



Program on a Page, Activity Log on a Page, and the Planning Report

Substance Use Disorder Prevention and Mental Health Promotion
Online Reporting System (Minerva)

Presented by HCA\DBHR Staff

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www.TheAthenaForum.org/Minerva

New Reports for Planning

- In Minerva,
 - **Program Planning Profiles** are entered into the **Planning Module**.
 - Once Program Planning Profiles are submitted to DBHR and reviewed and approved, System Users create **Activity Logs** to provide more description of activities.
- These reports will help as you create Plans and Activity Logs and are for all System Users!

Program on a Page Report

- Shows the information entered into the Planning Module when creating a Program Planning Profile.
- Objectives:
 - Print out Program Planning Profiles for use in local planning, assessment, and evaluation.
 - Review of information entered into Program Planning Profiles as part of contract management and Technical Assistance activities.

Program on a Page Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Program on a Page Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays Program Planning Profiles that are **SAVED**, **SUBMITTED**, **RETURNED**, or **APPROVED** with a start date and/or end date overlapping with **REPORT** date.
 - Select one or more Profile → Request Report

Program on a Page Report

- Report selected
– Evaluate
– Implement
– Select date
Year
- This means even with minimum information (create a new Program Planning Profile, select the T1, T2, T3, add a Local Program Name, start date, and end date), you can SAVE a Profile and run the Program on a Page Report.
- This is useful for reviewing and sharing drafts!
- **Minerva displays Program Planning Profiles that are **SAVED, SUBMITTED, RETURNED, or APPROVED** with a start date and/or end date overlapping with **REPORT** date.**
 - Select one or more Profile → Request Report

Program on a Page Report

Program on a Page Report

Selected Contracted Entity: *SAMPLE*
Selected Coordinating Entity: *SAMPLE*
Selected Performing Entity(s) *SAMPLE*
Selected Program Profile(s): Community Coalition - Sample Program
Fiscal Year: SFY 2018 (July 1, 2017 - June 30, 2018)
Date of Report: 07/06/2018

Program on a Page Report

Local Program Name: Community Coalition - Sample Program	
Contracted Entity	SAMPLE
Coordinating Entity(s)	
Performing Entity(s)	
Local Program Name	Community Coalition - Sample Program
Approved/Not Approved	Approved
Type	Community Engagement/Coalition Development
Name	Community Coalition
Start Date - End Date	07/01/2017 - 06/30/2018
Description	A coalition is a formal arrangement for cooperation and collaboration between groups or sectors of a community. Each group retains its identity, but all agree to work together using the CPWI Strategic Prevention Framework toward a common goal of building a safe, healthy, and drug-free community.

Activity Log on a Page Report

- Shows the information entered into the Implementation Module – Activity Reporting when creating an Activity Log.
- Objectives:
 - Print out Activity Logs for use in local planning, assessment, and evaluation.
 - Review of information entered into Activity Log(s) as part of contract management and Technical Assistance activities.

Activity Log on a Page Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Activity Log on a Page Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Per the Logic of Minerva, Minerva displays APPROVED Program Plan(s) with COMPLETE Activity Log(s)
 - Select one or more Profile → Request Report

Activity Log on a Page Report

Activity Log on a Page

Selected Contracted Entity: *SAMPLE*
Selected Coordinating Entity(s): *SAMPLE*
Selected Performing Entity(s): *SAMPLE*
Selected Program Profile(s): Program: Community Coalition - Sample Program
Fiscal Year: SFY 2018 (July 1, 2017 - June 30, 2018)
Date of Report: 07/16/2018

Activity Log on a Page Report

XYZ Coalition meeting (7176)	SAMPLE
Contracted Entity	
Coordinating Entity(s)	SAMPLE
Performing Entity(s)	
Local Program Name	Program: Community Coalition - Sample Program

Planning Report

- A tool for comparing Program Planning Profiles, Budget Allocations by Program, and information on Implementation to an approved Action Plan and Budget.

Planning Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Planning Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays APPROVED Program Planning Profiles with a start date and/or end date overlapping with REPORT date.
 - Select one or more Profile → Request Report

Planning Report

Planning Report

Performing Entity(s) selected: *SAMPLE*

Requested Report Date Range: 07/2017 - 06/2018

Date of Report: 07/16/2018

Planning Report

<i>Sample</i>								
Local Program Name	Program Summary				Program Budget ¹		Implementation Summary	
	Start Date - End Date	Implementation Type	CSAP Strategy	IOM Category	Administrative Funds	Program Funds	Planned Activities	Actual Activities
<i>Sample</i>	05/30/2017 - 08/31/2017	Innovative	Education	Universal-Direct	<i>Sample</i>		6	6