**Capturing Local Capacity Building Activities within Mosaix IMPACT**

**Examples of capacity building activities**: organizational meetings (other than monthly coalition meeting), table events, trainings, conferences, etc.

**Note:** All entries for regional prevention coalitions should have “R” and the corresponding number of your region. Please use R# in front of all entries for the regional prevention coalition.

**For example:** *“R2” is Blackstone Valley Regional Prevention Coalition.*

**ASSESS Module:**

* Add PROBLEM BEHAVIOR: *R# Capacity of Coalition, Community and Coordinator*

**PLAN Module:**

* Add GOAL: *R# Build Capacity*
* Add OBJECTIVE: *R# Build capacity of the community, the coalition, and the coordinator.*
* Add PROGRAM: *R# Local Capacity Building*

**IMPLEMENT Module:**

* Add SINGLE SERVICE: *R# (name of event/service/meeting/etc.)*
  + Examples:
    - *R6 Community Health Fair*
    - *R7 CADCA Day 1*
    - *R3 Meeting with police Department*
    - *R2 Presentation to School Committee*

***Moving forward – the only meetings that should appear under CAPACITY as a COALITION MEETING should be Monthly Coalition meetings with agendas/minutes attached.***

***All other meetings, activities, events, trainings, services need to be accounted for within the IMPLEMENT module in order for them to be accounted for within reporting***