Transforming
Lives

SUD Prevention and MH Promotion
Online Reporting System
Description of New Features

December 15, 2017

Seth W. Greenfest, Ph.D.
Prevention System Project Manager
Division of Behavioral Health and Recovery

PrevMIS@dshs.wa.gov

Washington State
**Department of Social
& Health Services**
Transforming lives

New Minerva Features

We are excited to announce the expected launch on Monday *December 18, 2017* of a number of features in Minerva!

If you have any questions about these new features, please feel free to email PrevMIS@dshs.wa.gov.

This presentation describes these new features, which include:

- A simpler method for entering a Program Budget. No more searching through a long list of funding sources to find the ones relevant to your work!

- A time-out warning when you have 5 minutes left before Minerva logs you out.

- Confirmation message for sent Help Tickets visible at the bottom of the Help Ticket screen.

Resources on Athena

Athena

http://theAthenaForum.org/

Athena/Minerva page

http://theAthenaForum.org/minerva

Resources include*:*

User Guide

Reference Documents

Quick Tips

TA Call schedule

PrevMIS@dshs.wa.gov

Washington State Department of Social and Health Services

Reporting Budgets: Overview

We're going from this …

To this …

7. Program/Activity Budget * (Enter 0 for sources with no funding)

Administrative

SFY 2018 - Funding Source $

Program

SFY 2018 - Funding Source $

Total: $

- Funding sources are listed as Administrative or Program

- ***Only Funding Sources allocated to your organization (per your contract) are visible***

Reporting Budgets: Detail

- DBHR adds Funding Sources to Minerva and designates them as either Administrative or Program.

  - For example:

Funding Source	Type	Fiscal Year	Start/End Date
Dedicated Marijuana Account	Administrative	SFY 2018	Start: 07/01/2017 End: 06/30/2018
Dedicated Marijuana Account - Evidence-based Programs	Program	SFY 2018	Start: 07/01/2017 End: 06/30/2018
Dedicated Marijuana Account - Promising Programs	Program	SFY 2018	Start: 07/01/2017 End: 06/30/2018

Reporting Budgets: Detail

- DBHR creates a Budget Allocation to each Tier 1 Entity, per the A&R in each contract.
  - For example:

Reporting Budgets: Detail

- Per existing practice, (at least) two additional Budget Allocations are needed (in this order):

1. Tier 1 entities create Budget Allocations to Tier 2 entities.

2. Tier 2 entities create Budget Allocations to Tier 3 entities.

Reporting Budgets: Detail

- In the Program Planning Profile, you'll see the results!

- Only Funding Sources that have been allocated to your Tier 1, Tier 2, Tier 3 (as selected for this Profile) that align with the date range of the program will be visible.

Reporting Budgets: Detail

- Otherwise, you will see this message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.

Reporting Budgets: Detail

- Otherwise, you will see this message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.

Reporting Budgets: Detail

- Otherwise, you will see this message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.

Reporting Budgets: Detail

- Otherwise, you will see this message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.

Reporting Budgets: Detail

- Otherwise, you will see this message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.

Reporting Budgets: Detail

- Here is the entire message:

A Budget Allocation may not have been entered into the system for your organization. First, ensure the program activity dates in questions 5 and 6 are entered correctly. If so and no funding sources are visible, you may add a Local Program Name and other information and SAVE your work. Then, check with your Contracting or Coordinating Entity to ensure all Budget Allocations are complete. Once Budget Allocations are complete, you may return to this saved Profile to enter budget amounts and other information as needed and SUBMIT this Profile.
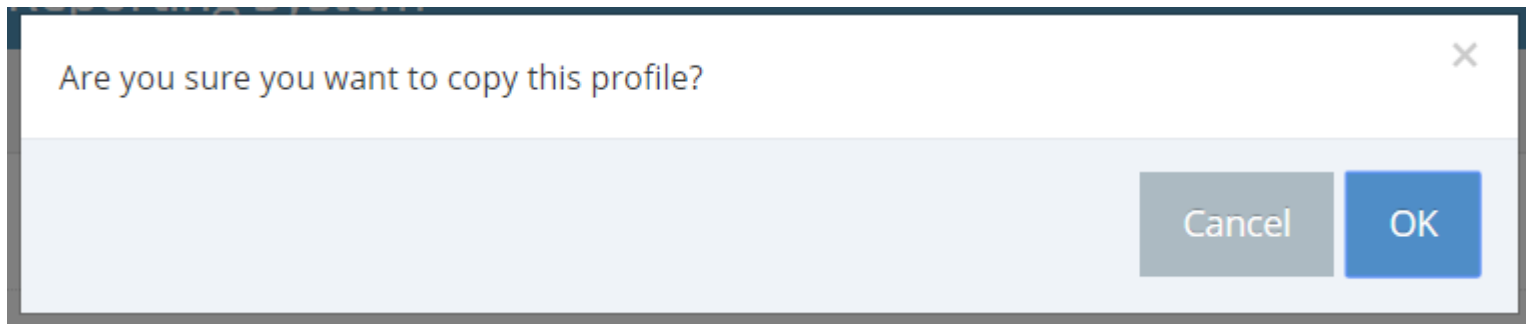
Copy Program Button: Overview

- For System Users with permissions that allow them to create a new Program Planning Profile,

  – A blue Copy Program Button will allow you to copy an existing APPROVED Program Planning Profile.

Copy Program Button: Detail

- In the Planning Module, click the blue Copy Program Button

- Click OK

Are you sure you want to copy this profile?
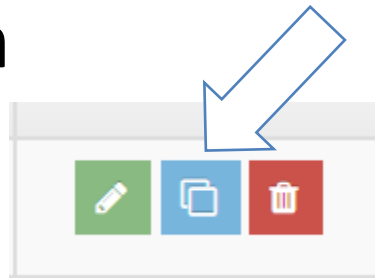
Cancel   OK

Copy Program Button: Detail

- A subset of information is not copied from the existing approved Program Planning Profile and is required to be re-entered including the:
  - Tier 1, Tier 2, Tier 3 Entities
  - Local Program Name (Question 3)
  - Program Start Date (Question 5)
  - Program End Date (Question 6)
  - Program Budget (Question 7)
  - Expected Count of Activities/Groups (Question 18)
  - Expected Count of Sessions (Question 19)
  - Expected Count of Direct Service Hours (Question 20)
  - Expected Count of Unduplicated Participants and/or Total Reach (Question 21)

Copy Program Button: Detail

- All other information is copied and System Users have the option of changing their responses.

- Carefully review ALL information in the new Program Planning Profile and make updates as necessary.

- SUBMIT the Profile to DBHR for review.

Individual Participants: Overview

- Within the same Tier 3 Entity, System Users may add a unique Individual Participant once each as an Individual Participant, Mentor, and Mentee before the system identifies the Individual participant as a duplicate.

Individual Participants: Detail

- The system will accept one entry for each type of Individual Participant *within the same Program with the same Tier 3 Entity.*

- *Across Programs, duplicates are still not allowed.*
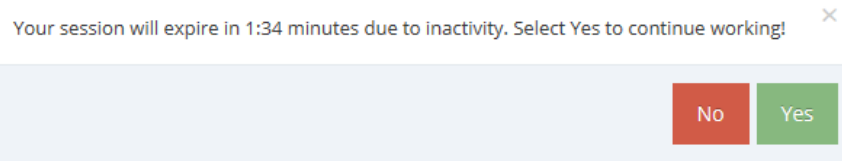
Individual Participants: Detail

- Example within one Mentoring Program:
  - Add a High School Student as **Mentor** in an Activity Log where the High School Student Mentors a Middle School Student.
  - Add the same High School Student as a **Mentee** in a separate Activity Log where the High School Student is Mentored by another Mentor.
- You can add the same High School student as an **Individual participant** in a program, such as a Youth Group.
- However …

Individual Participants: Detail

- In this example, if the High School Student participates in another school-based program in the following year,

  – They CANNOT be added again as an Individual Participant because they already exist in the entire system as an Individual Participant.

- In this case (as is existing practice) Minerva will let you know you can pull the participant in from another Activity Log and will identify that Activity Log by name.

Messaging: Detail

- Time-out Alert:
  - With five minutes to go, Minerva will alert you that your session is about to time out and ask if you want more time.

  Your session will expire in 1:34 minutes due to inactivity. Select Yes to continue working! ✕

  No Yes

- Help Tickets:
  - After submitting a Help Ticket, a message confirming the Ticket has been sent will appear at the bottom of the Help Ticket Form.

New Minerva Features

We are excited about these features and look forward to your feedback!

- Please send questions and feedback to PrevMIS@dshs.wa.gov or submit a Help Ticket through the system.

Thank you!

Resources on Athena

Athena

http://theAthenaForum.org/

Athena/Minerva page

http://theAthenaForum.org/minerva

Resources include*:*

User Guide

Reference Documents

Quick Tips

TA Call schedule

PrevMIS@dshs.wa.gov