



**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 Overdose Detection Mapping Application Program (ODMAP) is to provide near real-time surveillance of known and suspected overdose events occurring nationwide that can be monitored electronically by law enforcement, public health, and other select government agencies, thereby increasing their ability to identify and respond to sudden increases or spikes in overdose events.

II. Goals

1. To provide real-time surveillance of known and suspected overdose events occurring nationwide using a specialized program (ODMAP).
2. To collect and store geocoded locations of known and suspected overdose events which are either user entered or automated from a system through the ODMAP API to create digital maps Participating agencies can use to identify 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

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 data (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.
- Maintaining a list of active personnel and agencies with Electronic Map access.

D. Participation

1. Participation in ODMAP is open to federal, state, local and tribal law enforcement and criminal justice personnel, public health personnel, fire departments and EMS. ODMAP is available throughout the USA and its territories.
2. Only agencies that have signed the ODMAP Participation-Agreement may participate in ODMAP. At the time of sign-up, the Agency will designate an ODMAP Administrator who will be responsible for managing the ODMAP Program on behalf of the Agency.
3. ODMAP provides two levels of access:
 - a. Level I participants are defined as ODMAP Users, and are granted authority to submit known and suspected overdose event data using the ODMAP program.
 - b. Level II participants are those granted access to the Electronic Map, which allows the user all reported known and suspected overdose event data nationwide submitted via the ODMAP program.
4. Level I participants gain access to the ODMAP program by:
 - a. Receiving authorization including agency code from the Agency Administrator.
 - b. Registering for an ODMAP User account on odmap.hidta.org
 - i. All Users must provide an email address when applying for an ODMAP account.



5. Level II participants gain access to the Electronic Map by receiving authorization from the Agency Administrator or their designee.
 - a. ODMAP Agency Administrator will grant access to appropriate Agency personnel through the ODMAP website.
 - b. Level II personnel shall have need to access and right to access the Electronic Map.

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 known or 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 also 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 edit/delete data entries if it discovers incorrect/duplicate points. Agency will promptly notify W/B HIDTA if it discovers that its data does not meet this standard and it is unable to correct this information on its own.
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.

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 the ODMAP program.
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. If User used the GPS “*Use my current location*” feature, then User has submitted the Event, and User will confirm the submission to complete the process.
6. If User manually entered the location address or geo-coordinates, a map screen will open and User will confirm that location is correct based on the map.
 - a. If the map correctly displays the location address, User will select “*Submit this location*” button, and the Event is submitted.
 - b. If the map does not show the correct location address, User will click the “*Map it*” button to resubmit the location address. Once location is correctly depicted on the map, User will click the “*Submit this location*” button, complete confirmation screen and Event is submitted.
7. 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.
8. Agencies may contact the ODMAP Program Manager, Aliese Alter at aalter@wb.hidta.org to establish an API with the ODMAP Program which will automatically update all relevant Event data.

B. Information Storage and Retrieval System (Electronic Map)

1. The Electronic Map 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 authorized in these policies and procedures.



High Intensity Drug Trafficking Area

Serving the District of Columbia, Maryland, Virginia, and West Virginia

2. The Electronic Map of ODMAP shall not be accessed on a public computer and shall 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 II personnel may only access the Electronic Map using their assigned account. Each person with Level II 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 substitution 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 known or suspected overdose event location data. ODMAP is not an intelligence sharing database. ODMAP contains no Personally Identifiable Information (PII), nor can it contain any PII based on the input parameters.
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 mobile devices as well as the technical limitations and accuracy of the mapping data, software and base maps.

C. Dissemination and Sharing

1. Information in ODMAP is CUI, 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 utilized for its intended purposes.
2. 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.

D. Analysis of the Data

All data submitted to ODMAP is the property of the submitting agency. Agency hereby grants permission to the HIDTA Program to use its ODMAP data as it 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 Program manages, analyzing the information to create law enforcement and



High Intensity Drug Trafficking Area

Serving the District of Columbia, Maryland, Virginia, and West Virginia

public health products, 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: Agency head, 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. 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 entire 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 map resides behind security infrastructure, which includes firewalls, intrusion detection and robust fault tolerance mechanisms. Active directory accounts are fully vetted prior to access. .



High Intensity Drug Trafficking Area

Serving the District of Columbia, Maryland, Virginia, and West Virginia

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 any and all penalties for infractions of federal, state or local laws that Agency may have committed.