



## MEMORANDUM

**To:** OTP, Mobile Crisis, Residential SUD, Residential Rehabilitation Program Providers

**From:** Aliya Jones, M.D., MBA

**Date:** March 16, 2020

**RE:** Personal Protective Equipment

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Due to supply chain disruptions, numerous service providers across the state are reporting a need for Personal Protective Equipment (PPE) that cannot be sourced elsewhere. The Department has given us this opportunity to identify our provider needs regarding Personal Protective Equipment. Unfortunately, we have a small window to retrieve this information. So our apologies for this short turn around. To assist in meeting these needs and in planning for the potential depletion of inventory of PPE, the Behavioral Health Administration (BHA) is asking your assistance to help us compile our resource requests that will be submitted to the Maryland Emergency Medical Agency (MEMA) as they have instructed. In an effort to compile and prioritize PPE resource requests from you, we are asking that the requested information be provided to BHA by 9:00 am on March 17, 2020.

Specifically, the information requested is the estimated need for PPE used by service providers directly related to COVID-19 response for a period of up to 3 months. We are requesting that anticipated PPE resource requests be immediately submitted via the instructions outlined below. Once received and compiled, the information will be shared with the Department's Emergency Preparedness Team so that the BHA can properly submit the anticipated needs through MEMA. This supply request is not a guarantee of fulfillment of the PPE.

Additionally, service providers should continue to try every source available for any necessary supplies and PPE. If there are questions about this memo, please contact Stephanie Slowly, BHA Chief of Staff, at [Stephanie.slowly1@maryland.gov](mailto:Stephanie.slowly1@maryland.gov). Please download the spreadsheet "COVID-19 Supply Request Form" at this link:

<https://maryland.optum.com/content/ops-maryland/maryland/en/bh-providers/tools.html>

and input your information and email it to [ivajeane.smith@maryland.gov](mailto:ivajeane.smith@maryland.gov). Add your provider name in the first column and answer the questions about types of supplies anticipated for a time frame of 3 months. Do your best to project needs based on number of people supported and number of direct support staff that will be utilizing the supplies within that time frame. Please only enter quantities (numbers) in the fields when requested (as opposed to other comments). If you have additional comments, you may type them

into the final column. Thank you.