

# Process to Request Personal Protective Equipment (For Individual Providers)

## PPE Request Process for Individual Providers

Individual providers (IPs) can request Personal Protective Equipment (PPE) by contacting their local Area Agency on Aging (AAA) or the Developmental Disabilities Administration (DDA). The IP must complete screening questions and file a request. The AAA/DDA will place an order on the IP's behalf. Orders will be verified and shipped to the IP within 24-72 hours of your request.

### Steps to Follow

1. Complete an order request form.
2. Contact your local AAA or DDA office.
  - *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?*
  - *How many clients do you provide care to?*
4. Submit the order request form to your AAA/DDA contact.

### 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 or AAA clients, is the process universal?

- *Yes. Please only place a single order, either through DDA or your local AAA.*

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.*