

# OD2A Evaluation Reporting Guidance

This table outlines evaluation reporting for Overdose Data to Action (OD2A). Recipients are required to update their evaluation plan annually in the Partner’s Portal. A deadline for updating the evaluation plan will be provided by CDC. Additional guidance follows.

Type of Data	Reporting Location	Frequency	Required or Optional
<b>Evaluation successes and lesson learned</b>	<b>Evaluation Plan</b> (in the <a href="#">evaluation information summary section</a> in the Partner’s Portal)	Annually during evaluation plan update  <i>For example, your year 1 successes would be reported when you submit your year 2 evaluation plan.</i>	Required
<b>Evaluation indicator data</b> (e.g., summary statistics, indicator data in aggregate)	<b>Evaluation Plan</b> (in the <a href="#">indicator section</a> in the Partner’s Portal)	Annually during Evaluation Plan update  <i>For example, your year 1 evaluation indicator data would be reported when you submit your year 2 evaluation plan.</i>	Optional; reporting on evaluation indicator data is voluntary; however, we encourage you to provide this data as it will help inform the cross-site evaluation (OD2A evaluation conducted by a contractor) and future programming.
<b>Peer-to-Peer (P2P) evaluation plan</b> <i>(only applicable to P2P funded jurisdictions)</i>	<b>Evaluation Plan</b> (as <a href="#">attachment</a> to Partners Portal in the Evaluation Plan module)	Update plan annually  <i>*Submit indicator data starting in 2022</i>	Required for jurisdictions receiving P2P funds.
<b>Cumulative findings summarizing barriers, facilitators, and lessons learned for OD2A activities, including P2P</b>	<b>Annual Progress Report:</b> progress made or success stories in Partner’s Portal	Annually during APR  <b>AND</b>  Share during monthly calls with CDC	Required
<b>Ad hoc evaluation reports</b>	<b>Via email</b> to CDC <b>AND</b> <a href="#">Attach under the file uploads section</a> in <b>Evaluation Plan</b> or <b>APR</b> in Partner’s Portal	During evaluation plan update  <b>OR</b>  APR	Optional; there is no requirement for an OD2A evaluation report, however if you create ad hoc reports for your stakeholders, please share with CDC.

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## Additional Reporting Guidance for Evaluation Data

You can report indicator data in the Evaluation Plan (EP), which differs from what you report in the Annual Performance Report (APR), as described below.

- The APR requires you to report on overall progress, barriers you overcame, successes, facilitators to those successes, and lessons learned.
- The EP also requires success stories, but these are specific to the evaluation and may include evaluation-related successes, significant findings, or lessons learned. This is including, but not limited to, descriptions of promising evaluation practices leveraged in the midst of COVID-19, innovation in evaluation approaches/methods or dissemination of findings, program modifications informed by evaluation findings, potential and actual barriers to evaluation, and additional ways evaluation activities contributed to stakeholder actions.

### What do I report in the Evaluation Plan?

- All evaluation indicator data you said you would collect in your previous evaluation plan should be reported in the EP, rather than the APR, typically this will be any data collected in the previous year.
- Evaluation successes and lessons learned (note the character limits have increased to 10,000).

### What time periods do I use?

- You should be reporting on data from this past (funding or calendar) year.
- Note that years 2016 and 2017 have been added in the evaluation plan for baseline year options to reflect progress made prior to OD2A funding.
- You may choose to report by funding year or calendar year. If you choose something else, please explain in the notes section under each indicator. Below are dates based on each year's definition for your reference.
- You may select calendar year or funding year for certain indicators and a different reporting year for other indicators if that is how the data are collected and analyzed. Be sure to select the correct year for each indicator.

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Calendar Year	
Baseline	2018 (or prior if the activity/intervention was in existence before OD2A); Jan-Dec 2019 (if activity/intervention started with OD2A)
Year 1	Jan 1 – Dec 31, 2020
Year 2	Jan 1 – Dec 31, 2021
Year 3	Jan 1 – Dec 31, 2022 <i>(with the understanding that this would go past the funding period)</i>
Funding Year	
Baseline	Prior to September 2019
Year 1	Sept 1, 2019 – Aug 31, 2020
Year 2	Sept 1, 2020 – Aug 31, 2021
Year 3	Sept 1, 2021 – Aug 31, 2022

- Even if activities were delayed due to COVID-19, please report all data collected within the given year. You can note the challenges within the notes section under each indicator, if applicable.

## What if activities have changed?

- If you are no longer doing the activity and it still shows up in the EP, please indicate in the notes that you are no longer doing said activity and thus, do not have data as described in your previous EP. You can also delete evaluation questions and indicators that you are not using.
- If you collected data in the previous year for an indicator you will no longer be using, please report it this year and note that the indicator will retire next year.
- Include any additional information in the notes describing if the activity has been completed or has ceased.

## How do I report year 1 evaluation data?

- Report data for each indicator by selecting the year of data collection. If you are reporting qualitative data, please include a summary. The character limits have increased for the Qualitative Data section to 10,000. You can also upload any supplementary reports within the EP in the Partners Portal as an attachment. Please

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label it as ([Name of Document\_Jurisdiction]. For example, “Y1 OD2A Presentation to Stakeholders\_USA.” If it is for a specific strategy, please indicate that in the name.

- If you have it, please report disaggregated data (by race/ethnicity, social determinants of health, geographic location, etc.). Also, please specify if your intervention is intended for a population of focus.
- The Portal is not a dynamic data collection tool, so you can only enter static findings at this time (i.e., calculations and analyses are not conducted automatically through the portal, you must manually conduct any calculations and analyses and enter that information in the space provided).
- Please include any explanatory notes that may be helpful.

***If you have additional evaluation reports, please upload those as attachments to Partners Portal.***

**If I am funded for Peer-to-Peer (P2P) Activities, where do I report the evaluation plan this year and indicator data in future years?**

- There is a separate P2P template that you need to fill out and attach separately in the evaluation plan module within Partners Portal. The P2P evaluation plan questions and indicators should correspond with the current year (e.g. For year 2, only include year 2 indicators in the evaluation plan). Please label the P2P evaluation plan as “Peer-to-peer evaluation plan [Insert Jurisdiction].”
- To report indicator data in future years for the P2P evaluation, a template will be provided to you to submit an attachment in the evaluation plan module.
- **If you are not funded for P2P activities, you do NOT need to complete the template.**