

State Opioid and Stimulant (SOS) Response Grant Quarterly Reporting

Overview

The SOS Quarterly Report is a compilation of multiple reporting instruments for the State Opioid and Stimulant Response Grant. The report consists of:

- **SOR/TOR Instrument** is an instrument that collects information on prevention, education, and harm reduction services conducted by SOS agencies funded wholly or in part by the SOS grant. This instrument is fielded every quarter.
- **The Tangible Personal Property Report (TPPR)** must be completed by grantees as a part of close-out to account for tangible personal property. The TPPR is fielded annually after Quarter 1. Tangible personal property for this purpose is as follows per SAMHSA: (1) Acquired equipment with an acquisition cost of \$5,000 or more (2) Residual inventory of unused supplies with a total aggregate fair market value greater than \$5,000.
- **Mid-Year/End-of-Year Performance Progress Report (PPR)** is an instrument that SOS funded providers fill out twice annually to report on accomplishments, challenges, and impact stories. This instrument is fielded after Quarter 2 and Quarter 4.

Please note, because the SURPT replaced the GPRA data collection tool, the Non-GPRA Tool is no longer being fielded. There will be no replacement for the non-GPRA tool.

Which reports does my organization need to do?

My organization is directly funded by the Ohio Department of Behavioral Health (DBH) (previously OhioMHAS):

All organizations that are directly funded by DBH MUST do the following reporting:

- SOR/TOR is required for all directly funded organizations.
 - o If a question on the SOR/TOR report is asking about an activity that your organization does not do, you will put ZERO and select “check if here if this information is unavailable”. You will then indicate why this information is unavailable.
 - o If your organization funds multiple sub-awardees such as a local board, you will compile all of your sub-awardee data to report in one submission.
 - o More directions on the SOR/TOR can be found in “Report Operations” below.
- The Tangible Personal Property Report (TPPR) is required for all directly funded organizations.
 - o The TPPR must be filled out by all direct awardees as part of a closeout to account for tangible personal property for SOS 3.0 (all three grant years, even if reported before) and for SOS 4.0 (Year 1).
 - o If you have sub-awardees, have them send you their TPPR information. You will fill out the TPPR for the organizations and submit on their behalf.
 - o Each organization submits one TPPR per purchased item.

- If you have questions, please contact your Ohio Department of Behavioral Health project lead.
- More directions on the TPPR can be found in “Report Operations” below.
- Performance Progress Report is required for all directly funded organizations.
 - The mid-year and end-of-year progress report must be filled out by all direct awardees with Q2 and Q4 reporting.
 - If your organization funds multiple sub-awardees such as a local board, you will compile all of your sub-awardee responses to report in one submission.
 - More directions on the PPR can be found in “Report Operations” below.

My organization is funded by a local board or another entity that is not DBH:

- If your organization is funded by a local board or another entity that is not DBH, you will report your data to them, and they will submit the report on your behalf. You will not directly fill out the REDCap reporting instruments. Your local board will provide you with PDFs of each of the required reports and you will fill those out with the data for your organization. Reach out to your project lead from the board for further instructions.

Report Operations

The report is distributed by the SOS evaluation team from the Ohio Colleges of Medicine Government Resource Center (GRC). The report is hosted in REDCap and the link will be distributed quarterly by the GRC through the SOSEval@osumc.edu email address.

The report instruments proceed in the following order:

Introduction:

- Select your organization’s name from the drop-down menu.
 - If your organization is not included on this list, please select “other, not listed”. A text box will appear, and you will be prompted to type your organization’s name. Please spell out the full name of your organization and do not use acronyms.
- Select the behavioral health catchment area that your organization is located within. There is a map for reference for each county and region.
- Type in your name and agency-affiliated email address.
- The following questions ask what instruments that your organization will be reporting on for this quarter. You will select yes for the instruments that you need to complete.
 - The SOR/TOR, TPPR, and PPR instruments should only be completed by organizations that are directly funded by DBH. If you receive funding from another organization such as a local board, **DO NOT fill out these instruments**. You will report the corresponding data to the board that funds your work, and they will submit this data on behalf of your organization.
 - If you select “I don’t know”, the report will not let you proceed until you determine with certainty what reports your organization needs to complete.
- Press “submit” to proceed to the next page to the survey queue.

Survey Queue Landing Page:

- On the next page, you will find a landing page that has a survey queue. This is a list of the reporting instruments that you indicated your organization needs to report on for this quarter.
 - o Select “Begin Survey” for each of the reporting instruments. Proceed through them using the directions below. When you are done press “submit.”
 - o After pressing submit, the survey will bring you back to the survey queue.
 - o Proceed through **ALL** of the reporting instruments that are in your queue.
 - o **If you would like to save a PDF of each of your submissions, you must do so after completing each one.** You will press “submit” and then return to the survey queue landing page. There are two options for downloading your submissions:
 - There will be a section that says “Download your survey response (PDF)” which will automatically generate a PDF of your submission in your downloads folder.
 - There will be a section that allows you to enter your email address with a button that says “Send Confirmation Email”. When you press that button, you will receive confirmation that you submitted the reporting instrument and receive a PDF copy in the email.
 - o Once you have filled out each reporting instrument, you will see “Completed” with a green check mark under the status column. When you have done this for all of the reporting instruments you need to report on, you can press “close survey.”

SOR/TOR:

- Fill out the SOR/TOR data for your organization:
 - o Please answer all questions using only numerical digits. You must enter a zero if there is no value to report or the activity is not applicable.
 - o Only report information and data for programs and activities funded wholly or in part by the SOS grant funding.
 - o If you have sub-awardees, combine all the data and submit together once.
- SOR/TOR Sub-Recipient Expenditure Report:
 - o The SOR/TOR report now has a sub-recipient expenditure section that is fielded once annually in Quarter 2. The intent of this section is for grantees to report the expenditure amounts and types of services provided by the SOR/TOR during the previous fiscal year. For more information, please see page 10 of the [CSAT SOR/TOR instrument](#).
 - If you have multiple expenditures to report, press “Report on Additional Sub-Recipient”. When you are done press “submit”.
 - This report will **ONLY** appear during quarter 2 and will otherwise be disabled during Q1, Q3, and Q4.

Tangible Personal Property Report

- Fill out the TPPR data for your organization
 - o If you have multiple TPPRs to report, select “do you have another item to report.” When you are done, press “submit.”

- If you have sub-awardees, have them send you their TPPR information. You will fill out the TPPR for the organizations and submit on their behalf.
- This report is fielded annually during the Q1 distribution.
- If you have questions, please contact your Ohio Department of Behavioral Health project lead.

Mid-Year/End-of-Year Performance Progress Report:

- Fill out the PPR for your organization:
 - This report is fielded twice annually, during the Q2 and Q4 distributions.
 - If you have sub-awardees, combine all the data and submit together once.
- Press submit. See further directions above in “Survey queue landing page”.

Frequently Asked Questions

Who conducts the SOS Quarterly Report and how will we receive it?

The report is conducted by the GRC and hosted in REDCap. Each quarter, a new link will be distributed through the SOSEval@osumc.edu email address. Do not attempt to access the link from a previous quarter’s link.

GRC will send an email one week prior to sending the link for the report to let the field know that the link for the report will be coming. The report link will then be sent and open for 4 weeks. Two reminder emails will be sent during the 4-week window.

How does the report work?

All the reporting instruments are housed in the REDCap survey link that you will receive from GRC each quarter via email. When you click the link, you will begin on an introductory page and select your organization. You will then select the reporting instruments that your organization needs to complete for that particular quarter: 1) SOR/TOR, 2) TPPR, and 3) Mid-Year/End-of-Year Progress Report.

As an organization with sub-awardees, how am I supposed to fill out the report?

For the SOR/TOR and Mid-Year and End-of-Year Performance Progress Report, please collect all the responses from your sub-awardees and compile them together to submit at one time. The GRC will send blank PDFs of each program instrument that you can send to your sub-awardees so they can fill out the questions and report back to you. **Do not submit the instrument more than one time.**

The TPPR allows multiple submissions for reporting (1) acquired equipment with an acquisition cost of \$5,000 or more and (2) Residual inventory of unused supplies with a total aggregate fair market value greater than \$5,000. Please see above in “Report Operations” for more information on the TPPR Reporting.

The SOR/TOR Sub-Recipient Reporting allows multiple submissions for sub-recipient expenditure reporting. Please see above in “Report Operations” for more information on the SOR/TOR Sub-Recipient Reporting.

[Can I receive my response when I am done submitting?](#)

Yes. Upon successful completion of each survey instrument, you will be able to download a PDF from the survey queue landing page. See further instructions above in “Report Operations”.

If you have any other questions, please reach out to our team at SOSEval@osumc.edu.