

Tribal Annual Narrative Guidance Document

This Reference Document describes creating the Tribal Annual Narrative for Prevention services. Information entered in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Minerva) is in accordance with the Contract Consolidation. Tribes are able to download information entered into the “Tribal Annual Reporting” section of Minerva, including a summary of programs and services.

Steps for creating a Tribal Annual Narrative:

1. Review Section X, Part C of the Minerva User Guide at <https://www.theathenaforum.org/MinervaUG> (pages 78 - 82).
2. Log into Minerva at <https://wadshs.health-e-link.net/login>.
3. Click **Implementation** and then click **Tribal Annual Reporting**.
4. **To start a new narrative**, select the Tribal office (Coordinating Entity) associated with the report and then select the green button.
5. Once you’ve started a new log, at the top left side of the form, select the Tribe or performing entity associated with the report.
6. **Complete the Report.** Items marked with an asterisk on Table 17 of the Minerva User Guide are required to complete the Report. Note that there are sections specific to potential funding sources. Fill in information on Prevention services for funding sources used in the reporting period. Answering “No” to the first question in each section will advance you to the next section.
7. Click **Save** if you wish to come back and edit later. Click **Complete** if you are finished with the document.
8. To create a PDF version of this Report:
 - a. Click on **Evaluation & Reports** → **Request New Report** → **Implementation** → **Tribal Annual Report** → **Select Entities**.
 - b. Select your Tribal office or **Contracted Entity**, along with one or more **Coordinating and or Performing Entities** (use shift + click to select more than one).
 - c. Select **Reporting Year**, usually the most recent previous State Fiscal Year (for example, in September 2018, select SFY 2018).
 - d. Click **Request Report**. When the Tribal Annual Report is ready for downloading, an email notification will be sent. Click the link in the email to download the Report.

Once you’ve received and reviewed the report, attach it to your Annual Tribal Report and send it via email to the DSHS Office of Indian Policy (OIP) at Indianpolicy@dshs.wa.gov. Please also CC your assigned Division of Behavioral Health and Recovery (HCA\DBHR) Prevention System Manager.