How to register and use the app for Law Enforcement users?
ODMAP provides **two** levels of access:

**Level I** participants are granted the authority to submit known and suspected overdose event data using ODMAP.

**Level II** participants are those granted access to the ODMAP dashboard, which allows the user to view all data, nationwide, submitted via ODMAP.

Some agencies may have Level I and Level II users, while others may only have Level I or Level II users
**ODForm**: PII is not stored on the ODMAP server for HIPAA reasons. Rather, we have made ODForm and the ability to enter and store data an option for our LE partners.

ODForm is part of the ODMAP process, but data would be stored on our Case Explorer Server. The following slides provide instructions on how to use ODForm.
Level I users should get their agency code from their Agency Head or Designee. If they do not have this, they can contact the Help Desk to find out the Agency Code.

**HIDTA HELP DESK**
Days: Monday to Friday  
Hours: 8:30 to 4:30 EST  
Phone: 301 489-1744
Case Explorer users MUST register their ODMAP account in Case Explorer.

This step ensures the accounts are linked.

Please log into your Case Explorer account!
Go to:
The Navigation Panel
Select: “Your Profile”
Scroll to the bottom of the “Your Profile” page to create an ODMAP account.

Once you’ve clicked “Create ODMAP Account,” wait for the account activation email before trying to log into the ODMAP.
How do I use ODMAP Level I?
ODMAP works on Windows, Android, iOS, and OS X based devices with a standard browser including Chrome, Firefox, and Safari.

ODMAP Level I can be used in the field or in the office from any mobile device, mobile device terminal, or desktop computer.

Some features require location services and cookies to be turned on.
ODMAP Level I Login Page

https://odmap.hidta.org

Policy & Procedures

• UPDATED AND PLACED ONLINE
Users will enter:
- Overdose incident location
- Case Information (optional)
- Type of overdose

The Victim was taken to the hospital.
You can now select “Unknown Naloxone Administration” options for both Fatal and Non-Fatal suspected overdoses. Measurements for Single and Multiple doses of Naloxone have been added. The “Suspects Drug” drop down has been renamed to “Primary Suspected Drug”.
A new, multi-select option box has been added called “Additional Suspected Drugs”

- After submission, the user will be able to add additional incidents.
You can now choose “Other” for both of the drug boxes. This will cause a free text field to appear where you can manually type in the name of a Drug.

- PLEASE NOTE: The information entered into the free text field IS NOT searchable. You would search on the “Other” and the list that populates would have an additional column that displays the data entered into the free text field.
Logging in more than one victim

If there is more than one victim at one listed overdose, you can enter all victims as part of one overdose by clicking “part of multiple overdose victim incident”.

CASE INFORMATION

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Suspected Drug</th>
<th>Age</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

Victim Was Taken to the Hospital

Part of Multiple Overdose Victim Incident

- Select
- Yes
- No
New drugs have been added

In the ODMMap drug drop down list you will now find Benzodiazepine, LSD, and Over the Counter drugs have been added.
Users can enter a location in three ways:

1. Use my current location
2. Enter an address (Must include city, state, and zip code)
3. Latitude & Longitude (Users must input at least 5 decimal places)
   Ex. -76.47508  39.03452
If “use my current location” is active please note that once an overdose type is selected the incident is automatically submitted.

If using a Windows or Apple computer that is not GPS capable, it is recommended that an address is entered to input the location of the incident.
Using “I will enter address below”

- You must select the full address displayed below the data entry field.
- The data entry field will then turn **GREEN**.
Confirming the Location

Clicking the “Map it” Button allows the user to view the location before submitting.
The date and time fields automatically show the current date and time. The user may edit the date and time prior to submitting the incident.
The overdose was entered successfully. The user can now enter another incident or complete an “ODFORM”.

Successful Submission

Overdose Incident Created Successfully!
Your overdose incident has been successfully save to the database.

Enter Next Victim
OD Form
If a user is using the ODFORM/Case Explorer and they have submitted the ODFORM, they will not be able to edit in ODMAP Level I "Manage Overdoses".

The only ability to edit in Level I is for those who do not use Case Explorer/ODFORM, and for their own entries (as of now).
• ODForm cannot be used until the point is submitted to ODMAP.
• Data entered into ODForm is not stored in ODMAP. It is sent to Case Explorer.

No PII is stored in the ODMAP
The first ODForm sections are Officer Information and Case Information.

A “Disposition” drop down has been added to the Case Information section of ODFORM.

Fields marked in bold blue are required for submission.
Users now only have the option to use street address or latitude/longitude (not device location). Options for “Motor Vehicle” and “Other” have been added to the “Incident Information” section.

Fields marked in bold blue are required for submission.
A checkbox for “Referred to Treatment” has been added to the Victim Information section of ODFORM.

A checkbox for “Refused Treatment on Scene” has been added to the Victim Information section of ODFORM.

Fields marked in bold blue are required for submission.
If available please add the details of the Naloxone administration and the Suspect information.

If “Yes” is selected for “Taken to Hospital” in the Details of the Naloxone Administration section, a new text field will appear for documenting the hospital’s name.
If available please add the details of the Witness information.
Fields marked in bold blue are required for submission.
Users or administrators can manage their overdose submissions by clicking Manage Overdoses from the ‘Overdoses’ dropdown. Case Explorer users will find their submitted ODForms under their recent cases. Administrators can view all ODForm submissions from all users in their role.
Manage Overdoses (Cont’d)

All users can access the Search Records feature under the ‘Overdoses’ dropdown.
When a user goes to the Manage Overdoses page they will now be able to Edit and Delete records.

A user can only edit a record if they created it.

A user can only delete a record if they created it AND the ODForm has not been submitted.
You can enter in a Case Number, Suspected Drug, Age and Gender when submitting a point on the main page.
Once a user submits a point from the main page, there will be a warning message to let them know that they are submitting a point to a live database.

This is in development, therefore the message is for development.
Once a user clicks on the box verifying the point is the correct one, the system will check for any existing overdoses that are within 50 feet and 2 hours of the overdose they are attempting to save.

If there are any matches (it matches on ALL records, not just the ones the user has submitted), it will return a warning message with the contact info from the other user(s) and asks if they want to still submit the point.

This same check occurs when a record is being edited.
Whether a point is submitted using an address or Lat/Long (this includes Use My Location), they will only be able to edit that field. If they enter in an address, lat/long will be shown, but disabled and vice versa.

They may change which one is used, but the fields will be cleared and they will have to re-map it.
ODMAP Admins can access the Agency Management section under the “Manage” dropdown.
Under the Agency Management section ODMAP Admins can view the details for their agency, manage users for their Agency, and create Spike Alerts for their agency.
Under the User Management section ODMAP Admins can add and remove Level 2 user access and view a list of current Level 1 users for their Agency.

You can see a list of Level 2 users and can unapprove any of them at any time.

As noted below, it may take between 1 and 2 business days to process new Level 2 users, as well as unapproving a user.

Feature to manage Level 1 users is coming soon!
ODMap admins will now be able to set various permissions for level 1 users in their agency.

- Click on Manage > Your Agency > User
- Management > Select Desired User and Click “EDIT”
Users who have read permissions with multiple agencies will now be able to view those agency’s data via the drop down on both the manage overdose screen and the search screen.
Select the Agency you wish to work with from the drop down.
Under the User Management section ODMAP Admins can also create and manage Spike Alerts specific to their agency for any county and state.

Upon selecting a state & county, ODMAP will provide the user with a suggested spike alert value. The value is based on current incident data in the database. You can choose to use the suggestion or create your own.
ODMAP Admins can also view their current Spike Alerts. This list includes the state, county, threshold, the current number of overdose incidents in the floating 24-hour period, whether or not you are currently in a spike, and a list of those people subscribed to receive the alert. You can edit or delete your spike alerts from this list.

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Threshold</th>
<th>Number of Incidents</th>
<th>In A Spike</th>
<th>Subscribers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland</td>
<td>Anne Arundel</td>
<td>3</td>
<td>0</td>
<td>No</td>
<td><a href="mailto:azapata@wb.hidta.org">azapata@wb.hidta.org</a></td>
</tr>
<tr>
<td>New York</td>
<td>Onondaga</td>
<td>2</td>
<td>0</td>
<td>No</td>
<td><a href="mailto:mhutton@wb.hidta.org">mhutton@wb.hidta.org</a>: <a href="mailto:azapata@wb.hidta.org">azapata@wb.hidta.org</a></td>
</tr>
</tbody>
</table>
ODMAP Admins can also view their Spike Alert history. This list provides information on previous spikes for the areas specified and includes the state, county, threshold, maximum number of incidents that occurred during the spike, when it started, when it ended, and the last time the alert email was sent out.

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Threshold</th>
<th>Max. Number of Incidents</th>
<th>Start</th>
<th>End</th>
<th>Last Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland</td>
<td>Anne Arundel</td>
<td>3</td>
<td>9</td>
<td>06/14/2018</td>
<td>06/15/2018</td>
<td>06/15/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09:25 AM</td>
<td>08:45 AM</td>
<td>01:25 AM</td>
</tr>
<tr>
<td>New York</td>
<td>Onondaga</td>
<td>2</td>
<td>2</td>
<td>06/12/2018</td>
<td>06/13/2018</td>
<td>06/13/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08:28 AM</td>
<td>08:27 AM</td>
<td>12:28 AM</td>
</tr>
</tbody>
</table>

When a spike occurs, an email is sent detailing the number of incidents in the last 24 hours compared to the threshold. If a spike continues beyond 8 hours, an additional email is sent every 8 hours until the end of the spike. Once the spike has ended, a final email is sent.
Users are able to update their profiles or change their passwords via the “Account” drop down.
How do I configure my phone to use the app?
Phone configuration is provided for popular devices. Configuration of other devices will be similar. If your model is not covered here, please consult the internet or your product manual.
Samsung Galaxy S7 with Android OS (and similar devices)

Turning On Location Services

- Open the Settings App on your phone
- Scroll to and Select Location
- Slide the toggle to ON if it is not already there
Setting the Chrome Browser to Accept Cookies

- Open the Chrome Browser
- Select the three dots/ellipsis in the top left corner of the Chrome window to open a menu
Phone Configuration

- Select ‘Settings’
- Select ‘Site Settings’
- Under ‘All Sites’: Select ‘Cookies’
- Slide the toggle to the right to accept cookies if it is not already there
Phone Configuration

iPhone 6 (and similar devices)

Turning On Location Services

- Open the Setting App
- Select Privacy
Phone Configuration

- Select Location Services
  - Slide the toggle to the right to turn on Location Services
  - In the list of apps that use location, select your browser
  - Select ‘While Using’ to allow your browser to use location services while you are using your browser
Setting the Safari Browser to Accept Cookies.

- Open Settings App
- Scroll down to and select Safari
- Scroll down to and select ‘Block Cookies’
- Select ‘Allow from Current Website Only’
Looking for Level 2

If you are looking for Level 2 access to the ODMap application, ask your Agency’s ODMap Administrator. ODMap Administrators can now grant their users access to Level II. Level 2 is for Decision Makers and Analytical Users.
Contacts for Questions

HIDTA HELP DESK                                             Days: Monday to Friday
Hours: 8:30 to 4:30 Est.                                  Phone: 301 489-1744

For any questions regarding using the ODMap Program
or registration, please contact:

ODMap Program Manager Aliese Alter  (301) 489-1754
aalter@wb.hidta.org

or ODMap Coordinator Deb Flores (301) 489-1702
dflores@wb.hidta.org