



# **PENNSYLVANIA OVERDOSE PREVENTION PROGRAM**

## Guidelines for Requesting & Receiving Overdose Prevention Supplies

FY 2023-2024

## Overview

The ***Pennsylvania Overdose Prevention Program (POPP)***<sup>1</sup> was established in August 2023 as a joint initiative between the Pennsylvania Commission on Crime and Delinquency (PCCD) and the Pennsylvania Department of Drug and Alcohol Programs (DDAP). The program offers multiple formulations of naloxone as well as drug checking strips designed to detect xylazine and fentanyl at no cost to individuals and organizations across Pennsylvania.

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The Pennsylvania Overdose Prevention Program is designed to ensure naloxone and drug checking equipment is available to anyone who may need it.

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POPP's goal is to enhance community-based distribution and harm reduction efforts, with a focus on reaching individuals with the greatest risk of experiencing overdose. These include, but are not limited to, the following populations:

- People who are currently using substances;
- People who know someone currently using substances;
- Individuals using syringe service programs (SSPs) and harm reduction services; and
- Justice-involved individuals with substance use disorders, including people who were recently incarcerated.

The program builds on previous initiatives supported by PCCD, DDAP, the Pennsylvania Department of Health (DOH), and other partners to increase access to naloxone and other harm reduction resources. You can learn more about these efforts [here](#).

These guidelines provide an overview of the process for requesting, receiving, and/or distributing naloxone and drug checking strips purchased by PCCD that align with POPP's goals and objectives. These guidelines were developed to enhance efficiency, promote transparency, and maintain validity of programmatic operations. In addition, the guidelines articulate responsibilities of entities recognized to distribute overdose prevention products provided by PCCD within their communities.

Entities interested in receiving and/or distributing supplies provided through POPP should carefully review these guidelines and tailor their policies, procedures, and practices, as needed.

If you have any questions about the program, please contact PCCD staff via email at [ra-cdpa-overdos-prev@pa.gov](mailto:ra-cdpa-overdos-prev@pa.gov).

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<sup>1</sup> **Note:** No funds will be provided to organizations or entities through POPP. PCCD serves as the purchasing agent pursuant to state procured contracts. In addition, availability of supplies is subject to change and contingent upon availability of funding.

## How to Request Naloxone and/or Drug Checking Strips

Any organization in Pennsylvania who is interested in naloxone and/or drug checking strips may make a request to receive these supplies at no cost using the interactive map on PCCD's [website](#) or the [POPP Request Form](#).<sup>2</sup> Organizations requesting supplies through the POPP Request Form will be asked to provide information on the type(s) of product you would like to receive, how much product you are requesting, and how you plan to use the supply. You'll also need to provide contact information and address verification (e.g., whether the address is an established business/organization, or a home/personal or residential location) to facilitate the ordering and shipment process.

### HOW TO GET NALOXONE



#### INDIVIDUALS

**Pharmacy** – There are multiple pharmacy-based options for individuals to obtain naloxone: 1) over-the-counter (OTC) product (e.g., Narcan®); 2) a prescription; 3) DOH statewide standing order; 4) PA naloxone co-pay program.

**Mail-to-Home** – Individuals can request small amounts of Narcan® or intramuscular naloxone through Prevention Point Pittsburgh and NEXT Distro's mail-to-home program [here](#).

**Local Recognized Entities** – Individuals can use the POPP Resource Map to find a local group that can provide naloxone.

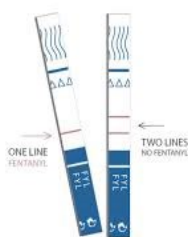
#### ORGANIZATIONS

**Recognized Entities** – Organizations interested in serving as local points of distribution for their community can use the [POPP Request Form](#) (LINK) to request status as a Recognized Entity. Recognized Entities receive priority status for requesting and receiving naloxone and other supplies.

**Other Entities** – Organizations can also use the [POPP Request Form](#) to request a supply of naloxone. (Note: Groups are encouraged to seek naloxone and other supplies from a POPP Recognized Entity before making a request from PCCD.)

### HOW TO GET DRUG CHECKING STRIPS

*NOTE: Test strips are intended for personal drug checking and harm reduction purposes only. They should not be used for urine testing or investigative purposes.*



#### INDIVIDUALS

**Mail-to-Home** – Individuals can request fentanyl and/or xylazine test strips through Pennsylvania's mail-to-home program [here](#).

**Local Recognized Entities** – Individuals can use the POPP Resource Map to find a local group that can provide drug checking strips and other resources.

#### ORGANIZATIONS

**Recognized Entities** – Organizations interested in serving as local points of distribution for their community can use the [POPP Request Form](#) to request status as a Recognized Entity. Recognized Entities receive priority status for requesting and receiving drug checking strips and other resources.

**Other Entities** – Organizations can also use the [POPP Request Form](#) to request a supply of drug checking strips. (Note: Groups are encouraged to seek drug checking strips and other supplies by contacting a Recognized Entity first before making a request from PCCD.)

<sup>2</sup> Note: The types of products available through these options may vary.

## POPP Recognized Entities

POPP Recognized Entities play an important role in ensuring access to life-saving harm reduction resources by distributing and providing supplies on demand in their communities. PCCD will prioritize providing recognized entities with naloxone and drug checking strips available through the POPP by reserving product to support local distribution.

### Responsibilities of Recognized Entities

- Serving as the primary point of contact for individuals and groups within their communities to request and receive naloxone and other harm reduction supplies and resources.
- Identifying the geographic area(s)/region(s) they will serve.
- Developing and implementing a distribution and outreach strategy to ensure individuals and organizations who need harm reduction supplies can access them.
- Designating a primary point of contact for program communications and receiving requests from community members and groups in their designated area(s) and notifying PCCD if any changes to the primary point of contact occur.
- Notifying PCCD immediately if any changes impacting the organization's ability to serve as a Recognized Entity occur.
- Ensuring compliance with "Inventory Controls and Supply Management" requirements (see page 5).
- Reporting data on distribution activities to PCCD using a designated reporting template on a quarterly basis or when additional supply is requested (whichever is more frequent).

### Becoming a Recognized Entity

Given their important role, organizations interested in serving as Recognized Entities must demonstrate they have sufficient capacity, experience, and knowledge to support POPP-related activities.

Organizations who are interested in becoming a POPP Recognized Entity will be asked to provide additional information as part of the POPP Request Form to determine whether they meet required criteria.

- Experience serving/supporting people who use drugs and other at-risk/vulnerable populations;
- Strong connections and relationships with the community and population(s) to be served;
- Policies and practices that embrace providing services and resources to people with active substance use (e.g., not restricting programs based on sobriety);
- Distribution plan that clearly identifies outreach and supply process(es) that will be used to receive and fulfill requests from individuals and organizations.

Recognized Entities will also be asked to complete an agreement with PCCD/DDAP confirming their ability to comply with program requirements.

### Naloxone and Test Strip Ordering Protocols for Recognized Entities

Recognized Entities should request product(s) based on their overall projected need and anticipated usage/distribution for a period of 12 months, with the option to receive monthly or quarterly shipments from an overall allocation.

**Note:** *Recognized Entities can opt to distribute naloxone and/or drug checking supplies. Recognized Entities can choose what formulation(s) and brand(s) they would like to receive and distribute based on available options provided by PCCD (in consultation with DDAP).*

## Inventory Controls and Supply Management

All organizations requesting and receiving product from POPP are expected to have a record-keeping system that effectively manages the supply of naloxone and/or drug checking strips received from PCCD, including the following minimum considerations:

- Tracking the date and quantity of product(s) received, including lot numbers, expiration dates, and other relevant information;
- Using a first-in-first-out system for optimal deployment of product(s);
- Notify PCCD when a supply of product(s) is approaching 2-4 months of expiration to facilitate an exchange of product(s), if appropriate;
- Ensuring that product(s) is/are requested consistent with realistic, near-term need;
- Following relevant manufacturer guidelines for storage and handling of product(s); and
- Establishing and maintaining a record-keeping system to ensure compliance with quarterly data reporting and other program requirements.

All organizations receiving product(s) from PCCD should also ensure that there are appropriate controls in place for the ordering, receipt, management, and distribution process. Minimally, supplies of naloxone and/or drug checking strips provided through POPP are to be secured, inventory and distribution documented with staff completing those processes notated, and distribution decisions being vetted through the organization's management structure.

**Note:** *PCCD may request documentation or other forms of verification to ensure that organizations receiving large supplies of product(s) through POPP have taken appropriate steps to ensure compliance with these expectations.*

## Distribution Tracking and Data Reporting

Organizations that receive naloxone and/or drug checking strips from POPP are required to track the number of units they received and distributed. PCCD will ask organizations requesting additional supplies of product(s) to submit data on their distribution and usage of POPP-provided product(s) before they are able to receive subsequent supplies from PCCD<sup>3</sup> using the POPP Data Reporting Form.

### *Naloxone Performance Measures*

- Total number of naloxone doses distributed by the organization during the reporting period, by type/formulation (e.g., intranasal, intramuscular).
- Number of naloxone doses remaining from last request/order.
- Number of naloxone doses within 6 months of expiration.
- \*Number of doses of naloxone administered to individuals (if known).
- \*Number of individuals to whom naloxone was administered (if known).
- \*Number of naloxone administrations resulting in overdose reversal (if known).
- \*Number of naloxone doses provided through leave behind or redistribution programs (e.g., EMS leave behind, etc.).
- Number of individuals participating in training and/or education programs, if applicable.

### *Drug Checking Strip Performance Measures*

- Total number of test strips distributed by the organization during the reporting period, by type (e.g., xylazine, fentanyl) and brand.
- Number of test strips remaining from last request/order.
- Number of test strips within 6 months of expiration.
- Number of individuals participating in training and/or education programs, if applicable.

Data collected from recognized entities and other organizations through POPP will be used to provide aggregate, county-level analysis to PCCD, DDAP, and other state agencies to monitor program impact and performance as well as inform response strategies to Pennsylvania’s overdose crisis.

POPP Recognized Entities will be required to submit quarterly data reports to PCCD using the designated POPP Data Reporting Form. A quarterly report must be submitted even if no program activity took place during the quarter. If additional product is requested/received prior to the quarterly reporting deadline, the Recognized Entity will be expected to complete the reporting form at that time.

Reporting periods and corresponding deadlines are below:

Reporting Quarter	Reporting Deadline
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

**Note:** Information collected for data reporting purposes is intended to capture aggregate program activities should **not** include identifying or personal information about individual recipients.

<sup>3</sup> If an organization has questions or concerns about how to collect, track, and/or report this data, they should reach out to POPP program staff at [ra-cdpa-overdos-prev@pa.gov](mailto:ra-cdpa-overdos-prev@pa.gov) for assistance.