

SOG: ADMINISTRATION OF MORROW COUNTY PROJECT DAWN

Morrow County Health Department (MCHD), acting as Project Manager for a multi-county Project DAWN Program that addresses the need for community-based Overdose Education and Naloxone Distribution Programs in counties of small and medium size, will assure fidelity to the Scope of Work and/or Deliverables defined in the Contract with the Ohio Department of Health. This SOG delineates MCHD responsibilities, and the responsibilities of participating counties acting as Project Sites, and managing their individual county Project DAWN programs within the overall program framework of Morrow County Project DAWN.

Morrow County Health Department (MCHD), along with participating county health districts, will meet all contract deliverables and establish/implement local Project DAWN Overdose Education and Naloxone Distribution Programs (OENDP) in their communities, as outlined in program policies and procedures.

As Project Manager, MCHD will:

1. Develop and provide program materials, including:
 - a. Policies and Procedures that include:
 - i. Clinical Pharmacology of Naloxone
 - ii. Purpose of Project DAWN
 - iii. Program Description
 - iv. Program Operative Dynamics and Procedures (including staff training)
 - v. Data Collection and Evaluation
 - vi. Program update/reporting
 - b. Program Protocol
 - c. Standards of Guidance (SOGs)
 - d. Standing Orders (sample)
 - e. Letter of Commitment (sample)
 - f. Memorandum of Understanding
 - g. Program Forms
 - h. Training Materials that cover required components [See Attachment]
2. Procure all necessary supplies to assemble and distribute Project DAWN kits
 - a. Project DAWN kits (300)
 - b. Prescription Labels
 - c. Instruction Cards
3. Distribute kits, as established in MOUs with participating counties, for training and distribution
4. Assure that a minimum of 300 individuals are recruited and trained between March 1, 2016 and June 30, 2017. [Under current Ohio law (HB 4) a prescription is no longer required to obtain naloxone.]
 - a. Training participants will receive a pre-assembled Project DAWN kit.
 - b. Participants may include friends and families of at-risk opioid users. See MCHD Project DAWN Program Protocol for eligibility.
5. Provide data tracking sheet to ODH for FY16 and FY17 on July 15, 2016, October 15, 2016, January 15, 2017, March 15, 2017, and June 30, 2017.
6. Provide annual marketing plans for FY16 and FY17 on June 1, 2016 (FY16) and October 1, 2016 (FY17) that outlines:
 - a. How MCHD and participating counties will identify and recruit individuals at risk of experiencing an opioid-related overdose; or a family member, friend, or other person in a position to assist individuals who there is reason to believe are at risk of experiencing an opioid-related overdose. See Attachment – Project DAWN Criteria of an Individual at-risk of Opioid Overdose.
 - b. Outreach efforts to increase the number of law enforcement agencies who carry and administer Naloxone, specific recruitment, education, and awareness strategies.
 - c. Complete a program evaluation report on June 30, 2017, that includes:
 - Final data collection tracking
 - Sustainability plan
 - Overall project assessment including challenges and lessons learned
7. Participate in bi-monthly conference calls with Violence and Injury Prevention Program (VIPP) staff to discuss program implementation and contract deliverables
 - a. Include participating counties in bi-monthly conference calls
 - b. Hold Morrow County Project DAWN program conference calls with participating counties as needed to discuss program implementation and contract deliverables

8. Host one ODH VIPP site visit during FY16 or FY17.
9. Provide participating counties with copies of ODH Contract.
10. House all documents required and requested of participating county health districts in one location at the Morrow County Health Department.
11. Be directly available to participating county health districts to answer questions and provide program guidance.

Participating County Health Districts will:

1. Designate a Project Manager and act as a Project Site for Project DAWN.
2. Submit the following documents to Morrow County Health Department Project DAWN Project Manager (MCPD):
 - a. Memorandum of Understanding between MCHD and County Health District
 - b. Copy of TDDDL
 - c. Letter of Commitment from Medical Director/Authorizing Physician
 - d. Name, address, and contact information of local Project Manager and Project Site
 - e. Names of Authorized Personnel/Overdose Prevention Educators
 - f. Local Marketing Plan
3. Adopt all MCPD program materials, including:
 - a. Policies and Procedures
 - b. Program Protocols
 - c. Standards of Guidance
 - d. Standing Orders
 - e. Program Forms
 - f. Training Materials
 - g. Reporting Procedures and Timelines
4. Participate in Bi-monthly Conference Calls
5. Assure that community-based trainings cover all required components [See Attachment]
6. Complete trainings and distribute agreed upon number of naloxone kits, based on MOU between MCHD and participating County Health District.

Attachment A: MC Project DAWN Policies and Procedures

Attachment B: MCPD Protocol

Attachment C: Standards of Guidance

Attachment D: Sample Letter of Commitment

Attachment E: Sample Standing Orders

Attachment F: Program Paper Forms

Registration

Refill

Agency

Attachment G: Electronic Submission Forms

Registration Data Collection

Refill Data Collection

Agency Data Entry

Attachment H: Training Materials

Power Point

Training Video (ODH)

Understanding Addiction Video (for Overdose Prevention Educators)

Attachment I: MC Data Reporting Form