

10/31/2024

# Regional Prevention Task Forces - Opioid Programs Data Entry for Mosaix IMPACT<sup>SAPT</sup>



Rhode Island Department of Behavioral Healthcare,  
Developmental Disabilities and Hospitals

## Table of Contents

<b>Purpose .....</b>	<b>4</b>
<b>Document History .....</b>	<b>4</b>
<b>Section I: General Overview of IMPACT Functions and Record Structure .....</b>	<b>4</b>
<b>Section II: Program Record Structure for Opioid Grants .....</b>	<b>11</b>
Opioid Grant Naming Conventions.....	11
<b>Opioid Stewardship Fund (OSF) Program Record Structure.....</b>	<b>12</b>
Naming Convention .....	12
Single Services.....	12
Recurring Services .....	13
<b>State Opioid Response Grant 2024-2027 (SOR4) Program Record Structure .....</b>	<b>13</b>
Evidence Based Practices .....	14
Single Services.....	14
Recurring Services .....	16
<b>Section III: Reporting .....</b>	<b>18</b>
<b>Frequently Asked Questions (FAQ's).....</b>	<b>21</b>

## Purpose

This document provides additional guidance to the state's Regional Prevention Task Forces (RPTF) related to the entry of data for Opioid Programs, specifically the US Substance Abuse Mental Health Services Administration's State Opioid Response Grant (SOR) and the Opioid Stewardship Fund (OSF), a discretionary grant which is administered by the state. in the IMPACT<sup>SAPT</sup> Prevention Platform. This covers only content specific to these funding streams. It includes examples of how to create specific records and entries for the RPTF.

## Document History

Version Number	Date	Summary of Changes
1	10/31/2024	Updates on entries for 2024 iterations of SOR and OSF grants.

## Section I: General Overview of IMPACT Functions and Record Structure

### Creating and Editing Records

Please refer to the **IMPACT<sup>SAPT</sup> User Guide Version 1.0** [Microsoft Word - IMPACT User Guide Version 1.0 \(onmosaix.com\)](#). This guide covers definitions for each module and provides generic instruction related to entry for each module in IMPACT. It is recommended that any staff new to IMPACT review this for a general overview of the flow and function of the modules. BHDDH generated quick start guides provide more specific information related structure of records for various funding streams.

You will use the "Create" function as you enter data the first time, "Edit" if you change an entry, and, "View" if you are reviewing or searching for data previously entered. Each function has an associated icon. They are view (the paper icon), edit (the pencil icon), or delete (the X icon). If you want to mark the record as closed, completed, or inactive you will need to select the edit function. The "Copy" function is available for groups and single services. The icon is overlapping folded pages and is found on the far left. Please note that can copy a group or single service and change the name of the group or single service as well as the demographic contained in the group or single service. Make sure to SAVE the record that you copied and then modified.

It is important to scroll to the end of the screen as the save functions are not always visible. Don't forget use the blue SAVE button any time you create or edit an entry!

## Program

For the purposes of data entry for SOR and OSF, current strategies will be captured as an Educational Strategy and must include STE02 - Classroom Educational Service.

The entries must be captured as educational services to produce the Number Served by Month report, a required report. While the programs and activities implemented under SOR and OSF are not technically classroom based, they are educational services which are designed to address the following objectives related to opioid overdose prevention:

## Activities

The Activity function serves two purposes related to the programs implemented with the opioid focused funding streams:

- Differentiate component parts of the interventions, especially when the audience for or purpose of the component differ from each other.
- Identify specific sub-regional implementation locations such as:
  - A municipality within a region or
  - A specific site within a municipality when an intervention is implemented in more than one site within the municipality (e.g., a specific senior center or elderly housing)

SOR and OSF are comprised of programs which contain multiple components (e.g., combination of events) that are implemented as part of the program or are implemented in more than one municipality within the region. Use of the Activities field helps to differentiate component events and/or participating municipalities within the region. This allows the creation of a record for each event associated with the program and for each municipality that is implementing the program.

Activities can be:

- Recurring service (a finite group of the same individuals who receive an intervention over more than one session), or a
- Single service (a finite group of individuals who receive an intervention one time, including multiple components of the activity if it's implemented only one time with the group or one time among different groups).

The approved programs for SOR and OSF consist of both recurring and single services. The SOR and OSF programs are described in the respective section.

## Services

### Recurring Services

Recurring services are those which are offered to the same group of participants in a multiple session format.

**Please the Mosaix IMPACT Quick Guide [IMPACT Quick Guide to Recurring Services.pdf \(onmosaix.com\)](#)** This guide describes the two step process used to create a recurring service. For BHDDH funded programs, sub-recipients are required to use Activities to describe how or where Programs are being implemented.

Groups capture demographic data of recurring service participants. The Group will be associated with the recurring services. **YOU WILL NEED TO CREATE THE GROUP BEFORE YOU CAN ENTER THE RECURRING SERVICE.** The recurring service set up will not save if you do not associate a group with it.

There are two types of groups in IMPACT, summary, and participant groups. Summary groups capture demographics for the whole group in aggregate. Participant groups consist of individual participants who are 'registered.' The individual participants who are registered are then combined to make the participant group. Participant groups are best suited to smaller groups or groups where registration to participate in a program is required. It is a burdensome process and not frequently used by the RPTFs. There is no program or service associated with the SOR or OSF where the use of a participant group is recommended.

### General Instruction Summary Groups

1. All fields associated with Identify Groups are required.
2. Summary groups will require demographic data for group members and the RPTF. Please provide as **MUCH** demographic data as you possibly can, even if it's only the gender and age range of the participants. It is the only way BHDDH and the RPTF can track efforts to address health disparities that may be experienced by populations within the region.
3. It is NOT necessary to have the Program Name as part of the naming convention, because the group will be associated with the Program at the time you create the service set up. It is helpful to anchor the group in a timeframe when the group is likely active, for example a school academic or a contract year. This will make it easier to manage data and to know when to change the group status from active to completed.

4. Please note that the IMPACT report “People Served by Month” automatically pulls from the number provided for the group associated with recurring service. It will auto-populate the number for each event.

PRO TIP: you can copy and modify a group. You update the number in the group, the demographic information and then save.

### Service Set Up – Part I

Please refer to [IMPACT Quick Guide to Recurring Services.pdf \(onmosaix.com\)](#) This report describes the two step process used to create a recurring service. For BHDDH funded programs, sub-recipients are required to use Activities to describe how or where Programs are being implemented. Also see- **Navigating Setting Up Recurring Services in IMPACT – Service Set Up** - You Tube Video [IMPACT IMPLEMENT - Recurring Service Setup \(youtube.com\)](#)

The screen shot on the next page depicts Part I of the recurring service – Service Set Up for Bingocize, which is a program implemented under the Opioid Stewardship Fund.

Service set up provides the Program Name, Activity (if an activity is associated with the program), requires a recurring services title and an associated group.

The screenshot shows a web interface for setting up a recurring service. At the top, there are two tabs: "Service Setup" (which is selected and circled in blue) and "Events". Below the tabs, there are three dropdown menus. The first is labeled "Organization \*" and has "R5 East Bay Regional Coalition" selected. The second is labeled "Program Name \*" and has "R5 OSF" selected. The third is labeled "Activity" and has "Bingocize" selected. Each dropdown menu has a small blue 'x' icon on the right side of the selected item.

**Commented [FE(1)]:** I would strongly suggest that each region use the same naming conventions with the region name and OSF. I have seen it in multiple ways in IMPACT. Would also make sense to include the year time period ex: 2024-2025

Recurring Service Status \*

Active

Objective\* 

R5 Increase Perception of Risk/Harm for Opioids

Service Type Code \*

STE02 - Classroom Educational Services

Service Population \*


From

Recurring Service Title \*

Bristol Bingocize Classes

25 / 200

Group \*

Bristol Bingocize classes 

Service Description

0 / 2000

Recurring Service Status \*

Active

Objective\* 

R5 Increase Perception of Risk/Harm for Opioids

Service Type Code \*

STE02 - Classroom Educational Services

Service Population \*

Older Adults

< BACK

**Event Data – Part II**

Please refer to [IMPACT Quick Guide to Recurring Services.pdf \(onmosaix.com\)](#) This report describes the two step process used to create a recurring service. For BHDDH funded programs, sub-recipients are required to use Activities to describe how or where Programs are being implemented. Also see **Navigating Setting Up Recurring Services in IMPACT – Service Events** - You Tube Video [IMPACT IMPLEMENT - Adding a Recurring Service Event - YouTube](#)

This is the second required screen for recurring services.

The next page will depict the event detail. This is where the number of participants is captured and staff hours for coalition activities are entered.

Service Setup   **Events**




























Bristol Bingocize Classes

+ NEW

10   Search   4 selected

Service Date	Service Location	Number of Attendees	Program
--------------	------------------	---------------------	---------



   01/11/2024	Community/Drop-In Center	14	R5 OSF
   01/16/2024	Community/Drop-In Center	14	R5 OSF
   01/18/2024	Community/Drop-In Center	15	R5 OSF
   01/23/2024	Community/Drop-In Center	13	R5 OSF
   01/25/2024	Community/Drop-In Center	15	R5 OSF
   01/30/2024	Community/Drop-In Center	15	R5 OSF
   02/01/2024	Community/Drop-In Center	14	R5 OSF
   02/06/2024	Community/Drop-In Center	14	R5 OSF
   02/08/2024	Community/Drop-In Center	14	R5 OSF

### Single Service Description

You will need to capture the total number of attendees to the single service. You DO NOT NEED TO HAVE A GROUP. When you go to create the single service record, you will get demographic data field where information is to be entered. Keep in mind that you must enter a number that is equal to the total number of participants for each demographic category.

Please provide as MUCH demographic data as you possibly can, even if it's only the gender and age range of the participants. It is the only way BHDDH and the RPTF can track efforts to address health disparities that may be experienced by populations within the region.

### Maintenance of Entries

Please be sure to mark recurring services, groups and single services completed at the conclusion of each contract period. Please also be sure to mark as discontinued or inactive any of the programs or groups which were not completed. This will help to reduce the clutter of entries and improve ability to differentiate among programs, activities, and groups.

- a. Single service - mark it completed after the event.
- b. Recurring services - mark the group as completed at the conclusion of the program and the recurring service as completed.
- c. Program – mark program as completed at the end of the funding cycle.

## Section II: Program Record Structure for Opioid Grants

### Opioid Grant Naming Conventions

Please use the following naming conventions for all Regional Prevention Task Force (RPTF) entries for IMPACT programs, groups (summary), recurring and single services. The first part of the naming convention identifies the region and the second the funding source. It is very important to use the standard naming conventions as RPTF activities are supported by braided funding sources and BHDDH is required to report data based on the funding stream and funders.

BHDDH has elected to streamline the entries to better reflect the core work of the regions and to associate programs, activities, and groups with CSAP strategies. Rather than having separate regional and municipality entries, there will only be regional entries to ensure that services are not subject to duplicate counts. This enhances the department's ability to compile the information that must be provided for Block Grant reporting. It is a combination of the record structure and naming conventions that will allow us to differentiate and report activities that are specific to a municipality where needed.

The naming conventions are divided into 4 parts the region, funding source, the program, and activities.

### Region Designation

- Use your specific regional prefix, for example, R1.

### Funding Source Designation

- SOR 4 (State Opioid Response) covering the current award period of 2024-2027.
- OSF (Opioid Stewardship Fund)- for OSF the award is on a state fiscal year, so the current award year at the time of this publication is 2024-2025. Please use the naming convention OSF 2025 for the contract year that ends June 30, 2025. Follow that naming convention for any future award.

### Program Designation

BHDDH has identified and approved specific programs that are to be implemented with SOR and OSF funding streams. These programs are a combination of existing evidence-based programs that can be found on reputable registries and local programs/interventions that address priorities and populations identified by the RI Governor's Overdose Task Force.

## Opioid Stewardship Fund (OSF) Program Record Structure

Opioid Stewardship Fund (OSF), a discretionary grant. Programs funded by OSF are designed to address the following objectives related to opioid overdose prevention:

- Increasing perception of risk or harm associated with opioid and stimulant use, especially among populations who are at elevated risk of overdose.
- Increasing knowledge of the effectiveness and availability of naloxone (Narcan) as a life-saving reversal agent for opioid overdose; and
- To train individuals on how to administer naloxone.

The following programs approved for implementation with OSF funds and are to be documented in IMPACT:

- Partnerships with BIPOC and Latinx Service Providers to Establish an Opioid Misuse and Overdose Prevention Educational Program (abbreviation BIPOC)
  - There are three BIPOC associated activities that are described below in the Activities section.
- Partnerships with Older Adult Service Providers to Establish an Opioid Misuse and Overdose Prevention Educational Program (abbreviation Senior Centers and High Rises)
  - There are two activities implemented described below in the Activities section.

These programs are approved for implementation with OSF funds but have not been designated as an Evidence Based Program.

### Naming Convention

(Regional Designation) + [OSF] + Contract Year (e.g. 2025) + Activity + Location/Organization

Commented [FE(2)]: Include contract year?

### Single Services

#### Partnerships with BIPOC and Latinx Service Providers to Establish an Opioid Misuse and Overdose Prevention Educational Program (abbreviation BIPOC).

There are four BIPOC associated **activities** that are described below in the Activities section. Each region may provide one, some or all these activities that are designed to access and engage the diverse community. They are entered as **SINGLE SERVICES**

- 1) Faith Community Presentations

- 2) Outreach to Healthcare Providers, Social Service and Civic Organizations
- 3) Community Overdose Prevention Events
- 4) Narcan training

### Partnerships with Older Adult Service Providers to Establish an Opioid Misuse and Overdose Prevention Educational Program (abbreviation Senior Centers and High Rises)

There are two activities associated with the Senior Centers and High Rises Education Program:

1. Single educational presentation to Seniors focused on overdose risk, ways to reduce risk of overdose. These are entered as **SINGLE SERVICES**.
2. Recurring educational presentations focused on health promotion and safety that include overdose prevention as one of topics as part of “Bingocize” for Seniors in community locations including recreational centers and senior centers. These are entered as a **RECURRING SERVICE**.

### Recurring Services

Bingocize – Senior Center and High Rises

As implemented, the same group of seniors receive various health promotion and physical safety messages over several sessions including reducing opioid overdose risk and use of the reversal agent naloxone (Narcan) in the event of overdose.

- A summary group would be created for each Senior Center/High Rise where Bingocize is implemented.
- The summary group will be associated with Bingocize.
  - Use the location of the Bingocize activity in the naming convention.
  - It is recommended that you identify the cycle as a time frame, such as Fall 2024.
- At the conclusion of the program, mark the group as completed and the recurring service as completed.

### State Opioid Response Grant 2024-2027 (SOR4) Program Record Structure

The State Opioid Response (SOR) Grant is a discretionary grant that is effectively a formula fund that is awarded to states by the US Substance Abuse Mental Health Services Administration. The Single State Authority for substance use treatment and prevention (BHDDH) is the eligible entity to receive SOR funds on behalf of the state. Funds have been appropriated and obligated for three funding cycles.

The State Opioid Response (SOR) grant is intended to reduce opioid and stimulant use disorder and overdose. The objectives are to increase academic performance and school commitment; increase support to parents and youth during the transition from early adolescence to the teen years; increase emotional and social competence in children and adolescents. The short-term outcome is to increase knowledge on the effects of social and emotional learning which is the process of acquiring the ability to recognize and manage your own emotions, take the perspective of others, establish, and maintain positive social relationships, and handle interpersonal situations with competence.

The following programs approved for implementation with SOR funding and are to be documented in IMPACT:

- SOR Programs (with current SOR Award)
  - Drug Take Back Events
  - Incredible Years
  - In Shape
  - Life of an Athlete/Substance Free Athletics
  - Raising Healthy Children ([Raising Healthy Children - NLBHA](#))
  - Sidelined
  - Strengthening Families
  - Strong African American Families ([Strong African American Families Program | Center for Family Research \(uga.edu\)](#))

*All regions will report at the program level, and all naming conventions will include the Program Designation.*

## Evidence Based Practices

### Single Services

#### In Shape

#### **Naming Convention**

(Regional Designation) + SOR4 + In Shape

In Shape does not have any activities associated with the program so is entered as a program without any related activities.

1. Record each event as a **SINGLE SERVICE** for each event offered in the Region. This is because In Shape is offered once to a group of unique individuals within a school context and often within a school setting.
  - a. Use *R + region # SOR4 in Shape* for the single service title and identify the location of the service, for example Anytown High School, so an example naming convention would be R9 in Shape Anytown High School.
2. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. For in Shape, you should be able to at least capture age range. If it is offered to a specific grade, please consider using enrollment data for that grade which can be obtained from the school or, is available from the RI Department of Education for the school, usually for the prior October enrollment. BHDDH will accept enrollment data for the prior year if it is available as it usually represents a reasonable approximation of the enrollment.

### Life of an Athlete (LOA)/Substance Free Athletics

#### Naming Convention

(Regional Designation) + SOR4+ LOA

In Shape should include an entry for Activities related to location of implementation – for example SOR4 LOA – Anytown College. It is considered an Educational Strategy and the service code STE02 - Classroom Educational Service, should be included in the record.

1. Record each event as a single service for each event offered in the Region. This is because Life of an Athlete (LOA) is offered once to a group of unique individuals within a setting.
  - a. Use *R + region # SOR4 LOA* for the single service title and identify the setting/location of the service, for example Anytown High School, so an example naming convention would be R9 SOR LOA Anytown HS Football Team 2024.
2. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. For LOA, you should be able to at least capture age range.

**Commented [LB3]:** Do we know if LOA will be offered for non-school based settings, like community athletic leagues not associated with school athletic departments like Soccer Associations, Team Gymnastics, Football Leagues,

**Commented [FE(4R3)]:** Yes, I believe it will be offered outside of the school setting.

#### Sidelined

(Regional Designation) + SOR4 + Sidelined

Sidelined has up to four activities associated. Each activity has a specific group or audience as described below. Each is considered a **SINGLE SERVICE**.

1. Athletic Director/Coaches/Administration presentation for each school where Sidelined is implemented. Each school AD/Coaches/Administration within the region

or municipality that participates will have a separate summary group associated with it.

2. First Aid Kit and Bio Freeze Distribution. Each coach gets a first aid kit and Bio Freeze to treat sports injuries and is educated about the potential for misuse or accidental overdose that is associated with use of opioids to treat sports injuries. The coaches in turn can educate student athletes about alternative pain management options.
3. Parent Information Dissemination Activities. Information is disseminated to parents about the potential for opioid misuse or overdose when they are prescribed for sports injuries of student athletes in the packet distributed with permission slips to participate in school sports. In some cases, a brief presentation is delivered if there is a meeting or assembly where parents of student athletes are in attendance.
4. Student Athlete Information Dissemination Activities. Information is disseminated to student athletes about p\_potential for opioid misuse or overdose when they are prescribed for sports injuries of student athletes during required orientations, meetings, or assemblies for them. In some cases, a brief presentation is delivered to student athletes are in attendance.
  - a. Record each event as a **single service** for each event offered in the Region. Sidelined has multiple activities that are offered to multiple groups who have different roles in the implementation Sidelined is offered once a group of unique individuals within a school context and often within a school setting.
  - b. Use *R + region # SOR 4 Sidelined + Location + Activity* for the single service title. For example a naming convention would be *R9 in Shape Anytown High School Parent Information Dissemination*.
  - c. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. For Sidelined, you should be able to at least capture age range. If it is offered to a specific grade, please consider using enrollment data for that grade which can be obtained from the school or, is available from the RI Department of Education for the school, usually for the prior October enrollment. BHDDH will accept enrollment data for the prior year if it is available as it usually represents a reasonable approximation of the enrollment.

## Recurring Services

The same naming convention structure used for single services applies to recurring services.

## Incredible Years

As implemented, the same group of participants receive multiple sessions of the intervention. It is considered an Educational Strategy, and the associated service code should be STE02 - Classroom Educational Services.

- Create an Activity for each site or location of Incredible Years, use the implementation location as part of the naming convention for Incredible Years -if you have multiple implementation sites, you will have a corresponding Activity for each.
- A summary group would be created for each cycle of Incredible Years implemented.
- The summary group will be associated with Incredible Years.
  - Use location of the activity in the naming convention.
  - identify the cycle as a time frame, such as Winter 2024.

#### **Raising Healthy Children** ([Raising Healthy Children - NLBHA](#))

As implemented, the same group of participants receive multiple sessions of the intervention. It is considered an Educational Strategy, and the associated service code should be STE02 - Classroom Educational Services.

- Create an Activity for each site or location of Raising Healthy Children, use the implementation location as part of the naming convention for it -if you have multiple implementation sites, you will have a corresponding Activity for each.
- A summary group would be created for each cycle of implemented.
- The summary group will be associated with Raising Healthy Children.
  - Use location of the activity in the naming convention.
  - identify the cycle as a time frame, such as Winter 2024.

#### **Strengthening Families (SFP)**

As implemented, the same group of participants receive multiple sessions of the intervention. It is considered an Educational Strategy, and the associated service code should be STE02 - Classroom Educational Services.

- Create an Activity for each site or location of SFP, use the implementation location as part of the naming convention for it -if you have multiple implementation sites, you will have a corresponding Activity for each.
- A summary group would be created for each cycle of SFP implemented.
- The summary group will be associated with SFP.
  - Use location of the activity in the naming convention.
  - identify the cycle as a time frame, such as Winter 2024.

#### **Strong African American Families** ([Strong African American Families Program | Center for Family Research \(uga.edu\)](#))

As implemented, the same group of participants receive multiple sessions of the intervention. It is considered an Educational Strategy, and the associated service code should be STE02 - Classroom Educational Services.

- Create an Activity for each site or location of Strong African American Families (SAAF), use the implementation location as part of the naming convention for it -if



you have multiple implementation sites, you will have a corresponding Activity for each.

- A summary group would be created for each cycle of SAAF implemented.
- The summary group will be associated with SAAF.
  - Use location of the activity in the naming convention.
  - identify the cycle as a time frame, such as Winter 2024.

The programs below are approved for implementation with SOR4 funds but have not been designated as an Evidence Based Program.

### Recurring Service

#### Drug Take Back Events

As implemented, the same group of participants receive multiple sessions of the intervention. It is considered an Environmental Strategy, and the associated service code should be STV300 - Social Marketing

- Create an Activity for each site or location of Drug Take Back Days, use the implementation location as part of the naming convention for it -if you have multiple implementation sites, you will have a corresponding Activity for each.
- A summary group of local police departments and/or pharmacies participating in Drug Take Back Day.
  - Use location of the activity in the naming convention.
  - identify the cycle as a time frame based on such as October 2024 and Spring or April 2024, e.g., R9 SOR4 Drug Take Back Anytown October 2024.

## Section III: Reporting

IMPACT<sup>SAPT</sup> will enable you to generate 1) *non-demographic* reports and 2) *demographic* reports for prevention programs where the demographics of the participants are known. Below is a listing of several common reports that BHDDH may request or that you may find helpful to share with task force or coalition members or other key stakeholders.

Planned Activities by Program and People Served by Month reports are required to be submitted monthly with invoices to substantiate expenditures.

### Planned Activities by Program

Report Name: **“Planned Activities by Program” (required monthly submission with invoice)**

Purpose: This report will provide you with the total number of planned or completed activities for a specific program within a given timeframe. For the report to generate the information you need; you must first ensure that you have entered your data into IMPACT<sup>SAPT</sup> correctly.

*Generating the Report:*

1. Go to: Reports/ Reports Module and under Implementation, select Planned Activities by Program.
2. Enter start and end dates that align with your reporting period.
3. Select your Organization, Program, Objective, Start Date, End Date and Activity Status and click Generate Report.

## People Served by Month

Report Name: **“People Served by Month” (required monthly submission with invoice)**

Purpose: This report will provide you with the total number of people served by a specific program or multiple programs for a one-year period. It presents data both as a bar chart and a count by month. For program participants to be counted, the program must have an educational service code included among service code.

*Generating the Report:*

1. Go to: Reports/ Reports Module and under Implementation, select People Served by Month
4. Enter a start date – the report will cover a 12-month period and reports each month separately.
5. Select your Organization, Program, and Groups as desired and click Generate Report.

The following are other reports that provide valuable information for the purpose of reporting to stakeholders and funders.

## Non-Demographic Report

Report Name: **“Recurring Services by Program/Activity”**

Purpose: This report will provide you with the total number of activities completed within a given timeframe. For the report to generate the information you need; you must first ensure that you have entered your data into IMPACT<sup>SAPT</sup> correctly. Once you have completed the Program setup (as described earlier in this guide) and Activities, you will need to create a recurring group.

*Generating the Report:*

2. Go to: Reports/ Reports Module and under Implementation, select Recurring Services by Program.
6. Enter start and end dates that align with your reporting period.
7. Select your Organization, Program, and Group accordingly and click Generate Report.

## Demographic Reports

Two different types of demographic reports can be generated to capture demographic information for those reached by direct service strategies such as prevention education and alternative drug free activities.

### Report #1: “**Recurring Services by Demographics**”

Purpose: This report will be useful for reporting the total number of individuals reached by interventions delivered to the same group of people over multiple weeks or months (e.g. Positive Action or other school-based curricula)

*Generating the Report:*

1. Go to: Reports/ Reports Module and under Implementation, select Recurring Services by Demographics.
2. Enter start and end dates that align with the reporting period sought. Depending upon the purpose of report, it may be monthly, quarterly, or annually. Selecting the fiscal year will enable you to determine which groups have carried over from the previous reporting period and which are new during the second half of the fiscal year (as of April 1).
3. Click Generate Report.

### Report #2: “**Single Services by Demographics**”

Purpose: This report will be useful for reporting the total number of individuals reached by interventions delivered to a different group of people each time it is implemented (e.g. parent workshops).

*Generating the Report:*

1. Go to: Reports/ Reports Module and under Implementation, select Single Services by Demographics.
2. Enter start and end dates that align with the timeframe for the reporting period.
3. Click Generate Report.

## Frequently Asked Questions (FAQ's)

### **MOSAIX IMPACT<sup>SAPT</sup>**

#### ***Maintenance***

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.

#### **Service Code Cheat Sheet**

##### **Informational Dissemination**

STN01 - Clearinghouse/Information Resource Center  
STN02 - Health Fairs  
STN03 - Health Promotions  
STN04 - Original A/V Material Developed  
STN05 - Original Written Material Developed  
STN06 - Original Curricula Developed  
STN07 - Original Periodicals Developed  
STN08 - Original PSAs Developed  
STN09 - Original Resource Directories Developed  
STN10 - A/V Material Disseminated  
STN11 - Printed Material Disseminated  
STN12 - Curricula Disseminated  
STN13 - Periodicals Disseminated  
STN14 - PSAs Disseminated  
STN15 - Resource Directories Disseminated  
STN16 - Media Campaigns Distributed  
STN17 - Speaking Engagements  
STN18 - Telephone/Email Info Requests Received

##### **Education**

STE01 - COSA Groups  
STE02 - Classroom Educational Services  
STE03 - Educational Services for Youth Groups  
STE04 - Parenting/Family Management Services  
STE06 - Small Group Sessions

##### **Alternatives**

STA01 - ATOD-Free Social/Recreational Events  
STA03 - Community Drop-In Centers  
STA04 - Community Drop-In Center Activities  
STA06 - Community Services

STA07 - Youth/Adult Leadership Functions  
STE05 - Peer Leader/Helper Programs

**Community-Based Process**

STC01 - Accessing Services and Funding  
STC02 - Assessing Community Needs  
STC03 - Community/Volunteer Services  
STC04 - Formal Community Teams  
STC05 - Community Team Activities

STC06 - Training Services  
STC08 - Technical Assistance Services  
STC10 - Systematic Planning Services  
STC101 - Coalition Building Professional Development  
STC105 - MDS Data Entry for Community Based Activities

**Environmental**

STV01 - Environmental Consultation to Communities  
STV02 - Preventing Underage Sale of Tobacco--Synar Amendment  
STV03 - Preventing Underage Alcoholic Beverage Sales  
STV04 - Establishing ATOD-Free Policies  
STV05 - Changing Environmental Codes, Ordinances, Regulations  
STV06 - Public Policy Efforts  
STV100 - RASS Training  
STV101 - Environmental Professional Development Training  
STV105 - MDS Data Entry for Environmental Activities  
STV211 - Coalition Subgroups  
STV212 - Community Meetings  
STV213 - Participation in Individual Meetings/Events  
STV214 - Community Evidence Based Program Training  
STV215 - Website Development/Work/Support  
STV221 - Creating/Developing Environmental Media  
STV222 - Media Training for Environmental Activities  
STV231 - Data Collection  
STV233 - Data Report Creation/Presentation  
STV241 - Policy Development  
STV242 - Policy Support/Training/ Advocacy  
STV251 - Enforcement Meetings (DUI/MIP)  
STV252 - Enforcement Training  
STV261 - Strategic or Defined Group Meetings - Not Coalition  
STV262 - Environmental Training  
STV263 - Sustainability for Environmental Activities  
STV264 - Compliance Checks Assistance  
STV300 - Social Marketing  
STV301 - Media Advocacy  
STV302 - Media Literacy  
STV303 - Other Enforcement – Social Access  
STV304 - Other Enforcement - Retail Access  
STV305 - Party Patrols  
STV306 - Shoulder Tap

**Problem Identification and Referral**

- STP01 - Employee Assistance Programs
- STP03 - Student Assistance Programs
- STP05 - DUI/DWI/MIP Programs
- STP06 - Prevention Assessment and Referral
- STP07 - Tobacco Cort Mandated Programs for Youth