



**Department of  
Health**

Project DAWN

# **Project DAWN Portal**

## **User Guide**

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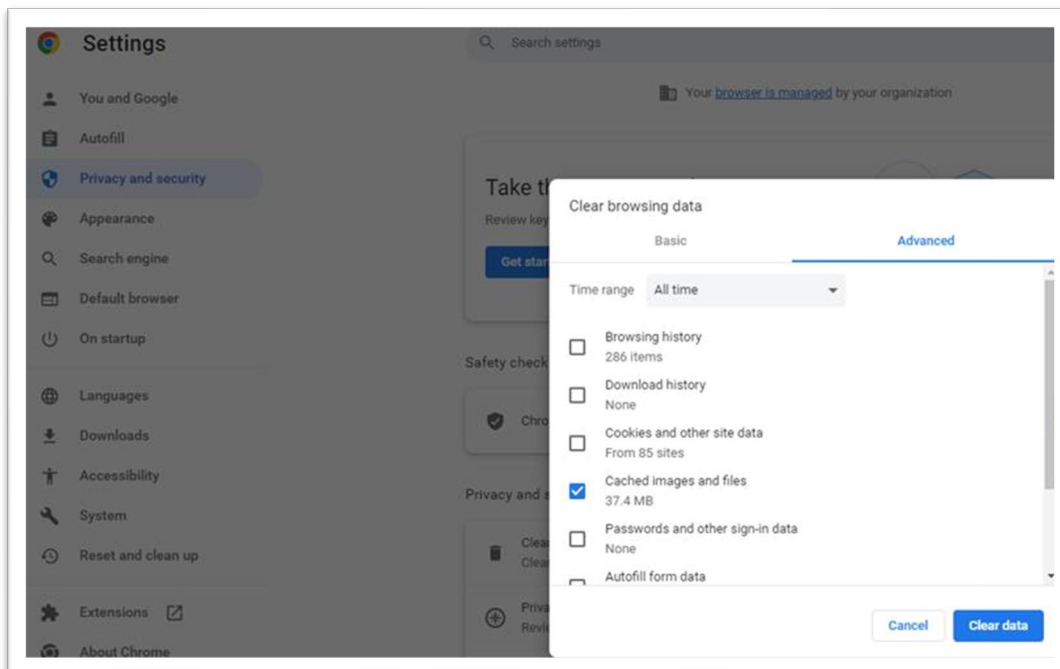
# Portal Functionality Tips

- The Project DAWN application (aka Portal) works best with Google Chrome or Microsoft Edge internet browsers.
- After 30 minutes, your Portal session will expire. Because of this, it is important to click “Save” often. We recommend saving every five to 10 minutes.
- If your session expires, you can either:
  - Wait for the refresh message which will re-direct you to OHID (after you click Reload), or
  - Re-navigate to OHID.
- Either of the following bullets are signs you have the older version of the Portal in your browser. If you are experiencing either of these, please clear your browser cache using the steps at the end.
  - If the "refresh link" message says, "An error occurred click to refresh" instead of "Authentication expired, please click reload" then you have the old version of the Portal.
  - The new version of the Portal has the ODH logo at the top (like below). If you do NOT see the logo, then you have the old version of the Portal.



## How to refresh your internet browser cache: (For Google Chrome)

1. Go to Settings > Privacy and security > Clear browsing data.
2. Pick “Cached images and files” then click “clear data”. This will remove the old version of the Portal app and let the new one load.



3. Close your browser windows before trying to use the Portal again.

# Project DAWN Requirements

**Please read through this document carefully.**

**If you have questions, you may contact an ODH Project DAWN team member at [ProjectDAWN@odh.ohio.gov](mailto:ProjectDAWN@odh.ohio.gov).**

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**Before registering to become a program, please keep in mind the requirements of Project DAWN.**

## **Eligibility:**

- Your organization must have an established protocol that authorizes the staff or volunteers to personally furnish (distribute) naloxone prior to registration. Protocols can be signed by a clinical nurse specialist, certified nurse-midwife, physician, physician assistant, or certified nurse practitioner. Proof of a signed protocol is required.

## **You can register as a Project DAWN program if:**

- Your organization will distribute take-home naloxone kits free-of-charge; or
- You are a local health department that would like to equip law enforcement and first responders with naloxone for in-field use.

## **You should not register as a Project DAWN program if:**

- You are an individual and would like naloxone for personal use.
- You only desire to keep one or more doses of naloxone on the premises of your establishment to administer in case a suspected overdose occurs.
- Your organization does not intend to distribute naloxone on a consistent basis. For example, your plans are to distribute a small amount of naloxone at community events a few times a year. In this case, it is best to partner with an existing local Project DAWN program.
- Your program does not have an established protocol that authorizes personnel to personally furnish naloxone.

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Overdose education and naloxone distribution programs (OENDPs) must register as a Project DAWN program with Ohio Department of Health (ODH) to receive ODH-funded naloxone. The Project DAWN program has requirements for becoming a registered program as well as data requirements agencies must agree to submit.

## **Requirements**

- **Potential and existing programs must manage program information and submit data via the Project DAWN web application (a.k.a. the “Portal”).**
- Programs must comply with all Ohio Revised Codes and Ohio Administrative Codes, including authorization to personally furnish naloxone under a signed protocol. You will be required to provide proof of protocol.
- Naloxone funded by the Ohio Department of Health must be provided at no cost to clients.
- Programs may not bill client insurance for naloxone funded by the Ohio Department of Health but may bill insurance for naloxone funded through other sources.
- Naloxone funded by the Ohio Department of Health cannot be distributed outside the state of Ohio.

- Programs may serve any population or geographic area within Ohio. There are no restrictions on the number of Project DAWN programs in each county; however, programs within the same area are strongly encouraged to collaborate to maximize resources.
- Programs may be open to the public and/or provide kits to special populations (such as county jail inmates only or syringe service program clients only).
- By law, some form of training must be provided every time naloxone is furnished (distributed). Each program may determine the length, content, and format of training (verbal, video, written material). The Ohio Department of Health encourages programs to tailor training to meet the needs of your program and the client. Training resources and minimum requirements can be found on the Project DAWN Resources webpage.
- By law, programs must advise clients to summon emergency services, such as 911, as soon as practicable, either before or after administering naloxone.

### **Project DAWN Categories**

Based on your registration information, you will be grouped according to the following:

- **Group A:** Programs distribute more than or equal to 1,000 kits/year to the community or are current subrecipients of ODH Community Harm Reduction Grants.
- **Group B:** Programs that distribute less than 1,000 kits/year to the community.
- **Group C:** Local health departments that only provide kits to law enforcement and first responders (NOT for leave-behind programs or quick response teams). It is common for a health department to be in Group C and Group A or B. This effort was previously supported by Ohio Mental Health and Addiction Services.

### **Data Requirements**

Your organization must agree to submit data via reporting forms to the Ohio Department of Health in exchange for a supply of free naloxone. The Ohio Department of Health has discretion to temporarily suspend naloxone funding due to missing program data.

- **Group A**
  - Monthly Distribution Log.
  - Naloxone Intake Form.
- **Group B**
  - Monthly Distribution Log.
  - ZIP code & Settings Totals.
- **Group C**
  - Monthly Distribution Log.

### **Reporting Form Descriptions**

Monthly Distribution Log: an online form to capture the total number of kits your program provides on a monthly basis.

Naloxone Intake Form: a REDCap survey to collect information during every service encounter. Data elements include, but are not limited to, setting, ZIP code, and client demographic information.

ZIP Code & Settings Totals: a REDCap form to capture the total number of kits distributed through each setting and ZIP codes (identified by the program) for each month.

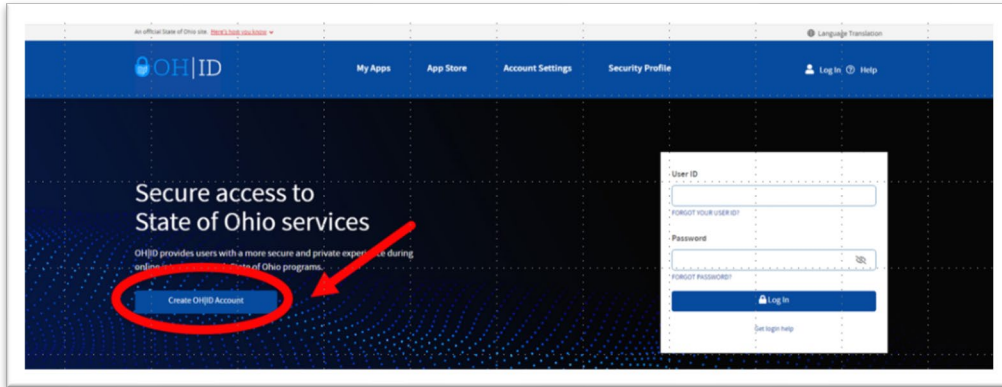
### **Next: OH|ID Account Set-Up**

# OH|ID Account Set-Up

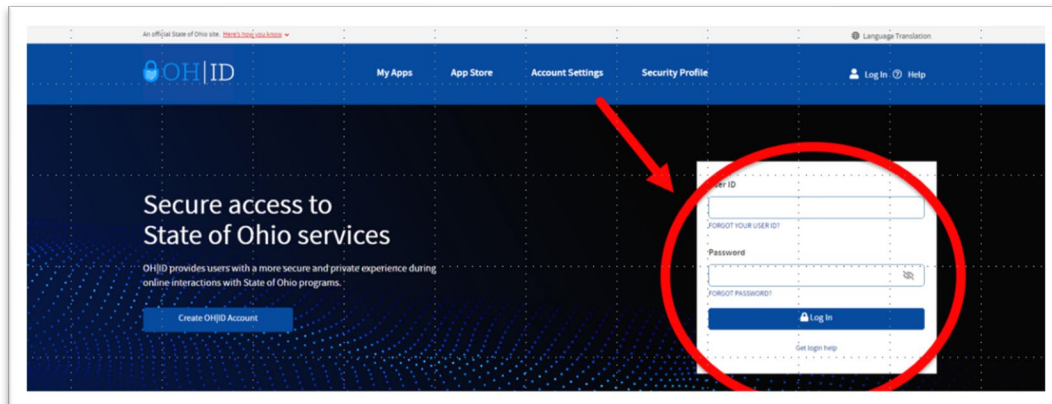
The Project DAWN Portal requires all agencies to have an OH|ID account.  
*If you currently have an OH|ID account, skip to “Accessing the Portal” section on page 4.*

## To create a free OH|ID account:

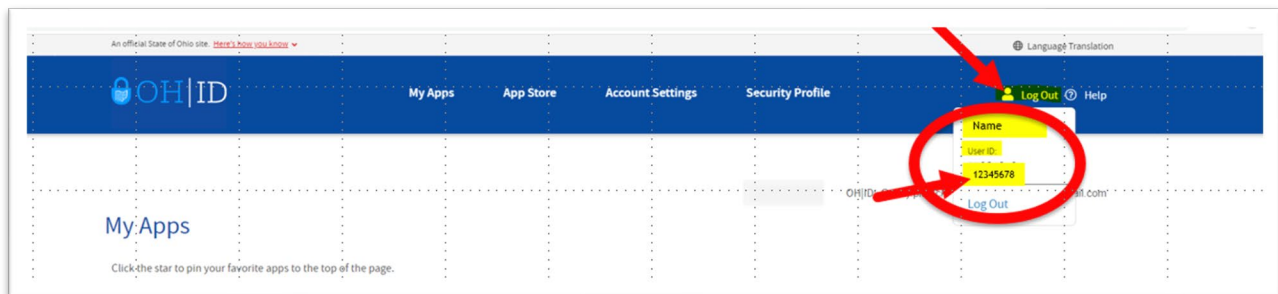
1. Go to: <https://ohid.ohio.gov>.
2. Click on “Create OH|ID Account.”



3. Complete the steps to establish your account. Please use an email address associated with your agency.
4. Once you receive the final confirmation email, you can log into OH|ID.



5. Once logged in, you must identify your 8-digit OH|ID number. Click on the “person” icon at the top right next to the log-in. You will need this number for a later step.

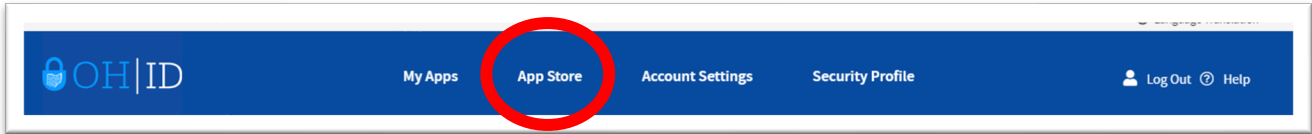


## **Next: Accessing the Project DAWN Portal**

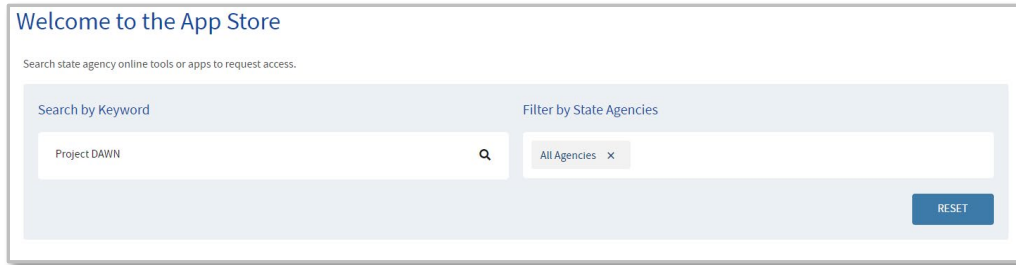
# Accessing the Project DAWN Portal

## Entering the Portal:

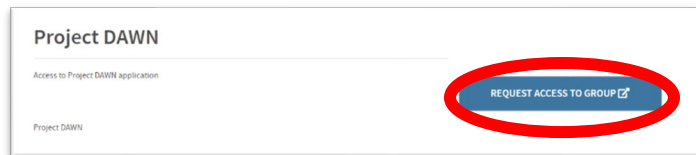
1. Log Into your OH|ID account: <https://ohid.ohio.gov>
2. Once logged in, click on “App Store” at the top navigation bar.



3. Enter “Project DAWN” in the keyword search bar and press the magnifying glass to execute the search.



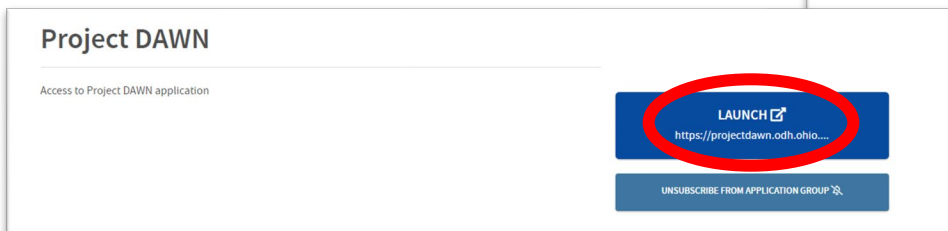
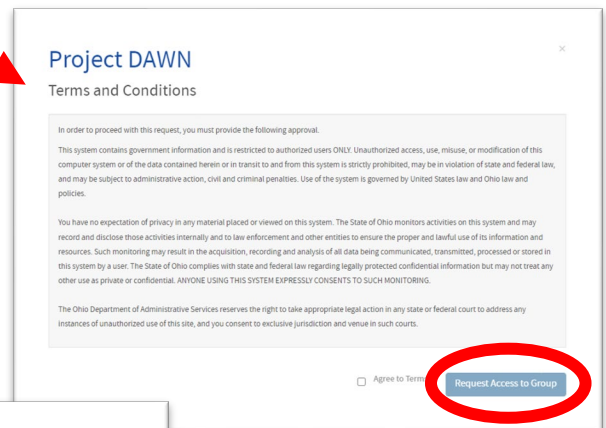
4. The application tile should appear at the bottom. Click “Request Access.”
5. Click on “Request Access to Group.”



6. Read through the Terms and Conditions, agree to terms, and press “Request Access to Group.”

7. Lastly, “Launch” must be clicked to open the new portal.  
You are in!

- a. The next time you enter, once logged in, click on “My Apps” at the top navigation bar to open the portal by clicking on the application tile.



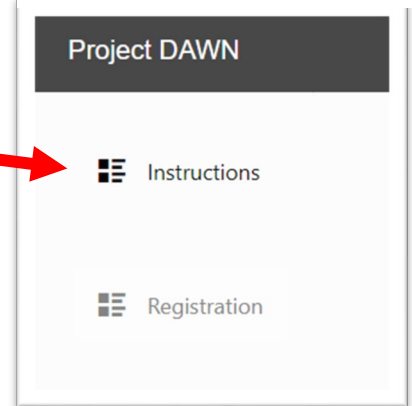
**Next: New Registration**

# New Registration

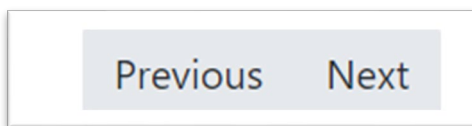
Now that you have entered the Portal, you will see a navigation bar along the lefthand side of the application page.

1. Click on “Instructions.”
2. Read the “Introduction” instructions **carefully**. You can move to the next page by scrolling to the bottom and clicking “Next” or by clicking through the tabs located towards the top.
3. Next, click on “Requirements” or press “Next.”

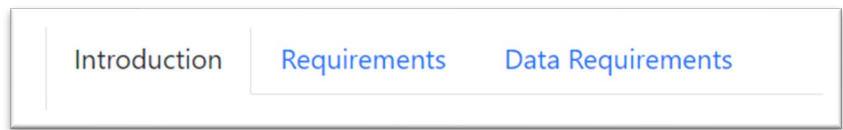
*Located on the lefthand side:*



*Located at the bottom:*

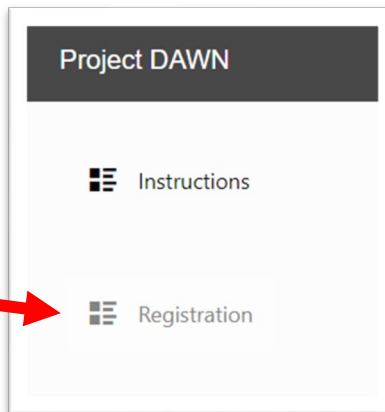


*Located towards the top:*

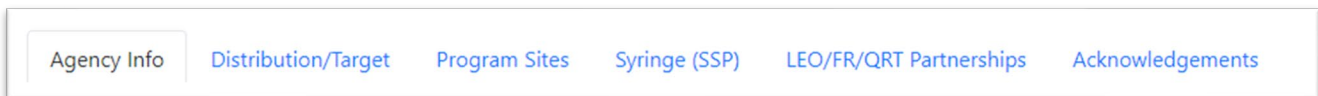


4. Read the requirements, then click on “Data Requirements” to read through those.
5. Now, click on “Registration” on the lefthand navigation bar.

*Located on the left side*



6. You will see multiple tabs along the top of the page:



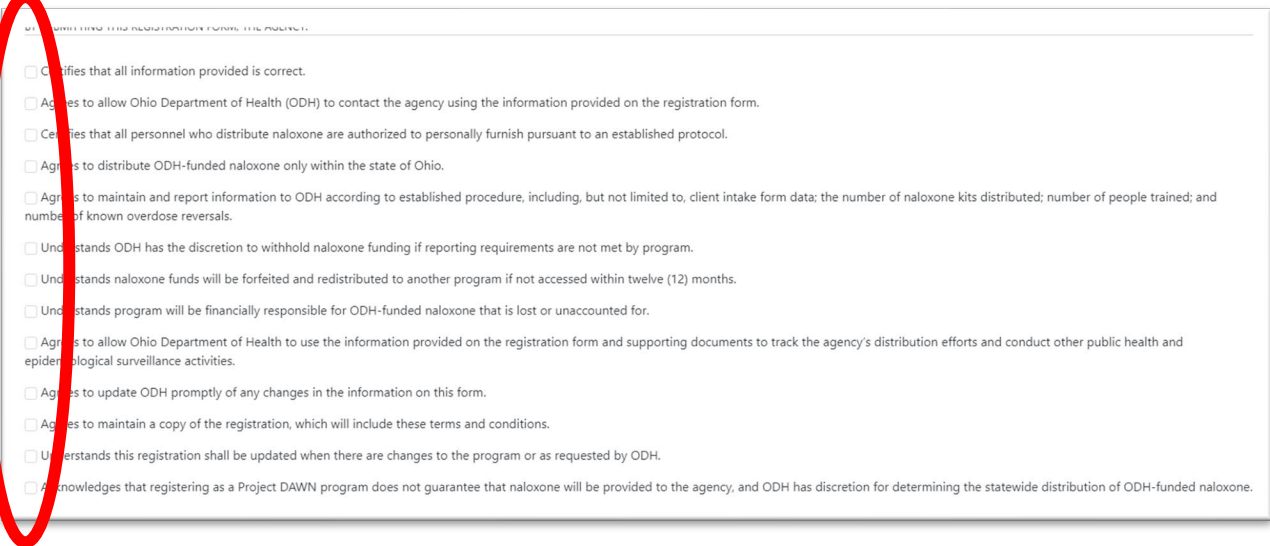
These tabs require different types of information about your program (some may not apply to your agency). You can save the information on each tab and return to the application later. You do not have to complete the registration process in one sitting.

7. Click “save” at the bottom of each page to save all information you have entered. Clicking “Next” will also save your information.



Previous Next Save

8. The “Previous” and “Next” buttons can be used to scroll through the different sections, or you can click on the tabs at the top to be taken to that section.
9. The final section, “Acknowledgements” **must be read carefully**. After reading each statement, click the box to the left to acknowledge.



☐ Certifies that all information provided is correct.

☐ Agrees to allow Ohio Department of Health (ODH) to contact the agency using the information provided on the registration form.

☐ Certifies that all personnel who distribute naloxone are authorized to personally furnish pursuant to an established protocol.

☐ Agrees to distribute ODH-funded naloxone only within the state of Ohio.

☐ Agrees to maintain and report information to ODH according to established procedure, including, but not limited to, client intake form data; the number of naloxone kits distributed; number of people trained; and number of known overdose reversals.

☐ Understands ODH has the discretion to withhold naloxone funding if reporting requirements are not met by program.

☐ Understands naloxone funds will be forfeited and redistributed to another program if not accessed within twelve (12) months.

☐ Understands program will be financially responsible for ODH-funded naloxone that is lost or unaccounted for.

☐ Agrees to allow Ohio Department of Health to use the information provided on the registration form and supporting documents to track the agency's distribution efforts and conduct other public health and epidemiological surveillance activities.

☐ Agrees to update ODH promptly of any changes in the information on this form.

☐ Agrees to maintain a copy of the registration, which will include these terms and conditions.

☐ Understands this registration shall be updated when there are changes to the program or as requested by ODH.

☐ Acknowledges that registering as a Project DAWN program does not guarantee that naloxone will be provided to the agency, and ODH has discretion for determining the statewide distribution of ODH-funded naloxone.

10. Upload a copy of your agency’s naloxone distribution protocol by clicking “Select Files...” This is a **requirement** and new registrations without proof of protocol will not be approved. Please upload in **PDF format only**.



Please upload a copy of your agency’s naloxone distribution protocol in PDF format only. New registrations without proof of a protocol will not be approved.

Select files...

11. Once you have completed all sections of the registration, a digital signature is needed:



By signing below, I am indicating I have read, understand, and agree to comply with the guidelines as a Project DAWN program.

Type Your Name:

Submit

12. Once you have confirmed all of the information you’ve entered is accurate, press submit!
13. You are done! Once you have submitted your application, you can expect to hear from a Project DAWN Team member within 5 business days. If at any point you or your agency has questions, click on “Email Us” located in the top right corner. This will automatically open an email to the Project DAWN team.

**Next: Update Registration (For Existing Programs)**

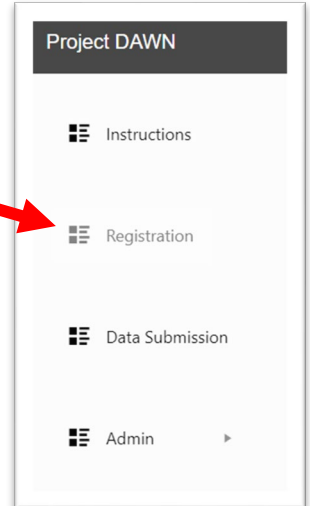


# Update Registration (For Existing Programs)

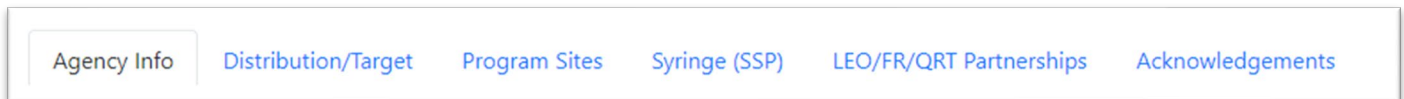
Please note: It is very important that your agency information is up to date, so ODH has the most current information. For example, adding a new program contact will ensure they are on the contact list to receive emails from the Project DAWN team. **Information should be updated as often as needed.**

1. You will see a navigation bar along the lefthand side of the application page.
2. Click on “Registration” to see your agency information.

*Located on the lefthand side:*



3. You will see multiple tabs along the top of the page that include various types of information regarding your program. Many of these fields can be updated by clicking within the text boxes, clicking or unclicking check boxes, etc. Please ensure all information within these tabs are correct.



4. If you have made a change to any of the information within any of the tabs, press “Save” at the bottom of the page to save the new changes.



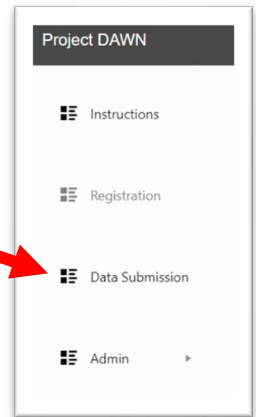
5. You are done! Thank you for updating your program information.

**Next: Submitting Monthly Distribution Data**

# Submitting Monthly Distribution Data

**\*Submitting Monthly Distribution Data only applies to approved agencies.**

1. Click on “Data Submission” within the bar along the lefthand side of the application page:



2. The first piece of information you will see are the Monthly Distribution Log Instructions. Please read these instructions carefully.

## Monthly Distribution Log Instructions

Please enter Monthly Distribution Log (MDL) data for your program below. Reporting is due by the 10th of every month.

**Group A or Group B Only**

- Number of People Trained
- Number of Project DAWN Kits Distributed to the Community
- Number of Project DAWN Kits Placed for Emergency Access
- Number of NON-Project DAWN Kits Distributed
- Number of Other Known Reversals

**Group C Only**

- Number of Project DAWN Kits Provided to First Responders
- Number of Overdose Reversals by First Responders

**Groups A or B with C**

- All columns

**Do not leave any cells blank.** If no distribution or activity took place, put "0" in the fields. If data from previous months needs corrected, please update the appropriate month and year row(s) as needed.

3. Scroll further down to see the Monthly Distribution Log entry table. This table allows you to enter data for each month, based on your group. Your data entry table will adjust according to the group your agency falls into. (You can find your group within your registration information.) **Press “Save” at the bottom of the page when finished.** Then you are done!

Month	number of People Trained	# of Project DAWN Kits Distributed to the Community	# of Project DAWN Kits Placed for Emergency Access (NaloxBoxes & Cabinets)	# of Kits Distributed/Placed from Other Funding Sources (non-Project DAWN)	Total Number of Kits Distributed/Placed	# of Other Known Reversals (other than first responders)	Total # Reversals
January					0		0
February					0		0
March					0		0
April					0		0
May					0		0
June					0		0
July					0		0
August					0		0
September					0		0
October					0		0
November					0		0
December					0		0
Totals	0	0	0	0	0	0	0

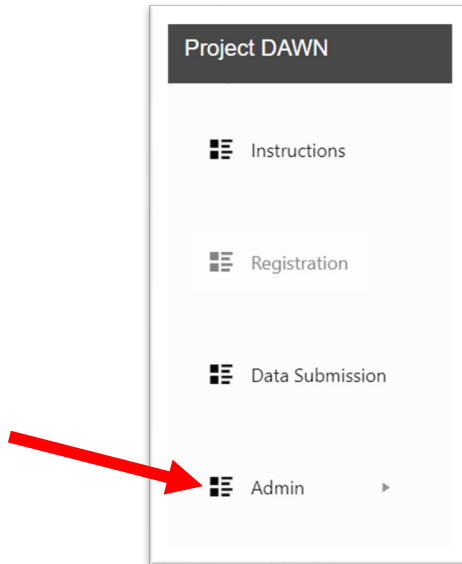
Previous
Next
Save

# Add/Delete Users



If you would like others from your agency to have access to your program's information and data, you can add users by accessing the "Admin" feature.

**REMINDER: All users must have established OH|ID account to access the portal.**

1. Click "Admin" on the left panel of the application.



2. To **add** a user, click the "Edit" button.
  - Enter the 8-digit OH|ID number of the user you want to add. Please note: the user must request access to the Project DAWN application (without entering registration information) for their ID to show up in the users list. Refer to page 3 for help on finding your 8-digit OH|ID number and requesting access.

Users							
Userid	FirstName	LastName	EmailAddress	Agency Name	RoleName		
							 Edit  Delete

3. To **delete** a user, click the "Delete" button.
  - Select the user you want to delete and press "Delete".

## Next: Other Features

# Other Features

## Exit the Portal

You can exit the portal by pressing “Exit” located in the top right corner. You will be directed back to the OH|ID main page.

## Email and Website Feature

- Pressing “About Project DAWN” will take you to the [Project DAWN website](#).
- Pressing “Email Us” will open an email to [Projectdawn@odh.ohio.gov](mailto:Projectdawn@odh.ohio.gov).



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