

Instructions for Project DAWN data forms

There are two types of forms that must be submitted to the Ohio Department of Health (ODH) on a monthly basis:

- Project DAWN Monthly Distribution Log (1 per month)
- Intake forms (1 per person trained and/or receiving a Project DAWN kit)

All forms must be submitted electronically to kathleen.koechlin@odh.ohio.gov by the 5th of the month.

1. **Project DAWN Monthly Distribution Log:** This document should record all Project DAWN kits distributed to **community members**, regardless of funding source. (Do **NOT** record the doses/kits provided through the Ohio Department of Mental Health and Addiction Services (OhioMHAS) that are distributed to law enforcement, emergency personnel and first responders.)
 - a. ODH-funded Project DAWN kits include:
 - i. Kits provided through the 2016 and 2017 allocations related to the naloxone awareness campaign (see page 5 for a list of these counties)
 - ii. Kits provided through a Project DAWN contract with ODH (see page 5 for a list of these counties)
 - iii. Emergency doses of naloxone and/or Project DAWN kits from **ODH** resulting from an EpiCenter alert
 - b. Non-ODH-funded Project DAWN kits for **community distribution** may include:
 - i. Kits funded through local ADAMHS Boards or local foundations
 - ii. Kits directly funded by the local health department
 - iii. Emergency doses of naloxone and/or Project DAWN kits from **OhioMHAS** resulting from and EpiCenter alert

Project DAWN Monthly Distribution Log – 2016

Agency name:



Please list what you include in your standard Project DAWN kit:

Month	Number of ODH-funded Project DAWN kits distributed (if applicable)	Number of <i>non</i> -ODH funded Project DAWN kits distributed	Total number of Project DAWN kits distributed	Number of persons trained	Number of reversals (if known)
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

- 2. Intake forms:** There are three versions of the Project DAWN intake form; the appropriate form should be completed for each person who receives training and/or a Project DAWN kit. You may submit the forms as you go, or you may submit them all at once by the 5th of the month.
- a. **Project DAWN General Intake Form** – This form is to be completed by each person who receives training and/or a Project DAWN kit from your **community distribution** Project DAWN program(s) for one of the following reasons:
 - i. They are concerned that they, themselves, might overdose
 - ii. They are concerned that a specific person such as a friend or relative may overdose
 - iii. They want to carry naloxone “just in case” as concerned community members who have reason to believe they may be in a position to assist in an overdose
 - b. **Project DAWN Agency Form** – This form is to be completed by each person requesting a Project DAWN kit and training because they work somewhere where they are concerned a person may overdose (whether it be clients/patients, patrons, fellow employees, etc.). Some examples of situations when an agency form would be used include:
 - i. A person who works at a homeless shelter where a lot of clients are users of heroin wants to carry a Project DAWN kit in case someone overdoses during his or her shift
 - ii. A person who works at a fast-food restaurant in an area of town that serves a high number of people who use drugs wants to carry a Project DAWN kit in case a patron overdoses
 - iii. A person who works in a drug treatment center wants to carry a Project DAWN kit in case a client overdoses
 - c. **Project DAWN Refill Form** – This form is to be completed by each person who comes in for a refill (i.e., they have already been trained and have been carrying a Project DAWN kit).

There are several options available for completing and submitting intake forms:

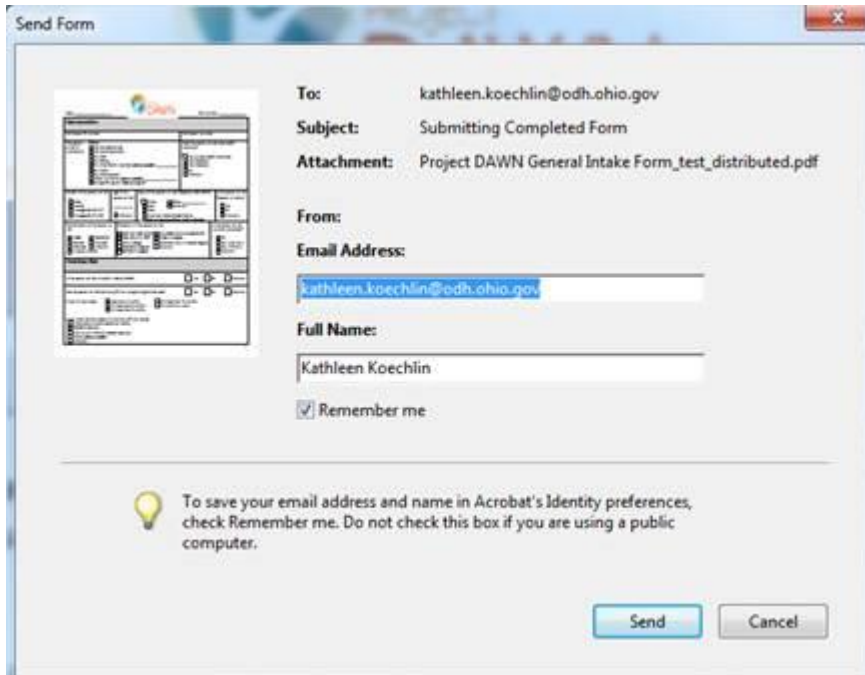
- 1. Completing the forms:
 - a. The participant can fill out the form independently while waiting to be seen by the trainer
 - i. If this option is chosen, the trainer should review the form with the participant to ensure completion and to guide discussion regarding overdose risk
 - b. The trainer can fill out the form with the participant during the overdose risk assessment and education session
- 2. Submitting the forms:
 - a. Paper copies can be printed for participants to complete by hand
 - i. If this option is chosen, staff must enter the data into the electronic form at a later time and submit it to ODH

- b. If a computer or tablet is available, participants can enter their data directly into the electronic form
 - i. If this option is chosen, the data can be submitted immediately and no additional data entry is necessary
- 3. Assigning responsibility for data submission:
 - a. Project DAWN sites run by local health departments are responsible for submitting their data directly
 - b. Project DAWN sites run by other agencies (treatment centers; ADAMHS boards; non-profit organizations) have two options [the chosen option should be a shared decision between the local health department and the other agency(ies)]:
 - i. Provide the data to the local health department for submission to ODH
 - ii. Submit data directly to ODH
 - 1. If this option is chosen, the county health department should contact Kathleen Koechlin at kathleen.koechlin@odh.ohio.gov or 614-728-0878 to provide the name and contact number of the person who is responsible for data submission for each Project DAWN site in the county

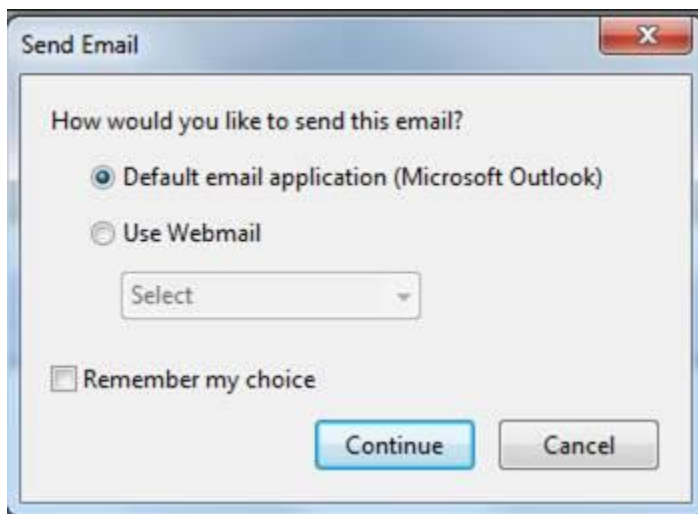
What to expect when submitting the forms

When you (or the participant) enter the data into the electronic form and hit the “Submit” button, a “Save as” box will pop up so you can save a copy of the form. If you do not want to save a copy, just hit “Cancel.”

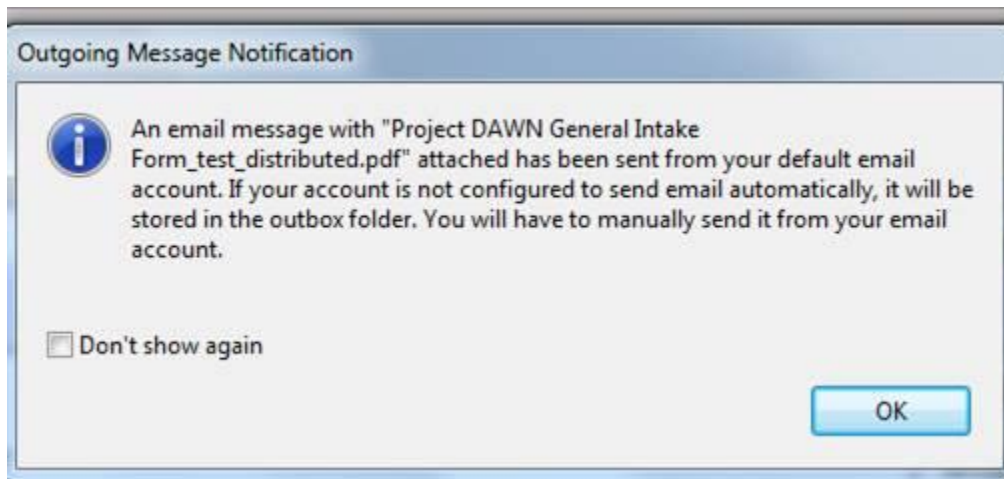
After you save a copy (or cancel), a “Send Form” box will pop up with your email address and name:



When you hit “Send” it will ask you how you want to send – if you are using Microsoft Outlook, leave the “Default email application (Microsoft Outlook)” box selected (this will be most common). If you are using Webmail, select that option and follow the instructions.



When you hit “Continue,” the form will be sent. You should see the box below pop up once the form has been successfully submitted.



Once you have saved and submitted the form, you can clear the form using the “Clear form” button at the bottom of the last page and enter the next data form. There is also a “Print” button should you wish to print a copy of the form.

Please notify Kathleen Koechlin the first time you submit a form to ensure it was received successfully.

These forms allow the data to be automatically saved into a CSV file which can easily be exported into an Excel spreadsheet for analysis. Your data can be provided to you in this format upon request for the evaluation of your program by contacting Kathleen Koechlin at kathleen.koechlin@odh.ohio.gov or 614-728-0878.

2017 Eligible counties that received an allocation for the purchase of Project DAWN kits related to the naloxone awareness campaign

ASHTABULA
BROWN
BUTLER
CLERMONT
CLINTON
COLUMBIANA
CUYAHOGA
ERIE
FRANKLIN
GREENE
HAMILTON
LAKE
LAWRENCE
LORAIN
LUCAS
MAHONING
MARION
MEDINA
MONTGOMERY
PORTAGE
RICHLAND
ROSS
SCIOTO
STARK
SUMMIT
TRUMBULL
WARREN
WAYNE
WOOD

Counties with a Project DAWN contract with ODH

CLARK
HANCOCK
HURON
LICKING
MORROW