FINAL
Regional Prevention Task Force (RPTF) Coalitions
Task List 2025-2026
Revised 10/8/2025

	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 and Andrea Gonzalez	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/peop le served by month.	Mosaix IMPACT report planned activities by program/peo ple served by month		Mosaix IMPACT report planned activities by program/peo p le served by month. Upload in E-Civis with invoice submission
Budget Change Requests to:	Karen Flora	Andrea Gonzalez, Kim Hazelwood and Elizabeth Farrar	Karen Flora and Elizabeth Farrar	Kim Hazelwood and Elizabeth Farrar	Kim Hazelwood and Elizabeth Farrar
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
RISS and Young Adult Survey data	Abigail Murdock	Abigail Murdock	Hailey Voyer	Hailey Voyer	Hailey Voyer
<mark>Evaluation EBP Pre/Post Tests</mark>	<mark>Abby Murdock</mark>	Abby 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 Managem ent | Rhode Island**	**Submit a User Support Ticket - Grants Managem ent | Rhode Island**
	- Rhode Island Grants Management			**OR** **Resources for Applicant s & Subrecipi ents - Rhode Island Grants Managem ent**	**OR** **Resources for Applicant s & Subrecipi ents - Rhode Island Grants Managem ent**

	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 11/1/2025.			**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 12/15/2025.			**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: *Upload into IMPACT under the Evaluate Module, Upload Reports *Email to Karen*			**Elizabeth Farrar and Karen Flora**		
Accomplishments and Barriers Form submitted quarterly for SAPT Block Grant to due the 1st of the month after the quarter ends: • 10/1-12/31/25 due on 1/1/26 • 1/1-3/31/26 due on 4/1/26 • 4/1-6/30/26 due on 7/1/26 • 7/1-9/30/256 due on 10/1/26			**Elizabeth Farrar and Karen Flora**		

• 10/1-12/31/26 due on 1/15/27 *Upload into IMPACT under the Evaluate Module, Upload Reports* *Email to Karen*					

PFS Reporting R3, R5, R6, R7	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Annual/Quarterly Workplan- • PFS Annual due 10/1/2025 • 2nd qtr (1/1-3/31/26) Due 1/1/2026 • 3rd qtr (4/1-6/30/26) Due 4/1/2026 • 4th qtr (7/1-9/30/26) Due 6/1/2026 *upload into eCivis	Karen Flora				
Accomplishments and Barriers-PFS • Qtr 1 (10/1-12/31/25) Due 1/15/2026 • Qtr 2 (1/1-3/31/26 Due 4/15/2026 • Qtr 3 (4/1-6/30/26)Due 7/15/2026 • Qtr 4 (7/1-9/30/26)Due10/15/2026	Karen Flora				

*Upload into eCivis					
Opioid Stewardship Funds (OSF) Reporting:	PFS (eCivis)	OSF start 7/1/2025	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis)
Annual Workplan-OSF 7/1/2025 to: *Upload into IMPACT under the Evaluate Module, Upload Reports*		**Kim Hazelwood**			
	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: * Upload into IMPACT under the Evaluate Module, Upload Reports*					
Accomplishments and Barriers Form submitted quarterly for OSF to due the 1st of the month after the quarter ends: • 7/1-9/30/25		**Kim Hazelwood**			

due on 10/1/25 • 10/1-12/31/25 due on 1/1/26 • 1/1-3/30/26 due on 4/1/26 • 4/1-6/30/26 due on 7/1/26 *Upload into IMPACT under the Evaluate Module, Upload Reports*				
	PFS (eCivis)	OSF	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis

Accomplishments and Barriers Form submitted quarterly for OSF to due the 1st of the month after the quarter ends: • 7/1-9/30/25 due on 10/1/25 • 10/1-12/31/25 due on 1/1/26 • 1/1-3/30/26 due on 4/1/26 • 4/1-6/30/26 due on 7/1/26 *Upload into IMPACT under the Evaluate Module, Upload Reports*		**Kim Hazelwood**			**Elizabeth Farrar**
	PFS (eCivis)	OSF	SAPT BG	SOR 4 RPTF (eCivis)	SOR5 RPTF start 10/1/25 (eCivis

				Kim Hazelwood	Kim Hazelwood
Quarterly Workplans-SOR5 10/1/2025, 1/1/2026, 4/1/2026, 6/1/2026 to: *Upload into IMPACT under the Evaluate Module, Upload Reports* *Email to TBD* Accomplishments and Barriers Form submitted quarterly for SOR5 due the 1st of the month after the quarter ends: 10/1-12/31/25 due on 1/1/26 1/1-3/30/26 due on 4/1/26 4/1-6/30/26 due on 7/1/26 7/1-9/30/26 due on 10/1/26 *Upload into IMPACT under the Evaluate Module, Upload Reports*					
	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