



10/15/2015

# Additional Guidance on Entering for the Rhode Island Substance Abuse Prevention Act Data in Mosaix IMPACT

*A Companion Document for the  
Mosaix IMPACTSAPT User Guide*

Rhode Island Department of Behavioral Healthcare,  
Developmental Disabilities and Hospitals  
*Version 1*

## Purpose

This document provides additional guidance on the entry of data related to the RHODE ISLAND SUBSTANCE ABUSE PREVENTION ACT in the IMPACT<sup>SAPT</sup> Prevention Platform. This is meant to augment the existing User Guide version 1.0 and covers only that content specific to the Marijuana and Other Drug Initiative (RISAPA) data entry. As a general rule, 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. This document will provide information on which screens and fields are required for RISAPA and which are not. In addition, examples of how to create specific entries for the RISAPA.

## Structure and Content

This document is arranged in the order of the IMPACT<sup>SAPT</sup> 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. In some cases, the entry from the screen shot is not actually a RISAPA community 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 to hit the blue SAVE button any time you create or edit an entry!

Please refer to the IMPACT<sup>SAPT</sup> User Guide version 1.0 for general entry instructions, such as how to create, save or edit entry of particular 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<sup>SAPT</sup> 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 participants associated with programs.

## Section 1 – Assess

### RHODE ISLAND SUBSTANCE ABUSE PREVENTION ACT

#### Data Sources

Note: This section simply refers the reader to a set of data sources available 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 RI SUBSTANCE ABUSE PREVENTION ACT (RISAPA). The Problem Behavior Title, Status and Organization fields are all required.***

1. Please select from the pre-populated RISAPA problem behaviors based the priority problems from Appendix I of your community's RISAPA application as described in. The organization will be your coalition's name.

The screenshot shows the MOSAIX IMPACT SAPT web application interface. The top navigation bar includes links for Assess, Capacity, Plan, Implement, Reports, and My IMPACT, along with a LOG OUT button. The main content area is titled "Problem Behavior" and includes a breadcrumb trail "Home > Problem Behavior". Below the title, there is a blue "+ NEW" button and a search bar with a dropdown menu set to "10" and a "3 selected" indicator. A table lists five problem behaviors with columns for Problem Behavior Title, Status, and Organization. Each row has edit, delete, and add icons. The bottom right corner shows "1 of 1".

Problem Behavior Title	Status	Organization
PFS - Underage Drinking	Active	My Demonstration Organization
PFS - Underage Drinking and Youth Marijuana Use	Active	My Demonstration Organization
PFS - Youth Marijuana Use	Active	My Demonstration Organization
RISAPA - Underage Drinking and Youth Tobacco Use	Active	My Demonstration Organization
Underage Drinking and Youth Tobacco Use (RISAPA)	Inactive	The State of Rhode Island

2. The problem behavior should be in “active” status through the end of your award (October 2016) and with the final data entry in September 2016, should be marked as inactive.

## Needs Assessment

***This is NOT a required section for RISAPA communities.***

NOTE: A formal needs assessment is not required for RISAPA. However, if you have collected data or had a formal needs assessment conducted, please use this section to reflect the key findings and update as needed.

The screenshot shows the 'Needs Assessment' form within the MOSAIX IMPACT SAPT system. The header includes the MOSAIX IMPACT SAPT logo and a 'LOG OUT' button. The navigation bar lists: Assess, Capacity, Plan, Implement, Reports, and My IMPACT. The breadcrumb trail is: Home > My Needs Assessment > Needs Assessment. The form title is 'Needs Assessment'. Below the title is a descriptive text: 'The Needs Assessment gives you a complete picture of the environment you are serving. You should update your Needs Assessment as needed.' The form fields are as follows:

- Organization:** A dropdown menu with 'My Demonstration Organization' selected.
- Assessment Title \*:** A text input field containing 'Providence PFS Community Needs Assessment'.
- Assessment Period \*:** Two date input fields. The 'Start Date' is '12/31/2014' and the 'End Date' is '4/13/2015'.
- Date Collected \*:** A date input field containing '4/13/2015'.
- Problem Behavior(s) \*:** A dropdown menu with 'PFS - Underage Drinking' selected.
- Target Substances \*:** A dropdown menu with 'Alcohol' selected.

*(This is a continuation of the Needs Assessment Screen from prior page).*

The screenshot displays a web-based form titled "Needs Assessment Screen". It contains several sections with dropdown menus and text fields:

- PFS - Underage Drinking**: A dropdown menu with a blue 'x' icon.
- Target Substances \***: A dropdown menu with "Alcohol" selected and a blue 'x' icon.
- Additional Substances Addressed**: A text input field with a character count "0 / 2000" on the right.
- Geographic Setting(s) Served**: A dropdown menu with "Inner City" and "Urban" selected, each with a blue 'x' icon.
- Community Setting(s) Served**: A dropdown menu with "City" selected and a blue 'x' icon.
- Target Race**: A dropdown menu with "More Than One Race" selected and a blue 'x' icon.
- Target Age Group(s) \***: A dropdown menu with "12-14", "15-17", and "All Ages" selected, each with a blue 'x' icon.
- Grade Level(s) Served**: A dropdown menu with "9th Grade" selected and a blue 'x' icon.
- Target Sub-Populations \***: A dropdown menu with "Hispanic", "Underserved Racial and Ethnic", "Minorities", and "Adolescents" selected, each with a blue 'x' icon.
- Target Zip Codes**: A section with a blue question mark icon and a note: "Target Zip Codes are required for PFS". Below this is a blue circular button with a white plus sign.

1. Target substance is a required field but should pre-populate from the priority problem location. You need not enter any data for additional substances addressed.
2. From this segment of the screen shot, you can see that 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 if this information is available to you.

*(This is a continuation of the Needs Assessment Screen from prior page).*

The screenshot displays a web form titled "Needs Assessment Screen". It contains several sections with input fields and dropdown menus:

- Target Sub-Populations \***: A dropdown menu with selected options: Hispanic, Underserved Racial and Ethnic, Minorities, and Adolescents.
- Target Zip Codes**: A section with a blue plus icon and a question mark icon. Below it, a note states "Target Zip Codes are required for PFS". There are four input fields, each labeled "Zip Code \*" and containing a zip code (02903, 02904, 02905, 02909). Each field has a "5 / 10" character count and a blue "x" icon to clear the field.
- Needs, Resources, Gaps**: A text input field with a "0 / 2000" character count.
- Findings Of Epi Data**: A text input field with a "0 / 2000" character count.
- Target Risk Factors \***: A dropdown menu with selected options: Perceived Risk/Harm, Social Access/Availability, and Family Dynamics/Functioning.
- Target Protective Factors \***: A dropdown menu with selected options: Laws and policies Regulating Sales, Use, Possession.

3. You will need to enter the start and end date for the assessment.
4. The problem behavior should pre-populate based on the entries in the Problem Behavior Section
5. Target Zip Codes, Target Risk Factors and Target Protective Factors are all required fields IF you enter information on a needs assessment or data collected.
6. Please enter all zip codes where you are implementing interventions or capacity building activities funded by RISAPA. For most of you this may be one or two zip codes but for others, it may be more.
7. Needs, Resources, Gaps and Findings of Epi Data are not required fields.

*(This is a continuation of the Needs Assessment Screen from prior page).*

The screenshot displays a web form for uploading a needs assessment. At the top right, a character count '0 / 2000' is visible. The form includes two dropdown menus: 'Target Risk Factors \*' with selected items 'Perceived Risk/Harm', 'Social Access/Availability', and 'Family Dynamics/Functioning'; and 'Target Protective Factors \*' with 'Laws and policies Regulating Sales, Use, Possession'. Below these is the 'Upload File(s)' section, which contains a 'Title \*' field (0 / 200), a 'Please select a file. \*' prompt with a 'Browse...' button, and a 'Description' field (0 / 1000). At the bottom left, the 'Active Status' is set to 'Active' via a toggle switch. Two 'CANCEL' buttons are present: one near the description field and another near the bottom right 'SAVE' button.

8. The Target Risk Factors and Target Protective Factors are from a drop down menu. Select all that are included in your RISAPA application in Appendix I or from a logic model if you have one.
9. If you have a needs assessment or a report that summarizes the data collected by the coalition or included a needs assessment section in your application to the state, please upload it here. You can cut and paste the needs assessment section into a MS word file. You will need to create a title for the document. If a separate needs assessment was done by independent contractor that informed your needs assessment and is available for upload, you may also include it. Again, this is and the items below are NOT required fields.
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 your community's name and the term Needs Assessment in the naming convention.
11. Select the file from the Browse function, provide a brief description such as "(Coalition/Community Name) RISAPA Needs Assessment" (add a date).
12. Click upload and identify status (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

### RHOSE ISLAND SUBSTANCE ABUSE PREVENTION ACT

#### Manage Coalition

**Manage Coalition is required field for RISAPA.** The Organization will be pre-populated. Please note that the example provided is not a RISAPA community but the same information would be added.

The screenshot shows the 'Update Coalition' form in the MOSAIX IMPACT SAPT system. The form is titled 'Update Coalition' and includes a breadcrumb trail: Home > List Coalition > Update Coalition. The form fields are as follows:

- Organization \***: A dropdown menu with 'My Demonstration Organization' selected.
- Coalition Title \***: A text input field containing 'RISAPA Bay Team' with a character count of 15 / 200.
- Description**: A text input field containing 'Town of Barrington' with a character count of 19 / 2000.
- Status**: A toggle switch set to 'True' (indicated by a blue circle).
- First Name**: A text input field containing 'Kathleen' with a character count of 8 / 200.
- Last Name**: A text input field containing 'Sullivan' with a character count of 8 / 200.
- Phone Number**: A text input field containing '401-247-1900 x316'.

1. All of the contact related fields are required RISAPA and although they are not displayed in the screen shot. The coordinator or RISAPA Grant Manager should be listed. This should be a one-time entry barring changes in leadership.



## Business/Partner Member

*This is a required section for RISAPA.*

1. This is where you would enter information for sector representatives. Please enter information from Sector Member Table from p.13 of the RISAPA Application. You can have multiple individuals associated with a Business/Partner Member entry. Remember to save entry at the end.

Access Capacity Plan Implement Reports My IMPACT

Home > List Business/Partner Member > Update Business/Partner Member

### Update Business/Partner Member

Organization \*  
My Demonstration Organization

Link to Coalition  
RISAPA Bay Team x

Business/Partner Name \*  
Barrington Chamber of Commerce 30 / 200

Status  
Inactive ☒ Active

Sector \*  
Business community x ?

Address \*  
Address 1 \*  
123 Main Street 15 / 200  
Address 2  
0 / 200  
City \*  
Barrington 10 / 200  
State \*  
Rhode Island x  
Zip Code \*  
02806 5 / 10

Contact \*

Name	Email Address	Phone Number
x Smith, Bill	BillSmith@barrington.com	401-425-2222

ADD A NEW CONTACT

CANCEL SAVE

## Individual Member

***This is a required section for RISAPA.***


This is where you would enter information for individual representatives who don't represent a particular sector. Please enter information from Sector Member Table from p.13 of the RISAPA Application. 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 RISAPA. Meeting title, date and duration are required fields. If you have subcommittees or workgroups, please be sure to report on their activities 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.

See next page for screen shot.


LOG OUT

[Access](#)
[Capacity](#)
[Plan](#)
[Implement](#)
[Reports](#)
[My IMPACT](#)

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

## Update Organization Meeting

Organization \*

My Demonstration Organization

Meeting Title \*

RISAPA Bay Team - August 2015 Meeting

27 / 200

Meeting Date \*

8/10/2015

Meeting Duration \*

Hours \*

2

Minutes \*

0

Subcommittee(s)

Bay Team Prescription Subcommittee

Attendees- Staff Members

Attendees- Business/Partner or Individual Members

RISAPA Bay Team - BT RISAPA Bay Team Barrington Police Department

Attachments +

Notes

Follow up on purchased lock bags to lock up prescription and SBIRT with high school

82 / 2000

CANCEL
SAVE

This screen should be updated after each coalition/task force meeting and the related minutes should be added.

## Manage Organization Subcommittee

***This is a required screen for RISAPA.***

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.

The screenshot shows the 'Edit Organization Subcommittee' form in the MOSAIX IMPACT SAPT system. The header includes the MOSAIX IMPACT logo and a 'LOG OUT' button. The navigation bar lists: Assess, Capacity, Plan, Implement, Reports, and My IMPACT. The breadcrumb trail is: Home > Organization Subcommittees > Edit Organization Subcommittee. The form title is 'Edit Organization Subcommittee'. The form fields are: 'Organization \*' with a dropdown menu showing 'My Demonstration Organization'; 'Subcommittee Title \*' with a text input field containing 'Bay Team Prescription Subcommittee' and a character count '33 / 200'; 'Select Staff Members' with a dropdown menu; 'Select Business/Partner or Individual Members' with a dropdown menu showing 'RISAPA Bay Team - BT' and 'RISAPA Bay Team Barrington Police Department'; and 'Status' with a toggle switch set to 'Active' (the 'Inactive' option is also visible). At the bottom right are 'CANCEL' and 'SAVE' buttons.

Organization \*

My Demonstration Organization

Subcommittee Title \*

Bay Team Prescription Subcommittee

33 / 200

Select Staff Members

Select Business/Partner or Individual Members

RISAPA Bay Team - BT RISAPA Bay Team Barrington Police Department

Status

Inactive Active

CANCEL SAVE

## Section 3 – Planning

### RHODE ISLAND SUBSTANCE ABUSE PREVENTION ACT

#### Manage Strategic Plan

***This is a required field for RISAPA.***

1. Please use Appendix I from the RISAPA application (also known as the implementation grid) as your strategic plan.
2. If you have a Strategic Plan that was developed for the task force, please also enter that here as well.
3. 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.

The screenshot shows the MOSAIX IMPACT SAPT application interface. At the top, there is a navigation bar with the MOSAIX logo and the text 'IMPACT SAPT'. To the right of the logo is a 'LOG OUT' button. Below the navigation bar is a menu with the following items: Assess, Capacity, Plan, Implement, Reports, and My IMPACT. The main content area is titled 'List Strategic Plan' and includes a '+ NEW' button. Below the button is a search bar with a dropdown menu set to '10' and a search button. To the right of the search bar is a filter bar with the text '5 selected' and a dropdown arrow. Below the search and filter bars is a table with the following columns: Strategic Plan Title, Status, Start Year, Expiration Year, and Create Date. The table contains one row with the following data: PFS Providence Community Strategic Plan, Active, 2015, 2018, and 08/18/2015. At the bottom right of the table is a '1 of 1' indicator.

Strategic Plan Title	Status	Start Year	Expiration Year	Create Date
PFS Providence Community Strategic Plan	Active	2015	2018	08/18/2015

4. Enter the name of your strategic plan, start year and expiration year. Please insure that RISAPA is somewhere in the name. For most of you, the start year will be 2011 and end year 2016.

## Identify Goals

***This is a required field for RISAPA.***

This list references the long term outcome from Appendix I from your RISAPA application and your RISAPA program plan. It is typically a reduction in use of the targeted substance and will be something that will several years 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.

The screenshot shows the MOSAIX IMPACT SAPT web application. The header includes the logo, navigation tabs (Assess, Capacity, Plan, Implement, Reports, My IMPACT), and a LOG OUT button. The breadcrumb trail is Home > Goal List. The main heading is Goal List, followed by a description. A '+ NEW' button is present. Below it, there's a dropdown menu set to '10' and a search bar containing 'Providence' with a magnifying glass icon. To the right, a dropdown menu shows '3 selected'. The table below has columns for Goal Title, Status, and Create Date. One entry is visible: 'PFS Reduce rates of underage drinking in Providence' with status 'Active' and create date '06/12/2015'. The bottom right corner shows '1 of 1'.

Goal Title	Status	Create Date
PFS Reduce rates of underage drinking in Providence	Active	06/12/2015

1. If you selected more than one priority problem (for example underage drinking, youth tobacco use and prescription drug misuse), you will need to create one for each priority has a different set of interventions and activities associated with them.
2. Later in this module, you will create objectives, programs and activities associated with your goal(s) from your program plan and implementation grid
3. Goals are longer term and so will remain in active status past the annual RISAPA plan and the funding associated with it.

***The next screen shot shows more detail about the Goal and how to formulate specific entries for RISAPA.***

Home > Goal List > Goal Read

## Goal Read

Goal Read Description

Organization \*

My Demonstration Organization

Link to Strategic Plan

PFS Providence Community Strategic Plan

Problem Behavior

PFS - Underage Drinking

Goal Title

PFS Reduce rates of underage drinking in Providence

Goal Start Date \*

6/1/2015

Goal Targeted Achieve By Date

9/28/2019

Goal Outcome Description

Reduce rates of underage drinking in Providence by 3% as measured by the Youth Experience survey

Progress Indicators \* 

By 05/16/2016 Baseline data collected on underage drinking in Providence by Youth Experience survey

Assessment Tools

Direct Community Input

Direct Community Observations/Data

Status

Inactive ☒ Active

***See screenshot of Goal Description, prior page (14).***


***All fields in Goal Description, excepting Assessment Tools, are required for RISAPA.***

1. The goal title should reflect a reduction in the use of the target substance or target substances, include the name of the coalition/community and the word RISAPA.
2. Goal start date should be when you started capacity building activities or implemented EBPs.
3. Goal outcome descriptions should relate to reducing the prevalence substances described in your RISAPA application and Appendix I.
4. One source of data to monitor programs related longer term goals is the RI Student Survey (RISS) and this could be used as a progress indicator if it's being collected in your community for the Marijuana and Other Drug Initiative, Partnership for Success or through Coastline EAP/RI Student Assistance in the communities where Project Success is being implemented.
5. If you are able to use to the RISS as a progress indicator, the baseline data collection of RISS will be 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).



## Identify Objectives

### **Objective List -This is a required field for RISAPA.**

 [LOG OUT](#)


Assess   Capacity   Plan   Implement   Reports   My IMPACT


[Home](#) > [Objective List](#)










### 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  

3 selected 

Objective Title	Goal Title	Status
   PFS Decrease peer approval for underage drinking among youth in Providence high schools.	PFS Reduce rates of underage drinking in Providence	Active
   PFS Increase perception of risk or harm of underage drinking by Providence high school youth	PFS Reduce rates of underage drinking in Providence	Active
   PFS Increase positive family management practices and parental monitoring among parents of Providence high school youth.	PFS Reduce rates of underage drinking in Providence	Active

1 of 1

1. Each Objective will be linked to a goal. The Objective will relate back to the targeted risk or protective factors you are targeting and the intermediate outcome(s) from Appendix I in the RISAPA application.
2. You will also have multiple objectives if you are targeting more than one risk or protective factor.
3. The Objective can later be linked to multiple programs. For example, in these examples Providence is implementing Positive Action and Above the Influence. Both address perception of peer approval. They will later on both be linked to this objective.

## Objective Read

Objective Read Description

Organization \*

My Demonstration Organization

Goal \*

PFS Reduce rates of underage drinking in Providence

Goal Date Range

Goal Start Date

MM/DD/YYYY

Goal Targeted Achieve by Date

MM/DD/YYYY

Objective Title \*

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Objective Description

Perception of peer approval for underage drinking among Providence high school use will decrease from 50% to 41% by 2018.

1. This is the next level of the Objective Create/List screen. Objective title is a required field and should correlate with a risk or protective factor associated with your plan and logic model.
2. The objective description IS NOT A REQUIRED FIELD for RISAPA, but if you have to use the RI Student Survey (RISS) because it is being administered in your community, you should be aware that it has a number of risk and protective factors included among its' questions and could be used as source of data. Also, you may want to consider using any pre and post-test associated with the intervention you are proposing to implement.

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


Perception of peer approval for underage drinking among Providence high school use will decrease from 50% to 41% by 2018.

Objective Start Date \*

9/21/2015

Objective Target Achieve By Date \*

5/11/2018

Objective Outcomes \* 

By 05/01/2018 Youth who report peer approval of use of alcohol underage will decrease from 50% to 41% as measured by the Youth Experience Survey.

Assigned To

Assessment Tools

Direct Community Input

Direct Community Observations/Data

3. There are several required fields associated with the Objective Create/List for RISAPA including Start Date, Achieve By Date and Outcome. The “start date” may precede the current funding period and the “achieve by date” may extend beyond the current funding period.
4. Ideally, the Objective Outcome should specify the percentage of decrease in the risk factor or increase in the protective factor targeted (again, the intermediate outcome from the RISAPA application Appendix I and if the risk or protective factor is one contained in the RISS, it is recommended that the RISS be the measure use.
5. You will have an outcome listed and objective for each risk or protective factor listed.
6. 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 RISAPA.***

Home > Identify Program

### 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.

[+ NEW](#)

10 Providence

3 selected

	Program Title	Program Type	Status
	PFS Providence Parent Education Session	Evidence-based	Active
	PFS Providence Positive Action	Evidence-based	Active
	PFS Providence-Above the Influence	Evidence-based	Active

1 of 1

1. You will have to select a program type when you create the program initially.
2. Social marketing and social norms campaigns are considered environmental strategies.
3. Local/community level policy work is also considered an environmental strategy.
4. Enforcement strategies such compliance checks, party patrols and shoulder taps are considered environmental strategies for this reporting process.

## Create/Identify Program

***This is a required screen for RISAPA.***

1. As is true with all of the other screens, the Organization will pre-populate.
2. Follow the guidance above to determine program type.
3. See the full screen shot on the next page for an illustration of a full entry. The program outcomes will correlate to performance measures from Appendix I of the RISAPA application. See screen shot on next page for a sample entry.

## View Program

Organization \*

My Demonstration Organization

Program Type \*

Evidence-based

Program Title \*

PFS Providence-Above the Influence

Program Description


Providence Above the Influence

Start Date \*

9/1/2015

Target Completion Date \*

8/31/2018


Program Objectives \* 

PFS Increase perception of risk or harm of underage drinking by Providence high school youth

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Primary IOM Category \*


Universal Indirect

Primary Strategy \* 

Environmental

Service Codes \*

STV221 - Creating/Developing Environmental Media

Program Outcomes \* 

By 09/30/2015 Develop 5 different ATI messages for use in Providence School and Community Venues

By 08/31/2018 Run 5 different AT messages in Providence schools and community venues between September 2015 and August 2018

Program Status \*

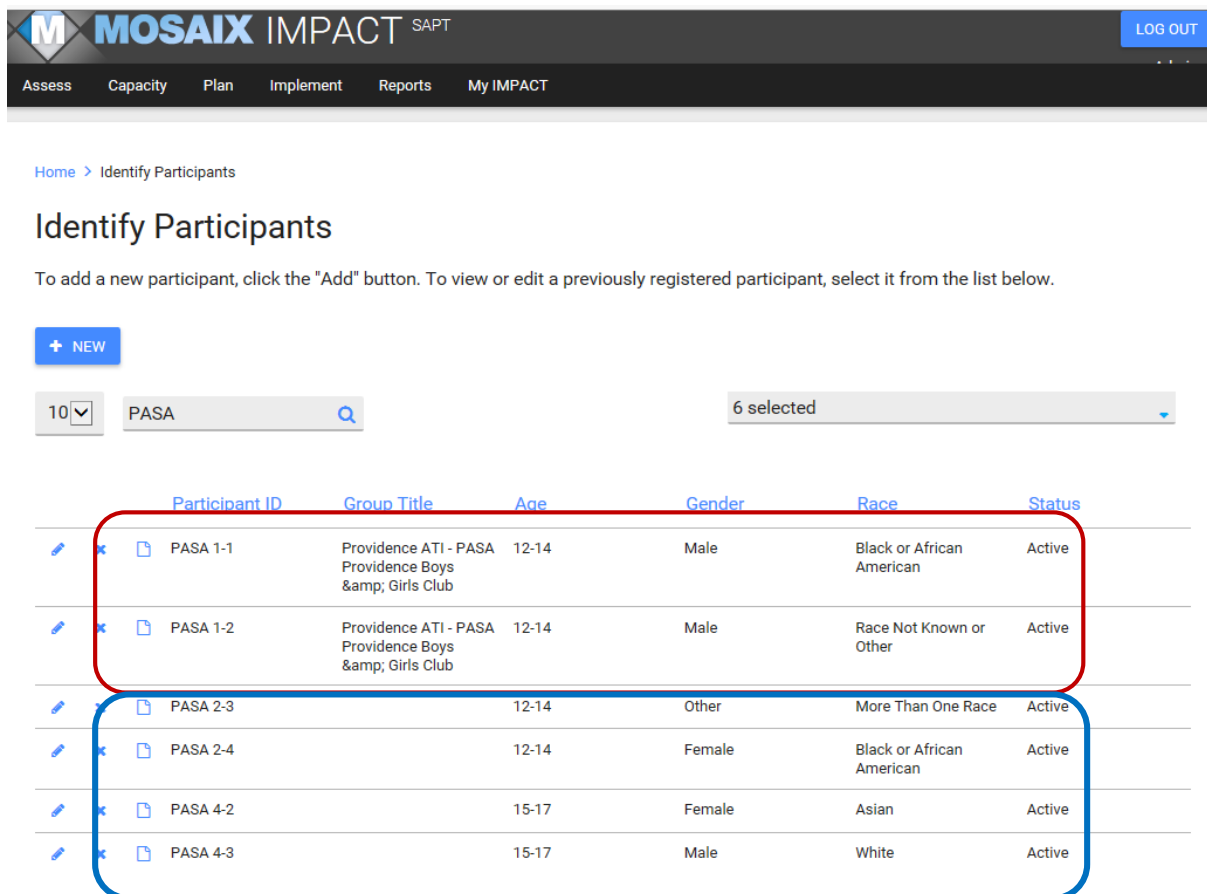
Active

## Identify Participants

***This is a required field for RISAPA.***


There are two ways to report participants; individually or as a group summary. You **MUST** report participants for RISAPA but you will have discretion as to the best way to capture that information.

The screen below is a summary of individual participants. The top two entries (circled in red) are individuals linked with a group; the bottom two (circled in blue) are individuals not linked to any group.



Participant ID	Group Title	Age	Gender	Race	Status
PASA 1-1	Providence ATI - PASA Providence Boys & Girls Club	12-14	Male	Black or African American	Active
PASA 1-2	Providence ATI - PASA Providence Boys & Girls Club	12-14	Male	Race Not Known or Other	Active
PASA 2-3		12-14	Other	More Than One Race	Active
PASA 2-4		12-14	Female	Black or African American	Active
PASA 4-2		15-17	Female	Asian	Active
PASA 4-3		15-17	Male	White	Active

1. No personally identifiable information is required to create a record for a participant; but known demographic data can be captured.
2. Registering an individual participant will work best for situations where you have a registration process where you may already have access to age and demographic information associated with a particular participant (in this case, this is an after school program).
3. Group summary is better for a situation where you may have limited demographic data on a group served such as a sign in sheet for an event.


**MOSAIX IMPACT**
SAPT

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LOG OUT

[Home](#) > [Identify Participants](#) > [Edit Participant](#)

## Edit Participant

Organization  
My Demonstration Organization

Participant ID \*  
PASA 1-1

Age \*  
12-14

Gender \*  
Male

Race \*  
Black or African American

Ethnicity \*  
Unknown

Status  
Inactive ☒ Active

Group

CANCEL SAVE

1. Here is a specific individual participant record for PASA 1-1, also featured on the screen shot page 21. This is a participant in the ATI effort from an afterschool program site in Providence (PASA). Usually after school programs will have a registration process so this type of participant in programming may potentially have enough information to register individually. This participant can be marked inactive at the conclusion of the cycle.
2. If you register an individual participant, you will need to create a unique identifier.
3. Don't forget to save at conclusion of the entry, even if you are simply switching status from active to inactive.

## Identify Groups

There are two ways to create groups: summary groups and participant groups.

The summary group is circled in red below. The summary group contains demographic data for the entire group.

The participant group is circled in blue below. The participant group is created from individual participants.







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 Providence ATI 4 selected

	Group Title	Group Type	Status	Date Established
  	Providence ATI - PASA After School Program Site - Providence YMCA	Summary	Active	09/04/2015
  	Providence ATI - PASA Providence Boys & Girls Club	Participants	Active	09/04/2015

1 of 1

The screen shot on the next page (p. 24) will show how to create a participant group. In this case, you have been able to create a unique identifier for given participant and populate some degree of individual (unidentified) data. This might work well with a group of youth of less than 15 that are working on, for example, creating messages for Above the Influence as part of their participation in an after school program or SADD group. These would be student who have likely had to fill out some sort of registration or contact data for these activities anyway.



### ***Groups Created from Identified Participants***

This can be used when you have registered an individual participant. This particular record is associated with a participant in an ATI group.

Program *	PFS Providence-Above the Influence ✕
Group Title *	Providence ATI - PASA Providence Boys & Girls Club 50 / 200
Date Established *	9/4/2015
Group Description *	Providence ATI - PASA Providence Boys & Girls Club Afterschool Site Academic 2015-2016 86 / 2000
Status *	Active ✕
Group Type *	Participants ✕
Participants	PASA 1-1 ✕ PASA 1-2 ✕
<div>CANCEL SAVE</div>	

## Summary Groups

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

The screenshot shows the 'Identify Groups' form in the Mosaix Impact SAPT system. The header includes the Mosaix Impact logo, the text 'SAPT', and a 'LOG OUT' button. Below the header is a navigation bar with links: Assess, Capacity, Plan, Implement, Reports, and My IMPACT. The main content area has a breadcrumb trail: Home > Identify Groups > Identify Groups. The title 'Identify Groups' is followed by a note: 'Groups may be identified by individual participants, or a summary of the group's demographics may be used. Do not enter personally identifiable information such as participant names into the group name or description fields.'

The form contains the following fields:


- Organization \***: A dropdown menu with 'My Demonstration Organization' selected.
- Program \***: A dropdown menu with 'PFS Providence-Above the Influence' selected.
- Group Title \***: A text input field containing 'Providence ATI - PASA After School Program Site - Providence YMCA' with a character count of 65 / 200.
- Date Established \***: A date input field containing '9/4/2015'.
- Group Description \***: A text input field containing 'Providence ATI - PASA After School Program Site - Providence YMCA Academic 2015-2016' with a character count of 84 / 2000.
- Status \***: A dropdown menu with 'Active' selected.
- Group Type \***: A dropdown menu with 'Summary' selected.

1. All of the fields associated with Identify Groups are required.
2. It is recommended that the group title reflect the name of the program and that the description be anchored in a time frame if the group is likely to be time limited or somehow linked to a school academic year. This will make it easier to manage data and to know when to change the group status from active to inactive.

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

Group Type \*

Summary

Summary Information \* 

Number in Group

5

Age

0-4	0
5-11	0
12-14	3
15-17	2
18-20	0
21-24	0
25-44	0
45-64	0
65 and over	0
Age not known	0
All Ages	0
Total	5

3. This screen shot covers two fields: 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.

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

Gender	
Male	2
Female	2
Unknown	1
Other	0
Total	5

Race	
White	1
Black or African American	1
Native Hawaiian/Other Pacific	0
Asian	1
American Indian/Alaska Native	0
More Than One Race	1
Race Not Known or Other	1
Total	5

Ethnicity	
Hispanic	2
Other	0
Non-Hispanic	1
Unknown	2
Total	5

[< BACK](#)

4. This screen shot covers the remaining categories of gender, race and ethnicity.
5. As was true of the other screen, the totals within each of these categories must add up to the total Number in Group category
6. Unknown and other exist for many of the categories.

## Manage Logic Model

*This is a NOT required screen for RISAPA.*

However, if you have a logic model, you may feel free to capture this information here and in the subsequent screens and fields.

Home > Logic Model

### Logic Model

Your logic model is a systematic and visual way to present and share your understanding of the relationships among the resources you have to operate your program, the activities you plan, and the changes or results you hope to achieve. To add a logic model, click on the "Add a Logic Model" button.

[+ NEW](#)


10

4 selected

Logic Model Title	Problem Behavior	Status
<a href="#">✕</a> <a href="#">PFS Providence Logic Model</a>	PFS - Underage Drinking	Active

< 1 of 1 >

1. Enter your logic model title with RISAPA in the name convention.
2. The next screen shot will provide additional detail.


[LOG OUT](#)

[Assess](#)
[Capacity](#)
[Plan](#)
[Implement](#)
[Reports](#)
[My IMPACT](#)

[Home](#) > [Logic Model](#) > [View Logic Model](#)

## View Logic Model

Organization \*

My Demonstration Organization

Logic Model Title \*

PFS Providence Logic Model

Problem Behavior \*

PFS - Underage Drinking

Goal(s)

PFS Reduce rates of underage drinking in Providence

Logic Model File

Title	Description
PFS Providence Logic Model	Providence PFS Logic Model 2015-2019

Active Status

Inactive ☒ Active


[< BACK](#)

1. This is the expanded screen for manage logic model. The Logic Model screen is NOT required for RISAPA. However, if you use create/manage logic model screen, then all fields are required and you must upload your logic model as an individual file.
2. 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).
3. 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.

## Manage Work Plan

***This is a required section for RISAPA.***

1. The work plan for the purpose of RISAPA data entry is Appendix I from your RISAPA application.
2. You can load multiple years of work plans/implementation grids.
3. When the time frame for the task and timeline has passed, change it to inactive status.
4. The next set of screen shots provide more detail on work plan entries.

 LOG OUT

AssessCapacityPlanImplementReportsMy IMPACT

[Home](#) > [List Workplan](#)

### List Workplan
















+

NEW

10

Providence

4 selected

	Work Plan Title	Proposed Start Date	Organization	Status
  	Providence PFS Task and Timeline Year 2	07/01/2015	My Demonstration Organization	Active
  	Providence PFS Task and Timeline Year 3	07/01/2016	My Demonstration Organization	Active
  	Providence PFS Task and Timeline Year 4	07/01/2017	My Demonstration Organization	Active
  	Providence PFS Task and Timeline Year 5	07/01/2018	My Demonstration Organization	Active
  	Providence PFS Task and Timeline Year 1	01/01/2015	My Demonstration Organization	Inactive

1 of 1

This is a Sample Entry for current work plan year.

The screenshot shows the 'View Workplan' page in the MOSAIX IMPACT SAPT system. The page has a dark header with the logo and navigation links: Assess, Capacity, Plan, Implement, Reports, and My IMPACT. A 'LOG OUT' button is in the top right. The breadcrumb trail is 'Home > List Workplan > View Workplan'. The main title is 'View Workplan'. The form includes several fields: 'Organization' (dropdown menu with 'My Demonstration Organization' selected), 'Work Plan Title' (text field with 'Providence PFS Task and Timeline Year 2'), 'Plan Status' (toggle switch between 'Inactive' and 'Active', currently on 'Active'), 'Proposed Start Date' (calendar field with '7/1/2015'), and 'Proposed End Date' (calendar field with '6/30/2016'). Below these is a 'Work Plan File' section with a '+' icon and a table. The table has two columns: 'Title' and 'Description'. It contains one row with a file icon, a close icon, and the text 'Sample PFS Task and Timeline Year 2' in the Title column, and 'Sample PFS Year 2 Task and Timeline' in the Description column. At the bottom, there are 'Create' and 'View' buttons, and a 'Problem Behavior' section with a checked checkbox for 'PFS - Underage Drinking' and a right arrow. A '< BACK' button is at the bottom left.

Organization \*

My Demonstration Organization

Work Plan Title \*

Providence PFS Task and Timeline Year 2

Plan Status

Inactive ☒ Active

Proposed Start Date \*

7/1/2015

Proposed End Date \*

6/30/2016

Work Plan File \*

Title	Description
Sample PFS Task and Timeline Year 2	Sample PFS Year 2 Task and Timeline

Create View

Problem Behavior

☒ PFS - Underage Drinking >

< BACK

1. Please be sure to identify the year/time frame associated with the RISAPA implementation grid (Burrillville 2015-2016 RISAPA Implementation grid).
2. You can specify the range of time covered by the Task and Timeline uploaded by using the dates in the "Description Section."
3. This is not displayed in the screen shot but you must use a two-step process as was true in the Manage Logic Model section; first upload, and then, save. If you don't hit the save button at the end, it will not save.



## Section 4 – Implement

---

### **RHODE ISLAND SUBSTANCE ABUSE PREVENTION ACT**

***This is a required section for RISAPA communities.***

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 enter either a Single Service or a Recurring Service. See the IMPACT<sup>SAPT</sup> User Guide Version 1 for additional definitions.

Single services are usually associated with a capacity building type of activity such an assembly, a kick off or hard launch event, training, use of media to increase visibility of the task force, 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 RISAPA application and logic model.

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.

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

## Create Single Service

***This is a required field for RISAPA.***

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

M

MOSAIX

IMPACT

SAPT

LOG OUT

AssessCapacityPlanImplementReportsMy IMPACT

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.

+ NEW

10

Providence

5 selected

			Service Date	Single Service	Program Name	Organization	Created Date
			10/15/2015	Positive Action Training for Providence MS Teachers	PFS Providence Positive Action	My Demonstration Organization	09/28/2015
			09/25/2015	PFS Hard Launch of ATI with Chris Herron Assembly	PFS Providence-Above the Influence	My Demonstration Organization	06/12/2015
			09/16/2015	PFS Parent Education Class Boys and Girls Club	PFS Providence Parent Education Session	My Demonstration Organization	08/18/2015

1 of 1

## Single Service Description

The description consists of multiple components. This is a screen shot covering the link to the organization, program title (e.g., this is a capacity building effort linked to implementation of Positive Action), start and end date for the PROGRAM (not the single service), the activity and the title.

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

### View Single Services/Activities

Organization \*

My Demonstration Organization

Program Title \*

PFS Providence Positive Action

Display Date Range

Start Date

8/3/2015

End Date

6/22/2018

Activity

Positive Action Training

Single Service Title \*

Positive Action Training for Providence MS Teachers


See the next screen shot for additional information.

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

---

Description \*

Training on Positive Action for 3 Providence Middle Schools

Objective\* 

PFS Increase perception of risk or harm of underage drinking by Providence high school youth

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Service Date \*

10/15/2015

Single Service Duration \*

Hours \* Minutes \*

16 0

Service Type Code \*

STE02 - Classroom Educational Services

Service Population \*

Teachers/Administrators/Counselors

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 drop down menu.

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

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

Service Population \*

Teachers/Administrators/Counselors

Demographic Service Information \* 

Total Participants

10	
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	10
All Ages	0
Total	10

You will need to capture the total number of attendees to the single service. The next series of screen shot 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).*


Gender	
Male	3
Female	7
Unknown	0
Other	0
Total	10
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	10
Total	10
Ethnicity	
Hispanic	0
Other	0
Non-Hispanic	0
Unknown	10
Total	10

Non Demographic Service Information 

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 is a continuation of the prior screen shot).*

Non Demographic Service Information 

Service Location \*

School Site - Middle School 

Target Zip Codes 

Zip Code \*


02905  5 / 10

Zip Code \*


02907  5 / 10

Zip Code \*

02908  5 / 10

Staff Hours 

Staff Members



Notes

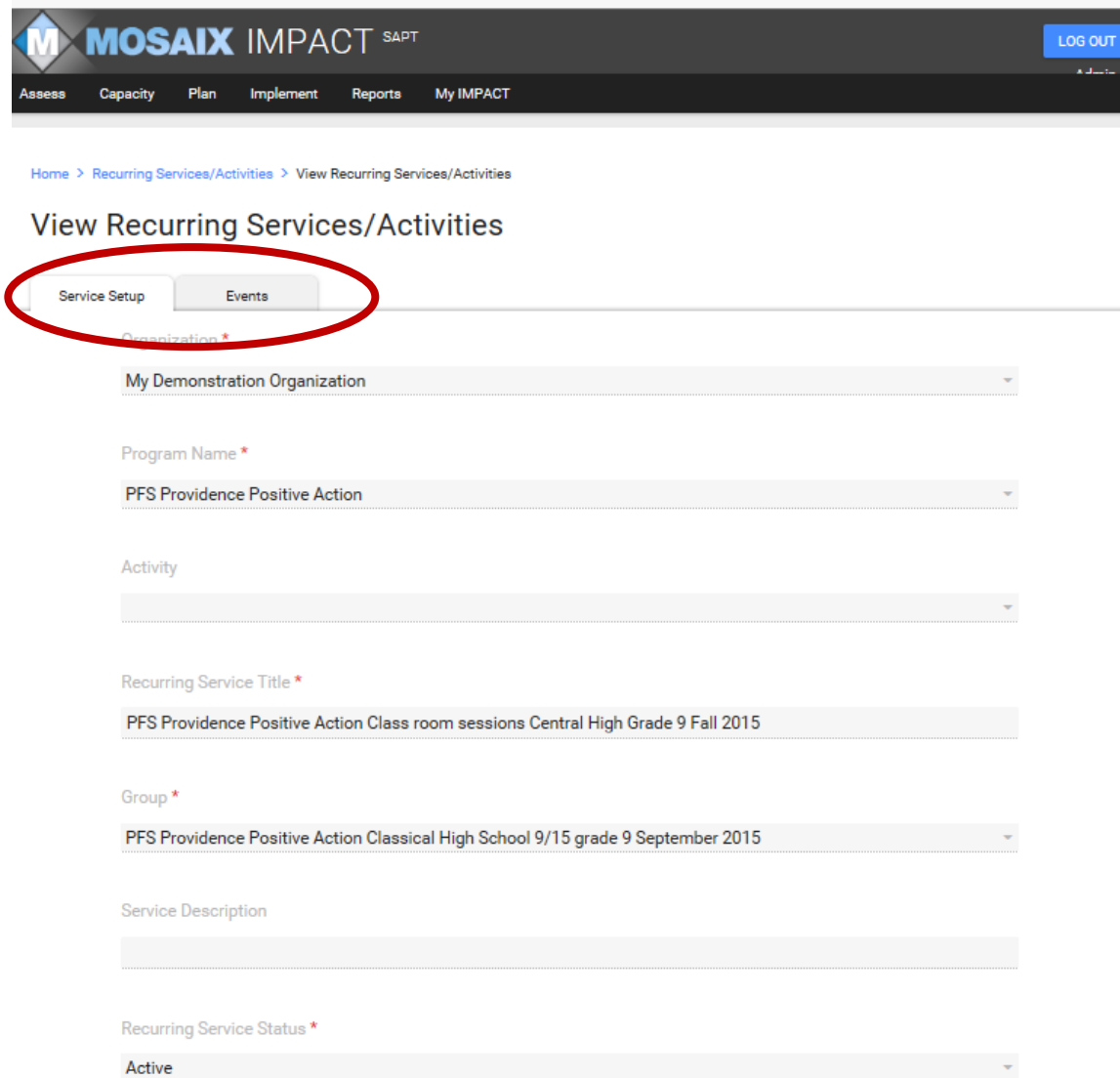
 0 / 1000

[CANCEL](#) [SAVE](#)

## Create Recurring Service

***This is a required field for RISAPA.***

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



The screenshot displays the MOSAIX IMPACT SAPT web application interface. At the top, there is a navigation bar with the logo and a 'LOG OUT' button. Below the navigation bar, a breadcrumb trail indicates the current location: Home > Recurring Services/Activities > View Recurring Services/Activities. The main heading is 'View Recurring Services/Activities'. Below this heading, there are two tabs: 'Service Setup' and 'Events'. The 'Service Setup' tab is selected and circled in red. The form below the tabs contains the following fields:

- Organization \***: A dropdown menu with the selected value 'My Demonstration Organization'.
- Program Name \***: A dropdown menu with the selected value 'PFS Providence Positive Action'.
- Activity**: A dropdown menu with no value selected.
- Recurring Service Title \***: A text field with the value 'PFS Providence Positive Action Class room sessions Central High Grade 9 Fall 2015'.
- Group \***: A dropdown menu with the selected value 'PFS Providence Positive Action Classical High School 9/15 grade 9 September 2015'.
- Service Description**: A text field with no value entered.
- Recurring Service Status \***: A dropdown menu with the selected value 'Active'.

In this screen, you identify the recurring service and a group associated with it. It is recommended that there be sufficient detail in the naming convention that you can identify location/setting where it's implemented (e.g., a school name and academic year cycle(s)).



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

Recurring Service Title \*

PFS Providence Positive Action Class room sessions Central High Grade 9 Fall 2015


Group \*

PFS Providence Positive Action Classical High School 9/15 grade 9 September 2015

Service Description

Recurring Service Status \*

Active

Objective\* 

PFS Increase perception of risk or harm of underage drinking by Providence high school youth

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Service Type Code \*

STE02 - Classroom Educational Services

Service Population \*

Middle/Jr High School Students

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The next screen shot will show more detail related to the specific events (or perhaps you might think of them as activities) that are nested under this recurring service.

## Event Data

This is the second required screen for recurring services. The session counter is auto generated but service date, location and duration are all required fields.

MOSAIX IMPACT

SAPT

LOG OUT

Process Capacity Plan Implement Reports My IMPACT

[Home](#) > [Recurring Services/Activities](#) > [List Recurring Service Event](#) > [View Recurring Service Event](#)

### View Recurring Service Event

Session Counter

2

Service Date \*

8/4/2015

Service/Event Duration \*

Hours \*

1

Minutes \*

30

Service/Event Location \*

School Site - High School

Number Served \*

20

Description

Session 1 Positive Action Fall 2015 Classical High School

Track Staff Hours

Staff Members

Notes

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## Additional Instructions & Closing

Once the first round of data entry is complete, the burden associated with entry will be dramatically reduced. The modules/screens where there will be continued entry will be Capacity – primarily Update Organization meeting which will need updating after each coalition meeting and Update Organization Subcommittee; Planning – Identify Participants either will the registration of individual participants or groups; Workplan which may be modified as your annual task and timelines for the remaining years of the RISAPA award are modified; and, Implement – adding single and recurring services.

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.