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ORS Quarterly Reporting Template

Project Data Entry - State Staff

Field Name	Required	Data Type	Character Limit	Format/Values	Description
Project Overview					
Project Name	✓	Character	100		Free text field
Project Description	✓	Character	1,000		Brief description of the overall purpose and activities of the project. All acronyms should be defined on first use.
Project Status	✓	Selection		In Progress Complete On Hold Discontinued	In progress indicates that project activities took place in the quarter and it is ongoing. Complete indicates that project activities are complete. On hold indicates that progress on project activities are not continuing forward during the quarter but will/may carry on in the future.

					Discontinued indicates that project activities are no longer being pursued.
Project Start Quarter	✓	Selection			This field determines the first quarter (e.g., 2023 Q1) of reporting for a project. It only appears when a project is first created.
Project Start Date	✓	Date		MM/DD/YYYY	Approximate start date of project activities
Project End Date	Dependent on project status	Date		MM/DD/YYYY	End date of project activities for complete projects. Only displays if the project status is complete, archived, or discontinued.
Project Updates					
Quarterly Overview					
ORS Strategies and Activities	✓At least one strategy and one corresponding activity is required.	Selection		See list in appendix	Select all strategies and activities that are applicable to the activities of the project for this quarter.
Is this project in your current action plan?	✓	Binary		Yes No	Indicates whether the project is currently listed in ORS team's annual action plan.
ORS Project Team					
Primary Data Reporter	✓	Selection		Checkbox	This is assigned to the staff member who created the project. A national administrator can update the primary data reporter as needed.
ORS Collaborator	✓	Selection		Filters by list of	First and last name of staff member who supported the

				state/jurisdiction staff	project during the reporting quarter.
Project Focus					
Geographies					
State/Jurisdiction	✓	Selection		All U.S. states/territories with ORS teams	State/jurisdiction(s) impacted by the activities of the project. Only 1 state can be selected per row, so the counties are specific to that 1 state. However, users can add multiple rows if the project covers multiple states.
Counties		Selection		All counties within applicable state/jurisdiction	Within state/jurisdiction, specific counties impacted by the activities of the project.
Cities		Selection		Major cities within applicable state/jurisdiction	Within state/jurisdiction, specific cities impacted by the activities of the project.
Populations					
Was this project designed to impact populations disproportionately at risk for overdose?		Character	1000		One to three sentences describing populations impacted by the project.
Substances					
Did the project target a specific substance?		Selection		Select if yes	Selection is completed only if project activities were focused on addressing specific substances. Otherwise, users do not need to take any action.
Substance	✓ if the	Selection		Opioids	Select one or more substance categories if specifically

field appears because the previous question was selected.				Stimulants Hallucinogens Depressants Cannabis Polysubstances	impacted by project activities. All options cannot be selected. All options cannot be selected; if the project addressed all substances rather than one or more specific categories then the previous question should not be selected.
Outcomes in Progress					
Outcomes in Progress	✓ if no data to enter into Outcomes Completed table below, otherwise N	Character	1,000		Description of outcomes in progress not captured in completed outcome table below.
Outcomes Completed					
<ul style="list-style-type: none"> Reporter is only required to input one outcome in the table below. If no outcome is reported, then the "Outcomes in Progress" section above requires completion. 					
Strategy 1 (The following 6 outcomes only display if Strategy 1 is selected):					
<ol style="list-style-type: none"> Enhanced existing data system Created new data system Delivered presentation(s)/briefing(s) Created report (including, but not limited to, briefs, bulletins, visualizations, dashboards) Delivered ODMAP presentation(s) Executed ODMAP participation agreement(s) 					
For each Strategy 1 outcome, the following measures are collected:					
Description		Character	1,000		Description of support provided by ORS team for the

					designated outcome.
Partner Supported		Selection		Checkbox, see appendix for list of valid values. If "Other" is selected, a description must be provided.	Type(s) of partner(s) supported for the outcome completed.
Total Number*		Numeric	3	1-999	Total number of reports or ODMAP participation agreements executed.
Estimated Number of Attendees [†]		Numeric	3	1-999	Estimated number of people who attended presentation(s) or briefing(s).

*Only collected for Strategy 1, Outcomes 4, 6

[†]Only collected for Strategy 1, Outcome 3

Strategy 2 (The following 10 outcomes only display if Strategy 2 is selected):

1. Established new multi-sector team (OFR)
2. Established new multi-sector team (PHAST)
3. Established new multi-sector team (Other)
4. Supported existing multi-sector team (OFR)
5. Supported existing multi-sector team (PHAST)
6. Supported existing multi-sector team (Other)
7. Enhanced jurisdictional partnerships/collaboration
8. Created/implemented OFR recommendation
9. Developed multi-sector rapid response/spike response plan
10. Tested and/or enhanced multi-sector rapid response/spike plan

For each Strategy 2 outcome, the following measures are collected:

Description		Character	1,000		Description of support provided by ORS team for the designated outcome.
Partner Supported		Selection		Checkbox, see	Type(s) of partner(s) supported for the outcome

				appendix for list of valid values. If “Other” is selected, a description must be provided.	completed.
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Strategy 3 (The following 7 outcomes only display if Strategy 3 is selected):

1. Developed educational/informational materials
2. Developed communication campaign(s)
3. Developed training
4. Delivered training
5. Hosted community event
6. Supported community event
7. Evaluated results of training or event

For each Strategy 3 outcome, the following measures are collected:

Description		Character	1,000		Description of support provided by ORS team for the designated outcome.
Audience Type		Selection		Checkbox, see appendix for list of valid values. If “Other” is selected, a description must be provided.	Type(s) of audience that received educational/informational materials, communication campaigns, trainings or intended audience of community events.
Total Number*		Numeric	3	1-999	Total number of educational or information materials, communication campaigns or trainings delivered,
Estimated Number of Attendees [†]		Numeric	3	1-999	Estimated number of people who attended trainings or who provided feedback on trainings.

*Only collected for Strategy 3, Outcomes 1, 2, 4

[†]Only collected for Strategy 3, Outcomes 4, 7

Strategy 4 (The following 4 outcomes only display if Strategy 4 is selected):

1. Developed protocol
2. Provided Technical Assistance session
3. Implemented new program/intervention
4. Supported existing program/intervention

For each Strategy 4 outcome, the following measures are collected:

Description		Character	1,000		Description of support provided by ORS team for the designated outcome.
Partner Supported		Selection		Checkbox, see appendix for list of valid values. If "Other" is selected, a description must be provided.	Type(s) of partner(s) supported for the outcome completed.
Other Completed Activities					
Are there other completed outcomes you would like to report?		Selection		Checkbox	Since activities only display when a strategy is selected, this field provides teams an opportunity to view the full list of reportable outcomes. When this checkbox is selected, teams will be able to report on outcomes that did not populate automatically.
Success Stories					
Title	✓	Character	100		A short title (10 words or less) that summarizes the success story.
Challenge	✓	Character	1,000		Description of the problem/challenges addressed in the success story.
Approach/Activities	✓	Character	1,000		Description of the activities implemented and parties involved.

Results/ Outcomes	✓	Character	1,000		Description of how the activity addressed the problem.
ORS Staff Involved		Selection		Collaborators selected on project	Collaborators listed on the project will be populated here. Select one or more individuals that were involved in the success story.
Attachment (Type of attachment, Other attachment type, Attachment)		Type of attachment: selection Other attachment type: character, Attachment: file upload	Up to 5GB	Videos and files of any type	Attachments can be used to share visuals/documents associated with the success story, including a direct quote or testimonial from a partner or participant, pictures, promotional materials, press release, an example of the work products (e.g., reports/bulletins), etc. Only non-sensitive attachments should be uploaded.

National Admin Only

Field Name	Required	Data Type	Character Limit	Format/Values	Description
Staff Directory - Add/Edit Staff Member					
First Name	✓	Character	25		
Last Name	✓	Character	25		
Phone (mobile)	✓	Number	20	+1XXXXXXXXXX X	Must be able to accept text messages for two-factor authentication.
Phone (office)		Number	20	XXX XXX XXXX with optional extension xXXX	Optional field

Email	✓	Character	50	yourname@example.com	This is the email that the system invitation will be sent to.
Is this staff member active?	✓	Selection			This field only appears when editing an existing staff member. It controls whether the user has access to the ORSTRS system.
State or National Role	✓	Selection		State National	
National - Role	Either a selection must be made for this field or National Admin must be checked	Selection		National Read-Only National Reviewer	Options only display if "National" is selected for State or National Role.
National Admin	Either a selection must be made for role or National Admin must be checked	Selection			Box indicates that individual has a role as an administrator of the system.
State - Role	✓	Selection		DIO PHA	Options display if "State" is selected for State or National Role.
National Reviewer	✓	Selection		List includes all staff assigned national reviewer roles	Options display if "State" is selected for State or National Role. Select the national reviewer responsible for reviewing project updates by the primary reporter.
HIDTA	✓	Selection		List of all HIDTA programs	Options display if "State" is selected for State or National Role. Select the HIDTA the staff member covers.

State/Jurisdiction	✓	Selection		List of all states and territories in ORS program	Options display if “State” is selected for State or National Role. Select the state/jurisdiction the staff member covers.
Review Process					
Add a comment /edit a comment /submit /request changes /approve modal	✓ for add a comment, edit a comment, and request changes, otherwise not required	Character	1,000		Comment can address questions or other information for primary data reporter, collaborator, or reviewer.
Notify primary data reporter of requested changes by email		Selection			This field only appears when the action is “Request changes”
Success Stories					
Final Version		Character	1,000		Only editable by national admin or national reviewer. Final description of the success story when the project is complete.
Featured Products (Product type, Other product description, Month, Year)		Product type: selection Other product description:			Only editable by national admin or national reviewer. List of product(s) in which this success story is featured.

		character Month: selection Year: selection			
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Appendix A. Valid Values

Field: ORS Strategies and Activities

Strategy 1 (SHARE & CONNECT) – Expand access and quality of cross-sector data, insights and trends to inform a coordinated response to the overdose crisis.

- 1.1 Maintain or improve the functionality (e.g., access, timeliness, accuracy or content) of existing data systems or create new data systems to meet an identified need.
- 1.2 Develop, design or disseminate data briefs, reports, presentations, visualizations, or bulletins on drug trends and emerging threats
- 1.3 Disseminate intelligence on interdiction and drug trafficking patterns/trends.

Strategy 2 (COLLABORATE) – Build sustained cross-sector coordination and collaboration to enhance overdose prevention and response efforts.

2.1 Facilitate cross-sector partnerships for the purposes of leveraging or optimizing resources.

2.2 Support the development or implementation of multi-sector teams, taskforces or workgroups.

2.3 Develop, test and refine multi-sector rapid response or spike response plans.

Strategy 3 (INFORM & PROMOTE) – Educate and train community members and partners on effective* overdose prevention, treatment and recovery strategies.

3.1 Support the dissemination of communication campaigns and informational materials.

3.2 Develop or deliver trainings to partners or community members.

3.3 Host or participate in community events that support overdose prevention, treatment or recovery awareness.

Strategy 4 (HELP & IMPLEMENT) – Help partners implement, improve and expand access to effective* overdose prevention, treatment and recovery support services.

4.1 Support partners in developing protocols and strategies for implementing effective interventions (e.g., naloxone distribution, MOUD).

4.2 Assist partners in implementing programs for intended audiences and communities at increased risk of overdose.

4.3 Provide technical assistance to support monitoring program impact and the implementation of effective strategies.

Fields: Partner Categories, Audience

Community Partners

- Overdose Prevention Program
- Advocacy Organization/Coalition
- Drug Free Community
- Faith-based Organization
- People with Lived Experience

- Recovery Community Organization

Public Health and Medical Organizations

- Local/State Health Department
- Medical Examiner/Coroner
- Emergency Department/Hospital
- Substance Use Treatment Provider

First Responders

- Law Enforcement
- Emergency Medical Services
- Fire Department

Justice-Involved Organizations

- Jail and prison
- Probation and parole
- Prosecutor/Attorney
- Reentry and Transitional Support Program

Schools

- Elementary or middle school
- High school
- Higher Education

Social and Supportive Services

- Child and Family Services
- Housing services/Recovery Housing Program

Other

- E.g., tribal and indigenous partners, policy and research organizations, etc.