


Date: January 21, 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: Revised DD Waiver and Supports Waiver Therap General Events Reports for COVID-19 Vaccine and COVID-19 Event Reporting- Instructions revised to include Notification Level as High

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.

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

Below are step by step instructions and a link to screenshot instructions in Therap. **DDSD has revised the instructions to require a notification level as High for vaccination reporting.** Please review both pages of this memo for detailed instructions.

Instruction # 1: COVID-19 Vaccine Reporting:

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

- Enter the General Events Reporting (GER) system: Event- Other, **Notification Level-High**
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

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

- 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 an allergic reaction such as shortness of breath, wheezing, dizziness, hives, or swelling of the face (if applicable) in the box provided under "Event Subtype."

- The acute allergic reactions listed above are uncommon. These typically occur soon after the vaccine is given.
- People do commonly report pain at the vaccination site such as headaches, chills, nausea, or fever which typically go away in approximately 24 -36 hours. These are side effects and indicate that the immune system is responding to the COVID-19 vaccine. Contact the PCP if there are any concerns.
- Follow the link below to the Therap Website for detailed information on adding information in the Immunization Record: [Enter New Immunization Record \(therapservices.net\)](https://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 and a link to screenshot instructions in Therap.

1. Event- Other, Event Type- Communicable Disease, Sub-type- COVID-19: select COVID-19 related event
2. COVID-19 Related Events must be reported in Therap using the General Event Reports (GER).
 - a. COVID-19 Related Events include:
 - i. COVID-19 Suspected or Confirmed Exposure,
 - ii. COVID-19 Testing including results,
 - iii. COVID-19 vaccination (see above), and
 - iv. COVID-19 Related Death.
3. 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.

Please reach out to your local DDSD Regional Office, the Bureau of Systems Improvement Chief, Chris Futey at Christopher.futey@state.nm.us or the DDSD Supports Waiver Manager, Jennifer Roth, at Jennifer.roth@state.nm.us for any questions or support.