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, and (when applicable) tribe or Urban Indian Organization 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 toward implementing a specific program.

Direct Hours in Build Capacity channel
Staff time spent toward coordination activities as defined by the Activity Types and Sub-Types in this document.

Support Hours in Build Capacity channel
Please do not use this designation when reporting coordination hours. It is only to be used for service activities reported in the Implement channel.

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 includes 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 Community Based Organization (CBO) efforts and related initiatives as needed to assist the coalition or CBO in successful implementation. This also includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees. does not include program 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 Coalition coordinators on a monthly basis. 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 in a monthly roll-up, the Activity Date would be the last day of the service month (for example, February 28th for February service hours).

This is in accordance with the minimum FTE requirement for your Coalition. The purpose is to document time spent coordinating prevention efforts as specified in the Coalition’s strategic plan. Coordinator
support is vital to the function of an effective community coalition and collaboration among community partners. Coalition Coordinator Hours are categorized by the most common and essential coordinator functions and tasks.

Reporting should focus on the coalition coordinator’s time spent in general coordination efforts including the four Activity Types (Training, Development, Technical Assistance, and Other Staff Hours) and appropriate Sub-Types (e.g., Coalition Capacity Development; Program Start-Up; and so forth) to accurately reflect coordination efforts carried out in that month. **Reporting is required for any Sub-Type that describes activities that occurred in each month.** It is not necessary to report on every Activity Type and Sub-Type in every month throughout the year unless it would accurately reflect coordination hours that took place. A visual depiction of the options available to select under each Activity Type, including Sub-Types, is included on page 3. Descriptions for each option are found in the Glossary of Terms starting on page 4.

**CBO Coordination Hours Reporting**

This **reporting is required on a monthly basis as determined by the approved Action Plan.** Not all CBOs are required to enter Coordination hours: consult with your DBHR prevention manager if you are unsure. Data should be entered for **total time spent per Activity Type and Sub-Type per month.** Data may be entered more frequently if preferred.

When required, reporting should focus on the CBO program staff time spent in general coordination efforts that include the four Activity Types (Training, Development, Technical Assistance, and Other Staff Hours) and appropriate Sub-Types (e.g., Community Outreach; Program Start-Up; and so forth) to accurately reflect coordination hours carried out in that month. **Reporting is required for any Sub-Type that describes activities that occurred in each month.** It is not necessary to report on every Activity Type and Sub-Type in every month throughout the year unless it would accurately reflect coordination hours that took place. A visual depiction of the options available to select under each Activity Type, including Sub-Types, is included on page 3. Descriptions for each option are found in the Glossary of Terms starting on page 4.

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**CPWI/CBO Training Reporting**

This **reporting is required for CPWI and CBO grantees.** Data should be entered for each training delivered to coalition or CBO staff, members, and partners. For each training, data must be entered for all attendees: staff member time is to be reported under the Staff section; organization or coalition Members and Partners are to be entered under the Volunteer Resources section; and external participants are to be entered as the total Youth and Adults in attendance. Exceptions exist for three specific common trainings: for the Prevention Summit, Spring Youth Forum, and CADCA (Mid-Year and National Leadership Forum) trainings, all adult and youth attendees may be captured in the total Youth and Adults in attendance without additionally entering members/partners under Volunteer Resources.
Build Capacity Channel Activity Types and Sub-Types

Training

- Trainings
  - National Indian Health Board
  - Tribal Best Practices Training
  - CADCA MidYear Institute
  - CADCA National Training Institute
  - Coalition Development and Training
  - Coalition Leadership Institute
  - Conference on Adolescent Health
  - EBP/RBP Program/ Curriculum Training
  - Innovative Program/ Curriculum Training
  - National Prevention Network Conference
  - Northwest Alcohol Conference
  - Other Prevention Related Training
  - Prevention Summit
  - Promising Program/ Curriculum Training
  - Rx Drug Abuse & Heroin Summit
  - Substance Abuse Prevention Ethics
  - Substance Abuse Prevention Specialist Training
  - Society for Prevention Research
  - Staff and Volunteer Professional Development Training
  - Spring Youth Forum
  - Training (other)
  - Washington Behavioral Health Conference

Coordination Hours

- Development
  - Coalition Capacity Development
  - Coalition/ Tribe Communication
  - Community Outreach
  - Key Leader Engagement/ Relationship Building
  - Membership Recruitment and Retention
  - Organization Support
  - Reporting and Evaluation
  - Strategic Planning
  - Program Start-Up

- Other Staff Hours
  - Other

- Technical Assistance
  - Technical Assistance
Glossary of Terms

Cooperation Hours
Cooperation hours are the hours that CPWI Coordinators, CBO program staff, and (when applicable) tribe or Urban Indian Organization 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 toward implementing a specific program.

Direct Hours in Build Capacity channel
Staff time spent toward coordination activities as defined by the Activity Types and Sub-Types in this document.

Support Hours in Build Capacity channel
Please do not use this designation when reporting coordination hours. It is only to be used for service activities reported in the Implement channel.

❖ 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 sub-type under Development 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 and CPWI planning models, coalition structure, health equity, social determinants of health, and cultural humility. Tribes/UIOs: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.

▪ Coalition/Tribe Communication: This sub-type under Development applies to effective communication with the coalition, tribe, or UIO to ensure they are supported to accomplish their work. Includes time spent organizing the monthly calendar, sharing information about opportunities and initiatives, and planning or enacting communication to and from coalition, tribe, or UIO leadership. Tribes/UIOs: This only applies if your tribe/UIO has a coalition or formal workgroup for prevention and wellness planning.

▪ Community Outreach: This sub-type under Development applies to increasing community awareness of the coalition's, CBO's, tribe's, or UIO's prevention 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, and participating in community meetings to support planning and implementation of common efforts.

▪ Key Leader Engagement/Relationship Building: This sub-type under Development applies to increasing key leader (i.e. tribal leaders, elders, elected officials) and policy makers' awareness of tribe, UIO, coalition, or CBO's strategic prevention plan. This includes time spent organizing and implementing tribal leader events, along with meetings and contacts with key decision makers, policy makers, or other critical partners 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 sub-type under Development applies to maintaining sector representation and recruitment of new members as well as ensuring the coalition membership is engaged and active. Includes time spent recruiting new members, providing orientation for new members, making new contacts, efforts retaining membership, and developing coalition materials such as coalition membership applications and 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 sub-type under Development applies to ensuring proper functioning and accountability to internal organizational 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 sub-type under Development applies to data entry and all other efforts to ensure data related to the coalition’s, CBO’s, tribe’s or UIO’s prevention activities are reported, analyzed, and evaluated. Includes time spent collecting pre/post surveys for programs, administering the Community Survey and Healthy Youth Survey, coordinating the annual Coalition Assessment Tool, or coordinating and using other evaluation tools and processes. This also includes providing Technical Assistance for evaluation; gathering community input; preparing evaluation tools for CBO, coalition, tribe, or UIO workgroups; meeting with community partners to facilitate outreach for community participation in evaluation; collecting local data from partners; reviewing outcomes; supporting the coalition, tribe, or organization’s evaluation workgroup; preparing reports for coalition, tribe, CBO, or organization feedback; and entering service data and evaluation results into the online Minerva reporting system.

**Strategic Planning:** This sub-type under Development applies to the processes, decision making and future planning that occurs at each step of the Strategic Prevention Framework and/or CPWI model. Includes time spent overseeing and coordinating coalition, tribal, or organization needs assessment, priority selection, resource assessment, gap analysis, and strategy selection; supporting prevention program structure development; ensuring cultural humility; advancing coalition sustainability; developing the annual Action Plan; planning for evaluation efforts; and involvement in developing and writing the strategic prevention plan.

**Program Start-Up:** In accordance with the Program Cost Clarification Memo, contractors have the option to either 1) bill for program Start-Up costs in the month of the first service or training is delivered or 2) bill for program Start-Up costs in the month that the cost was incurred. When the second option applies, program Start-Up reporting is required. Please review the Program Cost Clarification Memo for details.

Program Start-Up is a sub-type under the Development Activity Type which applies to activities that assist prevention staff in starting their programs prior to implementation. This includes:
- time spent researching and purchasing program or strategy curriculum or supplies (this includes coalition meeting supplies during a coalition’s inactive months)
- registration fees, flights, and/or hotel costs for trainings or conferences in an approved Action Plan
- staff time spent planning and organizing for trainings and program or strategy service delivery to participants. This category should not be used for planning and organizing specific to the coalition. Coalition coordination should be reported according to the appropriate Development sub-type.

Once implementation has begun, provider staff time spent planning and organizing for program or strategy service delivery should be reported as support staff time within activities under the Implement channel, tied to the proper cohort or campaign, and billed in the month of service.
Note: If a program or strategy has more than one item that fits the Program Start-Up definition, you may roll up the items into a single Program Start-Up entry for that program in that month.

- See Appendix A starting on page 8 for additional clarification.

❖ Other Staff Hours
Other Staff Hours is an Activity Type used to capture both administrative staff hours and general activities that are prevention-related but may not be directly connected to a program, practice, or strategy and are not better explained by other Activity Types and Sub-Types. It should only be used when all other categories of coordination hours have been exhausted. Some examples of Other Staff Hours would include sick leave, annual/vacation leave, maternity/paternity leave, bereavement, jury duty, and holidays.

❖ Technical Assistance
Technical Assistance (TA) activities includes 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 Community Based Organization (CBO) efforts and related initiatives as needed to assist the coalition or CBO in successful implementation. This also includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees. does not include program 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.

❖ 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 Trainings that includes a broader range of prevention-related trainings than the Specific Common Trainings sub-type. Options include Coalition Development and Training (general trainings for coalition members such as a Coalition Orientation); EBP/RBP program/curriculum training (for a program designated Evidence Based or Research Based on an approved DBHR list); Innovative/program curriculum training (for an innovative program or strategy); Other Prevention Related Training (prevention-related training and webinars not otherwise captured); Promising Program/Curriculum Training (for a program designated Promising on an approved DBHR list); Staff and Volunteer Professional Development Training (see its entry in this Glossary of Terms); Training (other) (for trainings not otherwise captured) and Tribal Best Practices Training (for tribal best practices).

- **Specific Common Trainings:** Specific common trainings is an activity sub-type under Trainings 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 Trainings within the General Trainings sub-type. Staff and Volunteer Professional Development Training is training which aims to increase the knowledge and skills of coalition, CBO, tribe, or 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.
Appendix A: Program Start-Up
Does Program Start-Up need to be reported?

- Is the cost Coordination Hours as defined in this document?
  - Yes
  - No
  - Did costs occur prior to program/strategy implementation or training delivery?
    - Yes
    - No
    - Do you need to bill for these costs prior to the month in which the first program/strategy or training session(s)?
      - Yes
      - No
      - Will the program/strategy or training begin within the timeframe outlined in the Program Cost Clarification memo?
        - Yes
        - No
  - Is the task tied to a program/strategy or training in your approved Action Plan?
    - Yes
    - No
    - Has your DBHR prevention or contract manager approved your request to bill for this task at least 10 days in advance of billing?
      - Yes
      - No

Report task(s) as Program Start-Up activity in the Build Capacity channel tied to the proper program/strategy. Group related Program Start-Up tasks into one monthly entry as appropriate.
**Examples of Documenting Program Start-Up**

**Key**
- Capacity = Build Capacity channel of Minerva 2.0
- Msg = Message
- PIM = Program Implementation Monitoring Report in Minerva 2.0
- PSR = Program Service Report in Minerva 2.0

**Starts With One (SWO) Campaign**

<table>
<thead>
<tr>
<th>Task</th>
<th>Services have not yet occurred</th>
<th>Services have occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data entry: Build Capacity Channel <em>(Type: Development, Sub-Type: Program Start-Up, unless otherwise specified)</em></td>
<td>How HCA/DBHR verifies for payment</td>
<td>Data entry: Implement Channel</td>
</tr>
<tr>
<td>Preparing msg for media materials (e.g., social media, billboards) individually as a staff member or contractor <em>(includes research)</em></td>
<td>IF want payment in that month AND IF no message dissemination in that month; AND only includes staff time; THEN Enter program Start-Up in Capacity with the staff time</td>
<td>Captured in PIM</td>
</tr>
<tr>
<td>Printing</td>
<td>IF want payment in that month AND IF no message dissemination in that month; THEN enter program Start-Up in Capacity, report staff time, and note in description field the purchase</td>
<td>Captured in PIM</td>
</tr>
<tr>
<td>Sending messages/distributing print material</td>
<td>N/A – <em>This is not Program Start-Up; it is service delivery.</em></td>
<td>Captured in PSR</td>
</tr>
</tbody>
</table>

*If SWO activities were implemented that month, it is not required to report Program Start-Up separately*: report in Implement!
| Billboard purchase | IF want payment in that month AND IF no actual billboards are live in that month; THEN enter program Start-Up in Capacity, report staff time, and note in description field the purchase | Captured in PIM | IF activities happened (i.e., a billboard was live in this month), add activity and note in description field the purchase | Captured in PSR |

*This refers to minimum Program Start-Up reporting requirements for cost reimbursement purposes. Please connect with your DBHR prevention manager for any exceptions.

**Prescription Take Back (Rx Take Back)**

If Take Back implementation occurred in that month, it is not required to report Program Start-Up separately*: report in Implement!

<table>
<thead>
<tr>
<th>Services have not yet occurred</th>
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<tbody>
<tr>
<td><strong>Task</strong></td>
<td>Data entry: Build Capacity Channel</td>
</tr>
<tr>
<td>Planning and organizing individually as staff or contractor <em>(includesmsg preparation and research)</em></td>
<td>IF want payment in that month AND IF no Take Back in that month; AND only includes staff time; THEN Enter program Start-Up in Capacity with the staff time</td>
</tr>
<tr>
<td>Printing flyers and/or purchase of Lock Boxes/Lock Bags</td>
<td>IF want payment in that month AND IF no Take Back in that month; THEN enter program Start-Up in Capacity with the staff time and note in description field the purchase</td>
</tr>
<tr>
<td>Activity Description</td>
<td>IF criteria</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sending messages/distributing print material</td>
<td>N/A – <em>This is not Program Start-Up; it is service delivery.</em></td>
</tr>
<tr>
<td>Planning and organizing for pre/post survey that accompanies Lock Box/Bag distribution</td>
<td>IF want payment in that month AND no Take Back in that month; THEN enter program Start-Up in Capacity with the staff time</td>
</tr>
<tr>
<td>Planning meetings with other people internal to the organization</td>
<td>IF want payment in that month AND no Take Back in that month; THEN enter program Start-Up in Capacity with the staff time</td>
</tr>
<tr>
<td>Reaching out to contacts and planning or coordinating with partners on Take Back efforts</td>
<td>IF want payment in that month AND no Take Back in that month; THEN enter as Community Outreach in Capacity with the staff time</td>
</tr>
</tbody>
</table>

*This refers to minimum Program Start-Up reporting requirements for cost reimbursement purposes. Please connect with your DBHR prevention manager for any exceptions.
## Guiding Good Choices (GGC)

If GGC sessions were implemented that month, it is not required to report Program Start-Up separately*: report in Implement!

<table>
<thead>
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<tr>
<td><strong>Data entry: Build Capacity Channel</strong></td>
<td>How HCA/DBHR verifies for payment</td>
<td>How HCA/DBHR verifies for payment</td>
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<tr>
<td><em>(Type: Development, <strong>Sub-Type</strong>: Program Start-Up, unless otherwise specified)</em></td>
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<tr>
<td><strong>Supplies purchase</strong></td>
<td>IF want payment in that month AND no activities happened; THEN enter program Start-Up in Capacity with the staff time and note in description field the purchase</td>
<td>IF activities happened, add activity with this support staff time and note in description field the purchase</td>
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<td></td>
<td>Captured in PIM</td>
<td>Captured in PSR</td>
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<tr>
<td><strong>Curriculum purchase, Training fees, and/or Licensing fees</strong></td>
<td>IF want payment in that month AND no activities happened; THEN enter program Start-Up in Capacity with the staff time and note in description field the purchase</td>
<td>IF activities happened, add activity with this support staff time and note in description field the purchase</td>
</tr>
<tr>
<td></td>
<td>Captured in PIM</td>
<td>Captured in PSR</td>
</tr>
<tr>
<td><strong>Planning and Organizing individually and/or internally to the organization (includes research, emailing)</strong></td>
<td>IF want payment in that month AND no activities happened; AND only includes staff time; THEN enter program Start-Up in Capacity with the staff time</td>
<td>IF activities happened, add activity with this support staff time</td>
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<tr>
<td></td>
<td>Captured in PIM</td>
<td>Captured in PSR</td>
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<tr>
<td>Activity</td>
<td>IF want payment in that month AND no activities happened; AND only includes staff time; THEN enter program Start-Up in Capacity with the staff time</td>
<td>Captured in PIM</td>
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<tr>
<td>Promotion and advertising</td>
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<tr>
<td>Contacts and outreach with partners</td>
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<tr>
<td>(includes time spent making contacts and communicating with partners to coordinate programs or projects)</td>
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<tr>
<td>Strategic planning about program implementation with others</td>
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</tr>
</tbody>
</table>

*N/A* refers to minimum Program Start-Up reporting requirements for cost reimbursement purposes. Please connect with your DBHR prevention manager for any exceptions.