



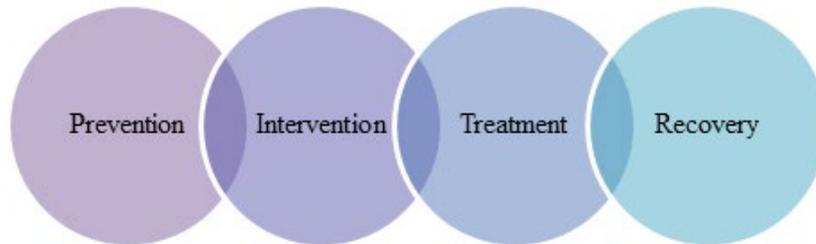
## Sample: New Member Packet

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# **Union County Overdose Prevention & Fatality Review Coalition**

Est. 2017



## **New Member Packet**

2020-2022

Union County Overdose Prevention & Fatality Review Coalition  
New Member Packet 2020 - 2022

Dear New Member,

The Union County Overdose Prevention & Fatality Review Coalition was first formed in 2017. The Coalition was created through the Prescription Drug Abuse Action Group (PDAAG), which is now known as the Ohio Overdose Prevention Network (OPN). In 2018, the Coalition developed a local strategic plan and community overdose response plan that would aid in the Coalition's response to drug overdoses in Union County.

The Overdose Fatality Review (OFR) is also a valuable tool for the prevention of drug overdose deaths in Union County. It is a multidisciplinary team of people and organizations that meet to share and discuss unintentional drug overdose deaths and the community's response to those deaths. In January 2019, the Coalition reviewed its first Union County Opioid Overdose Data Report, analyzing trends and patterns of overdose deaths in Union County. Since then, partners have agreed to submit quarterly data to the Coalition, reviewing *at least* one drug overdose-related case every meeting.

Every Overdose Fatality Review, led by the appointed OFR Data Lead, concludes with a discussion of how to prevent a similar death in the future and the review is intended to be a catalyst for community actions and positive change, as well as increase public awareness and advocacy for the issues around drug addiction and overdose prevention.

The Union County Overdose Prevention & Fatality Review Coalition has a set quarterly meeting schedule (Coalition meetings are held quarterly, on the third Friday of the selected month, 9:30 A.M. – 11:00 A.M. at the Union County Health Department), with representatives from each organization providing project updates, quarterly data, and other relevant information to the Coalition. Therefore, we would like you to participate on the Union County Overdose Prevention & Fatality Review Coalition Team. Please read through this New Member Packet carefully, and once you have finished reading, please go to the Appendix and sign the Non-Disclosure Agreement. Submit this signed document to the Drug Overdose Prevention Coordinator at the Union County Health Department. Contact information is found below. Thank you.

Sincerely,

Lindsay Fetherolf

### Introduction/Brief History

The Union County Overdose Prevention & Fatality Review Coalition was first formed in 2017. The Coalition was created through the Prescription Drug Abuse Action Group (PDAAG), which is now known as the Ohio Overdose Prevention Network (OPN). In 2018, the Coalition developed a local strategic plan and community overdose response plan that is reviewed on an annual basis.

The Coalition also has a quarterly meeting schedule, with representatives from each organization providing project updates, quarterly data, and other relevant information to the Coalition.

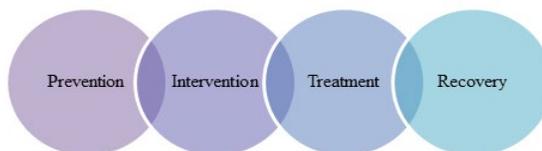
### Our Vision

*“A Union County that is free of drug overdose”*

### Our Mission

*“A partnership of Union County agencies, service entities, and the community working together to reduce drug overdose deaths through prevention efforts and education in the community”*

Overdose Prevention & Fatality Review Coalition Membership	
<i>Below is a list of identified Union County Overdose Prevention &amp; Fatality Review Coalition partners, who have a history of serving our vision, mission, and our community. This list will be updated as needed.</i>	
Dave’s Pharmacy	Northern Union County Fire Department
Jerome Township Fire Department	Plain City Police Department
Lighthouse Behavioral Health Solutions	Richwood Police Department
Maryhaven	Union County Coroner’s Office
Marysville Division of Fire	Union County Health Department
Marysville Division of Police	Union County Drug Court
Mental Health & Recovery Board of Union County	Union County Juvenile Court
Memorial Health	Union County Sheriff’s Office
New Vision (Detox Center)	West Central Community Correctional Facility



## **Leadership Roles & Responsibilities**

### **Chair Position**

The Coalition will have a designated Chair serving at least one year. The term of office is September 1<sup>st</sup> through August 31<sup>st</sup>. The term is designed to give the Chair an opportunity to fulfill his/her responsibilities for the next year.

Responsibilities include:

- Facilitates Coalition quarterly meetings and sets the agenda for each quarterly Coalition meeting
- Assists the year's general meeting calendar:
  - Coalition meetings are held quarterly, on the third Friday of the selected month, 9:30 A.M. – 11:00 A.M. at the Union County Health Department
- Leads the Coalition in monitoring, adapting, and creating annual goals, programs, and projects.
- Communicates effectively with members to promote collaboration, growth, and development

### **Co-Chair Position**

The Coalition will have a designated Co-Chair serving at least one year. The term of office is September 1<sup>st</sup> through August 31<sup>st</sup>. The term is designed to give the Co-Chair an opportunity to fulfill his/her responsibilities for the next year.

Responsibilities include:

- Assists with running quarterly Coalition meetings, including recording/distributing meeting minutes in the absence of Chair or Secretary
- Communicates effectively with members to promote collaboration, growth, and development

### **OFR Data Lead Position**

The OFR section of Coalition meetings is led by the appointed OFR Data Lead. The OFR Data Lead position will be filled by an Epidemiologist at the Union County Health Department.

Responsibilities include:

- Sign a non-disclosure agreement for the Overdose Fatality Review
- Requests quarterly data from partners, prior to Coalition meetings
- Fills out the Overdose Fatality Review (OFR) Data Collection Form with information gathered before, during and after Coalition meetings
- Presents quarterly data reports to the Coalition
- Creates an annual report of quarterly data and distributes to Coalition members

### **Secretary Position**

The Coalition will have a designated Secretary serving at least one year. The term of office is September 1<sup>st</sup> through August 31<sup>st</sup>. The term is designed to give the secretary an opportunity to fulfill his/her responsibilities for the next year. This position will be filled by the Drug Overdose Prevention Coordinator at the Union County Health Department.

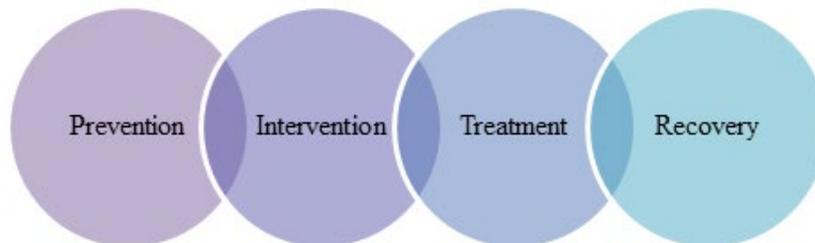
Responsibilities include:

- Records minutes at Coalition meetings. The meeting minutes are sent to the Secretary for them to distribute.
- Maintains an updated roster of Coalition members, including contact information.
- Keeps a history of Coalition documentation such as meeting minutes, agendas, goals, and program and project materials.
- Manages member recruitment, engagement, and retention
- Communicates effectively with members to promote collaboration, growth, and development

### **Active Members**

Responsibilities include:

- Submit a non-disclosure agreement for the Overdose Fatality Review
- Attend quarterly meetings and actively participates in these meetings by giving feedback on Coalition work
- Share valuable information regarding their organization's own overdose prevention initiatives. This will be done through a "Project Updates: Round-Table."
- Provide data on a quarterly basis as requested by the Data lead (i.e. Overdose data, Narcan distribution, Narcan administration, Emergency Department data etc.)
- Provide feedback regarding Coalition goals, programs and projects
- Communicates effectively with members to promote collaboration, growth, and development



## Union County Overdose Fatality Review

The Overdose Fatality Review (OFR) is a valuable tool for the prevention of drug overdose deaths in Union County. It is a multidisciplinary team of people and organizations that meet to share and discuss unintentional drug overdose deaths and the community's response to those deaths. In January 2019, the Coalition reviewed its first Union County Opioid Overdose Data Report, analyzing trends and patterns of overdose deaths in Union County. Since then, partners have agreed to submit quarterly data to the Coalition, reviewing *at least* one drug overdose-related case every meeting. The overall purpose of the Overdose Fatality Review is to:

- Promote collaboration and communication between all groups, professions, agencies and service entities engaged in drug overdose prevention, education, and treatment;
- Review and analyze system responses to drug overdose(s) to identify specific weaknesses, resource gaps, and/or barriers that may impede overdose fatality prevention and intervention in the community
- Recommend and develop plans for implementing practical system changes based on review findings

Every Overdose Fatality Review, led by the appointed OFR Data Lead, concludes with a discussion of how to prevent a similar death in the future and the review is intended to be a catalyst for community actions and positive change, as well as increase public awareness and advocacy for the issues around drug addiction and overdose prevention.

### Confidentiality

Confidentiality of the Overdose Fatality Review (OFR) team's findings, records and dissemination of information is addressed through the use of signed confidentiality agreements. All Union County Overdose Fatality Review (UC OFR) team members, and supporting members, should sign a confidentiality agreement, also known as the "Non-Disclosure Agreement", before participating in an OFR meeting. The "Non-Disclosure Agreement", is provided in the Appendix. This agreement includes the following items:

- Purpose of the Overdose Fatality Review
- Definition of Confidential Information
- Explanation of Purpose of Disclosure
- Exclusions from Confidential Information
- Obligations of Receiving Party
- Time Periods
- Federal Protections for Information Disclosed from Records of Client Receiving Addiction Services

*\*All signed confidentiality agreements are kept on file with the Drug Overdose Prevention Coordinator at the Union County Health Department. Confidentiality agreements are renewed on an annual basis in order to remind the Overdose Fatality Review Team, and supporting members, about their responsibilities of maintaining confidentiality.*

## **Union County Overdose Fatality Review Protocol**

The process for holding a Union County Overdose Fatality Review is as follows:

### Prior to the Union County Overdose Fatality Review:

1. The Union County Overdose Fatality Review Team will identify a time and location for meeting(s)
  - o Union County Overdose Fatality Review (UC OFR) meetings are held quarterly, every third Friday of the selected month from 9:30 A.M. - 11:00 A.M. at the Union County Health Department
2. In advance, the designated Overdose Fatality Review (OFR) Data Lead or Drug Overdose Prevention Coordinator, will contact the Union County Coroner's Office to identify the specific case(s) for review at the upcoming meeting;
3. The designated OFR Data Lead will also request both quarterly Union County Opioid Overdose Data (See Appendix) from all participating agencies in the Union County Overdose Fatality Review. Such data, in aggregate form, will be used for comparison and analysis to the Overdose Fatality Review case data.

### Union County Overdose Fatality Review Meeting

1. All participating agencies will carefully review overdose prevention recommendations from prior meetings and share any actions regarding those recommendations
2. All participating agencies will then identify any appropriate recommendations to reduce the incidence of overdose fatalities as it relates to OFR case review

### Questions to Consider During Review

Did the Overdose Prevention system work?

Are there any improvements that could have been made?

## APPENDIX

### NONDISCLOSURE AGREEMENT Union County Overdose Fatality Review (OFR) Committee

This Nondisclosure Agreement is entered by and between the Union County Health Department and \_\_\_\_\_ for preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter a confidential relationship with respect to the disclosure of certain proprietary and confidential information.

1. Definition of Confidential Information: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have medical, legal, and other personal identifying information. During Overdose Fatality Review (OFR) Committee meetings, all written and oral communication pertaining to the individuals named as "fatalities" is constituted as Confidential Information.
2. Explanation of Purpose for Disclosure: The OFR Committee will collect, consolidate, and catalog information obtained through a multi-pronged process of investigation, assessment, treatment and counseling of individuals involved in drug overdose cases in Union County. By collecting data and sharing information from de-identified patients, the OFR Committee can analyze and discuss the potential trends, commonalities, and antecedent issues associated with each case in order to ostensibly inform the development of more effective modalities of prevention, intervention, and education in order to combat the opiate health crisis.
3. Exclusions from Confidential Information: Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
4. Obligations of Receiving Party: Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the OFR Committee. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party

shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

5. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as protected or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
  
6. Federal Protections for Information Disclosed from Records of Client Receiving Addiction Services: Client-identifying information disclosed to the Committee by providers of addiction services is protected by the federal regulations governing the confidentiality of such information, 42 C.F.R. Part 2. Therefore, in addition to all other protections provided for under this Agreement, such information shall not be disclosed by Receiving party to any third parties, aside from the members of the Committee at a meeting of the Committee, in a manner that identifies a person as having or having had a substance use disorder either directly, by reference to publicly available information, or through verification of such identification by another person, unless such disclosure is expressly permitted by 42 C.F.R. Part 2.

This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has signed this Agreement through its authorized representative.

THEREFORE, I have set forth my signature and will abide by these statutory requirements. I will not release this information to a third party (with myself being the second party).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Signature

\_\_\_\_\_  
Agency

Union County Health Department  
940 London Avenue  
Suite 1100

\_\_\_\_\_  
Address

Marysville, OH

## APPENDIX

<b>Quarterly Overdose Data Request</b>
<p>Prior to quarterly Union County Overdose Prevention &amp; Fatality Review Coalition meetings, the designated OFR Lead or the Drug Overdose Prevention Coordinator at the Union County Health Department, will request the following overdose data (including brief case information for the Union County Overdose Fatality Review):</p>
<p><b>Local Emergency Medical Services/Fire</b></p> <ol style="list-style-type: none"><li>1. Number of EMS runs involving overdoses,</li><li>2. Number of runs resulting in transport to the hospital,</li><li>3. Number of NARCAN doses administered throughout the year;</li><li>4. Average number of NARCAN doses administered to a patient,</li><li>5. Range of doses given to patients (i.e. - if the least number you gave a person was one and the most you administered to a person was 12 then the range is 1-12)</li></ol>
<p><b>Local Law Enforcement</b></p> <ol style="list-style-type: none"><li>1. Number of times dispatched to an overdose,</li><li>2. Number of NARCAN doses administered throughout the year</li></ol>
<p><b>Union County Coroner's Office</b></p> <ol style="list-style-type: none"><li>1. Number of drug-related deaths and toxicology which resulted in death</li></ol>
<p><b>Union County Health Department</b></p> <ol style="list-style-type: none"><li>1. Project DAWN distribution numbers</li><li>2. EpiCenter data analysis</li></ol>
<p><b>Memorial Health Hospital</b></p> <ol style="list-style-type: none"><li>1. Number of NARCAN doses administered for drug-related emergencies (not due to anesthesiology)</li><li>2. Number of ED visits for overdoses</li></ol>
<p>The collection of Union County quarterly overdose data, from all public health agencies and other service entities, is compiled into a Quarterly Overdose Data Report by the designated OFR Data Lead - which is presented to the Union County Overdose Prevention &amp; Fatality Review Coalition for review. Review of this data, and the overdose fatality review case, allows stakeholders to explore relationships between community resources and contributing factors, leading to more creative problem-solving and solutions.</p>