

Planning for Data Entry is an essential part of reporting and evaluation. This Reference Document defines the six ways to enter data into Minerva. It also includes a Data Entry Checklist of key data entry planning steps to take before, during, and after implementation of programs.

Data Types in Minerva

- A single program may have multiple Activity Logs, reflecting how you are implementing a Program.
- However, by definition each Activity Log may only have one data entry type which corresponds to specific ways for entering data at the Session level.
- To report services in Minerva, choose the correct data entry type in Question 16 when setting up an Activity Log and for each Activity Log you create for a Program.
- The Table on the next page provides a definition of each data entry type as well as describes what is required to be reported for each data entry type. It also includes links to the Minerva User Guide and applicable Minerva Guidance Documents.
- Use this Table to help ensure you choose the correct data entry type for each Activity Log in each program.
- The choices are:

16. Indicate how data will be entered for participants *

- | | |
|--|--|
| <input type="radio"/> Aggregate | <input type="radio"/> Individual participant |
| <input type="radio"/> Population reach | <input type="radio"/> Mentoring - match activities |
| <input type="radio"/> Mentoring - support activities | <input type="radio"/> Mentoring - group activities |
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Data Entry Type	Reporting Requirements
<p>Aggregate: To report on services with groups of attendees where data is collected and reported on these attendees as a group.</p> <ul style="list-style-type: none"> Refer to Section D and Table 10 in the Minerva User Guide Refer to Reporting Environmental Strategies and Information Dissemination 	<ol style="list-style-type: none"> Report Total Count of Participants. Report Total Count of Participants for each demographic sub-category. Totals for sub-categories should sum to Total Count of Participants.
<p>Individual participant: To report on services with individual participants who attend recurring events where data is collected and reported on these individuals for each session, often to include survey data.</p> <ul style="list-style-type: none"> Refer to Section E and Table 11 in the Minerva User Guide Refer to Part XI: Surveys in the Minerva User Guide Refer to Appendix D: Uploading Participants in the Minerva User Guide 	<ol style="list-style-type: none"> Enter Individual Participants into Minerva as Individual Participants, including: <ol style="list-style-type: none"> Partners Coalition members Staff. Report Participation. Report Survey responses.
<p>Population reach: To report on services that reach a specified population, linked to a school district as a geographic area and used in conjunction with the census table in Minerva to calculate the reach. In comparison with Aggregate, use Population reach to estimate reach.</p> <ul style="list-style-type: none"> Refer to Section C in the Minerva User Guide Refer to Reporting Environmental Strategies and Information Dissemination 	<ol style="list-style-type: none"> Identify School Districts in Activity Log. Report Total Reach. Enter required information (specific information depends on the service). Select School Districts to use the Census Calculator.
<p>Mentoring – match activities: To report on one-to-one service activities that are recurring meetings between two individuals, often to include survey data.</p> <ul style="list-style-type: none"> Refer to Section G in the Minerva User Guide Refer to Part XI: Surveys in the Minerva User Guide Refer to Appendix D: Uploading Participants in the Minerva User Guide 	<ol style="list-style-type: none"> Enter Mentors into Minerva <ol style="list-style-type: none"> Label as Mentors Report same information as for Individual participants. Enter Mentees into Minerva <ol style="list-style-type: none"> Label as Mentees Report same information as for Individual participants. Report Participation. Report Survey responses.

Data Entry Type	Reporting Requirements
<p>Mentoring – support activities: To report on one-to-one service activities that involve only service providers.</p> <ul style="list-style-type: none"> • Refer to Section H in the Minerva User Guide • Refer to Appendix D: Uploading Participants in the Minerva User Guide 	<ol style="list-style-type: none"> 1. Enter Mentors into Minerva or pull existing Mentors from other Activity Logs <ol style="list-style-type: none"> a. Label as Mentors b. Report same information as for Individual participants. 2. Report participation.
<p>Mentoring – group activities: To report on one-to-one service activities where groups of service providers and service recipients engage in activities together.</p> <ul style="list-style-type: none"> • Refer to Section F in the Minerva User Guide • Refer to Appendix D: Uploading Participants in the Minerva User Guide 	<ol style="list-style-type: none"> 1. Enter Mentors into Minerva <ol style="list-style-type: none"> a. Label as Mentors b. Report same information as for Individual participants. 2. Enter Mentees into Minerva <ol style="list-style-type: none"> a. Label as Mentors b. Report same information as for Individual participants. 3. Report participation.

Data Entry Checklist for Program:					
This program's Data Collection Plan is being led by:					
<input type="checkbox"/>	Identify data to be collected based on the data entry type(s)				
<input type="checkbox"/>	Create, update, or download templates for collecting data				
<input type="checkbox"/>	Review data security policies, including how data will be transported				
<input type="checkbox"/>	Identify partners, staff, service providers, and/or volunteers to collect data				
<input type="checkbox"/>	Train partners, staff, service providers, and/or volunteers on data collection				
<input type="checkbox"/>	Collect data at the session(s)				
<input type="checkbox"/>	Report data into Minerva				
<input type="checkbox"/>	Review and update Data Collection Plan				
This program includes the following data entry types (check all that apply):					
<input type="checkbox"/>	Aggregate	<input type="checkbox"/>	Review requirements for Aggregate	<input type="checkbox"/>	Aggregate data collection template
<input type="checkbox"/>	Individual Participant				
<input type="checkbox"/>	Download Participant Intake Form from Minerva				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Individual participant				
<input type="checkbox"/>	Bring copies of Participant Intake Form to at least the first and second session				
<input type="checkbox"/>	Survey name:				
<input type="checkbox"/>	Verify with DBHR this is the correct Survey				
<input type="checkbox"/>	Verify with service provider they have the correct Survey				
<input type="checkbox"/>	One-time	<input type="checkbox"/>	Pre-post	<input type="checkbox"/>	Pre-mid-post
				<input type="checkbox"/>	Pre-mid-follow up
				<input type="checkbox"/>	Pre-mid-post-follow up
<input type="checkbox"/>	Copies of Survey for each Participant				
<input type="checkbox"/>	Population Reach	<input type="checkbox"/>	Review requirements for Population Reach		
<input type="checkbox"/>	Mentoring – match activities				
<input type="checkbox"/>	Download Participant Intake Form from Minerva				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Mentor				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Mentee				
<input type="checkbox"/>	Bring copies of Participant Intake Form to at least the first and second session				
<input type="checkbox"/>	Survey name:				
<input type="checkbox"/>	Verify with DBHR this is the correct Survey				
<input type="checkbox"/>	Verify with service provider they have the correct Survey				
<input type="checkbox"/>	One-time	<input type="checkbox"/>	Pre-post	<input type="checkbox"/>	Pre-mid-post
				<input type="checkbox"/>	Pre-mid-follow up
				<input type="checkbox"/>	Pre-mid-post-follow up
<input type="checkbox"/>	Make one copy of the survey for each Participant				
<input type="checkbox"/>	Mentoring – support activities				
<input type="checkbox"/>	Download Participant Intake Form from Minerva				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Mentor				
<input type="checkbox"/>	Bring copies of Participant Intake Form to at least the first and second session				
<input type="checkbox"/>	Mentoring – group activities				
<input type="checkbox"/>	Download Participant Intake Form from Minerva				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Mentor				
<input type="checkbox"/>	Make one copy of the Participant Intake Form for each Mentee				
<input type="checkbox"/>	Bring copies of Participant Intake Form to at least the first and second session				