



**APPLICATION OF INTEREST
LEAD AGENCY
for the
LANCASTER COUNTY OVERDOSE FATALITY REVIEW TEAM
COUNTY of LANCASTER, PA**

JUNE 9, 2023

**Due Date / Time: Friday, July 14, 2023, no later than 11:00 AM, EST
Opening Date/Time: Friday, July 14, 2023, at 11:00 AM, EST**

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1.0 Introduction

The purpose of this Application of Interest and accompanying specifications is to provide instructions and assistance in submitting an application to serve as the Lead Agency for the Lancaster County Overdose Fatality Review (“OFR”) team in accordance with Pennsylvania Act 101 of 2022. The OFR Team Charter is outlined below. The Agency chosen will ensure compliance with applicable laws, regulations, and the OFR Charter.

2.0 Lancaster County Overdose Fatality Review Team Charter

This Charter establishes the Overdose Fatality Review (OFR) Team for Lancaster County, Pennsylvania. This document describes the background and purpose of the Team; defines the values and principles the Team will follow; describes membership and responsibilities; and includes the Interagency Affiliation Agreement and Data Sharing Agreement that the Team will use.

2.1 Background

Lancaster County has experienced increasing rates of drug overdose deaths since 2013, mainly caused by opioids. Deaths from drug overdoses increased from 50 in 2013 to 175 in 2017 among Lancaster County residents. Community organizations and individuals took urgent action to reduce overdoses by implementing evidence-based and data-driven public health practices. As a result, there was a 36% decrease in deaths in 2018, and an additional 12% decrease in 2019. During the COVID-19 pandemic, deaths began to increase again, to 143 in 2020 and 150 in 2021. Fentanyl, a synthetic opioid, is now responsible for the vast majority of overdose deaths (79% in 2020).²

2.2 Purpose and Goals

The purpose of an Overdose Fatality Review team is to bring community members together to find successes and gaps in our prevention, treatment, and recovery systems and to identify opportunities to prevent overdose deaths. About each death, we ask: “What could we, as a community, have done to prevent this person’s death and others like it?”

The goals of the Team are to:

- Build relationships and promote coordination between local stakeholders involved in overdose prevention.
- Gather rich, detailed data about the causes of drug overdose deaths in the county.
- Identify opportunities to prevent future overdose deaths.
- Recommend policies, system changes, programs, and other strategies to prevent overdose deaths.

² Pennsylvania Department of Health. Office of Drug Surveillance and Misuse Prevention. Accessed 5/27/2022.

2.3 Objectives

To achieve our goals, the Team will:

- Participate in training about the science of addiction and recovery processes, evidence-based approaches to prevention, and trauma-informed practice.
- Gather and share information, as allowable by law, about the key events and experiences leading up to individual overdose deaths.
- Conduct interviews with next of kin to learn about an individual's life and death, and provide support and resources to the next of kin and other loved ones.
- Meet 6 times per year to review cases, aiming for 2-4 case reviews in each meeting.
- Identify factors that put individuals at risk for drug overdose and opportunities for overdose prevention.
- Develop and maintain a de-identified database of information gathered during case reviews.
- Develop written recommendations for improving overdose prevention in Lancaster County, identify responsible individuals, and advocate for recommendations to be implemented.
- Create regular reports for the community on data collected, recommendations developed, and recommendations implemented.

2.4 Principles and Values

- The Team's top priority is the shared goal of reducing overdose deaths.
- The Team affirms that overdose deaths are preventable, and substance use disorder is a chronic, treatable disease.
- The Team uses the following trauma-informed principles³ to guide their work:
 - Safety
 - Trustworthiness and transparency
 - Peer support
 - Collaboration and mutuality
 - Individual empowerment and choice
 - Cultural, historical and gender issues

2.5 Membership

- Facilitator, Coordinator, Data Manager, and Next of Kin Interviewer (roles described below)
- Prevention Specialist (Compass Mark)
- Recovery Specialist/Lancaster County Recovery Alliance
- Harm Reduction Specialist (Lancaster Harm Reduction Project)
- Recovery Housing Specialist (The Gatehouse)
- Lancaster County Coroner's Office
- Lancaster County Children and Youth Agency
- Lancaster County Prison
- Lancaster County Emergency Management Agency
- Adult Probation and Parole Services
- Addiction Medicine Specialist (Penn Medicine Lancaster General Health/WellSpan Health)
- Mental Health Professional (Community Services Group)
- Local Law Enforcement
- K-12 Education Specialist

³ SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach. (2014).
<https://store.samhsa.gov/sites/default/files/d7/priv/sma14-4884.pdf>

- Emergency Medical Services
- Grief/Bereavement Specialist (Pathways Center for Grief and Loss)

2.6 Roles and Responsibilities

2.6.1 Facilitator

- Sets the agenda for each OFR team meeting in partnership with Data Lead
- Facilitates meetings and case review discussions.
- Leads the team in problem-solving, developing recommendations, and advancing team recommendations.
- Recruit members and builds relationships among all team members.
- Orients new team members and coordinates on-going training for team members.
- Communicates effectively with members to promote collaboration, growth, and development.
- Documents team recommendations, identifies action steps and responsible persons, and monitors implementation of team recommendations.

2.6.1 Coordinator:

- Assists with scheduling meetings, member communications, reserving meeting space, and meeting logistics.
- Maintains an updated roster of Coalition members, including contact information.
- Records and distributes meeting notes and minutes.
- Assists with data entry.

2.6.2 Data Manager:

- Develops and maintains OFR database.
- Records data gathered before, during, and after meetings in OFR team database.
- Analyzes and summarizes data and provides annual data reports to the team.

2.6.3 Next of Kin Interviewer(s):

- Identifies next of kin and attempts to connect with them to arrange an interview.
- Completes interviews.
- Research support and grief services in the area, including mental health and substance use disorder services in the area.
- Connects next of kin to needed resources and supports.
- Completes written reports and presents findings to OFR team.

2.6.4 Active Members:

- Complete data sharing and confidentiality agreements for the Overdose Fatality Review.
- Review case information and gather agency-specific information about individuals who have experienced fatal overdoses.
- Share organizational data and records with the team, under the guidelines of the data sharing agreement.
- Attend meetings and actively participate in these meetings.
- Assist with developing recommendations for improvements in overdose prevention.
- Advocate for changes to organizational policies, practices, and systems according to the team's recommendations.

3.0 Required Format and Contents of Application

All applications submitted must contain, at a minimum, the following information in the format and order set forth below:

Please Note: All respondents must respond to the following items in the order listed below. Application must be typed on 8.5" x 11" white paper, printed on both sides. **Do not bind the document;** instead, use a 3-ring binder or binder clip the proposal together and placed in a sealed envelope. Responses should be well thought out, thorough, and concise. Clarity and brevity will be viewed favorably.

- 3.1 Identifying Information (includes the following):
Agency Name, Program Name, Program Contact Person, Mailing Address, Telephone, Fax, and Email Address
- 3.2 Define how the Overdose Review Fatality Review Team fits into your organizational structure and mission.
- 3.3 Resumes and Bios for All Proposed Staff, as well as an Organizational Chart
Resumes should clearly describe educational and previous employment experience.
- 3.4 Minimum of three (3) reference letters to support Agency's capabilities to fulfill position.

4.0 Application Procedures

4.1 Application Submission

- 4.1.1 All applications should be delivered or mailed to the Purchasing Office, Lancaster County Government Center, 150 North Queen Street, Suite 712 Lancaster, PA 17603 to arrive no later than 11:00 A.M., Friday, July 14, 2023. Applications received by the Purchasing Office at the location listed above after this time and date will not be considered.
- 4.1.2 Applications must be clearly identified on the outside of the sealed package with the words "APPLICATION for LEAD AGENCY - OFR TEAM".
- 4.1.3 In the event that the Lancaster County Government Center, 150 North Queen Street, Lancaster, PA 17603 is closed on the day an application is due, the due date and time will be extended by one (1) business day at the same time as originally stated in the AOI documents. If the County facility at 150 North Queen Street is closed for multiple days, the deadline would be extended to the first day the facility reopens at the same time as originally stated in the AOI documents.

If the Lancaster County Government Center has a delayed opening, the deadline for submission of proposal will be extended by the same number of hours of the delayed opening.
- 4.1.4 There will be no formal public opening of applications. Therefore, applications shall not be available for review. Information contained in the applications will not be disclosed during the review process.
- 4.1.5 Applications shall be submitted at no cost to the County and any proposal received shall remain the property of the County.

4.2 Disclosure of Application Contents

All applications and other material submitted become the property of the County and may be returned only at the County's option. Information contained in the applications will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws public records are required to be open to reasonable inspection and reproduction. All application information will be held in confidence during the evaluation process and prior to the time an appointment is approved. Thereafter all applications will become public information; subject to inspection and reproduction in accordance with the PA Right to Know Law (Act 3 of 2008), unless otherwise exempt under the Act.

Notwithstanding any terms or conditions contained herein, Lead Agency agrees to comply with all Local, State and Federal laws and regulations. Lead Agency specifically agrees to produce all documents that may be subject to public disclosure pursuant to the Pennsylvania Open Records Law.