Minerva FAQ

Question	Answer
How can I access Online Minerva Training?	First step: Go to The Athena Forum Join Now tab and create an account if you do not have an Athena Forum account. Allow 1 or 2 business days to receive confirmation of your account. Second step: Follow the Owl E-Learning Link. To make an Owl account, select New Users and follow instructions. Please give 2-3 business days for account activation.
Minerva Roll Out	Minerva was rolled out in November 2016.
What do I do with Coalition Assessment Tools?	Please hold onto to all Pre/Post Coalition Assessment Tools (CAT), they will need to be entered into Minerva soon. Send PSM, via email, number of surveys collected.
What data should be entered immediately into Minerva 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 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.
What data can wait to be entered into Minerva?	**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.
I created a staff person (or someone else created a staff person), but I cannot see them.	Staff person was not assigned to entities. See page 20 #7 of the user guide.
Why can't I see participant names? I only see participant ID's.	Names are only visible to the person who originally entered them into Minerva. *Recommendation: keep a local list of names and assigned ID number to share with all staff that will be entering data into Minerva.*