



**Department
of Health**

Order Overdose Supplies:

Step 1: 'Ship-To-Address' and Update Program Site Addresses

June 7, 2019

Program Sites

STEPS:

1- Log-On: NYOverdose.org

2- Click: Program Profile

New York State Department of Health

Opioid Overdose Prevention: Training of Trainers (TOT)

Order Naloxone
 NYC-based programs complete
 • NYC Order Form and
 • Email reports@health.nyc.gov

Upstate & Long Island-based programs:
 • Online Ordering steps for naloxone & printed materials

[Order Printed Materials](#)

Training For Upstate & Long Island Opioid Overdose Programs
 • For New Opioid Overdose Programs

[2-hr webinar Sept 7, 2018](#)

• TOT, PDF handout: **Sept 6, 2018**
 • Email us: overdose@health.ny.gov

NYC Programs-only
 • Dates & Registration Information
 • Email us: naloxone@health.nyc.gov

Updates or Changes
 Email us:
overdose@health.ny.gov



Opioid Overdose Prevention: Training of Trainers

Audience:
 Individuals interested in serving as Opioid Overdose Prevention Trainers who are associated with a NYS Department of Health registered Opioid Overdose Prevention Program.

A statewide online self-paced training for all currently registered opioid overdoses prevention programs—including soon to be registered opioid overdose programs and their staff.

Register for Opioid Overdose Prevention: Training of Trainers (TOT).

If you do not already have an account on www.hivtrainingny.org you will be asked to create an account, then be directed to register for the TOT.

Please note: This online TOT does not include NYC-specific guidelines, reporting requirements, and other critical information. NYC-based OOPP staff who will dispense naloxone kits must attend in-person Training of Trainers (TOT) at the NYC Department of Health and Mental Hygiene (DOHMH), learn more and email naloxone@health.nyc.gov.

Promote your program's community trainings and events on the [Opioid Overdose Online System Calendar](#) or the NYSDOH website. Promotional tips for promoting community calendar.

All questions, please email overdose@health.ny.gov or call 800.692.

[Add a System User >](#)

[Program Profile >](#)

[Quarterly Report >](#)

[Calendar Admin >](#)

[Place Order >](#)

[View Orders >](#)

[Community Naloxone Usage Reporting >](#)



Program Sites

STEPS:

3- Click: Update Program Profile

4- Select: View/Edit Program Sites

The screenshot shows the New York State Department of Health Registration portal. The navigation bar includes links for Home, Calendar Scheduler, Program, Hello Clara!, and Log off. The main heading is "New York State Department of Health Registration". Below the heading, there are several links: "Update Program Profile", "Request Registration Edits", "View and Activate Legal Information", "Print/Save", and "Return to Home". A red circle highlights the "Update Program Profile" link, which is labeled with the number "3". A dropdown menu is open under this link, showing three options: "view / edit Program Sites", "view / edit Affiliate Prescribers", and "view Additional Users". A red arrow points to the "view / edit Program Sites" option, which is labeled with the number "4". To the right of the dropdown menu, there are input fields for "Certificate:" (value: 711), "Certificate Date:" (value: 08/22/18), "Address:", and "County:".

Edit or Change Addresses

Create a New Program Site | Return to Registration

Show 10 entries

Search:

Name	Phone	List in NYSDOH Directory	Can Ship	
New York State Department of Health – Albany Empire State Plaza, Corning Tower Room 387 Albany, NY 12237	(518) 474-4237	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
New York State Department of Health – NYC 60 Church Street	(212) 417-4550	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete

A (arrow pointing to the 'Edit' link in the 'Can Ship' column)

The 'can ship' column will show



Green button = program's address is set to ship materials – *must be checked OR*

Red Button = program ship to address not set

Edit or change program site's 'ship-to-address'

A- Click: Edit

Create New & Delete Program Site

Click: **Create** a New Program Site.
Complete fields. **Click Save.**

Create a New Program Site | [Return to Registration](#)

Show entries

Search:

Name	Phone	List in NYSDOH Directory	Can Ship	
New York State Department of Health – Albany Empire State Plaza, Corning Tower Room 387 Albany, NY 12237	(518) 474-4237	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
New York State Department of Health – NYC 60 Church Street	(212) 417-6550	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

Click: Delete.

Update Program Sites

Tab 1: Site Address

1- Is it accurate? Enter information into the appropriate fields. Be sure to update.

NO PO Box

2- *Click: Save*

List My Program!

Program's have the choice to *publish* their program's site on the DOH Opioid Overdose Prevention Directory. By checking the box, you agree to be published.

Program staff can update this at anytime and it is not required.

✔ - Can have products shipped to shipping address

Site Address Ship To Address

Name:
New York State Department of Health -- Albany

Address:
Landmark i.e. Erastus Corning II Tower
Empire State Plaza, Corning Tower
Room 387

City: Albany **State:** NY **Zip:** 12237

Phone: (518) 474-42 **Ext:**

List My Program!
By clicking this box **this program site address** will be published in the NYSDOH Opioid Overdose Prevention Program [Directory](#). ⓘ

Save Back to Site List

Program Sites: 'Ship-to-Address'

Tab 2: Ship To Address

- 3- Is accurate? Be sure to update
- 4- Click, Save (important!)

All fields are required.



Helpful Tip:

Click 'same as site address' to avoid typos
Or retyping

Ship To Address

If you have already provided a Site Shipping covering this program site, do NOT

Ship To Name:
Bob Marley -- Testing Drug and Alcohol Treat

Ship To Email Address:
b.marley@comma.com

Ship To Address: Same as Site Address: 

123 Main Street

City: Burgin **State:** NY **Zip:** 12222

Save Back to Site List

Department Health

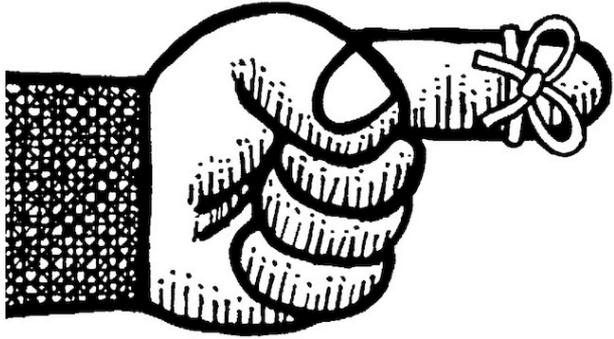
Setting Program 'Ship-to-Address'

Why?

- In order to have supplies shipped, a valid ship-to-address is required

Tips To Remember

- **NO** *PO Box* addresses allowed;
- Changing this information generates a new letter of authorization for the clinical director to sign



Do NOT Forget!

All programs must have at least one designated
‘Ship-To-Address’ set to receive supplies.

- PO Box addresses are not allowed.

REMEMBER:

Changes in the Ship-To- Addresses

- The system will generate a new email to the clinical director, requesting them to electronically sign-off on a required form, Letter of Authorization (LOA).
- Failure to e-sign off will stop the ordering process.