

10/11/2024

Strategic Prevention Framework Partnership for Success 2023 – Data Entry Guidance for Mosaix IMPACT^{SAPT}



Rhode Island Department of Behavioral Healthcare,
Developmental Disabilities & Hospitals

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Purpose

This document provides guidance to the state’s Regional Prevention Task Forces (RPTF) and municipal sub-recipients related to the entry of data for the Strategic Prevention Framework Partnership for Success 2023 (PFS 2023), a discretionary grant which is administered by the state in the IMPACT^{SAPT} Prevention Platform. It includes examples of how to create specific records and entries for the activities and programs funded under the Strategic Prevention Framework Partnership for Success 2023.

Document History

Version Number	Date	Summary of Changes
1	10/11/24	Updates on entries for the Strategic Prevention Framework Partnership for Success 2023 grant based on regional and municipal work plans.
2	11/6/24	Corrected spacing and error in service population for party patrols.

Section I: General Overview of IMPACT Functions and Record Structure

Creating and Editing Records

Please refer to the **IMPACT^{SAPT} 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 you 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

This guide provides detailed descriptions on how to capture the specific capacity building programs/activities and evidence-based practices that are implemented by regional prevention task forces or municipal sub-recipients.

The entries must be captured as educational services to produce the Number Served by Month report, a required report. Not all approved programs and activities implemented under PFS 2023 are technically classroom based, they are educational services which are designed to address underage or hazardous alcohol or marijuana use.

Activities

The Activity function serves two purposes related to the programs:

- 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, and/or
 - A specific site within a municipality when an intervention is implemented in more than one site within the municipality.

This allows the creation of a record for each component associated with a program, for each municipality or each site within a municipality that is implementing the program. It is important for two purposes (1) to define the breadth of implementation (e.g., number of sites) within a region, which supports reporting requirements associated with SAMHSA's Performance Accountability and Reporting System (SPARS), and (2) to document the multiple implementation sites on the “Planned Activities by Program” report which is required with the monthly invoice.

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 PFS 2023 consist of both single services and recurring services. The PFS 2023 programs are described in the respective section.

Services

Recurring Services

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

Please refer to 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 used frequently. There is no program or service associated with the SPF PFS 2023 where the use of a participant group is recommended.

General Instruction Summary Groups related to SPF PFS 2023

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 SPF PFS 2023 sub-recipients 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. The example is for a different grant funding stream, but the same principles apply for PFS2023 recurring services.

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

Organization *

R5 East Bay Regional Coalition

Program Name *

R5 OSF

Activity

Bingocize

Recurring Service Status *

Active

Objective* +

R5 Increase Perception of Risk/Harm for Opioids

Service Type Code *

STE02 - Classroom Educational Services

Service Population *

Zoom

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 a demographic data field or non-demographic data field where information is to be entered. Keep in mind that with demographic data 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 cycle. 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 grant funding cycle.

Section II: PFS 2023 Specific Program Record Structures

A. Regional Awards

Naming Conventions (Regions)

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.

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

- PFS23 (Strategic Prevention Framework Partnership for Success 2023) covering the current award period of 2023-2028.

Program Designation

BHDDH has identified and approved specific programs that are to be implemented with the PFS 2023 funding stream. 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 being addressed by PFS 2023. You will need to create a program entry for all PFS23 funded interventions that you implement.

The following EBPs approved for implementation and are to be documented in IMPACT:

- In Shape
- BASICS
- AFFIRM

Other Approved Activities

- Alternatives

- Compliance checks
- Party Patrols
- Sticker Shock
- TIPS Training

Activities Approved for Capacity Building:

- Brave Space
- Safe Zone training

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

Please contact BHDDH for naming convention information on any other programs, policies or practices that may be approved for implementation after this version of the user guide has been approved and published.

Evidence Based Practices (EBPs)

Single Services

Alternatives

Naming Convention

(Regional Designation) + PFS23 + (Name of Alternative) + location

Alternatives should include an entry related to the location of implementation of the alternative – for example R9 PFS23 Alternatives – Anytown Alternative Name + location. It is considered an Alternative, and you should select the appropriate service code based on those identified below:

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

1. Record each event as a single service. The Alternative is offered to a group of unique individuals within a school context or community context.
 - a. Use *R + region # PFS23 (Alternative Name)* for the single service title and identify the location of the service or the purpose associated with it, for

example Anytown High School Post Graduation Alcohol Free Event, so an example naming convention would be R9 PFS23 Anytown High School Post Graduation Alcohol Free Event (2025).

2. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. You should be able to at least capture age range.

In Shape

Naming Convention

(Regional Designation) + PFS23 + In Shape

In Shape should include an entry for Activities related to location of implementation – for example PFS23 In Shape – 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 In Shape is offered once to a group of unique individuals within a school context and often within a college or university setting.
 - a. Use *R + region # PFS23 In Shape* for the single service title and identify the location of the service, for example Anytown College, so an example naming convention would be R9 PFS23 In Shape Anytown College.
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.

Party Patrols

Party Patrols should include an entry for Activities related to location of implementation – for example PFS23 Party Patrol – Anytown. If it is implemented at multiple sites, create a single service record for each site. It should be captured as Environmental Strategies and must the service code STV303 – Other Enforcement – Social Access.

Naming Convention

(Regional Designation) + PFS23 + municipality + Party Patrols

Party Patrols should include an entry for Activities related to location of implementation – for example PFS23 Party Patrols – Anytown. If it is implemented at multiple sites, create an activity for each site. It should be captured as an Environmental Strategy and with the service code STV305 - Party Patrols.

1. Record each event as a single service for each location subject to the party patrol. The count that is created for each patrol conducted and the number of resulting arrests, if any are made.
 - a. Use *R + region + PFS23+ Municipality + Party Patrol+ (location)* for the single service title be sure identify the location of the service. For example R 9 PFS23 Party Patrol – Anytown John Q. Public Memorial Park.
2. Create a unique record or entry for every location where a party patrol was conducted.
 - a. Service population is Youth Minors and Young Adults.
 - b. Select party patrols in the Non-Demographic Service Information Section by using the cursor to move the default toggle switch from false to true.
3. Capture the number of patrols conducted and any arrests made for minors in possession or other related charges in the notes section.

Sticker Shock

Sticker shock is intended to curtail social access to alcohol by using stickers on common alcohol products sold in packs such as beer and hard seltzers. The stickers inform the buyers that it is illegal to procure alcohol for or provide alcohol to anyone under the minimum legal drinking age of 21.

Naming Convention

(Regional Designation) + PFS23 + Location + Sticker Shock

Sticker Shock should include an entry for Activities related to location of implementation – for example PFS23 Sticker Shock – Anytown. If it is implemented at multiple sites, create an activity for each site. It should be captured as Environmental Strategies and must the service code STV303 – Other Enforcement – Social Access.

4. Record each event as a single service for each event offered in the Region. The count that is created for each event is based upon the number of stickers affixed to alcohol products.
 - a. Use *R + region # PFS23+ Location +Sticker Shock* for the single service title and identify the location of the service.
5. Capture the number of stickers affixed.

TIPS Training

TIPS Training should include an entry for Activities related to location of implementation – for example PFS23 TIPS – Anytown. If it is implemented at multiple sites, create an activity for each site. It should be captured as Environmental Strategies and must use the service code STV03 - Preventing Underage Alcoholic Beverage Sales.

1. Record each event as a single service. The count that is created for each event is based upon the number of servers trained.
 - a. Use *R + region # PFS23+ Location +TIPS* for the single service title and identify the location of the service.
2. Capture the number of servers trained in the comments field.

Recurring Services

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

AFFIRM

Naming Convention

(Regional Designation) + PFS23 + AFFIRM.

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

1. Create a recurring service for AFFIRM.
 - a. Use *R (region)# + PFS23+ AFFIRM* for the recurring service title.
2. Create an Activity for each site or location of AFFIRM, use the implementation location as part of the naming convention for AFFIRM -if you have multiple implementation sites, you will have a corresponding Activity for each.
 - a. A summary group would be created for each cycle of AFFIRM implemented.
 - b. The summary group will be associated with AFFIRM.
 - c. Each AFFIRM group session will be captured in the events tab.
3. Identify the cycle as a time frame, such as Winter 2024.

BARS

Naming Convention

(Regional Designation) + PFS23 + BARS + Establishment Name

As implemented, the establishment agrees to participate in the program and receives multiple compliance checks (events) conducted by a civilian group (rather than sworn law enforcement officers) during a given implementation period/cycle, making it a recurring service. It should be captured under Environmental Strategies and must include among the service codes selected, STV03 - Preventing Underage Alcoholic Beverage Sales

1. Create a recurring service for each participating establishment.
 - a. Use the name of the establishment in the naming convention.

- b. Identify the cycle as a time frame, such as August 2025 or Fall 2025
2. Each BARS compliance check for the establishment would be entered as an event.

Compliance Checks of Alcohol Retailers Conducted by Police

Compliance checks conducted by local police departments under the supervision of sworn law enforcement offices should be captured as a recurring service under Environmental Strategies and must include among the service codes selected, STV03 - Preventing Underage Alcoholic Beverage Sales

1. Record each compliance check as a recurring event. The compliance checks service set up will cover the period of the contract year, which is the federal fiscal year that begins in October and ends in September. See below for detail on the service set up and the events. The Service is set up as follows:
 - a. Use *R + region # PFS23 + Municipality/Police Department Name - Compliance Checks + year in which the compliance checks occur*), so an example naming convention would be R9 PFS23 Compliance Check Anytown Oct 2025 – Sept 2026
 - b. Service population is retailers, and the service location is retail site - alcohol.
2. For Event data, the demographic data field will be displayed.
 - a. Enter the number of establishments surveyed/sampled during the standard 4-hour detail and the date of the compliance check in the event field.
3. Enter the name of each of the establishments sampled during the compliance check and any actions that resulted from the compliance check in the Description field.

Capacity Building Activities

Safe Zone & Brave Space Training (Single Services)

Naming Convention

(Regional Designation) + PFS23 + Safe Zone

(Regional Designation) + PFS23 + Brave Space

Safe Zone or Brave Space should include an entry for Activities related to location of implementation – for example PFS23 Safe Zone Anytown Public Library. It is considered an Educational Strategy and the service code STE02 - Classroom Educational Services, should be included in the record. Both are treated the same in terms of record structure.

1. Record each event as a **single service** for each event offered in the Region. This is because each is offered once to a group of unique individuals within a school context and often within a college or university setting.
 - a. Use *R + region # PFS23+* Brave Space for the single service title and identify the location of the service, for example Anytown College, so an example naming convention would be R9 [PFS23](#) Brave Space Anytown College.
2. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. For, you should be able to at least capture age range.

B. Municipal Awards

Naming Conventions (Municipal)

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

The naming conventions are divided into 4 parts the municipality, funding source, the program, and activities. There is a drop-down menu in IMPACT of municipalities.

Municipality Designation

- Use the name of your city or town, for example Anytown.

Funding Source Designation

- PFS23 (Strategic Prevention Framework Partnership for Success 2023) covering the current award period of 2023-2028.

Program Designation

BHDDH has identified and approved specific programs that are to be implemented with the PFS 2023 funding stream. 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 being address by PFS 2023.

The following EBPs approved for implementation and are to be documented in IMPACT:

- Botvin Life Skills
- Life of an Athlete
- Media Ready/Media Detective
- Proud and Empowered
- Strong African American Families

Activities Approved for Capacity Building:

- Safe Zone training

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

Evidence Based Practices (EBPs)

Single Services

Life of an Athlete (LOA)/Substance Free Athletics

Naming Convention

(Municipality) + PFS23 + LOA

LOA should include an entry for Activities related to location of implementation – for example PFS23 LOA – Anytown High School. 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 municipality. This is because Life of an Athlete (LOA) is offered once to a group of unique individuals within a school setting.
 - a. Use municipality + PFS23 + LOA for the single service title and identify the location of the service, for example Anytown High School, so an example naming convention would be Anytown LOA Anytown HS Fall 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.

Recurring Services

Botvin Life Skills

Naming Convention

(Municipality) + PFS23 + Life Skills

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. Select it from the EBP drop down menu.

1. Create an Activity for each site or location of Botvin Life Skills (Life Skills), use the implementation location as part of the naming convention -if you have multiple implementation sites, you will have a corresponding Activity for each.
Use municipality + PFS23 + Life Skills for the recurring service title.
2. A summary group would be created for each cycle of Life Skills implemented.
3. The summary group will be associated with Life Skills.
 - a. Use location of the activity in the naming convention, for example Anytown Middle School.
 - b. Identify the cycle as a time frame, such as Fall 2024 for example Anytown PFS 2023 Life Skills Anytown MS Fall 2024.
4. Create a recurring service for Life Skills
 - a. Use the name of the establishment in the naming convention.
 - b. Identify the cycle as a time frame, such as August 2025 or Fall 2025
5. Each Session of Life Skills would be entered as an event.

At the conclusion of the program, mark the group as completed and the recurring service as completed.

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

Media Ready/Media Detective

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. Select it from the EBP drop down menu.

1. Create an Activity for each site or location of Media Ready or Media Detectives, use the implementation location as part of the naming convention for -if you have multiple implementation sites, you will have a corresponding Activity for each.
2. A summary group would be created for each cycle of Media Ready or Media Detectives implemented.
3. The summary group will be associated with Media Ready or Media Detectives.
 - a. Use location of the activity in the naming convention.

- b. Identify the cycle as a time frame, such as Winter 2024. For example, PFS2023 Anytown Middle School Media Ready Grade 7 Winter 2024.
4. Create a recurring service for either Media Ready or Media Detective, or both as appropriate.
5. Enter each session as an event.

At the conclusion of the program, mark the group as completed and the recurring service as completed.

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

Proud and Empowered

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.

1. Create an Activity for each site or location of Proud and Empowered, use the implementation location as part of the naming convention for Proud and Empowered -if you have multiple implementation sites, you will have a corresponding Activity for each.
 - a. A summary group would be created for each cycle of Proud and Empowered implemented.
 - b. The summary group will be associated with Proud and Empowered
 - c. Use location of the activity in the naming convention.
 - d. Identify the cycle as a time frame, such as Winter 2024. For example:
PFS2023 Anytown High School Proud and Empowered Grade 7 Winter 2024
2. Create a recurring service for Proud and Empowered.
3. Each session of Proud and Empowered will be entered as an event.

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

Capacity Building Activities

Safe Zone Training (Single Service)

Naming Convention

(Municipality) + PFS23 + Safe Zone

Safe Zone should include an entry for Activities related to location of implementation –

For example: PFS23 Safe Zone Anytown Public Library.

It is considered an Educational Strategy and the service code STE02 - Classroom Educational Services, should be included in the record. Both are treated the same in terms of record structure.

1. Record each event as a **single service** for each event offered in the Region. This is because each is offered once to a group of unique individuals within a school context and often within a college or university setting.
 - a. Use *municipality + PFS23+ Safe Zone* for the single service title and identify the location of the service.
2. Capture demographic data for the single service, again as much as you can related to age, gender, race, ethnicity. For, you should be able to at least capture age range.

Section III: Reporting

IMPACT^{SAPT} will enable you to generate 1) *non-demographic* reports and 2) *demographic* reports for prevention programs where the demographics of the participants are known.

Please refer to the **IMPACT Quick Guide to Navigating Reports** [Microsoft Word - Reports_step-by-step_20150904 \(00000002\) \(onmosaix.com\)](#) This report covers basic navigation within the Reports module and how to filter reports, run reports, and preview reports prior to printing. This is very basic and does not cover common reports that are required by BHDDH for reporting purposes.

Please refer to the **Navigating the Reports Module** – You Tube Video [IMPACT - Navigating Reports \(youtube.com\)](#)

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

(Required with invoice)

Report Name: “**Planned Activities by Program**”

Purpose: This report will provide you with the total number of planned or completed activities for a specific program within a given timeframe. Only Programs with Activities will be reported, so it is important to make sure that any program has at least one associated activity. For the report to generate the information you need; you must first ensure that you have entered your data into IMPACT^{SAPT} correctly.

Generating the Report:

1. Go to: Reports/ Reports Module and under Planning, select Planned Activities by Program.
2. Select all Programs with the PFS23 naming convention and all services (e.g., single, and recurring services).
3. Enter start and end dates that align with your reporting period.
4. Select your Organization, Program, Objective, Start Date, End Date and Activity Status and click Generate Report.

People Served by Month

(Required with Invoice)

Report Name: “**People Served by Month**”

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
5. Enter a start date – the report will cover a 12-month period and reports each month separately.
6. Select your Organization, Program, and Groups as desired and click Generate Report.

Non-Demographic Reports

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^{SAPT} 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:

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

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

Purpose: This report will provide you with the total number of single service 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^{SAPT} correctly.

Generating the Report:

2. Go to: Reports/ Reports Module and under Implementation, select Single Services by Program.
7. Enter start and end dates that align with your reporting period.
8. Select your Organization and Program 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)

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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

Environmental continued

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