

# Community Adolescent Pregnancy Prevention (CAPP)

## Community Coalition Charter Guidance

### Iowa Code Requirements

The Community Adolescent Pregnancy Prevention (CAPP) Program is an Iowa Department of Human Services (DHS) initiative established to reduce the number of births to adolescents in Iowa. In keeping with DHS administrative codes and rules established by the State of Iowa for [Adolescent Pregnancy Prevention and Services to Pregnant and Parenting Adolescents Programs](#), Chapter 163, CAPP awards are granted to Projects providing “broad-based representation from community or regional representatives including, but not limited to, schools, churches, human service-related organizations, and businesses;” henceforth referred to as a Community Coalition or Coalition. This document provides a framework for CAPP Grantees to use in the development of a charter with their Coalitions beginning state fiscal year (FY) 2020.

### Coalition Composition and Scope

To further define the “broad-based representation,” Coalition membership shall include, at a minimum and not limited to, at least one (1) representative from each group or discipline listed below. This may be met through collaboration with existing interdisciplinary community coalitions or committees. To meet the performance measurement established for Coalition membership, at least seven (7) of the nine (9) groups or disciplines are represented in the signed Coalition Charter membership list. See “Timeline for Implementation and Compliance” for additional information. A CAPP service provider may participate in more than one Coalition depending upon the region served.

1. Education – including but not limited to school counselors, educators, school administrators, etc.
2. Law Enforcement – including but not limited to school resource officers, police officers, community corrections, juvenile court officers, etc.
3. Child Welfare – including but not limited to contracted child welfare service providers, DHS Social Workers, DHS Supervisors, or DHS Administrators, etc.
4. Health and/or Mental Health – including but not limited to medical physicians, visiting nurses, clinical therapists, public health providers/administrators, etc.
5. Domestic Violence/Sexual Assault Advocacy Services – including but not limited to victim advocates, shelters, program administrators, service providers, etc.
6. Substance Abuse Services – including but not limited to substance abuse treatment workers, Certified Alcohol and Drug Counselors (CADC), program administrators, prevention educators.
7. Participant – including but not limited to current or former Participants of CAPP programming or parents of youth Participants.
8. Faith Community – including but not limited to youth pastors, clergy, community outreach members, etc.
9. Business Community – local business owners/employees or other professionals outside of the government/non-profit community.

## **Coalition Responsibilities**

1. Coalitions may address multiple issues and concerns; they do not need to organize around a single topic. However, to satisfy CAPP requirements, the Coalition must include adolescent pregnancy prevention in their ongoing efforts.
2. Ensure Coalition membership meet requirements stated earlier and represent the jurisdiction or region where CAPP services are provided.
3. Meet at least quarterly ensuring a majority of membership participation.
4. Assess community, family and individual needs to identify gaps and/or duplication of services.
5. Identify strategies to close service delivery gaps and reduce duplication of service as it relates to adolescent pregnancy prevention.
6. Establish annual meeting schedule. Establish and share meeting agendas with membership and other state/local Stakeholders including CAPP Program Administrator, Prevent Child Abuse Iowa (PCAI).
7. Record meeting minutes, attendance, and significant discussion/developments. Provide to local CAPP service provider for submission as part of their quarterly CAPP reports.
8. Complete/update Community Coalition Charter annually including membership signatures to indicate agreement with the Charter.
9. Notify PCAI of meeting dates, times, locations and primary contact so that a PCAI staff member(s) may participate in Coalition meetings.

## **Coalition Charter**

The governance of the Community Coalition shall be directed by a Charter. All members of the Coalition must sign/initial and date the Charter showing their agreement with its content and their representation on and participation in the Coalition. Revisions to the governing Charter must be sent to the Program Administrator, Prevent Child Abuse Iowa, at [capp@pcaiowa.org](mailto:capp@pcaiowa.org)

The Community Coalition charter must, at a minimum, address the following:

- a) Name of the Coalition;
- b) Description of region or jurisdiction served;
- c) Purpose, mission and/or goal(s) of the Coalition;
- d) Provide an explanation of key governance processes;
- e) A detailed description of how decisions on programmatic priorities funded by CAPP are made and how those decisions will be documented and shared with its members and other Stakeholders, as appropriate; and
- f) A list of Coalition members, the discipline they represent and their signature.

## **Coalition Coordination and Collaboration with CAPP Program Administrator**

- a) The CAPP Program Administrator is available to CAPP Grantees and Coalitions for support and technical assistance that may include, for example: Help in establishing or expanding community Coalitions in High-Risk areas where Coalitions do not currently exist;
- b) Assistance to Coalitions in working collaboratively with other existing community boards, coalitions, and service providers;
- c) Encouraging collaboration by implementing membership requirements; and
- d) Providing information, training and other technical assistance.

Coalitions may request assistance for development, training, and technical assistance by contacting the CAPP Program Administrator.

### Timeline for Implementation and Compliance

Action	Timeline
<p>Based on Attachment H: CAPP Project Proposal Form (cont.) Section 3E, Coalition Membership List, the Program Administrator will conduct analysis of membership status to establish a “baseline” percentage for all Coalitions.</p> <p>For example, analysis may show that 50% of Coalitions are meeting membership requirements (seven of the nine required representatives), 25% are meeting 67% of membership requirements (six of the nine required representatives), and 25% are meeting 56% or less than membership requirements (five or fewer of the nine required representatives).</p>	<p>January 31, 2020</p>
<p>Grantees shall complete and submit initial Coalition Charter with membership signatures to CAPP Program Administrator <a href="mailto:capp@pcaiowa.org">capp@pcaiowa.org</a></p>	<p>June 20, 2020</p>
<p>Grantees shall complete/update the Charter annually including membership signatures to the Program Administrator.</p>	<p>May 1, 2021 May 1, 2022</p>
<p>Program Administrator shall work in partnership with Grantees to increase the percentage of Coalitions in “compliance” with this performance measure.</p>	<p>Ongoing</p>
<p>Grantees shall document full membership (at least 7 of 9 required members).</p>	<p>May 1, 2021</p>
<p>Grantees shall participate in Coalition meetings, which include a focus on Adolescent Pregnancy Prevention, a minimum of quarterly.</p>	<p>Quarterly</p>

## Community Coalition Charter

Coalition Name	
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A. Description of region or jurisdiction served.

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B. State the purpose, mission and/or goal(s) of the Coalition.

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C. Provide an explanation of key governance processes.

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D. Provide a detailed description of how decisions on programmatic priorities funded by Community Adolescent Pregnancy Prevention (CAPP) are made and how those decisions will be documented and shared with Coalition members and other Stakeholders, as appropriate.

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E. Other

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Date Approved: