

Risk Assessment Matrix to Determine MOH Pre-Approval

The facility/unit's ability to accept admissions/transfers/discharges (e.g., whether the unit is open or restricted) will be determined by Public Health at the time the outbreak is declared.

- If MOH/Public Health advises that the facility/unit status is **“not restricted”** then admissions, transfers, and discharges may proceed following usual non-outbreak processes.
- MOH/Public Health may determine that the facility / unit is **“restricted.”** This would mean that admissions, transfers, and discharges should undergo the RAW process.
 - o The scope of unit restrictions is typically dependent on the extent of the outbreak activity within the facility (one unit, one floor, one wing or the entire facility), the ability to cohort HCW to affected areas, and severity of the outbreak (e.g., many residents and HCW affected, new cases continue to develop in spite of implemented control measures).

Implementation of restrictions may not be possible or recommended due to resident circumstances or operational need (including bed pressures).

The Risk Assessment Worksheet (RAW) is intended for use during respiratory outbreaks where either the sending or receiving site are on movement restrictions for patients/residents. The RAW is a tool to facilitate the sharing of information between sites and to ensure the necessary actions are in place prior to considering approval of the movement of patients/residents. For respiratory virus outbreaks (e.g., COVID-19, influenza etc.), complete the Risk Assessment Matrix below to determine if the RAW should be used.

For transfers between acute care units/sites, do not use RAW process, instead, consult site Infection, Prevention and Control (IPC).

For routine gastrointestinal (GI) or unusual/uncommon outbreaks (e.g., iGAS, verotoxigenic E coli), consult the MOH/Public Health outbreak lead regarding the use of the RAW process.

The NEW RAW form (4 pages) can be accessed at: <https://www.albertahealthservices.ca/frm-19669.pdf>

Risk Assessment Matrix to Determine MOH Pre-Approval | 2

Risk Assessment Matrix					
Please follow the matrix below to determine if a RAW is required. See notes below for moves to or from non-congregated home settings. See instruction information on page 3.					
Sending site (Acute Care/Congregate Care)					
RECEIVING SITE	Congregate Care (excluding acute care and hospice) Site Status		No outbreak	Unit/site on outbreak with no restrictions	Unit/site on outbreak for COVID-19 and/or Influenza with restrictions
		No outbreak	Proceed with discharge no RAW required	Proceed with discharge no RAW required	MOH pre-approved if precautions in place RAW required
		Unit/site on outbreak with no restrictions	Proceed with discharge no RAW required	Proceed with discharge no RAW required	MOH pre-approved if precautions in place RAW required
		Unit/site on outbreak for COVID-19 and/or Influenza with restrictions	MOH Pre-approved if precautions in place RAW required	MOH pre-approved if precautions in place RAW required	MOH pre-approved if precautions in place RAW required
	Hospice Site Status	No outbreak	Proceed with discharge no RAW required	Proceed with discharge no RAW required	Proceed with discharge no RAW required
		Unit/site on outbreak with No Restrictions	Proceed with discharge no RAW required	Proceed with discharge no RAW required	Proceed with discharge no RAW required
		Unit/site on outbreak for COVID-19 and/or Influenza with restrictions	MOH pre-approved if precautions in place RAW required	MOH pre-approved if precautions in place RAW required	MOH pre-approved if precautions in place RAW required

Risk Assessment Matrix to Determine MOH Pre-Approval | 3

Risk assessment matrix resources

Legend for RAW matrix

- **Green** boxes indicate that a RAW is **not** required. Formal MOH approval is not required to support the transfer.
- **Yellow** boxes indicate a RAW is **required**. MOH has provided pre-approval to support client relocation providing the RAW has been completed and both the sending and receiving sites are in agreement with the transition.
 - Receiving sites should retain a copy of the completed RAW in the client's file. There is no need to forward the RAW to Public Health.

Precautions in Place: See RAW for receiving site for description of precautions that must be in place. **If the receiving and sending sites are able to answer yes to applicable questions, the admission may proceed with MOH pre-approval. Ensure RAW has been completed.**

Notes

- **Non-congregated home settings** (personal residences) are considered a “No Outbreak” site on the matrix, unless the client/someone in the home has tested positive or is on isolation.

Refer to the Process for Escalation section below if agreement to the admission/transfer/discharge between the sending and receiving site cannot be reached using the matrix and risk assessment worksheet alone.

Risk assessment worksheet escalation process

Process for escalation if site is not able to answer “yes” to all applicable questions on the RAW:

- Calgary Zone: For Congregate Care sites contact Zone Transition Services Leadership; For Hospice sites consult zone PEOLC Leadership
- Central Zone: For individuals returning to their home/existing bed follow existing zone process. For new placements consult Central Zone Continuing Care Placement
- Edmonton Zone: Contact Zone Transition Services Leadership
- North Zone: Consult Outbreak Lead/MOH designate
- **South Zone: See Process for Escalation section**

Instructions

When a RAW is requested

1. **Sending** site is to complete pages 1 & 2 of RAW (<https://www.albertahealthservices.ca/fm-19669.pdf>) then **phone receiving** site to complete Page 3 & 4 information.
2. **Sending** site emails **completed** RAW to SZSeniorsHealth-IntegratedHomeCareManagers@albertahealthservices.ca and also to IPCSouthZoneTeam@albertahealthservices.ca or **Covenant Health sites @ CovenantRuralIPC@covenanthealth.ca**, if appropriate.
- a. **E-mail subject line must include ‘RAW Form’ and name of sending unit or facility e.g., RAW Form - 4B CRH**
3. RAW to be kept on individual's chart by **sending** site (which may include Home Care).

Risk Assessment Matrix to Determine MOH Pre-Approval | 4

Encryption: *<https://insite.albertahealthservices.ca/it/Page16749.aspx> Guide to email encryption (Internal website) (External sites ask Investigator about encryption process)

Additional Support

AHS sites – If additional support is needed in completion of RAW, email IPCSouthZoneTeam@albertahealthservices.ca

Covenant Health sites – If additional support is needed in completion of RAW, email CovenantRuralICP@covenanthealth.ca

Process for Escalation

If agreement to transition a patient/resident **cannot** be reached between the Sending and Receiving site:

The **Sending** site should email SZSeniorsHealth-IntegratedHomeCareManagers@albertahealthservices.ca explaining the situation

If the patient and/or guardian does not consent to the transition:

The **Sending** site should escalate the situation to SZSeniorsHealth-IntegratedHomeCareManagers@albertahealthservices.ca [explaining the situation](#)

Depending on the nature of the issue, the situation will be escalated to Senior Leadership for review in consultation with the MOH