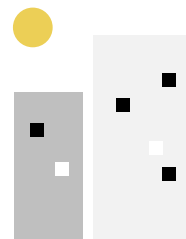


# Naloxone Training and Distribution in Shelter: Reporting Guidelines

NYC Department of Homeless Services, June 2025



## Overview

The NYC Department of Homeless Services (DHS) Opioid Overdose Prevention Program (OOPP) trains shelter staff to respond to suspected overdoses, including administering naloxone. Overdose Prevention Champions and/or Trainers must distribute naloxone kits and train staff and clients on administering naloxone:

- At least once a month
- After an overdose event
- For all new client-facing staff within one week of starting work

These activities must be reported to DHS Harm Reduction Program as described below. Find Overdose Prevention Champion and Trainer guidance and tools in the [Harm Reduction in Shelters Toolkit](#).

## OOPP Reporting Requirements

OOPP activity		Who to report	Where to report	When to report
Naloxone training	To staff	Champions and Trainers conducting trainings	Online (Google) form: <a href="#">instructions</a>	Weekly*
	To clients	Champions and Trainers conducting trainings	CARES database: <a href="#">instructions</a>	Weekly*
Naloxone kit distribution (with or without training)	To staff	Champions and Trainers distributing naloxone kits	Online (Google) form: <a href="#">instructions</a>	Weekly*
	To clients	Champions and Trainers distributing naloxone kits	CARES database: <a href="#">instructions</a>	Weekly*
Suspected overdose incident response	To clients	Champion or Trainer who responded to overdose incident	Shelter Director	Same day as overdose incident
		Shelter Director	Serious Incident Unit <b>and</b> CARES database	Same day as overdose incident

\*By Friday or end of workweek

## Reporting Naloxone Training and Kit Distribution to Staff

Each time a staff member is trained, and each time a staff member is given naloxone kits (with or without training), the activity must be reported on the [Overdose Responder Training and Naloxone Distribution: Reporting Form](#) weekly.

### Overdose Responder Training and Naloxone Distribution: Reporting Form

Trainers who have **completed the 2-hour DHS "Overdose Response and Naloxone Distribution Train the Trainer"** are authorized to provide "Overdose Response and Naloxone Training" for staff and clients and are authorized to distribute certificates, naloxone kits and fentanyl test strips to trained "Overdose Responders."

**Please note that this form is NOT for DHS Clients. Please report their training and distribution on CARES.**

**Trainers must fill out this form for every staff or client trained, and each time Naloxone or Fentanyl Test Strips are distributed.**

**Overdose Responders must receive refresher training every 2 years.**

[Sign in to Google](#) to save your progress. [Learn more](#)


\* Indicates required question

#### Trainer Information

Please provide information about the trainer (you) below

Date of Training or Distribution \*

Date

mm/dd/yyyy 

Please Provide the Name of Trainer \*

Please use first and last name

Your answer


Trainer Work Email \*

Please use work email.

## Reporting Naloxone Training and Kit Distribution to Clients

Each time a client is trained, and each time a client is given naloxone kits (with or without training), the activity must be reported in CARES.


### STEP 1. Find Client Profile

- Log into CARES.
- Enter client's name and date of birth to search for client.
- Click on the eye icon  to view client profile

### STEP 2. Open Active Case

On the client homepage, in the *Shelter Case* box at the top of the page:

- Click on **Case #**

	Shelter Case
	Case# <a href="#">123456789</a> , Active
	Single Adult
	Case Composition

### STEP 3. Open or Create Active Service Plan




In the lefthand menu:

- Click on **Shelter Services**
- Click on **Service Plan**

Home
Intake
Placement Services
Shelter Services
Assessments
ACS Connections
ACS Tracking
Document Folder
Psychosocial Evaluation
Service Plan
Pass
Door Notes
Housing Profile

On the *Service Plans* page, under *Service Plan*:

- To open the active service plan, click on the eye icon by the *Service Plan Reference Number* with the status *Active-Accepted*.
- If there is no active service plan, create a new service plan.

Status	Date Created	Actions
Active - Accepted	MM/DD/YYYY	
Closed	MM/DD/YYYY	
Closed	MM/DD/YYYY	

### STEP 4. Add New Service Need

In the *Plan Content* page:

- Click **NEW**

On the *Services Needs* page:

- Select **Harm Reduction & Naloxone Training**
- Click **SELECT**


Select	Service Need	Description
<input checked="" type="radio"/>	Harm Reduction & Naloxone Training	Harm redu
<input type="radio"/>	Health and Safety	Includes he
<input type="radio"/>	Independent Living Skills	Includes sk




In the *Service Need Specifics* pop-up box:

- Leave the *Service Need Specifics* field blank
- Click **SAVE**

**Reporting Naloxone Training and Kit Distribution to Clients** (continued)**STEP 5. Update Service Need**

In the *Plan Content* page, under *Service Needs*:

- Select the eye icon  to view the *Harm Reduction & Naloxone Training* page.

Status	Start Date	End Date	Status	Actions
Meetings	MM/DD/YYYY	MM/DD/YYYY	Not Started	
Rules and Regulations	MM/DD/YYYY	MM/DD/YYYY	Not Started	
Harm Reduction & Naloxone Training	MM/DD/YYYY	MM/DD/YYYY	Not Started	

On the *Service Need* page, under *Activities*:

- Click **NEW**

**STEP 6. Add Activity**

In the *Activities for Harm Reduction & Naloxone Training* popup window:

- Select **Naloxone Training and Kits**
- Click **SELECT**

Select	Activity	Responsible Party
<input checked="" type="radio"/>	Naloxone Training and Kits	Client
<input type="radio"/>	Universal Harm Reduction Education and Referral Information	Client

**STEP 7. Add Activity Details**

In the *Add Activity* section:

- Enter *Training Date* if needed
- Enter *Number of Kits Provided*.
- (Optional) Add description of the encounter in the *Activity Specifics* field. Enter start and end date to ensure activity is completed.
- Click **SAVE**

Service Need Harm Reduction & Naloxone Training		Activity Naloxone Training and Kits	
Concerning Case Member ABC DEF		Training Date MM/DD/YYYY	
Number of Kits Provided			
Activity Specifics			
Responsibility <input type="checkbox"/> Case Worker		Case Member	CARES User
<b>CANCEL</b>		<b>SAVE</b>	

## Overdose Prevention in Shelter: Reporting Guidelines

### Reporting Naloxone Training and Kit Distribution to Clients (continued)

*Example of a naloxone training and kit distribution activity entry in CARES:*

Service Need

Details

Service Need

Harm Reduction & Naloxone Training

Outcome

Service Need Specifics

Resource

Activity: Harm Reduction Education and Referral Information

[Universal Harm Reduction Education Script \(PDF\)](#)  
[Tips for Staying Safe if you use Drugs or Alcohol handout \(PDF\)](#)

Activity: Naloxone Training

[Naloxone Training Guide \(PDF\)](#)

Activities

Activity	Start Date	End Date	Status	Outcome	Concerning	Responsible Party	Actions
Naloxone Training and Kits	09/26/2024	09/26/2024	Completed	Attained		Omolola Onayinka	

Items per page: 10 1 - 1 of 1

BACK

EDIT

DELETE

For more info about how to report client training and naloxone kit distribution in CARES, see [Step-by-Step Entering Naloxone Training into CARES Slides](#).