

Coalition Assessment Tool (CAT) is now available on Minerva.

The Coalition Assessment Tool is an annual survey conducted every October. The target response rate is 80% of current coalition members. The 2016 CAT should have been filled out on paper and held for future data entry into Minerva.

The system is now ready to input the CAT.

Data entry due: All October 2016 CAT's should be entered no later than April 15, 2017.

For detailed instructions on how to enter CAT's, please see the Minerva User Guide page 64.

Quick outline for entering Coalition Assessment Tool:

1. Log into Minerva
2. Select Enter Session Data
3. Select the Activity Log that has been created for the Full Coalition; you'll be redirected to a new page with a list of partners/participants.
4. Go to the October session entry.
5. Next to each coalition member, there will be a drop down button titled, "**Select Survey**". Use that drop down to select the **Coalition Assessment Tool**.
6. Once the CAT is selected, you'll be redirected to the question survey that you can then fill in per coalition member.
7. Click COMPLETE once finished.

If there any questions or concerns, please submit a help desk ticket or email

jsihealthelink@jsi.com.