

# Process to Request Personal Protective Equipment (For Adult Family Homes)

## PPE Request Process for Adult Family Homes

Adult Family Homes (AFH) can request Personal Protective Equipment (PPE) by contacting Home and Community Services (HCS) or the Developmental Disabilities Administration (DDA). The AFH must complete screening questions and file a request. HCS/DDA will place an order on the AFH's behalf. Orders will be verified and shipped to the AFH within 24-72 hours of your request.

### Steps to Follow

1. Prepare an order request form.
2. Contact DSHS.
  - *Refer to the DSHS Contact Info document to identify your contact*
3. Answer screening questions.
  - *Are you caring for a client with a suspected or confirmed infection of COVID-19?*
  - *Have you placed an order before?*
4. Submit your order request form to your contact at DSHS.

### Documents You Will Need

#### Order Request Form



#### DSHS Contact Info



## Frequently Asked Questions

How long will it take to receive PPE after filing a request?

- *Expect to receive PPE 24-72 hours after filing a request.*

If I care for a mix of DDA and HCS clients, is the process universal?

- *Yes. Please only place a single order, either through DDA or HCS.*

What should I know about PPE?

- [COVID-19 Guidance for In-Home Caregivers with Limited Personal Protective Equipment](#)
- [Sequence for Putting On \(Donning\) and Removing \(Doffing\) PPE](#)
- [Frequently Asked Questions about Personal Protective Equipment](#)
- [PPE Home Health Aide Guidance](#)

How many orders can be placed?

- *This is a one-time purchase intended to meet PPE needs for a 31-day period.*