**Regional Prevention Task Forces (RPTF) Meeting**

Wednesday, February 1, 2017

9:00 am-11:00 am

**Meeting Goals:** Update providers on goals, scope of work, and timeline. Discussion on provider updates, training needs, evaluation, and other questions.

**Attendees:** Denise Alves (Bay Team), Lisa Carcifero (BVPC), Ellen Cynar (Providence), Sarah Dinklage (RISAS), Rebecca Elwell (Newport County), Elizabeth Farrar (BHDDH), Dan Fitzgerald (BHDDH), Paul Florin (URI), Melissa Howe (BHDDH), Mike McAfee (BHDDH), Obed Papp (Providence), Sarah Reinstein (BHDDH), Shannon Spurlock (RIPRC), Kathleen Sullivan (RISAS), Kristen Westmoreland (Bay Team)

**Welcome & Introductions:** The meeting began at 9:09 am. Meeting attendees introduced themselves.

**BHDDH Updates:**

Reviewing Tasks and Timeline: The group reviewed the RFP priorities, requirements, and the scope of work and deliverables. See the Scope of Work/Deliverables handout for more information. Elizabeth Farrar reiterated on point 7 of Task 1 that Regional Coordinators will be expected to attend Prevention Advisory Council (PAC) meetings. The next meeting will be on 3/27. Input is requested from task force members on agenda items for future meetings. There will be upcoming training and technical assistance opportunities, including SAPS training (see Task 8). Regarding Task 5 (Special Enhancement Activities as Needed), Elizabeth explained that this is a mechanism to increase purchase orders and provide access to incentives to regions that are in compliance.

Melissa Howe introduced herself. She works in the Data unit at BHDDH and will be responsible for the Mosaix IMPACT prevention platform. Mike McAfee will be involved with invoicing and attestation. The monthly report will be due 2/15. Reports will be due monthly for the first six months of the contract, and reports will be due quarterly after that.

Elizabeth went over some of the general requirements for implementing the Rhode Island Student Survey (RISS). Paul Florin asked about BHDDH considering modifying RISS in light of the Rhode Island Department of Education (RIDE) survey. Survey Works has removed substance abuse questions, and some questions will be removed from RISS to shorten the survey. Ellen Cynar asked for more support and communication for coalitions planning and implementing survey administration. There was a discussion about some of the past challenges of administering the survey, including time of year, communication, and sequencing with the YRBS and RIDE. The Cancer Prevention Research Center (CPRC) is currently making changes to the RISS website that will allow for municipal and statewide comparisons. Paul and Dorothy talked about the minimum 60% response rate per grade and its significance for drawing conclusions from the data. There was a request to make regional data available.

Elizabeth talked about Task 5 (Special Enhancement Activities as Needed) and the mechanism for accessing incentives described in the RFP via increasing purchase orders. Vendors that are in compliance and meet objectives (e.g., Regional Coordinators receiving CPSS certifications, or increased enrollment in the RISS) can be eligible for these incentives.

Regarding Synar enforcement requirements, Dan Fitzgerald said that dates are pending but will likely take place in early summer. BHDDH is finalizing dates and will inform task force personnel once this information is finalized.

Regional Coordinator and Municipal Coordinator Responsibilities: See handout for further information.

Mosaix IMPACT and Data Entry: Task force personnel should have received login credentials for IMPACT. Coalition data, including pre-existing data, should be available to view. IMPACT will allow BHDDH to track all prevention dollars coming into the state and funding sources. The Regional Coordinators will be required to manually enter the data into the system. Moving forward, BHDDH will provide more technical assistance to coalitions. There is an upcoming IMPACT reporting webinar training on 2/14. Attendees can come in or attend remotely.

Mike will serve as the liaison between BHDDH and the coalitions. Invoices must be sent by the 15th of the month. If initial budgets need to be amended, please do so as soon as possible, and please make sure to keep receipts to support expenditures. Mike requested more information on participant data and supporting documentation, including handouts, to be uploaded to the system.

Rules and Regulations Revision: The regulations for certification of substance abuse prevention organizationsare going to be reviewed and revised. Elizabeth has an upcoming meeting and will be able to provide more information.

**RPTF Communities Updates:**

Kathleen Sullivan (RISAS): Tomorrow will be the first meeting as a regional group. Kathleen has been reaching out to other stakeholders for input on the needs assessment and results of a focus group on young adult mental health issues. Westerly has just hired a coordinator. Kathleen shared that they have submitted an application to CADCA for funding for Rhode to Success.

Lisa Carcifero (Blackstone Valley): The coalition held their first regional meeting. The next meeting is scheduled in two weeks. Developed a Memorandum of Agreement (MOA) and distributed to municipalities. Lisa has developed specifications for a needs assessment. All municipalities have developed their budgets and will submit.

Rebecca Elwell (Newport County): The coalition held their first official meeting in mid-January. They have been working on establishing an MOA for Municipal Coordinators. Coordinators have been working on new ways to get more people on board.

Obed Papp/Ellen Cynar (Providence): The coalition held their first coalition meeting in January. There will be another meeting today. They plan to review the previous Lifespan needs assessment. Providence has put out an RFP for assessment work. Three bids came back and Ellen reported that an award should be made next week. Obed will be working with the coalition to form subgroups to have the plan ready for July. The coalition is working on bringing together councils and advisory boards in Providence working toward common goals, with a focus on mental health issues. The tobacco grant will be ending in March and the work will likely be refocused to the regional task force.

Denise Alves/Kristen Westmoreland (The Bay Team): The coalition is developing a needs assessment, and is in the process of creating a new logo. There are upcoming meetings with East Providence, and Bristol and Warren municipal coordinators.

**RI Prevention Resource Center Updates:** Shannonreported thatshe met with Kathy for technical assistance, and has created a change management tool (see handout) adapted from another template. The Resource Center is available to meet with staff for assistance with managing changes and analyzing the advantages and disadvantages of changes. The tool also leaves space to outline those responsible for communicating changes. RIPRC can also offer assistance with managing transitioning roles and handling changes in power dynamics and accountability.

The RIPRC training and technical assistance needs assessment is forthcoming and will be available later in the month. This will be the final needs assessment in the contract.

Follow-up to training and technical assistance to check on implementation will also be conducted.

There will be a cultural competency continuum training on 3/6. The training will illustrate that cultural competency is a continuing process. The save the dates are out, and the training goals and objectives will be made available soon.

RIPRC is working with the Leadership Council to co-sponsor trainings, which will be available to prevention providers as well as treatment and recovery providers. Health equity will likely be the first topic, followed by facilitation trainings.

**Announcements or Other Emerging Issues:**

* CADCA Conference on February 6-9, 2017 at Gaylord National Hotel & Convention Center, National Harbor, MD
* Governor’s Council Meeting on February 9, 2017 from 9-11 am at HPE 301 Metro Center Blvd., Warwick, Room 203
* IMPACT-FM Training Webinar on February 14, 2017 from 10-12 pm**. Required training for Regional Coordinators.**
* Implementing the Strategic Prevention Framework with Fidelity: Helping Communities Make the Most of the Process CAPT Webinar on February 14, 2017 from 3-4:30 pm

The meeting adjourned at 11:11 am.

**Next meeting: March 2nd, Barry Hall Room 226 9:00 am-11:00 am**