

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



Here is some guidance to assist local governments with three parts of their Annual Impact Reports (NC MOA Exhibit F):

- BRIEF GENERAL NARRATIVE summarizing how each local government made use of opioid settlement funds during the fiscal year across all strategies
- PROGRESS REPORT that local governments use to describe progress made during the fiscal year for each funded strategy
- SUCCESS STORY for each funded strategy from a person who has benefitted from that strategy

## BRIEF GENERAL NARRATIVE

Any local government that receives, holds, or expends opioid settlement funds is required to submit a Brief General Narrative (NC MOA Exhibit F). Every local government receiving opioid settlement funds, even if it has not disbursed funds during the fiscal year, must 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 is displayed publicly on the Community Opioid Resources Engine (CORE-NC) website. People in your community, media representatives, policymakers, advocates, academics, and others will use this information to learn about your efforts to make the best use of opioid settlement funds. This information will also be used to ensure compliance with the NC MOA.

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 select 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?

Because these are public documents, we request that the Brief General Narrative be de-identified (i.e., no names of staff or other individuals, etc.).

## **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.

If multiple projects, programs, or sub-recipients operated under the same strategy during a given fiscal year, you will be asked to consolidate all Progress Reports into one cohesive narrative. Remember: The Impact Report collects information at the NC MOA strategy level (not at the organization, program, or project level).

All submitted Progress Reports are displayed publicly on the Community Opioid Resources Engine (CORE-NC) website. People in your community, media representatives, policymakers, advocates, academics, and others will use this information to learn about your efforts to make the best use of opioid settlement funds. This information will also be used to ensure compliance with the NC MOA.

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

Because these are public documents, we request that all Progress Reports be de-identified (i.e., no names of staff or other individuals, etc.).

## **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 NC 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.

If multiple projects, programs, or sub-recipients operated under the same strategy during a given fiscal year, you will be asked to consolidate all Success Stories into one cohesive narrative. Remember: The Impact Report collects information at the NC MOA strategy level (not at the organization, program, or project level).

All submitted Success Stories are displayed publicly on the Community Opioid Resources Engine (CORE-NC) website. People in your community, media representatives, policymakers, advocates, academics, and others will use this information to learn about your efforts to make the best use of opioid settlement funds. This information will also be used to ensure compliance with the NC MOA.

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 are particularly proud of
- highlighting details that make the story unique or special

Because these are public documents, we request that all Success Stories be de-identified (i.e., no names of staff or other individuals, no personal details that could be used for identification, etc.).

## **SELECTING ONE PROGRESS REPORT AND ONE SUCCESS STORY FOR DISPLAY ON CORE-NC LOCAL PROGRESS PAGE**

Given limited space, only one PROGRESS REPORT and one SUCCESS STORY from each local government's Impact Report will be featured on the CORE-NC Local Progress page each fiscal year. You will be asked to select which Progress Report and which Success Story you would like to spotlight on your Local Progress page. As you are drafting your Progress Reports and Success Stories, think about which of each you would like to spotlight. The Progress Report and Success Story you spotlight do not have to be for the same strategy. You should spotlight the Progress Report and Success Story that best exemplify your local government's opioid settlement work over the fiscal year, regardless of what strategy they are each related to. Progress Reports and Success Stories not displayed on the Local Progress Page will be available in the CORE-NC Document Library.