User’s Guide

Developed by the Johnson County (KS) Health Department
## TABLE OF CONTENTS

1. Overview ................................................................................................................ Pg. 4
2. Dispense Assist Process .......................................................................................... Pg. 5
3. Point of Dispensing Models .................................................................................... Pg. 6
   3.1. Walk Through ........................................................................................................ Pg. 6
   3.2. Drive Through .......................................................................................................... Pg. 7
   3.3. Closed POD .......................................................................................................... Pg. 9

### Appendix 1: Disease Planning Guides

<table>
<thead>
<tr>
<th>Disease</th>
<th>Description</th>
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<tbody>
<tr>
<td>Anthrax</td>
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<tr>
<td>Plague</td>
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### Appendix 2: Disease Fact Sheets

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### Appendix 3: Dispense Assist Paper Antibiotic Screening Form
OVERVIEW

Dispense Assist (DA) is an automated screening tool that provides screening for diseases requiring an emergency response.

Benefits of Dispense Assist:

- Reduction in the number of staff and technological resources (Figure 1) required for mass prophylaxis dispensing.
- Client screening prior to POD arrival expedites dispensing process.
- Provides the public a clear actionable task to focus on during a crisis.
- Automated decision-making process and standardized name, address, phone, and health history (NAPH) meets CDC demographic information requirement.
- Unique QR code generated for each completed voucher provides high data accuracy.
- Improved planning for at-risk and vulnerable populations through use of Closed PODs.

Figure 1: POD Staff Requirements by Screening Method (Standard POD: 80,000 clients)
Clients complete the online registration form, bring the printed forms to the dispensing or vaccination location where dispensers fill the orders as indicated on the vouchers and scan the QR code to capture the data.

**Figure 2: Dispense Assist Process**

- **Step 1)** Complete Screening Form and Print Voucher
- **Step 2)** Bring Voucher to Dispensing Site
- **Step 3)** Dispense Pills and Fact Sheets
- **Step 4)** Scan Voucher into Database
Point of Dispensing Model: Walk-Through

Clients with internet access and a printer are asked to complete the screening process online and print a voucher using www_DISPENSEASSIST.com. The lack of internet access is not a barrier to using Dispense Assist; computers without internet access can run DA from a flashdrive. The DA plug-and-play version is available for download at the DA website. All usage of Dispense Assist at POD sites should be monitored by staff available to assist clients as needed.

Clients with completed vouchers are sent directly to the dispensing stations where medication is provided. Clients with vouchers stating “Do Not Dispense Medication” should be referred to a healthcare provider.

Figure 3: Walk-Through POD Model
Point of Dispensing Model: Drive-Through

There are two primary options for operating a drive through POD using DA: allow only individuals with completed vouchers to enter the POD, or facilitate completion of forms on site with paper screening forms. Paper screening forms following the DA process are available in Appendix 4.

Figure 4: Drive-Through POD Model (With Completed Vouchers Only)

![Diagram of Drive-Through POD Model](image)

Key:
- Circles refer to patient entrance or exit
- Diamonds refer to questions or decisions
- Squares refer to actions or processing
- Green: Dispensing
- Blue: D-A Kiosk or on-site screening
- Red: Client needs additional medical attention
Figure 5: Drive-Through POD Model (Paper Screening Forms)

- **Client Entrance** → **Triage**
- **Q1. Symptomatic?**
  - **yes** → **Treatment Center**
  - **no** → **Paper Registration & Assessment**
- **Q2. DA forms completed?**
  - **no** → **Q3. Able to take Doxy or Cipro?**
  - **yes** → **Refer to Healthcare Provider**
  - **yes** → **Dispensing**
- **Client Exit**

**Key**
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Point of Dispensing Model – Closed Site

Closed PODs encourage an agency or organization to dispense medications to their own staff and stakeholders. Closed PODs can support emergency planning for at-risk populations by providing an alternate venue for vulnerable community members to receive medication. Closed PODs are operated in partnership with the local health department. Dispensing materiel can be pulled from designated caches or be requested from the local health department through activation of the Strategic National Stockpile.

Examples of Closed POD partners include: school districts, large businesses, detention facilities, volunteer organizations and mental health agencies.

Figure 6: Closed Site
Appendix 1 – Disease Planning Guides

- Anthrax
- Influenza
- Plague
- Tularemia
Appendix 2 – Disease Fact Sheets

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Appendix 3 – Paper Antibiotic Screening Form

Downloadable Version at: www.DispenseAssist.net