

**Memorandum of Agreement Between
King County Behavioral Health and Recovery Division
And
Redmond Police Department**

I. SUBJECT

The following Agreement is entered into between King County Behavioral Health and Recovery Division, hereafter, BHRD, and Redmond Police Department hereafter, RPD. The Agreement is in effect between April 1, 2016 and December 31, 2016.

II. PURPOSE

The purpose of this Agreement is to describe and assure continued partnership between BHRD and the RPD for the maintenance of Narcan (or other naloxone) kits and the application of Narcan to individuals requiring opiate antidote intervention.

III. DEFINITIONS

Narcan: Generic name naloxone, is a prescription medication used to treatment opiate overdose. Narcan is indicated for reversal of respiratory depression or unresponsiveness in the setting of opiate overdose. It is a narcotic antagonist which blocks the opiates in the body.

IV. RESPONSIBILITIES

A. BHRD agrees to the following:

1. Provide or coordinate initial training on how to administer Narcan or opiate antidote intervention, if desired,
2. Coordinate Narcan kit orders for RPD with pharmacy,
3. Provide the Narcan kit(s) without a cost to the RPD and will refill the kits as resources allows; and
4. Provide forms in an electronic format for reporting and data collection purposes.

B. RPD agrees to the following:

1. Provide all services under this agreement in compliance with BHRD Policy and Procedures,
2. Coordinate with BHRD around the provision of services under this memorandum of agreement,
3. Staff Training
 - a. Ensure all staff are trained to administer the intranasal form of Narcan,
 - b. Ensure all staff receive an annual refresher training on Opiate Overdose Prevention and Narcan administration, and
4. Ordering, Delivery and Storage of Narcan Kits

- a. Maintain Narcan kits in appropriate conditions in accordance with pharmacy and manufacturer recommendations,
- b. Naloxone kits shall be ordered through BHRD. Completed Naloxone Kit Request Forms shall be submitted to odprevention@kingcounty.gov. Pharmacy will deliver Narcan to RPD or make other arrangements so that RPD can obtain Narcan,
- c. Narcan medication shall be kept in an Overdose Prevention Kit and will be stored according to the manufacturer's recommendations and RPD policy and procedures, and

5. Quality Assurance

- a. RPD shall create and maintain operational policy and procedures related to opiate overdose response and Narcan administration. The policy and procedures shall include:
 - Guidelines for staff response to a suspected opiate overdose,
 - Staff training,
 - Documentation standards related to staff administration of Narcan to residents, and
 - Guidelines to monitor Narcan supplies and ordering replacement kits when refills are needed. This includes disposal of Narcan medication that has expired.
- b. RPD shall seek guidance from BHRD staff, as needed, as it relates to the provision of services under this memorandum of agreement.

6. Reporting Requirements

- A. Incidence and Loss Reports - RPD shall submit an Opiate Overdose Incident & Loss Form to BHRD each time a Narcan kit is applied to an individual, lost, stolen, expired, or for any other reason the kit is no longer available for use.

Completed forms shall be faxed or emailed to BHRD within 48 hours of the occurrence: Attn: Ileana Janovich via Fax 206-296-0583 or via secure email at odprevention@kingcounty.gov.

- B. One-Time Only Reports - Upon request from the BHRD, RPD shall submit one or more brief summaries of sample success stories accompanied by a release of information as provided by the BHRD. Person identifying information should NOT be included.
- C. Otherwise suitable documentation mutually agreed upon.

V. CONFIDENTIALITY

All data concerning persons who received Narcan administration and their services shall be held in the strictest confidence by both organizations. Information on individuals shall not be disclosed directly or indirectly except where authorized by the person or requested by law. All information, records, and data collected in connection with these services shall be protected from unauthorized

disclosure in accordance applicable regulations set forth in the Code of Federal Regulations (42 CFR Part 2) and compliant with all Federal HIPAA requirements.

VI. COORDINATION

Erin James and Ileana Janovich will be the primary contact between RPD and King County BHRD to collaborate on responding to information requests and resolving questions that may arise.

VII. DISPUTE RESOLUTION

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this memorandum of agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities while attempting to resolve the dispute under this section.

If there is a dispute of the terms and outcomes of this Agreement, the parties that are involved with the dispute first work with the BHRD Assistant Director to resolve the matter. If the matter is unresolved, both parties agree to follow King County dispute resolution protocols and procedures to resolve the matter.

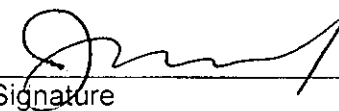
VIII. TERMINATION

Either BHRD or RPD may terminate the Agreement at a date prior to the completion date specified in this Agreement, in whole or in part, upon thirty days written notice. Required reports and/or unused Narcan kits shall be returned to BHRD or pharmacy, if applicable.

IN WITNESS HERETO, the King County Behavioral Health and Recovery Division and the RPD below, have executed this Agreement as of the dates written below:

KING COUNTY BHRD

City of Redmond
Name of Provider Agency (Please type or print)

 EOR
Signature

M. O'Connell for
Signature

Jim Vollendroff, Director

John Marchione, Mayor
Name, Title (Please type or print)

9/23/14
Date

9/8/16
Date