

Department of Homeless Services (DHS) Opioid Overdose Prevention Program (OOPP) Shelter Staff Roles & Responsibilities

**To ensure naloxone is administered every time
a client is unresponsive or unable to wake:**



Shelter leadership must:

- Assign one staff member to be the Overdose Prevention Champion for each shelter; send name of Overdose Prevention Champion to harmreduction@dss.nyc.gov.
- Ensure there is at least one trained overdose response staff on duty 24/7.
- Each time naloxone is administered or there is a suspected overdose incident, report it to the Serious Incident Unit and submit it in CARES following the [Suspected Overdose Report Guidelines](#).
- Ensure overdose prevention counseling and linkage to care is provided after non-fatal overdose and to people at risk



Overdose Prevention Champion must:

[see page 2 for full list of responsibilities]

- Take the *Overdose Response and Naloxone Distribution Train-the-Trainer* training every two years
- Ensure there is always naloxone in the shelter
- Provide *Overdose Response and Naloxone Administration* trainings to staff and clients
- Distribute overdose prevention educational materials
- Complete required reporting and attend quarterly Champion meetings



Overdose Responders must:

- Complete [Overdose Response Policy training](#) every two years
- Carry naloxone on their person when in shelter
- Administer naloxone every time a client is unresponsive or unable to wake

Questions? E-mail: harmreduction@dss.nyc.gov

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After being assigned as Overdose Prevention Champion

- ☐ Complete *Overdose Prevention Champion Train the Trainer* training every two years ([Register for training](#))



Ensure naloxone is always available in shelter

- ☐ Monitor inventory of naloxone in shelter
- ☐ Ensure that the minimum quantity of naloxone is sufficient for quarterly distribution after trainings and replacement after naloxone is administered or expired.
- ☐ All certified staff should be trained and carry naloxone at all times.

☐ Order naloxone kits before the naloxone inventory goes below the minimum amount:

- Shelters under the DHS OOPP should order and pick up naloxone from DHS using the [Naloxone Order Form](#).
- Shelters with Independent OOPPs should order through IOOPP.
- Shelters with relationships with OASAS should get their naloxone kits from OASAS.

Train staff and clients on overdose response and naloxone administration

- ☐ Provide or coordinate *Overdose Responder* trainings ([slides](#)).
- ☐ Provide training at least once a month and/or after an overdose event.
- ☐ Ensure all new client-facing staff are trained within a week of starting work.

☐ Dispense naloxone kits to trained Overdose Responders.

☐ Document each training and naloxone distribution event:

- ☐ For staff: on the [Naloxone Training and Distribution Reporting Form](#)
- ☐ For clients: [in CARES](#)

☐ Post the ["If You See an Overdose" naloxone training poster](#) in high-use and high-risk areas in the shelter.

- ☐ Distribute other [DHS Harm Reduction Toolkit](#) resources.

Receive ongoing Overdose Prevention Champion training and support

- ☐ Attend quarterly Overdose Prevention Champion meetings (announced by email)

- ☐ Complete the *Overdose Response and Naloxone Distribution Train-the-Trainer* webinar every 2 years ([register for training](#))