

County Nutrition Action Partnership (CNAP) Coalition Job Aid

When multiple CalFresh Healthy Living, Local Implementing Agencies (LIAs) participate in the same CNAP, only the CNAP lead will report the **full** coalition in PEARS while Non-CNAP leads should report a shortened version to indicate their participation during the reporting year. For more detailed information on Coalition reporting, please refer to PEARS Participant Guide Lesson 5 on Coalitions. For guidance specific to entering a CNAP, please refer to the below:

Role	Definition	PEARS Reporting Responsibility
<ul style="list-style-type: none"> • CNAP LEAD 	<ul style="list-style-type: none"> • LIA that is in charge of coordinating the LIAs for the CNAP and is the main point of contact. If you are unsure of who the CNAP Lead is, please discuss further with your fellow LIAs to select a representative. 	<ul style="list-style-type: none"> • Responsible for reporting complete coalition information on behalf of all participating LIAs • Ensure standard naming convention • Report all coalition members in PEARS on behalf of LIAs • Report all Evaluation section fields on behalf of LIAs for the CNAP overall
<ul style="list-style-type: none"> • NON-CNAP LEADS 	<ul style="list-style-type: none"> • Any other LIA participating in the CNAP coalition as a member. 	<ul style="list-style-type: none"> • Responsible for reporting own LIA's involvement in CNAP • Ensure standard naming convention • Report own agency as a member of the CNAP coalition in PEARS • Add required language for Evaluation section (see below under Non-CNAP Leads, #4)

CNAP Lead: In addition to the regular coalition guidance when entering a coalition into PEARS, ensure the following steps below are completed when entering in the CNAP Coalition.

1. **Naming Convention:** Enter the name of the coalition in the **Coalition name*** field using the PEARS coalition naming convention guidelines.
 - a. When multiple CFHL LIAs participate in the same coalition, each LIA should report the coalition in PEARS. LIAs should coordinate and use the same **Coalition Name** so that it will be possible to determine the total number of unique CNAP coalitions in the state. Please see the Coalition Naming Convention Job Aid for reference.

2. **Assistance received/provided:** Only add assistance received/provided that is specific to your LIA. You do **not** need to add in all assistance received/provided of other LIA CNAP coalition members.

3. **Adding Coalition Members:** Please add **all** active members, including your agency.

- a. If copying coalition members from a previous year, review that all members are still active.
 - b. If you are unsure of a coalition member's sector of influence, please reach out to your SIA.
4. **Evaluation:** The CNAP Lead is responsible for completing this section in full for all CNAP members.
 - a. Coordinate with fellow LIAs to ensure that all notable Coalition-related evaluations, assessments, and accomplishments completed during the current reporting period are entered.
5. **Optional:** If CNAP workgroup leads would like to enter information about their workgroup accomplishments, they may do so without entering all CNAP members as they will already be included in the CNAP entry. Please contact your SIA lead if additional guidance is needed.

Non-CNAP Leads: In addition to the regular guidance when entering a coalition into PEARS, ensure the following steps below are completed when entering a CNAP Coalition.

1. **Naming Convention:** Enter the name of the coalition in the **Coalition name*** field using the PEARS coalition naming convention guidelines.
 - a. When multiple CFHL LIAs participate in the same coalition, each LIA should report the coalition in PEARS. LIAs should coordinate and use the same **Coalition Name** so that it will be possible to determine the total number of unique coalitions in the state. Please see the Coalition Naming Convention Job Aid for reference.
2. **Assistance received/provided:** Only add assistance received/provided that is specific to your LIA. You do **not** need to add in all assistance received/provided of other LIA CNAP coalition members.
3. **Adding Coalition Members:** You only need to add in your LIA as the coalition member. The full list of coalition member will be recorded by the CNAP Lead.
4. **Evaluation:** Enter the following under the field for **Briefly describe any accomplishments of this coalition for the current reporting period***.
 - a. "Please refer to the full entry completed by [LIA], CNAP lead."
 - b. For [LIA], type in the LIA's full name of the CNAP Lead (e.g., Local Health Department, Area Agency on Aging, Catholic Charities of California, or University of California Cooperative Extension.)