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**OPIOID SETTLEMENT  
PLANNING  
WORKSHEET**

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## OVERVIEW

### BACKGROUND

In 2021, a \$26 billion nationwide settlement was reached to resolve all Opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors: McKesson, Cardinal Health and AmerisourceBergen (“Distributors”), and manufacturer Janssen Pharmaceuticals, Inc. and its parent company Johnson & Johnson (collectively, “J&J”). In 2022, additional settlements with pharmacies and manufacturers were announced, including CVS, Walmart, Allergan and Teva. Fifty percent (50%) of the settlement amounts will be sent directly to county and local governments. Payments for all six settlements will be received separately. Eighty-five percent (85%) of funds must be used for opioid remediation, with seventy percent (70%) being used for future opioid remediation. Exhibit E of the settlements provides a non-exhaustive list of expenditures that qualify as being paid for Opioid Remediation. Opioid Remediation is defined as,

Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to

- (1) address the misuse and abuse of opioid products,
- (2) treat or mitigate opioid use or related disorders, or
- (3) mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic.

[Exhibit E](#) provides a non-exhaustive list of allowable uses.

This planning worksheet was developed as a supplemental tool to the [Michigan Opioid Settlement Funds Toolkit: A Guide for Local Spending](#).

### POINT OF CONTACT

Who is the point of contact leading opioid settlement related planning?

County: \_\_\_\_\_

Name and title: \_\_\_\_\_

Department: \_\_\_\_\_

Email and phone: \_\_\_\_\_

### VISION

What is the vision associated with the use of opioid settlement funds in your county?

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## GUIDING PRINCIPLES

What are the guiding principles associated with the planning and use of opioid settlement funds? Will your county adopt the [John Hopkins Bloomberg School of Public Health Principles](#)?

- Spend money to save lives
- Use evidence to guide spending
- Invest in youth prevention
- Focus on racial equity
- Develop a fair and transparent process for deciding where to spend the funding

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## PLANNING PROCESS STEPS

### IDENTIFY WHERE TO START



## FUND MANAGEMENT

Has your county developed a separate and restricted fund for opioid settlement dollars? The associated fund number should be 284.

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Has your county determined an average annual amount to allocate? Annual funding amounts paid by settling parties will differ. Settlements are designed for a maximum number of payments, as opposed to annual payments.

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Has your county executed all settlement agreements?

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Has your county registered in the settlement payment portal with BrownGreer, *Directing Administrator of the National Opioid Settlements*, to receive payments?

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## STAKEHOLDER ENGAGEMENT

Which stakeholders has your county already engaged? Suggested groups include:

- Individuals with lived experience with substance use disorder and people who use drugs
- Communities that are and have been historically marginalized
- Family and friends of those with lived experience and people who use drugs
- Government officials and policymakers
- Prevention groups
- Harm reduction providers
- Treatment providers
- Mental health providers
- Recovery support providers
- Healthcare communities
- Medical examiners and coroners
- Local businesses
- Youth and family service providers
- Criminal-legal system and public safety
- Non-profits and community groups
- Schools and universities
- Faith-based communities
- Others engaged: \_\_\_\_\_

Which stakeholders are missing from the conversation?



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Are persons with lived experience with substance use disorder involved? If not, what are the barriers?

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Are persons who use drugs involved? If not, what are the barriers?

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Has a neutral convener been identified?

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How will your county engage stakeholders?

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Which parts of the process are stakeholders engaged in?

- Understanding local data
- Understanding local needs
- Development of strategic or action plan
- Determination of strategies/activities to fund
- Development of spending plan
- Development of public-facing reporting tools (dashboards, reports, etc.)
- Other: \_\_\_\_\_

## EQUITY AND INCLUSION

Are underserved populations a part of the planning process?

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How can your county incorporate underserved populations and those with experience with substance use?

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Best practices for inclusion of those with lived experience with substance use and persons who use drugs in planning/steering committee meetings.

- Invite several individuals and/or invite a peer-based group to select representatives.
- Invite people who formerly used drugs, in addition to people who actively use drugs.
- Listen to and integrate feedback.



- Provide information about what the meeting is about, what their role will be, who else will be present (law enforcement, behavioral health providers, faith-based community, etc.) and how participants can contribute.
- Guarantee and protect confidentiality.
- Provide stipends, as all other participants will most likely be paid for their time.

## GATHER STAKEHOLDER INFORMATION AND DATA

What information has your county gathered (past needs assessments, landscape analyses, strategic plans, action plans, etc.)?

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What information does your county still need?

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Which data partners are involved in the process (health department, medical examiner office, law enforcement, corrections, emergency medical services, hospitals, etc.)?

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Is there capacity to gather and analyze data?

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How will you make the information transparent including outcomes?

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How will year 5 look as compared to year 1? How will your program evolve as needed and what data will be used to measure successful outcomes?

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What additional support is needed?

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# COMMUNITY NEEDS ASSESSMENT

DEFINE SCOPE	DETERMINE WHO WILL CONDUCT	CHOOSE DATA	PUT ASSESSMENT TO USE
Specify issue Identify geographic area Identify priority populations Assess types of intervention	TA provider Community-based organization Health department	Quantitative assessments Qualitative assessments	Consider sharing publicly Utilize in planning process Determine activities/areas to fund

Has a needs assessment already been conducted?

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Does your county have the capacity to complete a needs assessment? If not, free technical assistance to conduct a community needs assessment is available.

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Who will facilitate a county needs assessment (department, organization, etc.)?

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## MULTI-SECTOR STRATEGIC PLANNING

Utilize existing infrastructure created and information gathered in the needs assessment phase:

- Neutral convener
- Stakeholders engaged
- Information on existing efforts

What other sources of funding can be braided with settlement funds?

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## COMMUNITY FORUMS WITH EXPERTS

At which points in the planning process do you expect to hear from experts?

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Is there specific technical assistance that your county needs? MAC can provide or connect you with subject matter experts.

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Would hearing from experts help your residents understand decisions made around where dollars are being spent?

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## STRATEGY SELECTION

How will your county ensure all who wish to submit proposals for funding are able to do so?

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Or will only pre-screened and pre-qualified organizations/service providers be invited to submit funding and program proposals?

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Which strategies will be prioritized and why?

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Do the strategies selected assist those most impacted by the drug overdose crisis (underserved populations, persons with lived experience with substance use disorder, persons that use drugs, families, etc.)?

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Is there a long-term strategy to ensure funds are used in each part of the continuum of care (prevention, harm reduction, treatment, recovery)?

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## SPENDING PLAN DEVELOPMENT

Do you need to spend more in year 1 that includes one-time funding to get programs and services additional start-up resources?

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Does your county plan to use the [MAC spending plan template](#) or include similar information in your spending plan?

## COMMUNITY COMMENT PERIOD

Does your county plan to have a community comment period?

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What type of community comment period will be conducted (survey, town halls, etc.)?

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How will community feedback be incorporated into the plan?

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# MONITORING AND ACCOUNTABILITY

## Framework for Assessing Impact



What will your measures of success be? How will you know your efforts are working?

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Will vendors be required to capture metrics and assess impact of activities utilizing settlement funds?

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What type of monitoring or evaluation support does your county need?

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What information does your county plan to share publicly?

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Does your county have a website that will house this information?

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What additional information will the residents of your county want to see?

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Consider ways in which your county is prepared to complete an annual voluntary survey.



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# TOOLS AND RESOURCES

## SWOT ANALYSIS

<p><b>Strengths:</b> What are the strengths of your community in addressing the drug overdose crisis?</p>	<p><b>Weaknesses:</b> What are the weaknesses associated with your community addressing the drug overdose crisis?</p>
<p><b>Opportunities:</b> What opportunities does your community have in addressing the drug overdose crisis?</p>	<p><b>Threats:</b> What threats are present to your community in addressing the drug overdose crisis?</p>





# LOGIC MODEL

**Overarching Goal:** What does the county want to achieve?

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**Assumptions:** What are the underlying assumptions associated with this work? Why are the chosen activities and interventions the correct ones?

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**External Factors:** What barriers exist in achieving the goal(s)? What factors assist in achieving the goal(s)?

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**Inputs:** What resources will be needed to meet the goal?

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**Outputs:** Which activities and interventions are to be utilized?

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**Measures:** How will the outputs be measured?

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**Outcomes:** What are the expected short-term and long-term changes?

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## ACTION PLAN CHECKLIST

Step	
1.	Develop separate fund for opioid settlement dollars
2.	Steering committee creation (optional)
3.	Stakeholder engagement
4.	Gather stakeholder data and information
5.	Community needs assessment
6.	Multi-sector strategic planning
7.	Community forums with experts
8.	Strategy/activity selection
9.	Spending plan development
10.	Community comment period
11.	Ongoing monitoring and accountability
12.	Ensure equity and inclusion throughout all steps

## STEERING COMMITTEE ACTIVITIES CHECKLIST

Step	
1	Create a separate fund for opioid settlement dollars
2	Determine average annual amount of funding available
3	Create engagement strategy associated with community stakeholders
4	Determine process by which strategies/activities will be identified and funded
5	Determine goals for public-facing information and materials

## CURRENT LANDSCAPE CHECKLIST

Step	
1.	Determine a neutral convener for stakeholder group meetings
2.	Identify stakeholder groups to include, ensure inclusion of those most profoundly impacted
3.	Have current stakeholders determine which stakeholders are missing from the conversation
4.	Identify data, reports, strategic plans, and other information to be shared by stakeholders
5.	Create opportunities for stakeholders to share their expertise
6.	Create process for assessing current community needs and gaps in the substance use space



7. Create process for prioritizing strategies/activities
8. Conduct multi-sector strategic planning process

## PROPOSALS FOR FUNDING CHECKLIST

Step	
1.	Create request for proposals (RFP) for departments and organizations to request funding
2.	Share RFP with stakeholders already engaged, additional stakeholders and the general public
3.	Determine which proposals include collaborative with other organizations or institutions
4.	Determine which proposals address immediate needs, gaps and priorities
5.	Determine which proposals use funds to supplement, rather than supplant, existing funds
6.	Award funding, requiring specific metrics be determined to identify impacts of funds
7.	Finalize spending plan

## MONITORING & ACCOUNTABILITY CHECKLIST

Step	
1	Determine website/platform for public-facing materials and information
2	Share plans or hold meetings for public comment period and incorporate public comments
3	Create and share annual reports highlighting the impact of funds

## RESOURCES

Step	
1	Michigan Association of Counties – <a href="https://micounties.org/opioid-settlement-resource-center/">https://micounties.org/opioid-settlement-resource-center/</a>
2	Michigan Opioid Advisory Commission – <a href="http://council.legislature.mi.gov/Council/OAC">http://council.legislature.mi.gov/Council/OAC</a>
3	Michigan Department of Health and Human Services – <a href="https://www.michigan.gov/opioids">https://www.michigan.gov/opioids</a>
4	National Association of Counties – <a href="https://www.naco.org/resources/opioid-solutions-center">https://www.naco.org/resources/opioid-solutions-center</a>
5	National Opioid Settlement – <a href="https://nationalopioidsettlement.com/">https://nationalopioidsettlement.com/</a>
6	Opioid Settlement Tracker – <a href="https://www.opioidsettlementtracker.com/">https://www.opioidsettlementtracker.com/</a>

