

QUARTERLY REPORTING ON SUBG-FUNDED PROGRAMS

TRAINING VIDEO FOR COUNTIES

Agenda

This video provides an overview of the data submission process for quarterly reporting on Recovery Support Services (RSS), Harm Reduction (HR), and Syringe Services Programs (SSP) that receive funding from the [Substance Use Prevention, Treatment, and Recovery Services Block Grant](#) (SUPTRS BG or SUBG, for short).

- » Housekeeping
- » Recovery Support Services
 - Walkthrough of Form
- » Harm Reduction
 - Walkthrough of Form
- » Syringe Services Programs
 - Using SUBG funds to support SSP(s) in your county
 - Walkthrough of Form
- » Additional Resources



Housekeeping

- » To add closed captioning to the training video, select CC/Subtitles in the bottom right-hand corner of the video screen.
 - You can select 'English' to turn auto-generated captioning on and 'Customize' to tailor the view of the subtitles during the video.
- » If you need this training video in another format, such as Braille, large print, or another accessible format, please contact the Office of Civil Rights at (916) 440-7370 or CivilRights@dhcs.ca.gov.
- » For additional resources, please visit the DHCS [Substance Use Prevention, Treatment and Recovery Services Block Grant](#) webpage.

By the end of this training, you'll have:

» An understanding of Recovery Support Services, Harm Reduction activities, and Syringe Service Program activities that must be reported to DHCS each quarter

» A review of the reporting process for RSS, HR, and SSP



» An opportunity for continued support and technical assistance on the reporting process

Definitions

Recovery Support Services (RSS): Recovery support services are non-clinical services intended to help individuals stay engaged in the recovery process, provide emotional or practical support to navigate care systems, and sustain positive behavior change.

Harm Reduction (HR): Harm reduction is an evidence-based approach that empowers people who use drugs to create positive change and potentially save their lives. An important component of a harm reduction strategy is the distribution of naloxone (Narcan) as well as fentanyl test strips to prevent opioid-related deaths, which are allowable SUBG expenses.

Syringe Service Program (SSP): A syringe service program is a comprehensive harm reduction program for people who inject drugs that includes the provision of sterile needles, syringes and other drug preparation equipment, disposal services, and additional services, such as risk reduction counseling, disease screening, provision of naloxone, and referral and linkages to SUD treatment and recovery services, primary medical care, or mental health services.

Aggregated: Aggregated refers to data that has been combined from multiple sources (e.g., various providers).

Definitions

Unduplicated: Unduplicated refers to counting each individual only one time in the data set. This means that even though individuals receiving recovery support services may receive more than one type of service or receive services multiple times, they must only be accounted for one time per fiscal year.

Substance Use Disorder (SUD): Persistent use/abuse of drugs despite harm and adverse consequences.

Medications for Assisted Treatment (MAT): A treatment approach for substance use disorders that combines medication with counseling and behavioral therapies. Also referred to as Medications for Opioid Use Disorder (MOUD).

Intensive Outpatient Treatment (IOT): A structured, non-residential treatment program for substance use disorder and/or co-existing conditions.

RECOVERY SUPPORT SERVICES



Recovery Support Services



Recovery Support Services are non-clinical services to help individuals stay involved and engaged in the recovery process.



Recovery Support Services can be provided before, during, or after clinical treatment, and may also be available to individuals who are not currently receiving treatment but are seeking support services.



Professionals and peers deliver these services through various community and faith-based groups, treatment providers, schools, and specialized organizations.

Recovery Support Services Data Walkthrough

- » Start by selecting your county and the quarter you are reporting data for.
- » Select 'Yes' or 'No' to indicate whether your county uses SUBG funds to provide Recovery Support Services.
- » Keep in mind that if your county has elected to use SUBG funds for Recovery Support Services, you must select 'Yes' and report on the activities, even if there is no data to report for the period.
- » Your response to this question will impact the follow-up questions you are asked in the report.

* Does the county use SUBG funds to provide recovery support services (RSS)?

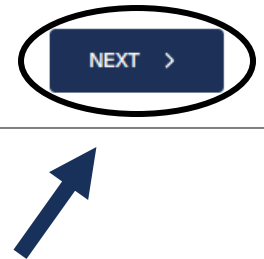
Note: If your county is providing RSS through SUBG-funded activities and programs, you must select yes and complete the form even if services were not provided this quarter.

☐ Yes

☐ No

NEXT >

- » Be sure to use the 'Next' and 'Previous' button at the bottom of the screen to navigate through the form. **Do not use the browser back or refresh buttons.**



Recovery Support Services Data Walkthrough

- » Select 'Yes' to confirm that you do have data to submit for the report period.
- » Selecting 'No' will skip questions related to Recovery Support Services. You will be routed to one question asking to explain why there are no data to report.
- » Scroll through the services listed for each age group and enter the number of service users, by gender, in the corresponding column.

Does your county have SUBG-Funded Recovery Support Services data to report for Q4: 4/1/2025 - 06/30/2025 - Due 7/31/2025?

☒ Yes

☐ No

Age 6-12

(If no data is submitted, it will be assumed as 0.)

	Female	Male	Trans Woman	Trans Man	Gender Non-Conforming	Other	Not Available
Peer-to-Peer Support Individual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Peer-Led Support Group	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Peer-Led Training or Peer Certification Activity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Recovery Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***This is a screenshot example and not the full table to be completed in Qualtrics.**

HARM REDUCTION



Harm Reduction



Harm Reduction is an evidence-based approach that empowers people who use drugs to create positive change and saves lives.



An important component of harm reduction is the distribution of naloxone and fentanyl test strips, both of which are proven to reduce opioid-related deaths.

Harm Reduction Data Walkthrough

- » Select 'Yes' or 'No' to indicate whether your county uses SUBG funds to provide Harm Reduction Activities.
- » Keep in mind that if your county has elected to use SUBG funds for Harm Reduction Activities, you must select the category and report on the activities, even if there is no data to report for the period.
- » Your response to this question will impact the follow-up questions you are asked in the report.

*Does the county use SUBG funds to provide harm reduction (HR) activities?

Note: If your county is providing HR through SUBG-funded activities and programs, you must select yes and complete the form even if services were not provided this quarter.

☐ Yes

☐ No

Harm Reduction Data Walkthrough

- » Select 'Yes' to confirm that you do have data to submit for the report period.
- » Selecting 'No' will skip questions related to Harm Reduction Activities. You will be routed to one question asking to explain why there are no data to report.
- » Enter the total number of programs and/or providers that are receiving SUBG funds to purchase and distribute naloxone and fentanyl test strips.
- » You will complete the next set of questions for each program/provider, based on the number entered here.

*Does your county have SUBG-Funded Harm Reduction data to report for ?

☒ Yes

☐ No

SUBG-Funded Harm Reduction Reporting

Instructions
This form is intended to capture the extent to which SUBG funds (other than primary prevention) are used to support harm reduction activities, specifically naloxone kit and fentanyl test strip purchases and distribution.

*How many programs/providers are you reporting on?



Harm Reduction Data Walkthrough

- » Input the program name and address.
- » Indicate whether they are a syringe service program (SSP).
- » Complete the table with data for the number of:
 - Naloxone kits purchased and distributed
 - Overdoses reversed on-site
 - Fentanyl test strips purchased and distributed.
- » If an activity was not completed during this reporting period, you can enter 0.

*Provider or program name:

*Enter the main address of the provider or program.

*Is the provider or program a Syringe Services Program (SSP)?

☐ Yes


☐ No

NOTE: Write in 0 if there are none.

	Number of Naloxone Kits Purchased	Number of Naloxone Kits Distributed	Number of Overdose Reversals	Number of Fentanyl Test Strips Purchased	Number of Fentanyl Test Strips Distributed
Provider/Program #1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recovery Support Services and Harm Reduction Data Submission Walkthrough

- » Click to the next page, and press submit to enter your responses.
- » Your responses will not be saved in the system until you click 'Submit.'



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

Thank you for entering quarterly data for SUBG-funded services for county.

Please click the **SUBMIT** button to submit your data. Select **GO BACK** if you need to make edits or revisions. Your data is not submitted until you click **SUBMIT.**

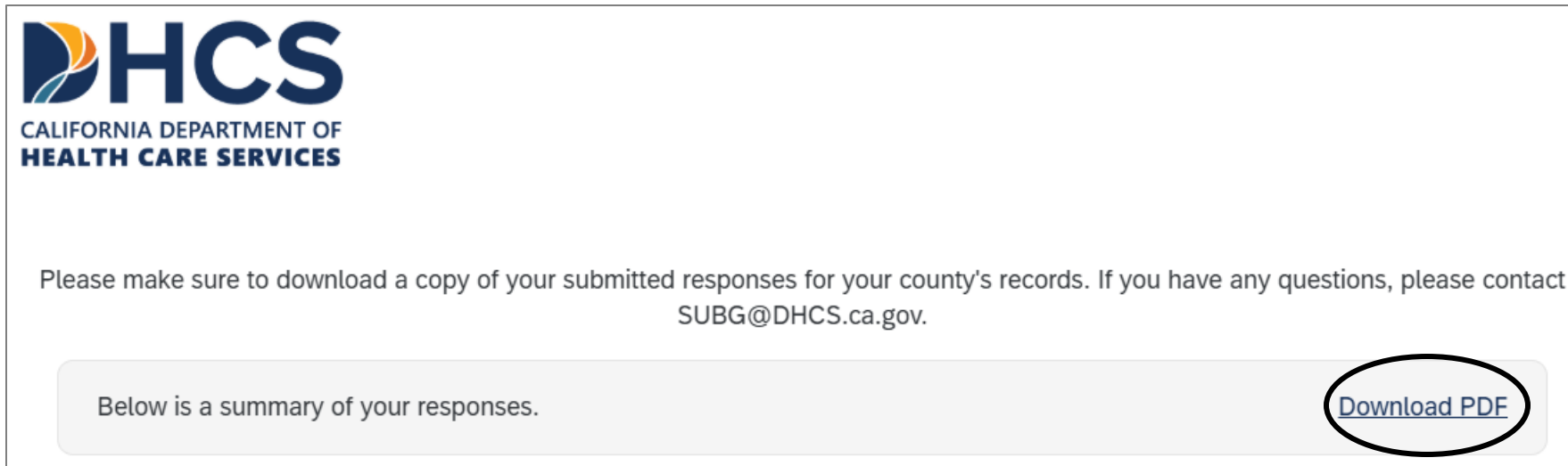
You may download a copy of your submission on the next page.

Please contact SUBG@dhcs.ca.gov with any questions or concerns.

SUBMIT >

Saving a Record of County Submission

- » After submitting, a summary of your responses will be provided in Qualtrics.
- » Download a copy of your submitted responses for your county's records by clicking the 'Download PDF' button in the top right-hand corner of the response summary.



SYRINGE SERVICES PROGRAMS



Syringe Services Programs



SSPs are prevention/harm reduction programs that provide sterile needles, syringes, naloxone, and services such as STI screenings, overdose prevention, and referrals to additional care.



SUBG funds may be applied to critical aspects of SSP operations, including outreach, personnel, supplies, and testing kits.



Counties are encouraged to apply and receive approval to use up to 40% of their SUBG Discretionary Fund to support SSPs.

Note: Federal funds, including SUBG funds, may not be used to purchase syringes. SUBG funds can be used to support other SSP operations. Source: Substance Abuse and Mental Health Services Administration (SAMHSA) also [guidance from the United States Department of Health and Human Services on Syringe Services Programs. FFY 2024-2025 Combined Block Grant Application](#), pg. 22. See

Syringe Service Programs

- » If your county is interested in implementing a new SSP or supporting an existing SSP using their SUBG Discretionary Fund, please reach out to SUBG@DHCS.ca.gov.
- » A [recorded webinar](#) on implementing SSPs is located on the DHCS webpage.

Syringe Services Program Data Walkthrough

- » Start by selecting your county and the quarter for which you are reporting. Fill out the name and address of the first SSP or service provider.
- » Indicate the program's current implementation status - there is no penalty for not reaching full implementation yet
- » Indicate if the SSP is a provider for SUD treatment.
 - Does the SSP also provide MAT, recovery housing, IOT, or other forms of SUD treatment?
- » Indicate how many locations, including mobile sites, this SSP provides. Include the main site that was noted on the previous question.

*Current implementation status:

☐ Paused due to barriers/challenges (please describe)

☐ Partial implementation

☐ Full implementation

*Is the main SSP a SUD treatment provider?

☐ Yes

☐ No

*How many locations (including mobile locations) exist, including the main site listed above?

Syringe Services Program Data Walkthrough

- » List the number of syringes distributed by all SSPs/providers, including mobile locations, in the county for the quarter.
 - Zero is an acceptable answer.
- » For syringes returned, please indicate how you collect data – by weight, or by individual syringes (e.g., a 1:1 return for used/clean).
 - If you do not receive syringes for safe disposal, you can indicate that as well.
- » The form will adapt to allow you to enter responses for the total number of syringes or by weight, based on your response here.

* Please list the total number of syringes distributed by all SSPs/service providers, including mobile locations, this quarter. If the SSPs/providers did not distribute syringes this quarter please input 0.

	Total Number
Number of syringes distributed	<input type="text"/>

How does the county/provider collect data on syringes returned for disposal?

☐ Weight (pounds of total syringes distributed and returned for safe disposal)

☐ Individual needles (number of individual needles/syringes distributed and returned for safe disposal)

☐ The county/provider does not receive syringes for disposal

Syringe Services Program Data Walkthrough

- » Enter the total number of individuals served by all SSPs and/or providers and the total number of individuals participating in SSP services.
- » Enter the number of individuals receiving services, broken out by service.
- » Submit an unduplicated number for each service, though individuals may receive multiple services.

***This is a screenshot example and not the full table to be completed in Qualtrics.**

*Please enter the total number of individuals served by all SSP/service providers, including mobile locations, for the following services this quarter. If no individuals received a service this quarter or if a service is not provided, please input 0.

Total Number

Number of unique individuals served

Number of participants receiving SSP services

*Please enter the total number of individuals served by all SSP/service providers, including mobile locations, for the following services this quarter. If a service was not provided this quarter, please input 0.

Total Number

On-site treatment for Substance Use Disorders

Referral to treatment for Substance Use Disorders

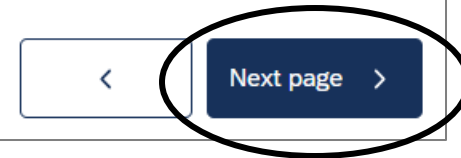
On-site HIV testing

Syringe Services Program Data Submission Walkthrough

- » Click the 'Next page' button to submit your data.
- » Your responses will not be saved in the system until you click 'Next page.'
- » There will also be an option to download a record of your responses on the following page.

Thank you for completing the monthly Syringe Services Program (SSP) Data Reporting Form. If you have any questions, please contact SUBG@dhcs.ca.gov.

Please click the NEXT button to submit your data.



Closing

- » If your county is experiencing challenges in completing the quarterly reporting form or if you have any questions, please contact SUBG@DHCS.ca.gov.
- » Additional resources can be found on the DHCS [SUBG webpage](#) and in the description of this video.
- » Stay tuned for additional training and technical assistance opportunities, such as office hours, which will be announced as the reporting period opens each quarter.

RESOURCES



Additional Resources

- » [DHCS SUBG Webpage](#), including:
 - Quarterly Reporting on SUBG-Funded Programs Training Video
 - Quarterly Reporting on SUBG-Funded Programs Video Transcript
 - Quarterly Reporting on SUBG-Funded Programs Slides
 - Glossary of Key Definitions and Abbreviations
- » [SUBG Policy Manual](#)
- » [SAMHSA FFY 2024-2025 Combined Block Grant Application for States](#)
- » [California Naloxone Distribution Project](#)
- » [RSS and HR Reporting Form Template](#)
- » [RSS Data Collection Form for Providers](#)
- » [RSS Guidance from SAMHSA](#)
- » [HR Data Collection Form for Providers](#)
- » [SSP Reporting Form Template](#)
- » [SSP Webinar, Transcript, and PowerPoint](#)
- » [SSP Guidance from U.S. Department of Health and Human Services](#)

Thank you!

