



**WASHINGTON/BALTIMORE HIGH INTENSITY DRUG TRAFFICKING AREA
(W/B HIDTA)
OVERDOSE DETECTION MAPPING APPLICATION PROGRAM
(ODMAP)
OPERATING POLICIES AND PROCEDURES**

I. Purpose

The purpose of the Overdose Detection Mapping Application Program (ODMAP) is to provide near real-time surveillance of suspected overdose events across jurisdictions in the United States of America (USA) and its territories, to support public safety and public health efforts to mobilize an immediate response to a sudden increase, or spike in overdose events.

II. Goals

1. To provide near real-time surveillance of suspected overdose events occurring throughout the USA and its territories.
2. To collect and store generalized geographic data points of suspected overdose events, which users manually enter or agencies upload through the automated ODMAP Application Programming Interface ("API"). Participating Agencies can use this data to identify suspected overdose occurrences and spikes in near real-time.
3. To provide liaison, coordination and resource assistance in the collection, storage, exchange, dissemination and analysis of ODMAP data for Participating Agencies.
4. To enable Participating Agencies to develop effective strategies for addressing overdose incidents occurring in their jurisdictions.
5. To enhance the development of regional strategies designed to prevent the spread of substance use disorders resulting in overdose incidents.

III. General Operating Policies

A. Applicability

1. Data entered in to ODMAP must conform to all applicable federal, state, and local laws, rules and regulations pertaining to the collection, storage, and dissemination of Controlled Unclassified Information (CUI).

B. Management

The W/B HIDTA shall be responsible for management of ODMAP and ensuring that information in ODMAP is maintained and transmitted in accordance with the standards set forth in these Operating Policies and Procedures, ODMAP Participation Agreement and W/B HIDTA's internal data sharing policies and procedures.

C. ODMAP Program Manager

The W/B HIDTA will appoint a Program Manager for ODMAP. The Program Manager will be responsible for the day-to-day administration of ODMAP to include, but not limited to:

- Establishing and keeping current Operating Policies and Procedures.
- Administrative duties.
- File maintenance.
- Training coordination.
- Statistical reporting.
- Analysis of the data.
- Communication and support with all Participating Agencies.

D. Participation

1. Participation in ODMAP is open to federal, state, local and tribal law enforcement and criminal justice personnel, public health personnel, entities serving the interests of public safety and/or public health as part of its official mandate. ODMAP is available to licensed first responders, such as fire departments and EMS entities. ODMAP is also available to hospitals (but not available to associated research units as commonly seen with universities). ODMAP is available throughout the USA and its territories.
2. Only Agencies that have signed the ODMAP Participation Agreement may participate in ODMAP. When signing up, the Agency will designate an ODMAP Administrator who will be responsible for managing ODMAP on behalf of the Agency.
3. ODMAP provides two levels of access:
 - a. Level 1 Users are defined as ODMAP Users, and are granted authority to submit suspected overdose event data using ODMAP.
 - b. Level 2 Users have access to the Electronic Map, which allows the user access to all reported suspected overdose event data nationwide submitted to ODMAP.
4. Level 1 participants gain access to ODMAP by:
 - a. Receiving authorization from their Agency Administrator(s).
 - b. Registering for an ODMAP User account on odmap.hidta.org with their Agency's unique Agency Code
 - i. All Users must provide an agency approved email address when applying for an ODMAP account.

5. Level 2 participants gain access to the Electronic Map by receiving authorization from the Agency Administrator(s).
 - a. Level 2 personnel must have a need to know¹ access and right to access² the Electronic Map in the performance of their duties.
 - b. Agency Administrator is responsible for creating and monitoring Level 2 Users. Agency Administrator can remove Level 2 Users at the Administrator's discretion.

E. Agency's Role in ODMAP

1. Ensure that Agency and its Users follow the ODMAP Policies and Procedures and ODMAP Participation Agreement.
2. Ensure that its Users contribute to ODMAP by submitting Event data on all suspected overdoses to which Agency's Users respond.
3. Use the information in ODMAP to develop a strategy to combat fatal and non-fatal overdoses in Agency's area of responsibility.
4. Designate an ODMAP Administrator for Agency.
5. Ensure that information submitted to ODMAP meets all applicable federal, state, and local laws, rules and regulations pertaining to the collection, storage, and dissemination of overdose Event data.
6. Ensure that only approved Users enter data into ODMAP, use ODMAP and all actions related to ODMAP are done in compliance with this agreement. Automated system to system transactions through the API are acceptable.
7. Only grant Electronic Map Access to proper personnel.
8. Assume responsibility that the data entered into ODMAP is accurate, timely, and properly obtained. Agency will promptly notify W/B HIDTA if it discovers that its data does not meet this standard and is unable to correct this information on its own. This includes duplicate/multiple entries for the same event.
9. Assume responsibility for restricting the dissemination of information obtained from ODMAP within the Agency to authorized personnel with a need to know the information.

F. W/B HIDTA's Role in ODMAP

1. Establish and maintain ODMAP and ensure that information in ODMAP is stored and transmitted in accordance with the standards set forth in the ODMAP Policies and Procedures and ODMAP Participation Agreement.
2. Provide the Agency with access to ODMAP.
3. Provide training in the use of ODMAP.
4. Use ODMAP data to create analytical products.
5. Remove incorrect data and duplicate entries when necessary.
6. Remove improper and/or unauthorized Users.

¹ Demonstrated need to have access to perform duties

² Authorization – from both W/B HIDTA and Agency

IV. Operating Procedures

A. Submission of Information

1. Users may only submit data from their own account. Each User must have their own account. Users may not share an account
2. Users must enter event data by accessing ODMAP.
3. Once a User logs into ODMAP, User enters the location of the Event. User can either use the GPS “Use my current location” feature of their mobile device, manually enter and geocode the address, or enter the actual coordinates.
4. User enters the type of Overdose and if Naloxone was administered by pressing the corresponding button on the screen.
5. Users are responsible for uploading Event data correctly. Users shall contact W/B HIDTA if they experience problems or have questions while uploading event data.
6. Agencies should contact the ODMAP Program Manager, Aliese Alter at AAlter@wb.hidta.org to establish an API with ODMAP, which will automatically update all relevant Event data.

B. Information Storage and Retrieval System (Electronic Map)

1. Level 2 resides on a web portal that can only be accessed through a secure connection. All information contained shall be the property of the submitting agency. W/B HIDTA will only use the data as explained in these policies and procedures.
2. The Electronic Map shall not be accessed on a public computer and should only be accessed on a computer that has security measures and a web browser with up-to-date anti-virus software. Data files and network security measures will reside on the host computer system.
3. Level 2 personnel may only access the Electronic Map using their assigned account. Each person with Level 2 access must have their own account and may not share accounts.
4. ODMAP is not intended to be an official repository of original records or to be a substituted for one. The submitting Agency is responsible for storing their files and maintaining the original file. Additionally, ODMAP data is not intended to be used in official statistical reports.
5. ODMAP is solely a mapping tool that displays suspected overdose event location data. ODMAP is neither an intelligence sharing database, nor a pointer index records system
6. ODMAP overdose events shall be treated as unconfirmed, but suspected overdose incidents based on the trained judgment of the ODMAP User who submitted the event.

7. Additionally, the accuracy of the location data is subject to the technical limitations of location services on the User's device.

C. Dissemination and Sharing

1. Information in ODMAP is controlled unclassified information (CUI)³ and may only be released to authorized personnel. Recipients of this information must have a need and right to know the information in the performance of their criminal justice and public health functions. ODMAP shall only be used for its intended purposes.
2. The W/B HIDTA and Agency shall limit distribution of Spike Alerts and Overdose Alerts to Eligible ODMAP Agencies and Users
3. Agency is responsible for any printed material from ODMAP, including all reports generated through ODMAP. Agency is aware that these reports are CUI, and thus suitable for informational purposes only.
4. Agency must have permission or a data sharing agreement with another Agency before printing out another Agency's data.
5. Agency may print materials that solely contain its own data, but still must adhere to the requirements of paragraph 3 of this section.

D. Analysis of the Data

All data submitted to ODMAP is the property of the submitting Agency. Agency hereby grants permission to the HIDTA to use its ODMAP data as the HIDTA sees fit pursuant to the goals of ODMAP. This includes, but is not limited to, combining Agency's data with ODMAP data from other Participating Agencies, combining Agency's information with data from other databases that HIDTA manages, analyzing the information to create law enforcement and public health products, academic research, and sharing the information with law enforcement and public health agencies.

E. Access Rights

1. W/B HIDTA: Designated W/B HIDTA personnel will have access to all information in ODMAP for analysis, system administration or maintenance purposes.
2. Electronic Map/Level 2: Agency Administrator, or their designee, will determine those personnel within their Agency authorized access to the Electronic Map features of ODMAP. Access allows authorized personnel to view the entire ODMAP map, and filter event data to identify overdose spikes, patterns, and trends.

³ Controlled Unclassified Information (CUI) is information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies. See 32 CFR §2002

3. ODMAP Administrator: The Agency head, or their designee, will designate an ODMAP Administrator for their Agency. The ODMAP Administrator will be responsible for monitoring ODMAP Users for Agency, communicating with the Program Manager for ODMAP on behalf of Agency, and helping to ensure Agency complies with the W/B HIDTA ODMAP policies and procedures.
4. ODMAP User: ODMAP Users are personnel authorized by Agency Administrator to submit event information to ODMAP. The vast majority of ODMAP Users are first responders, such as police, EMS, and fire department personnel, who would typically be among the first to arrive at an overdose scene. Agency Administrator, or their designee, will determine authorized ODMAP Users among Agency personnel.
5. Other Participating Agencies: Agency grants access to all other Participating Agencies, and their authorized personnel, to view Agency's data in the Electronic Map.

F. Security of ODMAP Files

1. Only designated and authorized personnel will have access to the Electronic Map data or data kept on W/B HIDTA computers for analysis.
2. The Electronic Map uses the W/B HIDTA private active directory for access. The Electronic Map resides behind security infrastructure, which includes firewalls, intrusion detection and robust fault tolerance mechanisms. Active directory accounts are vetted fully prior to access.

G. Non-Compliance with Operating Policies and Procedures

1. Each Agency is responsible for overseeing its use and its Users to ensure compliance with these operating policies and procedures.
2. If the W/B HIDTA finds that a User violated any of these operating policies and procedures or any federal, state, or local laws, the W/B HIDTA may consider removal from ODMAP and/or the SSL.
3. Each Agency is solely responsible for all penalties for infractions of federal, state or local laws that Agency may have committed.