

Greetings State Opioid Response (SOR) Prevention Grantees,

Two-part SOR Prevention Mid-Year Report Is Due April 16

Both parts cover October 1, 2020 to March 31, 2021. We understand including all March activity, data entry, and expense accounting may be a stretch for some CSBs. We ask that you are as complete as possible. Your responses, along with data in the PBPS system, will be used to prepare the Mid-Year report due to SAMHSA at the end of April.

SOR MID-YEAR REPORT DETAILS:

PART 1 is a survey; OMNI will email a link	PART 2 is your expense report; email to Jennifer
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DUE DATE: April 16, 2021

PART 1. OMNI Will Email a Unique Survey Monkey Link to Each CSB This Week

The email will go to the individual designated as the CSB SOR Prevention main point of contact. The Survey Monkey includes questions regarding progress to-date on your strategies (accomplishments, barriers, support needed, work samples, etc.). For questions about the survey, please contact the OMNI TA Team at OMNISupport@omni.org.

PART 2. Expenditure Report Format and Required Elements

As in the past, I am flexible regarding the format for Part 2 (Excel, Word, finance dept. print out, an updated version of the budget you submitted with a column for expenditures, etc.). The required elements are:

- a.) date of expenditure
- b.) item/description
- c.) vendor
- d.) cost/\$ amount
- e.) remaining balance of your grant funds

The order of the required elements is flexible. If you provide a document that isn't intuitive (sometimes finance dept. printouts with cost codes and abbreviations can be confusing), please jot in some notes for me like "media campaign printing," etc. Email the report to jennifer.farinholt@dbhds.virginia.gov by 4/16/21.

Thank you for everything you are doing! We try to streamline our requests to maximize efficiency and minimize burden. I hope that this two-part report is a helpful review to gauge whether you are on track to spend all funds by September 29, 2021; if you want to submit a proposal to seek additional funds; or if you want to reassess your strategies.

Please reach out with your questions, comments and suggestions. I'm looking forward to hearing from you!
Best wishes,
Jennifer

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