

FINAL

Regional Prevention Task Force (RPTF) Coalitions

Task List 2025-2026

Revised 8/19/2025

	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Invoices to:	Karen Flora	Kim Hazelwood	Karen Flora	Kim Hazelwood	Kim Hazelwood
Submit with invoices	Mosaix IMPACT report planned activities by program/people served by month. Upload in E-Civis with invoice submission	Mosaix IMPACT report planned activities by program/people served by month.	Mosaix IMPACT report planned activities by program/people served by month		Mosaix IMPACT report planned activities by program/people served by month. Upload in E-Civis with invoice submission
Budget Change Requests to:	Karen Flora	Elizabeth Farrar	Karen Flora	Kim Hazelwood	Kim Hazelwood
Media Authorization Form to:	Karen Flora and Linda Reilly	Elizabeth Farrar and Linda Reilly	Karen Flora and Linda Reilly	Elizabeth Farrar and Linda Reilly	Elizabeth Farrar and Linda Reilly
RIS and Young Adult Survey data	Abigail Murdock	Abigail Murdock	Hailey Voyer	Hailey Voyer	Hailey Voyer
Evaluation EBP Pre/Post Tests	Dorothy Skierkowski-Foster	Abigail Murdock	Hailey Voyer	Hailey Voyer	Hailey Voyer
Mosaix IMPACT Technical Assistance	Karen Flora	Elizabeth Farrar	Elizabeth Farrar	Elizabeth Farrar	Elizabeth Farrar

	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
E-Civis User Support	Submit a User Support Ticket - Grants Management Rhode Island OR Resources for Applicants & Subrecipients	N/A	N/A	Submit a User Support Ticket - Grants Management Rhode Island	Submit a User Support Ticket - Grants Management Rhode Island
	- Rhode Island Grants Management			OR Resources for Applicants & Subrecipients - Rhode Island Grants Management	OR Resources for Applicants & Subrecipients - Rhode Island Grants Management

	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Block Grant Revised Needs Assessment and Strategic Plan					
Revised Block Grant Needs Assessment. Adding 2024 RI Student Survey data (30-day middle school use of marijuana and bullying indicators) for the contract year that starts 10/1/2025. This will be due on <u>11/1/2025</u> .			Elizabeth Farrar and Karen Flora		
Revised Block Grant Strategic Plan. Adding initiatives and strategies that address the 2024 RI Student Survey data (30-day middle school use of marijuana and bullying indicators) for the contract year that starts 10/1/2025. This will be due on <u>12/15/2025</u> .			Elizabeth Farrar and Karen Flora		

Block Grant Reporting	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Annual Workplan-SAPT Block Grant 10/1/2024 to: *Upload into IMPACT under the Evaluate Module, Upload Reports * Email to Karen	Karen Flora		Elizabeth Farrar and Karen Flora		
Quarterly Workplans-SAPT Block Grant 10/1/2024, 1/1/2025, 4/1/2025, 6/1/2025 to: <i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i> <i>*Email to Karen</i>			Elizabeth Farrar and Karen Flora		
Accomplishments and Barriers Form submitted quarterly for SAPT Block Grant to due the 15 th of the month after the quarter ends: <ul style="list-style-type: none"> • 10/1-12/31/24 due on 1/15/25 • 1/1-3/31/25 due on 4/15/25 • 4/1-6/30/25 due on 7/15/25 • 7/1-9/30/25 due on 10/15 • 10/1-12/31/25 			Elizabeth Farrar and Karen Flora		

<p>due on 1/15/26</p> <p><i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i></p> <p><i>*Email to Karen</i></p>					
<p>PFS Reporting R3, R5, R6, R7</p>	<p>PFS (eCivis)</p>	<p>OSF start 7/1/2025</p>	<p>SAPT BG</p>	<p>SOR 4 RPTF (eCivis)</p>	<p>SOR5 RPTF start 10/1/25 (eCivis)</p>
<p>Annual/Quarterly Workplan- PFS 11/1/2024, 12/1/2024, 3/1/2025, 6/1/2025</p>	<p>Karen Flora</p>				
<p>Quarterly Reports-PFS 1/30/2025, 4/30/2025, 7/30/2025, 10/30/2025 to: *Upload into eCivis</p>	<p>Karen Flora</p>				
<p>Opioid Stewardship Funds (OSF) Reporting:</p>	<p>PFS (eCivis)</p>	<p>OSF start 7/1/2025</p>	<p>SAPT BG</p>	<p>SOR 4 RPTF (eCivis)</p>	<p>SOR5 RPTF start 10/1/25 (eCivis)</p>
<p>Annual Workplan-OSF 7/1/2025 to: <i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i></p>		<p>Kim Hazelwood</p>			

	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Quarterly Workplans- OSF 7/1/2025,		Kim Hazelwood			
10/1/2025, 1/1/2026, 4/1/2026 to: <i>* Upload into IMPACT under the Evaluate Module, Upload Reports</i>					
Accomplishments and Barriers Form submitted quarterly for OSF to due the 15 th of the month after the quarter ends: <ul style="list-style-type: none"> • 7/1-9/30/25 due on 10/15/25 • 10/1-12/31/25 due on 1/15/26 • 1/1-3/30/26 due on 4/15/26 • 4/1-6/30/26 due on 7/15 <i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i>		Kim Hazelwood			

	PFS (eCivis)	OSF	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
<p>Accomplishments and Barriers Form submitted quarterly for OSF to due the 15th of the month after the quarter ends:</p> <ul style="list-style-type: none"> • 7/1-9/30/25 due on 10/15/25 • 10/1-12/31/25 due on 1/15/26 • 1/1-3/30/26 due on 4/15/26 • 4/1-6/30/26 due on 7/15 <p><i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i></p>		Kim Hazelwood			Elizabeth Farrar

	PFS (eCivis)	OSF	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
<p>Quarterly Workplans- SOR5 10/1/2025, 1/1/2026, 4/1/2026, 6/1/2026 to: <i>*Upload into IMPACT under the Evaluate Module, Upload Reports *Email to TBD</i></p> <p>Accomplishments and Barriers Form submitted quarterly for SOR5 due the 15th of the month after the quarter ends:</p> <ul style="list-style-type: none"> • 10/1-12/31/25 due on 1/15/26 • 1/1-3/30/26 due on 4/15/26 • 4/1-6/30/26 due on 7/15 • 7/1-9/30/26 due on 10/15/26 <p><i>*Upload into IMPACT under the Evaluate Module, Upload Reports</i></p>				Kim Hazelwood	Kim Hazelwood

	PFS (eCivis)	OSF	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Programmatic Questions or Changes to:	Karen Flora	Elizabeth Farrar	Elizabeth Farrar	Elizabeth Farrar	Elizabeth Farrar

PFS- Partnerships for Success
 SOR- State Opioid Response grant
 OSF- Opioid Stewardship Funds
 SAPT BG- Substance Abuse Prevention and Treatment Block Grant