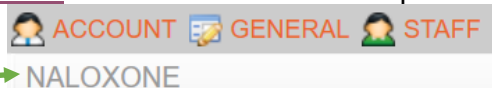


Naloxone Data Entry on NEO - Quick user guide

ENTERING A CLIENT'S FIRST SUPPLY OF NALOXONE

1. Open NEO <https://scotland.neo360.systems/Secure/> and enter username and password



2. Select "NALOXONE" on central toolbar
3. Select TYPE of client (3 options, service user, family member/friend or service worker). Service user is the default choice
4. Select gender – must be entered

1. Client Reference Code:

e.g., QW31/12/1990, MKSP31/12/1975

A screenshot of the 'Client Reference Code' entry form. It features two dropdown menus: the first is set to 'Person at Risk' and the second to 'Male'. To the right of these is a date input field containing 'JST01/01/1980' with a clear 'X' button. Further right are two buttons: 'Find' (with a person icon) and 'New' (with a person icon and a plus sign).

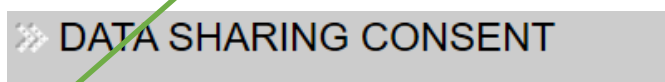
5. Enter client details in the following format abcDD/MM/YYYY (matches needle exchange anonymous identifier)
 - a. 1st initial of forename
 - b. 1st and 4th initial of surname
 - c. Date of birthe.g. John Smith 1st August 1980 = JST01/08/1980

(If the surname has 3 letters or less enter a star instead of the 4th initial of the surname i.e. ab*DD/MM/YYYY)

6. Click on  Find If client is already in the system their details will come up. If not it will tell you they cannot be found.

IF THE PERSON DOES NOT HAVE AN EXISTING NEO RECORD

1. Click on  New to start a new client record. In the record, those fields with stars are mandatory.
2. 1st tab "Client details"
 - a. Enter full name and address.
 - b. Postcodes should be entered in full.
 - i. For "homeless" or "no fixed abode" record enter NF1 1
 - ii. For "not known" record NK01 0
 - c. PRISONS ONLY - enter anticipated prison release date if known. Other services leave blank.
 - d. ***Tick consent to share data if client has signed the form to indicate that they consent.***



- e. Very important as this button determines what information can be used for data analysis.
- f. Click on "Save" to move to next page

3. 2nd tab “Training Details”

- a. Change “Training given on” to date training took place (if not today’s date)
- b. Enter name of person who provided training. Typing name in box will narrow options.
- c. Tick “training checklist covered/completed” or “declined” box as per form.
- d. If client does **not** wish a supply of naloxone tick declined box – otherwise leave blank
- e. Click on “Save” to move to next page

4. 3rd “Consent Details”

- a. Click on one of the two boxes i.e. consents to receiving a supply OR declines a supply
- b. Enter trainer’s name under name of witness
- c. Change dates of both the witness and the person giving consent to match the date on sheet
- d. Click on save (or save and close if only training section complete)

(NB If person was trained but refused the actual naloxone supply this is as far as you need to go. Save and close.)

5. Check on form if supply was a first supply or resupply. If the form says first supply but you can see that there has been a supply made elsewhere previously please select resupply.

6. 4th tab “Supply details”

- a. Select date of supply
- b. Enter name of person making supply. Typing the name in the box will narrow the list.
- c. Select Prenoxad or Nyxoid in “Naloxone kit” dropdown
- d. Enter batch number
- e. Enter expiry date

7. Save

RESUPPLIES (The person has had naloxone before and already have a record)

1. Enter patient’s record as per points 5-7 above.
2. Check patient details are correct and tick consent box if consent form signed. Save
3. Click on “Training Details” tab and add your details as above. Save
4. Complete “Consent Details” tab as above. Save
5. Click “Continue” then “Resupply” buttons
 - a. Change date to date that resupply was made on
 - b. Change date to date of supply and enter name of person making the supply
 - c. Enter type of kit given out, batch number and expiry as above.
 - d. Tick reason for resupply
 - e. Tick who the supply was administered to (Used on Self = Self; Used on other = Other; for all other options on the recording form select “no-one”)
 - f. If date of administration not clear select today’s date.
 - g. Fill in remaining boxes as per completed recording form.
 - h. NB: A new field “number of doses” has been added by neo360. We do not collect this data but it is mandatory on neo360 so please enter a 1 for now. Neo360 are working to remove this.
6. Save

ADDING STAFF TO neo360 to enable recording of naloxone supplies

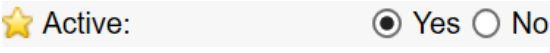
1. All staff entering naloxone data into neo360 should have their own login.



2. From home screen click on "Staff" 

3. Click on 

4. Enter staff member's first and last names and email address (needed so they can reset their own password)
5. Create a username (ask manager what they would like to use if you can)
6. Set password

7. Change active to "Yes" 

Modules

8. Tick naloxone box in Modules section

☒ Naloxone

9. Click 

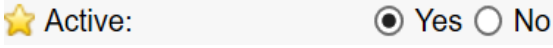
10. Repeat for all members of staff that need a login to record naloxone supplies

Forgotten passwords

1. Click on staff 

2. Click on pencil icon beside the staff member's name 

3. Reset password for staff

4. Check Active is set to "yes" 

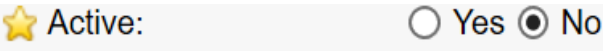
5. Click 

6. Remind staff member to change password in account to something only they know when logging back in.

To DEACTIVATE LOGINS for staff who have left or changed role

1. Click on staff 

2. Click on pencil icon beside the staff member's name 

3. Change Active to "no" 

4. Click 

5. Email local neo360 administrators in order that they can remove from naloxone module dropdowns.

gram.smspharmacists@nhs.scot