

FREQUENTLY ASKED QUESTIONS

March 31, 2020

The Minnesota Health Professionals Services Program (HPSP) appreciates the important work health care professionals perform. We know this is a stressful time and want to provide clarity regarding monitoring expectations. **Due to the evolving situation, updates to the answers listed below may be posted. Thank you for your understanding.**

Question 1: Do I need to continue to provide toxicology screens?

Yes. Any decisions to suspend toxicology screens will be made on an individualized basis. Generally:

- If you continue to work in your licensed profession and toxicology screens are required in your Participation Agreement, continue to provide toxicology screens.
- If your position has been deemed non-essential and/or you are not working in your licensed field, you are still required to provide random toxicology screens. **Call your case manager** to inform them of the date you discontinued working and the anticipated return date.
- If you are asked to **quarantine**, you do not need to provide toxicology screens during the time of the quarantine. **Continue to call the topline**, as informational messages may be announced. **Notify your case manager** of start and end dates of the quarantine and provide documentation from your provider or MyChart. You may be asked to provide additional specimens or a PETH test prior to returning to work.
- **Notify your case manager** if your collection site is closed. They will help you identify a new collection site.

Question 2: My position became non-essential and my employer is deploying me to areas within the organization. Do I need a work site monitor in each setting?

No. As long as you are working for the same employer, you do not need to identify a different work site monitor. **Notify your case manager** as changes in your position take place.

Question 3: My position has been deemed non-essential and I was sent home. I would like to work elsewhere during this time. Do I need a work site monitor in each setting?

Yes: You need to sign an authorization for a work site monitor for each employer. You do not need a work site monitor if you are not working in your licensed profession.

Question 4: I have practice restrictions; can these be lifted due to special circumstances related to COVID-19?

No. All practice restrictions remain in place.

Question 5: Are quarterly reports still due on April 15th?

- **Yes**, please submit your participant update and document additional supports you have sought due to COVID-19 (i.e. online meetings or telehealth visits).
- Remind your work site monitor to submit their report – it may be helpful for you to provide the work site monitor report form directly to them to minimize the time they need to complete it.
- Remind your treatment providers to submit reports. They may submit the treatment provider report form found on the HPSP website or submit office notes. **Call your case manager** if you did not see your treatment provider this quarter.
- Document online mutual support group meetings you attend by writing the date and time of the meeting and the meeting name on the attendance form.

- Monitoring forms are found on HPSP's website: <https://mn.gov/boards/hpsp/current-participants/quarterly-compliance.jsp> or call your case manager to request additional forms. All forms may be mailed, faxed (651-643-2163) or emailed directly to your case manager.

Question 6: Will HPSP remain open during the Governor's "Stay at Home" order?

Yes. HPSP will remain open during the Governor's order and throughout the pandemic. However, responses may be delayed due to an increase in volume of calls. We appreciate your patience.