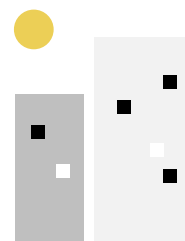


Naloxone Training and Distribution in Shelter: Reporting Guidelines

NYC Department of Homeless Services, July 2026



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 (see page 2)	Weekly*
	To clients	Champions and Trainers conducting trainings	CARES database (see pages 3-13)	Weekly*
Naloxone kit distribution (with or without training)	To staff	Champions and Trainers distributing naloxone kits	Online (Google) form (see page 2)	Weekly*
	To clients	Champions and Trainers distributing naloxone kits	CARES database (see pages 3-13)	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 and 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.



How to Enter Naloxone Training & Distribution for DHS Clients into CARES

Client Profile Summary

SSN Verification
Status: Verified
Source: CCI

Shelter Case
Case # [REDACTED] Open
Single Adult
Case Composition

Alerts
This Client does not have any Alert

- Home
- Client Details
- WMS, SDX & CCI
- Shelter Assignment
- Passes & Door Notes
- Document Checklist
- Document Repository
- Homebase Pre-Screening
- Reasonable Accommodations
- Street Homeless Programs
- Translation Services
- Institutional Referrals
- Client Forms
- Duplicates
- Incidents

Demographics

CARES ID [REDACTED]	Preferred Name [REDACTED]
Gender Pronoun [REDACTED]	Nationality [REDACTED]
Primary Race/Ethnicity Black or African American	Secondary Race/Ethnicity Don't Know
Written Language English	Spoken Language English
Pregnant No	Pregnancy Due Date [REDACTED]
Veteran Status(Client Reported) No	Veteran Verification Status [REDACTED]
WMS Case Indication Yes	Client Creation Date [REDACTED]
Consent Status [REDACTED]	

Managerial Flag

COVID-19 Negative

The active case number can also be found located within the Case History cluster on the client's home page



Test Test (HoC)

Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

Home

THA

Travel Assistance

Mental Health

Referrals

Placement Services

Shelter Services

Case Tasks

Case Forms

Case Notes

Document Repository

Assigned Workers

Case File Print

Case Notes



+ NEW

Case Note Type	Method of Contact	Event Date	Created By	Date Created	Actions
Naloxone Training & Kit Provided	In Person - Scheduled	06/04/2026	Omolola Onayinka	06/04/2026 01:24 PM	 
Naloxone Training & Kit Provided	In Person - Scheduled	06/04/2026	Kelly Huang	06/04/2026 01:18 PM	 
Drug/Alcohol Risk Reduction and Safety Planning	Call with Client	12/17/2025	Nirah Johnson	12/17/2025 01:09 PM	 

Items per page:

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of 1

Safe Haven Case

Test Test (HoC)

Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

Home

THA

Travel Assistance

Mental Health

Referrals

Placement Services

Shelter Services

Case Tasks

Case Forms

Case Notes

Document Repository

Assigned Workers

Case File Print

Case Notes

Add Note Details

*Case Note Type

Case Note Type

*Method of Contact

Method Of Contact must be entered.

*Event Date

Individual Counseling

Intake

Medical

Naloxone Training & Kit Provided

NOVA Review

SAVE



 Test Test (HoC)
Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

Test Test (HoC)

- Home
- THA
- Travel Assistance
- Mental Health
- Referrals
- Placement Services
- Shelter Services
- Case Tasks
- Case Forms
- Case Notes
- Document Repository
- Assigned Workers
- Case File Print

Add Note Details

SAVE

Test Test (HoC)

[Home](#)

Travel Assistance

Referrals

Placement Services

Shelter Services

Case Tasks

Case Forms

Case Notes

Document Repository

Assigned Workers

Case File Print

Add Note Details

Naloxone Training & Kit Provided

In Person - Scheduled

6/4/2026



1 Kit Provided

CANCEL

SAVE

Safe Haven Case

 **Test Test (HoC)**
Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

- Home
- THA
- Travel Assistance
- Mental Health
- Referrals
- Placement Services
- Shelter Services
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- Document Repository
- Assigned Workers
- Case File Print

Case Notes

Add Note Details

*Case Note Type

Naloxone Training & Kit Provided

*Method of Contact

In Person - Scheduled

*Event Date

6/4/2026

*Note Text

1 Kit Provided

CANCEL

SAVE

Test Test (HoC)

- Home
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Add Note Details

Naloxone Training & Kit Provided

In Person - Scheduled

6/4/2026

1 Kit Provided

SAVE





Test Test (HoC)

Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

Home

THA

Travel Assistance

Mental Health

Referrals

Placement Services



Shelter Services



Case Tasks

Case Forms

Case Notes

Document Repository

Assigned Workers

Case File Print

Case Notes



+ NEW

Case Note Type	Method of Contact	Event Date	Created By	Date Created	Actions
Naloxone Training & Kit Provided	In Person - Scheduled	06/04/2026	Omolola Onayinka	06/04/2026 01:24 PM	 
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Items per page:

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of 1





Test Test (HoC)

Case # 21528123, Safe Haven
Status: Closed,
Single Adult
Case Composition: 1/0

- Home
- THA
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- Mental Health
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- Shelter Services 
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- Case Forms
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Case Notes



Note Details

Case Note Type	Method of Contact	Event Date
Naloxone Training & Kit Provided	In Person - Scheduled	06/04/2026
Created By	Date Created	
Omolola Onayinka	06/04/2026 01:24 PM	

BACK

EDIT

Note History



author
Omolola Onayinka
06/04/2026 01:24 PM

1 kit provided

CARES ENTRY CHECKLIST

Naloxone Training and Distribution for DHS Clients CARES Entry Checklist

1. Enter Client Information

- ☐ Log into CARES
- ☐ Enter client's **Name** and **DOB**
- ☐ Search for the client

2. Access Client Profile:

- ☐ Scroll down to the client's open case number under case history
- ☐ Click on the client's active **Case Number**

3. Navigate to Left panel:

- ☐ Click on **Case Notes**
- ☐ Click **new**

4. Add Note Details:

- ☐ Add **Case Note Type** ("Naloxone Training and Kit Provided")
- ☐ Add **Method of Contact** ("In Person - Scheduled" or "In Person - Walk In")
- ☐ Add **Event Date**
- ☐ Add **Note Text** (Write in "1 kit provided")
- ☐ Click **Save**