To all Host Home Staff,

The safety of our employees, our Host Home Providers, and the children and families we serve continues to be our top priority. Until there is further guidance or restrictions at either the state or federal level, it is our expectation that host home visits will continue to occur to provide the level of service and support we have been contracted to deliver.

If allowed by state or other local regulations, unannounced visits may be suspended. Please confirm with funders/regulators that this is acceptable before implementing this policy. If unannounced visits are suspended but health and safety concerns are present, an unannounced visit may still be needed. Consult your supervisor for support with making this determination.

We are providing the following guidance for conducting required home visits in an effort to protect the safety of the individuals we serve, Mentors and staff by assessing the potential exposure to COVID-19 through the completion of Screening Assessment prior to conducting a home visit. The guidelines below should be used in order to continue to provide the necessary support services to our individuals and Mentors while minimizing risk during this critical time. These measures are to be implemented immediately and continue until further notice or guidance from state or federal officials.

All Host Home staff who are responsible for conducting home visits or come into contact with the individuals served and Mentors will complete the following Screening Assessment on themselves as outlined below. If all your answers are “no” to the screening questions, home visiting staff will call the Mentor home and conduct the same Screening Assessment prior to conducting required home visits.

The Screening Assessment includes the following questions:

- Are you or anyone in the home currently ill with a condition that is potentially contagious?
- Do you or anyone in the home have a chronic medical condition that compromises their health or may put them at higher risk for infection or illness?
- Do you or anyone in the home have a fever (100.4 or higher) and/or a cough and/or shortness of breath?
- Have you or anyone in the home been in contact with persons with COVID-19?
- Are you or anyone in the home a healthcare worker caring for patients with COVID-19?
- Have you or anyone in the home recently travelled to countries of elevated risk of exposure, including China, Iran, Italy, South Korea, Japan, Hong Kong; or to Europe? *(This list is subject to change per CDC guidelines.)*
  - If yes, has it been less than 14 days since you or they returned to the United States?

If a face to face home visit occurs, documentation that the Screening Assessment was completed on yourself and the Mentor home prior to the visit should be entered in the Individual/Mentor record but specific answers to each question should not be documented in the record.

March 20, 2020
Ongoing Home Visits

Prior to conducting a scheduled home visit, Host Home staff will complete the Screening Assessment mentioned above. This screening assessment will help determine if a home visit is safe and appropriate. If someone answers yes to any of the above questions, we are asking staff to consult with their supervisor to determine if face-to-face contact is appropriate. The staff will document the outcome of the assessment (but not responses to each question) and decision for alternative visit type in the Individual/Mentor record. An alternative plan may include utilizing GoTo Meeting, FaceTime, Zoom, What's App, Skype, etc. to make contact/speak to and/or see all parties, including individuals. Alternative plan options will need approval from regulatory and/or funding agencies prior to implementation.

When Host Home staff are visiting, we ask that you use social distancing and avoid physical contact such as hand shaking, etc. to help minimize the risk. Please refer to the Home Visit Flow Chart for additional guidance on minimizing risk when conducting a home visit.

Documentation of Home Visits

Please use the following to document home visits that are occurring via any method of tele-health:

In response to the COVID19 health concerns and acting on recommendations by the CDC, State and Government entities and The MENTOR Network, this ____________ (session, meeting, team meeting, therapeutic intervention etc) is being conducted through tele-health means via ______________ (insert method ie facetime, GoTo, Phone call etc) because (INSERT BELOW SCENARIO 1, 2 or 3).” Then document as you normally would do.

Choose ONE and insert above:

_____________ (name individual ie, child/youth/foster parent) is
(a) currently quarantined due to direct or indirect exposure to COVID 19
(b) is being tested for COVID 19 or
(c) has tested positive for COVID 19
(d) County directed Provider to cease In-Home sessions
(e) Parent (either Mentor Parent or Bio-Parent) refused in-home session

Placement of Individuals

When TMN staff accepts an individual for placement, the Intake Coordinator, Supervisor or designated staff will utilize the Screening Assessment to determine if the individual or Mentor home is at risk. Individuals who are ill or have any “yes” answers to the Screening Assessment should be assessed by a doctor prior to placement and the Mentor should be given medical information and advice obtained from the medical provider.

If an individual who is placed in the Mentor home becomes sick after they have been placed in the home,
please make sure to call the individual's physician first or a nurse/TeleMed line to talk with them about symptoms and recommendations for care. Please avoid taking the individual to the Emergency Room (ER) or doctor's office unless instructed to do so by a medical professional.

Team Meetings and Supervision

Effective immediately, all face to face team meeting will be suspended. Team Meetings and supervision are still necessary and a critical part of the Host Home program. Please utilize GoTo Meeting and conference calls to continue to hold necessary supervision and team meetings. Designated staff in each program will document method for team meeting and team attendance in meeting note.