

Sacramento and Yolo Counties

Pushing Out to Businesses For Dispensing Medication

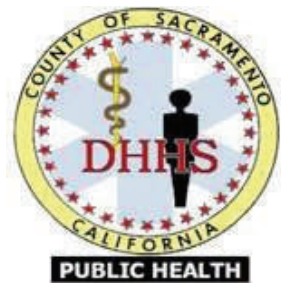
PUSH PARTNER REGISTRATION AND SITE REVIEW PACKET



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**“Investing in Our
Community’s Future”**



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Sacramento/Yolo County Health Department Push Partner Kit

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Section 1: Overview

1.1 Introduction

The Yolo County Health Department (YCHD) and the Sacramento County Department of Health and Human Services (SCDHHS) have been charged with developing strategies to deliver mass prophylaxis (preventive medications or vaccines) to *all* residents of Yolo and Sacramento Counties within a 48-hour period in the event of a large-scale communicable disease emergency.

In response to this charge, Yolo and Sacramento Counties are developing a systematic response to a worst case planning scenario of a large-scale infectious disease emergency—outdoor anthrax release, a high federal priority for preparedness planning. Such an event could potentially put a large number of people at risk of inhalational anthrax, a very serious and usually fatal disease. However, taking oral antibiotics after exposure to anthrax spores, but before coming down with the disease (e.g., treating the condition with “prophylaxis”), will successfully prevent the disease.

We can prevent the spread of inhalational anthrax by rapidly dispensing antibiotics to everyone in the two counties. To quickly dispense antibiotics to everyone in Yolo and Sacramento Counties, YCHD and SCDHHS have developed a two-tiered response plan. The first tier focuses on getting antibiotics to emergency responder organizations (Public Health and Public Safety Agencies, Critical Infrastructure Agencies and other disaster service workers and VIPs) and hospitals. Dispensing antibiotics to emergency responder organizations and hospitals first will maintain critical infrastructure so that antibiotics can be delivered to the general public.

The second tier focuses on getting antibiotics to the general public within 48 hours. It uses two primary strategies—“pull” and “push” strategies. YCHD and SCDHHS’s pull dispensing strategy involves opening several PODs (point of dispensing) sites to “pull” people to where they can pickup antibiotics for themselves and others. The PODs will be throughout Yolo and Sacramento Counties with the goal of dispensing free antibiotics to 800-1200 people per hour. Setting up these PODs will be a massive undertaking and will require thousands of staff. A public health emergency would be declared by County and State officials, which would allow non-pharmacist county employees and volunteers to dispense antibiotics to the population under the guidance of the YCHD and SCDHHS.

The “push” dispensing strategy involves delivery of antibiotics to places where people are already grouped through cooperating organizations (Push Partners). There are two types of Push Partners: 1) partners that will dispense to people who cannot or are unlikely to use PODs (and their employees and their families) and 2) partners that will dispense to employees and their families, such as large businesses, to reduce the load on PODs. All local health departments will provide free antibiotics to all Push Partners.

This two-tiered response plan will be complemented by up-to-date information and instructions to the public through media and public outreach sources throughout the emergency.

YCHD and SCDHHS's preparation to respond to a large-scale infectious disease emergency is part of Yolo and Sacramento Counties comprehensive emergency preparedness efforts to address a wide variety of disasters or hazards, both natural and man-made.

1.2 The Problem

The goal of YCHD and SCDHHS's two-tiered response plan is to dispense antibiotics to more than 200,000 and 1.2 million people respectively in less than 48 hours or two days. This is a major challenge. YCHD and SCDHHS cannot meet this major challenge alone.

1.3 The Solution

The solution is for YCHD and SCDHHS to develop partnerships to rapidly dispense antibiotics to everyone in the counties. YCHD and SCDHHS have been working with emergency responder organizations and have been planning operations and staffing for their PODs. Getting antibiotics to the public—particularly to residents that cannot or are unlikely to use PODs and to large numbers of employees through large businesses—requires partnership with agencies and organizations like yours.

To successfully dispense antibiotics to everyone in Yolo County in the event of an infectious disease emergency, we will need to be sure everyone knows the following.

- **Antibiotics prevent disease.**
- **Pills for all.** Yolo and Sacramento Counties will make antibiotic pills free and easily available to everyone in both counties who needs them.
- **Pills everywhere.** Yolo and Sacramento Counties will open emergency public clinics called “Points of Dispensing,” or PODs, all over both counties to dispense these free antibiotics.
- **Do-it-yourself dispensing.** Organizations and workplaces (such as yours) can help get antibiotics quickly to all parts of the Yolo and Sacramento communities by signing on to the **Push Partner Program** and dispensing antibiotics to your employees, employees' families, and possibly the public.

1.4 How the Push Partner Program Works

The first step is to join the Push Registry. You can do this by completing the Push Registry Form (Attachment 1) and submitting it to the YCHD or SCDHHS Emergency Preparedness Division.

The second step is to create a dispensing plan. YCHD and SCDHHS have developed a Dispensing Plan Template to assist you in developing your organization's dispensing plan. This Push Partner Kit will also assist you in creating your dispensing plan and in carrying out your role as a Push Partner.

By participating in the Push Partner Registry and creating a dispensing plan specific to your organization, you will help YCHD and SCDHHS provide antibiotics to everyone in the counties by being ready to dispense antibiotics to your employees, their families, and the public (if applicable). In addition to being part of the solution, there are several benefits to being a Push Partner. You will provide a valuable and appreciated service to your employees, their families, and (if applicable) the public. And, you will have added assurance that your employees will come to work instead of going to a POD, thus improving your continuity of operations.

Once you are registered, your organization will be assigned a Push Partner identification number. YCHD will use the information you have provided and your Push Partner identification number to prioritize getting antibiotics to your organization, keep you informed, and provide relevant materials in the event of a large-scale infectious disease emergency.

1.5 Push Partner Kit Purpose and Contents

The purpose of the Push Partner Kit is to provide an overview of the Push Partner Program and a detailed description of how to implement the program. The kit will provide guidance on how to prepare your organization to be a Push Partner, how to get the antibiotics once an event occurs, how to dispense the antibiotics, and how to report to YCHD or SCDHHS. Additionally, the kit includes necessary forms, informational materials, and job action sheets.

The following is an outline of information that is provided on the remaining pages.

- Section 2: Dispensing Plan
- Section 3: Getting Antibiotics
- Section 4: Dispensing Antibiotics
- Section 5: Reporting and Returning Leftover Antibiotics
- Section 6: Contact Information
- Push Partner Kit Attachments

1.6 Emergency Authorization

If the infectious disease emergency is so great that a “push” is needed, a public health emergency has been declared, and special emergency protocols put in place which may suspend existing regulations or take whatever other actions are necessary to preserve life and health (CA Health and Safety Code, Section 101040, and Article 17 of Emergency Services Act)

During a declared emergency, the board can waive any pharmacy regulatory provisions if the “waiver will aid in the protection of public health or the provision of patient care.” This could enable antibiotic dispensing by non-licensed and non-medical personnel. (CA Business and Professions Code, Section 4062.b)

If Yolo and Sacramento Counties were to put the Push Partners plan into operation, part of our communication to Push Partners informing them of this would include the emergency authorizations that would allow them to dispense antibiotics to their staff and the public (if applicable) as per their Push Partner template plans on file with YCHD or SCDHHS.

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Section 2: Dispensing Plan

2.1 Creating Your Dispensing Plan

Once you sign up to be a Push Partner by completing the Push Partner Registry Form, you can prepare your organization to dispense antibiotics in a large-scale infectious disease emergency by creating a dispensing plan that addresses your organization's specific needs. Each organization is unique in the number and type of its employees and in its business operations and/or the type of services offered and clients served. All of these factors will affect how you go about dispensing antibiotics to your employees and, if applicable, the public

The YCHD and SCDHHS have developed a Dispensing Plan Template to assist you in creating your dispensing plan. Your organization's plan will describe how you will prepare your organization to dispense antibiotics. It will include the following sections:

- Identification of a Push Partner Coordinator and two backup coordinators.
- Information re: to whom you will dispense antibiotics.
- Information on medical staff.
- Communications—before, during and after an emergency.
- Preparing to receive and dispense antibiotics.
- Receiving and managing inventory.
- Screening for and dispensing antibiotics to employees and their families (on-site dispensing).
- Providing additional employee protection, if needed.
- Screening for and dispensing antibiotics to the public (if applicable).
- Final reports and returning leftover antibiotics when the emergency is over.
- Wrap-up.
- MOU

Once your organization's completed dispensing plan (and Push Partner Registry Form) has been submitted and we have a signed and Memorandum of Understanding (MOU), you will be an official Push Partner. The information you provide will enable YCHD and SCDHHS to ensure that your organization is prioritized for receiving an adequate supply of antibiotics.

1. Push Partner Coordinator and Two Backup Coordinators

In this section of your dispensing plan you will identify your organization's Push Partner Coordinator and provide contact information. You will also identify three backup coordinators, who will be able to coordinate the project if your Push Partner Coordinator is unable to do so.

2. Information re: To Whom You Will Dispense Antibiotics

In this section of your dispensing plan you will indicate to whom you will be dispensing antibiotics (employees, employees' family members, and/or the public) and providing an estimate of the numbers of employees and employee family members—both adults and children. You may include volunteers and contractors under number of employees. This will enable YCHD or SCDHHS to estimate the amount of antibiotics you will need in an infectious disease emergency. YCHD and SCDHHS realize that these numbers may change over time. You can update your plan whenever there is significant change in your organization.

3. Information on Medical Staff

In this section of your dispensing plan you will indicate whether or not your organization has medical personnel on staff, and, if yes, what types of medical staff you have. Having medical personnel on staff is *not* a requirement for dispensing antibiotics in a public health emergency.

4. Communications with Your Employees and Clients

As a Push Partner, it is important to communicate with your employees before the event, during the event, and after the event.

Before the event, communicate with your employees about:

- Basics of the Push Partner Program.
- Your organization's dispensing plan.
- Roles and responsibilities of employees in an emergency involving Push Partners.
- Basics on how antibiotics will be dispensed to employees, their family members, and (if applicable) the public.
- The importance of knowing/keeping a list of any drugs they are allergic to or have been told not to take and of medicines they are taking
- Information they should bring when the antibiotics are dispensed to assist in screening for possible allergies and/or contraindications—to make sure each person gets the best antibiotic for him/her.
- How they can keep informed (e.g., radio and TV).

It is recommended that you share your dispensing plan with employees who will have key roles during an emergency.

During the event, communicate with your employees and their families about:

- Where and when to report to work.
- Their Push Partner jobs and how to perform those jobs.
- Where and when they will receive their antibiotics.
- What information they should have in order to receive their antibiotics.
- Drug information sheets for antibiotics, including what they should do if they have a negative reaction to the antibiotic.
- How they can keep informed about the emergency.

After the event, you may communicate with your employees about:

- During the recommended course of antibiotics, are they taking their pills?
It is important for everyone to take all of their pills (until they are finished).
- The outcome of your organization's dispensing effort.
- Any questions or concerns they may have and how to find further information, as needed.

In this section of your dispensing plan you will briefly describe how these communications will occur and who will be responsible for them.

5. Preparing To Receive and Dispense Antibiotics

The four key preparation activities are 1) receiving antibiotics, 2) getting materials ready that are needed when dispensing the antibiotics, 3) getting sites and vehicles (if needed to deliver antibiotics to another work site) ready, and 4) preparing employees for Push Partner jobs.

Receiving antibiotics is described in detail in Section 3 of this Push Kit. In your dispensing plan you will only need to indicate a specific address for the delivery of the antibiotics and when you will activate your dispensing plan (once an emergency has been declared you are informed that the Push Partner Program will be activated).

Getting materials ready involves copying enough required materials for the number of people to whom you will be dispensing antibiotics. In this section of your dispensing plan you will indicate how you will copy and organize needed forms. All of these materials will be given to you either at the time of the delivery of the antibiotics or just prior to the delivery. Some of the materials may be given to you ahead of time. The materials are:

- Antibiotic Inventory Form
- Antibiotic Screening Form
- Drug Information Sheets
- Job Assignment Form and Job Action Sheets
- Push Partner Final Summary Form

The number of **Antibiotic Inventory Forms** required will depend on the volume of antibiotics dispensed.

To determine the number of **Antibiotic Screening Forms** you will need to copy, calculate the number of employees, employees' family members, and if applicable, the public to whom you will be dispensing antibiotics. You will need to have a screening form for each person receiving an antibiotic. Public screening forms do not need to be calculated ahead of time.

You should have multiple copies of **Drug Information Sheets** available for distribution. This information will also be publicized widely on the local health department Web site

and in the media (TV, radio and newspapers). Nevertheless, YCHD and SCDHHS recommend that Drug Information Sheets be given to everyone.

The **Job Assignment Form and Job Action Sheets** are designed to assist your organization in carrying out Push Partner responsibilities. The Job Assignment Form is where you can identify your organization's job assignments for Push Partner responsibilities. Three job action sheets are included, 1) for the Push Partner Coordinator, 2) for the Inventory Tracker and 3) for Dispenser. These three job action sheets cover all Push Partner organization responsibilities. Large organizations can reduce actions per person and create more job action sheets, as needed. You can estimate the number you will need to copy by identifying the number of employees that will be involved in each position in the event of an emergency.

The **Push Partner Final Summary Form** is a brief form that you will complete when you have finished dispensing antibiotics. It provides a brief summary of your Push Partner effort.

All of the required forms available should be filed with your dispensing plan in an easy-to-access location.

Signs for identifying registration, screening & dispensing locations are not included in this kit. Examples of signs are available from YCHD or SCDHHS upon request. They are only needed if you have a large number of employees or clients to whom you will be dispensing antibiotics at a specific location. They can be used to help direct people to the right places in the appropriate sequence.

Getting site(s) and vehicle(s) ready involves identifying a site(s) and the vehicle(s) (if delivering antibiotics to other sites) and determining what you will need to get them ready to screen for and dispense antibiotics. You will need to organize copies of forms per site/vehicle and deliver them to the site(s) and vehicle(s).

Getting staff ready involves describing how you will select and prepare employees for their Push Partner responsibilities.

6. Receiving and Managing Ongoing Inventory

In this section you will identify the person authorized to accept and sign for the antibiotics and where you plan to store them. You will also identify who you will assign to perform the initial inventory and to manage ongoing inventory. You can indicate positions; specific names of employees are not required.

7. Screening for and Dispensing Antibiotics to Employees and their Families

As a Push Partner, one of your main priorities is to protect your employees and their families. They will begin to receive the antibiotics as soon as they have been delivered to you. This will allow employees to dispense antibiotics to potentially exposed individuals

without having to worry about their own risk and give them peace of mind, knowing that their family members are protected.

When you organize dispensing to employees and their family members, it will be important to dispense to those employees who will be dispensing antibiotics to other employees first.

Section 4 of this Push Kit describes what is involved in screening for and dispensing antibiotics in detail. In this section of your dispensing plan you will respond to template questions and describe how you will screen for and dispense antibiotics to your employees and their family members.

8. Providing Additional Employee Protection (if needed)

In this section of your dispensing plan all you will need to do is indicate that you will follow YCHD and SCDHHS's advice at the time of the emergency, if any additional protection beyond taking the antibiotic is recommended.

9. Final Report and Return of Leftover Antibiotics When the Emergency is Over

YCHD and SCDHHS has tried to keep Push Partner reporting requirements to a minimum. They are described in detail in Section 5 of this Push Kit. For your dispensing plan, all you will need to do is respond to questions in this section of the template.

10. Wrap-Up with YCHD

In this section you will not need to respond to any questions. YCHD and SCDHHS simply indicate that they will contact you via email after the emergency is over and all leftover antibiotics and completed forms are returned. At a later time, YCHD or SCDHHS may contact you for feedback to assist in evaluating the Push Partner Program.

Section 3: Getting the Antibiotics

3.1 Step 1: Get Information

In the event of a large-scale infectious disease emergency, information will be available on radio stations KFBK 1530 AM and KXJZ 650 AM. You will also be able to find more detailed information on the Yolo County Health Department web site or the Sacramento County Department of Health and Human Services website.

Once you have registered as a Push Partner and submitted your completed dispensing plan, you can expect to receive email to the email address (es) you specified at the time of registration. After an emergency has been declared, YCHD or SCDHHS will contact you to let you know whether or not the Push Partner Program will be activated and when you will next hear from YCHD or SCDHHS. If Push Partners are to be activated, this is when you can begin to activate your dispensing plan.

Ongoing information will be made available through the YCHD website or the SCDHHS website.

3.2 Step 2: Request Antibiotics

Submitting your completed Push Registry Form and Dispensing Plan in addition to signing an MOU officially signs your organization up to receive antibiotics. Once we determine that we will need to open PODs, you will be contacted to confirm that you are still able to participate in dispensing antibiotics, to confirm the numbers of antibiotics needed, and to let you know when to expect a delivery of antibiotics.

Your estimated numbers of employees, employees' family members, and if applicable, the public will determine how many courses of antibiotics are delivered to your organization. Ideally, your estimates will be accurate and you will receive an adequate supply. If it is clear that demand is surpassing your supply, try to request additional antibiotics before you run out. This way you are less likely to be in a position where you must stop operations and wait for the delivery. If you need to request a second delivery of antibiotics, estimate the number of courses you will need of each type of antibiotic that was in your initial delivery. Then call the Push Distribution Manager at a designated number with your request. Your organization will have been given a Push Partner identification number and you should use that number when making the request.

After you have made the request, the YCHD or SCDHHS Push Distribution Manager will determine how quickly the antibiotics can be delivered to your organization and will call back the designated contact person, your Push Partner Coordinator, with the estimated delivery time. It is possible, though unlikely, that all requests will not be able to be filled, or will only be partially filled. In this case, the YCHD or SCDHHS Push Distribution

Manager will contact your organization with that information and will suggest alternative sites where your clients will be able to go to get antibiotics.

3.3 Step 3: Prepare to Dispense Antibiotics—Set-Up Logistics

Review your dispensing plan!

Communicate! The first stage of preparation is to communicate. Inform your employees that you will be dispensing antibiotics and advise them to bring or have available a list of the medications (prescription medications and over the counter drugs, vitamins, minerals and antacids) they take and of any known drug allergies. Let them know how you plan to dispense antibiotics once they are delivered and your proposed schedule. It may also be possible to email the screening form to employees or for employees to access the screening form on the Web site, so they will know exactly what questions will be asked and they can come with their forms already completed, if they choose to do so.

There are two possible ways you will be dispensing antibiotics: 1) on-site dispensing (for all employees and possibly the public), and 2) delivery dispensing (taking the antibiotics to your employees).

On-Site Dispensing
Tell your employees and their families where and when to come.
Everyone: Ask employees and their families to bring/have ready a list of medications (prescription medications and over the counter drugs, vitamins, minerals and antacids) they take and of any known drug allergies for <i>every</i> person that will get a course of antibiotics.
Everyone: Each person will need to fill-in an antibiotic screening form and will receive a supply of antibiotics, or other recommended to be taken twice a day for a specified number of days.

Note: Make sure your employees who will be dispensing antibiotics to others are the first to receive antibiotics for themselves and their family members. Once employees have taken their first dose, they can then provide antibiotics to others.

Copy dispensing materials! You will need to make copies of the inventory forms, antibiotic screening form, and drug information sheets for. To support your employees in the tasks they will be doing, make copies of the Job Action Sheets for them. The goal is to have everything prepared so that when the antibiotics arrive you can start dispensing right away.

Get site(s) and vehicle(s) ready! You will need to prepare site(s) and vehicle(s), if you are delivering antibiotics to other site locations, for screening and dispensing. Prepare the designated space(s) and make sure an adequate number of the dispensing-related forms are taken to the site(s) and vehicle(s).

Prepare staff for Push Partner responsibilities! Employees need to get ready to perform their assigned functions, whether helping clients fill out the screening forms, answering questions, dispensing the antibiotics at a specific site, or delivering antibiotics. If possible, there should be someone who is not dispensing antibiotics to keep track of the antibiotics, the inventory and the forms (possibly the Push Partner Coordinator). If these responsibilities are not managed by the coordinator, it will be important to inform the Push Partner Coordinator if more antibiotics need to be ordered.

Accept the delivery of antibiotics and Take the initial inventory! The antibiotics will arrive via an authorized vehicle. YCHD or SCDHHS will deliver the antibiotics to the location you specified where the Push Partner Coordinator (or designated employee) would need to be available to sign for the delivery. The antibiotics will be accompanied by an inventory sheet or bill of lading and will be in unit-of-use bottles with the bottles packed into boxes. Your organization will receive one or more boxes, depending on the number of employees, employees' family members, and if applicable, the public to whom you expect to dispense antibiotics.

Once the delivery is formally accepted, the boxes of antibiotics should be taken to a secure location (at a minimum, a locked room) and kept away from extreme heat or cold. Generally, no more than one box of each drug type should be opened and in use at the dispensing sites or for deliveries to clients at any given time.

When the antibiotics have been placed in a secure location, the employee assigned to perform the initial inventory should use the inventory forms available in the Push Kit to take a starting inventory of the antibiotic supply. Begin by matching the inventory form to the drug listed on the box. Fill in the top of the form with your organization's information. Then fill in the information for each column: time, quantity in, courses per box, lot number, quantity distributed, and quantity remaining. The lot number and the number of courses (units of use) per box are found on the box.

This initial inventory form will then be used to track inventory at various points in the dispensing period. The inventory forms, once all filled in, should be signed by the person who took the inventory *and* the Push Partner Coordinator. YCHD or SCDHHS may require copies of all inventory forms when emergency dispensing has been completed.

Section 4: Dispensing the Antibiotics

4.1 Screen for Appropriate Antibiotic

YCHD and SCDHHS may require that each person, who receives antibiotics from a Push Partner, fill out an antibiotic screening form. Employees who are picking up antibiotics for family members need to complete a screening form for each family member. This is important for quality control. Screening is critical to ensuring that people get the antibiotic that is best for them. In addition, the completed screening forms become a record for YCHD and SCDHHS of the medications dispensed to each individual by Push Partners in an emergency. In some instances screening requirements may be waived if warranted by doctors because of risk or urgency.

On-Site Dispensing
Signs can be posted if you think you will be dispensing to large numbers of people and it would help with 'traffic control.'
Everyone: A completed screening form for everyone that gets an antibiotic.
Everyone: Some employees and, if applicable, the public may need help completing screening forms. Prepare employees to offer this assistance to people who have low vision, difficulties reading and writing, or who need interpreters.

Completed screening forms must be kept for each and every person to whom you dispense antibiotics. These forms will be given to YCHD after all antibiotics have been dispensed.

4.2 Tips on Screening

The screening process is important. It is how you determine which antibiotic to dispense

The YCHD or SCDHHS will provide pill crushing instructions and dosing charts that can be given with the antibiotics to the parents to dispense antibiotics to children, who are under age 18 and weigh less than 100 pounds.

The screening directions that follow reflect the prioritization of _____ as the default drug for prophylaxis.

Step 1: Determine if person seeking antibiotics is:

- Allergic to _____ or any _____ drug?
Why? To prevent allergic reactions to the antibiotic.

Assume the person is allergic if they answer yes or maybe.

- Pregnant or breastfeeding?
Why? To avoid potential risk to the baby.
- Under 18 years of age *and* weigh less than 100 pounds?
Why? A child's dose depends on body weight.

In addition, _____ should not be given to children under 8 years of age because _____.

Note: If a child under 18 years of age weighs more than 100 pounds, an adult dosage can be dispensed. However, if the child weighing more than 100 pounds is under 9 years of age, _____ should be dispensed.

Information about dispensing to pediatric clients will be available on the Web site

Note: If an adult weighs less than 100 pounds, the adult dosage is still recommended.

- Taking one of the following prescription medicines?

<u>Generic name</u>	<u>Common Brand Names</u>	<u>Common Uses</u>
acitretin	Soriatane	psoriasis
isotretinoin	Accutane	acne
methotrexate	Rheumatrex, Trexall	cancer, psoriasis, arthritis

Why? Because _____ is contraindicated.

Step 2: Dispense _____ to everyone who answers “**no**” for **all** of the above questions.

Step 3: For anyone who answered “**yes**” to any of the above questions, do not dispense _____. Ask them if they:

- Are allergic to _____ or any “_____” type drugs?
Why? To prevent allergic reactions to the antibiotic.

If a person answers yes or maybe, consider them allergic.

- Have a history of seizure, epilepsy, stroke or brain injury?
Why? Because _____ is contraindicated.
- Have kidney disease or reduced kidney function?
Why? Because _____ is contraindicated.
- Taking one of the following prescription medicines?

<i>Generic name</i>	<i>Common Brand Names</i>	<i>Common Use</i>
glyburide	DiaBeta, Micronase, Glynase PresTab	diabetes
glipizide	Glucotrol	diabetes
theophylline	Theo-24, Theo-Dur	persistent asthma
aminophylline	Phyllocontin, Truphylline	persistent asthma
tizanidine	Zanaflex	muscle spasm

Why? Because _____ is contraindicated.

Dispense _____ to everyone who answers “no” to **all** of these four questions.

Step 4: For anyone who answered “yes” to **any** questions in Steps 1 and 3, consultation will be required prior to dispensing *any* antibiotics. It is recommended that you send these employees, employees’ family members, and clients to a POD where they will be assisted in a consultation line or to see their health care provider.

4.3 Dispense Appropriate Antibiotics and Drug Information Sheets

Once you have determined the appropriate antibiotic in the screening process, you will be giving the client a ___-day supply bottle of pills.

Be prepared to give the appropriate drug information sheet for (Attachments 9 and 10) with the antibiotics. However, it may not always be necessary to do this. Here are some tips for determining how to distribute the doxy and cipro drug information sheets:

- Distributing a drug information sheet for _____ to each person will require a lot of copying.
 - It may also be redundant because the information will be available in the news media as well as on the YCHD or SCDHHS Web site
- You can copy the antibiotic drug information sheets on legal size paper (one-sided) or back-to-back on letter size paper.
- For people you *do not* give the antibiotic drug information sheet to, inform them that they should go to the YCHD or SCDHHS Web site, watch the news, read a newspaper, or listen to the radio for more information about the antibiotics they have just received.
- Give the appropriate antibiotic drug facts sheets to everyone and ask them to read over them carefully. If after receiving the sheet and reading it over, they feel like they have received the incorrect antibiotic, they should contact their primary care providers, rather than ask you for the other drug. They should not stop taking the drug you initially dispensed unless they are having an allergic reaction to it.
- For employees who are picking up medications for family members, it is only necessary to give one drug information sheet for each drug they are picking up for

someone in their family. There is no need to give multiple sheets for the same drug.

Current plans are to dispense a ___-day supply of antibiotics to each person. It is possible that YCHD or SCDHHS will determine that everyone needs an additional ___-day supply. As a Push Partner, these are your options for assisting employees, their family members, and the public (if applicable) in getting the additional antibiotics in the event it is recommended by the local health department.

- If your organization dispensed antibiotics to able-bodied people who have no difficulties leaving their homes and who would go to a POD or their doctor, your organization can resume normal operations and direct the people to whom you dispensed the first ___ days of antibiotics to visit a POD or their doctor for their additional supply of antibiotics.
- If your organization dispensed antibiotics to people who are unlikely to go to a POD even if you recommend they do so you have the following options.
 - Your organization can choose to dispense an additional ___-day supply of antibiotics in the same way you dispensed the initial ___-day supply. In this case, call the YCHD or SCDHHS Push Distribution Manager and inform them of your intention to do this so that a delivery time can be set up.
 - Your organization can choose to recommend that your employees and employees' family members visit their primary care providers for additional antibiotics.

4.3 Take Ongoing Inventory

Take ongoing inventory throughout the dispensing period. Use the inventory forms. These inventory forms are designed to track the large boxes containing individual courses of antibiotics that were delivered to your organization. There is also an Antibiotic Control Form for Dispensers that can be used by dispensers that are delivering antibiotics off-site. This form is designed to track courses, or unit-of-use bottles, of antibiotics.

When taking inventory, match the inventory form to the drug listed on the box. Fill in the top of the form with your organization's information. Then fill in the information for each column: time, quantity in, courses per box, lot number, quantity distributed, and quantity remaining. The lot number and the number of courses per box are found on the box. The inventory forms, once all filled in, need to be signed by the person who took the inventory and the Push Partner Coordinator. Dispensers, who are delivering antibiotics, should fill in all of the columns on the Antibiotic Control Form for Dispensers.

Inventory needs to be taken at regular intervals during the time you are dispensing antibiotics. How often you do this will depend on the size of your dispensing operation. It may be every hour, it may be twice a day, or it may be somewhere in between. Your organization will need to make this decision based on how quickly you are running through your supply of antibiotics. All inventory forms must be kept. Copies will need to be returned to your local health department.

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Section 5: Reporting to YCHD and Returning Leftover Antibiotics

5.1 What to Report

Push Partners are required to report to the YCHD or SCDHHS

- during the emergency, and
- at the end of dispensing time.

During the emergency

When you are dispensing antibiotics, YCHD or SCDHHS will ask you to report your status as directed at the time of the emergency. Typically, such reporting will involve a phone conversation between your organization's Push Partner Coordinator and YCHD or SCDHHS. YCHD or SCDHHS will be interested in:

- Dispensing progress. Are there any problems?
- Interim inventory results. When was your last inventory completed? How many boxes of antibiotics do you still have? Do you anticipate needing more antibiotics?

The frequency of reports *during* the emergency is likely to be influenced by 1) the size of your organization and the numbers of employees, employees' family members, and clients to whom your organization expects to dispense, and 2) the extent to which trouble shooting is needed to assist your organization in effectively dispensing antibiotics.

After the emergency

When you have completed all antibiotic dispensing, you will need to:

- Take a final inventory.
- Copy all inventory forms—from the time of the initial to the final inventory.
- Collect all original screening forms—completed by all recipients of antibiotics.
- Complete the Push Partner Final Summary Form. This form is brief.
 - It has tables to show
 - the number of employees and their family members and number of clients screened, the numbers you gave antibiotics to, and the number of people you screened, but were not able to give antibiotics and had to refer to a POD or personal provider.
 - the number of doses of antibiotics that you have dispensed.
 - It has a checklist for you to confirm types of clients that received antibiotics.

This information lets YCHD and SCDHHS keep track of the numbers and types of people who received antibiotics from Push Partners. It also provides information on the distribution of antibiotics.

5.2 How to Return Leftover Antibiotics and Submit Reports

Once you have finished dispensing antibiotics, your organization's Push Partner Coordinator should call YCHD or SCDHHS to inform them that you have finished dispensing and will now prepare the information identified in 5.1 above. At this time, YCHD or SCDHHS will add your organization to a list of agencies requiring pick-up of leftover antibiotics, if you have any. When an expected pick-up time is determined, YCHD or SCDHHS will call you to let you know what time you can expect the authorized vehicle to arrive.

Leftover Antibiotics

Leftover antibiotics may be requested to be returned

To prepare leftover antibiotics for return

- Do not open any boxes that have not previously been opened.
- Place any bottles of antibiotics that have been taken out of the boxes in the appropriate boxes *based on type of drug and lot number*.
- Write the number of courses or unit-of-use bottles left in each opened box on the top of the box.
- Tape any opened boxes closed.
- Take a final inventory and have the Push Partner Coordinator sign it.
- Give a copy of the final inventory with all antibiotics to be returned

When the authorized vehicle arrives to pick up the antibiotics, they should be given *all* boxes of the antibiotics *and* a copy of the final inventory. Your organization should also keep a copy of the final inventory for your records.

Final Inventory

Shortly after any leftover antibiotics are retrieved, your Push Partner Coordinator should fax a copy of the final inventory to YCHD or SCDHHS

Push Partner Final Summary Form, Antibiotic Screening Forms and Inventory Forms

Organize materials to be returned as follows:

- Place the completed Push Partner Final Summary Form on the top.
- Place all completed antibiotic screening form originals next. Make sure your organization's Push Partner identification number is on each form (best done prior to copying the forms for dispensing). You may copy screening forms for your files, if you would like.

- Clip copies of all completed inventory forms—from initial inventory upon arrival of the antibiotics at your organization to the final inventory—together and place on the bottom.

Place these materials in envelope(s). Seal all envelope(s). Deliver to Yolo County Health Department, 137 North Cottonwood Street Suite 2601, Woodland, CA 95695

OR

Sacramento County Department of Health and Human Services, Public Health Preparedness Division 7001-A east Parkway, Suite 600 Sacramento, CA 95823

5.3 Wrap-Up

YCHD or SCDHHS will contact you via email after the emergency is over and all leftover antibiotics and completed forms have been returned.

After *all* of your organization's reports have been turned in and leftover antibiotics returned, YCHD or SCDHHS might call your Push Partner Coordinator if there are any questions, discrepancies, or things that need clarifying.

At a later time, YCHD or SCDHHS may contact you for feedback to assist in evaluating the Push Partner Program.

Section 6: Contact Information

6.1 YCHD Push Program Planners

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6.1 SCDHHS Push Program Planners

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Sacramento & Yolo Counties Health Department Push Partner Kit



Last Updated: April 2008

Push Partner Contact

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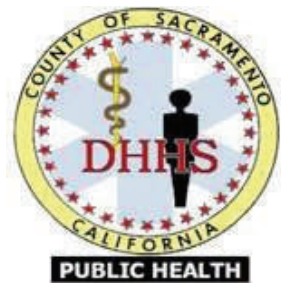
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Health Officer, Yolo County

Sacramento and Yolo Counties

**“Investing in Our
Community’s Future”**



Glennah Trochet, MD
Health Officer, Sacramento County