

# Pennsylvania Opioid Misuse and Addiction Abatement Trust Reporting Tool

## Instructions

revision 20231214

### General Information

The Pennsylvania Opioid Misuse and Addiction Abatement Trust Board of Trustees is requesting the completion of the Reporting Tool to report on settlement fund spending as it relates to opioid remediation uses, outlined in Exhibit E. Reporting will require the allocation of funds during the designated reporting period, identification of which category and core strategy(s) funds were used for, program enrollment and outcomes. All information collected will be used to inform state leadership of settlement spending and inform other municipalities and states of effective and successful programs and interventions.

The first reporting period will cover all settlement funds between August 1, 2022 to December 31, 2023. When you return for the later reporting periods, you will not be asked to refill in information that was previously entered. All the information from the first reporting period will be carried into the next reporting period. You will be asked to enter in any new fund spending and programs at that time.

For any questions, please contact:

Opioid Trust Administrator

[administrator@paopioidtrust.org](mailto:administrator@paopioidtrust.org)

Additional information is available at:

PA Opioid Misuse and Addiction Abatement Trust website

<https://paopioidtrust.org/>

### Reporting Tool survey link

You will be given a link to take the Reporting Tool survey, by email from the Trust Administrator. This link is specific to your county or subdivision. You will be taken to a survey that begins like this:

County Settlement Allocation Reporting Returning?

AA

Note: This information shall be made public.

This survey is for \_\_\_\_\_.

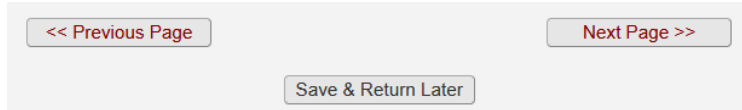
Reporting Period Start Date:  M-D-Y

*For the Baseline report please use August 1, 2022.*

When the second reporting period starts, you will be given a new (different) link for that survey.

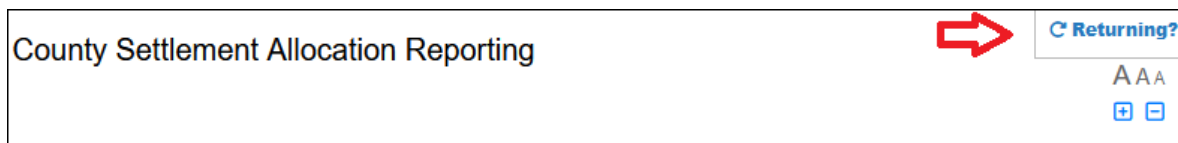
## Saving your Progress or Completing the Reporting Tool

If you need to leave the Reporting Tool survey and return to it later (with your responses saved), click "Save & Return Later" (at the bottom of each page).



You will be given a Return Code to return to the survey; make note of it.

To return to the survey, use the link you were originally given. In the upper-right corner is a "Returning?" link (at the top of the survey), click on that and enter your code.



When you have completely finished the Reporting Tool survey, on the final page, click the "Submit" button. (You will be reminded to do this on the final page.)

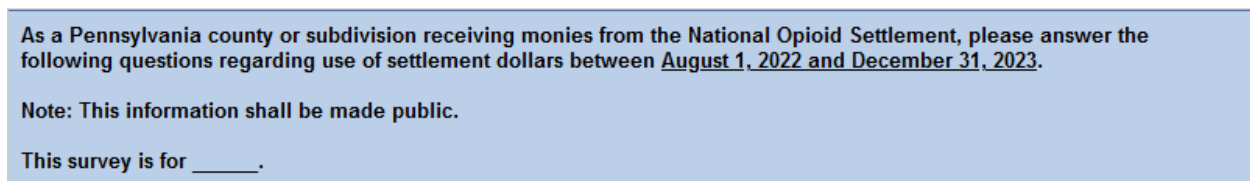
## Reporting Tool survey structure

The survey has three main sections, listed below. A PDF of the entire survey is available.

The survey has multiple pages, you may navigate back and forth in the survey using the "Previous Page" and "Next Page" buttons (at the bottom of each page).

## Participant Info

This section begins like this (at the very top):



You will be entering the reporting timeframe, the settlement funds totals, and the contact details for the person completing the survey. The survey items are:

- Reporting period dates
- Total amount received for reporting period
- Remaining funds from previous period
- Total funds spent on remediations
- Encumbered funds

## Current Remediation Programs

This section begins with this blue block of text:

### **Implemented Remediation Program(s) and Strategy(s)**

The following set of questions will ask for information and spending for the remediation program(s) your county/subdivision has implemented. Please answer this set of questions for each remediation program. Once all questions are answered you will be prompted if there are additional remediation efforts you need to report. If there are additional remediation efforts to report, select "yes", and complete required questions.

This section will ask you to identify which Exhibit E strategy(s) of the National Opioid Settlement documentation most closely matches your remediation effort. Please note, the full extent of Schedule B is listed below. Schedule A priority remediation efforts are included in the Schedule B listings.

If you are working with other counties/subdivisions on a joint remediation effort, please report your county's/subdivision's dollars spent on the remediation effort. In the notes section, indicate which counties/ subdivisions you are working with on this effort.

If you are a county with disbursements to subdivisions, at this time, you will need to report on subdivision remediation efforts and spending, in addition to county level remediation efforts and spending.

Fill out this section for each remediation program. The survey items are:

- Name of the remediation program/strategy
- Amount of county's/subdivision's total allocation spent on this remediation during this reporting period
- Which of the Exhibit E Approved Uses categories mostly closely describes the current remediation? Up to 3 options can be selected. Check the box category.
- Is the remediation fully funded by settlement funds? / Other source(s) of funding being used.
- Does this effort have a dual role?
- Does the county/subdivision have additional remediation spending to report?

For information about Exhibit E - Schedule A and B, see the website at <https://paopioidtrust.org/>.

At the bottom of the program information, you will be presented with this question:

Does your county/subdivision have additional remediation program/strategies to report?

- Yes  
 No

If you have more programs to report, click "Yes", and this block of questions will repeat for the next program.

Program information is kept, and will be available (pre-filled in) for the next reporting period. You will be asked to enter in any new programs at that time.

## Future Plans

This section is towards the end of the survey, and looks like this:

**Future Plans #1**

**Note: Program information listed in this section is for reference only. This information will be reviewed by the Trust and will not be made public.**

Does your county/subdivision have any future plans or ideas on approaches to spend settlement monies that have not been launched to date?  Yes  No

[reset](#)

If you have any future plans, we'd like to you to fill out this section.

Future plans are programs that have not had any money spent on it and no contract has been awarded or signed for it.

It is understood that future plans may change; these are not binding.

The survey items are:

- Total budgeted cost of the future remediation program/strategy.
- Does your county/subdivision have sufficient information to complete a Schedule A or B report for this future plan?
- Which of the Exhibit E Approved Uses categories mostly closely describes the future remediation? Up to 3 options can be selected.
- Does the county/subdivision have additional future remediation spending to report?

Like the programs, you are given the opportunity to enter additional Future Plans. This section will repeat for each Future Plans.

Like the Programs, the Future Plans information is kept, and will be available (pre-filled in) for the next reporting period. You will be asked to enter in any new Future Plans at that time.