


Date: January 7, 2021

To: All DD Waiver Providers, Supports Waiver Providers, Case Management agencies, Community Support Consultant agencies, and interested parties

From: Scott Doan, Deputy Director 
Developmental Disabilities Supports Division

Subject: DD Waiver and Supports Waiver Therap General Events Reports for COVID-19 Vaccine and COVID-19 Event Reporting

Effective January 8, 2021, providers of Developmental Disabilities (DDW) and Supports Waiver (SW) are required to (1) Report COVID-19 vaccinations in both the Therap General Events Report (GER) and the Therap Immunization Section, and (2) Use GER COVID-19 events categories that are now available in the GER module. Below are step by step instructions and a link to screenshot instructions in Therap.

Instruction 1 COVID-19 Vaccine Reporting:

DD Waiver and Supports Waiver GER COVID-19 Vaccine Reporting (Step 1)

- Enter the General Events Reporting (GER) system: Event- Other, Event Type -COVID-19 Vaccine, Sub-type- choose vaccine manufacturer:
 - Using the drop down to select the vaccine manufacturer type
 - Select which vaccine step (i.e., first or second shot) or declined
 - Identify if there was a reaction

COVID-19 Vaccinations that occurred prior to January 8, 2021 need to be entered into GER using the COVID-19 vaccination reporting process.

DD Waiver and Supports Waiver COVID-19 Immunization Section (Step 2)

- Enter COVID-19 Vaccine Data into the Therap Immunization Section
 - Identify the vaccine manufacturer
 - Enter which vaccine step (i.e., first or second shot) or declined
 - Identify if there was a reaction (if applicable)
 - Link for COVID-19 State Guidance Material: [Enter New Immunization Record \(therapservices.net\)](https://www.therapservices.net)

Instruction 2 COVID-19 GER Reporting Categories:

DD Waiver and Supports Waiver COVID-19 General Events Category Reporting

Effective January 8, 2021 DDSD will be utilizing a new dropdown feature in Therap. Below are step by step instructions.

- Event- Other, Event Type- Communicable Disease, Sub-type- COVID-19: select COVID-19 related event
- COVID-19 Related Events must be reported in Therap using the General Event Reports (GER).
 - COVID-19 Related Events include:
 - COVID-19 Suspected or Confirmed Exposure,
 - COVID-19 Testing including results,
 - COVID-19 Vaccination (see above), and
 - COVID-19 Related Death.
- The COVID-19 GER module includes options for each of these events. The purpose of General Events Reporting (GER) is to report, track and analyze events, which pose a risk to adults in the DD Waiver programs and reporting COVID-19 events for all participants on the Supports Waiver, but do not meet criteria for Abuse, Neglect, Exploitation, or other reportable incidents as defined by NMAC 7.14.3, Incident Reporting and Investigation Requirements for Provider Agencies of Community Based Services. See also Medicaid Waiver Standards' requirements in section 19.2, General Events Reporting (GER), pages 234-5.