

Alberta CAPC CPNP Coalition

VISION/MISSION



VALUES



STRATEGIC GOALS



STRATEGIC INITIATIVES



OUTCOMES



Vision: HEALTHY BABIES, CHILDREN AND FAMILIES IN SUPPORTIVE COMMUNITIES

Mission: The Alberta CAPC CPNP Coalition is a network of CAPC CPNP projects committed to collective actions and effective partnerships to ensure healthy outcomes for babies, children and their families.

Belief Statement: All children and their families deserve the opportunity to achieve and maintain the best level of all aspects of health and well-being. The health and well-being of children and their families is determined by many factors. Successful prevention initiatives and continuing commitment to improving the lives of our children and their families requires a comprehensive integrated and united community response.

- Communication and participation for shared direction and plan of action are vital for the Coalition to be effective
- The Coalition's visibility is central to having impact and staying sustainable
- Sustainability relies in part on collective action To related and emerging issues and areas of common concern
- Projects can gain ideas for quality practice from each other, can choose what works best for them : Strong administrative and programming processes contribute to sustainability
- Maximize our impact by carefully stewarding and managing the resources entrusted to the Coalition

<i>Maintain and continue Coalition Development</i>	<i>Raise Coalition and Project profile at the community, provincial and national level.</i>	<i>Alberta CAPC/CPNP Coalition contributes to the sustainability of CAPC and CPNP projects</i>	<i>The Coalition supports projects to enhance their quality of practice in programming an operation</i>	<i>Maintain Fiscal Responsibility</i>
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- Convene CAPC/CPNP Coalition Board meetings and Sub-Committee meetings as required.
- Annual Review of roles and responsibilities of the Coalition Board and it's positions, the Zones, the sub-committees, PHAC representatives and any non-voting involved parties (e.g. sponsor, contracted, consultants);
- Coalition feedback is obtained periodically from members
- Promote the Coalition to current and potential key stakeholders and decision makers
- Build relationships with other organizations
- Develop and implement a Communication plan
- Participate in National CAPC/CPNP Networks as they arise
- Respond to emerging issues
- Facilitate a process for knowledge translation
- Provide information to new members regarding the Coalition and it's activities
- Serve as a HUB for information sharing for Coalition members
- Identify and Initiate learning opportunities among projects
- Identify opportunities for communication and collaboration with Indigenous programs
- Funding secured through the Public Health Agency of Canada as per Federal funding cycle
- Funding is available to support the structure and activities of the Coalition through the following allocations: Coordinator Salary , Face to Face Meeting, Program Visitation/ Job-shadowing ,Capacity Building, Website development, and IT support.

- **Strategic Plan is a relevant living document that identifies priorities**
- **Key Stakeholders are aware of the Coalitions activities**
- **Alberta CAPC/CPNP projects are sustained**
- **Projects have the appropriate skills and knowledge to provide quality programs and services**
- **Funds are responsibly managed and budgetary decisions are made in a timely and transparent manner.**

Notes: Revised September, 2019



PROGRESS INDICATORS

- The Board is active and engaged. Terms of Reference, Roles and Responsibilities are reviewed and ratified.
- Coalition members indicate they feel involved and their contribution is incorporated into the ongoing growth and development of the collation through the development and administering of surveys
- Coalition Board assesses and identifies needs for projects.
- Initiate opportunities for raising awareness of projects of the Coalition by the representations made through the local provincial and national levels as appropriate
- Opportunities to raise profile have been identified and Coalition representation and presence on key initiatives at local provincial and national level is evident(ie: JMC, EC Coalitions)
- Supporting resources(such as website) are developed and distributed according to the Communication Plan
- Local and Community Support has been obtained to ensure the viability of the projects.
- Sub-committees assist Board in the development of consistent messages to respond to issues related to the work of the Coalition in a timely manner(ie: Impact Statement)
- Forums are provided to projects in the Coalition to receive and share relevant and up to date information, collection of asset inventory and to assist in the delivery of project's services.
- Opportunities are provided to learn through Job Shadowing from existing best practices and programming.
- Provision of opportunities to projects to access relevant training and knowledge provided through the Coalition Capacity Building Program.
- Support for projects to participate in local training/knowledge translation as they are made available
- PHAC and Coalition Coordinator Provides timely updates (ie: News and Information email) to inform coalition members of training, best practices and current/new resources.
- Annual ratification of funding allocations and priorities for the Coalition at the AGM
- Presentation of consolidated and detailed Budgets to the Coalition Board .
- Bi-Monthly assessment of the budgets during Board Meetings
- Time limits are set for budget transfers
- Coalition Board Assesses and identifies Coalition funding needs for budget allocations
- Bankers from APFA and Candora submit reports per their respective Contribution Agreements to PHAC

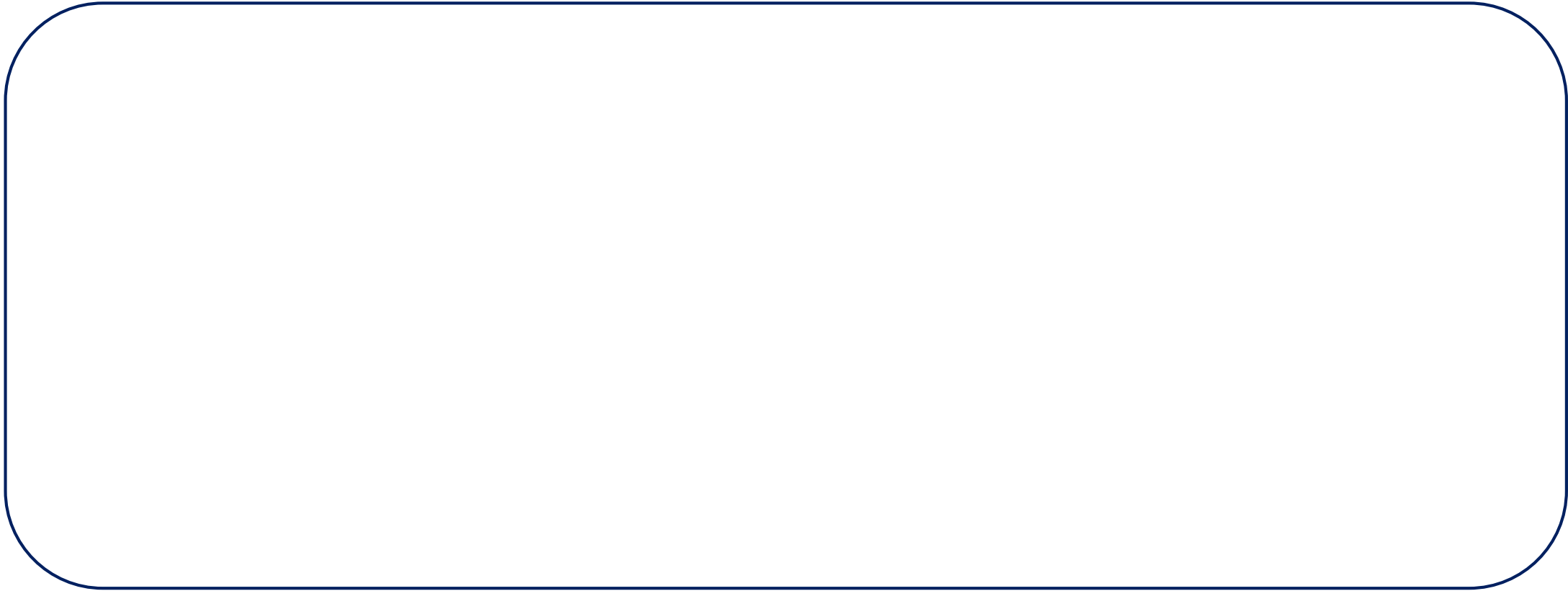


PERFORMANCE MEASUREMENT

- Coordinator compiles minutes of Board, Coalition and subcommittee meetings.
- Minimum of 6 Board meetings yearly-inclusive of Board F2F
- Representation reflective of membership from across the province for Board and Coalition Committees
- AGM- (March) approval and voting in of key positions
- PHAC representation/informed of ongoing developments documented through minutes and active participation
- Individuals are identified for sub/standing committee and gathering of Committee annual reports/leadership
- Annual Survey from coalition membership documenting involvement and satisfaction
- Coordinator and Project participation on committees/areas of interest through stakeholders invitations(ie: AHS Maternal Nutrition, Committee Projects
- Invitations sent to stakeholders to participate in Face to Face and Zone calls
- Impact statements are reviewed and updates as required
- Impact Statements are shared with stakeholders as identified
- Subcommittee to develop a communication plan and follow-up on website updates
- Coordinator periodically attends the JMC meetings as requested
- Regular inventory of identified participation on EC Coalitions, Interagency, etc.
- Collection of information required through distribution of an annual survey.
- Emerging issues and areas of concern are determined through reporting or raised by members and are presented in the impact statement
- Local and Community support is documented through the CPPMT Questions 50 b, 51a and 53
- Develop/flesh out survey on projects which indicate the types of opportunities available or used in the projects including an asset inventory of training available
- Bi-monthly conference calls with projects (minutes, participation), Board teleconference calls, invitations to Pilot Projects
- Development of surveys to determine who participated in training webinars form PHAC News and Information weekly
- Annual Monitoring Tool captures areas of needs for training
- Candora Community Capacity Report provides data on the training opportunities accessed by projects
- Alberta Parenting for the Future provides information and reports on the projects applying for job shadowing opportunities, Project Visitation/Job Shadowing/Train the Trainer Program
- PHAC, in coordination with the CAPC CPNP Coordinator, provides weekly News Digest with areas of interest and training webinar links
- Coalition Face to Face meetings allows opportunity to network/build capacity/training /share or receive information on best practices of non-project initiatives ((AHS etc)
- Project participation in Pilots such as AHS pre-natal Nutrition Tool and low literacy
- Budget Transfer are submitted in a timely manner and approved
- Identified needs of Coalition/ Projects/Board members are addressed through budget re-allocations
- Reports submitted as per **Contribution Agreement to PHAC** for administering funding for Capacity Building and Program Visitation/ Job Shadowing



WORK PLANS



How will we measure these indicators?

What are we using to evaluate the success of this plan?

What surveys are being used?

Where else can we look to capture the data that can back up our objectives?(reporting tools, cppmt, individual project milestones and success stories, community engagement on project level, financial support from agencies, community donors)?

*Acronym Key: JMC- Joint Management Committee
PHAC- Public Health Agency of Canada
CAPC- Community Action Program for Children
CPNP- Canada Prenatal Nutrition Program
F2F - Face to Face

AHS – Alberta Health Services
CPC – Community Parenting Coalitions
EDI – Early Development Instrument
CPPMT – Children’s Program Performance Measurement Tool

APFA- Alberta Parenting for the Future Association
EC Coalitions- Early Childhood Coalitions