

## Getting Started with the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting Management Information System (Minerva)

- To access **Minerva**, go to [www.theAthenaForum.org/Minerva](http://www.theAthenaForum.org/Minerva) and login via the link. We encourage you to make this page a *Favorite* and save it to your Desktop.
- Use the log-in information that DBHR provided you via email from [PrevMIS@dshs.wa.gov](mailto:PrevMIS@dshs.wa.gov).
- Need an account? Please follow the steps listed at [www.theAthenaForum.org/Minerva](http://www.theAthenaForum.org/Minerva) under "Getting Started with Minerva."

**Initial Log-in Steps Summary:**

- User Profile:**
  - Edit information in your User Profile.
  - Change your password.
  - Submit a Help Desk Ticket.
- Organization 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 services as they are completed and/or before the reporting deadline.

### Details for Initial Log-in Steps

1. **User Profile:**
  - Edit the personal information in your User Profile.
  - Change your password.
  - Submit a Help Desk Ticket.
2. **Organization Profile:**
  - Enter and/or update information about your organization.
  - Verify that the correct organizations are displayed and associated with your account.
3. **Budget:**
  - Allocate budget amounts to Tiers below (Tier 1 and Tier 2 users only).
4. **Planning:**
  - Create Planning Profiles for programs. *Note: Remember you will need to get DBHR approval prior to moving to the next steps.*
5. **Implementation:**
  - Create Activity Logs for each program. A Program may have multiple Activity Logs. Create an Activity Log for each type of data entry.
  - Complete relevant Implementation Reports (Coalition Coordinator/Tribe Px Staff Hours, CPWI Quarterly Report, Tribal Annual Reporting). *Note: You will need to enter Staff Names before you can complete staff hours reporting.*
6. **Partners/Staff:**
  - Enter Partner – person, Partner – organization, Coalition member – person, and Staff names and information, as applicable.
7. **Enter Session Data:**
  - Create Sessions and enter Session data for sessions by the 15<sup>th</sup> day of the month for services in the previous month.

### Note:

For security purposes,

- The system will automatically log you out after 30 minutes of inactivity.
- Additionally, you MUST log out (do NOT just close the browser window). If you close the window without logging out, you will have to wait 30 minutes for your account to re-set.

### For help entering data in Minerva:

- Refer to the User Guide and other reference documents at [www.theAthenaForum.org/Minerva](http://www.theAthenaForum.org/Minerva).
- Submit a Help Desk Ticket for more assistance.
- Call into a regularly scheduled Minerva TA Call (see the schedule on [www.theAthenaForum.org/Minerva](http://www.theAthenaForum.org/Minerva)).