

Reporting Community Coalition meetings in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Minerva).

Use the [Minerva Reference Document: Creating the Community Coalition Program Profile](#) for instructions on building a Program Plan in Minerva for the Coalition. Submit the Program Plan for review by DBHR.

1. Implementation – Activity Log

- 1.1. After the Program is approved, create a separate Activity Log for each of the four types of Coalition meetings, **for up to four Activity Logs (per your Strategic Plan)**. See the [Minerva User Guide](#) for information on Activity Logs. Each Activity Log has a Data Entry Type of **Individual Participant** (Activity Log Question 16).
2. The four types of Activity Logs are:
 - 2.1. **Full Coalition Meetings**: meetings of the full membership of the designated CPWI Coalition.

Program	Activity Log Name	Start/End Date	I/P/A/M
Community Coalition - [name of community] 2017/2019	Full Coalition Meetings	07/01/2017-06/30/2018	/

- 2.2. **Leadership Committee Meetings**: meetings of the Elected Officers of the Coalition.

Program	Activity Log Name	Start/End Date	I/P/A/M
Community Coalition - [name of community] 2017/2019	Leadership Committee Meetings	07/01/2017-06/30/2018	/

- 2.3. **Standing Committee Meetings**: long standing and ongoing meetings throughout the year of a group of people that have a specific focus.

Program	Activity Log Name	Start/End Date	I/P/A/M
Community Coalition - [name of community] 2017/2019	Standing Committee Meetings	07/01/2017-06/30/2018	/

- 2.4. **Ad-hoc Workgroup Meetings**: short-term meetings of a group of people to accomplish a specific task.

Program	Activity Log Name	Start/End Date	I/P/A/M
Community Coalition - [name of community] 2017/2019	Ad-hoc Workgroup Meetings	07/01/2017-06/30/2018	/

3. **Sessions** – Report each meeting as a Session in the appropriate Activity Log including partners and participation, direct and indirect staff hours, and responses to the Coalition Assessment Tool (as applicable).