurse@phila.gov).
 - Children and youth receiving in-home services (AskANurse@phila.gov).

All other requirements about notifications in the protocols “When Children and Youth Committed to DHS are Exposed to, Symptomatic of, Awaiting Test Results for, or Test Positive for COVID-19” and “When Children and Youth Committed to DHS are Exposed to, Symptomatic of, Awaiting Test Results for, or Test Positive for COVID-19” remain in effect.

We also urge you to follow ongoing developments in federal, state, and city COVID-19 related public health requirements and guidance.

DHS Pandemic Coordinator, Liaisons and Safety Officer:

- Von Mounelasy, DHS Pandemic Coordinator (Vongvilay.Mounelasy@phila.gov).
- Michelle Senske, DHS Pandemic Liaison (Michelle.Senske@phila.gov).
- Michael B. Scott, DHS Pandemic Liaison (Michael.B.Scott@phila.gov).
- Michelle Vendrell, DHS Pandemic Liaison and DHS Safety Officer (Michelle.Vendrell@phila.gov).

**RELATED DOCUMENTS AND
RESOURCES:**

Attachments:

Forms:

Related Policies or Procedures:

When Children and Youth Committed to DHS are Exposed to, Symptomatic of, Awaiting Test Results for, or Test Positive for COVID-19, issued November 12, 2020.
When DHS, CUA or Provider Agencies Expose Children and Youth in Care or Receiving In-Home Services to COVID-19.
DHS COVID-19 Out of State and International Work-Related Travel, Policy and Procedure Guide, issued August 14, 2020.
DHS COVID-19 Guidance for Court Ordered Unsupervised, Supervised by Resource Caregiver, or Residential Treatment and Congregate Care Facility Visitation, Policy and Procedure Guide, issued August 18, 2020.
DHS COVID-19 Guidance for Court Ordered Agency Supervised Visitation, Policy and Procedure Guide, issued August 18, 2020.
DHS COVID-19 Protocol for the Philadelphia Juvenile Justice Services Center, issued October 9, 2020.
Clarification About COVID-19 Exposure Protocols email, November 18, 2020.

REVIEW AND APPROVAL

APPROVED BY: Kimberly Ali, Commissioner

REVIEWED BY: Katherine Garzon, Chief of Staff to the Commissioner
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APPROVAL SIGNATURE

(Authorizing Leadership Name and title)

Signature:



Date: 9/24/2021

Name:

Kimberly Ali

Title: Commissioner