

Entering Activities into NPIRS



This guide aims to show NPIRS users which columns in the NPIRS Reporting Plans are to be entered into each field in the NPIRS online portal. The guide provides screenshots of NPIRS pages with callouts that show the name of the column from the NPIRS Reporting Plan that links to that field (pictured to the right). Additionally, there are detailed instructions for completing each field below each screenshot where "column_names" have been given a colored background, so they are easier to find.

column_name

Activity Logistics (Page 1)

Add Activity

Activity ID : 34313 Region : Region 7
Organization : Community Prevention Coalition Date Entered : 11/18/2025
Entered By : Barmore, Jacque Last Saved : 11/18/2025 12:14:17 PM

Activity Date :

Activity : **report_activity**

Work Plan Id : **workplan_id**

Recurring Activity :

If the activity/program takes place at a physical location (school, church, etc.), select "Yes" to enter the address. :

Coverage Areas

ADD REGION **REMOVE REGION**

ADD COUNTY **REMOVE COUNTY** **report_location**

- Activity Date
 - Make an entry in NPIRS once an activity has occurred and enter the date in this field.
 - Check "report_numentries" and "report_freq" to identify when and how often you should be entering your activities.
- Activity
 - Select from the drop-down list the exact name shown in "report_activity". Note that this may be different from what you identified in your work plan. If you are unsure if it is correct, please reach out to DBH.
- Work Plan ID
 - Enter the "workplan_id" exactly as it is provided in the NPIRS reporting plan. It is very important that this is entered correctly, as this is used to monitor completion of your work plan activities.

- Recurring Activity
 - This will always be “No” since this option has been disabled (it will still be visible, but your only option will be “No”).
- Physical Location/Coverage Areas
 - The default for Physical Location is “No,” however, change this to “Yes” if “report_location” tells you to indicate the address of the activity (exact wording will vary).
 - If “No,” enter the Coverage Area at the county level. Once you have selected the appropriate county from the dropdown, select the “Add County” button so the county appears in the field below.
 - If “Yes,” enter the address of the activity into the fields that appear below (replacing the default “Coverage Area” box that is there when the activity/program does not take place at a physical location).
 - If the “report_location” instructs you to enter county information, use the dropdown to select the relevant county/counties. You do not need to narrow the coverage area more than the county level if you are instructed to enter the activity at the county level. You may also use the region option if the activity reached all of the counties with a region.

The screenshot shows a form with the following fields and callouts:

- Evidence Based : Not Selected
- Intervention Type : Not Selected
- Strategy : Not Selected
- Method Approach : Not Selected (callout: report_method)
- Target Population : (callout: report_pop)
- Primary Problem : Not Selected (callout: report_primary)
- Secondary Problem : (callout: report_second)
- Intervening Variables : (callout: report_intervening)

Buttons at the bottom: SAVE, SAVE AND CONTINUE, DELETE, BACK.

- Evidence Based, Intervention Type, and Strategy
 - These fill in automatically based on the activity you choose, so you can skip these.
- Method Approach
 - Select the best choice for Method Approach from the options provided in “report_method” in the NPIRS Reporting Plan using the dropdown for this field.
- Target Population
 - Using the dropdown for this field, either select the population that is listed in “report_pop,” or select the best choice(s) from the populations listed in that column. Multiple populations may be entered.

- Primary Problem
 - Select the best choice for Primary Problem from the options provided in the “report_primary” column in the NPIRS Reporting Plan using the dropdown for this field. Only one primary problem may be entered.
- Secondary Problem
 - Using the dropdown for this field, select the best choice(s) from the possible options listed in the “report_secondary” column. Multiple secondary problems may be entered.
- Intervening Variables
 - Select the best choice(s) for Intervening Variables from the options provided in “report_intervening” in the Reporting Plan using the dropdown for this field. Multiple intervening variables may be entered.
- Additional Questions
 - For some activities, additional reach-related questions will be asked, which will populate depending on which activity you are entering. To answer these questions, follow the instructions provided in “report_reach” in the NPIRS Reporting Plan. Examples of these questions include:

- Entering the number of compliance checks that resulted in passes and failures
- Entering the number of media materials disseminated, type of media platforms used, number of clicks/impressions, number of radio airings
- Entering the number of environmental scans conducted
- Entering the number of lockboxes disseminated
- Entering the number of pounds of medication collected

Example: CMCA – Media (Multi-Method Approach)

Method Approach : Multiple Methods	# of impressions (Social media)
Please answer with 0 and NA for questions that are not applicable.	# of clicks (Social media)
# of materials distributed (Printed materials)	# of followers (Social media)
# distributed (Newspaper)	Social media platforms used
approximate # attending event(s) where displayed (Fixed displays)	# of impressions (Website)
estimated # of people accessing (Billboard)	# of clicks (Website)
# of Radio airings	# of airings (Movie theatres)
approximate # of people hearing ad (Radio)	# of people seeing ad (Movie theatres)
# of TV airings	description of other method
approximate # of people seeing ad (TV)	# reached (Other method)

Click **SAVE AND CONTINUE** to navigate to the next page of the NPIRS entry form.

Demographics (Page 2)

- For those whose activities *affect a community* instead of specific people, this page will automatically be skipped, and you can proceed with the instructions for the Funding & Comments (Page 3) section (you will be instructed to skip this page in the “report_dmgrpnc” column in the NPIRS Reporting Plan).
 - NOTE: Reach information for these activities will be determined based on the location/counties and the target populations you entered; thus, it is very important you enter that information correctly. For example, if you report your activity was implemented in Lancaster county with a target population of Youth/Minors (ages 9-18), then the population of people in that age group in Lancaster county will be used to determine reach for that activity.
- Those whose activities *directly affect specific people* can find instructions on which people they should tally and report in the “report_dmgrpnc” column.
 - Please make sure that the totals for all demographic subcategories are the same as you will not be allowed to move on until they do.

Users should enter the demographics of those directly reached, ideally obtaining this information FROM those reached (e.g. sign-in/attendance sheet). If any specific demographic is unknown, users can use the “unknown” option.

- ⇒ NOTE: It is extremely helpful to report demographic information, especially age, for SAMHSA reporting purposes. If exact demographics are unknown, estimates are acceptable.

Add New Demographics

Activity ID : 34313 Activity Name : 3rd Millennium-General
 Region : Region 7 Organization : Community Prevention Coalition
 Date Entered : 11/18/2025 Entered By :
 Last Saved : 11/18/2025 4:14:17 PM

Numbers Served (Count): Enter the number of Males, Females, Others, and Unknown participants. Population based program activity may involve estimated counts.

Note: Only enter new participants

	Count
Males	0
Females	0
Prefer Not To Say	0
Total Participants	0

Race (Count): Enter the number of Participants of each race.

Total Race count must match Total Participants count

	Count
White	0
Black or African American	0
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaska Native	0
Asian	0
Multi-Racial	0
Other Race	0
Unknown	0
Total Race	0

Ethnicity (Count): Enter the number of Federally defined Ethnicity categories.

Total Ethnicity count must match Total Participants count

	Count
Latino	0
Not Latino	0
Unknown Ethnicity	0
Total Ethnicity	0

Age Group (Count): Enter the number of persons for each of the age categories listed.

Total Age Group count must match Total Participants count

	Count
Age 0 to 5	0
Age 6 to 12	0
Age 13 to 17	0
Age 18 to 20	0
Age 21 to 24	0
Age 25 to 44	0
Age 45 to 64	0
Age 65 to 74	0
Age 75 and Older	0
Age Unknown	0
Total Age Group	0

SAVE SAVE AND CONTINUE BACK

Below are additional instructions to clarify entry of origin and background information.

According to standards laid out by the U.S. government, origins and backgrounds are collected separately.

- If a participant is recorded as being Latino/a, but the origin is unknown, they should be entered as Unknown for origin and Latino for background.
- If a participant is known to be Latino/a and White, they should be entered as White for their origin and Latino for their background.

- If a participant is recorded as identifying with multiple origins (e.g., White and Asian), they should be entered as Multi-Racial in the origin section.

The following excerpt contains the standard definitions for races and ethnicities from the Office of Management and Budget:

I *American Indian or Alaska Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (pp. 8)

Ensure the totals for each of the demographic groups are equal before clicking **SAVE AND CONTINUE** to move onto the final page of the NPIRS entry form.

Funding & Comments (Page 3)

- Funding Source
 - Start this section by adding the funding source.
 - NOTE: While multiple funding sources are allowed, single funding sources should typically be entered as entries are tied to work plan ID numbers. If an activity is funded by multiple funding sources, the activity should be entered separately for each work plan ID, with the number of people served entered as a best estimate for each funding source. For example, if the activity reached 100 people and the activity is funded 50% PFS and 50% SUPTRSBG, then it should be entered as two separate activities reaching 50 people for each activity.

Edit Fidelity

Activity ID :	28380	Activity Name :	
Region :	Region 7	Organization :	Community Prevention Coalition
Date Entered :	3/6/2023	Entered By :	Barmore, Jacque
Last Saved :	3/6/2023 12:30:46 PM		

+ ADD NEW FUNDING SOURCE

Funding Source	Percentage	
Total Percentage	Total: 0.00 %	

- Comments
 - Refer to the “report_comment” column for directions on what information to include in the comments of your activity entry.

Click SAVE AND COMPLETE to submit the NPIRS entry form

Source Cited

Office of Management and Budget. (1997). Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity. *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity*, 62(210), 58782-90.
<https://www.govinfo.gov/content/pkg/FR-1997-10-30/pdf/97-28653.pdf>