DSB COVID-19 AGREEMENTS FOR SIGNATURES AND EXTENSION DOCUMENTATION

Due to the need for DSB to telework and have social distancing in response to COVID-19, staff are able to accept written or verbal agreement in place of a signature on Applications, extensions for Eligibility Determination, extensions for Individual Plans for Employment,. and Individual Plans for Employment. In order to better accommodate our participants during this time this exception will be granted effective March 25, 2020 and will remain in effect until regular business operations are reinstated.

DSB is asking VRC’s to review Plans electronically, and/or verbally, with participants and to document in AWARE with a COVID-19 case note.  The case note should be comprehensive with many details as possible as to why these alternatives are approved including, 1) no printer available working remotely, 2) no mail services working remotely, 3) if the participant does not, or is not able to, email, etc. The Plan will be signed in AWARE per the date of this email. If an email provides the participant approval, it will then be copied into an AWARE COVID-19 case note with the summary. The case note should have a narrative explanation that this method was utilized as an alternative measure due to COVID-19 and required social distancing.

There will be Eligibility and Plan Extensions in light of delays related to COVID-19 distancing. Staff are to use the drop down box for on the Extension Forms marked COVID-19. A case note will not be needed when this extension created. DSB is recommending extensions of no more than 90 days with documented participant approval. Supervisor approval is necessary for any further extensions.

While the agency is making an exception on wet signatures for Applications or Individual Plans for Employment in order to move the work forward during our social distancing, we cannot give the same blanket exception to gathering the participant’s agreement signature on releasing their personal information.  If you find yourself in a situation where you require a Release of Information, and are unable to get a signature, please work with your supervisor to determine whether or not a verbal/written agreement is sufficient.