GUIDE TO THE MEASURES WORKBOOK FOR THE ANNUAL IMPACT REPORT

Welcome to the Guide to the Measures Workbook for the Annual Impact Report. This guide sheet will provide instructions, helpful hints, and other information to help your local government complete the required Measures Workbook for the Annual Impact Report.

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1. What is the Annual Impact Report?

In the Annual Impact Report, a local government reports on the impact of the programs and strategies it funded with opioid settlement funds during the preceding fiscal year. The report is due within 90 days of the end of the fiscal year.

2. What is the Standard Form for the Annual Impact Report, and which local governments are required to complete the Standard Form?

The Standard Form for the Annual Impact Report is required for local governments that receive 0.4% or more of the Local Government Allocation, as stated in MOA Exhibit G. For each strategy for which funding was disbursed, a local government must complete the Standard Form. The Standard Form includes:

- Brief progress report describing the strategy and the progress made
- Brief success story from a person who has benefitted from the strategy
- One or more process measures, addressing the question, "How much did you do?"
- One or more quality measures, addressing the question, "How well did you do it?"
- One or more outcome measures, addressing the question, "Is anyone better off?"
- Demographic information on the participation or performance of people of color and other historically marginalized groups

3. What is the Measures Workbook for the Annual Impact Report?

The Measures Workbook for the Annual Impact Report is an Excel file which is uploaded within the Annual Impact Report portal. The Measures Workbook helps local governments complete the measures (process, quality, outcome, and demographics) portion of the Standard Form.

The Measures Workbook is required for all local governments that A) disburse funds during the fiscal year and B) receive 0.4% or more of the Local Government Allocation, as stated in MOA Exhibit G. Submission of the workbook is optional for local governments who disburse funds but receive less than 0.4% of the Local Government Allocation.

4. What is this Guide to the Measures Workbook for the Annual Impact Report?

This Guide to the Measures Workbook for the Annual Impact Report provides instructions, helpful hints, and other information to help local governments complete the required Measures Workbook.

5. Where can I find the Measures Workbook for the Annual Impact Report to download?

You can find the most up-to-date Measures Workbook for the Annual Impact Report for download at ncopioidsettlement.org/reporting under the "Annual Impact Report" section. New versions of the Measures Workbook with minor adjustments are posted near the beginning of each reporting period (July 1). Please make sure to download the most recent version of the Measures Workbook prior to completing it for your submission.

6. What is the structure of the Measures Workbook?

The Impact Report Measures Workbook is one single Excel workbook with an instructions tab and worksheets (tabs) for each Option A strategy. There is an additional worksheet (tab) for Option B strategies.

7. What is the first thing I should do when I open the Measures Workbook?

Please review the “Instructions” worksheet (tab) in the Measures Workbook prior to completing any strategy measures. On the “Instructions” sheet, you will also be asked to provide some basic information so we can accurately attribute your workbook. (See below)

Select your local government:	
Select the fiscal year that applies to this workbook:	
CONTACT INFORMATION	
Your Name:	
Your Title:	
Your Email:	

8. As a local government that is required to complete the Standard Form in the Annual Impact Report (see Question #2 above), what do I need to report in the Measures Workbook?

For each strategy for which funding was disbursed during the fiscal year, your local government must provide information on that strategy’s Excel worksheet (tab). You must first provide the start and end date for the strategy at the top of the strategy worksheet. You must also provide information for at least 1 Process Measure, at least 1 Quality Measure, and at least 1 Outcome measure and report demographic information for the strategy. You may report additional measures but only 3 (one per category), as well as demographic information, are required for MOA compliance.

See Questions #9-11 for more information about reporting demographic information.

9. What happens if I do not have demographic information available for a strategy for which funding was disbursed?

Demographic information is a required part of the Annual Impact Report. If you need assistance with data collection methods, please contact opioidsettlement@ncacc.org.

10. How do I report demographic information for an Option B strategy?

If your local government is reporting any Option B strategies, you do not need to enter demographic data in the Measures Workbook. CORE-NC will reach out to your local government in late Fall to gather that information.

11. My local government disbursed funds to 1. Collaborative Strategic Planning. How do I report demographic information for this strategy?

Demographic information is not required for Collaborative Strategic Planning at this time. Demographic information is required for all other Option A and Option B strategies.

12. How should "start date" and "end date" be defined?

You should enter the start and end date at the top of each strategy for which you disbursed funds. The start and end date should match your Local Spending Authorization report submission. Start date refers to the day from which spending is authorized to begin for this strategy. End date refers to the day after which spending authorization for this strategy expires or the end of the fiscal year, whichever date occurs first.

13. The sheet auto-populated a value on the page, but it is incorrect. What should I do?

You can manually override any incorrect values. Please consider entering additional information in the notes column to add important context to your responses. If you have difficulty, please email opioidsettlement@unc.edu for assistance.

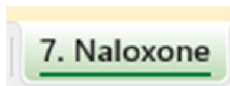
14. My local government provided funding to two different sub-recipients/providers for a strategy. Should I fill out two separate worksheets (tabs) for that strategy?

No – please only fill out one worksheet (tab) for each strategy, regardless of how many subrecipients/providers participated in the strategy. You should report totals across both sub-recipients for the measures on the strategy worksheet (tab). For example, if Subrecipient A served 200 unique participants and Subrecipient B served 50, you should report 250 total unique participants served. You can provide additional information by sub-recipient in the notes field if you would like.

15. Can you provide an example of how a local government would complete the Impact Report Measures Workbook?

Tar Heel County has disbursed funds to 1. Collaborative Strategic Planning and 7. Naloxone Distribution. Tar Heel County will need to complete two worksheets (tabs) in the Measures Workbook – one for Collaborative Strategic Planning and one for Naloxone Distribution.

Let's walk through an example for Naloxone Distribution. Find the "7. Naloxone" worksheet (tab) in the Measures Workbook.



Fill out the Start and End Date for this Strategy (M/D/YYYY) at the top of the page. Tar Heel County authorized spending for 7. Naloxone Distribution from January 1, 2024 to June 30, 2024, so they entered the following:

7. Naloxone Distribution		
Insert Start and End Date for this Strategy (MM/DD/YYYY)	Start Date:	1/1/2024
	End Date:	6/30/2024

Next, Tar Heel County must select at least one "Strategy-Specific Process Measure" to complete. Any of the measures in the yellow "Strategy-Specific Process Measures" section will meet this requirement.

Tar Heel County elected to report two process measures: the number of unique participants, who use opioids and/or have OUD, served AND the number of intranasal naloxone kits distributed. Tar Heel County provides the count, answers the question "how were efforts supported?", and provides notes to help contextualize the count.

STRATEGY-SPECIFIC PROCESS MEASURES				
Description	Count	How were efforts supported?	Notes	A
# of unique participants, who use opioids and/or have OUD, served	100	Multiple funding sources	Unique participants were tracked using an internal tool developed by the funding sub-recipient. Duplicates have been removed where possible.	A s n s a r N b
# of intramuscular naloxone kits distributed				A
# of intranasal naloxone kits distributed	200	Multiple funding sources	Each unique participant may receive more than one naloxone kit.	A

Next, Tar Heel County must report the demographic characteristics of the unique participants served. The number of unique participants will automatically populate based on the number entered under the "Process Measures" section.

Tar Heel County reports that 50 individuals were White Non-Hispanic, 25 were Black Non-Hispanic, 10 were Hispanic, and 15 were Unknown. Tar Heel County provides additional detail in the Notes section to tell us that 15 individuals refused to provide their race/ethnicity on the intake forms.

Process Measure	Count	Notes
# of unique participants, who use opioids and/or have OUD, served	100	
Of the # of unique participants, who use opioids and/or have OUD, served in the count above, how many people identified as:		
American Indian/Alaska Native Non-Hispanic		
Asian Non-Hispanic		
Black Non-Hispanic	25	
Native Hawaiian or Other Pacific Islander Non-Hispanic		
White Non-Hispanic	50	
Hispanic	10	
Some Other Race or Multiple Races		
Unknown	15	15 individuals refused to provide their race/ethnicity on intake.
Sum total of unique participants served (Autocalculated)	100	
Does sum total (C33) match the reported # of unique patients (C23)? (Autocalculated)	Yes	

Next, Tar Heel County must select at least one "Strategy-Specific Quality Measure" to complete for Naloxone Distribution. Any of the measures in the green "Strategy-Specific Quality Measures" section will meet this requirement.

Tar Heel County elects to report the number of unique participants who report they are satisfied by the services. They enter the Count and a Percent is automatically calculated.

STRATEGY-SPECIFIC QUALITY MEASURES

Description	Count	Quality Measure	Percent (Autocalculated)
# of unique participants who have OUD, served, who report they are satisfied with services	85	% of participants, who have OUD, who are satisfied w/ services	0.85
# of unique participants, who use opioids and/or have OUD, served	100		
# of naloxone distributed to EMS		% of naloxone distributed to	

Tar Heel County must then select a least one “Strategy-Specific Outcome Measure” to complete. Any of the measures in either the blue “Strategy-Specific Outcome Measures (Program-Level)” or “Strategy-Specific Outcome Measures (Population-Level” sections will meet this requirement.

Tar Heel County provides the count (17) and some notes to contextualize the number (“As reported by community members to the Health Department”).

STRATEGY-SPECIFIC OUTCOME MEASURES (PROGRAM-LEVEL)				
Description	Count	Outcome Measure	Percent (Autocalculated)	Notes
# of community overdose reversals using naloxone	17	# of community overdose reversals using naloxone	N/A	As reported by community members to the Health Department

Tar Heel County has now completed the Measures Workbook requirements for 7. Naloxone Distribution. Now, they will do the same thing again for 1. Collaborative Strategic Planning.

16. I would like to report a process/quality/outcome measure that is not included in the list of measures. Is that allowed? If so, how can I report our custom measure?

Though we try to provide a variety of potential measures for you to choose from, some local governments prefer to report their own measures which is allowable under the MOA.

At the bottom of each section (Process, Quality, and Outcome), there are 3 rows for custom measures. Here is an example found in the 8. Post Overdose Response worksheet (tab).

STRATEGY-SPECIFIC QUALITY MEASURES				
Description	Count	Quality Measure	Percent (Autocalculated)	Notes
# of unique participants, who use opioids and/or have OUD, served, who report they are satisfied with services		% of participants, who use opioids and/or have OUD, who are satisfied w/ services	Incomplete	
# of unique participants, who use opioids and/or have OUD, served				
# of EMS calls for opioid overdose		% of EMS calls for opioid overdose	Incomplete	
# of EMS calls				
			Incomplete	
			Incomplete	
			Incomplete	

If you would like to supply your own measures, please complete all the yellow/beige cells in the corresponding custom row. Here is an example of how you might fill out a custom measure.

# of PORT staff trained in culturally competent peer support	7	% of PORT staff trained in culturally competent peer support	70%	Trainings in culturally competent peer support are offered once a year through the regional health department.
# of PORT staff hired	10			

17. My local government disbursed funds to an Option B strategy. How do I report measures for that strategy?

To report measures for an Option B strategy, please utilize the "Option B Measures" worksheet (tab).

You will complete one row of the worksheet (tab) for EACH MEASURE TYPE (i.e., process, quality, outcome). Therefore, you will have at least 3 rows for each Option B strategy funded (1 for the strategy's process measure, 1 for the strategy's quality measure, and 1 for the strategy's outcome measure). An example for Exhibit B G.8 can be found on the worksheet (tab). If you need further assistance, please contact opioidsettlement@ncacc.org.

For Option B strategies, you do not need to enter demographic data in the Measures Workbook. CORE-NC will reach out to your local government in late Fall to gather that information.

18. What should I do if I have more questions about the Measures Workbook for the Annual Impact Report?

We are here to help – contact opioidsettlement@ncacc.org or opioidsettlement@unc.edu for assistance.