

# User Manual

## Opioid Abatement Settlement Funding Expenditure Reporting Portal

### Step 1: Accessing the Expenditure form Portal

Click on the following website link <https://caremass.org> or open your web browser (Google Chrome, Mozilla Firefox, etc.) and type in the address bar, type CareMassachusetts.org.

You will now be at the Home Page.

You will need an user account and password to access the expenditure form, if you have not yet received the login credentials for your account please fill out this form and you will receive an email with instructions on how to create an account.

On the homepage, you will find the login button on the top right. Click this button and then enter the username and password provided in your welcome email in the respective fields. Once logged in you will find the expenditure form under the “Expenditure Reports” tab.

### Step 2: Setting Up Your Account or Updating Password

When you set up your account for the first time, you will have to set up your password using the link provided in your welcome email. If you need your welcome email resent, please contact [abate@jsi.com](mailto:abate@jsi.com).

Set your Password: Go to [Change Password](#)

Once you are logged into the Expenditure Reporting Portal click Change Password and you will be directed to a new window.

### Step 3: Filling out the Expenditure Form:

The Expenditure Form is a self-navigated form that will take about 10-15 minutes. The form is attached here for your review.

1. Contact Information

The Expenditure Form should take about 15 minutes to complete. You will be logged out of the form due to inactivity after 2 hour. If this happens, you will need to log back in and start the form over. After you hit 'submit' you may revisit this form to make edits until 09/15/2023. Please email [abate@jsi.com](mailto:abate@jsi.com) request any changes you need to make after this date. We will not be able to make any changes after 09/15/2023.

**Contact Information** (Designated Municipal Administrator and Secondary Contact)

C1. Primary contact name (type-in):

First Name

\*

Middle Name

Last Name

\*

C2. Primary contact email:

\*(type-in)

C3. Primary contact phone:

\*(type-in)

C4. Secondary contact name (type-in):

First Name

Middle Name

Last Name

C5. Secondary contact email:

(type-in)

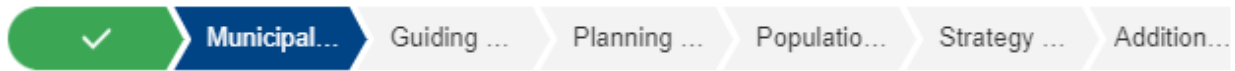
C6. Secondary contact phone:

(type-in)

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- 2. Municipal Fiscal Allocations (A = No and B= yes)
  - M1. Choose your municipality from the list in the drop down menu
  - M2. Type in the total funds received in FY23
  - M3. Type in the total funds expended in FY23

M4. Asks about your efforts to collaborate with other municipalities



**Municipal Fiscal Allocation**

M1. Name of the municipality you are reporting on (choose one):

\*

M2. Total abatement funds **received** by your municipality in FY23 (July 1, 2022 – June 30, 2023) (type-in): (exact dollar and cents amount. No \$ sign)

\*

M3. Total abatement funds **expended** by your municipality in FY23 (type-in): (exact dollar and cents amount. No \$ sign)

\*

M4. Is your municipality collaborating with other municipalities on the expenditure of abatement funds? (choose one)

\*

M4a. Which municipalities (including yours) are you collaborating with? (choose all that apply): [multi-select drop-down of 351 MA municipalities]

A. 3. Guiding Principles, Goals, and Objectives

## Guiding Principles, Goals, and Objectives

G1. During FY23, did your municipality seek input from the following groups to inform how abatement funds would be allocated?

a) ...people who have personal (lived) experience with the opioid crisis?

\*

- Yes
- No
- Unsure

b) ...experts in treatment and prevention?

\*

- Yes
- No
- Unsure

c) ...staff and organizations directly working on the opioid crisis?

\*

- Yes
- No
- Unsure

G2. During FY23, did your municipality use abatement funds to...

a) ...address disparities in existing services and service outcomes?

\*

- Yes
- No
- Unsure

b) ...improve equity and the health of individuals disadvantaged by race, wealth, and stigma?

\*

- Yes
- No
- Unsure

c) ...increase diversity among service providers?

\*

- Yes
- No
- Unsure

d) ...address mental health conditions, substance use disorders, and other behavioral health needs that occur together with opioid use disorder (OUD)?

\*

- Yes
- No
- Unsure

G3. During FY23, did your municipality use abatement funds to.....

a) ...leverage programs and services already reimbursed by state agencies and programs, including direct care reimbursement by MassHealth and the state's Bureau of Substance Addiction Services (BSAS)?

\*

- Yes
- No
- Unsure

b) ...put in place innovative solutions to addressing the opioid crisis?

\*

- Yes
- No
- Unsure

c) ...fill gaps and fix shortcomings of existing efforts to address the opioid crisis?

\*

- Yes
- No
- Unsure

G4. During FY23, did your municipality use abatement funds to.....

a) ...implement **emerging** or **promising** programs, policies, or practices?

\*

- Yes
- No
- Unsure

b) ...implement **evidence-based** or **evidence-informed** programs, policies, or practices?

\*

- Yes
- No
- Unsure

c) ...implement **new** prevention, harm reduction, treatment, or recovery efforts?

\*

- Yes
- No
- Unsure

d) ...enhance or supplement **existing** prevention, harm reduction, treatment, or recovery efforts?

\*

- Yes
- No
- Unsure

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## Planning Process

You will be asked to provide a brief description of any planning processes if you chose either of the first two options.





## Planning Process

P1. What kind of planning process was used during FY23 to determine how to allocate abatement funds? (choose one)

\*

- Our municipality conducted its own planning process
- We engaged in shared planning with other municipalities
- We did not engage in a planning process

P1a. Briefly describe the planning process and its primary participants (type-in): **(character limit 500)**

\*

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## Population(s) Served

### Population(s) Served

PG1. During FY23, did your municipality serve or plan to serve any specific individuals, groups, or populations unified by age, gender identify, race/ethnicity, sexual orientation, or other characteristics with abatement funds? (choose one)

\*

- Yes, all our efforts are focused on a specific population.
- Yes, some of our efforts are focused on a specific population
- No, our efforts are not focused on a specific population

PG1a. Please identify any specific individuals, groups, or populations unified by age, gender identify, race/ethnicity, sexual orientation, or other characteristics you served or planned to serve with abatement funds? (choose all that apply)

\*

- Aging adults
- Arab or Muslim
- Asian, Pacific Islander, or southeast Asian
- Black or African American
- Disabled
- Economically under-resourced
- Immigrant
- Indigenous or Native American
- Individuals with criminal histories including formerly incarcerated
- Latino/a/x/e or Hispanic
- LGBTQ+ general
- Non-native English speakers
- Other
- Pregnant and/or parenting populations
- Transgender or gender expansive
- Unhoused or housing insecure
- Veterans
- Youth and/or young adults

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### Strategy Implementation Overview

S1 There are 9 options (a-i) to choose from. Place the percentage (not the dollar amount) expended on each option. While you are able to report only on those strategies or initiatives you have worked on, the options chosen should equal 100%.

### Strategy Implementation Overview

**Instructions:** Abatement funds allocated to municipalities are to be used to implement strategies identified in the State-Subdivision Agreement. Please consult the list of [abatement strategies](#) when completing this section.

S1. What proportion (%) of total FY23 abatement fund expenditures in your municipality were allocated to each of the following areas?

**(Percentages must sum to 100%)**

a. Preventing misuse of opioids and implementing prevention education

\*

b. Harm reduction

\*

c. Connections to care

\*

d. Addressing the needs of persons involved in with the criminal justice system

\*

e. Opioid use disorder treatment

\*

f. Supporting people in treatment and recovery

\*

g. Supporting pregnant or parenting women and their families, including babies with neonatal

S2. This section lists out a number of potential strategies your municipality could potentially be pursuing. You must choose one of the four options below each potential strategy.



### Strategy Implementation Overview

S2. Identify the level of progress in your municipality in FY23 related to abatement fund expenditures in each of the following areas?

(choose one on each row)

a. Preventing misuse of opioids

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

b. Harm reduction

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

c. Connections to care

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

d. Addressing the needs of criminal-justice-involved persons

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

e. Opioid use disorder treatment

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

f. Supporting people in treatment and recovery

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

g. Supporting pregnant or parenting women and their families

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

h. Other area not listed above

\*

- No Work in this Area
- Planning
- Early Implementation
- Full Implementation

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S3. Provides an opportunity to describe the types of strategies or local activities implemented. Each question is required. If no activities in a particular area were pursued, you may type “n/a.”



### Strategy Implementation Overview

S3. Briefly describe how your municipality has used abatement funds in FY23. Please include a list of the primary collaborating municipal or community-based organizations. (type-in): **(character limit 500)**

\*

S4. Which specific abatement strategies, if any, did your municipality focus on in FY23? (type-in): **(character limit 500)**

\*

S5. Briefly describe any challenges or barriers your municipality encountered in FY23 related to the use of these funds (type-in): **(character limit 500)**

\*

S6. Briefly describe any highlights or successes in your municipality in FY23 related to the use of these funds (type-in): **(character limit 500)**

\*

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### Additional Comments

There are three optional open-ended questions:



### Additional Comments

Provide any additional comments you have about the Massachusetts Opioid Settlement Abatement initiative (type-in): **(character limit 500)**

Were there needs identified in your community that were not able to be met with the funding you have available? If so, please describe. **(character limit 500)**

Do you have spending priority recommendations for the Statewide Opioid Recovery and Remediation Fund (ORRF) that resulted from your local assessment process? **(character limit 500)**

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### Step 4: Requesting Help or Technical Assistance

Locate and click on the "[Request Help](#)" button on the dashboard, then click the Help Form page.

### Step 5: Filling out the Request Help Form

Complete the form with accurate and detailed information.

### Step 6: Waiting for a Response from the Help form or for Technical Assistance

After submitting the form you will receive a confirmation email. The technical support team will then review your request.

If you encounter any difficulties while using the website or completing any of the forms, please don't hesitate to contact the support team for further guidance. You can reach out to us at [abate@jsi.com](mailto:abate@jsi.com) or call (617) 385-3566, and we will respond to your inquiry as soon as we are able. Click [here](#) to view our Frequently Asked Questions page.