

Naloxone Distribution Program Checklist

Simple Steps to Apply for The Naloxone Distribution Program

This checklist includes essential steps when applying for DHCS's Naloxone Distribution Project. Details for all steps are included in CA Bridge's [Guide to Naloxone Distribution](#). The DHCS application can be completed by a substance use navigator (SUN) with the support of a clinical champion.

1. Clinician champion and SUN review the CA Bridge's Guide to Naloxone Distribution:
<https://cabridge.org/resource/guide-to-naloxone-distribution/>
2. Engage stakeholders in program planning. The program should be run by the emergency department, not the pharmacy department. This is a crucial and necessary distinction. Stakeholders should include:
 - a. ED Medical Director
 - b. ED Nurse Manager
 - c. Pharmacy Director
3. Complete the forms utilizing templates provided in the Guide to Naloxone Distribution. This takes about 5-10 min to complete.
 - a. Attachment A: Take-Home Naloxone (THN) Distribution Program Summary
 - b. Attachment B: Standard Operating Policy and Procedure Template
 - c. Attachment C: Standing Order Template
 - d. Attachment D: Sample Log Sheet
 - e. Attachment E: Instruction Sheet Template
 - f. Attachment F: Overdose Prevention Educator Competency Test (optional)
 - g. Attachment G: Overdose Prevention Educator Training Sign-Off Form (optional)
4. Prescriber champion (MD, PA, or NP) signs the Standing Order, including date and ***an expiration date five years from the date of signature***. This will cover all the naloxone distributed from the site for five years.
5. Complete DHCS NDP application. Download and complete the NDP application from DHCS. The SUN can be the "authorized person" in the application. The maximum order is 2400 kits; however, re-order as many times as needed. The application takes about 5 min to complete.
<https://www.dhcs.ca.gov/individuals/Documents/NDP-Application.pdf>
6. Submit the application to DHCS. Email the application, along with all forms listed in #3 (including any posters or instructions), to naloxone@dhcs.ca.gov. Please 'cc' Josh Luftig (jluftig@cabridge.org) and Lizabeth Allen (allenl@ebsi.com) on the application. They are available to troubleshoot as needed.
7. Shipments typically arrive in 1-2 weeks following application processing. Complete the same process for re-orders.