

GUIDANCE FOR THE BRIEF GENERAL NARRATIVES, PROGRESS REPORTS, AND SUCCESS STORIES FOR THE ANNUAL IMPACT REPORT



We have developed this guidance to assist local governments with their Annual Impact Reports (MOA Exhibit F). Our guidance covers three topics:

- The **Brief General Narrative** summarizing how each local government made use of opioid settlement funds during the fiscal year across all strategies
- The **Progress Report** that local governments use to describe progress made during the fiscal year for each funded strategy
- The **Success Story** from a person who has benefitted from a particular strategy, provided for each funded strategy

BRIEF GENERAL NARRATIVE

Any local government that receives, holds, or expends opioid settlement funds is required to submit a BRIEF GENERAL NARRATIVE. Even if your local government has not disbursed funds during the fiscal year, a Brief General Narrative is still required. To be more specific, MOA Exhibit F requires that each local government receiving opioid settlement funds provide the following:

BRIEF GENERAL NARRATIVE: The Local Government shall provide a BRIEF GENERAL NARRATIVE of approximately one page (250 words) summarizing how the Local Government made use of Opioid Settlement Funds in the relevant fiscal year to support activities **across all funded strategies**.

The Brief General Narrative will be displayed on the Community Opioid Resources Engine (CORE-NC). Residents of your jurisdiction, other members of the public, members of the media, state policymakers, advocates, academics, and others will use this information to understand and evaluate your efforts to make the best use of opioid settlement funds.

The Brief General Narrative is a great opportunity for you to describe your efforts fully, accurately, and in your own words. When writing your brief general narrative consider answering the following questions:

- What have you done to build capacity for the opioid settlements (e.g., hiring staff, forming planning committees, acquiring resources)?
- How have you identified your community's needs?
- What have you done to assess activities that meet your community's needs?
- How have you collaborated with internal or external partners throughout the fiscal year?
- How have you gathered input from community members (e.g., hosting your annual meeting)?

- How have you purposefully involved people with lived experience in your work?
- What planning efforts, including selecting strategies eligible under the NC MOA, have you completed this fiscal year?
- What implementation activities have you completed this fiscal year for your NC MOA selected strategies?
- What evaluation activities have you completed this fiscal year for your NC MOA selected strategies?

PROGRESS REPORT

Any local government that disburses funds to any Exhibit A or Exhibit B strategy during the fiscal year is required to provide a **PROGRESS REPORT for each strategy for which funding was disbursed**. The Progress Report describes progress made during the fiscal year for each strategy for which funding was disbursed. The recommended length is one page (250 words) per strategy.

When writing your Progress Report for each strategy, consider providing details on your local government's:

- planning, implementation, and/or evaluation efforts for that strategy
- efforts to increase staff capacity for that strategy
- partners who are involved in operationalizing that strategy, especially ones that serve historically marginalized populations
- efforts to involve people with lived experience in operationalizing that strategy
- activities related to naloxone distribution
- integration of peer support into that strategy
- trainings related to that strategy
- challenges and attempted solutions for that strategy

SUCCESS STORY

Any local government that A) disburses funds for any Exhibit A or Exhibit B strategy during the fiscal year and B) receives 0.4 percent or more of the total Local Government Allocation as shown in MOA [Exhibit G](#) is required to provide a **SUCCESS STORY for each strategy for which funding was disbursed**. Each Success Story celebrates a de-identified person who has benefitted from **that strategy for which funding was disbursed**. The recommended length is one page (250 words). Providing success stories is optional for local governments that receive less than 0.4 percent of the total Local Government Allocation; however, this information is highly encouraged.

When writing your Success Story for each strategy, consider:

- providing details on new ideas discovered, impacts made, and solutions found
- describing ways the strategy made a positive difference in the person's life
- sharing aspects of the program that you're particularly proud of
- highlighting details that make the story unique or special

Please be sure to de-identify any personal details that could be used to single out the person who has benefited from the strategy.

SELECTING ONE PROGRESS REPORT AND ONE SUCCESS STORY FOR DISPLAY ON CORE-NC

Given limited space, only one PROGRESS REPORT and one SUCCESS STORY from each local government's Impact Report will be posted on the CORE-NC "Local View" dashboard each fiscal year. You will be asked to select which PROGRESS REPORT and which SUCCESS STORY you would like to spotlight on your Local View. As you are drafting your progress reports and success stories, think about which one you would like to spotlight on your Local View. The progress report and success story you spotlight do not have to relate to a single strategy; you can spotlight a progress report relating to one strategy and a success story relating to a different strategy if you choose. When selecting these spotlights, consider choosing the PROGRESS REPORT and SUCCESS STORY that best exemplify your local government's opioid settlement work over the fiscal year.