

Welcome

New Management Information System (MIS) Minerva Training

Purpose of Minerva

- Was developed to track progress and impact of our service delivery system.
- The system allows users to document programs, activities and outcomes of substance use disorder and mental health promotion initiatives.

Benefits of this system

- Updated modern functions for the end-user
- Logical flow for data entry
- Less un-necessary clicks to enter and save data
- Flexible system design to capture important data as prevention and behavioral health and integration evolves
- Intuitive functions
- Has upload features for agendas and documents
- Capturing essential prevention services to report to funders
- State administrator has ability to make many system modifications and updates to lists and displays and will reduce turn around time
- Unique data populated options to improve data accuracy and reduce data entry time.

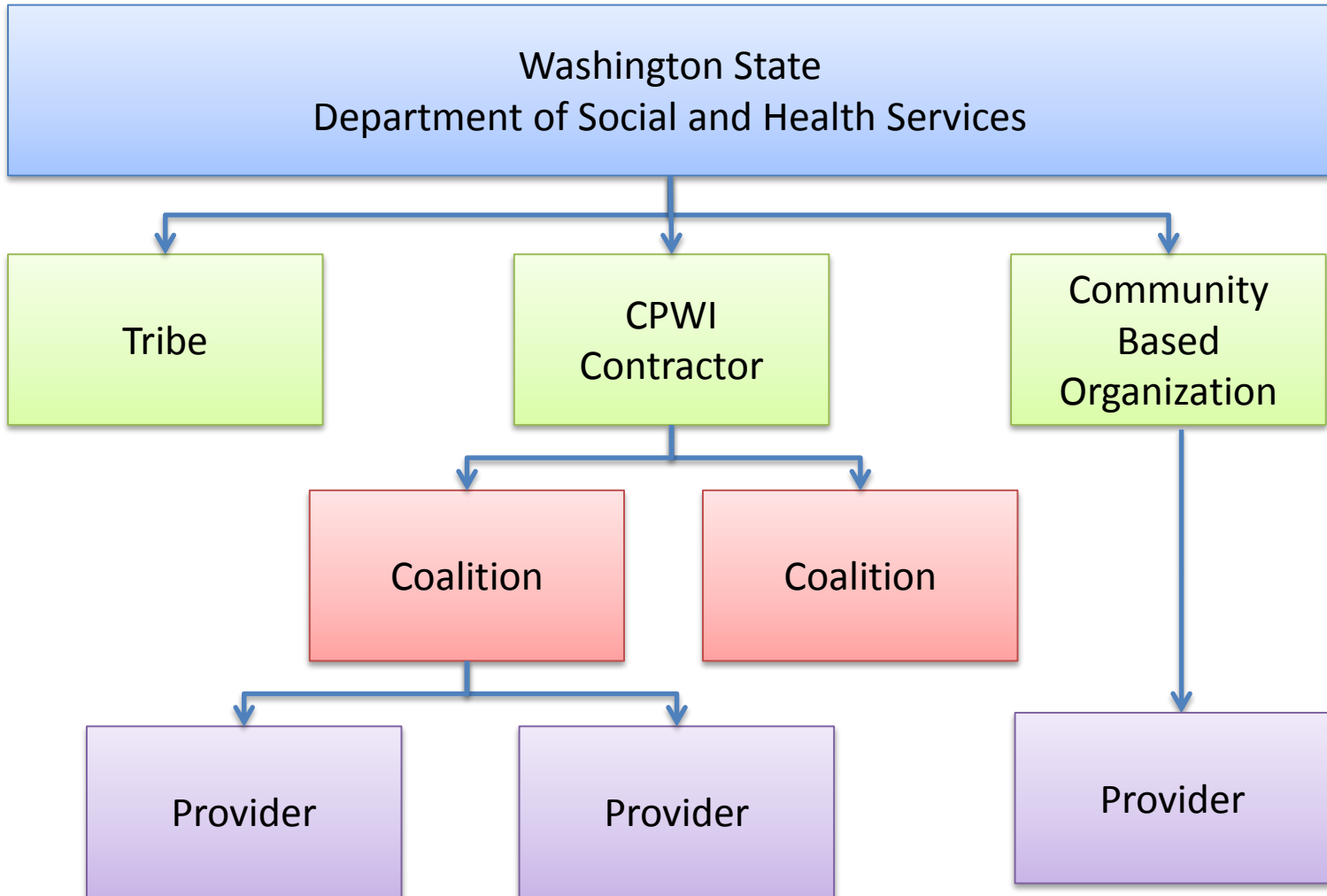
Objectives of Training

- Participants will gain an understanding of:
 - New definitions
 - Roles
 - Modules and logs

What is an ENTITY?

- The term "entity" refers to distinct organizations that exist in the SUDP MIS.
- Examples are:
 - Seattle Public Schools
 - Big Brothers Big Sisters of Southwest Washington
 - Lower Elwha Klallam Tribe
 - Prosser CIA Coalition

Organizational Structure of Entities



Entities are Organized into Tiers

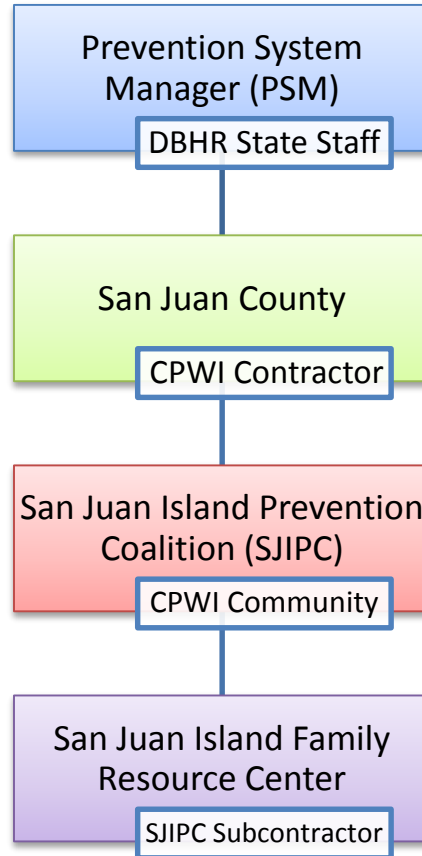
DBHR

Tier 1: Contracted Entity

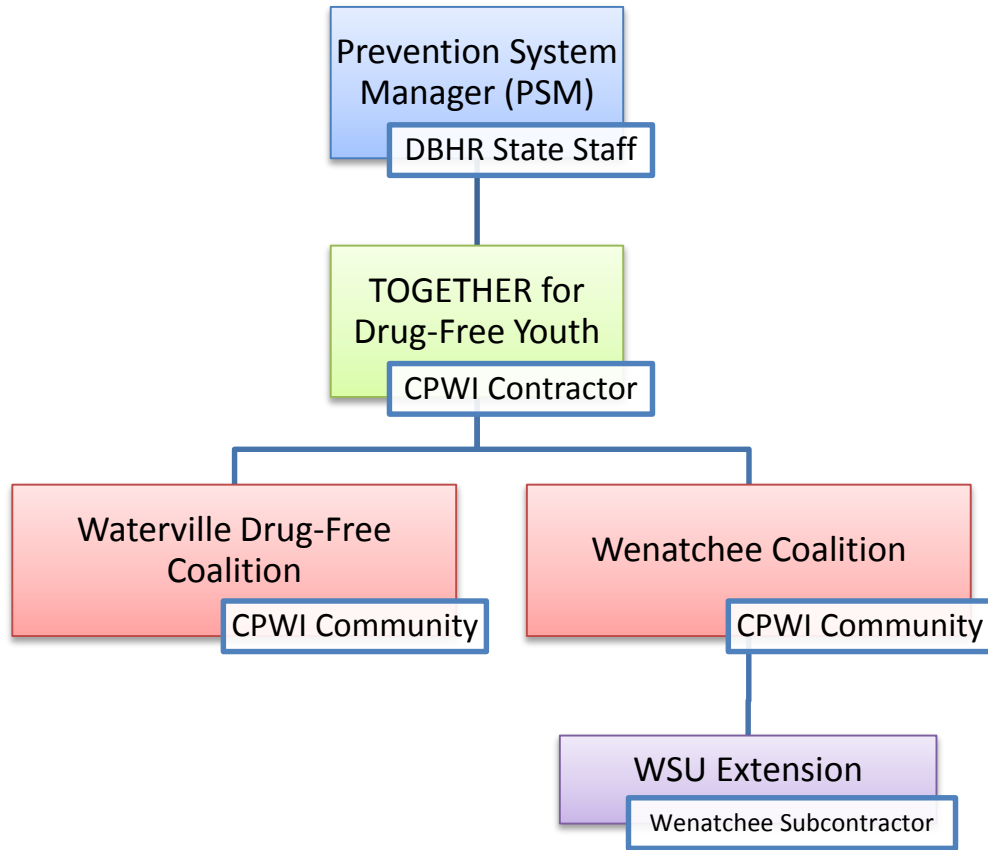
Tier 2: Coordinating Entity

Tier 3: Performing Entity

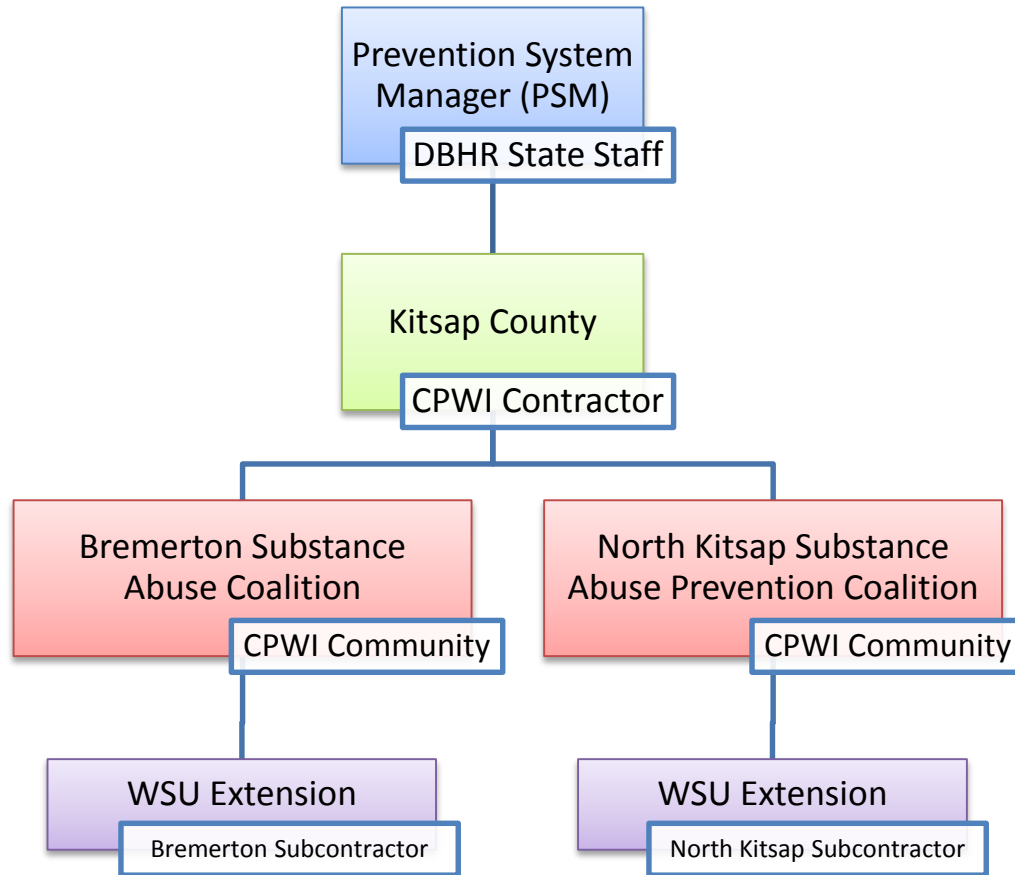
Tier Structure Example



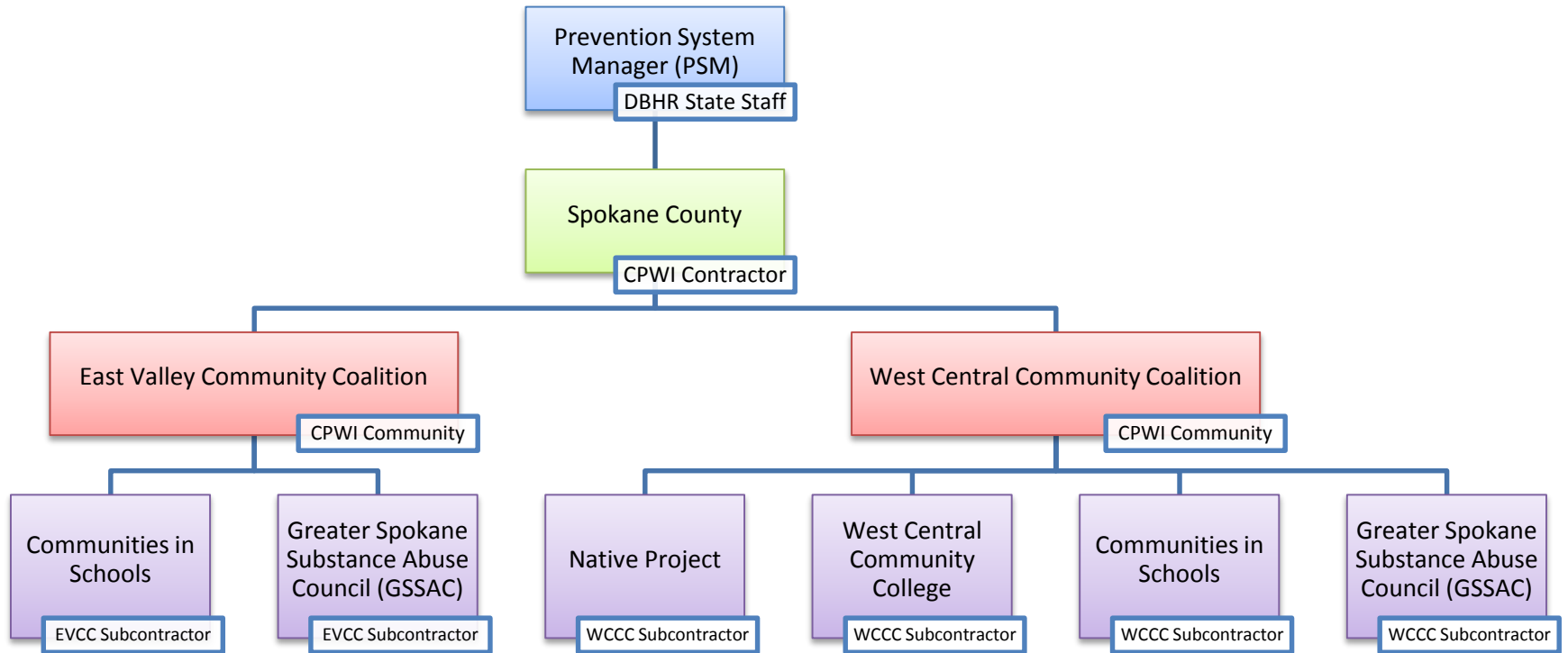
Tier Structure Example



Tier Structure Example



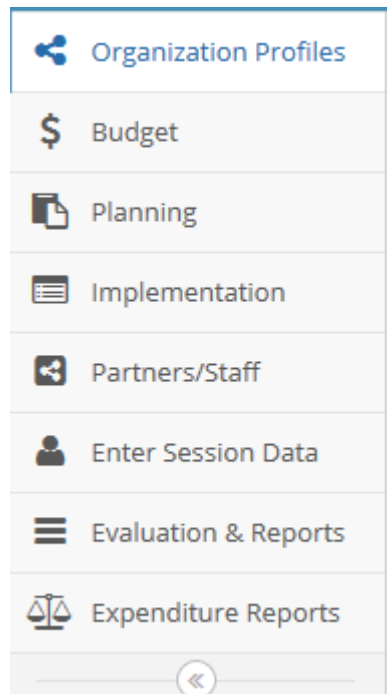
Tier Structure Example



Review Answers

1. MIS is the abbreviation of the Management Information System.
2. Entities refers to distinct organizations that exist in the MIS.
3. Entities are organized into tiers, which shows their permissions.
4. Examples of entities are Seattle Public Schools, Big Brothers Big Sisters, and Lower Elwha Klallam Tribe.
5. This Entity is a Tier 1 User: Contracted Entity
6. This Entity is a Tier 2 User: Coordinating Entity
7. This Entity is a Tier 3 User: Performing Entity

Terms



Modules

Will be able to see more or less modules depending on the entity.

Terms Continues

Select entity to start new log

All selected ▾ + Start Log

Select date range to view existing logs

📅 November 01, 2016 - November 30, 2016 ▾

Latest Submissions for "Activity Reporting"

Entry	Entity	Program	Activity Log Name	Start/End Date	🕒 Date Submitted	🕒 Date Modified	Submitted
There have been no entries for the selected survey.							



Log = activity report

Saving in MIS

- There are multiple choices when working in the system when you want to close what you are working:


 Save

Will simply save what you have entered. You will be able to return to this page for further edits.

 Complete

 Submit

Will save what you have entered, but will also submit it to the entity below or to DBHR for approval. If sent to DBHR for approval, you will not be able to edit until your PSM has returned it.

 Exit without Saving

Will close the window without saving what you have entered.

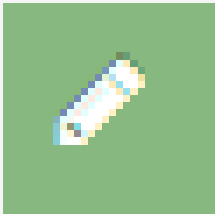
Status

 = Saved  = Complete  = Returned A = Approved

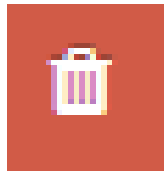
- Saved - Saved for later editing. Not submitted to DBHR.
- Complete - Saved and sent to DBHR for approval. Cannot edit.
- Returned - DBHR has returned for edits. Can edit.
- Approved – DBHR approved. Ready to enter other data.

Other features

Search:

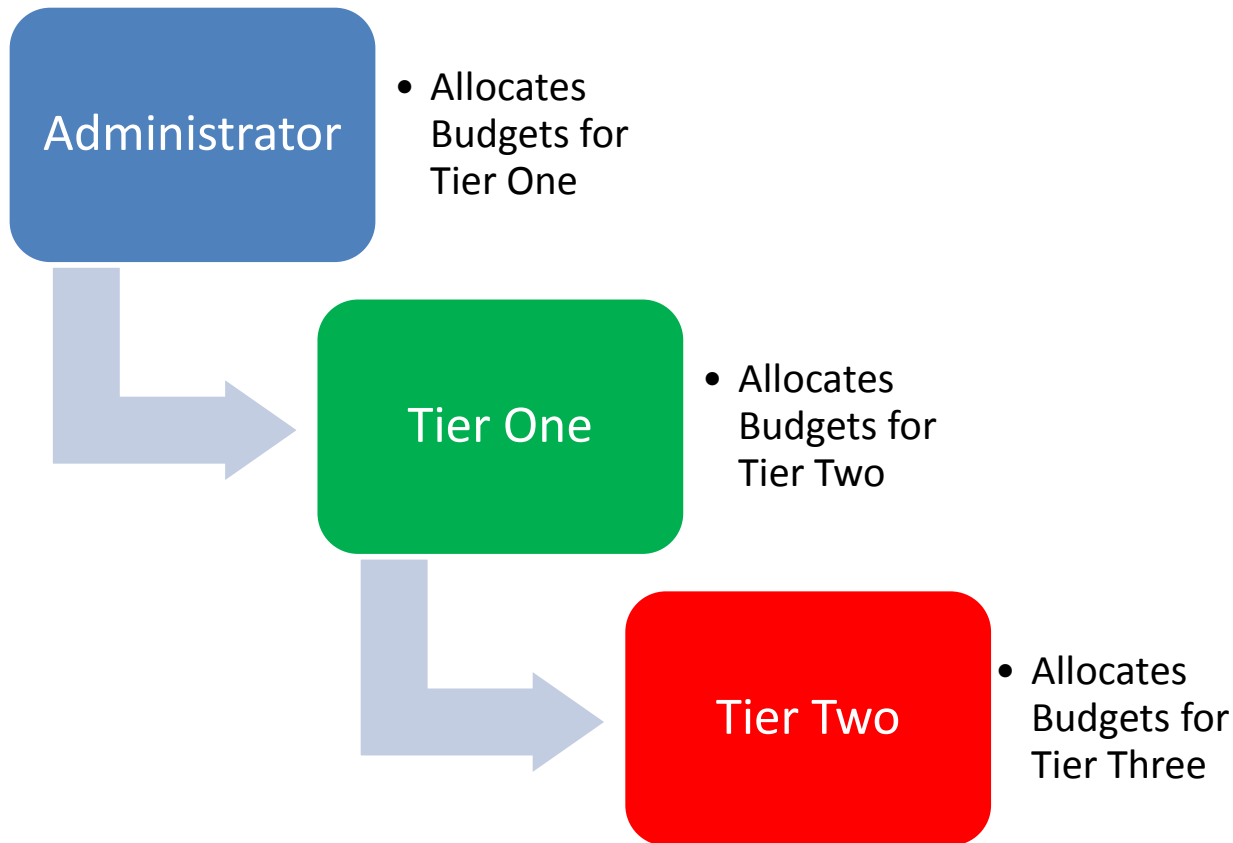


Edit

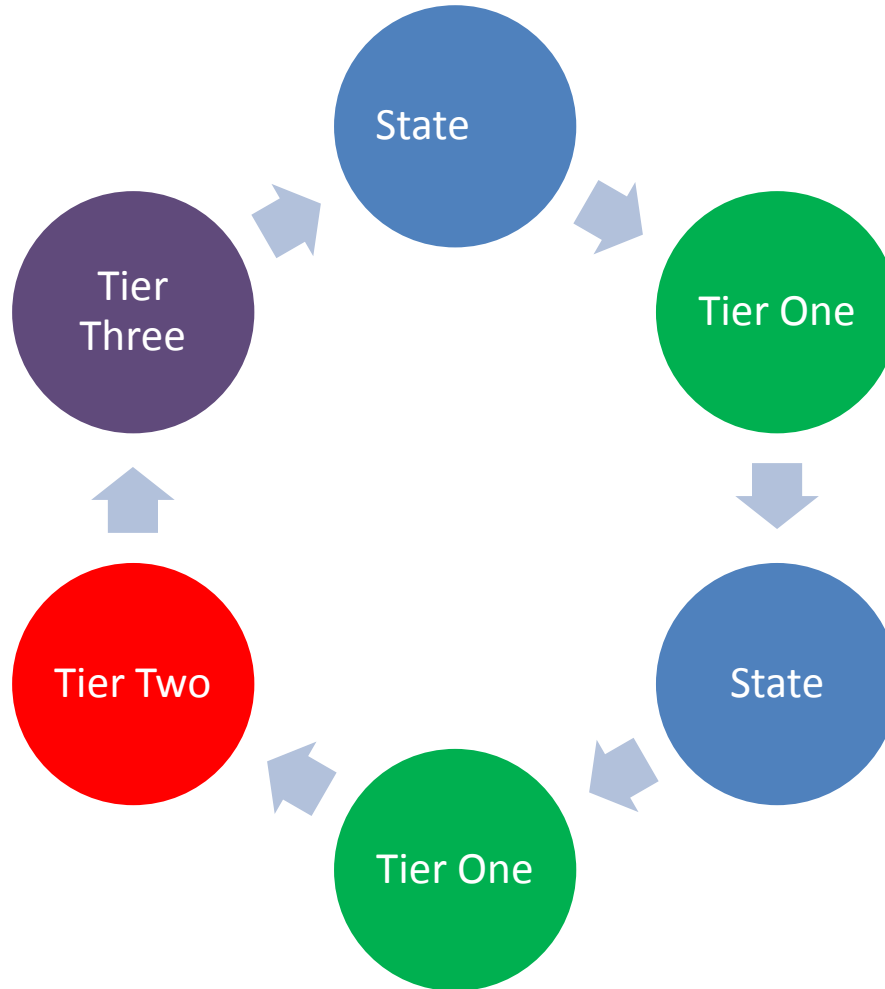


Delete

Allocating Budgets to Entities



Program Entry Cycle



Participant Types

- Aggregate: for activities that were previously a single-service and/or do not have to collect individual level data. This asks demographics and counts of those who attended – **Town Hall Meetings**
- Population Reach: for activities that reached a large number of people. This feature will estimate the demographics based on your community's census data – **Public Service Announcements**
- Individual Participant: for activities where participant level data is collected - **LifeSkills Training**

How to Log In

- Go to:

www.TheAthenaForum.org/Minerva

Thank you!
