

Florida Department of Children & Families



Opioid Data Management System Web Portal User Manual



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1. Glossary

Abbreviation / Terms	Description
DCF	Department of Children and Families
PDF	Portable Document Format
SAMH	Office of Substance Abuse and Mental Health
ODMS	Opioid Data Management System
Okta	Okta is an enterprise-grade, identity management service that manages user access to an application in the cloud. DCF’s instance is named “APP LAUNCHER.”
URL	Uniform Resource Locator – Internet address

2. Purpose

The purpose of this user manual is to assist users in effectively utilizing the Opioid Data Management System application. The Opioid Data Management System, a critical platform for Florida counties and municipalities, facilitates the submission of implementation plans and financial reports. These reports encompass strategies and approved remediation actions, along with transparently documenting



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related expenditures. Accurate data is essential for making informed decisions and evaluating the efficacy of anti-opioid strategies. Additionally, the system grants healthcare providers secure access to view-only data, enabling them an optional way to review the file results of the provider service records submitted into the provider portal.

3. Opioid Data Management System Web Portal Roles

There are five types of users that will be able to access the web portal: Department of Children and Families (DCF) employees, county/municipality users, providers (receiving clinics and emergency departments and managing entities). Each role will have a different level of access.

3.1. DCF Admin

Users designated as a DCF Admin will possess comprehensive administrative privileges within the application. This includes the ability to perform all actions, view, download and make modifications as necessary.

3.2. DCF Staff Read-Only

Users designated as DCF Staff Read-Only will have the ability to view county and municipality implementation plans and financial expenditures. The role will also allow users to download draft summaries of implementation plans and upload the finalized plan summaries within the application, while maintaining a restriction from making any modifications to the financial data or original plans. Additionally, they will have access to view all users and entities present in the application but will not possess the authorization to alter any of these records or information.

3.3. County/Municipality Submitter

Users designated as County/Municipality Submitter will have the ability to enter financial expenditures and upload implementation plan documents specific to their designated county or municipality.

3.4. County/Municipality Read-Only

Users designated as County/Municipality Read-Only will have the ability to view uploaded implementation plans and financial expenditures entered by the County/Municipality Submitter for their designated county or municipality.

4. Creating User Accounts

Access to Opioid Data Management System user accounts is facilitated by a prospective user sending an access request email to HQW.SAMH.Opioid.Data.Access.Support@myflfamilies.com. The Opioid Data Access Support team will respond to the request with a link to the Access Request Form. Both county/municipality and provider users will complete the Access Request Form and include the required information for onboarding. Once all required information is submitted and verified, the user's Okta authentication, Opioid Data Management System provider portal account will be established. Subsequently, an instructional email will be sent to guide users on accessing the application.



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5. Opioid Data Management System Sign In

Users will be sent an email with instructions on setting up their Okta account using the email account they provided on the Access Request Form. Users will also be provided with the URL to sign into the Opioid Data Management System application using their Okta credentials. The Okta login window reads "APP LAUNCHER" at the top.

A screenshot of the "APP LAUNCHER" sign-in page. At the top, there is a logo with a rocket icon and the text "APP LAUNCHER". Below the logo is a grey silhouette of a person's head and shoulders. Underneath the silhouette, the text "App Launcher" is centered. The sign-in form includes a "Username" label above an "Email Address" input field containing "jenniferannsmitherton@gmail.com". Below that is a "Password" label above a password input field filled with asterisks. There is a "Remember me" checkbox below the password field. At the bottom of the form is a large blue "Sign In" button. Below the button is a link that says "Need help signing in?".

APP LAUNCHER

App Launcher

Username
Email Address
jenniferannsmitherton@gmail.com

Password

Remember me

Sign In

[Need help signing in?](#)

6. Home Page

The links on the home page will vary for users based on their Opioid Data Management System role. The overall appearance of the home page will be consistent for all users, but specific actions such as uploading implementation plans and financial details will be accessible only to those with the specific permissions.



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6.1. DCF User Home Page

DCF users will have links for Home, Implementation Plan, Financial Report, Search and Sign Out.

6.2. County/Municipality User Home Page

County/municipality users will have links for Home, Implementation Plan, Financial Report, and Sign Out.

7. Implementation Plan Upload

Implementation plans will outline county and municipality strategies for dealing with the opioid crisis, to include opioid settlement agreement approved remediation uses. The plans are expected to be uploaded on an annual basis.

- a. Navigate to and select the 'IMPLEMENTATION PLAN' tab at the top right of the screen.



- b. In the 'Implementation Plan' section, choose the desired fiscal year from the dropdown menu. The system will default to the current fiscal year.

A screenshot of the 'Implementation Plan' upload form. At the top, it says 'Please upload the Implementation Plans (PDFs Only)'. Below this, there are two dropdown menus: 'Select Fiscal Year' with '2023-24' selected, and 'Name of Entity' with 'Hillsborough' selected. Below the dropdowns is a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom right of the form is a blue 'Upload' button with an upward arrow icon.

- c. The 'Name of Entity' field will automatically display the county/municipality you provided during registration.
- d. To upload your plan, you have two options:
 - i. Click on the browser icon to select the Implementation plan file from your local machine or
 - ii. Drag and drop the plan file into the specified area.

**Note: The system exclusively accepts Portable Document Format (PDF) files; ensure your file is in PDF format.*

- e. After selecting the PDF file, click the 'Upload' button to initiate the upload process.

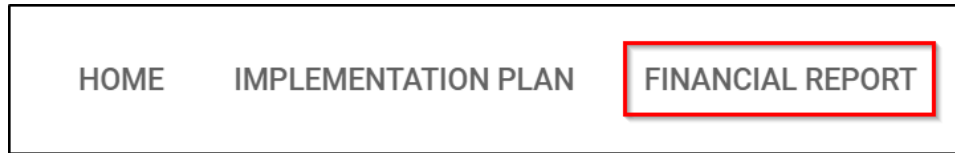
8. Financial Reporting

The Financial Reporting page serves as the location for counties and municipalities to report their financial expenditures related to their implementation plan, providing a transparent and organized way to track funding allocations and each corresponding implementation strategy.



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- a. Navigate to and select the 'FINANCIAL REPORT' tab in the navigation bar at the top right of the screen.



- b. All information at the top will be pre-populated with the details you provided during the application, except for your phone number. Enter your phone number in the designated box.

8.1. Adding Opioid Abatement Funds Revenues

Begin the process by adding the initial balance of Opioid Abatement funds. There are four types of funds that may be available: City/County, Qualified, Non-Qualified, and State funds. Create an entry for each type of fund.

- a. Input the initial amount of funds available at the beginning of the fiscal year.
- b. Choose the type of funds for which you are entering the amount.
- c. Click the 'Add' button.
- d. Below this section, the entered amount will be displayed for your reference.



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Fiscal Year 2023-24	* Opioid Funds Balance at Beginning of Fiscal Year \$ 0.00	*Fund Type: ---Select---	<input type="button" value="Add"/>
Fund Type	Beginning Fund Balance	Created by	Date Created
State	\$100,000.00	jenniferannsmitherton@gmail.com	11/29/2023 4:28:18 PM <input type="button" value="Trash"/>
Total: \$100,000.00			

**Note: Once entered, revenue and expenditure entries cannot be edited. If an error occurs, you must delete the entry and re-enter and information. Click the red trash can icon and confirm by clicking 'Okay'.*

Additionally, if you receive additional settlement funds later in the fiscal year, you can add those in the second line. The procedure is like the instructions for entering the Beginning Fund Balance outlined above. Once again, note that you can only create one entry for each type of fund.

*Received Date mm/dd/yyyy <input type="button" value="Calendar"/>	*Additional Opioid Settlement Funds Received in Fiscal Year \$ 0.00	*Fund Type ---Select---	<input type="button" value="Add"/>
--	--	----------------------------	------------------------------------

- Input the date when you received additional funds.
- Enter the amount of funds being added on this specific date.
- Choose the type of funds for which you are entering an amount.
- Click the 'Add' button.

8.2. Adding Opioid Abatement Funds Expenditures

Choose the appropriate quarter-ending date for which you are entering an expenditure and input the amount of that expenditure.

Expenditures	
*Select Quarter: ---Select---	*Amount Expended During Quarter \$ 0.00

After entering the quarter and the amount, select an option from the 'Schedule A Core Strategies' and the 'Schedule B Approved Uses' for this expenditure. If the expenditure only applies to one schedule, you can select the 'N/A' option from the other schedule.

Schedule A Core Strategies



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*Schedule A Core Strategies

---Select---

---Select---

- Evidence-based data collection and research analyzing the effectiveness of the abatement strategies within the State.
- Expanding Syringe Service Programs
- Expanding Treatment for Neonatal Abstinence Syndrome
- Expansion of Warm Hand-off Programs and Recovery Services
- Medication-Assisted Treatment ("MAT") Distribution and other opioid-related treatment
- N/A, Implemented Schedule B Approved Use
- Naloxone or other FDA-approved drug to reverse opioid overdoses
- Pregnant & Postpartum Women
- Prevention Programs
- Treatment for Incarcerated Population

Schedule B Approved Uses

*Schedule B Approved Uses

---Select---

---Select---

- Address the Needs of Criminal-Justice-Involved Persons
- Address the Needs of Pregnant or Parenting Women and their Families, including Babies with Neonatal Abstinence Syndrome
- Connect People Who Need Help to the Help They Need (Connections To Care)
- First Responders
- Leadership, Planning and Coordination
- N/A, Implemented Schedule A Core Strategy
- Prevent Misuse of Opioids
- Prevent Overdose Deaths and Other Harms (Harm Reduction)
- Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids
- Research
- Support People in Treatment and Recovery
- Training
- Treat Opioid Use Disorder (OUD)

Lastly, you should provide a concise description of the strategy or approved use. Once done, click the 'Add' button.

*Provide the Description of Use

After clicking 'Ok' for the application to accept your entry, the data entered will be added to the quarter previously selected.

Quarter 3							
Quarter	Schedule A Core Strategies	Schedule B Approved Uses	Description of Use	Amount Expended \$	Acknowledged By	Acknowledge Date	
09/30/2023	Treatment for Incarcerated Population	N/A, Implemented Schedule A Core Strategy	Treatment Program in County Jail	\$2,515.26	jenniferannsmitherton@gmail.com	11/13/2023 4:42:38 PM	
				Total: \$2,515.26			

**Note: Entries for revenue and expenditure cannot be edited once entered. In the event of an error, you'll need to delete the entry and re-enter the correct information. Simply click the red trash can icon and confirm by clicking 'Okay'.*



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8.3. Editing

The page view serves as an editor view. However, once added, you cannot modify the existing information. To make corrections, you must delete it and add the accurate information again.

8.4. Deleting

To remove any entry, the user should click on the red trash can button. The system will prompt for confirmation, and once confirmed, the entry will be deleted from the system.

