

The following is to confirm guidance for getting started using the new MINERVA online Prevention Reporting System.

## Direct Services and Coalition Services Org info, Program profiles and Budgets

- 1) **All Program Profiles, Activity Logs, and Session data; including ALL Staff, Partner and Participant information for each active program for October 2016 is to be entered within 15 days** of receiving your MINERVA log-in information and instructions.

- i. If you have a substantial number of participants (200 or more) to enter into MINERVA, please contact [PrevMIS@dshs.wa.gov](mailto:PrevMIS@dshs.wa.gov) to request support to do a data upload of participants to save data entry time. Please note: The upload feature is not available yet, we will work with you to upload once it is available.

- ii. No pre/post or CAT surveys are available for data entry at this time.

- 2) **All November 2016 service data was due December 15, 2016 in MINERVA.**

- a. If you were unable to meet the deadline, please request an extension from your Prevention System Manager with the date that you will be able to enter the data by within the next 7 business days.

- i. Invoices for October and November will not be processed without Coalition Hours and Direct service data in MINERVA. (Even with an extension request.)

## 1-1 Type and Environmental Services

- 1) **The following programs do not have to be entered into MINERVA at this time** as the unique modules for their session data are not ready in the MINERVA system yet. *(If you already entered them, that is okay, they will just remain unaccepted until the modules are ready.)*
  - a. Mentoring
  - b. 1-1 type prevention services – i.e., CIS, Nurse Family Partnership
  - c. Environmental Services

- 2) These Modules are planned for Phase II of the MIS upgrade. We will let you know when the program and module is ready for data entry.

- 3) **In the meantime, please send the # of services, # of staff hours, and the # of participants served in an email with the monthly A-19 for only these two kinds of programs. (All other service data should be entered into MINERVA.)**

- 4) **When these modules are ready** all data for these kinds of programs back to October 2016 will need to be entered in MINERVA.

- a. DBHR will work with you to establish a deadline for data entry at that point for back data entry.