

## Community Naloxone Distribution

### 416.1 SITE LEAD RESPONSIBILITIES

The Site Lead has the following responsibilities:

#### 416.1.1 BEFORE NALOXONE IS DISTRIBUTED

- (a) Confirm with the Supervisor of the employees (sworn and professional) who will distribute naloxone. All employees authorized to distribute naloxone must complete applicable training in Learning Management System (LMS).
  - 1. The Site Lead will confirm completion of LMS training with new and existing employees' supervisors. The Site Lead is responsible to prepare and maintain the site to receive and store naloxone.
- (b) Designate a storage area where naloxone kits can be stored and readily accessed by authorized employees.
- (c) Ensure naloxone is stored properly based on kit storage information (i.e., out of direct sunlight and at room temperature).
- (d) Establish and/or maintain inventory tracking process.
  - 1. Ensure educational and data collection materials for recipients are available and accessible to employees.
- (e) Ensure copies of educational materials for naloxone recipients are on-hand and ready to distribute.
- (f) Have blank Encounter Forms and pre-numbered tracking stickers available with kits to help ensure the employee who distributes naloxone completes the forms and label each with a numbered sticker. Also have a drop/in box or other designated area for employee to "turn in" the Encounter Form to Site Lead.

#### 416.1.2 PROCESS FOR ORDERING, RECEIVING, AND TRACKING NALOXONE KITS

- (a) Determine how many naloxone kits are needed for their site and the threshold kit number for when to request restocking (consider demand at site).
  - 1. It is recommended to restock when the number of remaining kits is 25% of starting supply.
- (b) Email the Harm Reduction Team to request the appropriate number of naloxone kits for each site.
- (c) Naloxone will be shipped to and received by the Site Lead.
- (d) Establish, create, and maintain an inventory process for naloxone kits to include:
  - 1. Number of doses received.
  - 2. Date received.
  - 3. Expiration date of doses.

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Community Naloxone Distribution*

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4. Additional information, including person's level/type of supervision (if applicable), race, whether new kit or refill, etc. (Names will not be recorded).
5. Number of doses distributed each month.
  - (a) Upon receipt of the first order of naloxone kits, the Site Lead will create sequentially pre-numbered stickers with one number on each sticker. (For example, if 60 kits are received, the Site Lead will create 60 stickers, numbering the stickers 1 through 60.).
  - (b) When subsequent orders are received, the Site Lead will create additional stickers, continuing the sequential order (i.e. 61 through 90, and so on).
  - (c) The pre-numbered stickers will be kept with the Encounter Forms. Employees will place one sticker, the next in sequential order, on the Encounter Form for every kit they distribute and put the Encounter Form in the designated location at each site.
  - (d) The Site Lead will tally the numbers from the Encounter Forms by the end of each month to determine and record the number of kits distributed for the month.

#### 416.1.3 DATA COLLECTION

- (a) By the last day of each month, the Site Lead will enter distribution data from the Encounter forms into the County Microsoft (MS) application.
- (b) Data will be sent to County Behavioral Health Services (BHS) point of contact monthly.
- (c) Site Lead will retain Encounter forms until Harm Reduction team confirms the data was received and validated.

\*\*\*More information, including educational flyer/poster and Encounter Forms, are available on the County SharePoint: <https://sdcourtycagov.sharepoint.com/sites/BHS/HarmReduction>

#### 416.2 RESPONSIBILITIES OF MEMBER DISTRIBUTING NALOXONE

##### 416.2.1 BEFORE NALOXONE IS DISTRIBUTED

- (a) Complete County LMS training, Distributing Naloxone to Avoid Opioid Overdose in the Community, that includes:
  1. Instruction on providing brief educational information to potential Opioid Overdose Responders (clients/public), in alignment with the department's policies and procedures
  2. An overview of the Department of Healthcare Services Naloxone Distribution Project (DHCS NDP) and the California Department of Public Health (CDPH) approved online resources that can be used to train and respond effectively to an opioid-associated overdose emergency:
    - (a) The [Get Naloxone Now](#) website.
    - (b) The [National Harm Reduction Coalition's Overdose Prevention](#) website.

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Community Naloxone Distribution*

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- (c) The [Administering Naloxone Training Video](#) (11 minutes) from the CDPH.
- 3. Examples of educational information that can be used to engage potential Opioid Overdose Responders can be found in the County of San Diego Naloxone Distribution Toolkit
- (b) Confirm receipt of materials and understanding of the requirements via completion of County LMS training.
- (c) Connect with your Site Lead to review any site-specific storage, distribution, and documentation protocols.

#### 416.2.2 TO DISTRIBUTE NALOXONE

- (a) Identify or be informed that a person is at risk of overdose, requesting naloxone, or interested in becoming an Opioid Overdose Responder (OOR).
  - 1. If the employee is a Probation Officer, incorporating a conversation about naloxone and its availability to clients or other persons who may need it as part of their routine contact should occur. The conversation should inform the individual of naloxone's ability to save a life and inquire if the individual would like to take naloxone with them.
- (b) If a person requests naloxone, the Probation employee shall provide the person with one naloxone kit and provide and review the educational/training material/flyer with the person
- (c) The employee shall check the naloxone expiration date prior to distributing.
- (d) Using the paper-based County of San Diego Naloxone Distribution Encounter Form, the employee will:
  - 1. Document basic department and OOR/client demographics
  - 2. Document the number of kits distributed and reason for refill, if applicable.
  - 3. Place a pre-numbered sticker, the next in sequential order, on the top right corner of the Encounter Form and indicate, if applicable, whether the person is assigned to Formal (FORM), PRCS, MS, or Investigations (INV) on the sticker.
    - (a) Leave the completed Encounter Form in the designated drop/in box.
    - (b) A separate Encounter Form, including a new sticker, must be completed for each kit distributed. \*Note, naloxone kits come in boxes of two, please do not provide a box, unless you intend to provide the person with two kits, in which case, you must also complete two Encounter Forms
  - 4. Distribute naloxone to the person and explain where additional kits can be obtained.
    - (a) Persons can obtain additional naloxone kits by prescription from their physician, requesting a kit from their local pharmacy (note: recommend the person call the pharmacy ahead of time to ensure this service is available), and returning to Probation, a clinic, or another participating County group (e.g., BHS Mental Health Clinics, or Public Health Services).

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Community Naloxone Distribution*

---

5. Site Lead or designee will collect Naloxone Distribution Encounter Forms and input all demographic and usage data into the County of San Diego Naloxone Distribution data collection MS Forms tool monthly. Site Lead will retain Encounter Forms until Harm Reduction Team confirms the data was received and validated.

#### 416.2.3 REQUESTS FOR REFILLS

- (a) If a person requests a refill, the employee should advise them a refill will be provided regardless of the answer but inquire about the previous dose to determine whether the dose was used, lost, or given away. A person who declines to answer is not precluded from receiving a refill.
- (b) Another dose should be provided to the person, and a new Encounter Form completed, noting the dose distributed is a refill and the reason for the refill, if known.

\*\*\*Site Leads will monitor naloxone kit inventory, but employees should inform the Site Lead for their location if the naloxone kit supply is low.