

# Behavioral Health Services Division (BHSD)

## Office of Substance Abuse Prevention (OSAP)

### Overdose Adverse Event Notification



This form is to notify Behavioral Health Services Division (BHSD) of overdose related adverse events that occur by BHSD funded entities.

Email completed form to: [karen.cheman@state.nm.us](mailto:karen.cheman@state.nm.us) and [anwar.walker@state.nm.us](mailto:anwar.walker@state.nm.us)

#### Agency/Individual Reporting Event:

Date of Event

Location of Event

Brief Description of Event

Brief Description of Outcome

Is the Agency/Individual an OSAP Grantee?

☐ Yes

☐ No

Did the Agency/Individual initiate corrective action?

☐ Yes

☐ No

(If yes, what action was taken?):

Is the Agency/Individual Requesting (Check all that apply): Technical Assistance ☐ More Training ☐ Site Visit ☐ Other ☐

Name of Designated Agency Representative

\_\_\_\_\_

Signature of Designated Agency Representative:

\_\_\_\_\_

Contact Number/Email

\_\_\_\_\_

#### FOR OSAP USE ONLY

OSAP Director/Program Manager Notified?

☐ Yes

☐ No

Date of Notification: \_\_\_\_\_

Type of Notification: Email ☐

Phone Call ☐

In-person ☐

Text message ☐

Name of OSAP/BHSD Representative:

\_\_\_\_\_

Signature of OSAP/BHSD Representative:

\_\_\_\_\_

## OSAP Community-based Overdose Response Adverse Event Procedure

### DRAFT

**Purpose:** To provide OSAP and its community-based proxies with a consistent process for responding to, and addressing the needs of individuals and/or agencies that experience an adverse event during an overdose response. Further, to provide the appropriate support, follow-up, technical assistance, education and training, required to prevent future adverse events, and to ensure overdose response fidelity across OSAP-funded naloxone recipients and their community partners.

**Definitions:** An *adverse event* occurs when an OSAP-trained overdose responder veers significantly from the OSAP-approved training or protocol for responding to a suspected opioid overdose. This includes, but is not limited to, the administration of the opioid antagonist naloxone. It is expected that any OSAP-trained lay or professional first responder, would at a minimum, intervene by administering naloxone to a person exhibiting signs of an opioid overdose, including, but not limited to, unconsciousness/unresponsiveness, and respiratory depression/respiratory arrest. Any overdose response that does not include the administration of naloxone (when it is available at the scene) may be considered an adverse event.

*OSAP Proxy* – an OSAP-funded grant recipient, contractor, or consultant responsible for providing community-based overdose prevention, recognition, and response trainings and naloxone distribution.

*Community Partner* – any partner agency of an OSAP Proxy that has received OSAP approved overdose prevention, recognition, and response training and naloxone from the OSAP Proxy.

**Community Partner Report to OSAP Proxy:** When possible, community-based partners will report an adverse event to the local agency that provided the partner with overdose response training and naloxone. Community partners will be provided the Overdose Adverse Event (OAE) form, and given instructions pertaining to its usage and submission to the OSAP Proxy.

**OSAP Proxy Adverse Event Discovery:** Community partner agencies may not recognize when an adverse event has occurred and such information may be inadvertently or informally shared with an OSAP Proxy. When this happens, it is the responsibility of the OSAP Proxy to report the event to the Prevention Director and Program Manager overseeing the naloxone distribution projects for BHSD. Under no circumstance should the OSAP Proxy address the adverse event with the reporting community partner without prior OSAP approval.

**OSAP Proxy Report to OSAP:** Subsequent to receipt of the OAE Form, the OSAP Proxy responsible for the training with the Community Partner, will review the report and submit it to the Prevention Director and Program Manager overseeing the naloxone distribution projects for BHSD. The proxy responsible for the training may make recommendations to OSAP for preventing future adverse events and other ameliorative actions that may be taken. However, under no circumstance should the OSAP proxy agency address the adverse event with the reporting community partner, without prior OSAP approval.