

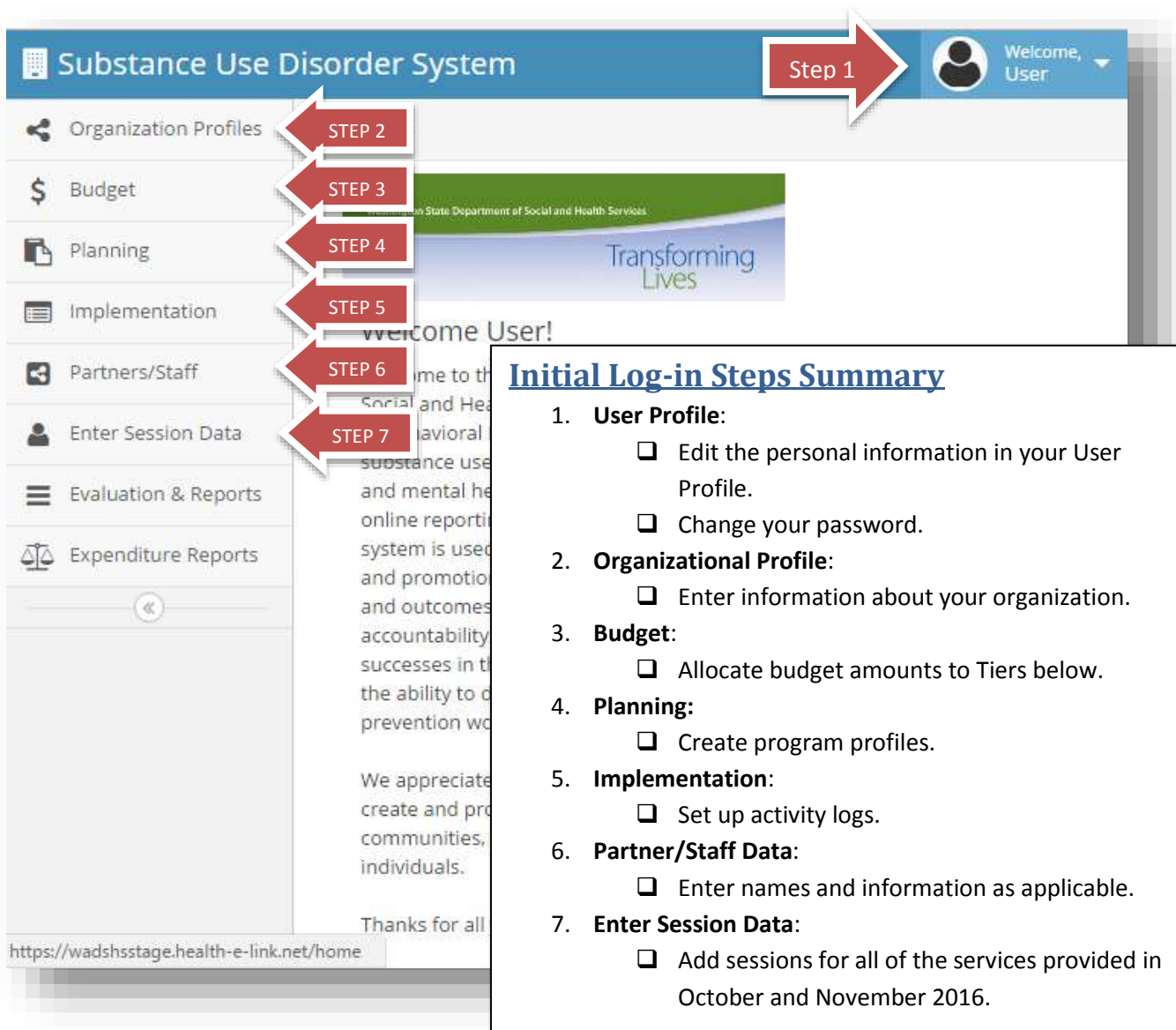
Getting Started – Quick Reference Minerva

Substance Use Disorder Prevention and Mental Health Promotion Online Reporting Management Information System (MIS)

To access **Minerva**, go to the website: www.TheAthenaForum.org/Minerva.

We encourage you to mark this as a *Favorite* and save to your Desktop.

Use the log-in information that DBHR provided you in your email sent 11/18/16 from PrevMIS@dshs.wa.gov. Then follow the **Initial Log-in Steps** listed below.



Substance Use Disorder System

Welcome, User

- Organization Profiles
- Budget
- Planning
- Implementation
- Partners/Staff
- Enter Session Data
- Evaluation & Reports
- Expenditure Reports

Initial Log-in Steps Summary

- User Profile:**
 - Edit the personal information in your User Profile.
 - Change your password.
- Organizational Profile:**
 - Enter information about your organization.
- Budget:**
 - Allocate budget amounts to Tiers below.
- Planning:**
 - Create program profiles.
- Implementation:**
 - Set up activity logs.
- Partner/Staff Data:**
 - Enter names and information as applicable.
- Enter Session Data:**
 - Add sessions for all of the services provided in October and November 2016.

<https://wadshsstage.health-e-link.net/home>

Initial Log-in Steps Details

1. User Profile:

- Edit the personal information in your User Profile.
- Change your password.

2. Organizational Profile:

- Enter information about your organization.
- Verify that the correct Entities are displaying and associated with your account.

3. Budget:

- Allocate budget amounts to Tiers below (Tier 1 or Tier 2 only).

4. Planning:

- Create program profiles (Programs or Strategies) (Tier 2 only).
- Once you have submitted your program for review in the system email your PSM to let them know it is ready for review.

Note: Remember you will need to get DBHR approval prior to moving to the next steps.

5. Implementation:

- Set up activity reporting logs for each of your programs (the active series/groups or activities for October and November 2016 services and forward).
- Complete the relevant Implementation Reports (CPWI quarterly and Coordinator/Tribe staff hours)

Note: you will need to enter Staff names before you can complete you staff hours reporting.

6. Partner/Staff Data:

- Enter staff names and information
- Enter partner information as applicable.

7. Enter Session Data:

- Add sessions for all of the services provided in October and November 2016.

Note:

For security purposes, the system will automatically log you out after 30 minutes of inactivity. You must logout (do Not just close the window). If you close the window without logging out first you will have to wait 30 minutes for your account to re-set.

What to do if you get stuck?

- 1) Go to www.TheAthenaForum.org/Minerva and refer to the **Minerva** Online Reporting User Guide to see if you can determine the issue.
- 2) If you are not able to find a resolution in the guide for the data entry issue you are experiencing, or if you have found an error (bug) in the system functioning, submit a Help Desk Ticket by clicking on your name in the upper right corner – then select “Help desk Ticket”. Or you may submit your question via email to jsihealthelink@jsi.com or phone 1(844) 385-3653.

