

**IN THE CIRCUIT COURT
TWENTY-FOURTH JUDICIAL CIRCUIT**

IN RE:	AUTHORIZATION FOR A DRUG)	GENERAL
	OVERDOSE RESPONSE PROGRAM)	ADMINISTRATIVE
	FOR PROBATION DEPARTMENTS)	ORDER. 24-06
	IN THE 24th JUDICIAL CIRCUIT)	

Pursuant to the Anti-Opioid Program and Administration Standards promulgated by the Supreme Court of Illinois in October of 2022, the various probation departments in the 24th Judicial Circuit are hereby permitted to participate in the Opioid Overdose Response Program, the Policies and Procedures of which are attached hereto.

This authorization shall be effective immediately, and until further order of the Court.

Dated this 13th day of May, 2024.



Daniel J. Emge,
Chief Circuit Judge

Opioid Overdose Response Program
Policies and Procedures for
Probation Departments in the 24th Judicial Circuit

The following policies and procedures are hereby established pursuant to the Anti-Opioid Program and Administration Standards promulgated by the Supreme Court of Illinois (attached hereto) with the goal of reducing fatalities from opioid overdoses. The Chief Judge of the 24th Judicial Circuit has entered General Administrative Order 24-06 (attached hereto) which permits the probation departments in the 24th Judicial Circuit to participate in a drug overdose response program.

The purpose of these policies and procedures is to govern the acquisition, storage, and administration of opioid antagonists by probation department staff in the 24th Judicial Circuit who are trained as overdose responders. An opioid antagonist is a drug that binds to opioid receptors in the brain and blocks or inhibits the effect of opioids acting on those receptors including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Official Designee

The Official Designee is the individual within each probation department that manages and has overall responsibility for that county probation department's drug overdose response program. The Official Designee for each county probation department's drug overdose response program shall be the Chief Managing Officer of that department. This Official Designee shall:

- Maintain program documentation and records, including but not limited to training logs, opioid antagonist usage reports, inventories, and the program materials and records;
- Identify and select persons to be trained as overdose responders;
- Develop and maintain a training protocol for probation staff consistent with the Illinois Department of Human Services Division of Substance Use Prevention and Recovery (SUPR) guidelines;
- Ensure that all overdose responders successfully complete all training components and refresher courses as needed;
- Oversee procurement, storage, and distribution of opioid antagonist kits to eligible probation staff;
- Ensure kits have not expired and properly dispose of expired kits;
- Be cognizant of opioid trends, including reviewing relevant county opioid trends on the Illinois Department of Public Health's (IDPH) Opioid Data Dashboard and other data available through IDPH;
- In counties that have drug courts, update the county's drug court team on any new developments, status of the opioid overdose response program, and the in-office administration of any opioid antagonist to any drug court participant;
- In counties that have drug courts, ensure that all new drug court participants receive an opioid antagonist take-home kit upon entering the program and are aware that more are available for them upon request; and

- In counties that have drug courts, ensure that drug court participants receive an opioid antagonist take-home kit upon graduating from the program.

Training

Training on the use/administration of opioid antagonists is required prior to any probation staff being an approved overdose responder and being allowed to carry or administer an opioid antagonist kit. This training shall be completed through existing programs administered by local authorities. Training shall at a minimum comply with the guidelines established by the SUPR Drug Overdose Prevention Program (DOPP) Guidelines for Implementation at <http://www.dhs.state.il.us>.

Reporting Requirements

Departments shall keep all forms and records regarding all facets of its anti-opioid use and administration, including but not limited to training logs and certifications, usage reports, inventory, and other program materials and records. Records shall be available for review and inspection by the Administrative Office of the Illinois Courts (AOIC) upon request. Records shall be handled in accordance with department's existing administrative policies.

The Chief Managing Officer shall submit reports to SUPR pursuant to its Drug Overdose Prevention Program Guidelines for Implementation. At least monthly, the number of kits distributed, to whom they were distributed, and overdose reversals due to department's distribution shall be reported through the [Illinois Saves Overdose](https://www.ilsavesod.org/) portal at <https://www.ilsavesod.org/> by the Chief Managing Officer. In the event that probation staff administers an opioid antagonist, an Overdose Reversal and Naloxone Administration Reporting Form (IL444-2053) must be submitted to the Illinois Department of Human Services, as well as forwarded to the AOIC, by the Chief Managing Officer within five business days. This form can be found at <https://www.dhs.state.il.us>. The Chief Managing Officer shall report the number of take-home kits provided to drug court participants on a quarterly basis to the AOIC.

Acquisition

The Chief Managing Officer shall register their county probation department with the Illinois Department of Human Services Division of Alcoholism and Substance Abuse Drug Overdose Prevention Program by filling out the Drug Overdose Prevention Program Enrollment Form (IL444-2051). This form can be found at <http://www.dhs.state.il.us>.

In addition, the Chief Managing Officer is responsible for completing the 2023 DOPP Training Webinar at <https://illinois.webex.com/recordingservice/sites/illinois/recording/b1bcc3fef660103badfdbe95dc95ff7f/playback> and completing the quiz to receive training certification. The Chief Managing Officer shall ensure that an adequate inventory of the opioid antagonist is maintained to provide to eligible probation staff and to drug court participants.

Storage

The Chief Managing Officer and any probation staff that are overdose responders shall ensure that opioid antagonist kits are stored safely consistent with the manufacturer's guidelines. Kits should not be exposed to extreme heat or cold, such as being left in a vehicle that is not being operated for an extended period

of time. All kits are to be kept in the original packaging until ready to use. The Chief Managing Officer will also ensure kits have not expired and properly dispose of any expired kits.

Administration

Probation staff that encounter a potential overdose shall use universal precautions by attempting to avoid contact with the bodily fluids of the person overdosing. These universal precautions may include the use of nonporous articles such as medical gloves, goggles, and face shields, known as personal protection equipment (PPE).

The following procedure shall be used when probation staff comes into contact with a potential overdose:

- 1) Evaluate for signs and symptoms of an opioid overdose. These include but are limited to:
 - Slowed, irregular, or no breathing
 - Skin, nails turn blue
 - Extreme sleepiness
 - Unresponsive to sternal rub or when shaken
 - Pinpoint pupils
 - Generalized seizures in children not known to have epilepsy.
- 2) Call 911.
- 3) If signs and symptoms indicate that an opioid overdose has occurred, and the person is unresponsive, administer an opioid antagonist kit pursuant to the manufacturer's instructions.
- 4) Continue to assess the situation and wait for assistance from a first responder.
- 5) Report any administration of an opioid antagonist to the Chief Managing Officer of the department within 24 hours.



Supreme Court of Illinois
Administrative Office of the Illinois Courts

**Anti-Opioid Program and
Administration Standards**

October 2022

Marcia M. Meis
Director



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

AUTHORITY

The authority for developing and implementing uniform standards for adult probation services is statutorily vested in the Administrative Office of the Illinois Courts, Division of Probation Services. The Probation and Probation Officers Act, 730 ILCS 110/15(1) provides that:

"The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act."

Departments are required to seek from their residing Chief Judge, an Administrative Order permitting the department to participate in or develop a drug overdose response program, which may include procedures for the administration of opioid antagonists.

Notably, the State of Illinois Overdose Action Plan (SOAP), propagated by the Office of the Governor and eleven supporting state agencies, identifies justice involved individuals and their loved ones as key Illinoisans to receive naloxone and naloxone training (Priority 25).

Each department shall develop and follow written policies and procedures that fully comply with standards set herein. These policies and procedures and any further revisions shall be submitted to the Administrative Office of the Illinois Courts, Division of Probation Services for review and approval prior to implementation.

The Illinois Department of Human Services Division of Substance Use Prevention and Recovery (SUPR) has the statutory authority under the Alcoholism and Other Drug Abuse and Dependency Act to establish and authorize programs for prescribing, dispensing, or distributing opioid antagonists for the treatment of drug overdose, (20 ILCS 301/5-23) as provided in Public Act 99-0480, which became effective September 11, 2015. This was updated per P.A. 101-356, eff. 8-9-19, and P.A. 102-598, eff. 1-1-22.

DEFINITIONS

Affiliated Prescriber: A health care professional who prescribes or dispenses an Opioid antagonist for a drug overdoes response program.

Drug Overdoes Prevention Program: A program that is enrolled with the Illinois Department of Human Services (IDHS), Division of Substance Use Prevention and Recovery (SUPR) as a Drug Overdose Prevention Program and follows the SUPR Drug Overdose Prevention Program Guidelines for Implementation and operation.

Health Care Professional (HCP): A physician licensed to practice medicine in all its branches, a physician assistant who has been delegated prescriptive authority by his or her supervising physician, an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes prescriptive authority or an advanced practice nurse or physician assistant who practices in a hospital, hospital affiliate, or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

the Nurse Practice Act or a pharmacist licensed to practice pharmacy under the Pharmacy Practice Act (225 ILCS 85/1 *et seq.*) who has responsibility for clinical oversight of a drug overdose response program.

Official Designee: An individual who manages and has overall responsibility for the department's drug overdose response program.

Opioid Antagonist: A drug that binds to opioid receptors in the brain and blocks or inhibits the effect of opioids acting on those receptors including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Overdose Responders (ORs): Persons who have received training on the use/administration of opioid antagonists as part of the department's overdose response program.

State of Illinois Overdose Action Plan (SOAP): The state's collective call to action, which focuses on five priority recommendation categories and is the strategic framework for moving toward the goal of reducing overdose deaths in Illinois: Social Equity, Prevention, Treatment and Recovery, Harm Reduction Justice-Involved Populations and Public Safety.

PROGRAM and POLICY DEVELOPMENT

A department that chooses to participate in or develop a drug overdose response program shall develop written policy and procedures for the acquisition, storage, and administration of opioid antagonists by probation officers who are trained as overdose responders. Such policies shall also include provisions on record keeping and reporting the use/administration of an opioid antagonist to the Department of Public Health, Division of Substance Use Prevention and Recovery and the AOIC Probation Services Division.

Probation departments may choose to participate in drug overdose response training programs developed by local authorities pursuant to Public Act 99-0480. Departments may also develop collaborative and cooperative agreements with existing SUPR enrolled Drug Overdose Prevention Programs. This does not preclude the department from the reporting, inventory, Administrative Order, nor any other required components of the Standards as enumerated above or below. A department that chooses to develop its own drug overdose response training program shall refer to the SUPR Drug Overdose Program Guidelines for implementation.

DEPARTMENT REQUIREMENTS

The departments that choose to participate shall develop drug overdose response policies and procedures that shall include the following:

Identification of an Official Designee. The department shall identify a staff member who shall be responsible for management and oversight of the departments drug overdose response. The Official Designee shall:

- Maintain program documentation and records, including but not limited to training logs, opioid antagonist usage reports, inventories, and the program materials and records.
- Identify and select persons to be trained as overdose responders.
- Develop and maintain a training protocol for probation officers consistent with SUPR guidelines.



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

- Ensure that all overdose responders successfully complete all training components and refresher courses as needed.
- Oversee procurement, storage, and distribution of opioid antagonist kits to eligible probation staff.
- Ensure kits have not expired and properly dispose of expired kits.

TRAINING

Training on the use/administration of opioid antagonists is required and shall be completed through existing programs administered by local authorities. Training shall at a minimum comply with the guidelines established by SUPR Drug Overdoses Prevention Program Guidelines for Implementation.

REPORTING REQUIREMENTS

Departments shall keep all forms and records regarding all facets of its anti-opioid use and administration. Records shall be available for review and inspection by AOIC upon request. Records shall be handled in accordance with the county/departments HIPPA and administrative policies. Reports shall be submitted to SUPR per its Drug Overdose Prevention Guidelines for Implementation. Reports completed for the use/administration of an opioid antagonist shall be forwarded to the AOIC.

*** In the event a department is required to submit an Overdose Reversal and Naloxone Administration Reporting Form, this completed form is to be submitted to the AOIC Probation Services Division within 5 business days of the date of the Naloxone Administration. This requirement is also a requirement of DASA.**

Forms may be accessed at <https://www.dhs.state.il.us/page.aspx?item=58367>

Commentary:

A department may choose to obtain a legal opinion regarding the liabilities for misuse or harm caused during the administration of the anti-opioid. Certain liabilities may exist, and every attempt should be made by the department to minimize potential liability.