

## Build Capacity Channel Reporting Guidance

---

### Key Definitions

The following definitions are key to understanding this channel. A full list of definitions can be found in the Glossary of Terms beginning on [page 4](#).

**Coordination Hours:** Coordination hours are the hours that CPWI Coordinators/CBO program staff spend to coordinate prevention efforts in accordance with the strategic prevention plan. Note: These are not the direct or support (formerly 'indirect') hours spent for implementing a specific program.

**Training:** Training activities capture information about training received by the coalition and its members, partners or by the provider agency staff to increase their own capacity and readiness to implement prevention activities in the community.

**Technical Assistance:** Technical Assistance (TA) activities capture information about activities and assistance received by the coalition and its members or by the provider agency staff. TA activities are typically focused on a specific topic or area of skills deficit and delivery and are often delivered one-on-one. This includes time spent supporting coalition or CBO efforts and related initiatives as needed to assist the coalition or CBO in successful implementation. This includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees. This does not include implementation direct or support hours. *Tribes/Urban Indian Organization (UIOs): This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.*

### CPWI Coordination Hours Reporting

**This reporting is required for CPWI Community Coalitions coordination hours on a monthly basis** for the related categories for which coordination was provided. All CPWI Coalitions are required to enter coordination hours. Data should be entered for **total time spent per Activity Type and sub-type per month**. Data may be entered more frequently if preferred. If you choose to enter coordination hours at one time in a monthly roll-up, the Activity Date would be the last day of the service month (for example, February 28<sup>th</sup> for February service hours).

A visual depiction of the options available to select under each Activity Type is included on [page 3](#). Descriptions for each option are found in the Glossary of Terms.

CPWI Coalitions are required to report the coalition coordination services into this channel in accordance with the minimum FTE requirement for your Coalition. Coalition Coordinator Staff Hours Reporting is for system users to document time spent to coordinate prevention efforts in accordance with the strategic prevention plan. Coordinator support is vital to the function of an effective community coalition and collaboration among community partners. The Coalition Coordinator Hours are categorized by the most common and essential coordinator functions and tasks.

Reporting should focus on the coordinator time spent in general coordination efforts that include the following Activity Types: Development, Technical Assistance, and Other Staff Hours. See the Key Definitions section above and the Glossary of Terms below for more information.

### CBO Coordination Hours Reporting

**This reporting is required for CBO Coordination hours on a monthly basis as determined by approved Action Plan** for the related categories for which coordination was provided. Not all CBOs are required to enter Coordination hours. Data should be entered for **total time spent per Activity Type and sub-type per month**. Data may be entered more frequently if preferred.

A visual depiction of the options available to select under each Activity Type is included on [page 3](#). Descriptions for each option are found in the [Glossary of Terms](#).

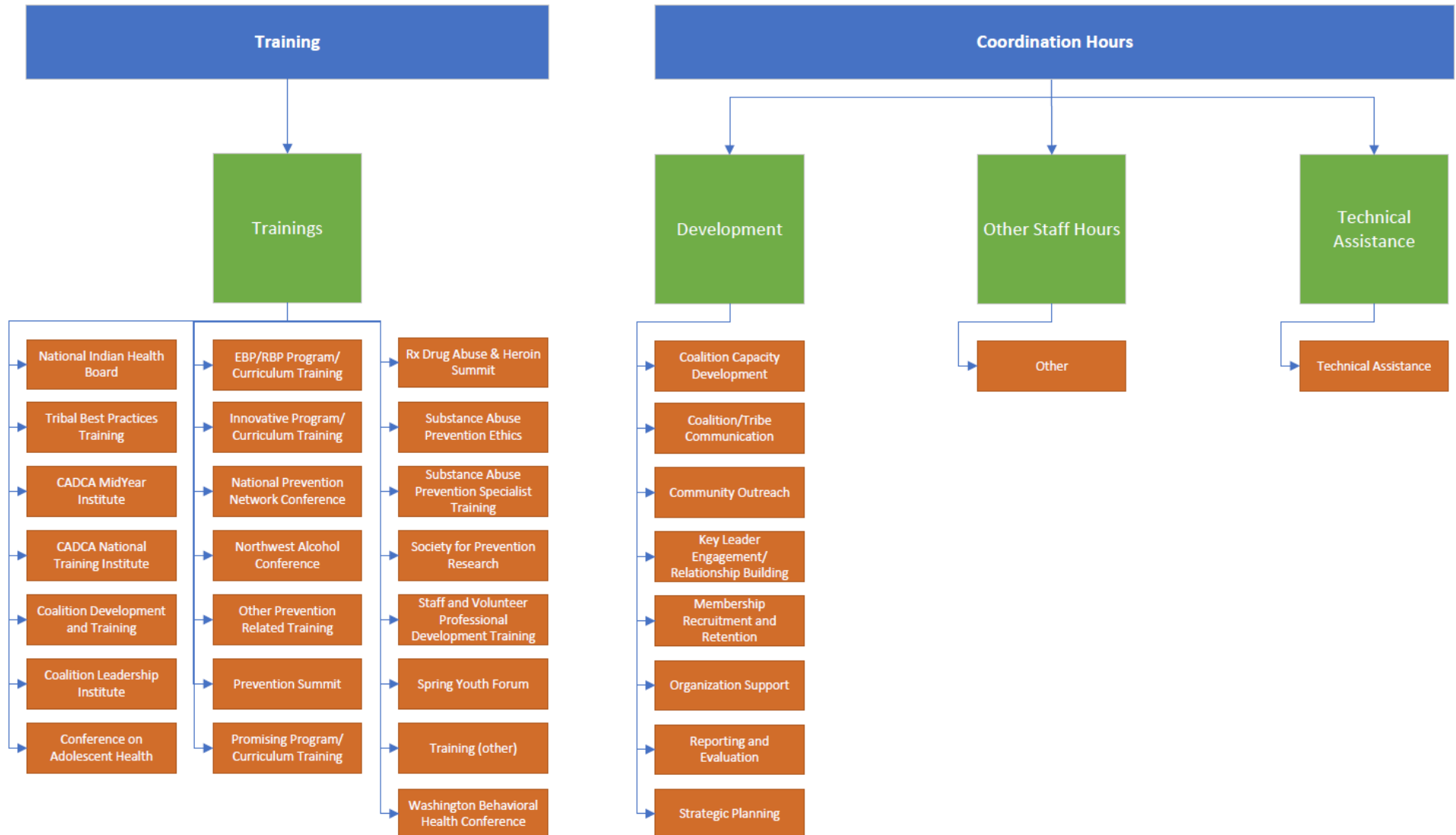
CBO program staff may be required to enter time spent on coordination per their approved Action Plan. Coordinator Staff Hours Reporting is for system users to document time spent to coordinate prevention efforts in accordance with the Action Plan. Coordinator support is vital to the function of an effective CBO program implementation for collaboration among community partners.

Reporting should focus on the CBO program staff time spent in general coordination efforts that include the following categories Development, Technical Assistance, and Other Staff Hours. See the Key Definitions section above and the Glossary of Terms below for more information.

### CPWI/CBO Training Reporting

**This reporting is required for CPWI and CBO grantees for the related categories for training.** Data should be entered for each training conducted that is for staff, members, and partners. All time related to training for staff and volunteer resources (members and partners) must be entered as well as participants as it applies. Data entered for participants must be entered as a total participants and would include adults and youth that participate in the Prevention Summit, Spring Youth Forum and CADCA.

## Build Capacity Channel Activity Types and Sub-types



## Glossary of Terms

**Coordination Hours:** Coordination hours are the hours that CPWI Coordinators/CBO program staff spend to coordinate prevention efforts in accordance with the strategic prevention plan. Note: These are not the direct or support (formerly ‘indirect’) hours spent for implementing a specific program.

- ❖ **Development:** Development activities are those activities that the coalition or its members, or the provider agency staff engage in that are not expected to directly change the attitudes, behaviors, perceptions, or knowledge of the target population, but are necessary to achieve outputs.
  - **Coalition Capacity Development:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to capacity building activities carried out to ensure the coalition, tribe/UIO, and/or coordinating groups have a clear understanding of prevention science and knowledge about prevention issues and frameworks. Coalition development can include time spent planning, organizing, and relaying pertinent information pertaining to CPWI goals, the Strategic Prevention Framework planning model, and coalition structure. *Tribes/UIOs: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.*
  - **Coalition/Tribe Communication:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to effective communication with coalition/tribe/UIO to ensure they are supported to accomplish their work. Includes time spent organizing monthly calendar, sharing information about opportunities and initiatives, and planning communication to and from coalition/tribe/UIO leadership. *Tribes/UIO: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.*
  - **Community Outreach:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to increasing general community awareness of coalition's/tribal/organization's prevention program efforts, initiatives, and building community support. Includes time spent making contacts and communicating with partners to coordinate participation or coordination of programs or projects, preparing and participating in coalition presentations, participating in community meetings to support planning and implementation of common efforts.
  - **Key Leader Engagement/Relationship Building:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to increasing key leader (i.e. tribal leaders, elders, elected officials) and policy makers' awareness of tribe/UIO, coalition, or CBOs' strategic plan. Includes time spent organizing and implementing tribal leader events, meetings with key decision or policy makers in the community to build and strengthen relationships that will result in future partnerships or common visions for services. Includes any effort to build community awareness of coalition or coalition's direction with Key Leaders (i.e., emails, phone calls, meetings, interactions).

- **Membership recruitment and retention:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to maintaining sector representation and recruitment of new members and ensuring coalition membership is engaged and active. Includes time spent recruiting new members, providing orientation for new individual members, making new contacts, efforts retaining membership, and developing coalition materials such as coalition orientation packets. *Tribes/UIOs: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.*
- **Organization Support:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to ensuring proper functioning and accountability to internal structures or the fiscal agent. May include time spent participating in budget or fiscal meetings and communication, attending internal staff meetings, sub-contracting related to the coalition or tribal prevention plan, and processing billing paperwork.
- **Reporting and Evaluation:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to ensuring all data related to the coalitions/tribal prevention strategies activities are reported analyzed and evaluated. Includes time spent collecting pre/post tests, community surveys, coalition assessments (annually), providing Technical Assistance for evaluation, gathering community input, preparing evaluation tools for coalitions/tribal workgroups, meeting with community partners to facilitate outreach for community participation in evaluation, collecting local data from partners, reviewing outcomes, supporting coalition's evaluation workgroup, preparing reports for coalitions feedback, entering service date and evaluation on behalf the coalition/tribe/UIO into the online reporting system.
- **Strategic Planning:** This is a sub-type under the Development Activity Type (see “Development” in this Glossary of Terms) which applies to the process, finding decisions and future planning for each step of the planning framework. Includes time spent supporting coalition/tribal prevention program structure development, ensuring cultural competency, advancing sustainability, assessing needs, and overseeing coalition or tribal community priority needs selection, resources assessment, gap analysis, strategy selection, action plan development, evaluation planning, and involvement in developing and writing plan.
- ❖ **Other Staff Hours:** Other Staff Hours is an Activity Type used to capture both administrative staff hours and capacity building activities you engage in that are prevention-related but may not be directly connected to a specific program, practice, or strategy. This is where any activity that is not directly related to a specific program, practice, or strategy but is prevention related should be recorded. Some examples of Other Staff Hours would include entering data into Minerva 2.0; internal preparation of staff meetings and supervisions; general substance use prevention-related researching; grant writing; etc. Examples may also include sick leave, annual/vacation leave, maternity/paternity leave, bereavement, jury duty, and holiday.

- ❖ **Technical Assistance:** Technical Assistance (TA) activities capture information about activities and assistance received by the coalition and its members or by the provider agency staff. TA activities are typically focused on a specific topic or area of skills deficit and delivery and are often delivered one-on-one. This includes time spent supporting coalition or CBO efforts and related initiatives as needed to assist the coalition or CBO in successful implementation. This includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees. Does not include implementation direct or support hours. *Tribes/UIO: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.*

**Training:** Training activities capture information about training received by the coalition and its members, partners or by the provider agency staff to increase their own capacity and readiness to implement prevention activities in the community.

- **General Trainings:** General trainings is an activity sub-type under the Trainings Activity Type (see “Training” in this Glossary of Terms) which captures a broader range of prevention-related trainings than Specific Common Trainings. Options include Coalition Development and Training (meaning general trainings for coalition members such as a Coalition Orientation); EBP/RBP program/curriculum training (for example, a Guiding Good Choices facilitator training); Innovative/program curriculum training; Other Prevention Related Training; Promising Program/Curriculum Training; Staff and Volunteer Professional Development Training (see “Staff and Volunteer Professional Development Training” in this Glossary of Terms); Training (other); and Tribal Best Practices Training
- **Specific Common Trainings:** Specific common trainings is an activity sub-type under the Trainings Activity Type (see “Training” in this Glossary of Terms) which consists of the historically most common prevention-related trainings received by community providers. This includes CADCA MidYear Training Institute; CADCA National Leadership Forum; Coalition Leadership Institute; Conference on Adolescent Health; National Indian Health Board; Northwest Alcohol Conference; NPN Conference; Prevention Summit; Rx Drug Abuse and Heroin Summit; Substance Abuse Prevention Ethics; Substance Abuse Prevention Specialist Training; Society for Prevention Research; Spring Youth Forum; and Washington Behavioral Health Conference.
- **Staff and Volunteer Professional Development Training:** This is an option to select under the Trainings Activity Type (see “Training” in this Glossary of Terms) within the General Trainings sub-type (see “General Trainings” in this Glossary of Terms). Staff and Volunteer Professional Development Training refers to training which aims to increase the knowledge and skills of coalition, CBO, or tribe/UIO prevention staff to support coalition and/or prevention efforts. This includes time spent viewing webinars; reading resources related to prevention research or the Strategic Prevention Framework; attending prevention and wellness training; learning about hot topics and topics of interest related to prevention that the coalition has requested more information about; training related to coalition development and community organization; and participating in and attending required DBHR meetings for community coalition coordination.