Transforming Lives

SUD Prevention and MH Promotion MIS Training for CPWI Communities

July 12, 2017

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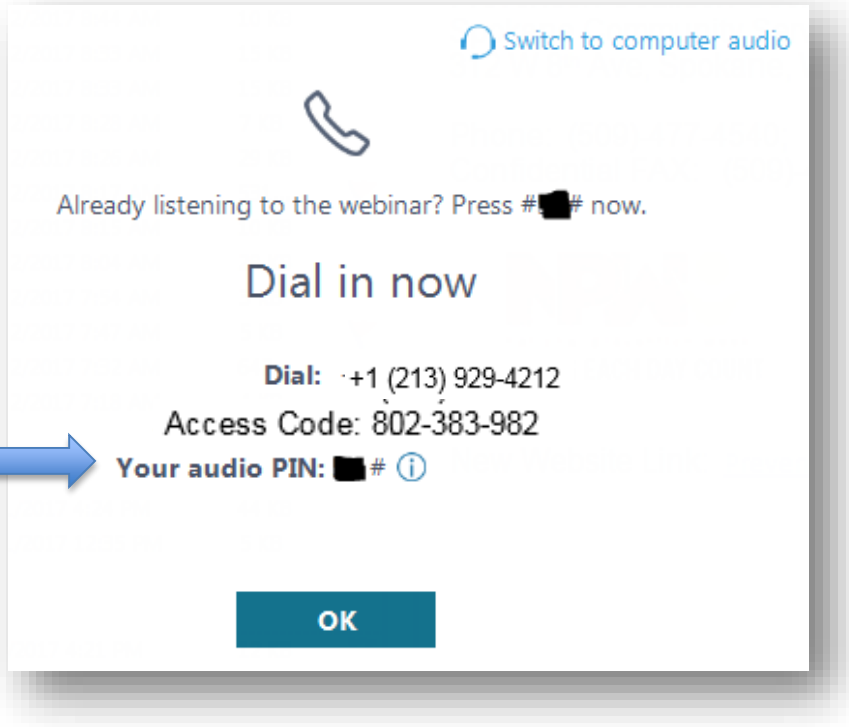
July 2017
MIS Minerva Training

Welcome! We will begin at 8:30 a.m.

It is always a good idea to close other windows.

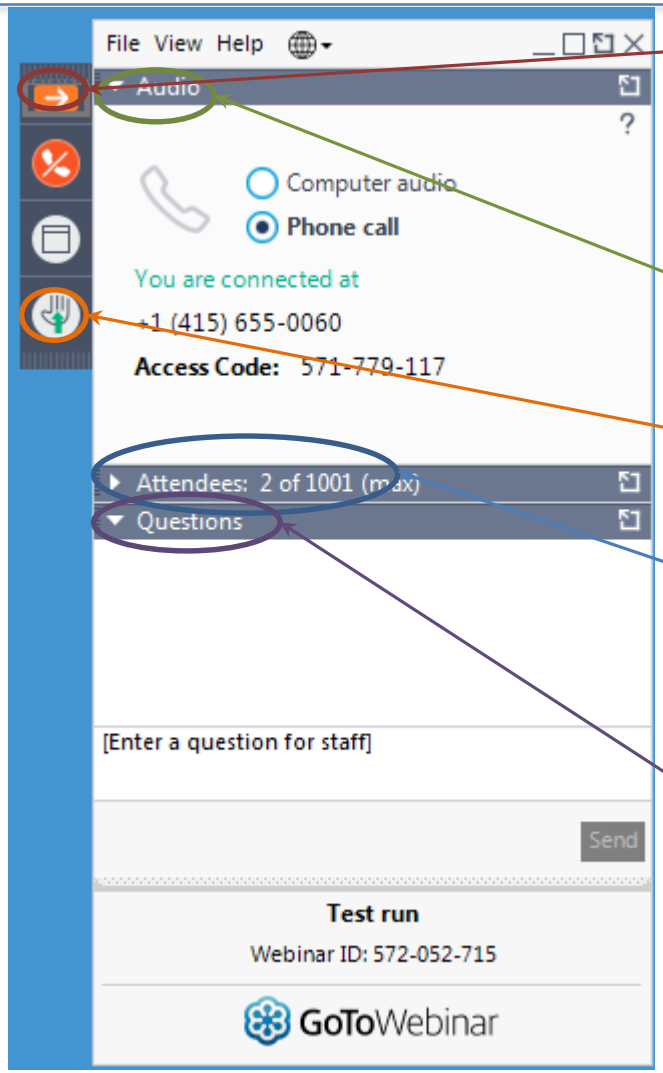
If participating via phone click OK and mute your speakers

- Be sure to enter your unique **Audio PIN**, if you haven't already.



Trouble with the webinar?
Email Lucy Mendoza
mendol2@dshs.wa.gov

Webinar Controls



- Grab Tab –Allows you to open/close the Control Panel, mute/unmute your audio (if the organizer has enabled this feature) and raise your hand
- Audio pane – Displays audio format. Click Settings to select telephone devices.
- Hand – click to raise hand. Click again to lower.
- Attendee List - Displays all the participants in-session
- Questions pane– Allows attendees to submit questions and review answers (if enabled by the organizer). Broadcast messages from the organizer will also appear here.

How to Raise your Hand

This means that your hand is down

This means that your hand is up

Today's Agenda

Time (approximate)	Topic
8:30 AM - 9:00 AM	Welcome, Introductions, Overview of the Training, Resources on Athena *Who should attend this session?* – Everyone!
9:00 AM - 9:30 AM	How Minerva is Organized *Who should attend this session?* – Everyone!
9:40 AM - 10:10 AM	Planning for Data Entry *Who should attend this session?* – Everyone!
10:10 AM - 11:30 AM	Tier 1 User Roles and Responsibilities *Who should attend this session?* – Tier 1 Users with everyone else welcome!
11:30 AM – 12:30 PM	Lunch on your own
12:30 PM – 2:30 PM	Tier 2 User Roles and Responsibilities *Who should attend this session?* – Tier 2 Users with everyone else welcome!
2:45 PM – 5:00 PM	Tier 3 User Roles and Responsibilities *Who should attend this session?* – Tier 3 Users with everyone else welcome!

A few organizing comments

- Goal: Provide an informative learning session on Minerva
- Questions are welcome at any time!
  - Webinar: please use the chat box.
  - Computer lab: please raise your hand.
- Our primary focus is on **reporting** and not *programmatic questions*
  - Please reach out to your System Manager for programmatic questions
- We will evaluate any questions falling into a gray area when the time comes!
- Take breaks as you need them
- Please work to minimize distractions and allow yourself to focus.

Resources on Athena

Athena

http://theAthenaForum.org/

Athena/Minerva page

http://theAthenaForum.org/minerva

Resources include*:*

User Guide

Reference Documents

Quick Tips

TA Call schedule

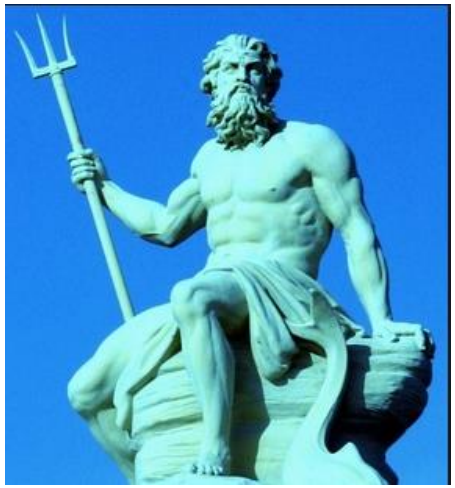
PrevMIS@dshs.wa.gov

Trivia!!

According to legend, Minerva had a father but no mother.

Was Minerva's father

Jupiter *or* Neptune*?*



How Minerva is Organized

An Equation for Minerva:

Knowing how Minerva is **Organized** +

Knowing the **Sequence** to report in Minerva =

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S U C C E S S

How Minerva is Organized

How Minerva is Organized

1

- Funding
- Entity Profiles
- System Users

How Minerva is Organized

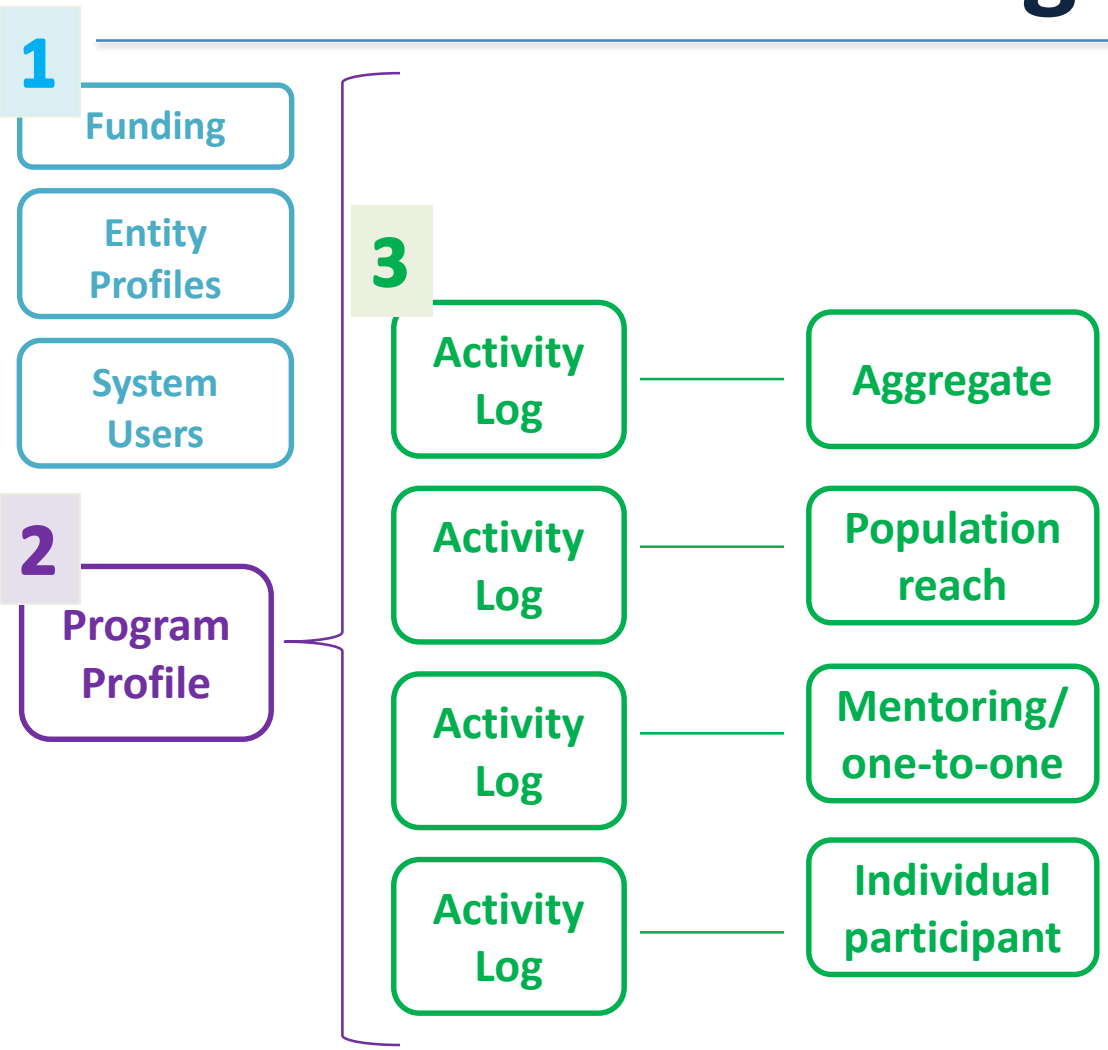
1

- Funding
- Entity Profiles
- System Users

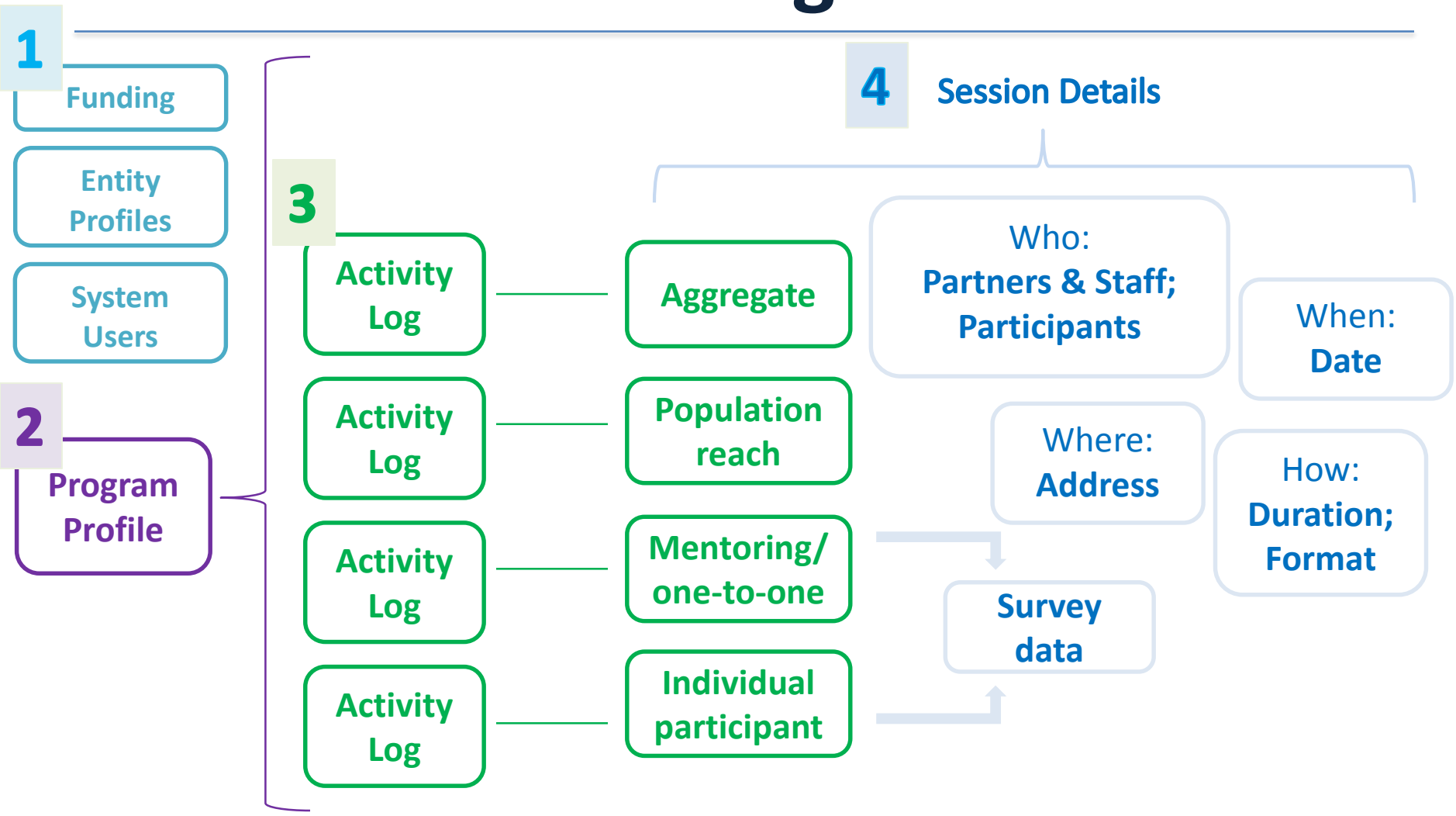
2

- Program Profile

How Minerva is Organized



How Minerva is Organized



Planning for Data Entry

- Planning is core to what we do – all of us!
- Timely, accurate, and efficient data entry and reporting requires planning, too.

Planning for Data Entry

For each service in our Action Plan:

- ✓ What are we required to report to DBHR?
- ✓ What is optional to report to DBHR?
- ✓ Why is this data required/optional?
- ✓ When should we enter data and what are our reporting deadlines?
- ✓ Will we need support from additional staff (do they need access to Minerva)?

Planning for Data Entry

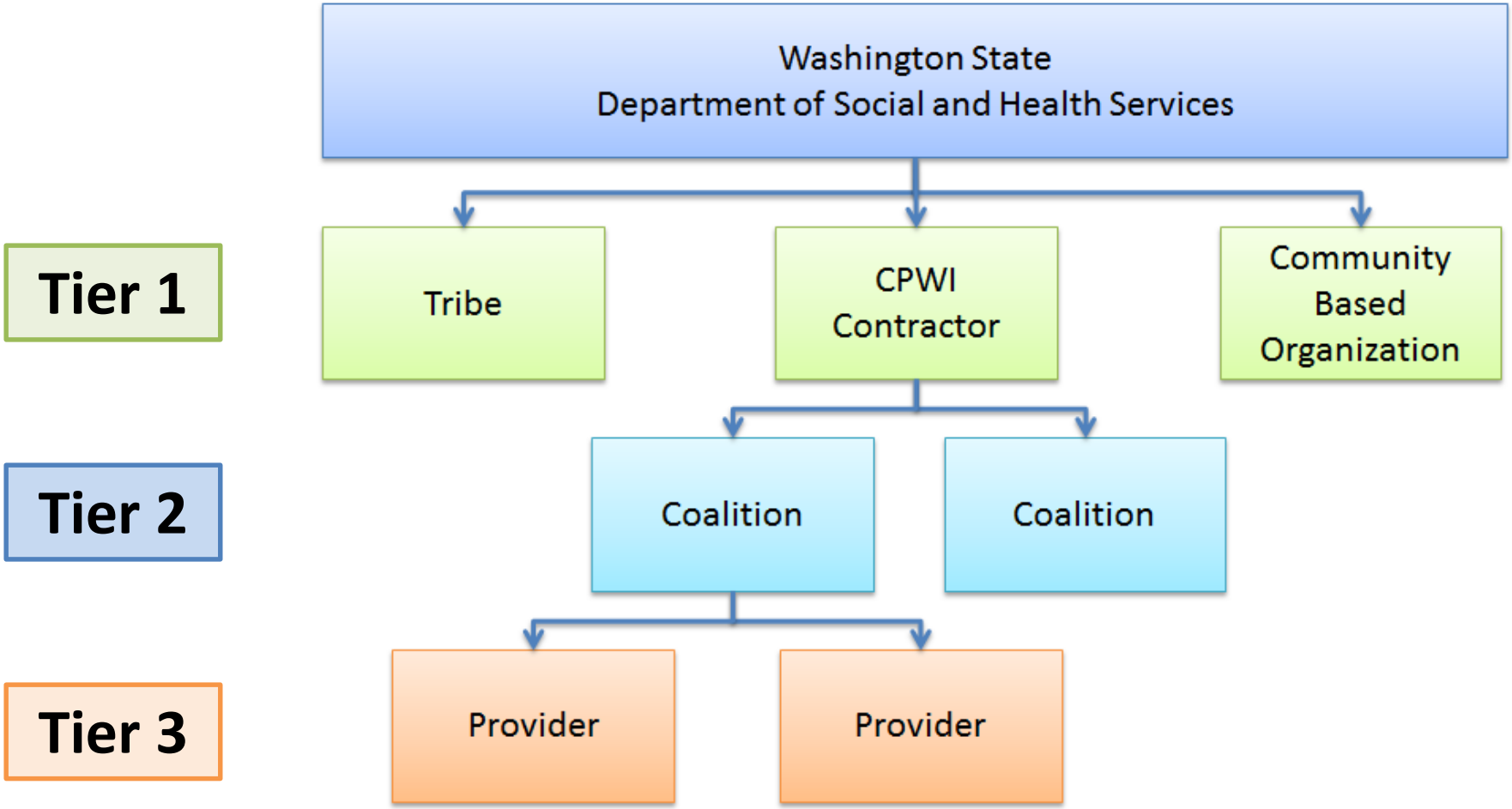
- What are the who, what, when, why, and how's for collecting:
  - Survey data
  - Participation
  - Aggregate demographics
  - Population reach
  - Pounds of medicine collected

Joke of the minute …

When is a dog's tail not a tail?

Tier 1 User Roles and Responsibilities

Minerva: The Big Picture



DBHR

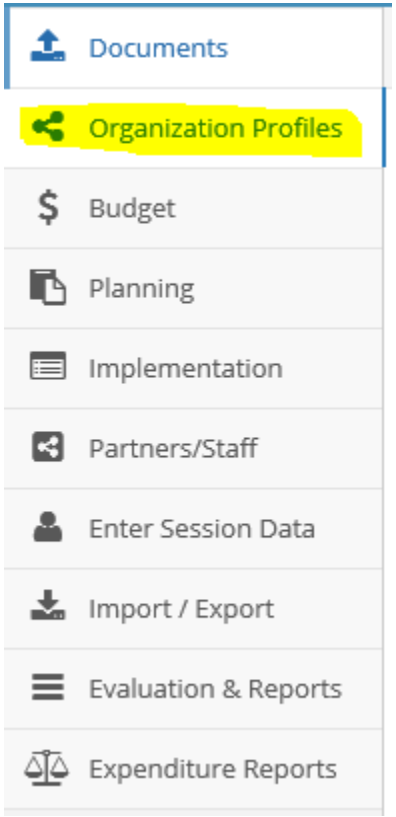
- Add & Manage Organizations
- Create & Manage Users
- Create Funding Sources
- Allocate Funds to Tier 1
- Review & Approve Program Profiles
- Review Expenditure Reports

We've set up one T1 with two T2s and four T3s.
In Minerva, higher entities have visibility into lower entities.
Users see de-identified data if they didn't enter the data themselves or request data entry access.

1	2	3	4
Tier T1 (Train 2T1)	**Tier T1** (Train 2T1)	**Tier T1** (Train 2T1)	**Tier T1** (Train 2T1)
Tier 2 (Train 2T2 A)	**Tier 2** (Train 2T2 A)	**Tier 2** (Train 2T2 B)	**Tier 2** (Train 2T2 B)
Tier 3 (Train 2T3 A1)	**Tier 3** (Train 2T3 A2)	**Tier 3** (Train 2T3 B1)	**Tier 3** (Train 2T3 B2)

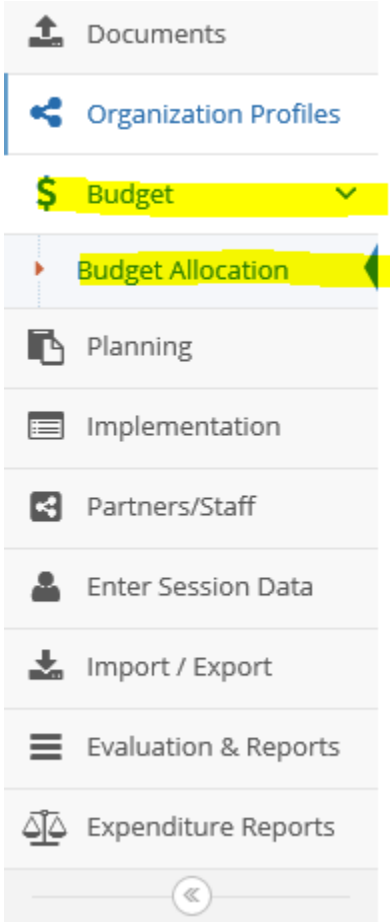
DBHR	Tier 1
Add & Manage Organizations	Manage Tier 1 Organization Profiles
Create & Manage Users	Allocate Funds to Tier 2
Create Funding Sources	Create Training Program
Allocate Funds to Tier 1	Create Tier 1 Expenditure Reports
Review & Approve Program Profiles	Review Tier 2 Expenditure Reports
Review Expenditure Reports	

Tier 1



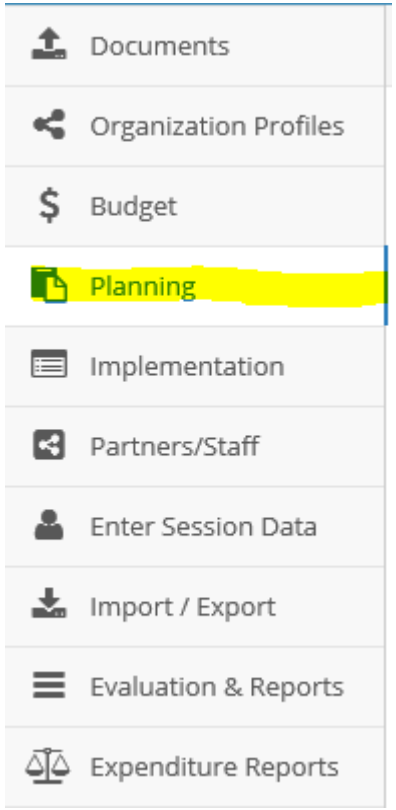
- Manage Tier 1 Organization Profiles
  - Ensure these are up-to-date. Mark your calendars!

Tier 1



- Allocate funds to Tier 2
  - DBHR allocates funds to the Tier 1 (only)
  - The Tier 1 allocates funds to the Tier 2 (only)

Tier 1



- Create a Training Program Profile
  - Program will be available to all Entities associated with Tier 1.

Tier 1

1

Add New Program

2

Entity Selection

Contracted Entity

- Select Contracted Entity -
Train2T1

Coordinating Entity

- Select -
Train2T2A (CE)

Performing Entity

- Select -
Train2T3A1 (PE)
Train2T3A2 (PE)

3

Enter profiles for planned programs and strategies.

1. Select program/activity type (select one) *

Community Engagement/Coalition Development

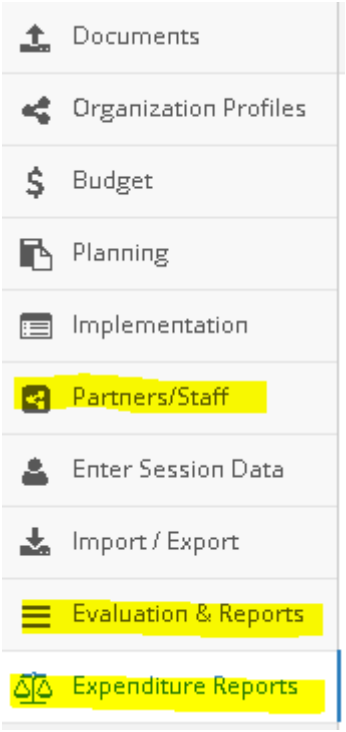
2. Select program/activity name (select one) *

Other-Innovative

3. Provide local program/activity name. Use the program/activity name from above and your local naming strategy (e.g., LifeSkills Training - Walla Walla 2016/2017) *

Training Program Profile - Lacey 2017/2019

Tier 1



- Add/Manage Partners and Staff
- Create Reports
- Create Expenditure Report for Tier 1 Expenditures, by:
  - Contract number
  - Reporting Month and Year
  - Program

Lunch

Tier 2 User Roles and Responsibilities

We've set up one T1 with two T2s and four T3s.
In Minerva, higher entities have visibility into lower entities.
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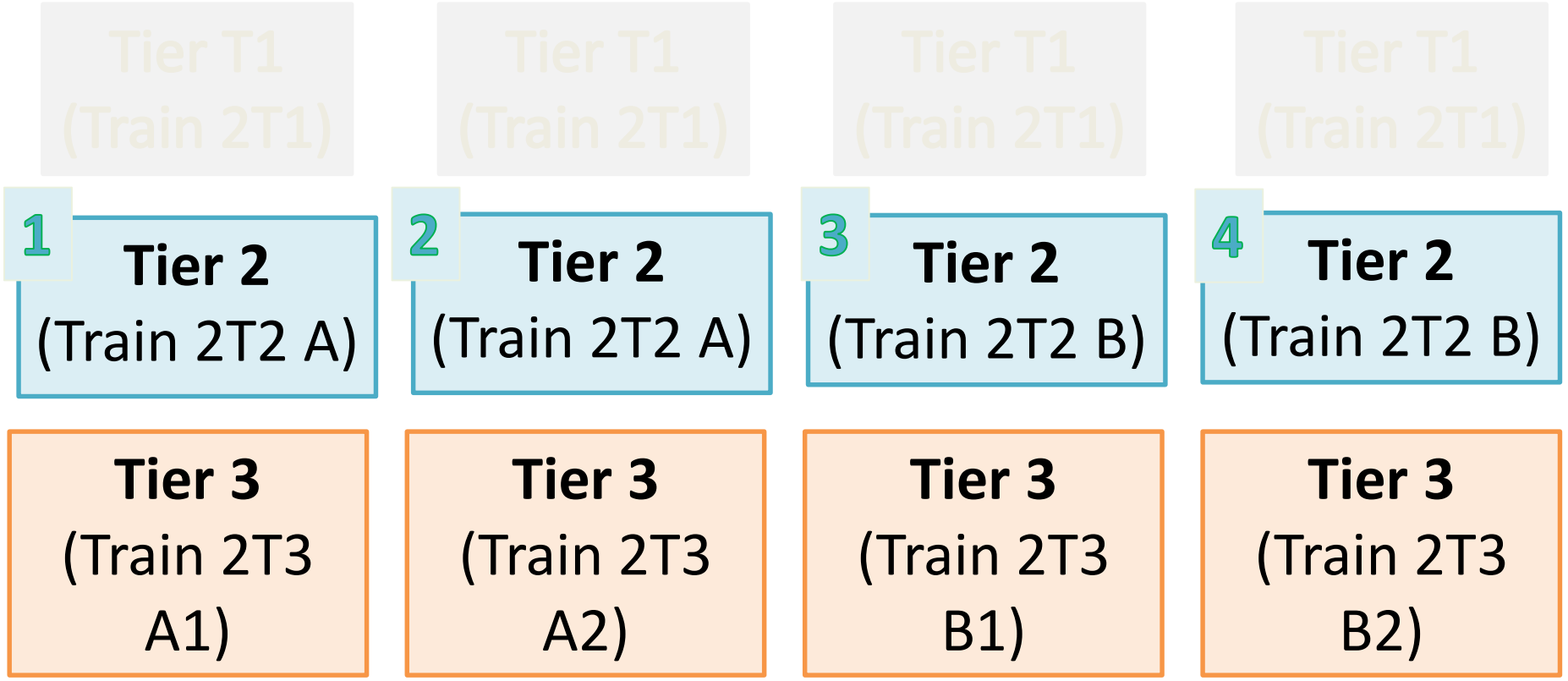
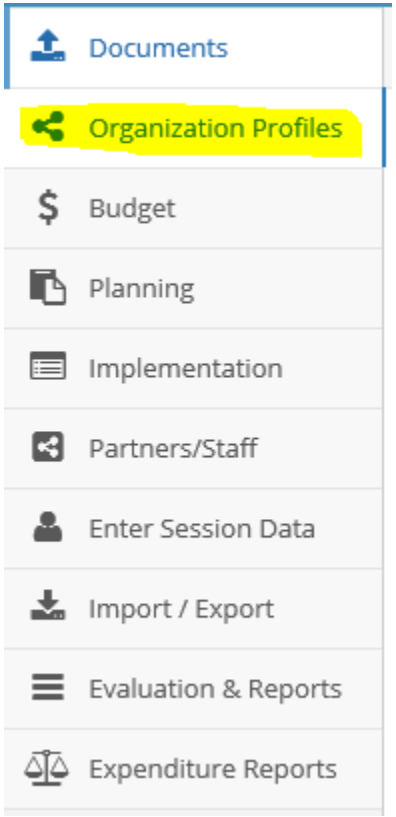


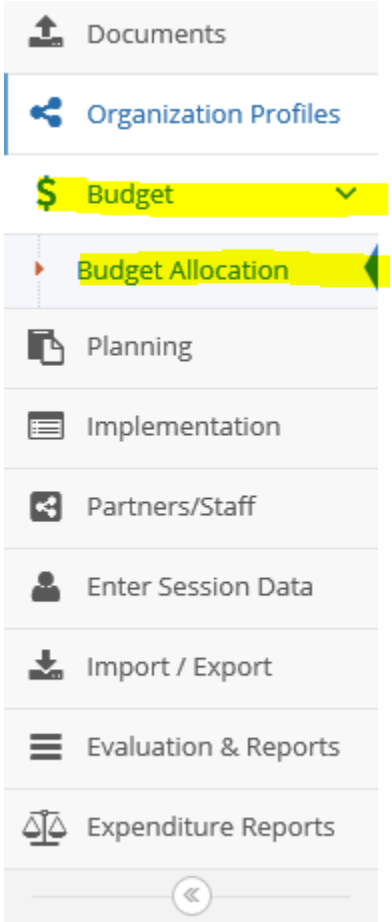
DBHR	Tier 1	Tier 2
Add & Manage Organizations	Manage Tier 1 Organization Profiles	Manage Tier 2 Organization Profiles
Create & Manage Users	Allocate Funds to Tier 2	Allocate Funds to Tier 3
Create Funding Sources	Create Training Program	Create Program Profiles
Allocate Funds to Tier 1	Create Tier 1 Expenditure Reports	Create Tier 2 Expenditure Reports
Review & Approve Program Profiles	Review Tier 2 Expenditure Reports	Review Tier 3 Expenditure Reports
Review Expenditure Reports		

Tier 2



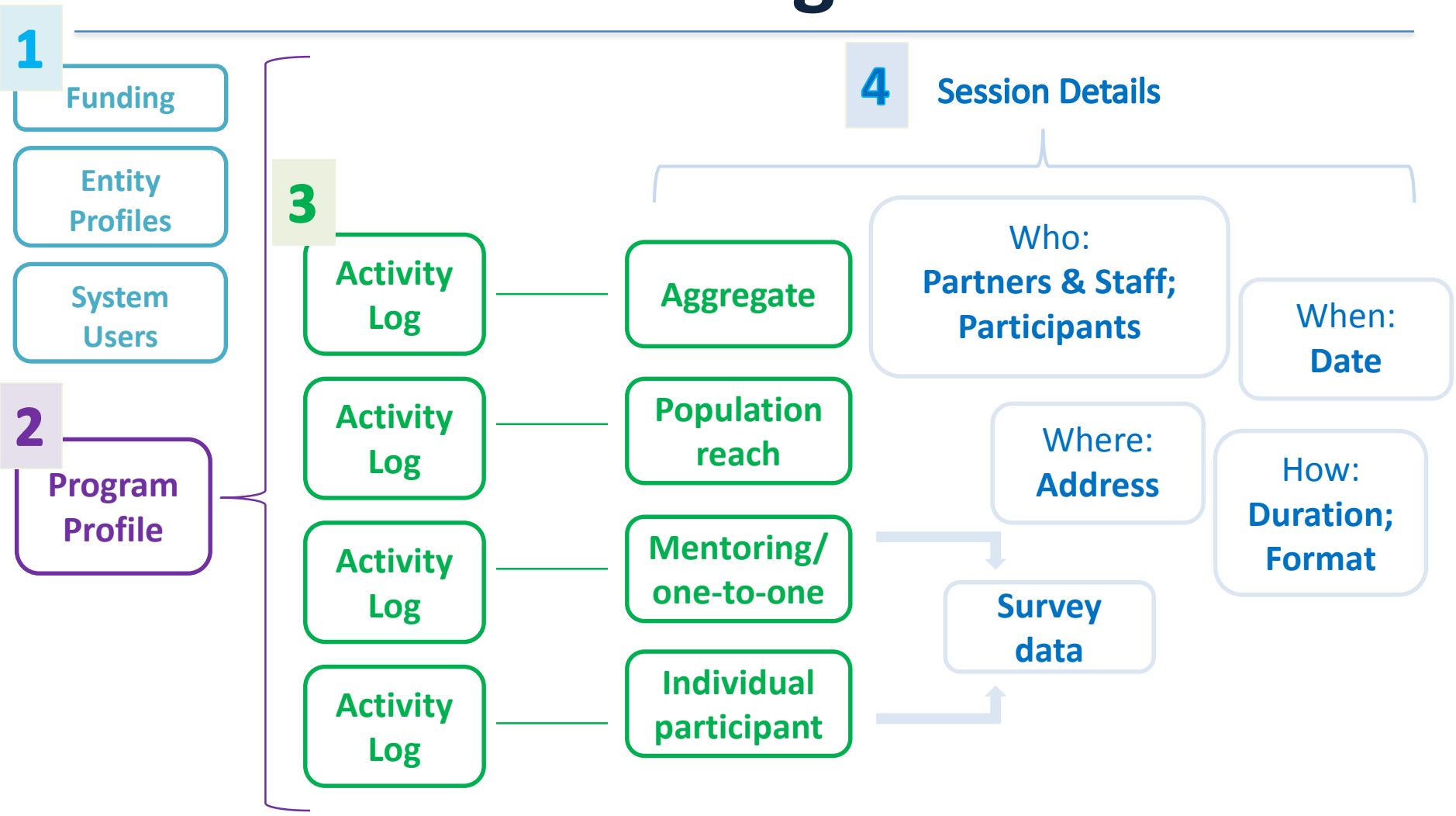
- Manage Tier 2 Organization Profiles
  - Ensure these are up-to-date. Mark your calendars!

Tier 2

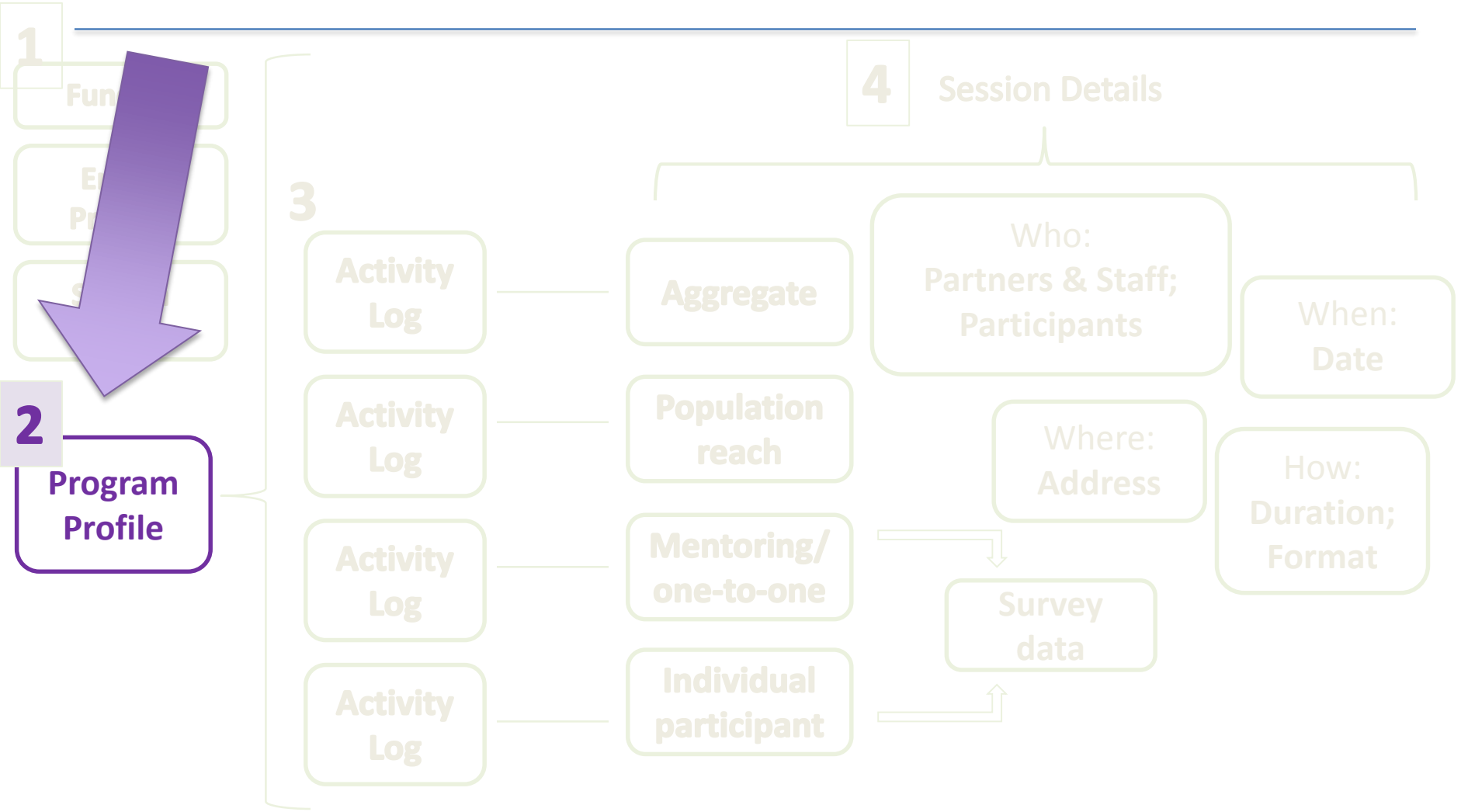


- Allocate funds to Tier 3
  - DBHR allocates funds to the Tier 1 (only)
  - The Tier 1 allocates funds to the Tier 2 (only)
  - The Tier 2 allocates funds to the Tier 3

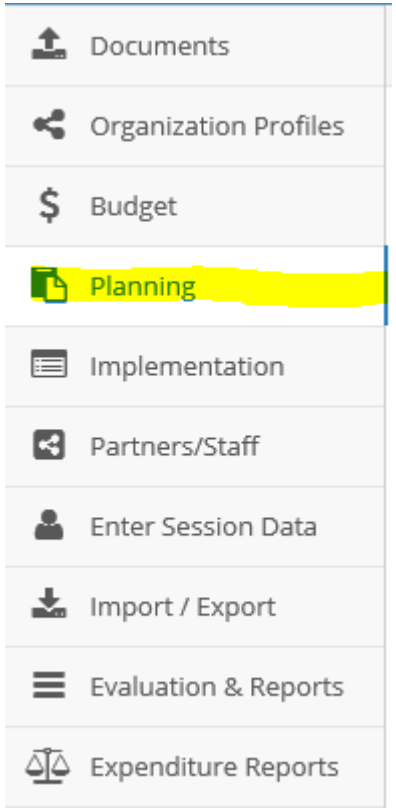
How Minerva is Organized



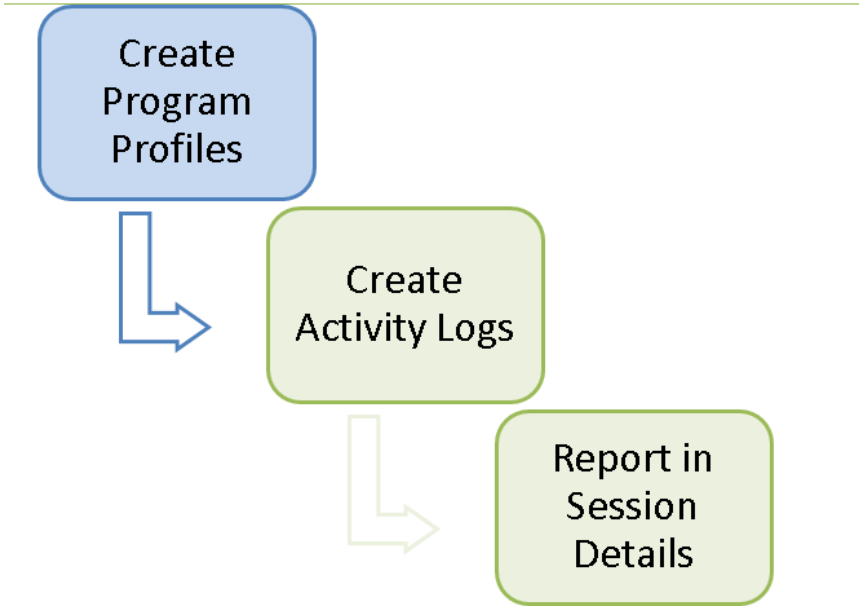
Tier 2


1
2
Program Profile
3
Activity Log
Activity Log
Activity Log
Activity Log
Aggregate
Population reach
Mentoring/ one-to-one
Individual participant
4
Session Details
Who: Partners & Staff; Participants
When: Date
Where: Address
How: Duration; Format
Survey data

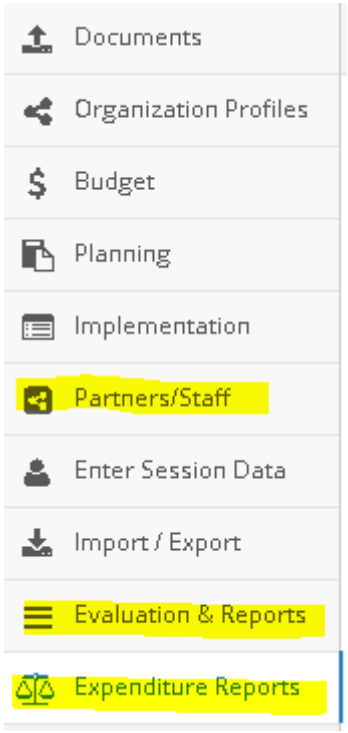
Tier 2



- Create Program Profiles



Tier 2



- Add/Manage Partners and Staff
- Create Reports, including Quarterly Reports
- Create Expenditure Report for Tier 2 Expenditures, by:
  - Contract number
  - Reporting Month and Year
  - Program

Joke of the minute …

What's the difference between a bird and a fly?

Tier 3 User Roles and Responsibilities

DBHR	Tier 1	Tier 2	Tier 3
Add & Manage Organizations	Manage Tier 1 Organization Profiles	Manage Tier 2 Organization Profiles	Manage Tier 3 Organization Profiles
Create & Manage Users	Allocate Funds to Tier 2	Allocate Funds to Tier 2	Add Partners and Staff
Create Funding Sources	Create Training Program	Create Program Profiles	Create Activity Logs
Allocate Funds to Tier 1	Create Tier 1 Expenditure Reports	Create Tier 2 Expenditure Reports	Enter Session Data
Review & Approve Program Profiles	Review Tier 2 Expenditure Reports	Review Tier 3 Expenditure Reports	Enter Participant Information
Review Expenditure Reports			Create Tier 3 Expenditure Reports, Quarterly, and Annual Reports

We've set up one T1 with two T2s and four T3s.
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Tier T1 (Train 2T1)

Tier T1 (Train 2T1)

Tier T1 (Train 2T1)

Tier T1 (Train 2T1)

Tier 2 (Train 2T2 A)

Tier 2 (Train 2T2 A)

Tier 2 (Train 2T2 B)

Tier 2 (Train 2T2 B)

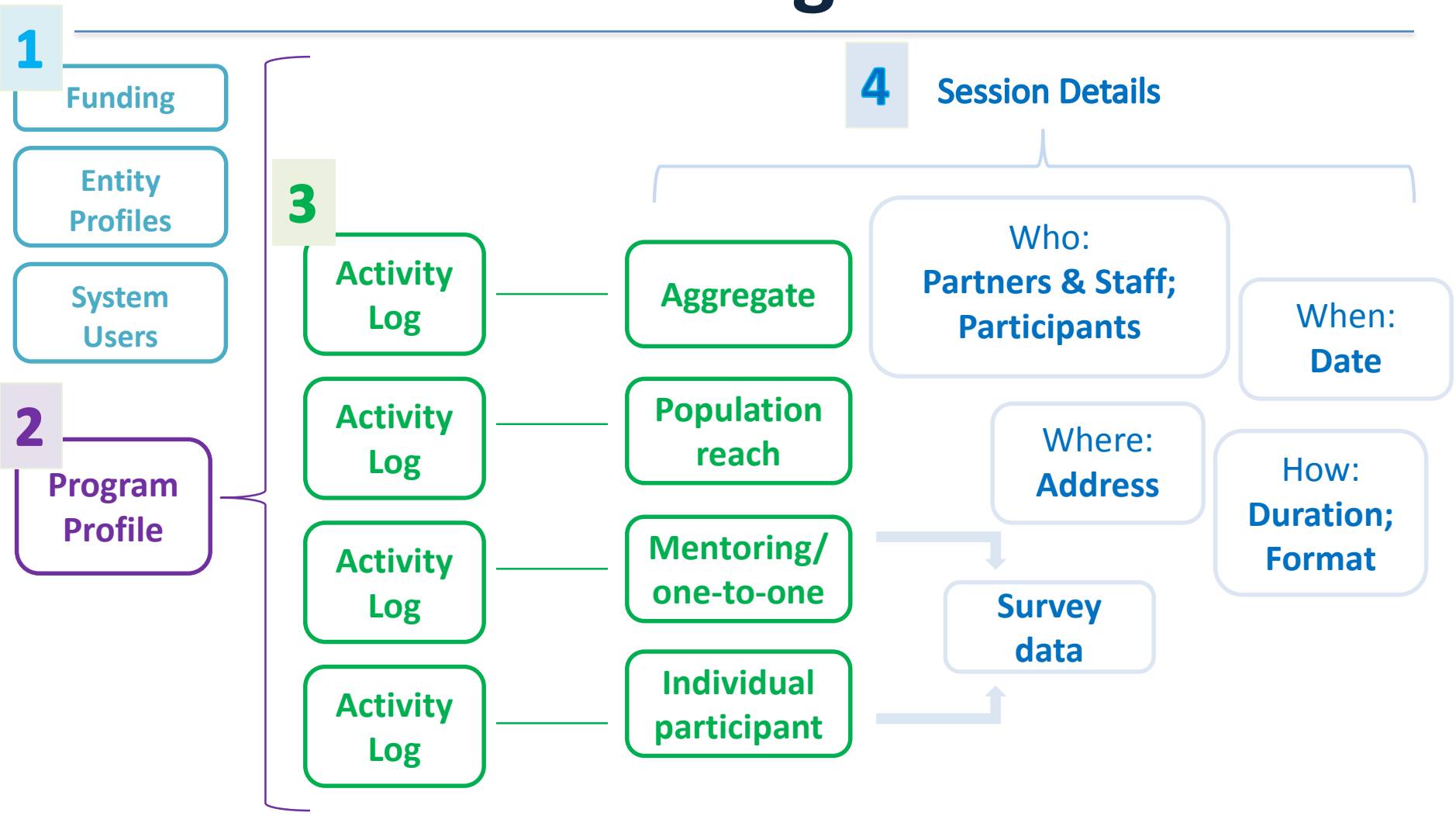
1 **Tier 3** (Train 2T3 A1)

2 **Tier 3** (Train 2T3 A2)

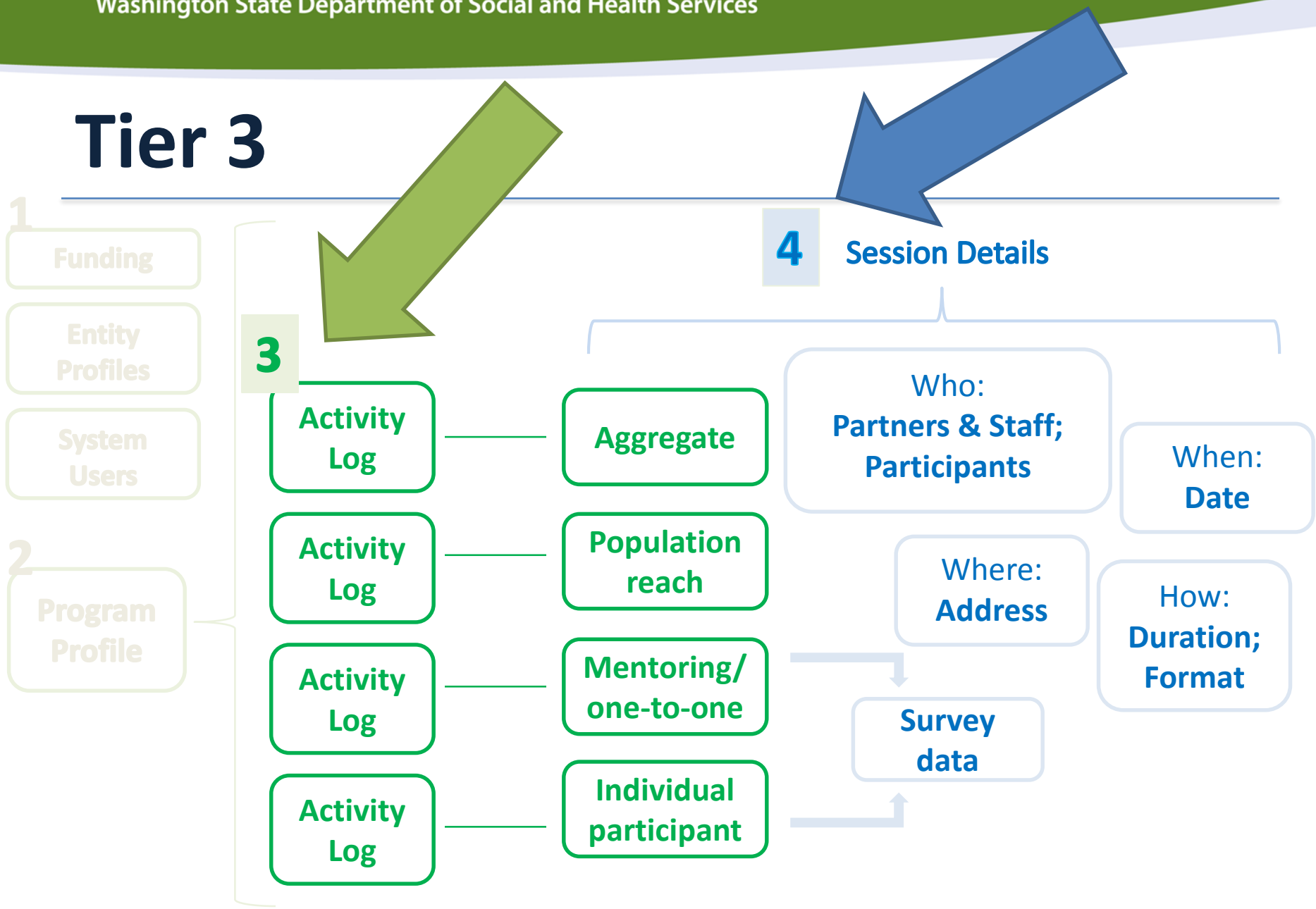
3 **Tier 3** (Train 2T3 B1)

4 **Tier 3** (Train 2T3 B2)

How Minerva is Organized



Tier 3


1
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Entity Profiles
System Users
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Program Profile
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Activity Log
Activity Log
Activity Log
Activity Log
Aggregate
Population reach
Mentoring/ one-to-one
Individual participant
4
Session Details
Who: Partners & Staff; Participants
When: Date
Where: Address
How: Duration; Format
Survey data

Activity Log

16. Indicate how data will be entered for participants *

- Aggregate
- Individual participant
- Population reach
- Mentoring - match activities
- Mentoring - support activities
- Mentoring - group activities

Tier 3

- Session Details
- Participant data:
  - Adding participants
  - Recording participation and/or survey data

Wow!

- We covered:
  - How Minerva is organized.
  - Planning for data entry.
  - Tier 1 User Roles and Responsibilities
  - Tier 2 User Roles and Responsibilities
  - Tier 3 User Roles and Responsibilities

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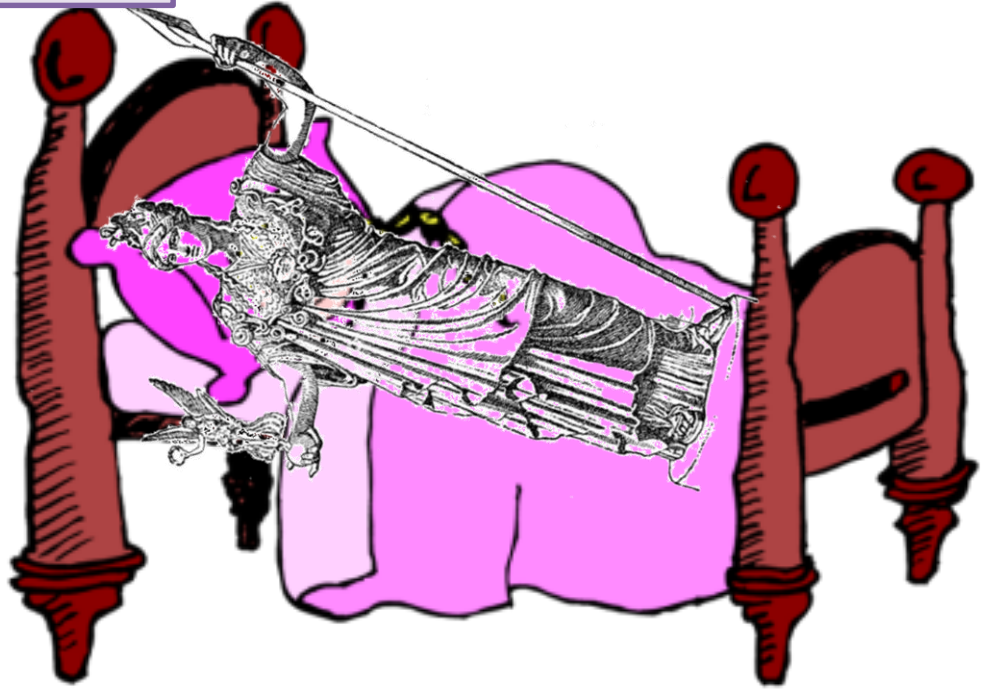
Shhh! Minerva is tuckered out.