



Telling Your Prevention Story

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Minerva: Three new reports

- **Activity Months Report:** Program Start & End Date, Activity Log Start & End Date, and Activity Months (selected when creating or editing an Activity Log).
- **Coalition Coordinator/Tribe Px Staff Report:** Staff Hours as entered into Minerva in the Implementation Module – Coalition Coordinator/Tribe Px Staff report section (count and percentage of total). **Note:** Reporting Staff Hours on a monthly basis is required for CPWI Coordinators. It is NOT required for Tribal prevention staff but these features of the system are available for their use.
- **CPWI Quarterly Report:** CPWI only. Output of information entered quarterly by CPWI communities.

Minerva: Evaluation & Reports

- In May 2018, I shared a status update on report development for Minerva.

Minerva: Evaluation & Reports

- Having the ability to view and use the information entered into Minerva is essential for:
 - Local evaluation of programs.
 - Local sharing of successes with stakeholders.
 - Reporting to funders (local, state, and federal).
 - Protecting and enhancing existing funding and applying for new funding sources.

Telling Your Prevention Story Using Data



- The information reported into Minerva is used to:
 - Share information;
 - Tell success stories;
 - Understand and address gaps;
 - Protect existing funding;
 - Secure new funding; and
 - Identify & correct errors.



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- For example, HCA\DBHR is completing its reporting for the Substance Abuse Block Grant

Based on our analysis of SFY 2017 (July 1, 2016 – June 30, 2017) service data, we find that 15,711 unduplicated direct prevention services supported by the SABG were provided.¹

¹This includes data reported into the previous reporting system and Minerva, given the date range of the report.

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- We've developed three sample templates to help you get started.
- While they each are labeled different ways (one for CPWI, one for CBO, and one for Tribal prevention) any of the layouts and content can be adapted by you for your own use.
- Key ideas:
 - Keep it simple and clean. Focus on one or two ideas.
 - What are the most important things you want to share?
 - About your organization (including contact information).
 - What your prevention work is and why this is important to you and your community.
 - Highlights, successes, outcomes, or accomplishments.

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- Key ideas:
 - Tie in data from Minerva as well as other data sources disseminated by DBHR or that you have access to.
 - Use these suggestions and/or adapt existing documents you have to include data. For example, CPWI communities can add data to their existing community profiles to tell a story with data.
- If you decide to use these templates or use Minerva data in other documents, send to DBHR for review and approval (per media clause in our contracts).

Tell Your Prevention Story Using Data



Sample 1 (CPWI)



Sample 2 (Tribe
Px)



Sample 3 (CBO)