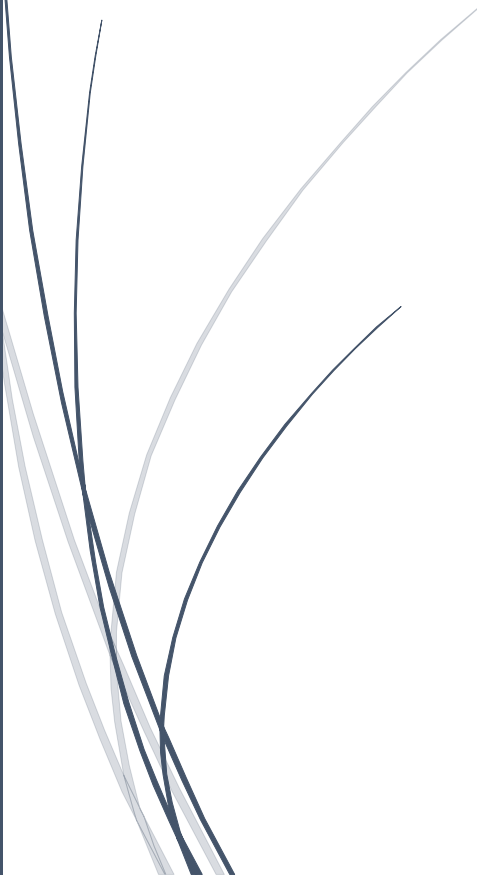




11/10/2017

Additional Guidance on Entering Regional Prevention Task Force Data into Mosaix IMPACT

*A Companion Document for the
Mosaix IMPACTSAPT User Guide
Version 1*



Rhode Island Department of Behavioral Healthcare,
Developmental Disabilities, and Hospitals

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Purpose

This document provides additional guidance on the entry of data related to the Regional Prevention Task Forces (RPTF) in the IMPACT^{SAPT} Prevention Platform. This is meant to augment the existing User Guide version 1.0 and covers only that content specific to Regional Prevention Task Forces (RPTF) data entry. This document will provide information on which screens and fields are required for RPTF and which are not. In addition, examples of how to create specific entries for the RPTF.

Structure and Content

IMPACT^{SAPT}

This document is arranged in the order of the IMPACT^{SAPT} modules. It features screen shots of the demonstration site and provides examples of different types of entries from the demo site. This guide also provides instruction on how to enter content for some fields. The screen shots featured in this guide will differ in title and content from those you will view during data entry.

The Module or screen names are also different as the screen will be titled “Create” as you enter data the first time, and then “Edit” if you change an entry, and, “View” if you are reviewing or searching for data previously entered. A red asterisk (*) denotes a required field and you will not be able to progress on the screen until that data is entered.

There are some fields and sections which are universally required across all funding streams while others are required only for some funding streams. In some cases, the entry from the screen shot is not actually a RPTF example but provides the best illustration of the required field and format. These are screen shots of previously entered “dummy data” and generally displayed in the view (the paper icon) or edit (the pencil icon) screens and may not show all functions in the screen, especially the blue upload and save buttons. Don't forget use the blue SAVE button any time you create or edit an entry!

Please refer to the IMPACT^{SAPT} User Guide version 1.0 for general entry instructions, such as how to create, save or edit entry of screens and fields within a given module. If you want to view a version the blank screen for creating an entry within a required field or screen, the IMPACT^{SAPT} User Guide is a better resource to provide that information.

Much of the content entered in the Assessment and Capacity Modules will only need to be entered one time. Within the Capacity Module, there will be updates when your coalition meets or if membership changes. The Planning Module is similar in the Goals, Objectives and Programs will remain stable excepting the entry of new cycles and new summary groups associated with programs.

Naming Conventions

Please use the following naming convention for all Regional Prevention Task Forces (RPTF) entries for IMPACT goals, objectives, programs, groups (summary), recurring and single services to differentiate the RPTF entries from other similar activities that may be funded by other sources. For example: Regional Prevention Task Force 9 = R9 (there is no region 9, these are fictional entries).

Regional versus Municipal Entries

The RPTF will be connected to the municipality as a managing organization. This will facilitate the ability to pull data and/or run reports at either the municipal or regional level. Records will exist for both units. Regional entries will focus primarily on Goals, Objectives and Activities that are related to the Regional Prevention Task Force Scope of Work. Municipal entries will focus primarily on relating activities and recurring or single services to programs. Please note that there is a separate guidance document pertaining to entries for municipal level activities.

Section 1 – Assess

Data Sources

Note: This section simply refers the reader to a set of data sources available for use in assessing community needs and resources. There's no specific data entry required for this screen.

Add Problem Behavior

This is a required section for everyone including Regional Prevention Task Forces (RPTF). The Problem Behavior Title, Status and Organization fields are all required.

1. The problem behavior should reflect the priority problem(s) from the RPTF Strategic Plan. Create one problem for each substance or behavioral health issue identified in the needs assessment and strategic plan. The organization will be the Regional Prevention Task Force.
2. The problem behavior should be in “active” status either through the end planned activities related to that problem behavior or the end of an award. Once activities or the award end, the problem behavior should be marked “inactive.”
3. The start date for problem behavior cannot precede the Goal date and the end date cannot exceed the Goal date. ***See screen shot next page.***

Home > Problem Behavior



















Problem Behavior

To add a new problem behavior, click the "Add" button. To view or edit a previously created problem behavior, select it from the list below.

+ NEW

10 R9

3 selected

	Problem Behavior Title	Status	Organization
  	R9 SAMPLE RPTF Underage Drinking 12-20	Active	R9 SAMPLE Regional Prevention Task Force
  	R9 SAMPLE RPTF Youth Marijuana Use 12-17	Active	R9 SAMPLE Regional Prevention Task Force
  	R9 SAMPLE STR Opioid Misuse Abuse	Active	R9 SAMPLE Regional Prevention Task Force
  	R9 SAMPLE RPTF Youth Tobacco Use 12-17	Active	R9 SAMPLE Regional Prevention Task Force
  	R9 SAMPLE RPTF Prescription Drug Misuse (non-opioid)	Inactive	R9 SAMPLE Regional Prevention Task Force
  	R9 SAMPLE RPTF Opioid Misuse Abuse	Inactive	R9 SAMPLE Regional Prevention Task Force

Expanded Problem Behavior Screen Shot for Youth Marijuana Use Entry:

View Problem Behavior

Organization *

R9 SAMPLE Regional Prevention Task Force

Problem Behavior Title *

R9 SAMPLE RPTF Youth Marijuana Use 12-17

Assessment Tools

Direct Community Input

Direct Community Observations/Data

Status

Inactive Active

< BACK

My Needs Assessment

This is a required section for RPTF communities. You only need to enter the Regional Needs Assessment. The work of the partner municipalities will be captured separately.

NOTE: If additional regional needs assessments are completed during the funding period, prior needs assessment can be marked inactive.

There are a series of screen shots depicting entries over the next few pages.

1. Target substance is a required field but the choices will populate from the priority problem location.
2. Target age groups is a universally required field; but please also make sure to enter the Geographic Setting, Community Setting, Target Race, Target Age Groups, Grade Level Served, and Sub-Populations.
3. You will need to enter the start and end date for the assessment. The start date may precede the submission of your strategic plan but cannot precede the start date for the problem behaviors. You can choose the end date.
4. The problem behavior should pre-populate based on the entries in the Problem Behavior Section. You may select as many as you have included in your needs assessment. They must be active problem behaviors to select them.

See screen shot next page.

Needs Assessment

The Needs Assessment gives you a complete picture of the environment you are serving. You should update your Needs Assessment as needed.

Organization *

R9 SAMPLE Regional Prevention Task Force ✕

Assessment Title *

R9 SAMPLE Needs Assessment 2017-2021

36 / 200

Assessment Period *

Start Date *

10/09/2017

End Date *

11/17/2017

Date Collected *

10/12/2017

Problem Behavior(s) *

R9 SAMPLE RPTF Underage Drinking 12-20 ✕ R9 SAMPLE RPTF Youth Marijuana Use 12-17 ✕
R9 SAMPLE STR Opioid Misuse Abuse ✕ R9 SAMPLE RPTF Youth Tobacco Use 12-17 ✕

Target Substances *

Alcohol ✕ Tobacco ✕ Marijuana ✕ Prescription Drugs ✕ Heroin ✕

Additional Substances Addressed

0 / 2000

Geographic Setting(s) Served

Urban ✕ Suburban ✕ Rural ✕

Community Setting(s) Served

Region or other Subsection of a State ✕

Target Race *

White ✕ Black or African American ✕ Native Hawaiian/Other Pacific ✕ Asian ✕
American Indian/Alaska Native ✕ More Than One Race ✕ Race Not Known or Other ✕

(Continuation of screen shot from prior page).

Target Age Group(s) *

0-4 x 5-11 x 12-14 x 15-17 x 18-20 x 21-24 x 25-44 x 45-64 x 65 and over x
Age not known x All Ages x

Grade Level(s) Served

Elementary School (K-5) x 6th Grade x 7th Grade x 8th Grade x 9th Grade x 10th Grade x
11th Grade x 12th Grade x

Target Sub-Populations *

Target Zip Codes +

?

Needs, Resources, Gaps

0 / 2000

Findings Of Epi Data

0 / 2000

Target Risk Factors *

Perceived Risk/Harm x Social Access/Availability x Social/Community Norms Accepting of Behavior x
Retail Access/Availability x Laws and policies Regulating Sales, Use, Possession x Age of First Use x
Family Dynamics/Functioning x

Target Protective Factors *

Community Connectedness x School Connectedness x

Upload File(s) +

Title	Description
   R9 SAMPLE Needs Assessment 2017-2021	

Status

Inactive Active

CANCEL SAVE

5. Target Zip Codes, Target Risk Factors and Target Protective Factors are all required fields.
6. Please enter all zip codes where you are implementing interventions or capacity building activities funded through the RPTF. For a RPTF entry, it should include all zip codes within the region.
7. Needs, Resources, Gaps, and Findings of Epi Data are not required fields. These will be covered with the upload of the Assessment of Community Need.
8. The Target Risk Factors and Target Protective Factors are from a dropdown menu. Select all that are included in your logic model.
9. Please make a copy of the Assessment of Community Need section of your RPTF community strategic plan which covers Step 1 of the Strategic Prevention Framework (SPF) and upload it. You will need to create a title. If a separate needs assessment was done by independent contract that informed your needs assessment and is available for upload, you may also include it.
10. You will need to click on Upload File (button will be blue initially, but then will turn gray as in this screen shot) Title is a required field – please use Region number in the naming convention (e.g., R 9 -Regional Prevention Task Forces Needs Assessment 2017 to 2021) and the term Needs Assessment in the naming convention.
11. Select the file from the Browse function, provide a brief description such as “R 9 - Regional Prevention Task Forces Needs Assessment 2017 to 2021.”
12. Click upload and identify status (active for RPTF). If a new needs assessment is added, please remember mark the prior entry as inactive and the new entry as active.
13. Lastly, click SAVE. The save button should turn blue after the upload is completed, signaling that the entry should now be saved.

Section 2 – Capacity

Coalition

Manage Coalition is required field for RPTF.

All contact related fields are required for RPTF and although they are not displayed in the screen shot. The RPTF Grant Manager should be listed. This should be a one-time entry barring changes in leadership. Please make sure to include email and address as well (not shown in screen shot).

View Coalition

Organization *

SAMPLE Anytown Prevention Coalition R9

Coalition Title *

Anytown Prevention Coalition SAMPLE R9

Description

Status

Inactive Active

First Name

Fake

Last Name

Person

Manage Business/Partner Member

This is a required section for RPTF. There will be redundancy in the memberships of the RPTF and municipal task forces.

This is where you would enter information for core sector representatives. You can have multiple individuals associated with a Business/Partner Member entry. Among the performance measures for the RPTF is to increase sector representation initially and the to increase the breadth and variety of stakeholders for each sector (e.g., Public Safety can include police, corrections, probation, and parole membership). Remember to save entry at the end.

The screen shot above depicts members of fictional Region 9's coalition. These are stakeholders who might participate in a Regional Meeting or activities.

[Home](#) > [List Business/Partner Member](#)

List Business/Partner Member

[+ NEW](#)

10 4 selected

Business/Partner	Sector	Status	Organization
✎ ✕ 📄 Anytown Police Department	Regional - Safety	Active	R9 SAMPLE Regional Prevention Task Force
✎ ✕ 📄 Smithville Daily News	Regional - Business	Active	R9 SAMPLE Regional Prevention Task Force
✎ ✕ 📄 Smithville Parents Against Overdose	Regional - Community/Family Supports	Active	R9 SAMPLE Regional Prevention Task Force
✎ ✕ 📄 Smithville Pediatrics	Regional - Medical/Health	Active	R9 SAMPLE Regional Prevention Task Force

1 of 1

The next page contains a screen shot of the expanded entry for Anytown Police Department.

[Home](#) > [List Business/Partner Member](#) > [View Business/Partner Member](#)

View Business/Partner Member

Organization *
R9 SAMPLE Regional Prevention Task Force

Link to Coalition
R9 SAMPLE Regional Prevention Task Force

Business/Partner Name *
Anytown Police Department

Status
Inactive Active

Sector *
Regional - Safety

For this fictional entry, there are two stakeholders included. You will need to create a separate contact for each representative. They can be inactivated if they leave.

Manage Individual Members

This is a required section for both RPTFs.

This is where you would enter information for individual representatives who aren't affiliated with a specific sector. Remember to save entry at the end. No screen shot is provided, as it's essentially the same as the Business/Partner screen and field.

Organization Meeting

This is a required section for RPTF. PLEASE OBSERVE NAMING CONVENTIONS for meetings because both RPTFs and municipalities will have data inputted for their coalition/task force meetings.

Please note that this is essentially an archive for RPTF meeting dates and minutes. It is not linked to anything else in IMPACT, isn't included in any the counts of service codes and therefore doesn't get captured in counts of activities related to the six (6) CSAP Prevention Strategies. **Data will also need to be entered in the Plan>Program module to generate information on Community Based Process activities needed for Block Grant reporting.**







[Home](#) > [List Organization Meeting](#)

List Organization Meeting

+ NEW

10 R9 SAMPLE

4 selected

	Meeting Title	Meeting Date	Organization	Created Date
  	R9 SAMPLE November 2017 Meeting	11/15/2017	R9 SAMPLE Regional Prevention Task Force	11/09/2017
  	R9 SAMPLE October 2017 Meeting	10/11/2017	R9 SAMPLE Regional Prevention Task Force	11/09/2017

1 of 1

Meeting title, date and duration are required fields. If you have a RPTF subcommittee or workgroup, please be sure to include them too – you will create this in subsequent screen.

1. This is where you will enter your coalition meetings and upload minutes
2. You will click on the Attachment + to upload meeting minutes. Don't forget to save after the upload before you exit the page!
3. Once you've entered the individual and business/partner members and sub-committees, you will be able to select them as attendees. Keep in mind that

there will be duplication of municipal members among the regional members. Unfortunately those records will have to be created twice for the municipal record and once for the region. You should only have to create the entry once. You will need to assign them a regional sector that they represent – regional sector will differentiate them.

[Home](#) > [List Organization Meeting](#) > [View Organization Meeting](#)

View Organization Meeting

Organization *

R9 SAMPLE Regional Prevention Task Force

Meeting Title *

R9 SAMPLE October 2017 Meeting

Meeting Date *

10/11/2017

Meeting Duration *

Hours *

2

Minutes *

0


Subcommittee(s)

Attendees- Staff Members

Fake Person1, Fake Person2

Attendees- Business/Partner or Individual Members

Anytown Police Department, Smithville Daily News, Smithville Parents Against Overdose, Smithville Pediatrics

Attachments 

		Title	Description
		 R9 October 2017 Agenda	R9 October 2017 Agenda (fictional)
		 R9 October 2017 Meeting Minutes	R9 October 2017 Meeting Minutes (fictional)

Organization Subcommittee

This is a required screen for RPTF if there are RPTF or municipal TF related sub-committees.

The organization is pre-populated and the Subcommittee title is a required field. Even though it's not a required field per se, please add the Business/Partner or Individual Members associated with the sub-committee. If the subcommittee is ad-hoc and no longer meets, select the inactive status.

There is no sample or screen shot for this screen.

Section 3 – Planning

Manage Strategic Plans

This is a required field for RPTFs.

1. For initial entry, use the “+ New” button. Most of you will have one strategic plan but older strategic plans can be stored here as well.
2. Enter the name of your strategic plan, start year and expiration year. Please insure that the naming convention from page 3 is used.
3. You will need to use two steps – (1) use the blue UPLOAD button to upload the plan AND (2) the SAVE button to save the entire entry. The screen shot does not show these steps.

[Home](#) > [List Strategic Plan](#) > [Update Strategic Plan](#)

Update Strategic Plan

Organization *
R9 SAMPLE Regional Prevention Task Force


Plan Title *
R9 SAMPLE Regional Prevention Task Force Strategic Plan 2017-2022 65 / 200




Status
Inactive Active

Plan Start Year *
2017

Plan Expiration Year *
2022

Plan Last Updated
2017

Strategic Plan File * 

Title	Description
   SAMPLE R9 RPTF Strategic Plan 2017-2022	SAMPLE R9 RPTF Strategic Plan 2017-2022

Identify Goals

This is a required field for RPTFs.

This list references the goal associated with the priority problem identified in your strategic plan and logic model. The goal usually has directionality associated with it (increase or decrease). It is typically a reduction in use of the targeted substance and will be something that will take the life time of the PFS, or longer, to accomplish. If you have selected one priority problem, it's likely you will only have one goal. However, if you selected two priority problems, you will have two goals. It will be a one-time entry.

1. Please observe the naming convention noted on page 3 for this entry.
2. If you selected two priority problems, you will need to create two goals because each priority has a different set of evidence based practices/policies/programs (EBPs) and activities associated with them.
3. Later in this module, you will create objectives, programs and activities associated with your goal(s) from your logic model and strategic plan.
4. Goals are longer term and so will remain in active status until the end of RPTF funding. You will change the goal status from active to inactive during the last round of data entry for your contract period.

Home > Goal List

Goal List

Goal List Description

+ NEW

10 R9 4 selected

Goal Title	Status	Organization	Create Date
R9 SAMPLE RPTF Reduce Youth Tobacco Use	Active	R9 SAMPLE Regional Prevention Task Force	10/06/2017
R9 SAMPLE RPTF Reduce or Maintain Current Prevalence Rates for Youth Marijuana Use 12-17	Active	R9 SAMPLE Regional Prevention Task Force	10/06/2017
R9 SAMPLE RPTF Reduce Underage Drinking 12-20	Active	R9 SAMPLE Regional Prevention Task Force	10/06/2017
R9 SAMPLE STR Reduce Opioid Misuse	Active	R9 SAMPLE Regional Prevention Task Force	10/03/2017

< 1 of 1 >

The next screen shot shows more detail about the Goal and how to formulate specific entries for RPTF. This entry depicts the detail associated with the first goal on p.15.

[Home](#) > [Goal List](#) > [Goal Read](#)

Goal Read

Goal Read Description

Organization *

R9 SAMPLE Regional Prevention Task Force

Link to Strategic Plan

Problem Behavior

R9 SAMPLE RPTF Youth Tobacco Use 12-17

Goal Title

R9 SAMPLE RPTF Reduce Youth Tobacco Use

Goal Start Date *

10/6/2017

Goal Targeted Achieve By Date

7/31/2018

Goal Outcome Description

Keep rates of illegal sales of tobacco products including ENDS products below % (Synar Compliance)

Goal Outcome +

Progress Indicators +

Status

Inactive Active

[< BACK](#)

All fields in Goal Description, except Assessment Tools, are required for RPTFs. Please note that the screen shot does not show all fields populated.

1. The goal title should reflect a reduction in the use of the target substance or target substances (e.g., underage drinking, youth marijuana use, opioid use, youth tobacco use or all, depending upon your strategic plan and the available resources).
2. Goal start date should be when your plan was approved and/or when you started capacity building activities or implemented EBPs.
3. Goal outcome descriptions should relate to reducing the prevalence of underage drinking, youth marijuana use or both based on your strategic plan.
4. The RI Student Survey (RISS) is the tool we will use to measure progress towards the long term RPTF goal of reducing the problem behaviors described earlier. A specific magnitude of change should be articulated based on your strategic plan and logic model.
5. The progress indicator will be administration of the baseline data collection of RISS in Spring of 2016.
6. The goal start date and progress indicators are the required fields for this screen, the rest will pre-populate based on prior entries. Nothing after progress indicators is required (e.g., assessment tools). A progress indicator for this example might be completion of X number of vendor/merchant education sessions.

Identify Objectives

This is a required field for RPTFs.

Objectives should reflect efforts or activities that address a risk or protective factor associated with the Goal. Like the goal, where possible the objective should be expressed as a change in directionality.

1. Each Objective will be linked to a goal. The Objective will relate back to the targeted risk or protective factors from your strategic plan and logic model. These are what you are targeting more directly with your EBPs.
2. You will also have multiple objectives as you are targeting more than one risk or protective factor.
3. The Objective Title doesn't have to specify a magnitude of change as the next screen, Objective Detail, will cover it.
4. The Objective can later be linked to multiple programs.

See screen shot next page depicting the objectives.

Objective List

To add a new objective, click the "Add" button. To view or edit a previously create objective, select it from the list below.

[+ NEW](#)

10 ▾ R9

4 selected ▾

Objective Title	Goal Title	Status
✎ ✕ 📄 R9 SAMPLE RPTF Enforcement of State Laws Restricting Tobacco Sales to 18+	R9 SAMPLE RPTF Reduce Youth Tobacco Use	Active
✎ ✕ 📄 R9 SAMPLE STR Increase capacity in Region 9 communities to address opioid use and overdose issues	R9 SAMPLE STR Reduce Opioid Misuse	Active
✎ ✕ 📄 R9 SAMPLE RPTF increase capacity of Region 9 communities into address youth marijuana use ages 12-17	R9 SAMPLE RPTF Reduce or Maintain Current Prevalence Rates for Youth Marijuana Use 12-17	Active

< >

1 of 1

A sample objective record appears in the screen shot next page.

Objective Read

Objective Read Description

Organization *

R9 SAMPLE Regional Prevention Task Force

Goal *

R9 SAMPLE RPTF Reduce Youth Tobacco Use

Goal Date Range

Goal Start Date	Goal Targeted Achieve by Date
10/6/2017	7/31/2018

Objective Title *

R9 SAMPLE RPTF Enforcement of State Laws Restricting Tobacco Sales to 18+

Objective Description

Design and Implement Tobacco Retailer Education Program for 2018

Objective Start Date *

1/15/2018

Objective Target Achieve By Date *

7/30/2018

Objective Outcome +

Progress Indicators +

Assigned To

Status

Inactive Active

1. This is the next level of the Objective Create/List screen. Objective title is a required field and should address a risk or protective factor associated with your plan and logic model. Please use the naming convention described on p.3.
2. The sample on the prior page did not depict objective outcome(s) or progress indicators, although it is recommended that they be entered.
3. You will have an outcome listed and objective for each risk or protective factor listed in your logic model.
4. In the next screen, you will link programs or activities to the objective. Multiple programs or activities can be linked to an objective.

Identify Program

This is a required field for RPTF.

1. You must select a program type when you create the program initially. You must select a CSAP strategy targeted. It is very important that you select the proper strategy associated with the program.
2. Programs funded under RPTF will fall into different program types.
 - a. EVIDENCE BASED Programs-RPTFs will capture evidence based practices such as school based curriculum or other multi-component interventions contained in SAMHSA's National Registry of Effective Programs and Practices under the EVIDENCE BASED category. BHDDH staff or the Evidence Based Practices Workgroup will be able to assist in identifying if the program is evidence based.
 - b. ENVIRONMENTAL STRATEGIES-RPTFs will capture environmental strategies such as use of social marketing, media literacy, media advocacy¹ and policy or

¹ Please note that an environmental MEDIA strategy message must a) address a risk or protective factor from the RPTF strategic plan; b) have a consistent message that is delivered to the same target population at least three times by one or more communication channels; and, c) describe the desired change in behavior or policy. All other use of media, such as a website or social media (such as Facebook, Instagram, Snapchat) to raise awareness of problems, mobilize community partners/stakeholders or increase visibility/recognition of the task force/coalition's work, is considered a local program. See FAQ's at the end of this document about how to create local media entries.

ordinance change, compliance checks, party patrols and other enforcement strategies.

- c. LOCAL Programs - Each RPTF will need to create at least one LOCAL program with the following naming convention “**R {enter region number} Planning and Community Based Process.**” This is necessary to capture Community Based Process activities undertaken by the task force and is where staff time in support of regional planning and service delivery coordination will get captured. Task Force Meetings and single services such as town halls and community forums are convened for the purposes of planning and obtaining input/feedback from the community regarding prevention priorities and emerging issues. This work is defined as Community Based Process by CSAP. Although you may enter information concerning Task Force meetings into the IMPACT^{SAPT} Capacity Module, it does not link that data to goals, objectives, or programs. This data is needed for accurate Block Grant reporting. Other local programs may also be entered. Programs that don’t fit criteria for evidence based or an environmental strategy, will be treated as LOCAL.

- 3. The Programs you enter should align with the names of the prevention interventions identified in your strategic plans and correspond with naming convention guidance from page 3. See entries below that are circled

The screen shot below depicts several program entries. R9 entries are circled.

Identify Program

To add a new program, click the "Add" button. To view or edit a previously entered program, select it from the list below.

The screenshot shows a web interface for identifying programs. At the top left is a blue button with a plus sign and the word 'NEW'. Below it is a search bar with a dropdown menu showing '10', a text input field containing 'R9', and a magnifying glass icon. To the right of the search bar is a dropdown menu showing '3 selected'. Below these elements is a table with the following columns: Program Title, Program Type, and Status. The table contains four rows of data. The third row is circled in blue.

	Program Title	Program Type	Status
	Anytown Middle School Project Alert R9 SAMPLE	Evidence-based	Active
	Anytown Prevention Task Force Planning R9 SAMPLE	Local	Active
	R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning	Local	Active
	R9 SAMPLE RPTF Tobacco Retailer Education Program	Local	Active

The screen shot next page depicts a regional entry for community based process and planning.

View Program

Organization *

R9 SAMPLE Regional Prevention Task Force

Program Type *

Local

Program Title *

R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning

Program Description


R9 SAMPLE Regional Community Based Process Prevention Task Force Planning

Start Date *

10/9/2017

Target Completion Date *

7/1/2022

Program Objectives* 

R9 SAMPLE RPTF Restrict Access to Tobacco For Youth <18

R9 SAMPLE RPTF increase perception of risk associated with youth marijuana use ages 12-17

R9 SAMPLE STR Reduce Retail Availability of Opioids

Primary IOM Category *


Universal Indirect

Primary Strategy *

Community-Based Process

Service Codes *

STC01 - Accessing Services and Funding, STC02 - Assessing Community Needs

Program Outcomes* 

By 05/31/2022 Increase sector representation and develop a multi year strategic plan and individual annual work plan

Screen shot omits program status field.

Identify Activities

This is a required field for RPTF.

This section is for recording the types of activities you *plan* to carry out as part of your prevention intervention (i.e. Program). It is recommended that you create at least one activity for each Program. You do not need to create separate planned activities for multi-component interventions.

Your planned activity will then get linked to each of the actual activities or services you record under Implement/Recording Single of Recurring Services. Most services will be recurring.

This field will also be used to capture RPTF performance measures related to increase reach and dose. More information on this can be found on pages [52-53](#) in the Frequently Asked Questions section.

In addition, there is a sheet that contains a list of service codes that are associated with CSAP strategies to assist in accurate data entry.

Identify Activities

Below are the activities that you have identified. They are separated by the program name. To add a new activity click on the + sign next to the program name. To modify an existing activity simply click on the activity's name.

Activity	Program	Proposed Start Date	Status
R9 RPTF SAMPLE Needs Assessment	R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning	10/10/2017	Active
R9 RPTF SAMPLE Implement and Monitor Strategic Plans	R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning	03/01/2018	Active
R9 RPTF SAMPLE Regional Prevention Task Force Convene Meetings	R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning	10/10/2017	Active
R9 RPTF SAMPLE Tobacco Retailer Education Program Design Phase	R9 SAMPLE RPTF Tobacco Retailer Education Program	11/06/2017	Active
R9 RPTF SAMPLE Tobacco Retailer Education Program Implementation Phase	R9 SAMPLE RPTF Tobacco Retailer Education Program	04/01/2018	Active

1 of 1

In the above screen shot, the major tasks from the Regional Prevention Task Force Scope of Work are shown as the first three activities associated with the Program Community Based Process and Prevention Task Force Planning. Additional detail for the Convene meeting activity appears next page.

Activity detail

[Home](#) > [Identity Activities](#) > [View Activities](#)

View Activities

Organization *

R9 SAMPLE Regional Prevention Task Force

Activity Title *

R9 RPTF SAMPLE Regional Prevention Task Force Convene Meetings

Program *

R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning

Program Start Date

10/9/2017

Program Target Completion Date

7/1/2022

Objectives* 

R9 SAMPLE RPTF Restrict Access to Tobacco For Youth <18

R9 SAMPLE RPTF increase perception of risk associated with youth marijuana use ages 12-17

R9 SAMPLE STR Reduce Retail Availability of Opioids

Service Type Code *

STC01 - Accessing Services and Funding

Proposed Start Date *

10/10/2017

Proposed End Date *

6/30/2022

See additional page of screen shot.

Responsible

Responsible

Description

Convene the RPTF ten times annually to gather members of the municipal task forces and Core Sector representatives


Process Indicators * 

Process Indicator *

Meetings (10 year)

Process Indicator *

Expansion of representation of the core sectors

Outputs * 

Output *

Meeting minutes

Output *

Needs assessment

Status 

Inactive Active

[< BACK](#)

The series of screen shots on pages 20-21 how to capture work of the RPTF in assessing needs and planning for delivery of prevention services within the region. This is the work of Community Based Process and a substantial part your work. a series of screen shots will capture activities related to various tasks contained in the Scope of Work for the RPTF contracts.

Recurring Service Title *

R9 SAMPLE Regional Prevention Task Force Monthly Meetings 2017

Group *


R9 SAMPLE RPTF Communities RPTF Monthly Meeting Group 2017

Service Description

Monthly Regional Task Force Meetings 2017

Recurring Service Status *

Active

Objective* 

R9 SAMPLE RPTF Restrict Access to Tobacco For Youth <18

R9 SAMPLE RPTF increase perception of risk associated with youth marijuana use ages 12-17

Service Type Code *

STC02 - Assessing Community Needs

Service Population *

General Population

[< BACK](#)

Identify Participants

You may skip over this field for RPTF.

There are two ways to report participants; individually or as a group summary. You MUST report participants for RPTF but you will have discretion as to the best way to capture that information. Most reporting requires demographic data, but summary level data provides sufficient information for Block Grant reporting. It is *recommended* that you identify participants at the **summary group** (vs. individual) level. Doing so will also help to reduce data entry burden. Entering participants at the summary level enables you to skip over the Identify Participants drop-down located under the Planning module.

Identify Groups

This is a required field for RPTFs.

There are two ways to create groups: participant groups and summary groups. Participant groups are created from individual participants. We do not recommend using participant groups.

Summary groups can be created from several different sources including school enrollment data, classroom or workshop attendance sheets, census data etc. Summary groups reflect your “estimated target population” or the number of individuals you hope to reach with your prevention interventions.

[Home](#) > [Identify Groups](#)

Identify Groups

Listed below are the Programs identified. To link a new Group to a Program, click "Add Group" next to the appropriate Program and complete the screen. To view or edit a previously created Group, click on the name of the Group.

[+ NEW](#)

10 ▾ R9 5 selected ▾

	Group Title	Group Type	Status	Date Established	Organization
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE Project Alert Smithville MS Grade 6 3rd Trimester Academic 2017-18	Summary	Active	02/01/2018	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE RPTF Communities RPTF Monthly Meeting Group 2017	Summary	Active	10/06/2017	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE RPTF Communities	Summary	Active	10/06/2017	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE RPTF Project Alert Anytown grade 6 3rd Trimester Academic 2017-18	Summary	Active	03/01/2018	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE RPTF Tobacco Retailer Education Program Stakeholder Group	Summary	Active	10/11/2017	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 SAMPLE STR Project Lazarus Pharmacies	Summary	Active	10/06/2017	R9 SAMPLE Regional Prev Task Force
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R9 STR SAMPLE RPTF Communities	Summary	Active	10/06/2017	R9 SAMPLE Regional Prev Task Force

< >

1 of 1

Summary Groups

The Identify Groups screen is quite lengthy and it will be covered over multiple screen shots.

1. All the fields associated with Identify Groups are required.
2. It is recommended that the group title reflect the name of the program and reflect the guidance on naming conventions from page 3 and should also be anchored in a timeframe when the group is likely active, for example a school academic

year. This will make it easier to manage data and to know when to change the group status from active to completed.

Group Type *

Summary

Summary Information *

Please enter the total number of the group in the textbox below. The total number must equal all sub-categories.

Number in Group

5

Age	
0-4	0
5-11	0
12-14	0
15-17	0
18-20	0
21-24	0
25-44	0
45-64	0
65 and over	0
Age not known	5
All Ages	0
Total	5

This screen shot covers two fields: Group type & Number in group and Age. All totals for different demographic categories MUST add up to the number in group. This example has 5. If ages aren't specifically known, estimate to the best of your ability. If you really can't guess, "Age not known" is acceptable.

Gender		
Male		1
Female		4
Gender Unknown		0
Other		0
Total		5
Race		
White		0
Black or African American		0
Native Hawaiian/Other Pacific		0
Asian		0
American Indian/Alaska Native		0
More Than One Race		0
Race Not Known or Other		5
Total		5
Ethnicity		
Hispanic		0
Other		0
Non-Hispanic		0
Unknown		5
Total		5

[< BACK](#)

The screen shot on the prior page depicts the remaining categories of gender, race, and ethnicity.

1. As was true of the other screen, the totals within each of these categories must add up to the total Number in Group category
2. Groups should be marked complete at the end of their cycle. Groups can be copied and saved and renamed with a naming convention that reflects the new cycle. Change the status to active and update the demographics.

Manage Logic Model

This is a required screen for RPTFs.

1. Enter your logic model title consistent with the naming convention on page 3.
2. All fields are required and you must upload your logic model as an individual file.
3. Don't forget to use the upload button initially, verify that the upload was successful and then use the save button (not visible in this screen).
4. Both the upload button and save button will be blue when they can be selected and both must be used to ensure that the upload take place AND has been saved.

The file upload function is the same as for the Needs Assessment. No screenshot is provided.

Work Plan

This is a required section for RPTFs. Both the regional (RPTF) and municipal work plans should be entered. PLEASE OBSERVE NAMING CONVENTIONS as there will be a significant number of entries.

1. Make a copy of each year of your task and timeline.
2. Upload each individually; you can delete old versions and update with newer ones.
3. When the timeframe for the task and timeline has passed, change it to inactive status.

As noted above, the file upload function is similar to other sections. No screenshot is provided.

Section 4 – Implement

Each program and activity described in Section 3/Module 3 Planning will be further expanded here in Implement. For program or activity listed, you must have entered either a Single Service or a Recurring Service. See the IMPACT^{SAPT} User Guide Version 1 for additional definitions.

Single services are usually associated with a capacity building type of activity such as an assembly, a kick off or launch event, training, distribution of brochures and pamphlets at a school open house, or something is creating readiness for or building capacity to implement an evidence based practice proposed in your RPTF strategic plan and logic model. Generally, single services are not meant to change behavior but to raise awareness of substance abuse and the role of the coalition in preventing substance abuse and associated problem behaviors.

Recurring services are usually evidence based practices that are either multi-session or multi-component, such as multiple sessions of Positive Action or Above the Influence which has multiple components such as recruitment of youth, creation/adaptation of messages by youth, message testing, use of print or moving images, evaluation of reach and impact. Enforcement strategies would also be considered recurring services. Although activities such as compliance checks and party patrols are typically conducted at different locations, they are still addressing the same target population or individuals living within the same zip code.

See screen shots on the following pages to depict an entry for each type of service.

Record Single Service

This is a required field for RPTF.

All single services will be listed and can be selected as active or inactive.

[Home](#) > [Single Services/Activities](#)

Single Services/Activities

Listed below are the Programs previously identified. To add a new service/activity, click on "+" to the right of the Program name. Click on an event to modify.

Service Date	Single Service	Program Name	Organization	Created Date
11/10/2017	R9 RPTF Opioid Town Hall and Chasing the Dragon Event	R9 SAMPLE STR Project Lazarus	R9 SAMPLE Regional Prevention Task Force	11/10/2017

Single Service Description

The description consists of multiple components.

There are a series of screen shot covering the link to the organization, program title (e.g., this is a capacity building effort linked to implementation of Project Lazarus), start and end date for the PROGRAM (not the single service), activity, title, duration, service code and service population.

The objective is linked to the program.

The service type code is established when the program is created. The service population is selected from an extensive dropdown menu.

(See screen shot next page).

View Single Services/Activities

Organization *
R9 SAMPLE Regional Prevention Task Force

Program Title *
R9 SAMPLE STR Project Lazarus

Display Date Range

Start Date	End Date
10/6/2017	3/30/2018

Activity
R9 SAMPLE STR Project Lazarus Community Activities

Single Service Title *
R9 RPTF Opioid Town Hall and Chasing the Dragon Event

Description *
R9 RPTF Opioid Town Hall and Chasing the Dragon Event to mobilize communities on overdose

Objective* +
R9 SAMPLE STR Reduce Retail Availability of Opioids

Service Date *
11/10/2017

Single Service Duration *

Hours *	Minutes *
2	0

Service Type Code *
STC02 - Assessing Community Needs

Service Population *
Civic Groups/Coalitions, General Population, Local Municipal Agencies, Prevention/Treatment Professionals

The next series of screen shots will provide information on the demographic and non-demographic data associated with the single service.

Service Type Code *

STC05 - Community Team Activities ✕

Service Population *

Civic Groups/Coalitions ✕ General Population ✕ Local Municipal Agencies ✕
Prevention/Treatment Professionals ✕

Demographic Service Information *

Please enter the total number of participants in the textbox below. The total number must equal all sub-categories.



Total Participants

25

Age

0-4 0

5-11 0

12-14 0

15-17 0

18-20 0

21-24 0

25-44 0

You will need to capture the total number of attendees to the single service. The next series of screenshot will include various demographic data. With respect to age, depicted here, you must enter a number that is equal to the total number of participants. It can be age not known, as demonstrated here if the age of the participants is unknown.

(This is a continuation of the prior screen shot).

45-64	0
65 and over	0
Age not known	0
All Ages	25
Total	25
Gender	
Male	10
Female	13
Gender Unknown	2
Other	0
Total	25

Race	
White	0
Black or African American	0
Native Hawaiian/Other Pacific	0
Asian	0
American Indian/Alaska Native	0
More Than One Race	0
Race Not Known or Other	25
Total	25
Ethnicity	
Hispanic	0
Other	0
Non-Hispanic	0
Unknown	25
Total	25

(This is a continuation of the prior screen shot).

For each demographic category, the total number must add up to the total number of participants. Each category has some version of “not known” available. Non-demographic information will be displayed in the next screen shot.

This screen shot depicts non-demographic service information.

Non Demographic Service Information ⌵

Service Location *
School Site - High School ✕

Target Zip Codes +

Zip Code *
02920 ✕
5 / 10

Staff Hours ▶

Staff Members
Person1, Fake ✕ Person2, Fake ✕

Staff Name	Direct Hours	Direct Minutes	Indirect Hours	Indirect Minutes
Person1, Fake	2 ✕	0 ✕	18 ✕	0 ✕
Person2, Fake	2 ✕	0 ✕	14 ✕	0 ✕

Notes
indirect hours were spent promoting and handling logistics for event.
69 / 1000

CANCEL SAVE

Record Recurring Service

This is a required field for PFS.

NOTE: This section has components which appear as tabs; (1) first tab is Service Set up where the service is described; and (2) the second table is Events where more details are provided. Both are required for RPTF recurring service entries.

In this screen, you identify the recurring service and a group associated with it.

Service Set Up – Part I

The screen shot on the next page depicts Part I of the recurring service – Service Set Up.

View Recurring Services/Activities

Service Setup | Events

Organization *
R9 SAMPLE Regional Prevention Task Force

Program Name *
R9 SAMPLE Regional Community Based Process and Prevention Task Force Planning

Activity
R9 RPTF SAMPLE Regional Prevention Task Force Convene Meetings

Recurring Service Title *
R9 SAMPLE Regional Prevention Task Force Monthly Meetings 2017

Group *
R9 SAMPLE RPTF Communities RPTF Monthly Meeting Group 2017

Service Description
Monthly Regional Task Force Meetings 2017

Recurring Service Status *
Active

Objective* +
R9 SAMPLE RPTF Restrict Access to Tobacco For Youth <18
R9 SAMPLE RPTF increase perception of risk associated with youth marijuana use ages 12-17

Service Type Code *
STC02 - Assessing Community Needs

Service Population *
General Population

Event Data – Part II

This is the second required screen for recurring services.

[Home](#) > [List Recurring Service Event](#)

List Recurring Service Event

Service Setup

Events

R9 SAMPLE Regional Prevention Task Force Monthly Meetings 2017

+ NEW

10

Search



4 selected

Service Date	Service Location	Number of Attendees	Program
11/01/2017	County/Provider Office	4	R9 SAMPLE Regional Prevention Task Force Planning

1 of 1

The next page will depict the event detail. This is where the number of participants is captured and staff hours for coalition activities are entered.

View Recurring Service Event

Session Counter

1

Service Date *

11/1/2017

Service/Event Duration *

Hours *

2

Minutes *

0

Service/Event Location *

County/Provider Office

Number of Attendees *

4

Description

November RPTF Meeting

Track Staff Hours 

Staff Members

Person1, Fake, Person2, Fake

Staff Name	Direct Hours	Direct Minutes	Indirect Hours	Indirect Minutes
Person1, Fake	2	0	1	0
Person2, Fake	2	0	2	30

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Section 5 – Reporting

IMPACT^{SAPT} will enable you to generate 1) *non-demographic* reports for strategies and 2) *demographic* reports for prevention education programs and alternative drug free activities where the demographics of the participants are known.

Planned Activities by Program:

Non-Demographic Report:

Report Name: **“Recurring Services by Program/Activity”**

Purpose: This report will provide you with the total number of activities completed within a given timeframe. For the report to generate the information you need, you must first insure that you have entered your data into IMPACT^{SAPT} correctly. Once you have completed the Program setup (as described earlier in this guide) and Activities, you will need to create a recurring group.

Generating the Report:

1. Go to: Reports/ Reports Module and under Implementation, select Recurring Services by Program.
2. Enter start and end dates that align with your reporting period (e.g. April 1, 2016 – September 30, 2016).
3. Select your Organization, Program, and Group accordingly and click Generate Report.

Demographic Reports:

Two different types of demographic reports can be generated to capture demographic information for those reached by direct service strategies such as prevention education and alternative drug free activities.

Report #1: **“Recurring Services by Demographics”**

Purpose: This report will be useful for reporting the total number of individuals reached by interventions delivered to the same group of people over multiple weeks or months (e.g. Positive Action or other school-based curricula)

Generating the Report:

1. Go to: Reports/ Reports Module and under Implementation, select Recurring Services by Demographics.
2. Enter start and end dates that align with the reporting period sought. Depending upon the purpose of report, it may be monthly, quarterly, or annually. Selecting the fiscal year will enable you to determine which groups have carried over from the previous reporting period and which are new during the second half of the fiscal year (as of April 1,).
3. Click Generate Report. Once you generate your report, it should look like the example below.

Report #2: **“Single Services by Demographics”**

Purpose: This report will be useful for reporting the total number of individuals reached by interventions delivered to a different group of people each time it is implemented (e.g. parent workshops).

Generating the Report:

1. Go to: Reports/ Reports Module and under Implementation, select Single Services by Demographics.
2. Enter start and end dates that align with the timeframe for the reporting period.
3. Click Generate Report.

Section 6 – Frequently Asked Questions (FAQ's)

MOSAIX IMPACT^{SAPT}

Q: Where do facilitator trainings for prevention education activities get entered in the Mosaix?

A: Trainings of teachers and administrative staff get entered under Capacity Tab > Training & Technical Assistance.

Q: Where do communities report pre/post measures related to prevention education programs?

Under the Planning Tab > Identify Objectives > “Objective Outcomes” – enter a second line item that specifics use of pre/post measures.

Q: How should communities enter enforcement strategies (compliance checks, party patrols) in Mosaix?

A: Compliance checks/party patrols should be entered as a recurring service. Although compliance checks/party patrols are often conducted at different locations, they are entered as a recurring service because they are still addressing the same target population (12-17 years old youth in the community or specific zip codes).

Under Service Setup/Recurring Service Title, enter: “RPTF [Community Name] Compliance Checks or Party Patrol [Reporting Period]” (e.g. “RPTF Providence Compliance Checks April 1 2016-Sep 20 2016”). Once the Service Setup is filled out accordingly, “Events” should then be added every time you want to enter completed compliance checks. You do not need to enter a separate event for each compliance check. Instead, you will enter summary data (i.e. total number of compliance checks completed):

For example, let's assume that your community completed 20 compliance checks in May 2016. It is now August and you'd like to update Mosaix to reflect your May activities. Add a new “Event” in Mosaix. Under “Service Date” enter today's date (i.e. that date you are entering your data). Under “Service/Event Duration” enter 1 hour (this number is arbitrary). Under “Number of Attendees” enter the total number of compliance checks completed.

MEDIA ACTIVITIES TO BE ENTERED AS A 'LOCAL' MEDIA PROGRAM – RECURRING SERVICES

Please enter media activities with the following characteristics as a “Local” Media Program in IMPACT^{SAPT}:

1. The media activity uses a consistent message that is delivered at least 3 times to the same target population (e.g. youth 12-17, parents of youth 12-17, whole community) no matter what channel (social media, coalition website, print media such as paper, parent or community newsletters)
2. The media activity/message is focused on **changing a specific risk or protective factor** contained in your implementation grid or plan (RISAPA, Marijuana and Other Drug Initiative) or Strategic Plan (Regional Prevention Task Forces) such as perception of risk or harm, ease of access or availability, social norms, or parental monitoring/family management practices.

Entry method:

1. The media activities will then need to be entered as: “*(Funding stream and name of community) Local Media Program*” in the Plan Module/Program
2. Select “Local” for the type of Program
3. Create an Activity Entry “*{Name of Funding Stream and Community} Media Activity*” - the word activity is the change to the naming convention above (see naming convention guidance page 3.)
4. Set up each media activity as a recurring service (Service Set Up + Events)
5. Each media activity will have separate events within the recurring service

OTHER ACTIVITIES – ‘LOCAL’ CAPACITY BUILDING PROGRAM – SINGLE SERVICE

Media that is designed to raise awareness of the work of the coalition or general messages to create awareness of substance use related problems (but don’t directly address risk or protective factors in your logic model or strategic plan) should also be captured but will be treated as capacity building or mobilization efforts.

Entry method:

1. The media activities will then need to be entered as: “*{Name of Funding Stream and Community} Local Media Capacity Building*” in the Plan Module>Program
2. Select Local for the type of Program
3. Record Program Goal as “Raise awareness or visibility of coalition.”
4. Create an Activity Entry “*{Name of Funding Stream and Community} Capacity Building*”
5. Set up the media activity as a single service
6. Each media activity will be a separate single service

Q. Where do we capture performance measures related to increasing reach or dose of an evidence based practice in IMPACT per the RPTF Scope of Work?

A: You will need to create an Activity entry in IMPACT that will identify which EBP will have the 10% increase in reach or dose. For example, you may choose to increase Lead & Seed Activities by 10% and the IMPACT entry Programs (Lead & Seed). Activities entry will look like this "Create and implement one additional Lead & Seed activity between September 2016 and May 2017." An entry for increased reach would be a follows "Deliver Life Skills Training to one additional classroom between September 2016 and June 2017."

Additional Instructions & Closing

Once the first round of data entry is complete, the burden associated with entry will be dramatically reduced. There will be continued entry primarily in the Capacity, Plan, and Implement Modules. For the Capacity Module: Update Organization meeting will need updating after each coalition meeting as will Update Organization Subcommittee if applicable. For the Plan Module—summary groups after cycles are completed and started and with Workplan which may be modified as your annual task and timelines for the remaining years of the RPTF award are modified. For the Implement module – adding and closing single and recurring services for each cycle of the contract award.

Maintenance

You will also need to pay attention to routine maintenance as well – once services are completed, they will need to be changed to inactive. It is recommended that you build in a “service status” review at least quarterly to make sure the single or recurring services that have taken place are switched to inactive status once completed. Once a year, you will need to do the same for the work plan.