



**Developmental Services, Inc.**  
**2920 Tenth Street Columbus, IN 47201**  
**812-376-9404**

March 16, 2020

Dear Families and Guardians:

As we continue to face the daily information regarding COVID-19, it is our intention here at DSI to keep everyone informed on our attempts to deal with this national concern. In an effort to assure we are doing everything possible to deal with this effectively and timely; we continue to communicate with other agencies like DSI, The Bureau of Developmental Disabilities, Indiana Association of Rehabilitation Facilities, local health departments, and The American Red Cross.

It is imperative that we have the ongoing support of our families and guardians as we continue to make the daily tough decisions that can have an impact on everyone as we continue to work through this very unique situation. As part of this decision-making process, we will be making some temporary short-term changes in our service delivery system. Families that have the opportunity to keep their loved one at home may choose this as an option. At this current time our services will remain open and available with some necessary changes. At this time, we are providing as many services as possible in a consumer's home. While we understand this is not the optimal approach to services, at this time it is necessary to keep our most vulnerable consumers safe.

In an effort to control exposure we are restricting visitation at both our day program and residential sites. This will begin immediately and will remain in effect until further notice.

At this time visitors will not be allowed into our day program facilities or residential settings. While it is understood that you may choose to pick up your loved one from a DSI service site; it will be necessary for you to have your loved one remain in your setting until the COVID-19 threat has minimized. This obviously would not include consumers currently living with a family member or guardian. The decision being made in this critical situation is not to keep families or guardians away from your loved ones; but is being put into place to minimize the exposure to everyone. Families can continue to be a part of necessary medical appointments by communicating with your program manager.

At this time, we will be suspending any unnecessary community outings as a measure to reduce risk of exposure. While DSI absolutely believes in a community-based approach to services and supports; at this time, it is imperative that we follow the guidance of both national and local recommendations in this area.

Any REACH/Respite services that are not provided by a family member or are not medically necessary will be suspended at this time until further notice.

In regard to Community Employment Services, DSI staff will continue to support those consumers currently on job sites needing staff support in order to maintain their employment. All other Community Employment activities will be suspended at this time. DSI will continue to update our website, social media, and staff portal regarding the COVID-19 outbreak. Please understand that while the information in this communication is our approach to services/supports today, families/guardians need to understand this may change at any time due to the current ever-changing environment of this COVID-19 outbreak. Families and guardians need to be prepared for any necessary services/supports changes that may come in the near future. In an effort to keep a consistent message going out for those having specific questions, we are directing phone calls to Kay Boas (Director of Family Support Services) at 812-376-9404 (Ext. 132).

Thank you for your understanding and support as we navigate through these uncharted waters. It's because of families, guardians, and our wonderful staff that we are able to work through this difficult situation.

Sincerely,

Shane Burton, CEO