

FINAL

Regional Prevention Task Force (RPTF) Coalitions Task List 2024-2025

| | PFS (eCivis) | OSF | SAPT BG | SOR 4 RPTF (eCivis) |
|--|--|-----------------------------------|---|-----------------------------------|
| Invoices to: | Karen Flora | Elizabeth Farrar | Karen Flora | Elizabeth Farrar |
| 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 | |
| Budget Change Requests to: | Karen Flora | Elizabeth Farrar | Karen Flora | 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 |
| RISS and Young Adult Survey data | Abigail Murdock | Hailey Voyer | Hailey Voyer | TBD |
| Mosaix IMPACT Technical Assistance | Linda Barovier | Linda Barovier | Linda Barovier | Linda Barovier |
| Block Grant Reporting | | | | |
| Annual Workplan-SAPT Block Grant 10/1/2024 to: *Upload into IMPACT under the Evaluate | Karen Flora | N/A | Elizabeth Farrar and Karen Flora | N/A |

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|---|--------------|-----|----------------------------------|---------------------|
| Module, Upload Reports * Email to Karen | | | | |
| | PFS (eCivis) | OSF | SAPT BG | SOR 4 RPTF (eCivis) |
| 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 | | N/A | 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 due on 1/15/26 *Upload into IMPACT under the Evaluate Module, Upload Reports *Email to Karen | | | Elizabeth Farrar and Karen Flora | |
| PFS Reporting R3, R5, R6, R7 | | | | |

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| Annual/Quarterly Workplan- PFS 11/1/2024, 12/1/2024, 3/1/2025, 6/1/2025 | Karen Flora | | | |
| Quarterly Reports-PFS 1/30/2025, 4/30/2025, 7/30/2025, 10/30/2025 to: *Upload into eCivis | Karen Flora | | | |
| Programmatic Questions or Changes to: | Karen Flora | 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