

Project DAWN

Documentation FAQs

Last updated 4/4/18



General

What documents does my Project DAWN program have to submit to ODH?

If your program dispenses any naloxone funded through the Ohio Department of Health (ODH), you are required to submit the monthly distribution log. Also, an intake form is required for every ODH-funded kit that your Project DAWN program dispenses.

Project DAWN programs whose naloxone is purchased solely through other funding sources are encouraged to submit the monthly distribution log but are not required to do so. ODH will ask these programs to voluntarily report the data (kits dispensed; people trained; overdoses reversed) to ODH at the end of the calendar year in order to quantify the cumulative reach and impact of the Project DAWN programs.

The use of the intake forms for kits funded through other sources is encouraged, but is not mandatory.

How do I know whether my program's naloxone is funded through ODH?

"ODH-funded naloxone" refers to:

- Naloxone that is provided to Project DAWN programs as part of a contract with ODH
- Naloxone allocations that are provided to county health departments to be dispensed to the public via Project DAWN programs

Please note that the naloxone that is earmarked for law enforcement and first responders is provided by the Ohio Department of Mental Health and Addiction Services (OhioMHAS), is not funded through ODH, and should not be reported using these forms.

I have more questions. Help!

If you have read through this FAQ and have additional questions or anything is unclear, please email projectdawn@odh.ohio.gov or call the ODH Project DAWN Coordinator at (614) 728-3614.

Monthly Distribution Log

What is the 2018 monthly distribution log?

The monthly distribution log is a form that Project DAWN programs submit to ODH on a monthly basis to report how many naloxone kits have been dispensed, how many people have been trained, and how many overdose reversals have been reported.

How do I submit the monthly distribution log?

Update the log to add the data from the most recent month and email it to projectdawn@odh.ohio.gov by the fifth day of the following month.

My Project DAWN program has multiple naloxone distribution sites. Does that mean I need to submit multiple logs?

In most cases, each program submits one comprehensive log that summarizes the data from all of the program’s distribution sites and training events. However, if it works better for each site to submit independently, that is fine too. Do whatever works best for your program.

Should I include naloxone that I provide to law enforcement and first responders in the monthly distribution log counts?

Please do not include naloxone that is transferred to law enforcement and first responders for administration in case they arrive on the scene of an overdose. This includes naloxone that is funded through Ohio Department of Mental Health and Addiction Services (OhioMHAS).

However, if a law enforcement agent or first responder associated with your program personally furnishes a take-home kit to an individual pursuant to a protocol (for example, as part of a Quick Response Team), that kit is considered to have been dispensed to a community member and should be included in this log.

What number should I report in the “number of known reversals” column?

This number should include the number of known instances where naloxone from a Project DAWN kit was administered to a person to reverse an opioid overdose or a suspected opioid overdose. Do not include instances where the person was administered naloxone but did not survive.

Project DAWN Monthly Distribution Log - 2018



Name of Program:

	Number of ODH-funded kits distributed	Number of non-ODH-funded kits distributed	Total number of kits distributed	Number of persons trained	Number of known reversals
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total:	0	0	0	0	0

Please email this form to projectdawn@odh.ohio.gov by the 5th day of each month. Enter zero if no kits were distributed or persons trained during that month.

Project DAWN Intake Forms

When should the Project DAWN intake forms be used?

An intake form must be completed when a client is receiving an ODH-funded naloxone kit from a Project DAWN program. The use of the forms is encouraged, but not required, for clients receiving kits funded through other sources.

There are three intake forms:

1. **Individual form** for kits that are prescribed, or personally furnished pursuant to a protocol, to individuals during a standard Project DAWN training session
2. **Quick response team form** for kits that are prescribed, or personally furnished pursuant to a protocol, to individuals by a quick response team
3. **Service entity form** for kits that are transferred to agencies or organizations that keep naloxone onsite according to a service entity protocol

What if someone comes back to my Project DAWN program to get a refill?

There is not a separate refill form. Utilize the appropriate form (individual, quick response team, or service entity) for both first kits and subsequent refills.

What is the process for completing and submitting the forms?

Clients fill out a paper form, then Project DAWN staff enter the data into www.surveymonkey.com/r/ProjectDAWNintake. All three versions of the form use the same SurveyMonkey link.

My Project DAWN site has access to a computer or a tablet. Can I have my client fill out the survey directly online during the training session instead of filling out a paper form?

Yes. However, you will have to answer the questions on the first page for them, or tell them how to answer.

Can I provide my clients with the SurveyMonkey link so they can complete the form ahead of time?

No; due to data storage and security concerns, the SurveyMonkey link should be accessed by Project DAWN staff only. However, you can provide the client with the paper form to complete ahead of time. You can also create a digital version of the form for the client to complete online ahead of time, then have your program staff later enter that data into SurveyMonkey.

If your client answers the questions in advance, please make sure you review the responses with the client at the time the kit is dispensed. Do not enter data into SurveyMonkey until the client is actually in possession of the kit.

What is the “form identifier” question at the top of each form?

This item is used to distinguish the forms so that ODH can detect if duplicate forms have been submitted accidentally. You may use whatever system you like to distinguish the forms – you can number them consecutively (1, 2, 3...) or by date (Jan01-A, Jan01-B, Jan01-C, Jan02-A, Jan02-B, etc.). However, each

form must have a unique identifier. Make sure that the identifiers do not include any protected health information (PHI) or information that could identify the client.

What if I made an error when entering data, but have already submitted the form?

If you have made an error, please submit the form again with the correct information, then contact the ODH Project DAWN Coordinator to ask her to delete the data from the incorrect submission. Make sure you provide the form identifier number.

How do I view the data I have entered into SurveyMonkey?

The ODH Project DAWN Coordinator will provide you with a customized SurveyMonkey link that lets you view the data from all forms submitted by your Project DAWN program during the current quarter. You will not be able to view data from forms submitted by other programs.

The ODH Project DAWN Coordinator can provide you with the raw data from your submitted forms at any time upon request.

Should a form be completed for a client who goes through the training, but does not take a Project DAWN kit home with them?

No.

Can I add additional questions to the forms?

Yes! If your Project DAWN program has any additional questions you would like to ask your clients, you may modify these forms to add more questions. Please contact the ODH Project DAWN Coordinator to get an editable form. However, please do not delete or modify any of ODH's original questions.

If you add questions, the responses will not be collected in SurveyMonkey so make sure you have established a separate process to record this data.

What if one of my clients leaves a question blank?

If your client leaves a question blank on the paper form, please leave that same item blank when inputting the data into SurveyMonkey.

Individual Forms

When should the individual form be used?

This form should be used when a Project DAWN client is directly prescribed naloxone by a prescriber, or personally furnished naloxone pursuant to a protocol. Most Project DAWN programs will use this form for a majority of their clients. This includes:

- People who are themselves at risk of overdose
- People who have a friend or family member at risk of overdose
- People who don't know a specific person at risk, but want to carry their own personal kit with them just in case
- People who are carrying their own personal naloxone kit at work (not under a service entity protocol)

When is this form required?

Either this form or the QRT form is required for every ODH-funded naloxone kit that your program prescribes or personally furnishes to an individual. This means naloxone that was provided through an ODH contract or an ODH allocation. If you are using naloxone that is funded from other sources, we encourage you to use ODH forms, but they are not required.

Quick Response Team (QRT) Forms

What is a Quick Response Team?

Also known as *post-overdose response teams* or *drug abuse response teams*, these groups reach out to individuals and families a few days after a non-fatal overdose has occurred to offer education, referral to treatment, and/or naloxone (usually at the home of the person who overdosed).

When should the QRT form be used?

The QRT form is a shorter version of the individual form and should be completed when ODH-funded naloxone is prescribed, or individually furnished pursuant to a protocol, by a *quick response team* associated with a Project DAWN program.

Only the ultimate recipient of the kit should complete a form. In other words, if a Project DAWN program transfers a kit to a police officer on a Quick Response Team and the police officer then furnishes the kit to a family member pursuant to a protocol, the family member – not the police officer – should complete the form.

When is this form required?

Either this form or the individual form is required for every ODH-funded naloxone kit that your program prescribes or personally furnishes to an individual. This means naloxone that was provided through an ODH contract or an ODH allocation. If you are using naloxone that is funded from other sources, we encourage you to use ODH forms, but they are not required.

Why did ODH create an intake form specifically for naloxone dispensed by QRTs?

Project DAWN programs reported that the versions of the intake forms used in 2017 presented a barrier to personally furnishing naloxone during a QRT visit due to the nature of these visits. The QRT form – a shorter variation of the individual form – was developed to bypass this barrier.

Service Entity Forms

When should the service entity form be used?

If your Project DAWN program provides ODH-funded naloxone to an organization, agency, or business that wants to keep naloxone on site pursuant to a service entity protocol to administer in case a person overdoses on the premises, the agency should complete this form.

When is this form required?

This form is required for every ODH-funded naloxone kit that your program provides to a service entity. This means naloxone that was provided through an ODH contract or an ODH allocation. If you are using naloxone that is funded from other sources, we encourage you to use ODH forms, but they are not required.

Should I use this form if I am selling naloxone to a service entity?

Keep in mind that ODH-funded naloxone is intended to be provided at no cost and should not be sold to anyone. If your program is selling naloxone purchased or funded through other sources to a service entity, this form should not be used.

I am providing naloxone to a service entity and training multiple employees of that agency.

Does each person trained need to complete a service entity form?

No. One form should be completed per instance of providing naloxone to service entities. Additionally, kits that are provided to service entities are not being personally furnished to an individual, so the employees should not complete individual forms either.

Is my Project DAWN program required to provide free naloxone to service entities?

The primary aim of Project DAWN is community distribution to individuals, so Project DAWN programs are not required to supply service entities with ODH-funded naloxone. However, Project DAWN programs may choose to provide ODH-funded naloxone to service entities at the program's discretion based on circumstances and available resources. Naloxone funded through other sources may have different restrictions.

Where can I learn more about the service entity model of naloxone distribution?

Please visit the State of Ohio Board of Pharmacy's Naloxone Resources page (<http://pharmacy.ohio.gov/Pubs/NaloxoneResources.aspx>) and view the guidance documents posted there. This page also includes a sample naloxone protocol that your program can provide to organizations if you like.