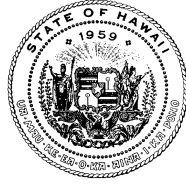


DAVID Y. IGE
GOVERNOR OF HAWAII

ELIZABETH A. CHAR, M.D.
DIRECTOR OF HEALTH



STATE OF HAWAII
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION
COMMUNITY RESOURCES BRANCH

3627 KILAUEA AVENUE, ROOM 411
HONOLULU, HAWAII 96816

In reply, please refer to:
File:

Telephone: 808-733-2135
Fax: 808-733-9841

December 8, 2020

Ms. Bridget Panee, President & CEO
Special Education Center of Hawaii, Inc.
1001 Kamokila Boulevard, #259
Kapolei, Hawaii 96707

Dear Ms. Panee:

Thank you for submitting your agency's COVID-19 Provider Self-Assessment Preparedness Tool. The Developmental Disabilities Division (DDD) appreciates the time you took to review, consider and implement the guidelines from the Self-Assessment. DDD has reviewed what your agency submitted and is providing the following feedback:

CORE ELEMENT	RECOMMENDATIONS
Emergency Preparedness	Your agency describes that their Emergency Preparedness Plan has been updated to include COVID 19 protocols including requiring visitors to complete an attestation form. A deep cleaning/high touch protocol is in place, as are social distancing and safety signage and training and notification protocols. While more description would have been helpful to assess the quality of the plan, or alternately submitting additional supporting documentation, key areas appear to be fully described. Although person's responsible are identified, we recommend describing in greater detail how quality assurance will be done.
Transportation	There is a comprehensive description of transportation protocols that assures training and management of transportation in ways that support safe practices.
Preventing the Spread of Infection	Overall, this section reflects well-planned procedures for infection control demonstrating that staff are trained and supported in these practices. Staff must submit a health attestation form based on CDC guidelines which are digitally sent to the responsible supervisor. All visitors are required to answer similar questions upon arrival. Face coverings are required, and hand sanitation must be observed. Signs are posted throughout the center reminding staff and visitors that they should stay home if sick.

Person Centered Planning	SECOH addresses the importance of on-going conversations with circle of support to address the needs of participants. Responses/description statements are generalized throughout the assessment including how individual support needs will be incorporated during their phase in approach to return to program.
Training and Support	Your agency describes that staff are trained in all areas. SECOH acknowledges that they have reviewed the information on trauma-informed care and look forward to further training in this area.
Community Based Services	SECOH describes adjustments made to individual plans based on current state requirements as well as community businesses in the community. Established protocols, policies and procedures are in line with reopening plan. Expectations listed are addressed and integrated throughout the self-assessment. Expansion of group activities will be gradual and based on overall safety of participants.

SUMMARY OF RECOMMENDATION

Your agency's self-assessment is accepted. DDD recognizes and appreciates the work you have doing in preparing for reopening these services. We suggest you incorporate the recommendation listed above, into your agency's plans and protocols, which will serve to strengthen your safety and support practices for participants and staff.

SECOH appears to have addressed many of the guidelines and describes the procedures that are being implemented to address health and safety protocols and person-centered planning. Although more supporting documentation would have been helpful to have assurances that policies and procedures for emergency preparedness are in place, most areas were well-described.

Thank you for all of the work your agency is doing to ensure the health and safety of participants, staff and the community. Please continue to track the Governor's and Mayors' advisories about reopening of group programs that serve high-risk populations, and work closely with participants, families and DDD caseload managers to ensure each person is assessed for risks and chooses to return to services. Feel free to contact us with any questions or concerns at doh.dddcrb@doh.hawaii.gov.

Sincerely,



Jennifer La'a, Chief
Community Resources Branch