

ACCESS Harm Reduction Grants Reporting Guidance

Background

The Office of Harm Reduction (formerly Center for Harm Reduction Services or CHRS) awards ACCESS grants to nonprofit organizations and Local Health Departments for harm reduction activities that support the Center's strategic goal to reduce substance-related morbidity and mortality by optimizing services for people who use drugs. OHR envisions a Maryland where 1) health care and social service systems meet the needs of people who use drugs in a comprehensive, community-based manner, 2) people who use drugs have equitable access to high-quality care, and 3) services provided to people who use drugs are free from stigma and discrimination. The Center oversees the Overdose Response Program, Syringe Services Program, naloxone distribution, harm reduction grants, and various workforce development, training, and technical assistance activities.

OHR collects several types of reports related to various programs the Center administers. All data reported to OHR is used to fulfill federal grant requirements, determine the success of supported projects, and evaluate progress towards the Center's overall goals. A single nonprofit or Local Health Department may be responsible for multiple reports if participating in several OHR-administered programs. Entities authorized as Overdose Response Programs (ORPs) must report monthly to fulfill the statute and regulation requirements; approved Syringe Services Programs (SSPs) must report quarterly to fulfill statute and regulation requirements; and ACCESS and CORGI grantees must report regularly on grant activities. **OHR may change reporting measures throughout the grant period and will provide advance notice to grantees.**

Webform features

- **Form links:** All grantees will submit monthly reports [here](#) and quarterly reports [here](#). Community Based Organizations (CBOs) submit invoices [here](#). Local Health Departments (LHDs) submit monthly expenditure reports [here](#).
- **Save and return:** The form allows users to save and return to the information they have entered at any point before clicking the "Submit" button. The link to the partially completed form may be copied and shared with other staff; this allows for multiple staff members to participate in the completion of the form if necessary.
- **Submission:** Users must click the "submit" button at the end of the form in order for the form to be considered complete.

- **Copy of responses:** Upon submission, users will automatically receive a copy of the report for their records. This email will be sent to the contact person email address entered in the form.

Late Reporting

Reports must be submitted in accordance with the Reporting Schedule below. All reports must be completed and submitted before the close of business day on the due date. Extensions may be granted if requested in advance of the due date by emailing mdh.access@maryland.gov. Repeated failure to meet reporting due dates may result in reduction in award amount and will be considered in future funding decisions.

Quantitative Monthly Report

Monthly reports are due on the 10th of each month before close of business. When the 10th of the month is a weekend or holiday, the report is due on the work day prior. The monthly report contains a core set of quantitative measures that is the same for all grantees. Please note the following when submitting monthly reports:

- **Grantees shall ONLY report on activities that are funded by ACCESS.**
- A numerical response to all quantitative measures is required.
- **Select N/A** for any measures that **do not apply** to your organization or funded project.
- **Enter 0** for measures that **do** apply, but for which the service was not provided or referrals were not made during the performance period.
- Enter only numbers related to funded activities. For example, if your organization provides transportation services but these services are not supported by this grant, select N/A for this measure.
- Do not include naloxone training in this form. The form contains a measure for training sessions held this month; use this measure only to report grant-supported trainings other than naloxone training. Overdose Response Programs should continue to enter all naloxone trainings and dispensing in the [ORP Training Report form](#) on a monthly basis. For more information about ORP and reporting naloxone trainings, email mdh.naloxone@maryland.gov.
- All measures reported in the quantitative report section should be for a one-month period only unless specified otherwise. These numbers should *not* be cumulative over the grant period.
- Note that some measures relate to services directly provided and others to *referrals* to services.

Quantitative Monthly Report Instructions

The monthly quantitative report measures and instructions, including definitions, are as follows:

Performance measures	Instructions and definitions
Direct Services	
Total number of individuals served (unduplicated)	Total number of individuals served through any grant-funded activities during the performance period month. An individual who accesses services multiple times in the month would be counted only once in this measure.
Total number of service encounters (duplicated)	<p>Total number of service encounters provided through any grant-funded activities during the performance period month. An individual who accesses services more than once throughout the month would be counted each time in this measure.</p> <p>An encounter is defined as any experience with someone fitting within the capacity of harm reduction services.</p>
Total number of individuals receiving care coordination services	<p>Total number of individuals receiving Care Coordination services funded by this grant during the performance period month.</p> <p>Care Coordination services is defined here as activities designed to link individuals to any type of treatment, services, or supports in the community that aid in their recovery, including case management. Also include referrals to any of the following: employment services/supports; housing services/supports; social services; education services/supports; family, marriage, parenting, child development education or support</p>
Total number of individuals receiving peer support (unduplicated)	<p>Total number of unduplicated individuals interacting with peers through this grant funding during the performance period month. For example, if 5 individuals are each contacted 20 times by grant-funded peers this reporting month, report 5 individuals with peer encounters.</p> <p>Peer support includes activities provided by peers who formally provide peer support,</p>

	<p>through employment or volunteer status. This may include individual or group peer support, screening and/or referrals, participating in leisure activities/socialization activities, telephone check-ins, or any other type of encounter with a peer who formally provides support. Do not include casual socialization or contact with friends or other individuals who may provide social support but are not in a formal peer support role.</p>
<p>Total number of peer service encounters (duplicated)</p>	<p>The total number of peer service encounters provided through this grant during the performance period month. This measure should be a subset of total encounters - unless the staff is composed entirely of peers, then this number may equal the total number of encounters.</p> <p>For example, if 5 individuals are each contacted 20 times by peers this reporting month, report 100 peer encounters. See above row for description of what is included in peer support activities.</p>
<p>Total number of individuals receiving transportation services/support</p>	<p>Total number of individuals receiving transportation services/supports <u>funded by this grant</u> during the performance period month. Include provision of bus passes, assistance in obtaining passes or medical transportation, assistance in applying for or arranging medical transportation, transportation training, or other activities or supports designed to assist with transportation needs.</p>
<p>Total number of individuals receiving legal services/support</p>	<p>Total number of individuals receiving legal services/supports <u>funded by this grant</u> during the performance period month. Include individuals who have some criminal justice background who could be linked to legal services such as diversionary programs like drug court, post arrests who may have court cases pending and need legal counsel (States Attorney, etc.).</p> <p>This count may also include individuals who do not have a criminal justice background but who may need legal advice for civil, financial, or family court matters.</p>

Total number of individuals receiving hands-on wound care	
Total number of individuals receiving transportation to get a COVID-19 vaccine	This number should only reflect transportation provided for the purpose of receiving a COVID-19 vaccine. This number should reflect a subset of the total number of individuals receiving transportation services.
Total number of individuals provided temporary housing	This number should represent the number of individuals provided temporary housing <u>funded by this grant</u> during the performance period month.
Total number of individuals receiving information on COVID-19 and/or the COVID-19 vaccine	This number should reflect the number of individuals receiving information about COVID-19 and/ or the COVID-19 vaccine <u>funded by this grant</u> during the performance period. If a COVID-19 vaccine was also provided by the program, that encounter should be recorded in this measurement and the next metric (account for the education information given and vaccine).
Total number of individuals receiving a COVID-19 vaccine directly from program	This number should reflect the number of individuals receiving a COVID-19 vaccine directly from the program using <u>funding from this grant</u> during the performance period month.
Total number of individuals receiving case management services	This number should reflect the number of individuals receiving case management services from the program using <u>funding from this grant</u> during the performance period month.
Total number of individuals receiving substance-related disorder counseling, treatment, and recovery services	Total number of individuals receiving substance-related disorder counseling, treatment, and recovery services funded by this grant during the performance period month.
Total number of individuals receiving testing for HIV, HCV, or STIs	Total number of individuals receiving testing funded by this grant for HIV, HCV, or STIs during the performance period month.

Total number of individuals receiving other direct services	Total number of individuals receiving other direct services funded by this grant during the performance period month.
Referrals	
Total number of individuals <i>referred</i> to medical healthcare services	Total number of individuals referred to medical healthcare services during the performance period month. Include any referrals for medical services, including doctors' appointments or medical tests.
Total number of individuals <i>referred</i> to mental health services	Total number of individuals who were referred to mental health services during the performance period month. Include any referrals for mental health services, such as referrals to psychiatrist, mental health counseling, or psychiatric rehabilitation services.
Total number of individuals <i>referred</i> to ASAM level of care	Total number of individuals referred to an American Society of Addiction Medicine (ASAM) level of care not listed above during the performance period month. Include individuals referred to Outpatient level 1—OP; Intensive Outpatient Level 2.1—IOP; Clinically Managed Low Intensity Residential Treatment—3.1; Clinically Managed High Intensity Residential Treatment—3.5; Medically Monitored Intensive Residential Treatment and Withdrawal Management—3.7.
Total number of individuals <i>referred</i> to recovery housing provider	Total number of individuals referred to a recovery residence during the performance period month, whether a certified recovery residence or not. Do not include referrals to residential ASAM levels of care.
Total number of individuals <i>referred</i> to other housing	Total number of individuals referred to housing assistance or housing providers that are not recovery specific during the performance period month.
Total number of individuals <i>referred</i> to receive a COVID-19 vaccine	Total number of individuals referred out to receive a COVID-19 vaccine during the performance period month.
Total number of individuals <i>referred</i> to substance-related disorder counseling, treatment, and recovery services	Total number of individuals referred to substance-related disorder counseling, treatment, and recovery services during the

	performance period month.
Total number of individuals <i>referred</i> to wound care services	Total number of individuals referred to wound care services during the performance period month.
Total number of individuals <i>referred</i> to testing for HIV, HCV, or STIs	Total number of individuals referred to testing for HIV, HCV, or STIs during the performance period month.
Total number of individuals <i>referred</i> to other services	Total number of individuals referred to other services during the performance period month.
Training	
Total number of training sessions held this reporting month	Total number of training sessions your organization held during the performance period month related to your grant activities. For example, if your grant activities include providing harm reduction trainings to EMS, or providing cultural competency training to a partner organization. Do not include naloxone trainings in this form. Use this measure only to report grant-supported trainings <i>other than</i> naloxone trainings. Overdose Response Programs should continue to enter naloxone trainings and dispensing in the ORP Training Report form on a monthly basis.
Total number of people reached with training sessions held this reporting month	Total number of people reached during the performance period month through the training sessions included above. Do not include naloxone trainings in this field. All naloxone trainings should be reported here .
Kits and Supplies Count kits and supplies provided by your organization to participants. Count each time kits/supplies are distributed throughout the reporting period. If one person receives two kits on different days, enter a "2". If one person receives two kits on the same day, enter a "2". We have listed what these kits may include, but your organization may not include all of these supplies or may have additional supplies with a certain type of kits.	
Safer injection kits/supplies	Visible to SSPs only. A safer injection kit can include syringes, cottons, choreboys,

	tourniquets, sterile water, alcohol wipes, and more.
Safer snorting kits/supplies	A safer snorting kit can include a straw, tube, sterile water, alcohol wipes, and more.
Safer smoking kits/supplies	A safer smoking kit can include tubes, chapstick, foil, and more.
Safer sex kits/supplies	A safer sex kit can include condoms, lubricant, gloves, and more.
Wound care kits/supplies	A wound care kit can include bandages, ointment, and more.
Hygiene kits/supplies	A hygiene kit can include soap, toothbrush, toothpaste, washcloth, tissues, menstrual products, and more.
Other kits/supplies	Count all other kits/supplies distributed during the performance period.
Comments	
Please provide any additional information you would like MDH to know	Optional. Grantees may use this space to provide clarification around measures reported, request technical assistance, provide feedback to MDH, or make any other comments.

Quarterly Reports

Quarterly reports are due before the close of business on the 20th of the month following the close of the quarter. ACCESS grantees will submit their quarterly reports through [this webform](#). Quarterly reports consist of a Narrative Report (all ACCESS grantees).

Narrative Report (all ACCESS grantees)

Each quarter, all grantees are required to submit a narrative work plan report through the [webform](#). Grantees must type or paste a progress update for each work plan key task into a textbox instead of submitting work plan reports as attachments. We hope this change will simplify reporting requirements and make the process easier for everyone involved. Please save your work frequently as you fill out the form.

Write a new progress update for each task each quarter. Progress updates should describe any work your organization did on each task during the quarter. Include any available supporting numbers. Consider:

- What was accomplished during the quarter?
- What challenges took place during the quarter?
- What progress was made during the quarter towards achieving the performance measure goals?
- If no progress has been made this quarter, enter "No progress" or similar and describe any challenges.
- If the task was completed previously, enter "Completed previously" or similar.

Technical note: at the outset, this form displays 21 key tasks, the average number of tasks across all grantees. We acknowledge there is room for improvement, but we've been unable to overcome the limitations of Cognito. We apologize for any inconvenience and we hope the positives will outweigh the negatives.

Expenditure and Invoice Reporting

Expenditure Report (LHDs only)

On a monthly basis, Local Health Department grantees are required to upload a report detailing expenditures for the performance period. Grantees must use [this template](#). Note the template is not all inclusive. Additional line items must be added as applicable to your budget. The report must contain line item expenditures corresponding to the Local Health Department's award budget. The expenditures should reflect the previous month.

When uploading the expenditure report, please use the naming conventions described in the webform.

Invoicing Reports (CBOs only)

On a monthly or quarterly basis, Community Based Organizations (CBOs) are required to submit invoicing materials using this [Cognito Form](#) to the OHR operations team (Megan Mioduszewski megan.mioduszewski@maryland.gov and Kyle Kenny kyle.kenny@maryland.gov) for the quarterly performance period. A cover sheet should be included with your invoices. The control number and contract period should be clearly indicated on your cover sheet, along with all other requested information. Clarifying questions will be sent by the OHR CBO operations team using Cognito Forms. If your program submits invoices monthly instead of quarterly, please submit invoices by the 20th of the month following the invoice period.

When uploading invoice documentation, please use the naming conventions described in the webform.

Syringe Services Program Report (approved SSPs only)

The quarterly reporting measures required by statute for all approved Syringe Services Programs are submitted through [this webform](#) by the close of business on the 30th of the month following the close of the quarter. Please see the Syringe [Services Program Reporting Guidance document](#) for specific descriptions and guidance for the SSP reporting measures.

Grantee reporting and invoicing requirements:

Please note, MDH may change format and content requirements for reporting documents such as the monthly report and results framework report as needed. Grantees agree to participate in MDH monitoring and evaluation activities, which may include meetings, conference calls, surveys, and/or site visits. Grantees also agree to participate in training and technical assistance activities recommended by MDH.

Technical assistance

Center staff members are available to help grantees in completing the required reporting. Grantees can email their assigned primary grant monitor or the following contact email addresses:

- mdh.access@maryland.gov for general grant-related and reporting questions
- mdh.syringeservices@maryland.gov for questions specific to Syringe Services Program reporting
- mdh.naloxone@maryland.gov for questions about the Overdose Response Program

Grantees can also visit the [Center website](#) for more information.

Reporting Schedule

As required by MDH, all reporting must be submitted by the close of business on the dates listed below. Below is the reporting schedule including the performance period and due date; when the due date falls on a weekend or holiday, reports are due by close of business on the workday prior.

Month Reporting is Due	Performance Period	What is Due	Date Reporting is Due
August 2025	July 1-July 31, 2025	Quantitative report (all)	August 8, 2025
		Expenditure report (LHDs)	August 20, 2025
		Invoice (CBOs invoicing monthly)	
September 2025	August 1-31, 2025	Quantitative report (all)	September 10, 2025
		Expenditure report (LHDs)	September 19, 2025
		Invoice (CBOs invoicing monthly)	
October 2025	September 1-30, 2025	Quantitative report (all)	October 10, 2025
		Expenditure report (LHDs)	October 20, 2025
		Invoice (CBOs invoicing monthly)	
	July 1, 2025 – Sept. 30, 2025	Qualitative report (all)	
		Invoice (CBOs invoicing quarterly)	
		SSP	October 30, 2025
November 2025	October 1-31, 2025	Quantitative report (all)	November 10, 2025
		Expenditure report (LHDs)	November 20, 2025
		Invoice (CBOs invoicing monthly)	
December 2025	November 1-30, 2025	Quantitative report (all)	December 8, 2025
		Expenditure report (LHDs)	December 19, 2025
		Invoice (CBOs invoicing monthly)	
January 2026	December 1-31, 2025	Quantitative report (all)	January 10, 2026
		Expenditure report (LHDs)	January 19, 2026
		Invoice (CBOs invoicing monthly)	

Month Reporting is Due	Performance Period	What is Due	Date Reporting is Due
	Oct. 1, 2025 – Dec. 31, 2025	Qualitative report (all)	January 30, 2026
		Invoice (CBOs invoicing quarterly)	
		SSP	
February 2026	January 1-31, 2026	Quantitative report (all)	February 9, 2026
		Expenditure report (LHDs)	February 20, 2026
		Invoice (CBOs invoicing monthly)	
March 2026	February 1-28, 2026	Quantitative report (all)	March 8, 2026
		Expenditure report (LHDs)	March 20, 2026
		Invoice (CBOs invoicing monthly)	
April 2026	March 1-31, 2026	Quantitative report (all)	April 10, 2026
		Expenditure report (LHDs)	April 20, 2026
		Invoice (CBOs invoicing monthly)	
	Jan. 1, 2025 – Mar. 31, 2026	Qualitative report (all)	April 30, 2026
		Invoice (CBOs invoicing quarterly)	
		SSP	
May 2026	April 1-30, 2026	Quantitative report (all)	May 8, 2026
		Expenditure report (LHDs)	May 20, 2026
		Invoice (CBOs invoicing monthly)	
June 2026 (final month of award)	May 1-31, 2026	Quantitative report (all)	June 10, 2026
		Expenditure report (LHDs)	June 19, 2026
		Invoice (CBOs invoicing monthly)	
July 2026	June 1-30, 2026	Quantitative report (all)	July 10, 2026
		Expenditure report (LHDs)	July 20, 2026
		Invoice (CBOs invoicing monthly)	

Month Reporting is Due	Performance Period	What is Due	Date Reporting is Due
	April 1, 2026 – June 30, 2026	Qualitative report (all)	
		Invoice (CBOs invoicing quarterly)	
		SSP	July 30, 2026