Oregon Medical Marijuana Program

Grower

Monthly Reporting Requirements

Updated December 1, 2017

Oregon Health Authority

Overview of Training

- Who needs to report
- When to report
- Where to report
- What to report
- How to report
- How to pay the grow site fee

Who Needs to Report

If you meet any of the below criteria you are required to log in and report onsite inventory and transfer activity for the previous month. If you have no inventory or transfers to report you must log in and report that you had no inventory or transfers.

If any one of the below are true you are required to report:

- You have been designated by a patient (other than yourself) to grow
- You will be transferring cannabis to a medical dispensary or processing site
- You are at a grow site with more than 12 mature plants
  - Please note that if you are at a grow site with over 12 plants and are staying with the OMMP, you will be notified by OMMP when and how to start reporting into the Cannabis Tracking System (CTS) managed by the OLCC, until that time you must report into the Oregon Medical Marijuana Online System (OMMOS)
  - For more information on CTS visit: healthoregon.org/ommpcts
- Growing at a site that is not a patient's residence

When to Report

- Report prior month's onsite inventory and transfer activity by the 10th of each month.
- In order to report inventory and transfers associated with a patient a grower has been designated to grow for, a grower must have paid the $200 grow site fee through their grower OMMOS account
- Creating an OMMOS email account and management of your account is covered starting on slide 10

Where to Report

Growers and Processors

OMMPSYSTEM.OREGON.GOV

What to Report – Onsite Inventory

Onsite Inventory – Report medical marijuana inventory on hand that you had at the end of the previous month by the 10th of each month.

Tracking and Reporting fields included in OMMOS:

- Number of mature marijuana plants
- Number of immature marijuana plants less that 24 inches in height
- Number of immature marijuana plants 24 inches or more in height
- Amount of usable marijuana
- Amount of marijuana leaves and flower being dried
- Number of seeds on hand
- Wet or dry trim (optional reporting)
- Discarded or Destroyed (optional reporting)

What to Report – Transfer Activity

Transfer activity – Report transfer activity for the previous month by the 10th of each month. Transfers to and from patients, medical processors and medical dispensaries must all be accounted for in reporting to the OHA through the OMMOS system (OAR 333-008-0630).

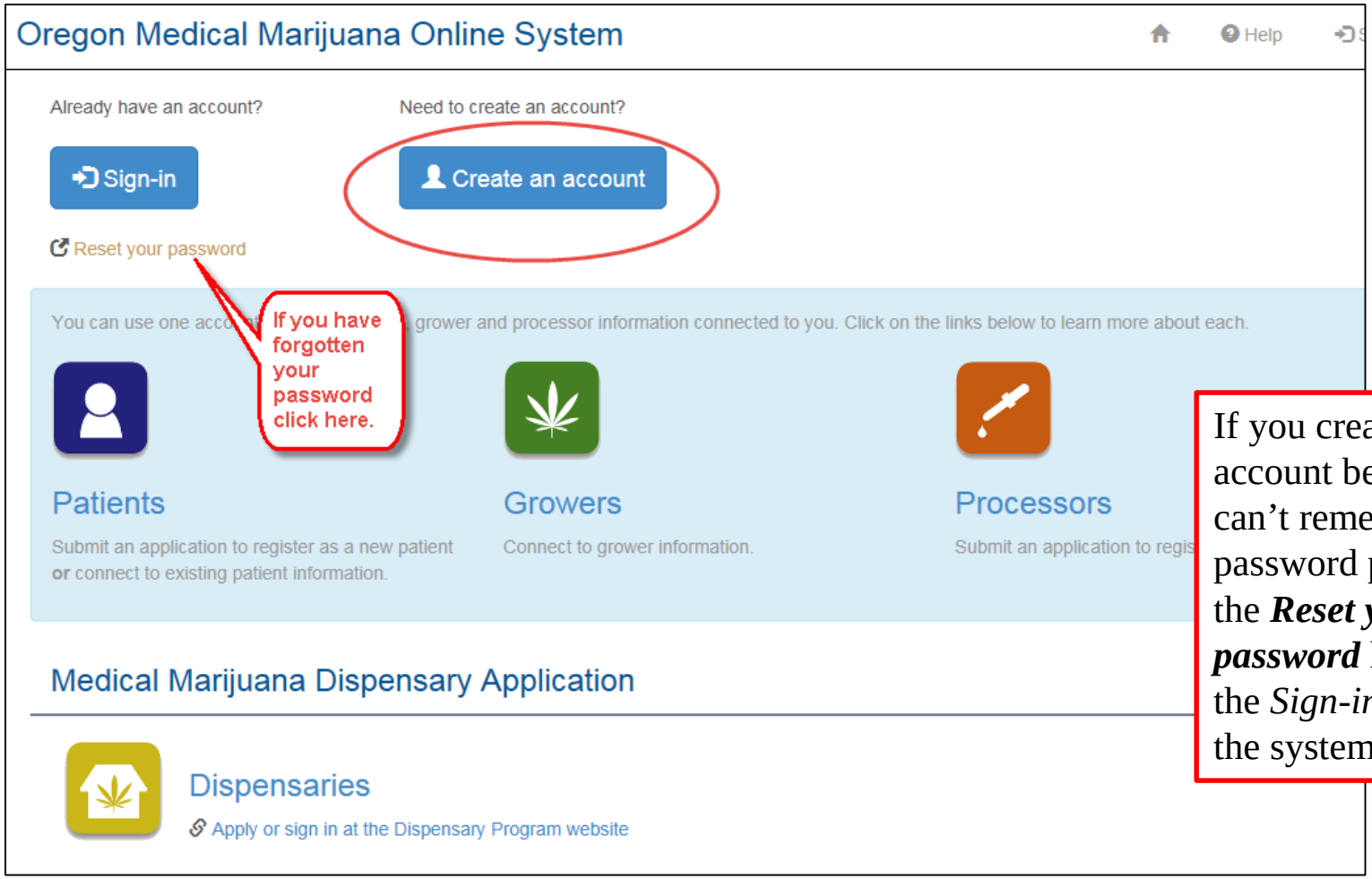
Tracking and Reporting fields included in OMMOS:

- Amount of usable marijuana
- Number of mature marijuana plants
- Number of immature marijuana plants less than 24 inches in height
- Number of immature plants 24 inches or more in height
- Number of seeds

How to Report Onsite Inventory & Transfers

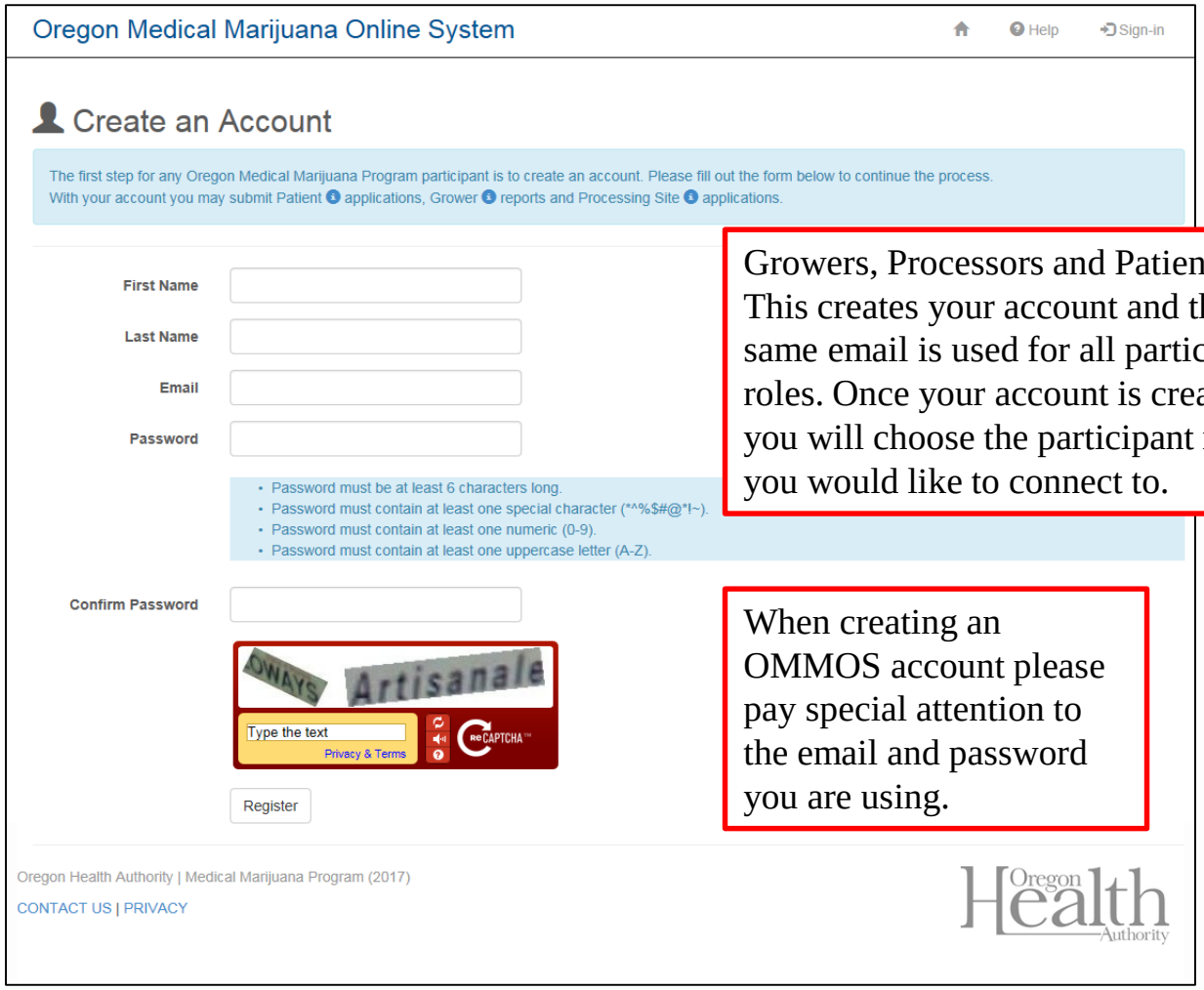
- Create an Oregon Medical Marijuana Online System (OMMOS) account
- Log into: OMMPSYSTEM.OREGON.GOV
- Connect to your grower information
- Reporting onsite inventory and transfers is due by the 10th of each month for the prior months' transfer activity and total onsite inventory at the end of a month

Log into: OMMPSYSTEM.OREGON.GOV



If you created an account before but can't remember your password please click the ***Reset your password*** link under the *Sign-in* button on the system main page.

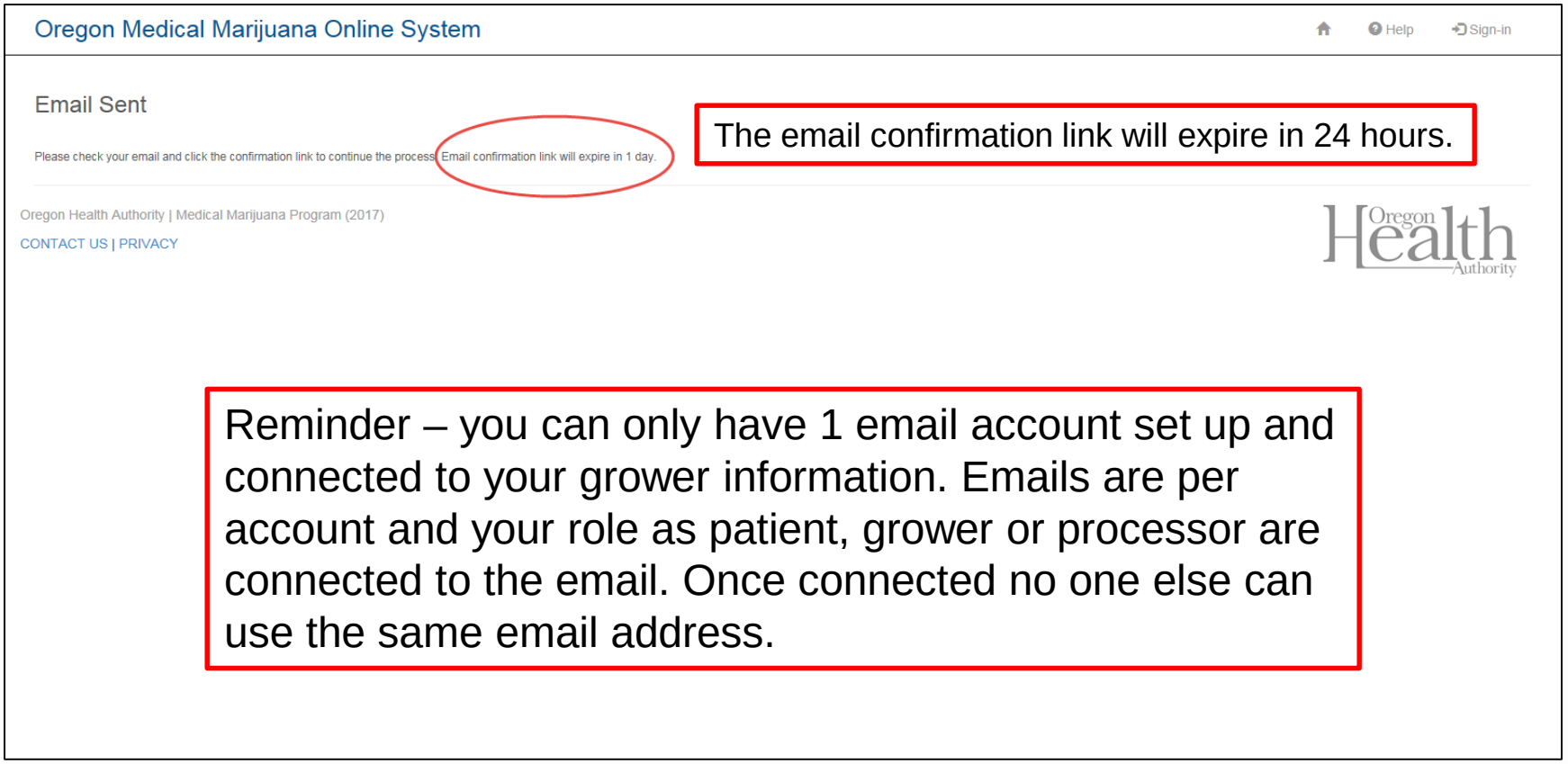
Create a OMMOS Login



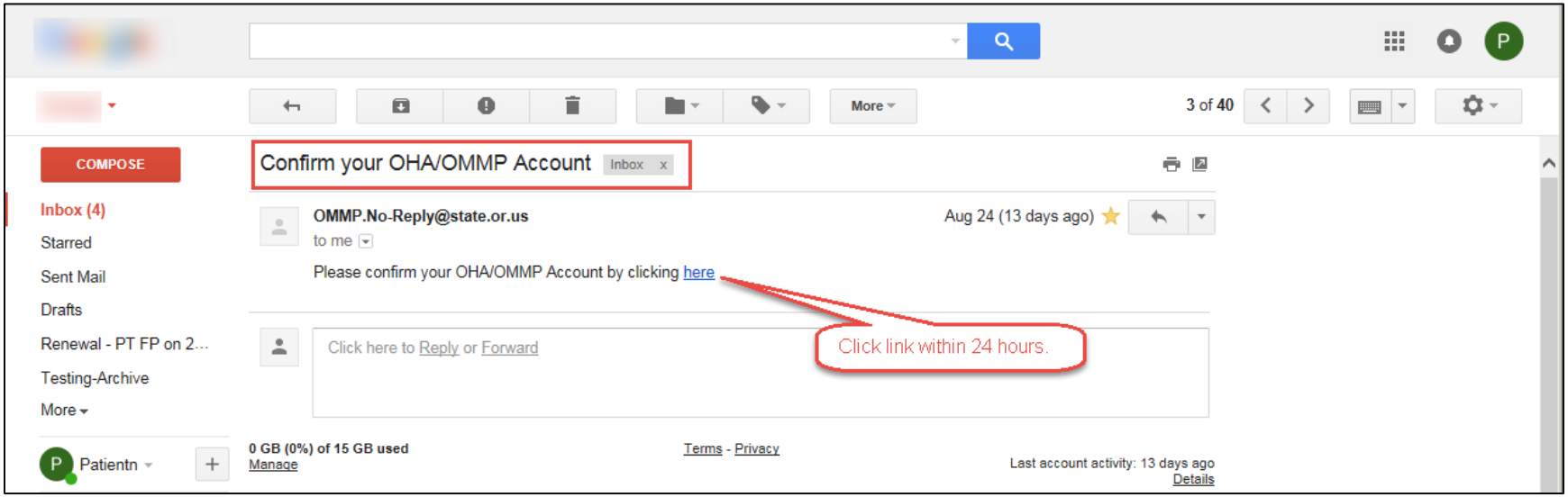
Growers, Processors and Patients – This creates your account and the same email is used for all participant roles. Once your account is created, you will choose the participant role you would like to connect to.

When creating an OMMOS account please pay special attention to the email and password you are using.

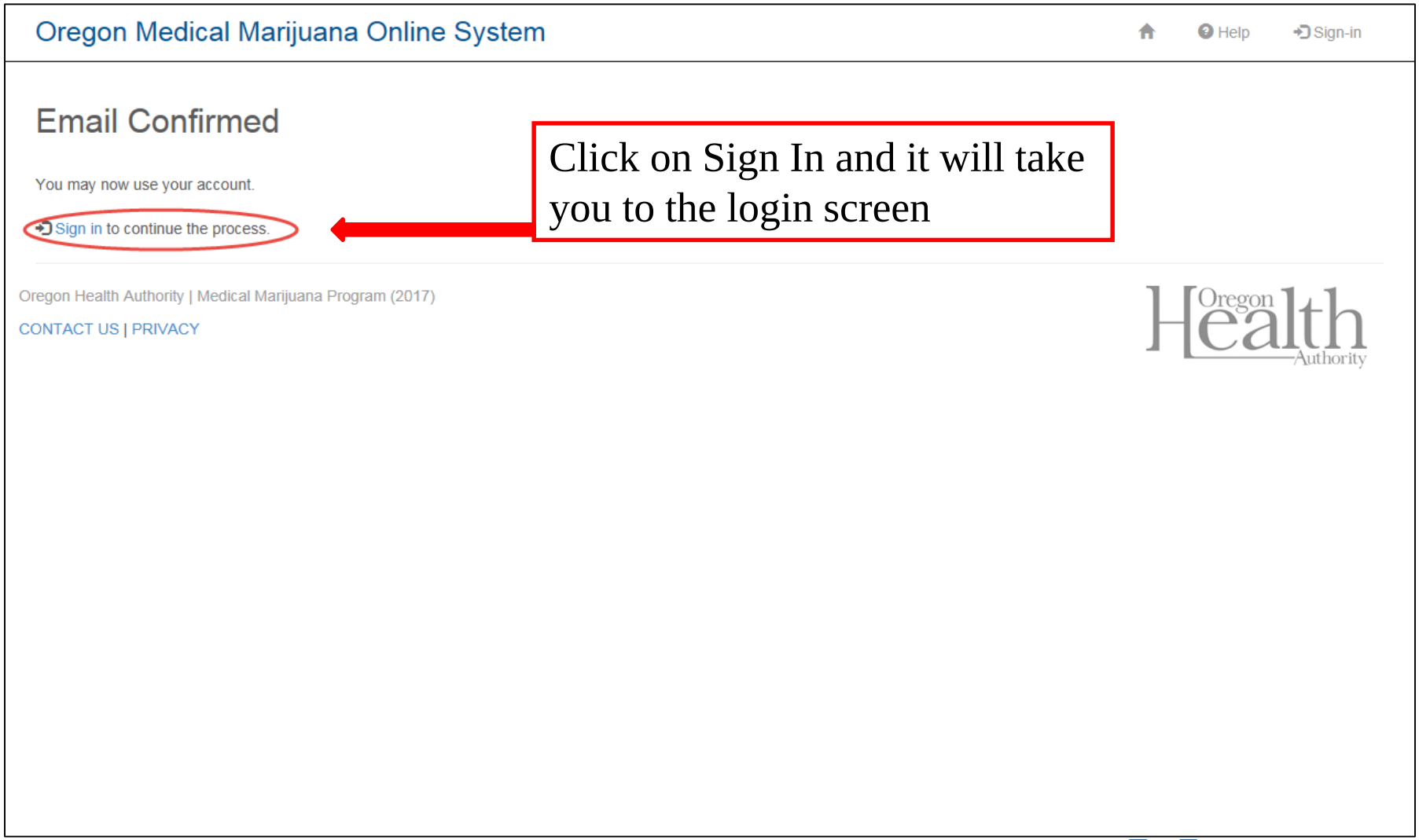
Confirmation Email



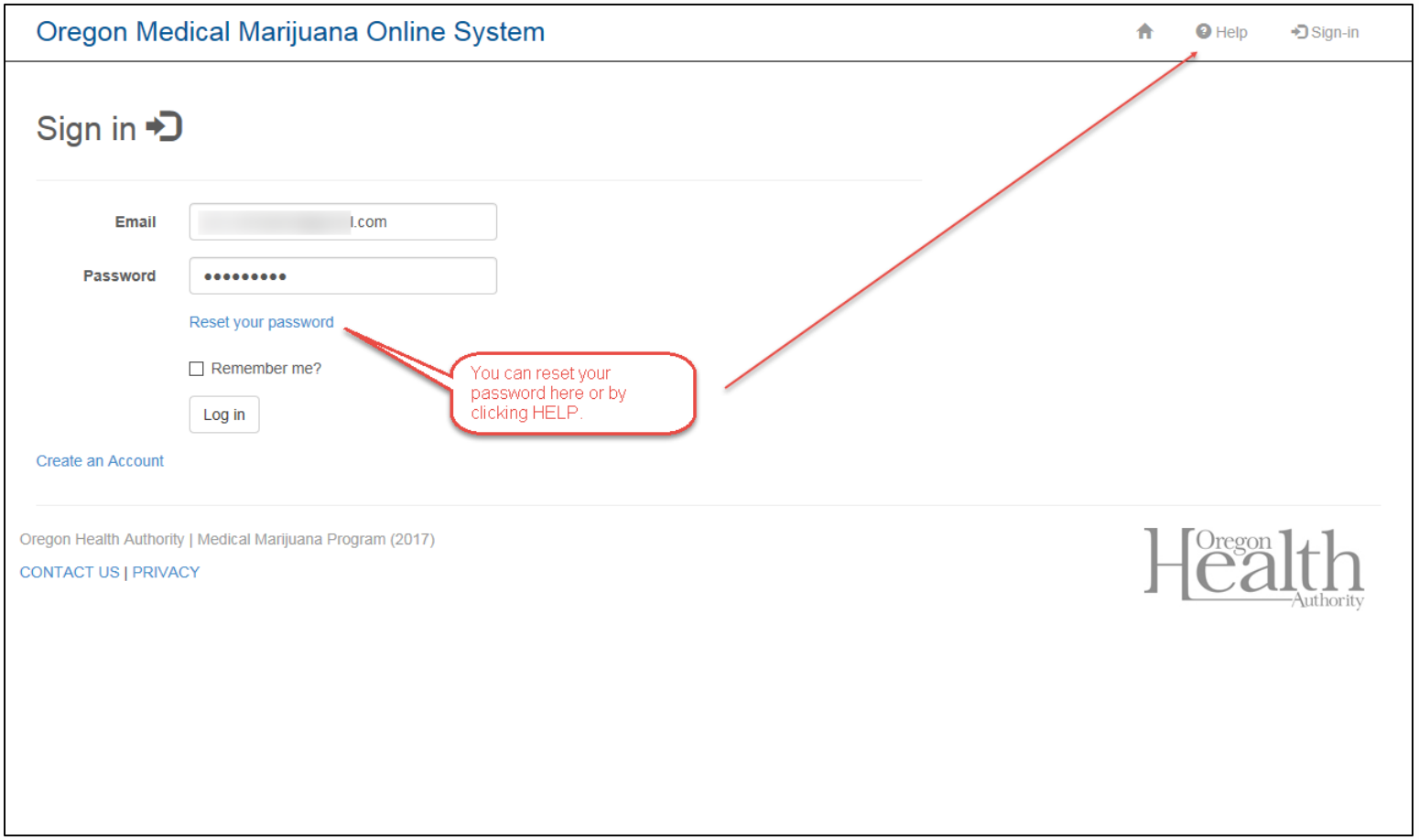
Confirm Your Email

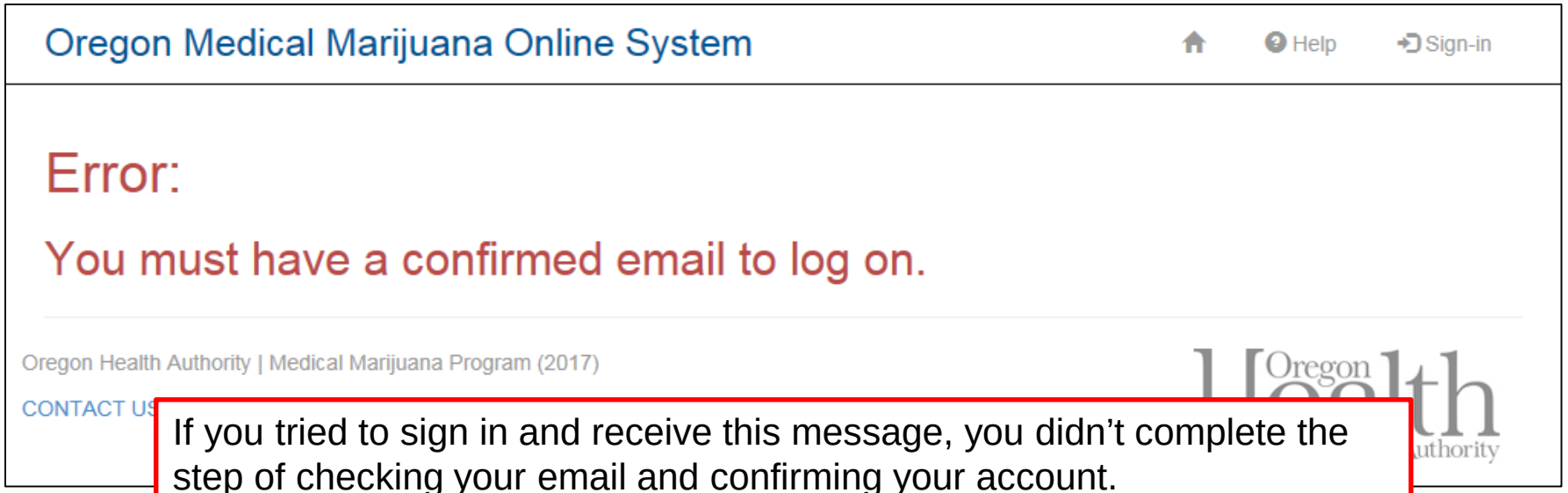


A confirmation email is sent to the email address you provided. You must click the link located in the body of the email within 24 hours to confirm the email address you are using to log in to the OMMOS. If you do not click the link within 24 hours or receive an error when trying to log in you will need to contact the OMMP to correct at mmg.online@state.or.us.


Oregon Medical Marijuana Online System
Help
Sign-in
Email Confirmed
You may now use your account.
Sign in to continue the process.
Click on Sign In and it will take you to the login screen
Oregon Health Authority | Medical Marijuana Program (2017)
CONTACT US | PRIVACY
Oregon Health Authority

Log in Screen





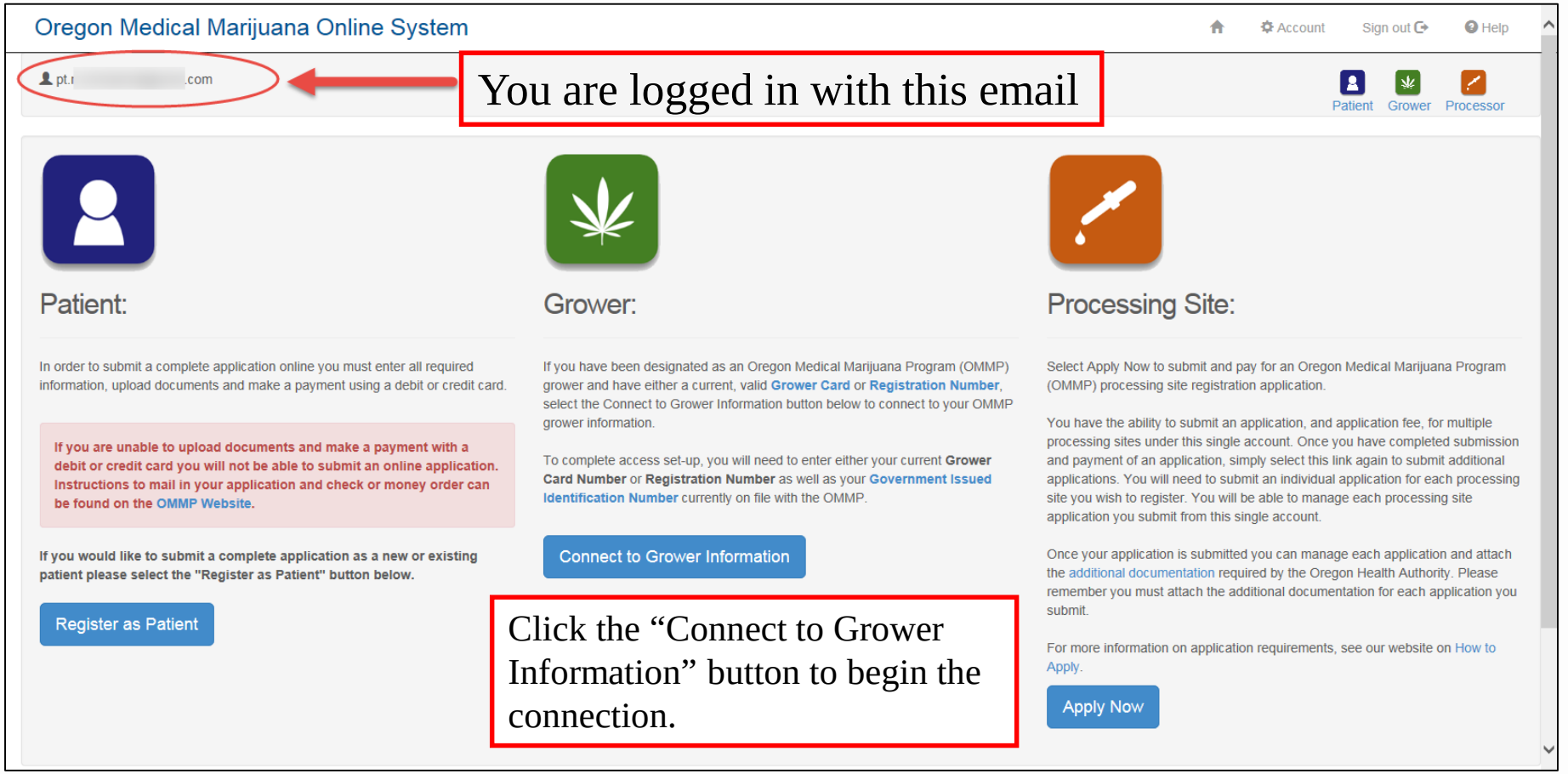
If you tried to sign in and receive this message, you didn't complete the step of checking your email and confirming your account.

Login to the email address you used to create your account. You will then be able to retrieve the confirmation email sent from ommpnoreply and confirm your account access. It will take you back to the sign in page.

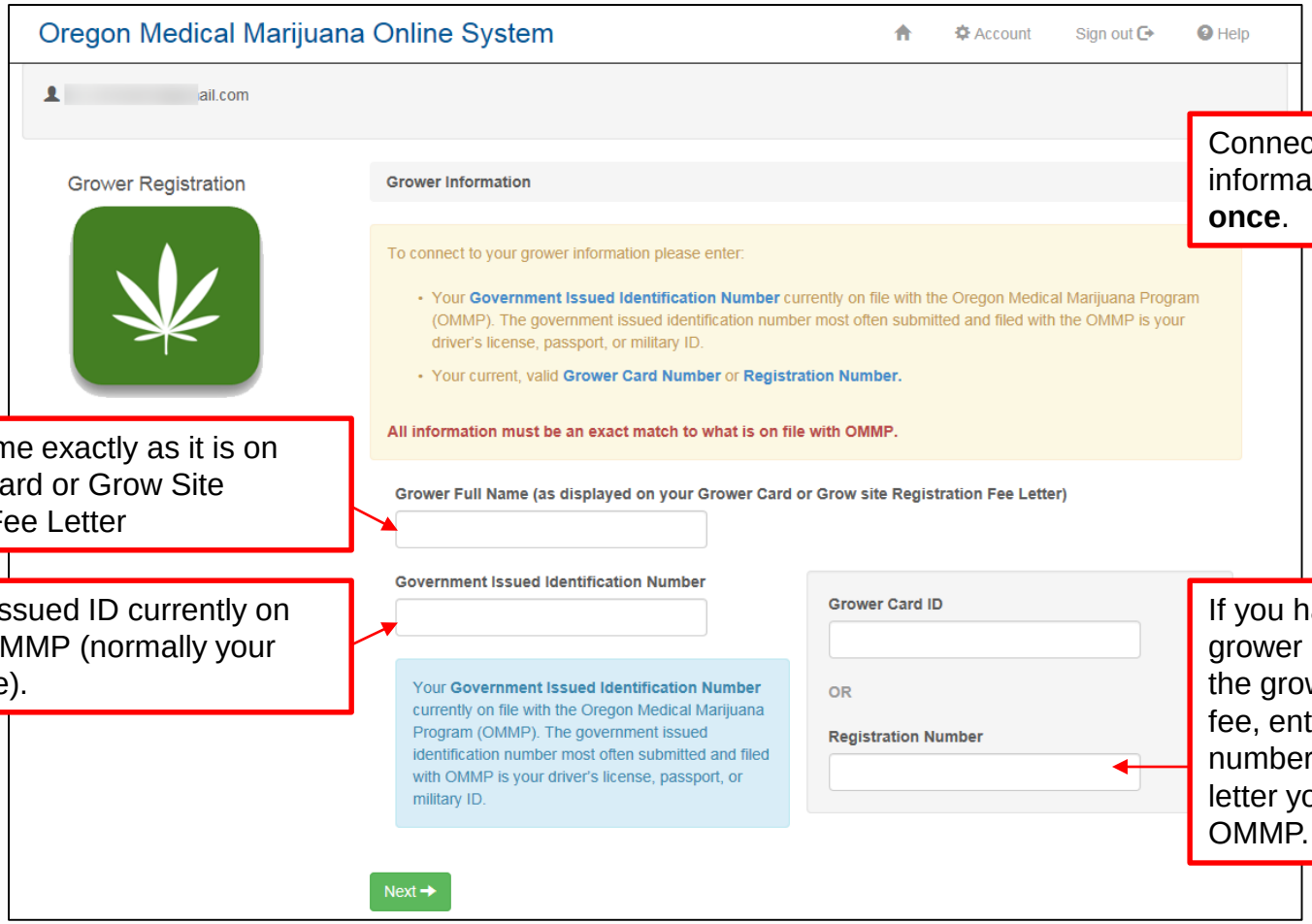
If you do not immediately see the email, check your spam filters as it may have been placed in your junk mail folder.

If you have followed these instructions and still receive this message, please contact the OMMP at mmg.online@state.or.us.

This is where you connect to your grower information, submit application(s) to register a processing site or register as a patient.



Connecting to Grower Information



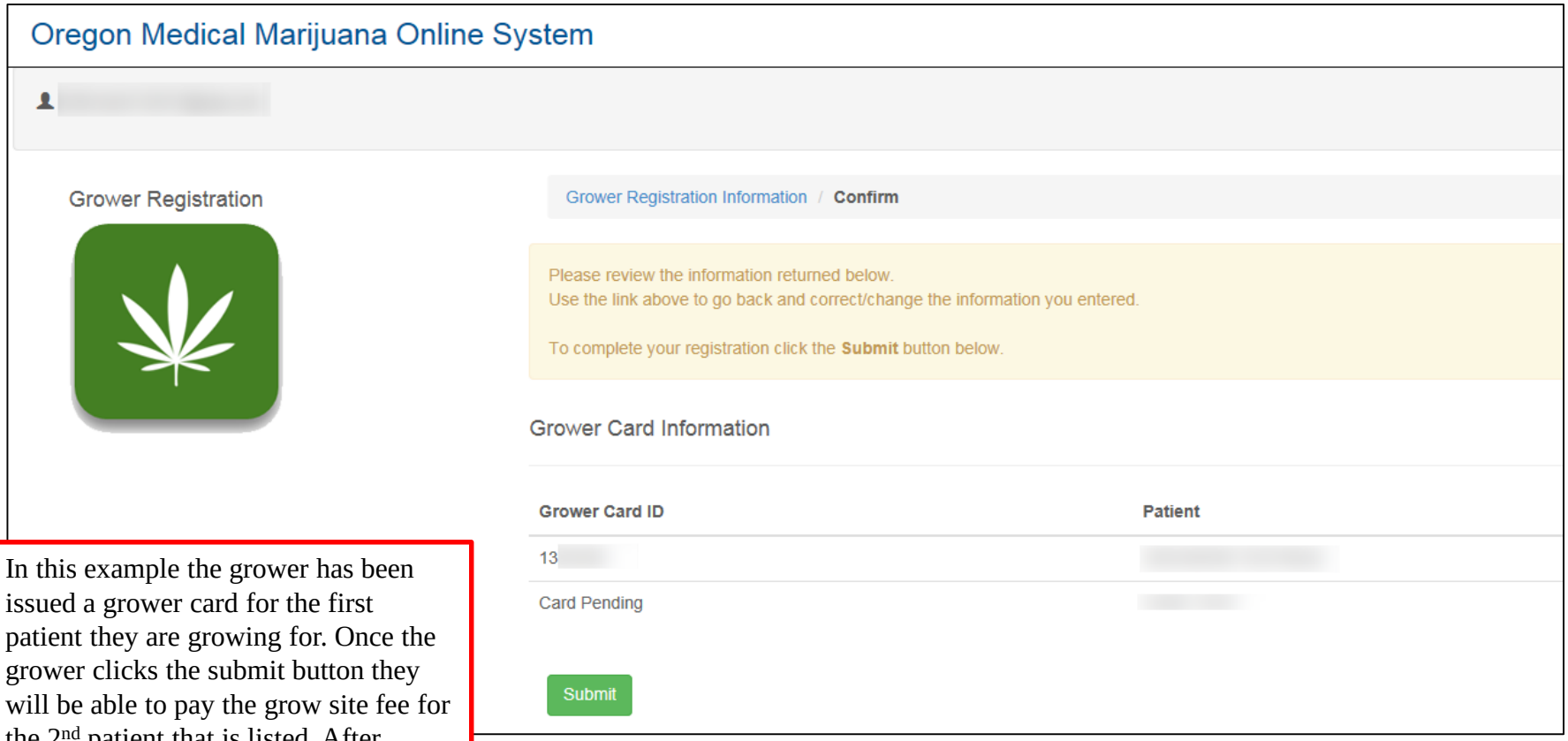
Connecting to your grower information is only **required once**.

Type your name exactly as it is on your grower card or Grow Site Registration Fee Letter

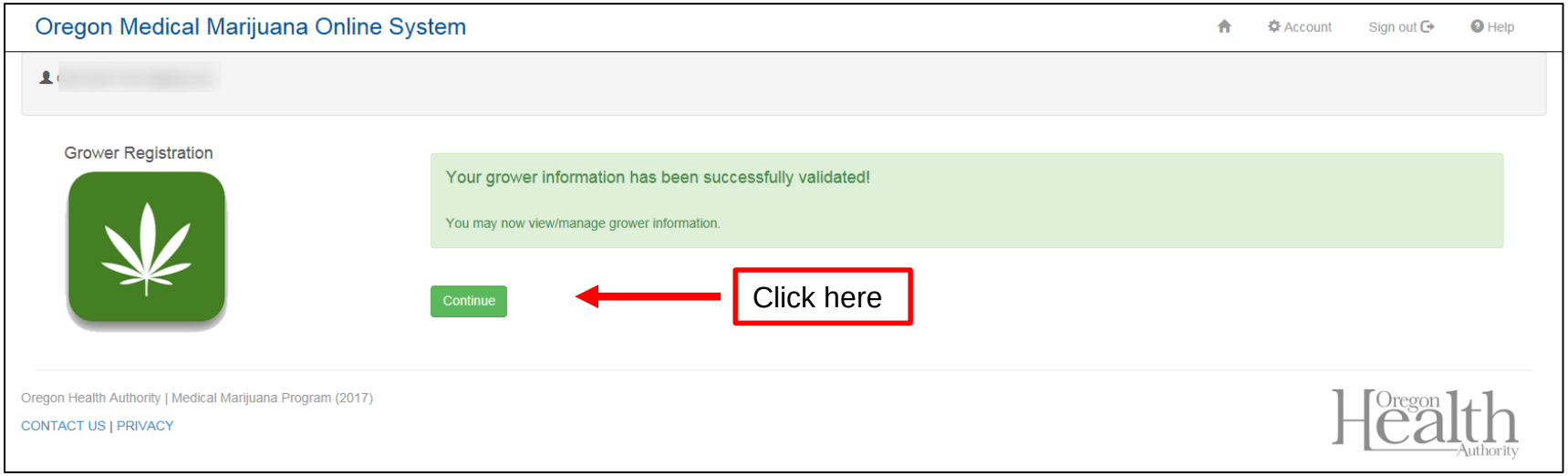
Government issued ID currently on file with the OMMP (normally your drivers license).

If you have not received a grower card and need to pay the grow site registration fee, enter the registration number included on the letter you received from OMMP.

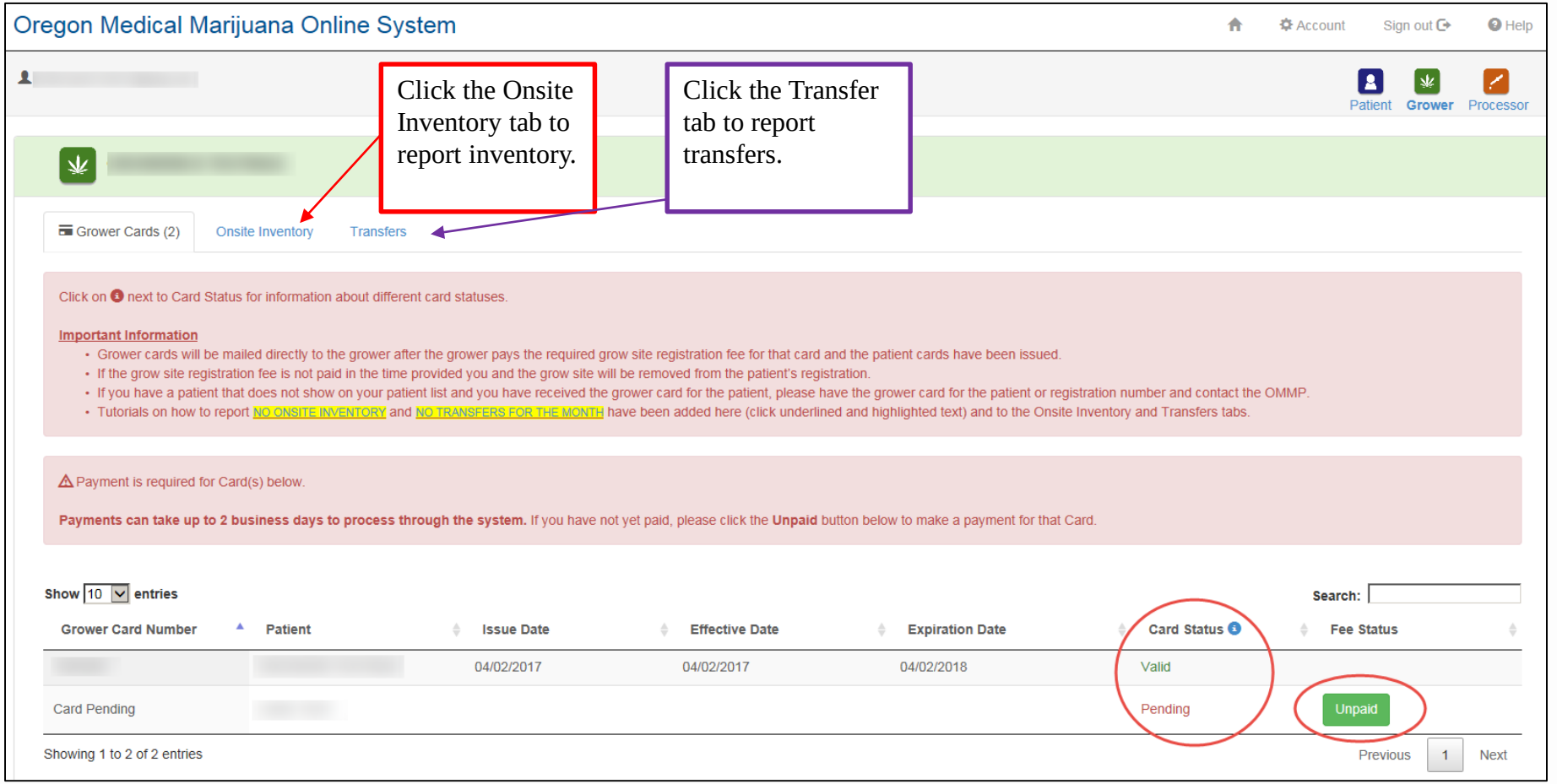
Verify the information and patient(s) name listed are correct before clicking the submit button. If the information is not correct, please contact the OMMP.



In this example the grower has been issued a grower card for the first patient they are growing for. Once the grower clicks the submit button they will be able to pay the grow site fee for the 2nd patient that is listed. After review by OMMP a grower card will be issued and mailed to the grower for the 2nd patient.

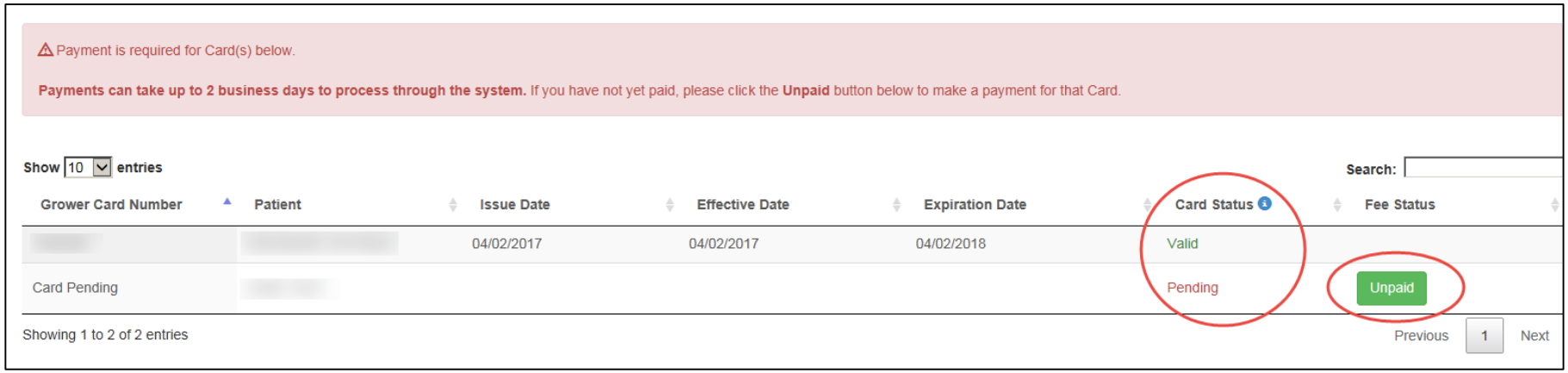

Oregon Medical Marijuana Online System
Account
Sign out
Help
Grower Registration
Your grower information has been successfully validated!
You may now view/manage grower information.
Continue
Click here
Oregon Health Authority | Medical Marijuana Program (2017)
CONTACT US | PRIVACY
Oregon Health Authority

After successful grower connection, when you log on you will be brought to the Grower Cards tab. Here you will see a summary of the patients you grow for, card information and if a grow site fee payment is needed.

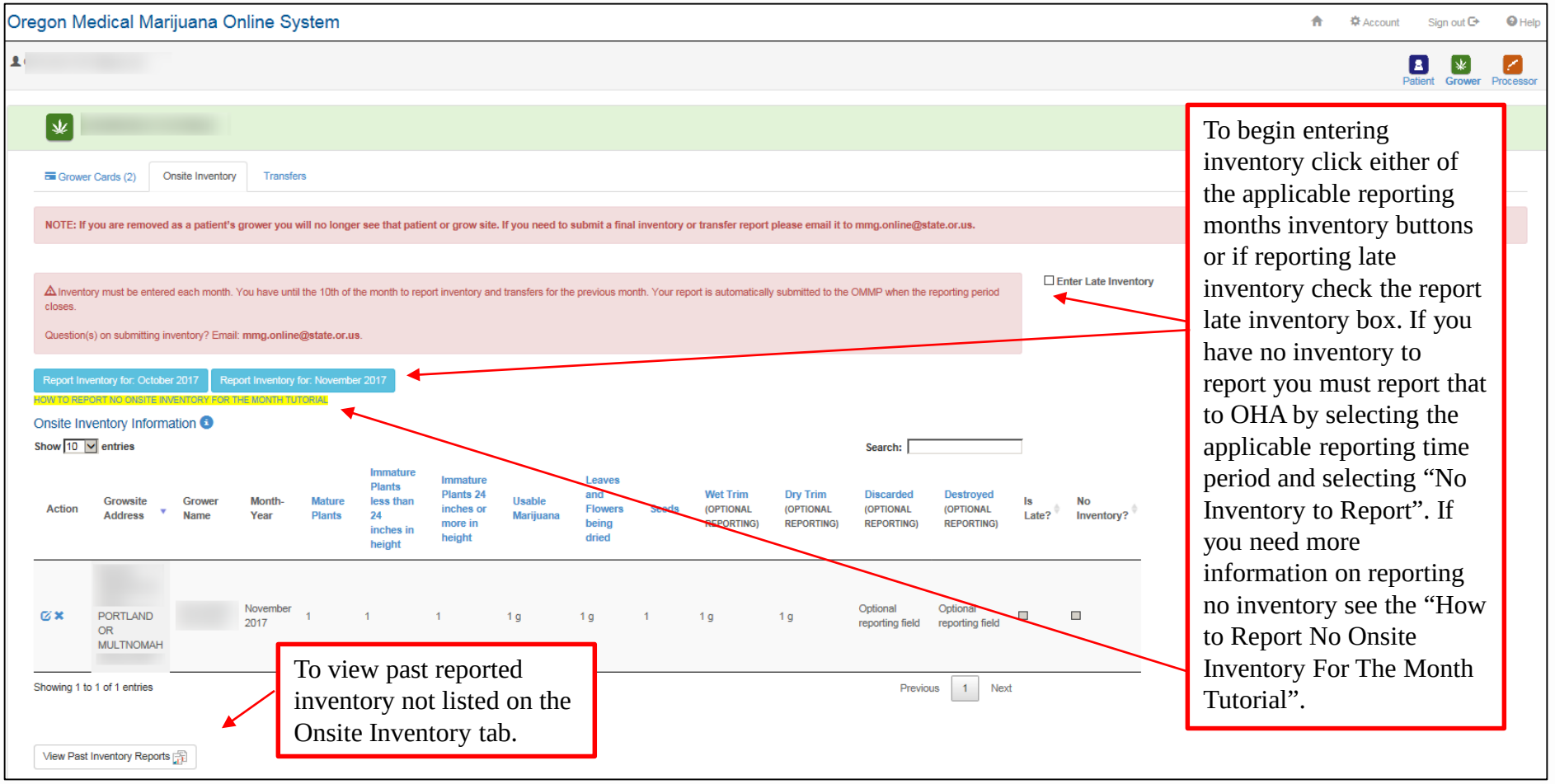


OMMOS – Grower Account View: Grower Card(s) Tab

Fee Status: When a grow site fee is required, click the green unpaid button to submit the $200 grow site fee. If you have received notice to pay a grow site fee of $200 on a registration but the Unpaid button is not listed for that patient (registration), please contact the OMMP.
Card Status: Invalid Cards – Will show on your list for 45 days to allow for inventory reporting for the previous month. Reasons for cards being invalid can be found by clicking the *i* icon next to card status.



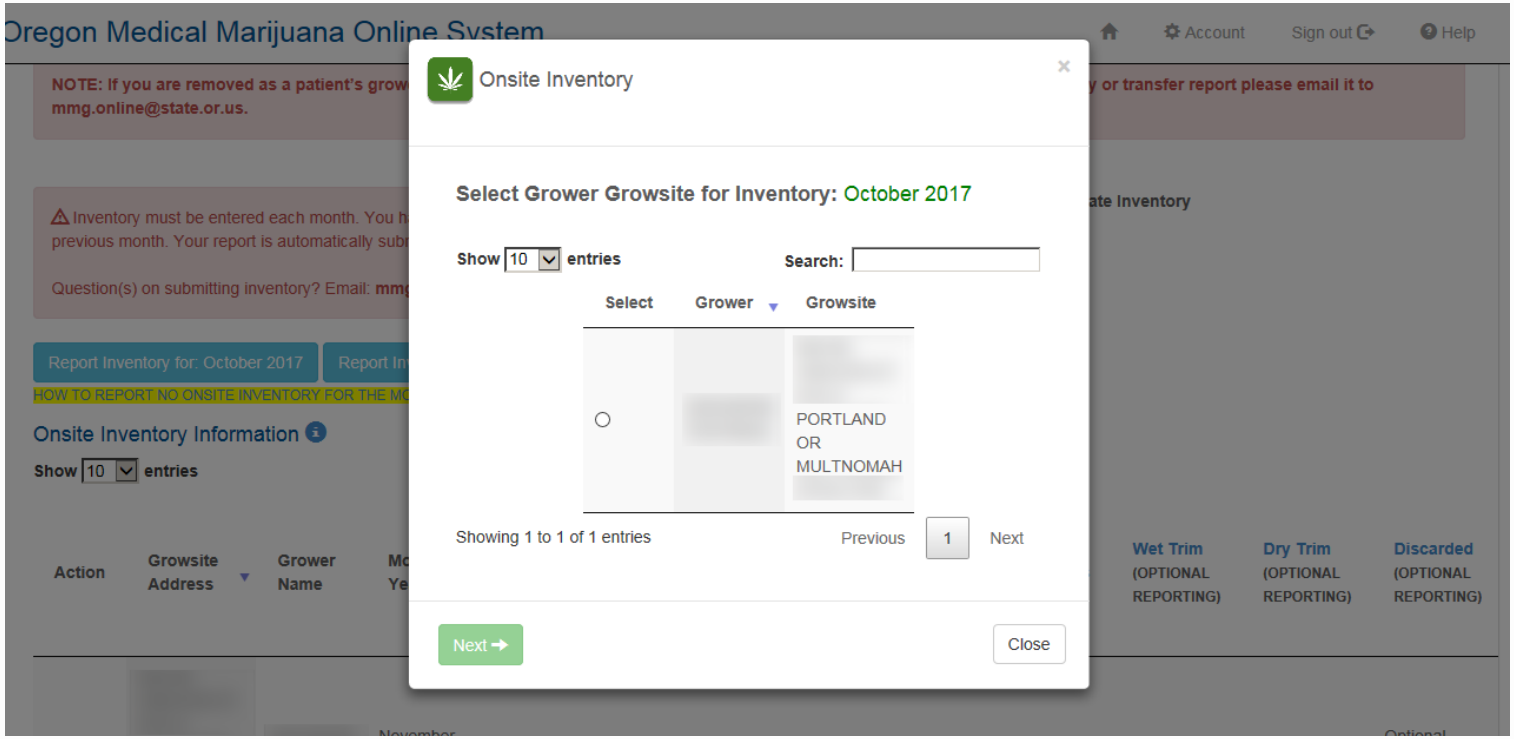
Grower – Onsite Inventory Reporting



To begin entering inventory click either of the applicable reporting months inventory buttons or if reporting late inventory check the report late inventory box. If you have no inventory to report you must report that to OHA by selecting the applicable reporting time period and selecting "No Inventory to Report". If you need more information on reporting no inventory see the "How to Report No Onsite Inventory For The Month Tutorial".

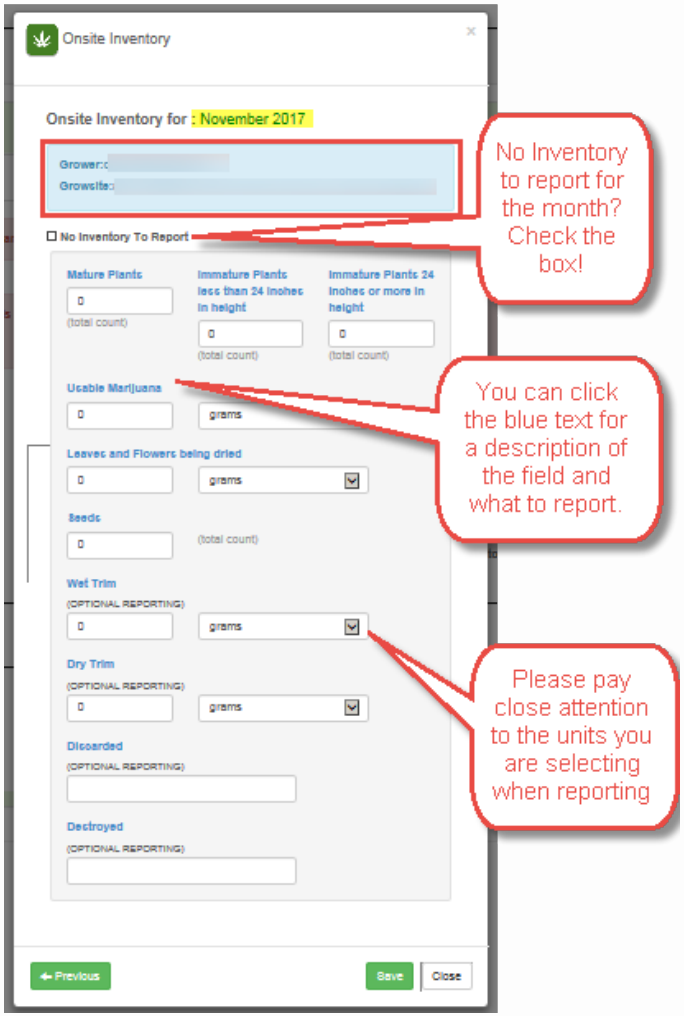
To view past reported inventory not listed on the Onsite Inventory tab.

OMMOS – Grower Account View: Onsite Inventory Tab



Selecting either of the blue reporting month buttons, will open a pop-out to begin the processes of reporting onsite inventory. After selecting the grow site you are reporting onsite inventory for, click *next* at the bottom of the pop-out window.

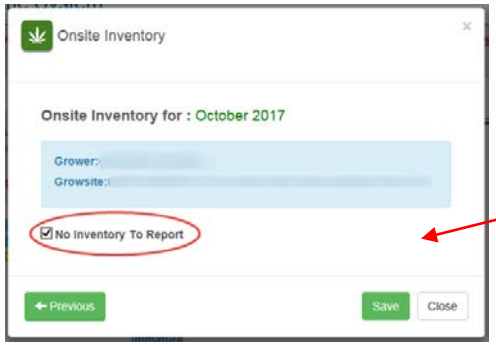
OMMOS – Grower Account View: Onsite Inventory Tab



At the top of the pop-out window you'll see the month and grow site you are reporting inventory for. If this information is not correct click the *Previous* button to return to the previous grow site selection screen.

If you are reporting no inventory for a month, select the *No Inventory To Report* checkbox. If additional information is needed on reporting no inventory please see training material under the growers section of the Reporting Requirements for Tracking Medical Marijuana web page along with a tutorial on the grow site.

Please note the unit section when reporting and pick the applicable unit of measurement. Clicking any of the field headings in blue text will open a definition for that field.



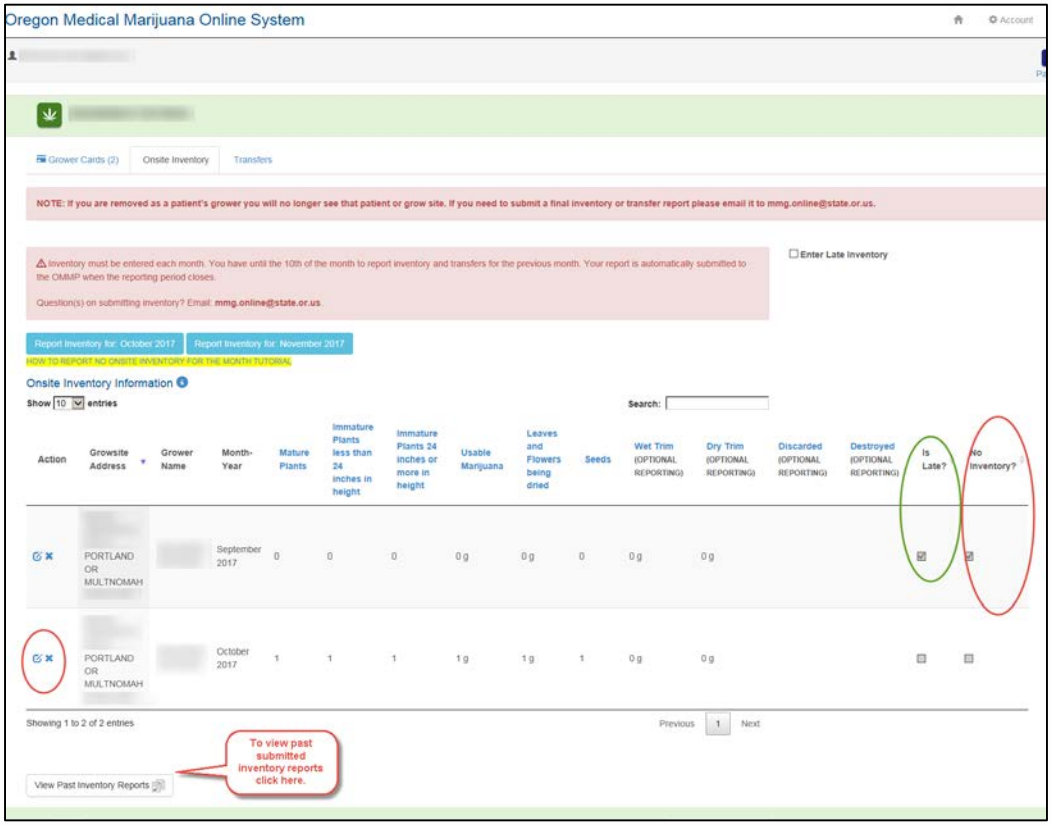
If No Inventory To Report is selected, the rest of the information on the pop-out will collapse. If you uncheck the box the other reporting fields will re-appear.

OMMOS – Grower Account View: Late Onsite Inventory

To Enter Late Inventory, return to the *Onsite Inventory* reporting tab and check the box in the right corner of the screen, below the red banner note. Dropdown's for the month and year you are reporting late inventory for will appear. After you have selected the applicable dropdown date fields click the *Enter Late Inventory* button.

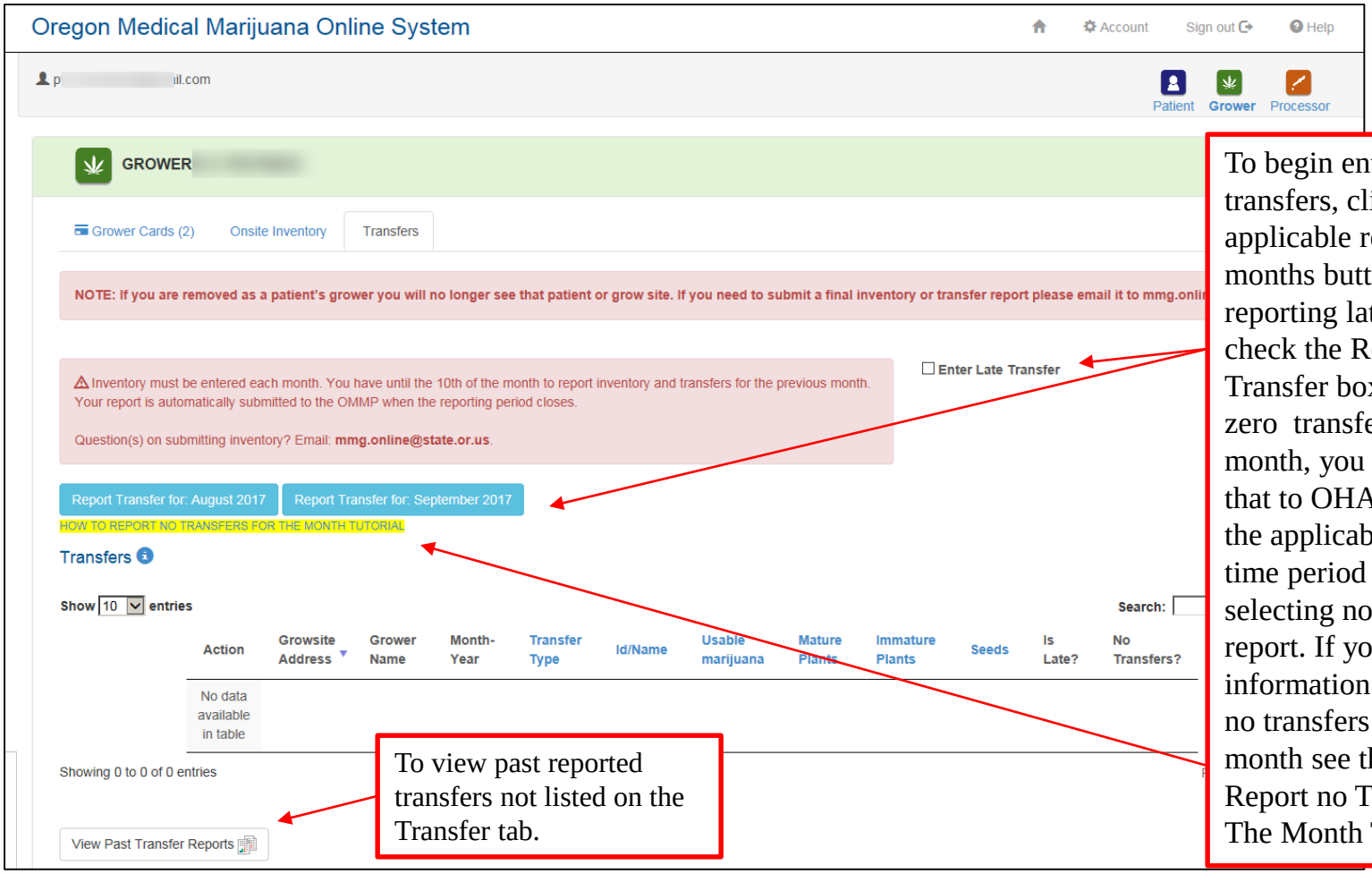
A pop-out screen will appear with the grow site(s) a grower was registered for growing at during the time period that was selected for reporting late inventory for. The grow site selection pop-out and following reporting pop-out screens are similar to the reporting screens for the current months.

OMMOS – Grower Account View: Onsite Inventory Tab



To view past inventory reports, return to the *Onsite Inventory* reporting tab and click the *View Past Inventory Reports* button. Reporting entries listed on the Onsite Inventory tab page can be edited or deleted (by clicking the notebook and pencil icon or deleted by selecting the X icon) .

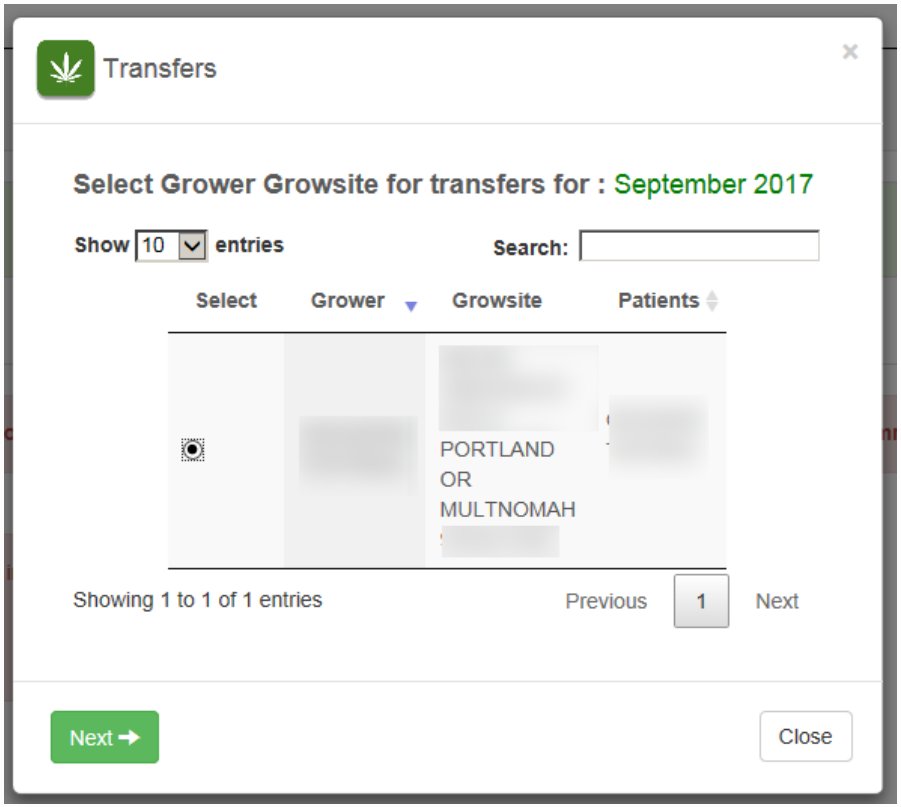
Grower – Transfer Reporting



To begin entering transfers, click either the applicable reporting months buttons or if reporting late transfers check the Report Late Transfer box. If you had zero transfers in a month, you must report that to OHA by selecting the applicable reporting time period and selecting no transfers to report. If you need more information on reporting no transfers for the month see the "How to Report no Transfers For The Month Tutorial".

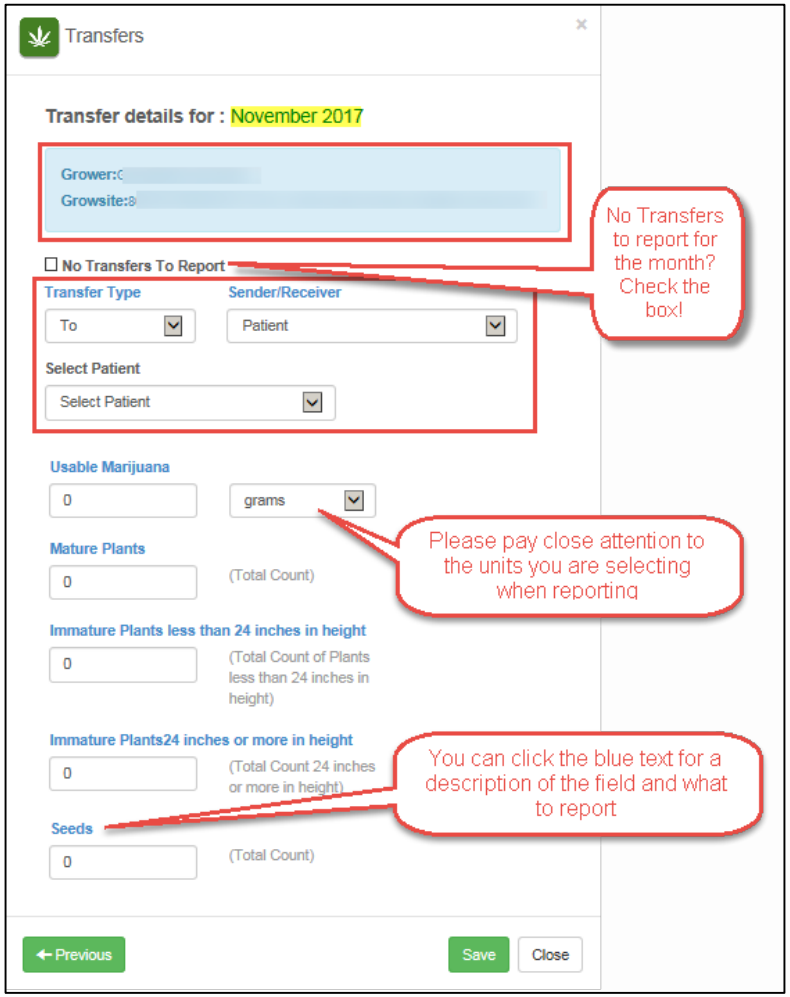
To view past reported transfers not listed on the Transfer tab.

OMMOS – Grower Account View: Transfers Tab



Selecting either of the blue reporting month buttons, will open a pop-out to begin the processes of reporting transfers for the month. After selecting the grow site and patient(s) you are reporting associated transfers for, click *next* at the bottom of the pop-out window.

OMMOS – Grower Account View: Transfers Tab



At the top of the pop-out window you'll see the month and grow site associated with the transfers you are reporting on. If this information is not correct click the *Previous* button to return to the previous grow site and patient selection screen.

When reporting transfers please indicate if you are the recipient (from) of product or you are transferring the product out (to) under the *Transfer Type* drop down. You will then select the person who is sending or receiving the product followed by selecting a card (for patient or caregiver) or entering a registered processor number or dispensary number.

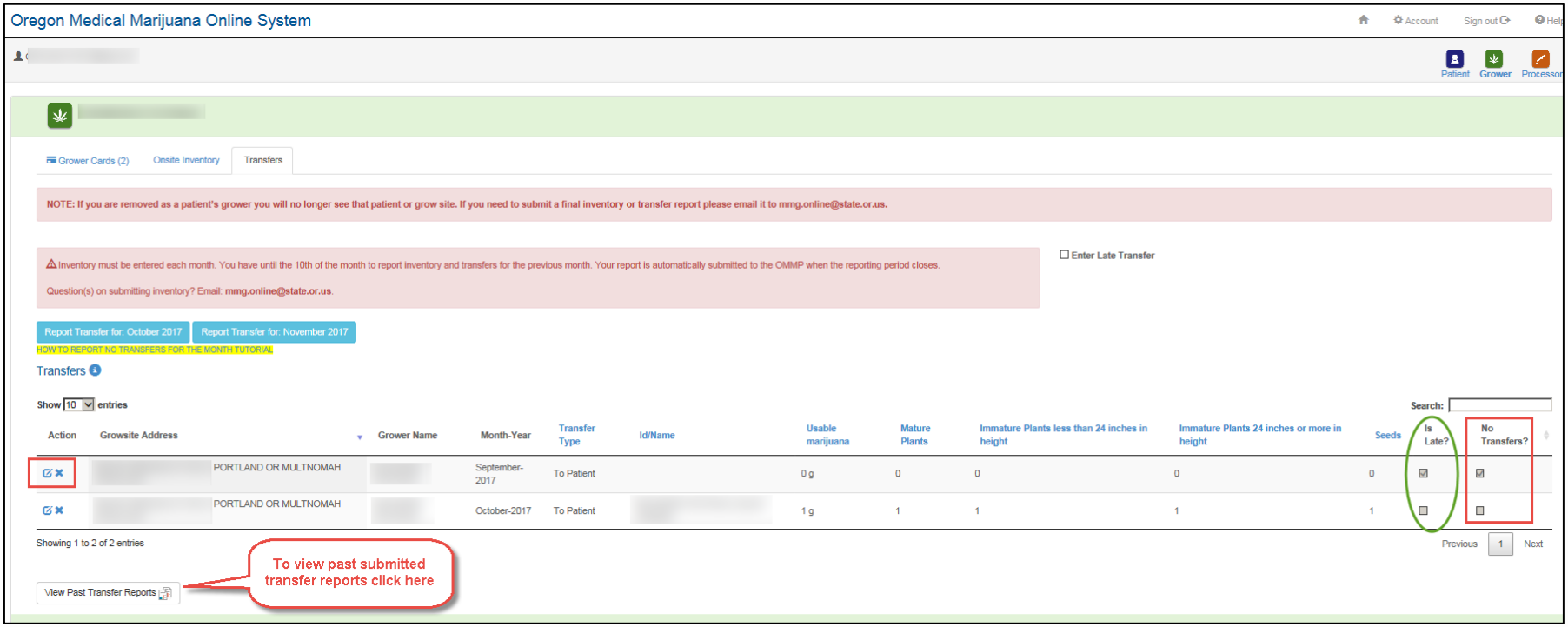
If you are reporting no transfers for a month, select the *No Transfers To Report* checkbox.
Please note the unit section when reporting and pick the applicable unit of measurement. Clicking any of the field headings in blue text will open a definition for that field.

A conversion chart is provided on the next slide for reference.

Ounces to Grams Conversion	
Ounces (oz)	Grams (g)
0 oz	0 g
0.1 oz	2.835 g
1 oz	28.35 g
2 oz	56.70 g
3 oz	85.05 g
4 oz	113.40 g
5 oz	141.75 g
6 oz	170.10 g
7 oz	198.45 g
8 oz	226.80 g
9 oz	225.15 g
10 oz	283.50 g
20 oz	566.99 g
24 oz	680.39 g
30 oz	850.49 g
40 oz	1133.98 g
48 oz	1360.78 g
50 oz	1417.48 g
60 oz	1700.97 g
70 oz	1984.47 g
72 oz	2041.17 g
80 oz	2267.96 g
90 oz	2551.46 g
100 oz	2834.95 g
1000 oz	28349.52 g

Pounds to Kilograms Conversion	
Pounds (lbs)	Kilograms (kg)
0 lbs	0 Kg
0.5 lbs	0.23 kg
1 lbs	0.45 kg
1.5 lbs	0.68 kg
2 lbs	0.91 kg
2.5 lbs	1.13 kg
3 lbs	1.36 kg
4 lbs	1.81 kg
5 lbs	2.27 kg
6 lbs	2.72 kg
7 lbs	3.18 kg
8 lbs	3.63 kg
9 lbs	4.08 kg
10 lbs	4.54 kg
11 lbs	4.99 kg
12 lbs	5.44 kg
13 lbs	5.90 kg
14 lbs	6.35 kg
15 lbs	6.80 kg
16 lbs	7.26 kg
17 lbs	7.71 kg
18 lbs	8.16 kg
19 lbs	8.62 kg
20 lbs	9.07 kg
21 lbs	9.53 kg

OMMOS – Grower Account View: Transfers Tab



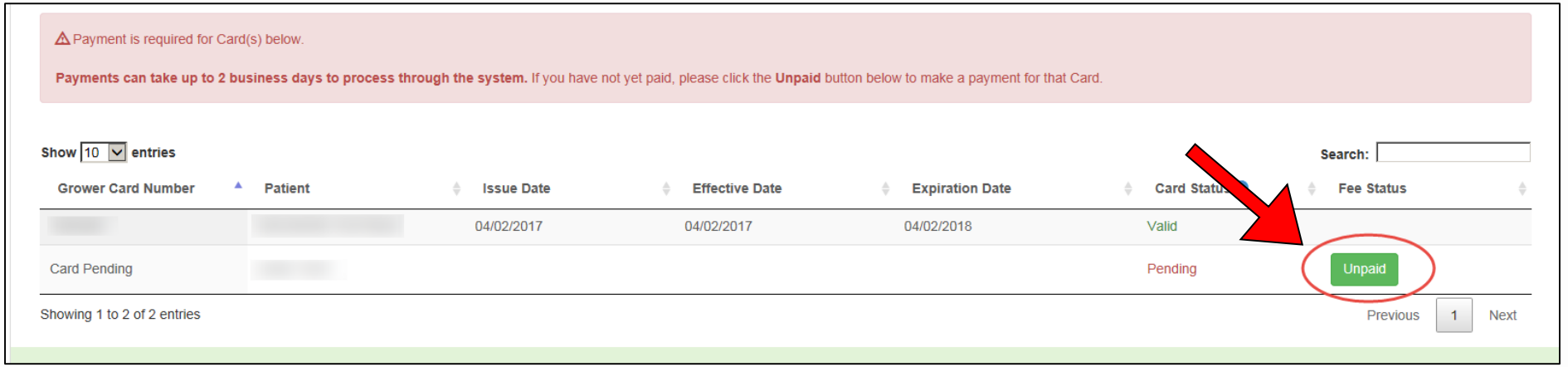
To Enter Late Transfers, return to the *Transfers* reporting tab and check the box in the right corner of the screen, below the red banner note. Dropdown's for the month and year you are reporting late for will appear. After you have selected the applicable dropdown date fields click the *Enter Late Transfers* button. The grow site/ patient selection pop-out and following reporting pop-out screens are similar to the reporting screens for the current months you report by the 10th on.

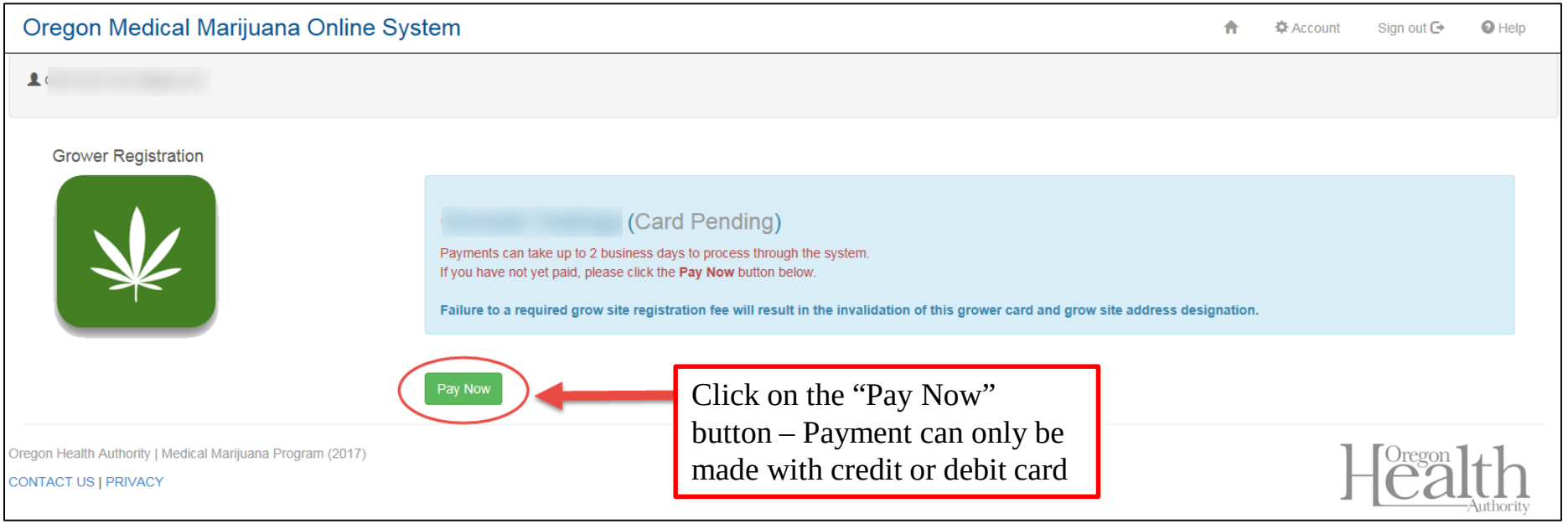
To view past transfer reports, return to the *Transfers* reporting tab and click the *View Past Transfer Reports* button and then select the time frame in which you would like to view reports for.

Under the Action column, reporting entries listed on the *Transfers* tab page can be edited or deleted (by clicking the notebook and pencil icon or deleted by selecting the X icon) .

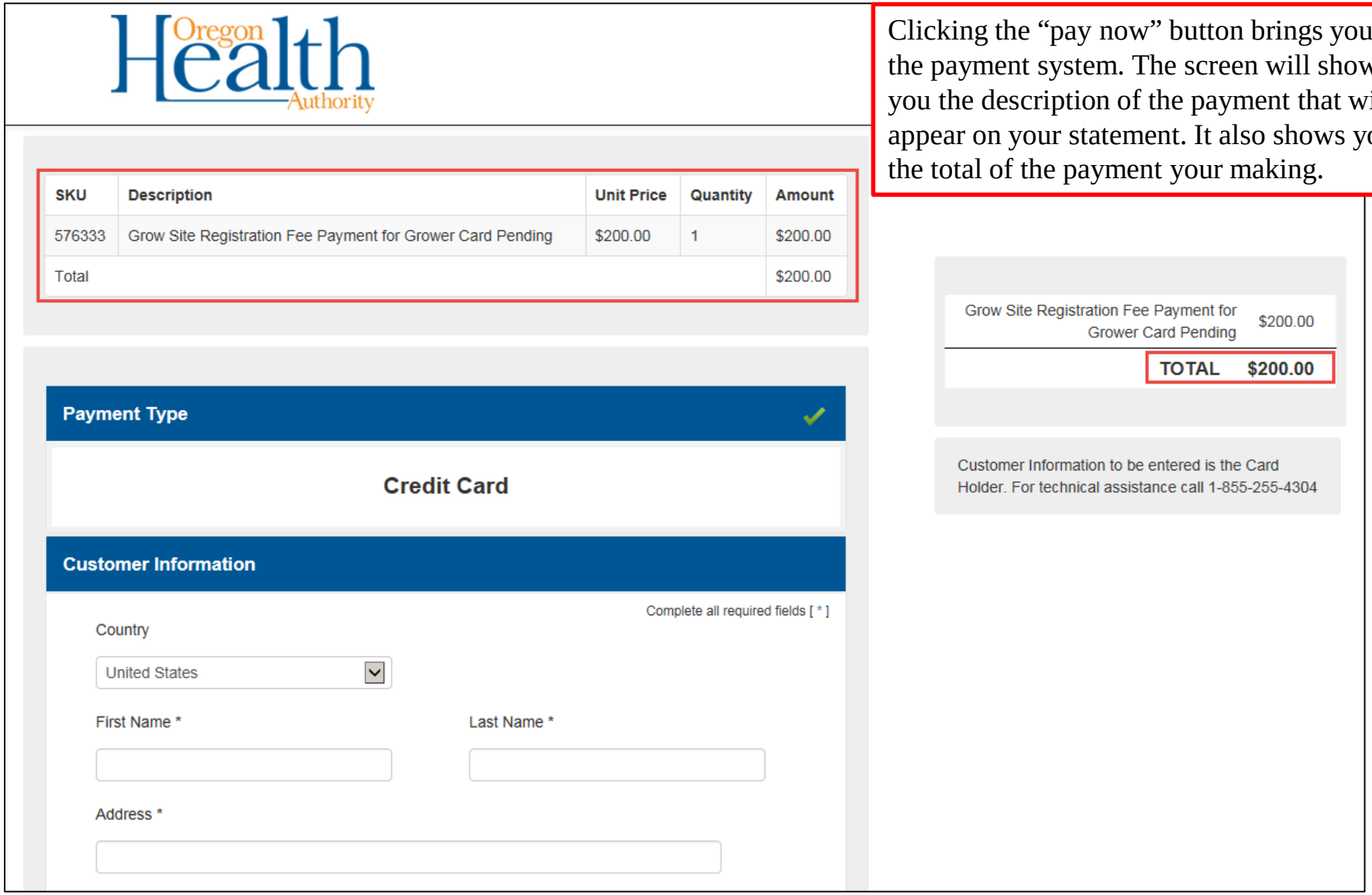
How To Pay The Grow Site Fee

- When in your OMMOS account on the patient card tab you will see an “unpaid” green button listed next to a registration that has a grow site fee due.
- Click on the “unpaid” button to make the grow site fee payment for that particular participant
- Do Not pay again – the green button will remain until the payment is processed. You will get a receipt of the payment for your records and proof of payment.
- Please note that once you pay, it can take up to 2 business days for that payment to process through the system




Oregon Medical Marijuana Online System
Account
Sign out
Help
Grower Registration
(Card Pending)
Payments can take up to 2 business days to process through the system.
If you have not yet paid, please click the Pay Now button below.
Failure to a required grow site registration fee will result in the invalidation of this grower card and grow site address designation.
Pay Now
Click on the "Pay Now" button – Payment can only be made with credit or debit card
Oregon Health Authority | Medical Marijuana Program (2017)
CONTACT US | PRIVACY
Oregon Health Authority

Clicking the “pay now” button brings you to the payment system. The screen will show you the description of the payment that will appear on your statement. It also shows you the total of the payment your making.



SKU	Description	Unit Price	Quantity	Amount
576333	Grow Site Registration Fee Payment for Grower Card Pending	$200.00	1	$200.00
Total				$200.00

Grow Site Registration Fee Payment for Grower Card Pending $200.00

TOTAL $200.00

Payment Type

Credit Card

Customer Information

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304

Complete all required fields [*]

Country

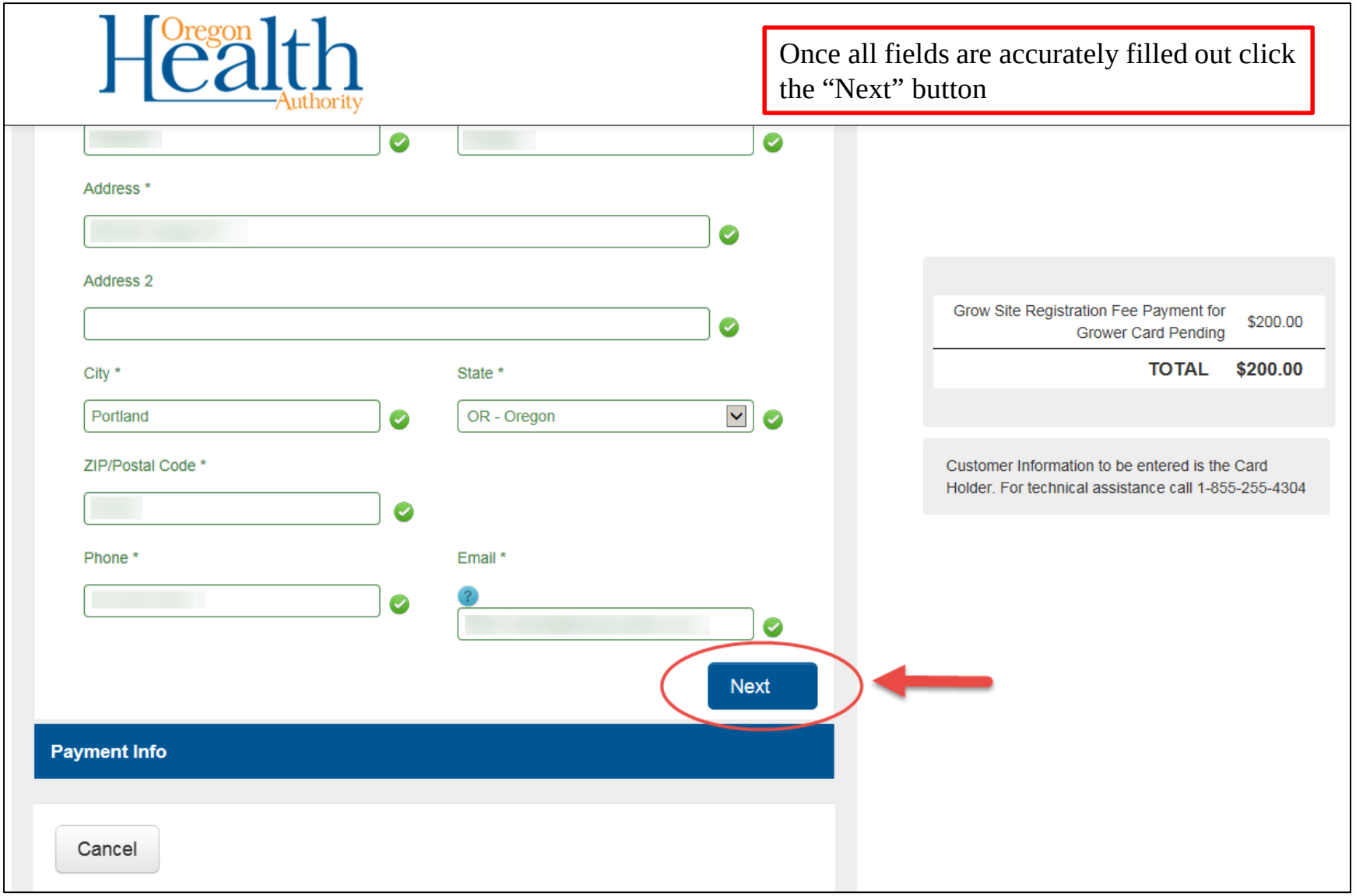
United States

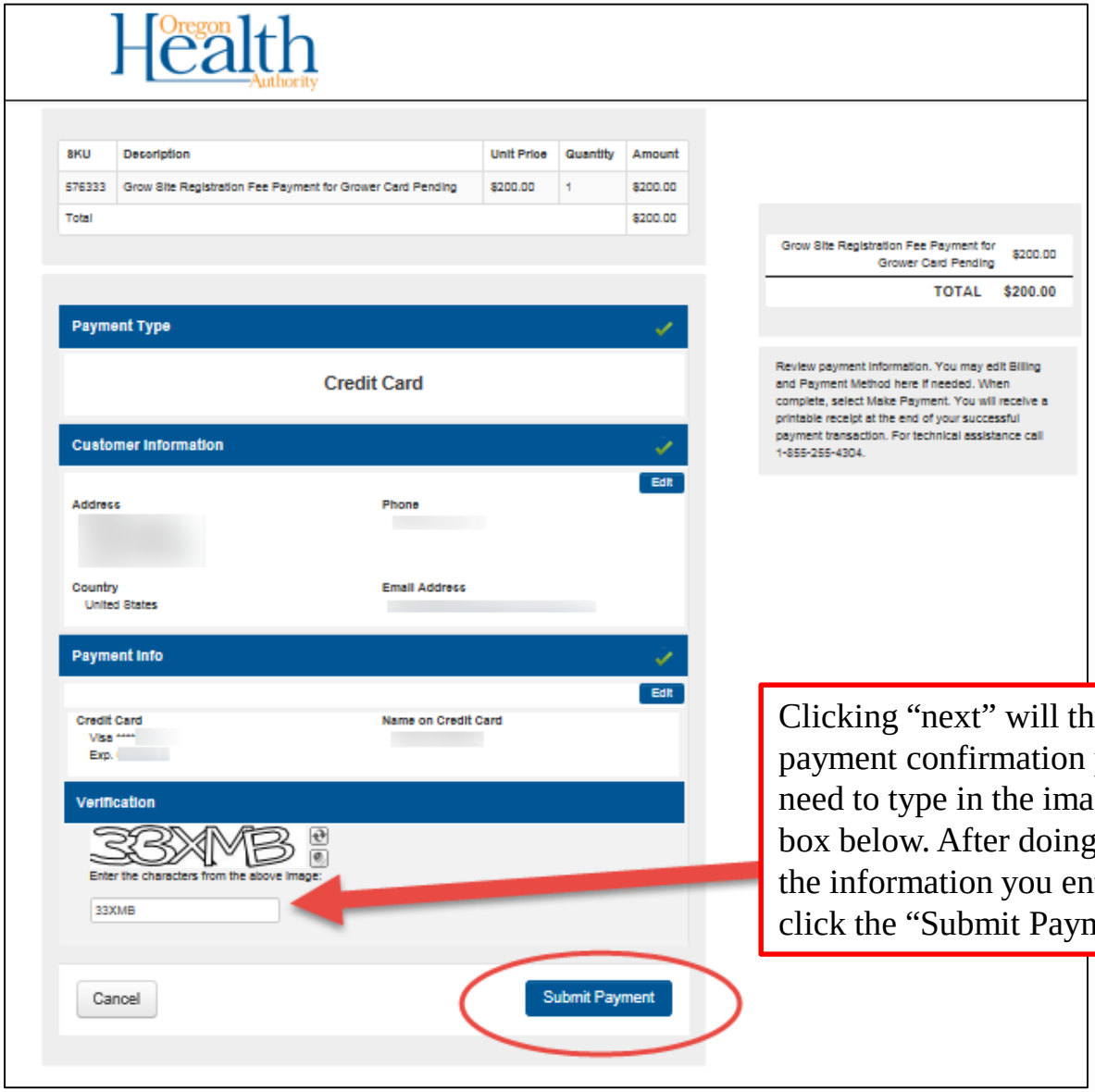
First Name *

Last Name *

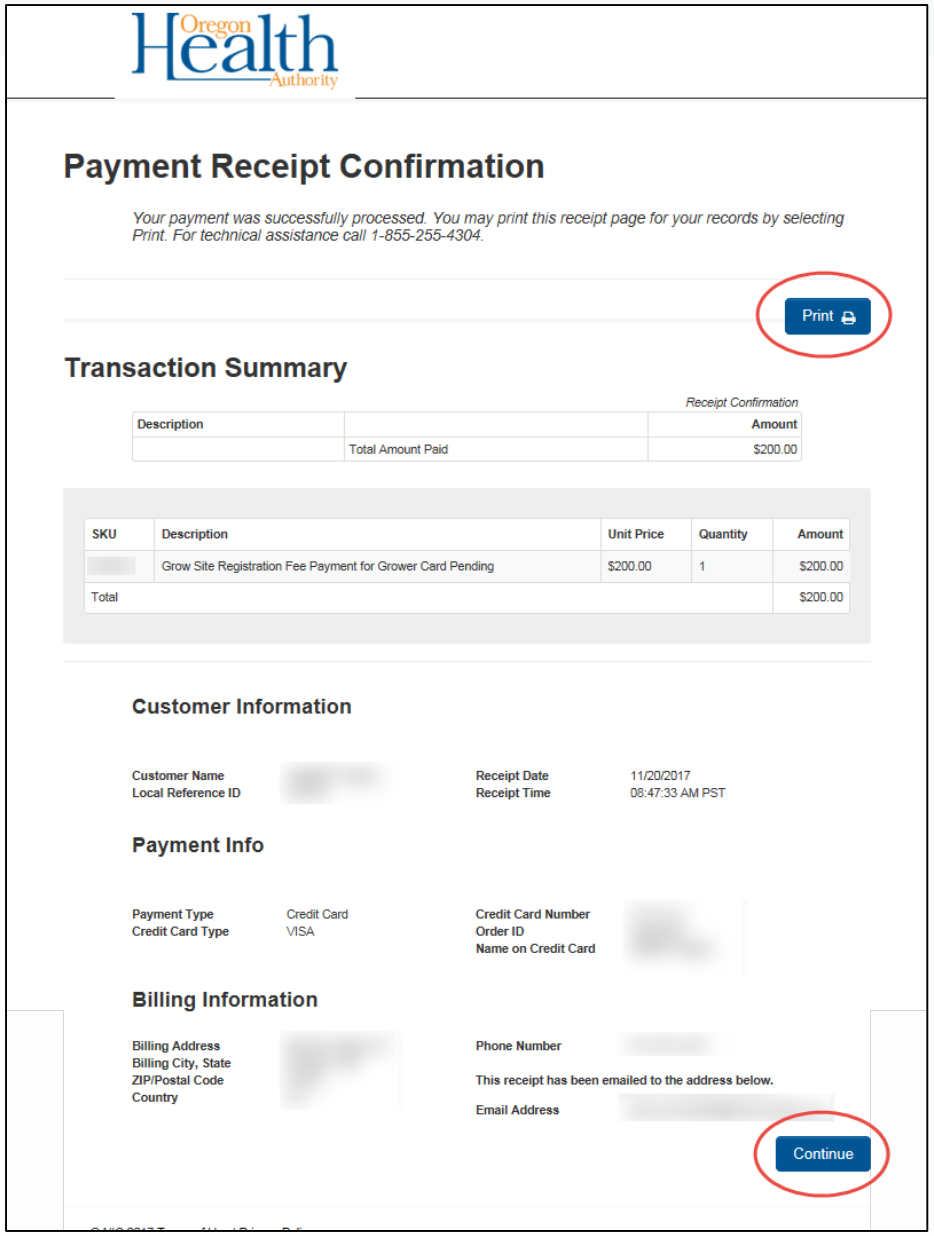
Address *

Once all fields are accurately filled out click the “Next” button

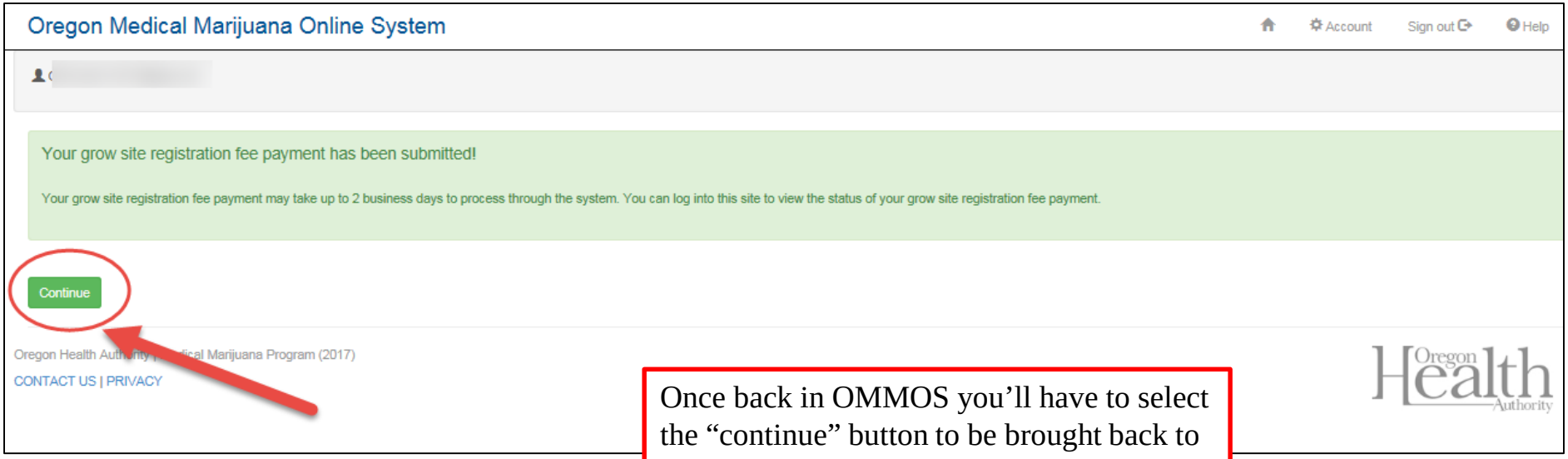




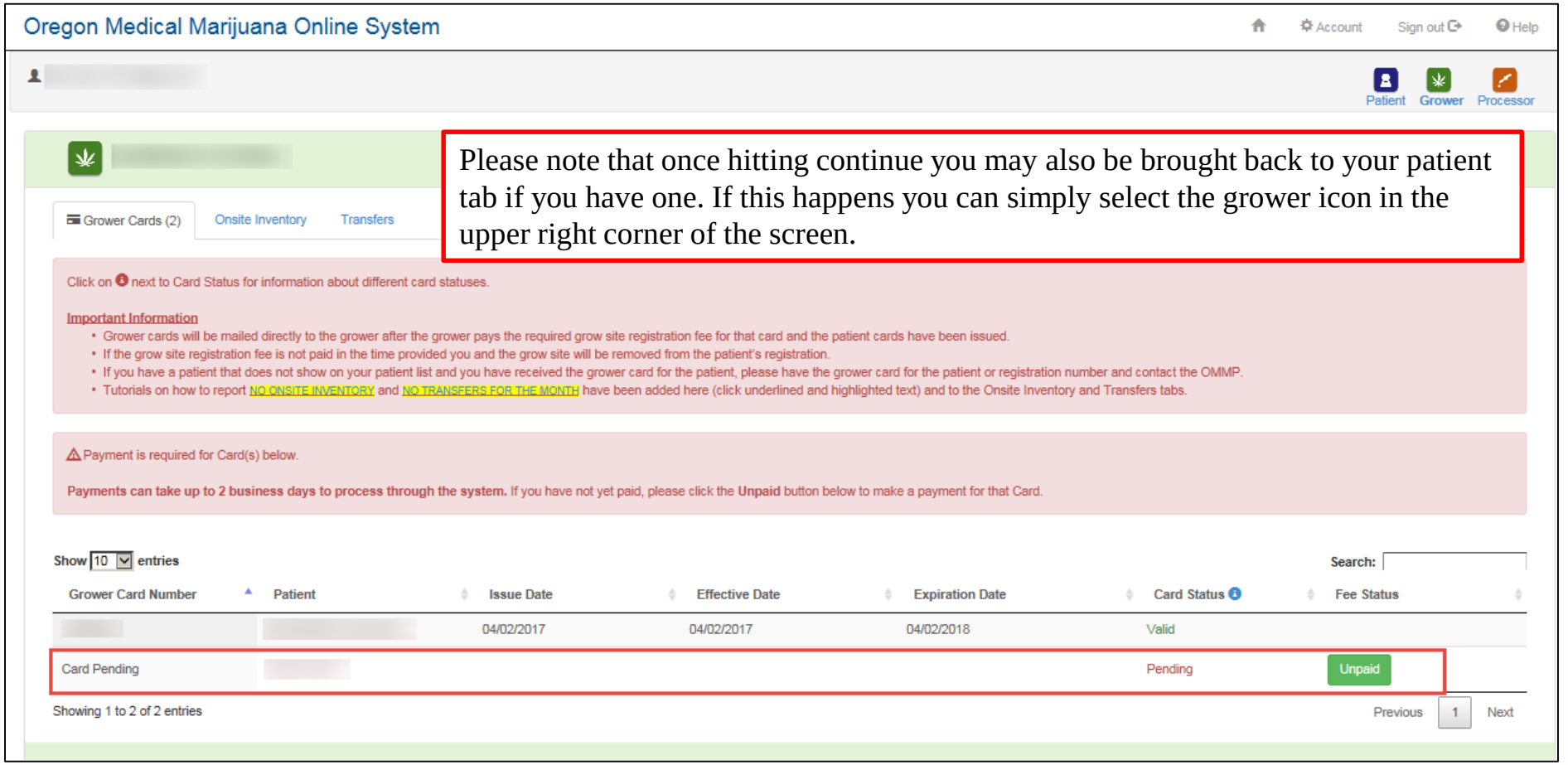
Clicking “next” will then bring you to the payment confirmation page, where you will need to type in the image provided in the box below. After doing that and verifying the information you entered is accurate click the “Submit Payment” button.



After submitting your payment you have the opportunity to print you payment receipt confirmation or return to OMMOS by selecting “Continue” button.



Once back in OMMOS you'll have to select the "continue" button to be brought back to the grower card section of your grower account.



You'll also see that your payment will not appear as paid. Please, do not pay again. It can take 2 business days to process through the system.

Grower Fee is Per Patient

- Payment for growers is due with a patient renewal
- The reporting system allows you to pay your fee that is due through your account
- Once payment is made, you are brought back to the inventory reporting page.

Wrap up

- Inventory and transfer reporting is due the 10th of each month for the prior months activity, even if you have no inventory or transfers to report you must report that to the OHA
- If you have over 12 plants at your grow site you will be required to use CTS (system managed by OLCC)
- OHA will notify all impacted growers of how to pay the fee for CTS and how to login at the appropriate time
- If you are required to report please continue reporting into OMMOS until instructed otherwise
- In order to receive a grower card, the grow site fee of $200 must be paid

Tracking and Reporting Questions?

Email: mmg.online@state.or.us

OR

visit the OMMP website Reporting and Requirements section at: http//www.healthoregon.org/ommp