



# GUIDANCE FOR WORKING WITH SUB-RECIPIENTS ON ANNUAL REPORTING FOR THE NC OPIOID SETTLEMENTS



Some local governments are required to submit data from sub-recipients in the annual reports (i.e., the Annual Financial Report and/or the Annual Impact Report).[1] This guide is intended to help local governments engage with their sub-recipients to ensure annual reporting requirements are met. Each local government is responsible for submitting an Annual Financial Report and an Annual Impact Report by September 27 of each year, regardless of whether it works with sub-recipients.

## Sub-recipient Definition

A sub-recipient is a corporation, partnership, or other legal entity that is separate from the local government and is receiving opioid settlement funds for the purpose of implementing a strategy listed in Exhibit A or Exhibit B of the NC MOA. Typically, a sub-recipient is a legal entity (rather than an individual) that contracts with a local government.

## Preparing Potential Sub-recipients for Reporting Activities

Local governments have a number of methods for deciding which entities receive opioid settlement funds. A Request for Applications (RFA) process presents opportunities to explain opioid settlement reporting requirements to potential sub-recipients. For example:

- During the RFA process, local governments provide applicants (i.e., potential sub-recipients) with training on evaluation basics.
- In the RFA, local governments explain reporting requirements of the NC MOA.
- RFA applicants may describe their capacity to conduct evaluation and reporting activities and include potential measures that they will track and report if they are selected to be a sub-recipient.

## Frequency and Form for Engaging Sub-recipients in Reporting Activities

Although local governments must complete and submit reports to CORE-NC annually, local governments may want to have their sub-recipients submit reports to them more frequently (i.e., monthly or quarterly).

Local governments use a variety of formats to collect data from sub-recipients. For example, sub-recipients may submit data through an online survey or may complete Excel worksheets from the Impact Report Measures Workbook that have been supplied by the local government.

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[1] To determine if your local government is required to submit data from sub-recipients, please visit CORE-NC. All local governments are encouraged to report sub-recipient data.

Local governments are required to submit data for at least one measure per measure type (i.e., one process measure with related demographic information, one quality measure, and one outcome measure) for each funded strategy. However, local governments may want to have their sub-recipients submit more information than is minimally required. For example, some local governments are requiring sub-recipients to provide data for every measure listed on the pertinent Excel worksheet(s) (i.e., all process, demographic, quality, and outcome measures) and some local governments are allowing sub-recipients to also provide their own custom measures (i.e., measures that are not pre-populated in the Impact Report Measures Workbook).

### Consolidating Information from Sub-recipients for the Annual Impact Report

Regardless of the data collection methods a local government chooses to use with its sub-recipients, the local government must compile all sub-recipient data when completing the Annual Impact Report. Because reporting occurs at the strategy level (not at the organization, program, or project level), local governments with multiple subrecipients must compile and summarize sub-recipients' narrative information (e.g., Progress Reports, Success Stories) and numeric data (e.g., process, quality, outcome measures) when completing the Annual Impact Report. There should only be one Progress Report and one Success Story submitted for each funded strategy. The Impact Report Measures Workbook should only have one compiled worksheet for each funded strategy when it is submitted to CORE-NC, regardless of the number of sub-recipients funded for that strategy.

### Supporting Sub-recipients' Reporting Capacity

Disbursing funds to sub-recipients creates ongoing opportunities for local governments to increase sub-recipients' reporting capacity and increase data quality over time. Here are ways local governments could provide this support:

- After a contract is executed, host a group training on reporting requirements for all sub-recipients.
- After a contract is executed, provide one-on-one training with each sub-recipient.
- Set reporting due dates for sub-recipients that fit with the local government's timeline (i.e., all local governments must submit the Annual Financial Report and Annual Impact Report on September 27 so reporting due dates for sub-recipients should be well in advance of this date.)
- Host regular meetings between local government and all sub-recipients, where progress updates and resources are shared and sub-recipient data is discussed.
- Conduct quarterly site visits with sub-recipients to discuss implementation of opioid abatement strategies and their data collection efforts.
- Share the *Guide to the Measures Workbook for the Annual Impact Report* so that sub-recipients will understand how to complete relevant tabs (i.e., worksheets) within the Impact Report Measures Workbook.
- Share the *Guidance for the Brief General Narratives, Progress Reports, and Success Stories* so that sub-recipients will understand how to create Progress Reports and Success Stories.