

# Block Grant Coalition Data Entry Tips

This overview offers guidance to CSB's as to when and how to track coalition-related data specifically for the PBPS system. This relates to cohorts with a CSAP strategy of Community-Based Process and a CSAP sub-strategy of Multi-agency Coordination & Collaboration/Coalition. The definition of that sub-strategy is: *“Establishing coalitions, committees and workgroups with representatives from multiple agencies/organizations to collaborate to address a specific issue/topic.”*

The Data Entry Plan and Guidelines instructs as follows:

- *If you and/or your CSB **\*lead\*** the coalition, or are instrumental in its work, please record it as a strategy in the Plan Channel, and document meetings as activities in the Implement Channel.*
- *If you attend or participate in coalition meetings, but do not lead the coalition, please record your staff time associated with the meetings in the Build Capacity Channel. You will not enter information in the Plan or Implement Channels for this type of coalition work.*

CSB's have requested more clarity on how to determine whether or not a CSB is “leading” a coalition for the purposes of data entry in the PBPS system. We understand that CSB staff may participate as important members of one or more coalitions, or the CSB may be the Fiscal Agent, without formally leading the coalition. Leading a coalition may be better defined as the combination of tasks, actions, and roles that are assumed. Below is a brief checklist to help you determine if your CSB is, in fact, leading a coalition. If your CSB is responsible for more tasks in the “Lead Agency Sample Tasks” column, then you should record your work as a strategy in the Plan Channel and document activities in the Implement Channel. *Note: this tool is just to guide decision-making about data entry in the PBPS system and not a form that needs to be completed and returned.*

“Lead” Sample Tasks	“Participating” Sample Tasks
<input type="checkbox"/> Establishes, sets up, spearheads coalition	<input type="checkbox"/> Attends meetings of the coalition
<input type="checkbox"/> Oversees coalition	<input type="checkbox"/> Participates in meeting preparation
<input type="checkbox"/> Sets the overarching coalition agenda	<input type="checkbox"/> Prints agendas or materials
<input type="checkbox"/> Recruits members	<input type="checkbox"/> Sends emails/correspondence to members
<input type="checkbox"/> Facilitates meetings or appoints others	<input type="checkbox"/> Takes notes at a meeting
<input type="checkbox"/> Determines needs and allocates resources	<input type="checkbox"/> Supports acquisition of resources
<input type="checkbox"/> Sets priorities	<input type="checkbox"/> Contributes to priorities
<input type="checkbox"/> Delegates tasks to members	<input type="checkbox"/> Performs delegated tasks
<input type="checkbox"/> Determines and approves supplies	<input type="checkbox"/> Purchases supplies with approval
<input type="checkbox"/> Oversees/approves coalition marketing materials	<input type="checkbox"/> Distributes coalition marketing materials
<input type="checkbox"/> Evaluates the coalition and processes	<input type="checkbox"/> Participates in evaluation
<input type="checkbox"/> Fiscal Agent PLUS elements of the above	<input type="checkbox"/> Fiscal Agent without other responsibilities