

Service Types

Service types represent the distinct types of services provided by a community coalition coordinator or Tribal prevention staff. Each type reflects a specific function that contributes to the effective operation of a coalition, coordination of community organizing, and development of prevention infrastructure.

These categories are used to document a coordinator or Tribal prevention staff's time spent outside of implementation activities or direct, public-facing service delivery. They are reported monthly in Minerva 2.0, when applicable. To learn more reporting capacity activities review, *Minerva 2.0 User Guide: Build Capacity – Capacity Activities*.

Service Types for the Activity Type Development		
Service Type	Definition	Minerva 2.0 Examples
Coalition Capacity Development	<p>Behind-the-scenes work that strengthens the structure, function, and readiness of the coalition in alignment with the Strategic Prevention Framework (SPF).</p> <p>Does not include: Time spent to deliver or support the delivery of coalition activities such as coalition meetings, events, and other service delivery. Report this time with the implementation activities for the community coalition.</p>	<ul style="list-style-type: none">• Drafting annual work plans or goal trackers• Drafting internal processes or process maps• Preparing training materials on the Strategic Prevention Framework (SPF) for members• Reviewing bylaws or decision-making protocols
Coalition/Tribe Communications	<p>Behind-the-scenes work that keeps coalition members or tribal partners informed, organized, and aligned through internal communications.</p> <p>Does not include: Time spent to deliver or support the delivery of external, public-facing communication products. Report this time with the implementation activities for the community outreach or public awareness, as applicable.</p>	<ul style="list-style-type: none">• Coordinating agenda setting• Drafting internal coalition/Tribe communications• Documenting internal communication processes• Managing the listserv• Organizing monthly calendar• Sending emails
Community Outreach* (*this is not the same as the Program & Strategy Community Outreach bucket)	<p>Behind-the-scenes work that builds awareness and relationships between coalition/Tribe with community partners and stakeholders in the broader community.</p>	<ul style="list-style-type: none">• Attending one-on-one or small group meetings with community partners and stakeholders• Checking in with community groups for updates and information sharing

	<p>Does not include: Time spent to deliver or support the delivery of public-facing outreach activities, such as giving a formal presentation, distributing materials at a community event, or directly engaging an audience on behalf of the coalition or Tribe. Report this time with the implementation activities for the community outreach.</p>	<ul style="list-style-type: none"> • Connecting with and building relationships with other community-based entities • Designing an outreach strategy • Meeting with local media outlets • Preparing a resource packet or other coalition promotional materials • Updating outreach plans
Key Leader Engagement/ Relationship Building	<p>Behind-the-scenes work to identify, build, and sustain relationships with key leaders (i.e., elders, tribal leaders, elected officials, directors, and other leaders).</p> <p>Does not include: Time spent to deliver or support the delivery of a Key Leader Event. Report this time with the individual activity for the Key Leader Event.</p>	<ul style="list-style-type: none"> • Attending a school board meeting or a city council meeting • Drafting and sending follow-up emails or phone calls with key leaders • Identifying key community contacts • Meeting with a superintendent, elected officials, director, and other leader in the community • Preparing briefing materials • Scheduling meetings with key leaders
Membership Recruitment and Retention	<p>Behind-the-scenes work to maintain sector representation, recruit new members, and engage existing coalition members.</p> <p>Does not include: Time spent to deliver or support the delivery of public recruitment events, or presenting to potential members during a public, external meeting or event. Report this time with the implementation activities for the community outreach.</p>	<ul style="list-style-type: none"> • Coordinating new member orientations • Developing recruitment plans • Drafting and sending follow-up emails or phone calls • Preparing welcome or orientation materials • Tracking member engagement • Researching stakeholders • Scheduling meetings with members
Organization Support	<p>Behind-the-scenes work in support of internal processes.</p> <p>Does not include: Time spent to deliver or support the delivery of services.</p>	<ul style="list-style-type: none"> • Attending internal all-staff meetings • Coordinating internal grant-related logistics • Drafting and submitting A-19s • Information management (i.e., file storage and retention, site visit preparations) • Preparing administration reports • Preparing budget documents • Reviewing subcontractor deliverables
Reporting and Evaluation	<p>Behind-the-scenes work to perform data entry, organize evaluation processes, and document coalition or program progress.</p>	<ul style="list-style-type: none"> • Collecting and compiling data from external sources • Drafting and submitting CPWI quarterly reports

	<p>Does not include: Time spent to administer surveys to participants, lead evaluation activities, or participate in a workgroup. Report this time with the implementation activities for the direct service, activity, or workgroup meeting.</p>	<ul style="list-style-type: none"> • Meeting with external evaluators • Performing Minerva 2.0 data entry • Preparing data reports • Reviewing outcomes data
Strategic Planning	<p>Behind-the-scenes work to coordinate or support efforts to set goals, strategies, and priorities using data and community/coalition/Tribe input.</p> <p>Does not include: Time spent to deliver or support the delivery of strategic planning workgroup or subcommittee meetings. Report this time with the implementation activities for the workgroup or subcommittee.</p>	<ul style="list-style-type: none"> • Coordinating needs assessments, resources assessments, gap analysis, and strategy selection • Developing a planning template • Drafting implementation plans and program launch timelines • Scheduling priority-setting or planning sessions • Reviewing strategic plan drafts
Program Start-up	<p>Behind-the-scenes work preparing for the launch of a prevention strategy or program.</p> <p>Does not include: Time spent to deliver or support the delivery of services.</p>	<ul style="list-style-type: none"> • Ordering materials or supplies • Purchasing training or travel-related expenses