



Opioid Operational Command Center Operational Period

Approval

OOCC Director _____

Conley

Date _____

5.15.2017

Operational Period	Start	Monday, May 15, 2017 at 1200 hours
	End	Monday, May 29, 2017 at 1159 hours

Operational Period Objectives and Tasks

- Objective:** Implement OOCC strategic statewide planning and response efforts

Tasks:

Task	Deadline	Responsible Entity
Develop draft OOCC Plan narrative, highlighting OOCC initiatives with a corresponding 1-year work plan, spend plan, and local template	5/29	Planning Section
Develop OOCC reporting template, frequency and process to support state and local situational awareness regarding efforts at the state.	5/29	Planning Section
Begin to schedule Web-ex series of Operational Period Briefing presentations for OOCC state and local partners to share promising practices and lessons learned	5/29	Planning Section
Plan OOCC Planning Development workshop at the 2017 MEMA Symposium to receive feedback and comment on the OOCC Strategic Plan from local partners' perspective	5/29	Planning Section

- Objective:** Develop OOCC budget and spend plan to support OOCC operations.

Tasks:

Task	Deadline	Responsible Entity
Compile SUD and heroin/opioid inventory items and related financial data received from agencies.	5/29	Finance/Admin
Approve FY 2017 budget	5/29	Finance/Admin
Convene OOCC Finance/Admin and Planning meetings to align funding streams and the OOCC planning process, including but not limited to the HOPE Act and Substance Abuse and Mental Health Services Administration Cures grant	5/29	Finance/Admin + Planning

Present FY 2018 spend plan to Lt Gov for review		Finance/Admin + OOCC Director
Approve the FY 2018 spend plan.	5/29	Finance/Admin
Distribute OOCC personnel tracking worksheet by work hours with guidance	5/29	Finance/Admin + Planning
Compile personal tracker submissions and provide to Clay, Birch, and the Section Chiefs.	5/29	Finance/Admin
Share inventory of heroin/opioid programs listed in the Inter-Agency Heroin and Opioid Coordinating Council's February 2016 Report with the OOCC Resources Section	5/29	Finance/Admin

3. Objective: Implement demobilization strategy that transitions the OOCC from crisis management to project management phase.

Tasks:

Task	Deadline	Responsible Entity
Onboard OOCC program support manager (Deputy Director)	5/19	Future Planning Unit
Appoint a Demobilization Unit Leader	5/29	Future Planning Unit
Begin demobilization of OOCC SOE and transfer responsibility to OOCC Deputy Director	5/29	Planning Section
Finalize the year-1 project management work plan and structure with clear roles for State and local agencies	5/29	Planning Section
Begin development of five-year project management work plan and structure with clear roles for state and local agencies corresponding to OOCC strategy	5/29	Planning Section

4. Objective: Standardize care across all 49 acute care hospital emergency departments for patients who present with an overdose

Tasks:

Task	Deadline	Responsible Entity
Plan the process for developing an ED standard protocol based on best practices for patients who present with an overdose	5/29	Health and Medical
Administer follow-up survey to ED Directors to better understand hospital implementation of specific ED interventions and inform where additional support is needed	5/29	Health and Medical

Review results of survey to ED Directors to better understand hospital implementation of specific ED interventions and inform where additional support is needed	5/29	Health and Medical
Initiate the development of an ED standard protocol based on best practices for patients who present with an overdose e.g. SBIRT, OD education & take-home naloxone kit, peer-recovery specialist referral	5/29	Health and Medical
Create a briefing document outlining hiring barriers for peer-recovery specialists, incorporating job description activities, for local health departments	5/29	Health and Medical
Evaluate streamlining the hiring process for Peer Recovery Support Specialists by local health departments, including assessment of DBM classification and job descriptions	5/29	Health and Medical
Conduct first series of meetings with small group and individual providers to assess barriers to treatment/ payment for treatment	5/29	Health and Medical
Assess need and feasibility for bulk purchasing order contract for opioid antagonists, e.g. naloxone	5/29	Planning Section

5. Objective: Track and report on overdose related statistics on an ongoing basis

Tasks:

Task	Deadline	Responsible Entity
Coordinate creation of standing automated report format of eMEDS confidential health information to DHMH and then to local health departments	5/29	Planning-Data Unit
Begin planning first meeting of SEOW (Statewide Epidemiological Outcomes Workgroup)	5/29	Planning-Data Unit
Render legal opinion on whether use of OD Map is permissible under HIPAA	5/29	Legal
Present proposed statewide overdose related fields in the eMEDS system based on the current Baltimore City field to MIEMSS Steering Committee members	5/23	Health and Medical
Draft overdose-related monthly reporting template to support state and local situational awareness and response efforts [e.g. number of nonfatal ED visits, fatal overdose rates, narcan distribution]	5/29	Health and Medical

Present modified MJOC ESSENCE nonfatal ED visit reporting template to report daily 7-day average instead of frequency count for review	5/29	Health and Medical
Convene partners to begin developing Maryland Opioid Addiction Indicators dashboard [using Virginia Department of Health dashboard as guideline]	5/29	Health and Medical
Convene meeting to assess need for Social Services and DHMH to share data for strengthened referral network	5/29	Health and Medical & Social Services

6. Objective: Implement OCCC Communications Strategy

Tasks:

Task	Deadline	Responsible Entity
Launch OCCC "Before It's Too Late" communications strategy including a campaign website and social media platform	5/15	JIS/Communications
Launch OCCC internal SharePoint website	5/29	JIS/Communications
Schedule a series of information sessions with media outlets where each agency can share work regarding heroin and opioid-related initiative (e.g. WBAL and MPTV).	5/29	JIS/Communications
Develop a press release and provide template to state and local partners	5/29	JIS/Communications
Create OCCC letterhead template	5/29	JIS/Communications
Identify activities to promote National Prevention Week (May 14 – 20)	5/20	JIS/Communications
Distribute OCCC One and Two-pagers for standard messaging	5/15	JIS/Communications
Promote repeal of Overdose Response Program certification requirements for prescribing and dispensing naloxone to individuals [Overdose Response Program - HOPE Act]	5/29	JIS/Communications

7. Objective: Facilitate operational coordination among state agencies and partners working on heroin and opioid-related initiatives

Tasks:

Task	Deadline	Responsible Entity
Update and share OCCC Concept of Operations to outline coordination roles and responsibilities of state and local partner agencies	5/29	Planning
Convene a meeting of the Crisis Hotline workgroup	5/29	Health and Medical

Follow up with National Governor's Association regarding Maryland's approach to the opioid epidemic and best practices gleaned from other states	5/29	Health and Medical
Convene a meeting between DHMH and MSDE regarding the School Naloxone Administration Policy Development Frequently Asked Questions to outline updates regarding recently passed legislation	5/29	Health and Medical/Education
Collect pertinent points of contact needed to convene the Academic Deans meeting	5/29	Health and Medical/Education
Present summary report of the 24 local school systems to OCCC Operational Briefing meeting	5/15	Education
Review summary report to determine out of the 24 school jurisdictions across Maryland how many provide at least 5 assemblies each year supporting the dangers associated with the Opioid Crisis.	5/29	Education
Assess the number of local DSSs that utilize a screening tool and identify a need for referrals to addiction support services e.g. SBIRT	5/29	Social Services
Assess the need for the development of a standard screening tool for addiction services and referral to local health departments	5/29	Social Services

8. Objective: Reduce inappropriate or unnecessary opioid prescribing through education and awareness activities

Tasks:

Task	Deadline	Responsible Entity
Continue to engage healthcare providers in opportunities for continuing education around appropriate opioid and Naloxone prescribing and dispensing.	5/29	Health and Medical
Package the materials used for the DHMH Townhall and video from the Townhall for state agency partners to use to engage their employees	5/29	Health and Medical
Create Maryland Responds naloxone training program materials and training timeline	5/29	Health and Medical

9. Objective: Support planning coordination of public safety initiatives to reduce drug risk and the impact of substance abuse on justice involved individuals

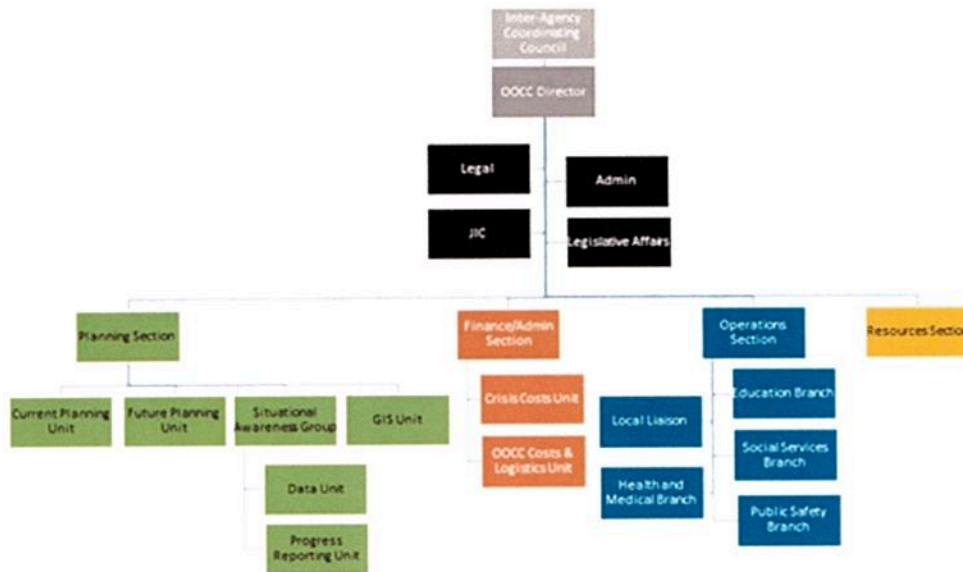
Tasks:

Task	Deadline	Responsible Entity
Plan a round table for identified law enforcement leaders to discuss strategies around illicit drug supply disruption in Maryland to be hosted at HIDTA	5/29	Public Safety
Initiate assessment of standard operating procedures for individuals screening positive for opioid use disorder prior to release from State and local correctional facilities	5/29	Public Safety
Determine the total number of public safety agencies in Maryland that are engaged in diversion of persons using opioids	5/29	Public Safety

Upcoming Events of Interest

- Governor’s Office of Community Initiatives Hispanic Commission meeting, 5.17.17, 6:00 pm-8pm
- Substance Abuse and Mental Health Services Administration’s Opioid Addiction and Prevention Webinar, 5.17.2017, 1:30 – 2:30 ET
- Addiction Awareness - A Visual Arts Competition, 5.19.2017, 5 pm - 8 pm

OCCC Organizational Structure





Staffing List and Contact Information

Command and General Staff

Position	Lead Agency	Name
OCCC Director	Governor's Office	Clay Stamp
Admin Support	MEMA	Lydia Simonaire
Legislative Affairs	Governor's Legislative Office	Chris Shank
Lead Public Information Officer	Governor's Communications Team	Katie Keuhn
Joint Information Center (JIC) Manager	MEMA	Charissa Cooper
Legal	DHMH	Linda Bethman

Planning Section

Position	Lead Agency	Name
Planning Section Chief	DHMH	Jessica Goodell
Current Planning Unit	DHMH	Genevieve Polk
Situational Awareness Group - Data Unit	GOCCP	Angelina Guarino
Situational Awareness Group – Data Unit	DHMH	Michael Baier
Situational Awareness Group – Progress Reporting Unit	DHMH	Smita Sarkar
Future Planning Unit	MEMA	Kyle Overly
GIS Unit	MEMA	MEMA GIS Unit

Operations Sections

Position	Role	Agency	Name
Operations Section Chief	Chief	MEMA	Josephina Fogell
Social Services Branch	Lead	DHR	Bethany Brown
Health and Medical Branch	Lead	DHMH	Sara Barra
	Support	MIEMSS	Randy Linthicum
	Support	MIA	Joy Hatchette
Public Safety Branch	Lead	MSP	Michael Parker
	Support	DPSCS	Zola Rowlette and/or Latawyna Stallworth
	Support	DJS	Terrence Proctor
Education Branch	Lead	MSDE	Reginald Burke
	Support	MHEC	Emily Dow



Local Liaison Branch	Lead	MEMA	John E. Dulina
	Support	MEMA	Terry Thompson

Finance / Admin Section

Position	Lead Agency	Name
Finance/Admin Section Chief	DBM	Nick Napolitano
Center Costs & Logistics Unit	MEMA	Donald Lumpkins
Crisis Costs Unit	DBM	Nick Napolitano

Resource Section

Position	Lead Agency	Name
Resources Section Chief		

Operational Tempo

Date	Time	Item	Participants
Mon 5/15	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 5/15	1130	Final versions of OOCC Action Plan and Operational Period Summary due to OOCC Director for signature	Situational Awareness Unit and Future Planning Unit
Mon 5/15	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section
Tue 5/16	TBD	Ops Branch Meetings	Operations Branch
Weds 5/17	0930	Operations Section Meeting 1	Operations Branch
Thurs 5/18	TBD	Ops Branch Meetings	Operations Branch
Fri 5/19	0930	JIC Meeting	JIC/Communications
Mon 5/22	0930	Command and General Staff Check-in	OOCC Director, Operations Section Chief & Planning Chief
Mon 5/22	1200	Senior Policy Group call	Secretaries from OOCC agencies 7 Governor's Office
Weds 5/24	0930	Operations Section Meeting 2	Branch Leads only & Planning Section Chief
Thurs 5/25	1300	Planning Meeting	OOCC Director, Section Chiefs, Lead PIO, Legal & Legislative
Mon 5/29	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 5/29	1130	Final versions of OOCC Action Plan and Operational Period Summary due to OOCC Director for signature	Situational Awareness Unit and Future Planning Unit
Mon 5/29	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section