

# Maryland Overdose Response Program

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Department of Health and Mental Hygiene

## **Overdose Response Program Entity Renewal Guidance**

In accordance with COMAR 10.47.08.03E(2), “an authorized private or public entity shall submit to the Department a completed renewal application form, along with any fee required by the Department, not later than 90 days before expiration of the current authorization”. When you received your approval as an authorized training entity your certificate provided you with a renewal application date that is 90 days prior to the expiration of your current authorization. For many of you, your current authorization is set to expire in March 2016.

As the program continues to expand, BHA is implementing a streamlined process for ORP certification renewal for currently authorized training entities. BHA is moving to a single expiration date for all authorized training entities. Beginning in 2016, all certifications will be issued for the timeframe of March 1 – February 28. If your certification was issued in 2014, you will have the opportunity to re-apply in December of 2016. Renewals will be issued for the period beginning March 1, 2016 – February 28, 2018. If your certification was issued in 2015, you will have the opportunity to apply in December of 2016 for the March 1, 2017 – February 28, 2019 authorization period.

1. Prior to the year of expiration, BHA will send those entities a renewal application that lists the information that BHA has on file for the ORP.

- The ORP entity will be required to verify the information that has been provided and update the information that is on file with BHA.
- Supplemental documentation such as Supervisory Agreements, Dispensing Protocols and Standing Orders will require review and resubmission with updated signatures and dates.

2. Renewal applications must be returned to BHA by January 15. BHA will review the requests and issue new Entity Certificates.

# Step by Step Instructions ORP Entity Renewal Application

## Section 1 – General Information

This section of the application provides the information BHA currently has on file for the entity, including the name and address of the entity, and contact information for the Entity Director and Entity Training Director.

- Please confirm that all information is correct and up to date. To make corrections, cross through incorrect information and insert updated content in the template.

### Type of Entity and Training Setting

This is a revision to the original application which asks for specific locations by address.

- Please indicate by checking the appropriate boxes whether your entity is considered a public or private organization. In addition, select all of the training settings in which you plan to conduct training.

### ORP Directory Information

This section summarizes the information that BHA has received regarding your listing in the ORP Directory. This information provides the general public with contact information and specifics about what they can expect to receive from an entity after successful completion of their training.

- Please confirm that all information is correct and up to date. To make corrections, cross through incorrect information and insert updated content in the template.

### Google Group membership

BHA hosts a Google discussion group for ORP entities as a way to provide important program updates, request information, and exchange ideas for best practices. The group is by invite only. This section lists all of the individuals associated with your entity who are active members in the Google group.

- Update this section with any additional people that should be included in the list serve, as well as crossing out anyone that is no longer involved with the ORP entity. BHA will send invitations to new people to join the group.

## Section 2 – Practitioner Information

This section contains the practitioner name, address, and license number that BHA has on file for your entity. Please review carefully.

- Confirm that all practitioner information is correct.
- Please indicate by checking the appropriate boxes if the practitioner is going to conduct trainings for the entity or provide supervision to ORP employees and volunteers to conduct training.

- If applicable, attach a copy of the provider's supervisory agreement with the entity.
- Answer the prompts related to the practitioner's license.
- The practitioner then must sign the application. Entity Renewal applications that are returned to BHA without a practitioner signature will be considered incomplete.

### **Section 3 – Prescribing Naloxone**

In this section, indicate whether or not your entity will prescribe and dispense naloxone under the ORP.

- If the entity will dispense naloxone either directly by the provider or through the use of a standing order, attach updated dispensing protocols.
- Indicate whether or not the entity will use a standing order to dispense naloxone either by the employees and volunteers of the entity or by a licensed dispenser such as a pharmacist
- If applicable, attach copies of all standing order documents

\*A note about Standing Orders: If the practitioner issues a standing order for an ORP entity, the expiration date on the standing order should not exceed the expiration date of the ORPs authorization.

### **Section 4 – Training Program Materials**

Training must include the information contained in the core curriculum PPT provided by BHA.

- If you plan to include any additional information, please indicate so in this section and attach a copy of the training materials.

### **Section 5 – Record Maintenance & Reporting**

- Please acknowledge ORP reporting requirements by initialing in the space next to each statement.

### **Section 6 – Attestation**

- Please print your name and title, then sign and date the application.