



Personal Protective Equipment (PPE) Request Process for Long Term Care

NOVEMBER 2020

Background:

- This document outlines the process for requesting PPE from state-managed PPE caches. This process applies to hospitals, clinics, long term care, hospice, as well as other health care facilities.
 - Home care agencies will be referred to the Minnesota Home Care Association to request PPE.
 - Group homes will be referred to the Department of Human Services Commissioner to request PPE.
 - It does not address the PPE needs in other workforce sectors or community settings.
- Personal Protective Equipment (PPE) that can be requested under this process **consists of:**
 - Face or Surgical Masks
 - N95 Respirators
 - Isolation/Disposable Gowns
 - Gloves (counted per glove, not by pairs)
 - Face Shields
 - Infrared thermometers
- The following supplies are not considered PPE and **are not covered** by this process:
 - Homemade masks or cloth masks
 - Hand Sanitizer
 - Cleaning or disinfecting products
 - Sanitary/antibacterial wipes

Sources of PPE Covered by this Process:

- PPE received from the United States federal government, including the Strategic National Stockpile (SNS).
- PPE purchased by Minnesota government for health care provider response to COVID-19.

- PPE donated to Minnesota government for health care provider response to COVID-19.
- PPE donated to the Metro Health & Medical Preparedness Coalition

Assumptions:

- The PPE requester has exhausted all means of obtaining PPE, such as regular facility ordering and procurement processes, regional health care coalitions, or local emergency management.
- Fulfillment of PPE requests are based on and adjusted according to available inventory, projected needs, and resupply capabilities in the State warehouse
- Each requesting facility has implemented conservation and re-use strategies for PPE.

Request Process:

- PPE Requests will be submitted using an [online Redcap form](#). This request goes to the Statewide Health Care Coordination Center (SHCC). The requester will be required to provide recent documentation, via upload, that they have attempted to purchase PPE through at least two vendors, and the order was declined, delayed, or backordered. Documentation may be an email, order form, receipt, or other form of communication from vendor.
- The SHCC will review submitted requests using the following criteria:
 - Urgent: No supplies left
 - Priority 1: 0 – 3 days' supply in current facility inventory
 - Priority 2: 4 – 7 days' supply in current facility inventory
 - Priority 3: 8 days and more supply in current facility inventory
- The ability to fill Priority 1, 2 or 3 requests is dependent on the availability of resources in the State PPE warehouse. Currently, the SHCC will fill requests meeting Priority 1 or Priority 2 criteria as long as the above Assumptions are met.
- If there are not enough resources to fill Priority 1, 2 or 3 requests, a representative will notify the requesting facility that all or a portion of their PPE requests will not be filled due to the unavailability of assets. Requesters will be informed of the need to resubmit their request when/if PPE assets become available.
- If the requesting facility is a home care organization, the facility will receive a denial email and be redirected to the Minnesota Home Care Association for PPE procurement.
- If the requesting facility is a group home organization, the facility will receive a denial email and be redirected to the Department of Human Services Commissioner for PPE procurement.

Receiving PPE:

- If the requesting facility has an active COVID outbreak, the PPE request will be filled by the SHCC. PPE will be shipped via UPS and the facility will receive a shipping confirmation email with estimated delivery date.
- If the requesting facility does not have an active COVID outbreak, the PPE request will be sent to the Metro Coalition to fill.
 - The facility will need to pick up their PPE items at the Coalition PPE Warehouse in Minneapolis.
 - An email with date, time, and location of pick-up will be sent to the requestor.

PPE Request Process Flowchart

