

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	<b>SUPT</b>
	Policy Number	<b>SUPT-03-14</b>
	Effective Date	<b>05-27-2022</b>
	Revision Date	<b>04-18-2024</b>
Title: <b>Naloxone Distribution Project</b>	Functional Area: <b>Treatment</b>	
Approved By: Signed version available upon request.		
<b>Lori Miller, LCSW</b> Division Manager, Substance Use Prevention and Treatment Services		

**BACKGROUND/CONTEXT:**

The State of California Department of Healthcare Services (DHCS) created the Naloxone Distribution Project (NDP) to combat opioid overdose-related deaths throughout California. The NDP receives State General Funds from the State of California and the Opioid Settlement Funds from the Janssen and Distributors Settlement Agreements. The NDP aims to reduce opioid overdose deaths through the provision of free naloxone in its nasal spray formulation. NARCAN® refers to the intranasal formulation of the opioid antagonist used for the acute treatment of opioid overdose. NARCAN®, naloxone nasal spray, is used for known or suspected opioid overdose in adults and children.

Due to the current opioid epidemic combined with the rise in fentanyl use, Sacramento County has experienced a surge in overdose and poisoning deaths. In response, Substance Use Prevention and Treatment (SUPT) is participating in the NDP and will comply with DHCS requirements related to the ordering, tracking, and distributing of NARCAN®.

**DEFINITIONS:**

**Naloxone:** A life-saving medication that rapidly reverses an opioid overdose while having little to no effect on an individual if opioids are not present in their system. Naloxone works by blocking the opioid receptor sites, reversing the toxic effects of the overdose. Naloxone administered intramuscularly or intravenously requires a prescription. It has few known adverse effects, and no potential for abuse.

**NARCAN®:** Nasal spray formulation of naloxone, that does not require a prescription, to be used for the treatment of an opioid emergency such as an overdose or a possible opioid overdose, indicated by signs of breathing problems and severe sleepiness or not being able to respond. NARCAN® naloxone nasal spray should be administered right away and should not take the place of emergency medical care.

**Opioids:** Substances that are often used to treat pain. Opioids include prescription medications as well as illegal drugs such as heroin, fentanyl, and other synthetic opioid analogs.

**PURPOSE:**

The purpose of this policy is to outline the roles and responsibilities of SUPT staff for the procedures with ordering, tracking, distributing, and training of the use of NARCAN® to ensure compliance of DHCS NDP requirements.

**DETAILS:**

SUPT staff will be responsible for ordering, tracking, and distributing NARCAN® as well as providing training on how to administer NARCAN®.

**Ordering of NARCAN®**

The SUPT Division Manager will designate a SUPT staff member who is authorized to order and obtain NARCAN® through the DHCS NDP Application process at: [https://www.dhcs.ca.gov/Documents/CSD\\_YV/NDP/DHCS-5280.pdf](https://www.dhcs.ca.gov/Documents/CSD_YV/NDP/DHCS-5280.pdf)

**Inventory Control of NARCAN®**

The authorized and designated SUPT staff member who orders NARCAN® through the DHCS NDP Application process will be responsible for confirming receipt of the order and verifying the number of units ordered were received.

Upon receipt, the SUPT staff member will log the number of units received and the date received. If there is a discrepancy in the number of units received vs. the number of units ordered, the SUPT staff member will immediately follow up with the DHCS NDP by email.

The authorized and designated SUPT staff member who receives NARCAN® shipments will be responsible for the Naloxone Distribution Reporting requirements at:

[https://saccountyct.sjc1.qualtrics.com/jfe/form/SV\\_2mMhrjC3HKtny0C](https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_2mMhrjC3HKtny0C)

**Storage of NARCAN®**

NARCAN® is not required to be stored within a medication room. However, SUPT staff will ensure it will be stored within a secured location until distribution. All SUPT staff members are required to first log the number of boxes needed prior to removing the NARCAN® from the secured storage.

Please note: NARCAN® should be stored in a location that is below 77°F. High temperatures (above 104°F) can impact effectiveness, so it is discouraged to keep in a car during extremely high temperatures.

**Distribution of NARCAN®**

NARCAN® can be offered to persons during contact in the field, during office appointments, crisis contacts, at community events, etc. SUPT will provide NARCAN® at no cost. Each person can receive up to two (2) boxes containing two (2) doses in each box during each contact. Staff will not separate the two doses in each box. All boxes provided must include an instruction sheet for each box. The instructions provided direct a person to call 911 and then administer NARCAN®.

SUPT will maintain a supply of NARCAN® to distribute to:

- Community members and organizations.
- Persons receiving substance use disorder prevention and/or treatment services.
- County-operated Behavioral Health Services (BHS) programs (i.e.: System of Care, Mental Health Urgent Care Clinic, etc.)
- BHS (SUPT and Mental Health) contracted prevention and treatment providers.
- Other County units/departments/system partners.

All of the above entities can request NARCAN® through the following Qualtrics Request Form link and QR code:

[https://saccountyct.sjc1.qualtrics.com/jfe/form/SV\\_0jPFipgNJag4jaK](https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_0jPFipgNJag4jaK)



**Please note:** Agencies can also obtain NARCAN® directly through DHCS NDP. To submit an application, please use this link:

[https://www.dhcs.ca.gov/Documents/CSD\\_YV/NDP/DHCS-5280.pdf](https://www.dhcs.ca.gov/Documents/CSD_YV/NDP/DHCS-5280.pdf)

All NARCAN® requests from the Qualtrics Request Form are directed to the SUPT general mailbox at [DHS-SUPT@saccounty.gov](mailto:DHS-SUPT@saccounty.gov). SUPT clerical staff are responsible for checking the email box to ensure that NARCAN® requests are filled in a timely manner. If requests include training and/or are over 60 doses of NARCAN®, SUPT clerical staff will send the request to the designated SUPT staff member for approval to ensure NARCAN® availability and that the appropriate training and information are provided.

Any requests for NARCAN® made outside the Qualtrics Request Form (by phone, verbal conversation, email), SUPT clerical staff will be responsible for entering the request into the Qualtrics Request Form:

[https://saccountyct.sjc1.qualtrics.com/jfe/form/SV\\_0jPFipgNJag4jaK](https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_0jPFipgNJag4jaK)

### **Staff Distributing NARCAN®**

NARCAN® will be distributed by designated SUPT staff members who have completed harm reduction and overdose prevention training. Both clinical and non-clinical staff may participate in NARCAN® distribution following completion of training: <https://www.youtube.com/watch?v=nurz9qPGKws>

### **Tracking of NARCAN®**

Sacramento County SUPT Services will maintain the Qualtrics Narcan Reporting form that includes inventory, tracking of NARCAN®, zip code of distribution and the number of doses provided to each unit in Behavioral Health Services, other Sacramento County units/departments or contracted providers.

## Tracking of Overdose Incidents

Sacramento County SUPT Services goal is to ensure that additional NARCAN® are distributed in areas that have higher rates of overdose incidents. To do so, SUPT will distribute an anonymous Overdose Reversal and Naloxone Administration Reporting survey to the community that tracks information that includes overdose death, overdose reversal, age, race, and zip code. The survey can be accessed through this link and QR code:

[https://saccountyct.sjc1.qualtrics.com/jfe/form/SV\\_eCCJEJANPZMrZau](https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_eCCJEJANPZMrZau)



## REFERENCE(S)/ATTACHMENTS:

[https://www.dhcs.ca.gov/individuals/Pages/Naloxone\\_Distribution\\_Project.aspx](https://www.dhcs.ca.gov/individuals/Pages/Naloxone_Distribution_Project.aspx)

NARCAN® Nasal Spray Instructions

## RELATED POLICIES:

N/A

## DISTRIBUTION:

Enter X	DL Name	Enter X	DL Name
X	SUPT Administration	X	SUPT Prevention Providers
X	SUPT County Counselors	X	SUPT Adult Treatment Providers
X	SUPT Collaborative Courts	X	SUPT Youth Treatment Providers
X	SUPT System of Care		AOD Advisory Board
X	SUPT Administrative Staff	X	BHS Mental Health Services
X	SUPT Options for Recovery	X	BHS Quality Management
X	SUPT Proposition 36	X	BHS Contracted Providers

## CONTACT INFORMATION:

Lori Miller, LCSW

[MillerLori@saccounty.gov](mailto:MillerLori@saccounty.gov)