

Washington State Health Care Authority  
Division of Behavioral Health and Recovery

# Minerva

*"Goddess of a thousand works"*

*Known for intellect, wisdom, science and inventor of numbers*

Substance Use Disorder Prevention  
and Mental Health Promotion  
Management Information System

Minerva User Guide Version 3.0

John Snow, Inc.



## How to Use the Minerva User Guide

Welcome! On behalf of the entire Health Care Authority Division of Behavioral Health and Authority Substance Use Disorder Prevention and Mental Health Promotion Unit, *thank you* for all you do to further the goals of preventing substance use disorders and promoting mental health in Washington State.

This guide provides a foundational level of information needed to perform tasks in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System, also known as **Minerva**. This User Guide will help you to get started and to use Minerva. DBHR has also created additional guidance documents when we determined, including based on feedback from Minerva System Users, that more guidance would be helpful.

You can find the entire Minerva User Guide, plus sections of the guide that are also posted as stand-alone documents, and other guidance documents on the Minerva Knowledge Base ([www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB)).

This version of the Minerva User Guide has been updated for publication in spring 2019. It includes cross-referenced links within this document between sections that relate to each other, as well as to definitions, and to tables and figures. Items underlined and in blue font that look like [THIS](#) or [THIS](#) are links. Use CTRL+click to follow links and view related information. Jump back to the previous spot using ALT+LEFT arrow.

Sincerely,

DBHR Prevention  
Spring 2019

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## I. Introduction

The Washington State Health Care Authority's Division of Behavioral Health and Recovery (HCA/DBHR) uses the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System, or **Minerva**, to document, track, monitor and report state and local prevention program planning, progress and impact.

Minerva allows system users to document, monitor and report on programs, activities, and outcomes of substance use disorder prevention and mental health promotion initiatives.

This document provides instructions on how to use the system from the perspective of system users. Refer to this User Guide for baseline instructions needed to use Minerva and use this Guide along with more specific guidance posted on the **Minerva Knowledge Base**, at [www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB).

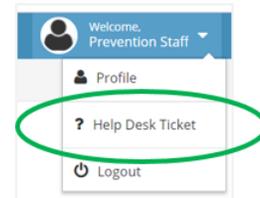
**Need an Account?** See instructions in the Account Management section at [www.theAthenaForum.org/Minerva](http://www.theAthenaForum.org/Minerva). Note that the Athena Forum and Minerva are different systems, with their own log-ins. Once initial training is complete, it is not required to log into the Athena Forum to use Minerva.

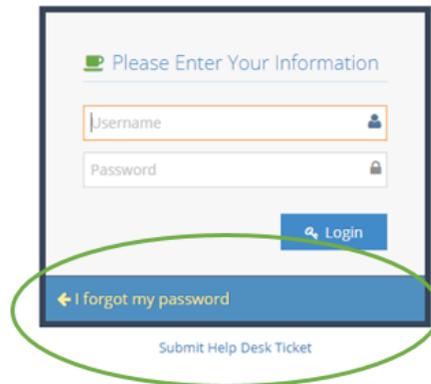
The Minerva system is certified for the **Chrome web browser** and the **Firefox web browser**, meaning it has been thoroughly tested and works best with Chrome and Firefox. System users are strongly encouraged to use Chrome or Firefox with Minerva to avoid potential technical issues.

### A. Need Help with Minerva?

If you need technical assistance as you are working with the Minerva System, please don't hesitate to contact the JSI Help Desk. JSI is the vendor that designed, built, and currently supports Minerva. The help desk is staffed from 7 AM to 6 PM Monday – Friday. There are three options for contacting the help desk: from Minerva, by phone, or by email as listed below.

- **When logged in to Minerva:** In the upper right hand corner of the page while logged in is a drop down list. Select HELP DESK TICKET, fill out the form, and SUBMIT. Help Tickets can be submitted from the even if you are not logged in, which also includes a link to reset a password (see [FIGURE 1](#)).



[Figure 1: Help Ticket: Log In Screen Option](#)

- **By Phone:** Please call 1-844-385-3653 and leave a message (if needed). Please include your name, organization, preferred contact method (phone or email), priority (high/medium/low) and a brief description of the problem.
- **By Email:** You may submit a help desk ticket directly via email. Submit the ticket to [support@health-e-link.net](mailto:support@health-e-link.net) and include your name, organization, preferred contact method (phone or email), priority (high/medium/low) and a brief description of the problem.

## ***B. How Organizations Appear in Minerva***

DBHR works with organizations in every county in the State of Washington, all of which assess local conditions and choose prevention programs to address conditions of local concern. While there is a lot of variation in how these organizations are set up, the Minerva system uses **Entities** and **Tiers** to distinguish between different organizations and system user types.

Organizations are referred to as **entities** and different roles are referred to as **tiers**.

- Tier 1 entities are referred to as **Contracted Entities**. Contracted entities are usually **fiscal agents**. Fiscal agents have **Tier 1 roles and responsibilities**.
- Tier 2 entities are referred to as **Coordinating Entities**. Coordinating Entities are usually providing local oversight of prevention services. Coordinators have **Tier 2 roles and responsibilities**.
- Tier 3 entities are referred to as **Performing Entities**. Performing Entities implement prevention services and system users here have **Tier 3 roles and responsibilities**.

For many organizations DBHR works with, organizations and system users are actually working as all three entity types and all three tiers. For many others, different offices and staff within the same organization split roles. This entity and tier structure allows system users to access Minerva in the way that works best for how they operate.

### C. *How Prevention Staff Appear in Minerva*

Taking into account the entities (as described above) and a person's role, accounts are created in Minerva to grant access to system features and functions as needed based on the user role. Many prevention staff may have Tier 1, Tier 2, and Tier 3 roles and responsibilities – all with one account and one log-in. System User Roles and Responsibilities are described in [TABLE 1](#), below.

[Table 1: System User Roles and Responsibilities](#)

<b>TABLE 1: System User Roles and Responsibilities</b>		
<b>Activity</b>	<b>Module</b>	<b>User Guide Reference</b>
<b>Initial Setup (performed by DBHR staff)</b>		
Create Entities	Admin	Section II
Create DBHR Users	User	Section II
Create Funding Sources	Budget	Section III
Create Budget allocations for Tier 1 Entities	Budget	Section III
<b>State-level User Responsibilities (performed by DBHR designated managers)</b>		
Approve Program Profiles	Planning	Section VI
Review Expenditure Reports	Expenditure Reports	<i>Coming soon</i>
Review System Performance	Dashboard	Section XI
Review other system reports as required	Evaluation & Reports	Section XI
<b>Contracted Entity/Tier 1 User Responsibilities</b>		
Create Tier 2 Budget Allocations	Budget	Section III
Update Tier 1 Entity Profiles	Organization Profiles	Section IV
Create Tier 1 Expenditure Reports	Expenditure Reports	<i>Coming soon</i>
Review Tier 2 Expenditure Reports	Expenditure Reports	<i>Coming soon</i>
Review System Performance	Dashboard	Section XI
Review other system reports as required	Evaluation & Reports	Section XI
<b>Coordinating Entity/Tier 2 User Responsibilities</b>		
Create Tier 3 Budget Allocations	Budget	Section III
Update Tier 2 Entity Profiles	Organization Profiles	Section IV
Create Tier 2 Expenditure Reports	Expenditure Reports	<i>Coming soon</i>

<b>TABLE 1: System User Roles and Responsibilities</b>		
<b>Activity</b>	<b>Module</b>	<b>User Guide Reference</b>
Review Tier 3 Expenditure Reports	Expenditure Reports	<i>Coming soon</i>
Review System Performance	Dashboard	Section XI
Review other system reports as required	Evaluation & Reports	Section XI
Create Program Profiles	Planning	Section VI
<b>Performing Entity/Tier 3 User Responsibilities</b>		
Update Tier 3 Entity Profiles	Organization Profiles	Section IV
Add Partners and Staff	Partners/Staff	Section V
Create Activity Logs for active programs	Implementation/Activity Logs	Section VII
Enter Session Data for Activity Logs	Enter Session Data	Section VIII
Enter Participant Info for sessions	Enter Session Data	Section VIII
Create Tier 3 Expenditure Reports	Expenditure Reports	<i>Coming soon</i>
Enter scheduled quarterly and annual reports	Implementation	Section X
Review other system reports as required	Evaluation & Reports	Section XI

#### ***D. The Minerva Home Page***

The Minerva Home Page welcomes Minerva system users when they log in. On the left-hand side, a Main Menu is always visible, with some sub-menus visible depending where a system user clicks. The Main Menu is made up of **modules**, or the building blocks that together make up the Minerva system. Modules sometimes contain **logs**, or sub-menus.

The menu in the upper right is always visible. Here, system users manage their profile and submit a Help Desk Ticket. Use the **Logout** button to exit Minerva, instead of merely closing the web browser. This is a security feature.

**Figure 2: The Minerva Home Page**

Modules and logs are described in [TABLE 2](#) below and are shown in the same order as on the Home Page. The order of these Modules reflects the following activities: **Getting Starting, Planning, Implementation, and Evaluation & Reporting.**

For each of the Modules and Logs described below, there is more detailed information and instructions to be found in this User Guide.

**Table 2: Minerva Modules and Logs**

<b>TABLE 2: Minerva Modules and Logs</b>	
<b>Module</b>	<b>Description</b>
<b>Dashboard</b>	Displays an <b>up-to-date snapshot of planned versus actual activities.</b>
<b>Announcements</b>	Displays <b>announcements</b> , created by DBHR staff, <b>to share information with system users.</b>
<b>Documents</b>	A place to <b>store and share documents</b> , including <b>templates</b> shared by DBHR to assist with collecting information to report into Minerva.
<b>Organization Profiles</b>	Prevention staff use the Organization Profiles Module to <b>enter, view, and update contact information for their organizations.</b> It additionally <b>displays completed budget allocations</b> , providing a quick look at funding sources and amounts.
<b>Budget</b>	In the Budget Module, DBHR and prevention staff <b>create and view Budget allocations</b> , which align with Accounts & Revenue sections of contracts with DBHR.

<b>TABLE 2: Minerva Modules and Logs</b>		
<b>Module</b>	<b>Description</b>	
<b>Planning</b>	In the Planning Module, <b>programs supported by DBHR funding are entered into Minerva to let DBHR know what is planned.</b> Information entered in the Planning Module is used by the Minerva system for steps that come later, related to Implementation, Data Entry, and Evaluation & Reporting. Additionally, this information is used by DBHR designated managers when providing technical assistance and engaging in contract management activities. These plans are referred to as <b>Program Plans</b> or <b>Program Planning Profiles</b> .	
<b>Implementation</b>	The Implementation Module includes several logs (sub-menus). There are multiple logs to reflect in part different ways prevention services are provided. This allows for more flexibility depending on our relationship with different prevention providers. Not all logs in the modules are applicable to every organization DBHR works with.	
	<b>Activity Reporting</b>	<b>This is used by all DBHR contractors.</b> While a Program Planning Profile describes in the most general sense a plan for implementation, <b>use Activity Reporting (also known as an Activity Log) to share more specific information on how a part of a plan will be implemented.</b> An Activity Log can be started only after a Program Planning Profile is submitted to DBHR and approved. Activity Logs can be edited at any time.
	<b>Coalition Coordinator/ Tribe Px Staff Hours</b>	<b>This is required for Community Prevention &amp; Wellness Institute (CPWI) contractors, and is optional for DBHR's Tribal prevention partners.</b> This Log is used for reporting monthly staff hours. A more complete description of monthly hours reporting is in the CPWI Guide, available on the Athena Forum ( <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> ).
	<b>CPWI Quarterly Reporting</b>	<b>This is required for CPWI contractors.</b> A CPWI Quarterly Report is used to <b>report on certain prevention activities that take place over time</b> , but are infrequent enough that they don't necessarily fit well into other parts of Minerva.
	<b>Tribal Annual Reporting</b>	For use by <b>Tribal prevention providers to enter annual narrative data requirements (Annual Narrative) at the end of each fiscal year as required by the consolidated contract.</b>

TABLE 2: Minerva Modules and Logs	
Module	Description
Partners/Staff	Prevention staff use the Partners/Staff module to <b>enter, view, and update Partners and Staff who participate in prevention activities</b> . As Partners & Staff are linked to entities (as described below), <b>the entries here connect to other parts of the system to allow recording of participation, staff direct hours, staff indirect hours, and monthly staff hours</b> .
Enter Session Data	Prevention staff record in the Enter Session Data module <b>everything related to specific sessions</b> . Information varies depending on the type of service, and may include: date, duration, location, and participant counts.
Import/Export	Use this module to import data into the system. Using a template provided in the <b>Documents Module</b> , Prevention staff can import lists of participants into specific Activity Logs.
Evaluation & Reports	In <b>Evaluation &amp; Reports</b> , a number of reports are available for use by Minerva system users for a variety of purposes.
Expenditure Reports	<b>Currently under redevelopment and planned for relaunch around July 2019, this module is a tool for entering expenditures and producing reports to help them create invoices</b> . (Invoices will continue to be submitted separately).

### E. Commonly Used Features and Functions

Throughout Minerva, there are a lot of different actions that system users can take – usually by clicking a “button.” [TABLE 3](#) below defines these actions and shows an example of what the buttons look like. Throughout this guide, there are a lot of references back to this Table.

[Table 3: Minerva Icons and Tools](#)

TABLE 3: Minerva Icons and Tools	
Action	Button or Icon
<b>To Edit, click either the green pencil icon or the gray gear icon next to the item needing editing</b> . The gray icon includes a short list of clearly labeled options.	
This drop-down menu appears on a number of screens where there otherwise may be many rows of information. The default is the past seven days to date. <b>Use the drop down menu to select a date range</b> . First, choose a date range and then use Filter (see below).	<p>Select date range to view existing logs</p> 

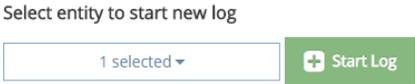
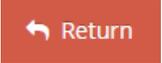
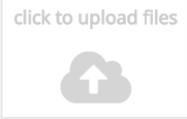
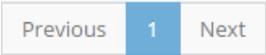
TABLE 3: Minerva Icons and Tools	
Action	Button or Icon
Usually appearing at the top of a screen, <b>Filter</b> is used to show only certain items. <b>Type in word(s) and Minerva will show only items with the words typed in this box. Use this in conjunction with the Date Range Filter</b> (see above).	
Use this to create a new log. <b>First, use the drop down menu to select an entity and then click the green button to start a new log.</b>	
This button is used to <b>delete the selected item</b> . When in doubt, don't delete!	
Use <b>Save &amp; Continue</b> to save work and then continue entering information in the system.	
Use <b>Save &amp; Exit</b> to save your work and to leave the current page.	
Taking a look but don't need or want to make changes? Use <b>Exit Without Saving to leave without saving your work.</b>	
All done? Use <b>Complete to indicate this step is finished and make the log available to other system users.</b>	
Use <b>SUBMIT to let others know an item is ready for review</b> . Once marked with Submit, entries are locked for editing but can be returned (see below).	
Use this button to <b>open an item for editing</b> (return it to the person who submitted or completed it).	
Clicking <b>Next saves information on the current page and advances you to the next page.</b>	
<b>Return to the previous page.</b> Note that this DOES NOT save information on the current page before going to the previous page.	

TABLE 3: Minerva Icons and Tools	
Action	Button or Icon
Files can be uploaded to Minerva by clicking this button. This works just like attaching a file to an email.	
Click this button to either upload documents (like attaching an email) or to review documents that have been uploaded and attached.	
When there is more than one page, use this button to move from page to page.	
Use this drop-down menu to increase or decrease the number of rows visible on one page.	
Select a specific date. Dates may also be typed into a field.	
Fields that are labeled with an asterisk are required and MUST be filled out in order to complete a form. If something is missed, a message will identify what needs to be entered.	*

## II. Minerva System Users and Minerva Security Features

### A. System User Accounts

As described in [Section I.C](#), for many organizations DBHR works with, organizations and system users use Minerva as all three entity types and all three tiers. For many others, different offices and staff within the same organization split roles. This entity and tier structure allows system users to access Minerva in the way that works best for how they operate.

DBHR staff create, update, and mark inactive (when no longer needed) all system user accounts. To request a new account, follow the instructions posted under “Account Management – Getting Started with Minerva” at [www.TheAthenaForum.org/Minerva](http://www.TheAthenaForum.org/Minerva).

For existing accounts, the following should be reported to the DBHR designated manager you work with:

- A request for changes to an existing system user account;
- To inform DBHR of new staff to be on-boarded; and
- To inform DBHR when staff leave your organization as their access to Minerva must be marked inactive.

## ***B. Minerva Security Features***

Minerva is a secure system with a number of security features, but as with any system – online or not – ensuring security depends on all system users following policies and best practices.

DBHR staff complete required training regarding working with information that is sensitive and/or confidential and are required to follow all Health Care Authority policies regarding information systems. DBHR staff additionally complete required training on using the Minerva system, including understanding the data security features.

HCA/DBHR security policies include:

- Staff complete required training on information security, including working with HIPAA.
- Staff are required to lock their computers whenever they step away from their station, no matter the reason or how long they think they will be away.
- Access to HCA buildings is limited to staff with a keycard or visitors with a pass and escort.
- HCA’s information technology department uses industry-standard tools to protect data.

Minerva security features and policies include:

- Each system user is given a unique log-in and password. Additionally, DBHR only grants access to people who have been identified as needing access and who have completed required training.
- System users are associated with specific organizations, and only see information for those organizations.
- All system users must log-off of the system using the drop-down menu in the upper right and select Logoff. If this method is not used, they are locked out for a period of time. This prevents someone else from logging back into a computer after the previous person has left a workstation (see [FIGURE 1](#)).
- Minerva includes a data security setting that “de-identifies” information on individuals.
  - The First name and Last name are replaced with a ID number so that staff who did not enter the data only see an ID. This includes DBHR designated managers.
  - Only the person who first entered the data will be able to see the First name and Last name.
  - **Why?** This separates out First name and Last name from other information entered into the system, helping to minimize the kind of information people without data entry access can view.
  - If a system user thinks they may need this setting changed to allow them to see First name and Last name, submit a Help Ticket with the request along with the reason why this access is needed. DBHR staff will review the request and either follow-up with questions or approve the request.
  - This covers the following information:
    - Partner – person: First name and Last name.
    - Coalition member: First name and Last name.
    - Staff: First name and Last name.
    - Individual participant: First name and Last name.
    - Mentor: First name and Last name.
    - Mentee: First name and Last name.

### III. Tracking Funding with Minerva

#### A. Identify and Track Funding Sources

The Minerva system allows DBHR and prevention providers to identify and track funding sources. For local, state, and federal reporting on prevention services accurate budget information for each program or strategy is used:

- To tell the prevention story by providing information on how funds support prevention services;
- To help ensure that all funds are allocated and spent appropriately and as planned; and
- As part of review of service data for contract management and billing.

There are multiple state and funding sources in Minerva. Many are on a two-year (biennial) schedule and, following state budgeting laws and principles, have start and end dates that correspond to state fiscal years. The State Fiscal Year (SFY) is from July 1 of one calendar year through June 30 of the next calendar year. Other federal funds follow a timeline established by the federal government.

Prevention contractors may be funded through one more funding source. Each funding source has rules for how these funds may be spent, which are covered in contracts and documents referenced within contracts.

Minerva is therefore a useful tool for keeping track of funding sources, associated start and end dates, and Budget allocations.

#### B. Using the Budget Module to Create Budget allocations in Minerva

There are four main steps to creating budget allocations in Minerva as described in [FIGURE 3](#). **Budget allocations must be COMPLETE to allow system users to complete other actions in Minerva.** This process is additionally described in **Budget Allocations in Minerva**, posted at [www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB).

[Figure 3: Four Steps to Budget Allocations in Minerva](#)



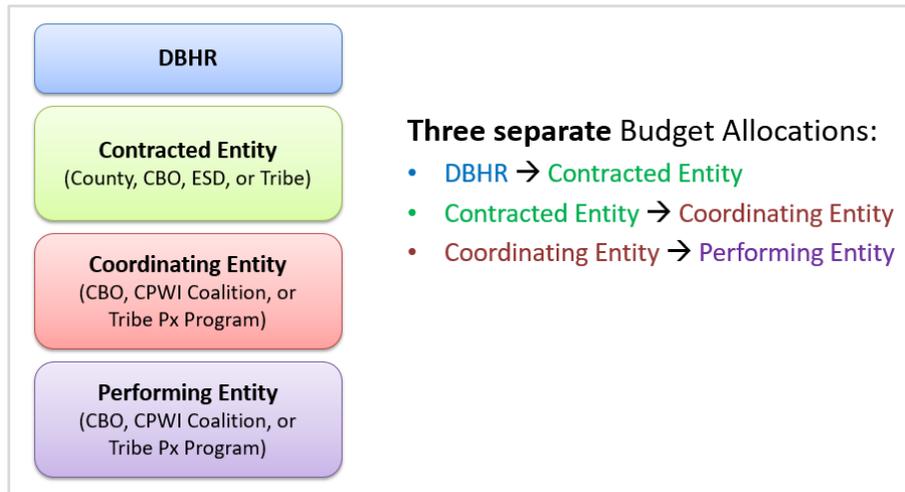
Depending on how entities are organized, a Contracted Entity may need to complete budget allocations for one or more Coordinating Entity or Entities, which in turn may need to complete budget allocations for one or more Performing Entity or Entities.

**Even if a Contracted Entity, Coordinating Entity, and Performing Entity are all the same organization three separate Budget allocations must be created in order for the Minerva system to operate correctly.**

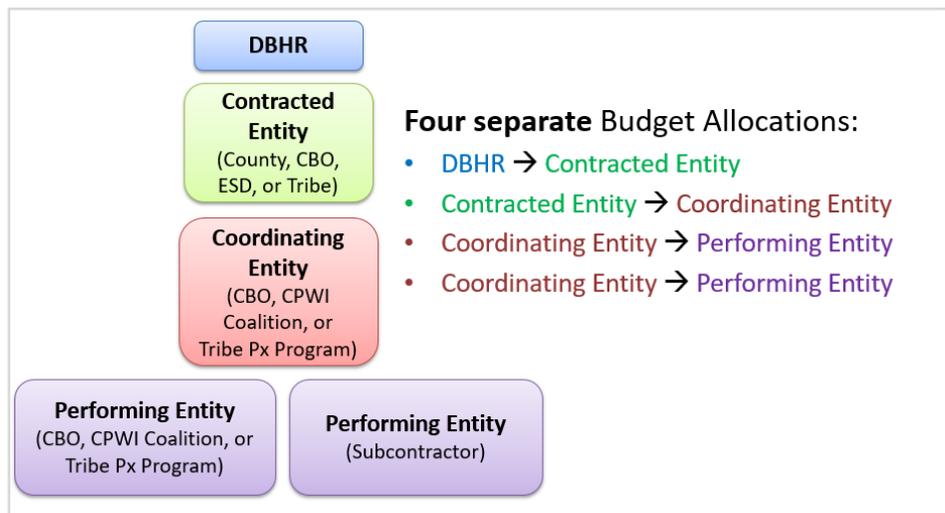
- [FIGURE 4](#) (below) provides an example where three separate budget allocations are needed and where it is likely that funding amounts are “passed down” in total.

- [FIGURE 5](#) (below) provides an example where four separate budget allocations are needed, which involves internal budget decisions regarding funding amounts and how they are allocated among various contractors and subcontractors.

[Figure 4: Entity Structure Requiring Three Separate Allocations in Minerva](#)



[Figure 5: Entity Structure Requiring Four Separate Allocations in Minerva](#)



**C. DBHR Creates Budget allocation for a Contracted Entity**

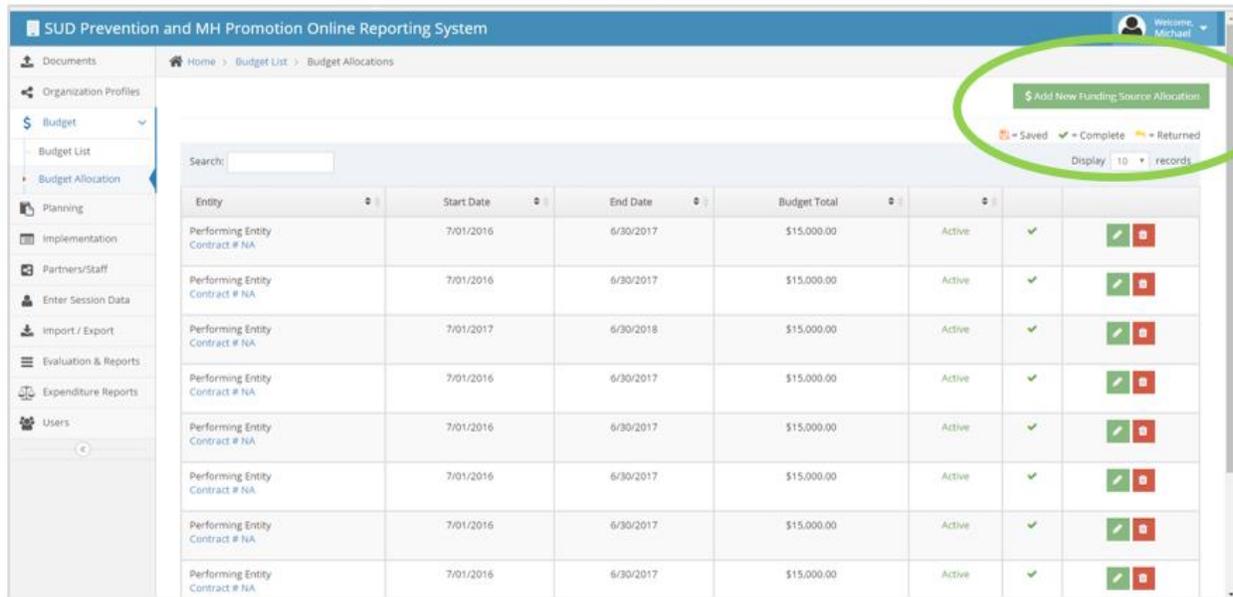
At the start of each biennium, state fiscal year, and/or when additional funding sources become available DBHR will create budget allocations for each Contracted Entity using the Budget Module. Budget allocations are created based on funding sources and amounts identified in contract documents.

### D. Contracted Entity Creates Budget allocation for a Coordinating Entity

Once DBHR has created budget allocations, a Tier 1 system user must create budget allocations for the Coordinating Entity or Entities in their domain.

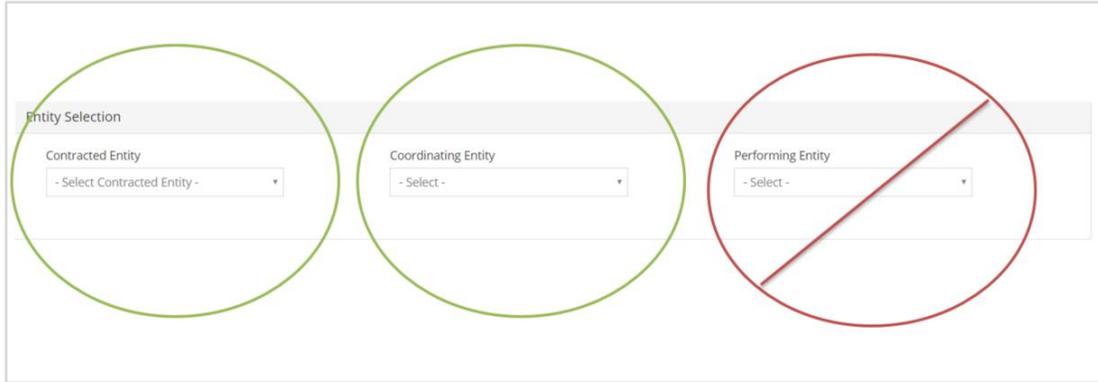
1. Select BUDGET in the list of modules. The Budget allocation summary page (the list of existing budget allocations) will be displayed as shown in [FIGURE 6](#).

Figure 6: Budget Allocation Summary Page



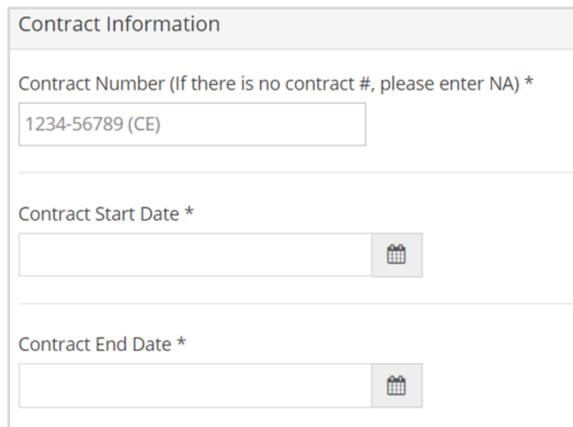
2. To create a new Budget allocation, select the ADD NEW FUNDING SOURCE ALLOCATION button at top right (circled in green in [FIGURE 6](#), above). Select only one Contracted Entity and one Coordinating Entity (see [FIGURE 7](#)). If the user has access to more than one Coordinating Entity, a separate Budget allocation is created for each Coordinating Entity. At least one entity must be selected in order to COMPLETE a Budget allocation.

[Figure 7: Entity Selection for Budget Allocation from Tier 1 to Tier 2](#)

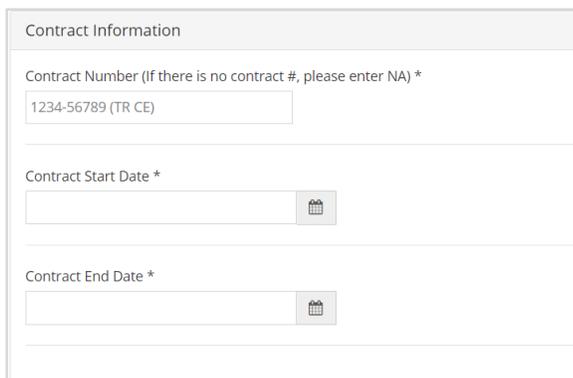


3. Enter the Contract Number. Because Minerva requires unique contract numbers, for a Coordinating Entity (CE), enter a contract number followed by (CE) as shown in [FIGURE 8](#). If there is more than one Coordinating Entity, include a short abbreviation to allow identification of each contract as shown in [FIGURE 9](#). The START DATE and END DATE corresponds to the start date and end date of the Tier 1 contract with DBHR.

[Figure 8: Coordinating Entity Budget Allocation - Example 1](#)

The image shows a screenshot of the 'Contract Information' form. It has a header 'Contract Information' and three main sections. The first section is 'Contract Number (If there is no contract #, please enter NA) \*' with a text input field containing '1234-56789 (CE)'. The second section is 'Contract Start Date \*' with a date picker field. The third section is 'Contract End Date \*' with a date picker field.

[Figure 9: Coordinating Entity Budget Allocation - Example 2](#)

The image shows a screenshot of the 'Contract Information' form. It has a header 'Contract Information' and three main sections. The first section is 'Contract Number (If there is no contract #, please enter NA) \*' with a text input field containing '1234-56789 (TR CE)'. The second section is 'Contract Start Date \*' with a date picker field. The third section is 'Contract End Date \*' with a date picker field.

4. Add the Budget allocation for the selected Tier 2 entity by entering appropriate dollar amounts (no commas) in the Administrative and Program sections of the budget allocation, as applicable. Amounts are required for *either* the Administrative section or Program section and if only one is completed, Minerva will ask you to verify this is accurate (YES or NO). Select SAVE at the bottom of the form if some information has been entered into the form but you are not ready to submit the form. After all information is entered, select COMPLETE to submit the form. Refer to [TABLE 3](#) for a complete description of Minerva buttons and related actions.

Once COMPLETE has been selected, the user can no longer edit the Budget allocation. If edits are needed, contact DBHR to request the Budget allocation be returned.

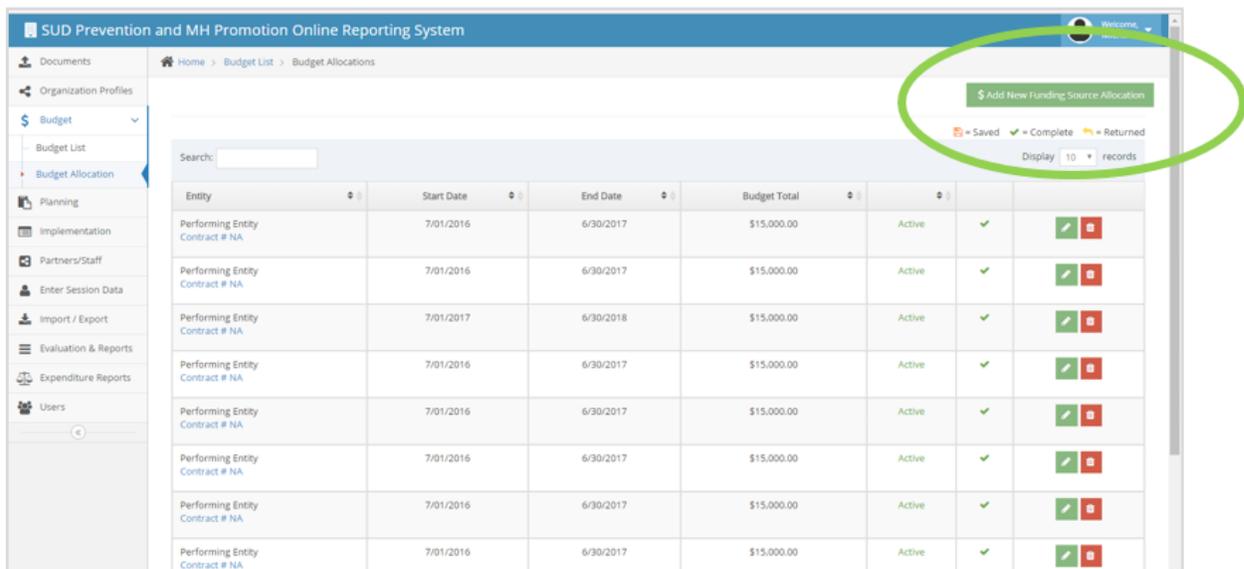
**Don't see any funding sources?** If no funding sources are displayed on the form, it is likely the Budget allocation for the Contracted Entity has not been completed. In this case, submit a Help Ticket or contact [PrevMIS@hca.wa.gov](mailto:PrevMIS@hca.wa.gov).

### E. Coordinating Entity Creates Budget Allocation for a Performing Entity

Once a Contracted Entity has created Budget allocations, a Tier 2 system user must create Budget allocations for the Performing Entity or Entities in their domain. If Budget allocations are not completed, when creating or editing Program Planning Profiles (see [Section VI](#)), system users will not be able to SUBMIT a Program Planning Profile because program-level budget information is required to be entered. Instead, a message will be displayed instructing system users on needed next steps.

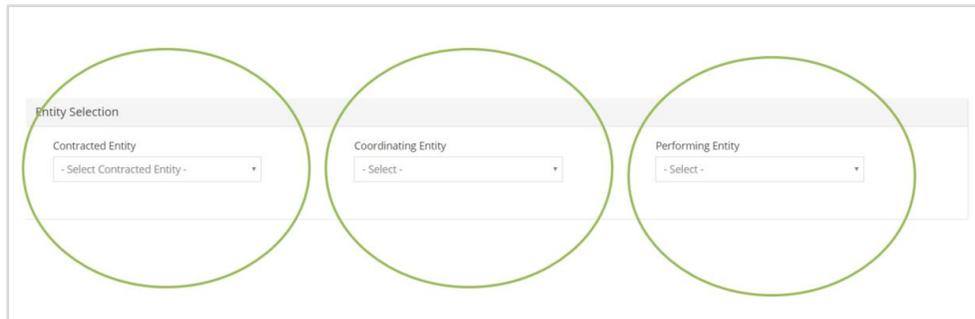
1. Select BUDGET in the list of modules. The Budget allocation summary page (the list of existing budget allocations) will be shown as in [FIGURE 10](#).

[Figure 10: Budget Allocation Summary Page](#)



2. To create a new Budget allocation, select the ADD NEW FUNDING SOURCE ALLOCATION button at top right (circled in green in [FIGURE 10](#), above). Select only one Coordinating Entity and one Performing Entity (see [FIGURE 11](#)). If the user has access to more than one Performing Entity that will be implementing a program, a separate Budget allocation created for each Performing Entity. At least one entity must be selected in order to COMPLETE a Budget allocation.

[Figure 11: Entity Selection for Budget Allocation from Tier 2 to Tier 3](#)



3. Enter the Contract Number. Because Minerva requires unique contract numbers, for a Performing Entity (PE), enter a contract number followed by (PE) as shown in [FIGURE 12](#). If there is more than one Performing Entity, including a short abbreviation to allow identification of each contract (see [FIGURE 13](#)). The START DATE and END DATE should correspond to the start date and end date of the Tier 1 contract with DBHR.

[Figure 12: Performing Entity Budget Allocation - Example 1](#)

Contract Information	
Contract Number (If there is no contract #, please enter NA) *	<input type="text" value="1234-56789 (PE)"/>
Contract Start Date *	<input type="text"/> 
Contract End Date *	<input type="text"/> 

[Figure 13: Performing Entity Budget Allocation - Example 2](#)

Contract Information	
Contract Number (If there is no contract #, please enter NA) *	<input type="text" value="1234-56789 (TR PE)"/>
Contract Start Date *	<input type="text"/> 
Contract End Date *	<input type="text"/> 

- Add the Budget allocation for the selected Tier 3 entity by entering appropriate dollar amounts (no commas) in the Administrative and Program sections of the budget allocation, as applicable. Amounts are required for either the Administrative section or Program section and if only one is completed, Minerva will ask you to verify this is accurate. Select SAVE at the bottom of the form if some information has been entered into the form but you are not ready to submit the form. After all information is entered into the budget allocation form, select COMPLETE to submit the form. Refer to [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions.

Once COMPLETE has been selected, the user can no longer edit the Budget allocation. If edits are needed, contact DBHR to return the form.

**Don't see any funding sources?** If no funding sources are displayed on the form, it is likely the Budget allocation for the Coordinating Entity has not been completed. System Users with a Tier 1 role must complete the steps described in [Section III.D](#).

## IV. Organization Profiles

Organization profiles contain key contact information and other information that can be used on a day-to-day basis by DBHR staff and other system users. This can be used to help DBHR staff get in touch with prevention staff. It also helps with contract monitoring and with evaluating prevention services.

In the Organization Profiles module, there will be a profile for each Contracted Entity, Coordinating Entity, and Performing Entity that works with DBHR.

It is the responsibility of each entity to ensure their contact information is up-to-date. Once entities are created in the system and are assigned users by the DBHR staff, system users with appropriate permissions are able to update their entity profiles within the data system using the ORGANIZATION PROFILES module.

1. Select ORGANIZATION PROFILES from the list of modules. The ORGANIZATIONS LIST will be displayed as shown in [FIGURE 14](#) below. Note that users will only be able to see organizations associated with their user account (see [Section II: Minerva System Users and Minerva Security Features](#)).

[Figure 14: Organizations List](#)

Name	Entity Type	Status	Date Created	
Bremerton Substance Abuse Coalition	Coordinating Entity	Active	10/25/2016	
Communities in Schools - EVCC	Performing Entity	Active	10/28/2016	
Communities in Schools - WCCC	Performing Entity	Active	10/28/2016	
Contracted Entity	Contracted Entity	Active	11/07/2016	
Coordinated Entity	Coordinating Entity	Active	11/07/2016	
East Valley Community Coalition (CE)	Coordinating Entity	Active	10/28/2016	
East Valley Community Coalition (PE)	Performing Entity	Active	10/28/2016	
GSSAC - EVCC	Performing Entity	Active	10/28/2016	
GSSAC - WCCC	Performing Entity	Active	10/25/2016	
King	Contracted Entity	Active	10/20/2016	

Showing 1 to 10 of 61 entries

Previous 1 2 3 4 5 6 7 Next

2. Select the **entity** by clicking on the EDIT on the far right. The form shown in [FIGURE 15](#) will be displayed. Several fields are REQUIRED \* (must be entered) while others are optional (may be entered). Required and optional fields are defined in [TABLE 4](#).

Status (active/inactive), organization name, system ID, and alternate system ID were entered by DBHR and not editable. Email DBHR at [PrevMIS@hca.wa.gov](mailto:PrevMIS@hca.wa.gov) to request edits or updates to this information.

Figure 15: Organization Details

The screenshot shows the 'Organization Profile' form in the SUD Prevention and MH Promotion Online Reporting System. The form is titled 'Complete a profile for your entity or organization.' and is divided into two main sections: 'General Information' and 'Information for Primary Contacts'. The 'General Information' section includes fields for: 1. Status \* (Active/Inactive), 2. Name \* (Contracted Entity), 3. System ID \* (99999), 4. Alternate System ID (99999), 5. Address (31912 NE Little Boston Rd), and 6. Address 2. The 'Information for Primary Contacts' section includes fields for: 11. Primary Contact Name \*, 12. Primary Contact Phone Number \*, and 13. Primary Contact Email \*. There is also an 'Other Information' section with a checkbox for '20. Religious or Faith-Based Organization (FBO)?' (Yes/No) and a section for '21. Organization Type. Check all that apply.' with checkboxes for DSHS Contractor/Fiscal Agent Only, CBO - DSHS direct contract, Tribe/ Tribal Organization, DFC Grantee, OSPI Grantee, CPWI Coalition, Service Provider - Local Subcontractor, State Agency, and DOH Grantee.

Table 4: Organization Information - Required and Optional Fields

TABLE 4: Organization Profiles Module		
Q	Question/Field * indicates required	Description
1	Status (active/inactive) *	<i>Can only be modified by DBHR staff.</i>
2	Name *	<i>Can only be modified by DBHR staff.</i>
3	System ID *	<i>Can only be modified by DBHR staff.</i>
4	Alt System ID	<i>Can only be modified by DBHR staff.</i>
5	Address1	This is optional.
6	Address2	This is optional.
7	City	This is optional.
8	State	This is optional.
9	County	This is optional.
10	Zip Code *	A 5 digit Zip Code is required; + 4 is optional.
11	Primary Contact Name *	This is required.
12	Primary Contact Phone Number *	This is required.
13	Primary Contact Email *	This is required.
14	Contract Contact Name *	<b>NOTE:</b> A check box is available that auto-fills contract contact person information with primary contact information when they are the same person.
15	Contract Contact Phone Number *	This is required.
16	Contract email *	This is required.

<b>TABLE 4: Organization Profiles Module</b>		
<b>Q</b>	<b>Question/Field * indicates required</b>	<b>Description</b>
17	<b>Fiscal Contact Name *</b>	<b>NOTE:</b> A check box is available that auto-fills fiscal contact person information with primary contact information when they are the same person.
18	<b>Fiscal Contact Phone Number *</b>	This is required.
19	<b>Fiscal Contact Email *</b>	This is required.
20	<b>Religious or FBO? *</b>	Use this required field to indicate whether this is a religious or faith-based organization.
21	Organization Type	This is optional.
	Budget Allocation (read only)	In this part of the Organization Profile, Minerva will display existing Budget allocations, providing a quick look at Administrative and Program funds by funding source.

## V. Partners and Staff

Partners and Staff are added to Minerva to record their participation in prevention services and, for certain staff, to report monthly hours as well as direct and indirect service hours. Additionally, for Coalition members, responses to the Coalition Assessment Tool are entered into Minerva and for other Staff, such as teachers implementing the Good Behavior Game, “Spleem counts” (based on observations of students playing the Good Behavior Game) are also entered into Minerva (see [Section IX. Surveys](#)).

Partners & Staff are “assigned” or linked in the system to a specific Performing Entity or Entities. As a result, in other parts of the Minerva system information on partners and staff will be available to record participation, survey information, and staff time.

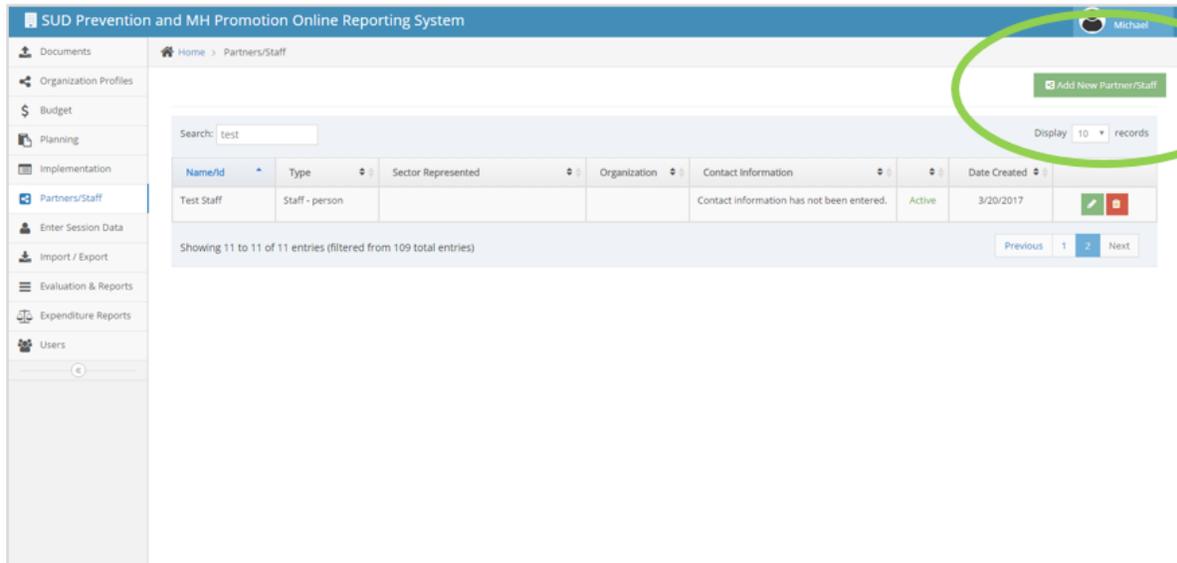
As noted in Section II regarding [Minerva Security Features](#), only system users who enter a Partner – person, Staff, and Coalition member will see First name and Last name. Other system users will only see an ID. This helps separate demographic information from specific names. If a system user thinks they may need this setting changed to allow them to see First name and Last name, submit a Help Ticket with the request along with the reason why this access is needed. DBHR staff will review the request and either follow-up with questions or approve the request.

### A. Creating Partner/Staff Entries

Minerva system users can add Partners and Staff to any Performing Entity they have access to through the following steps:

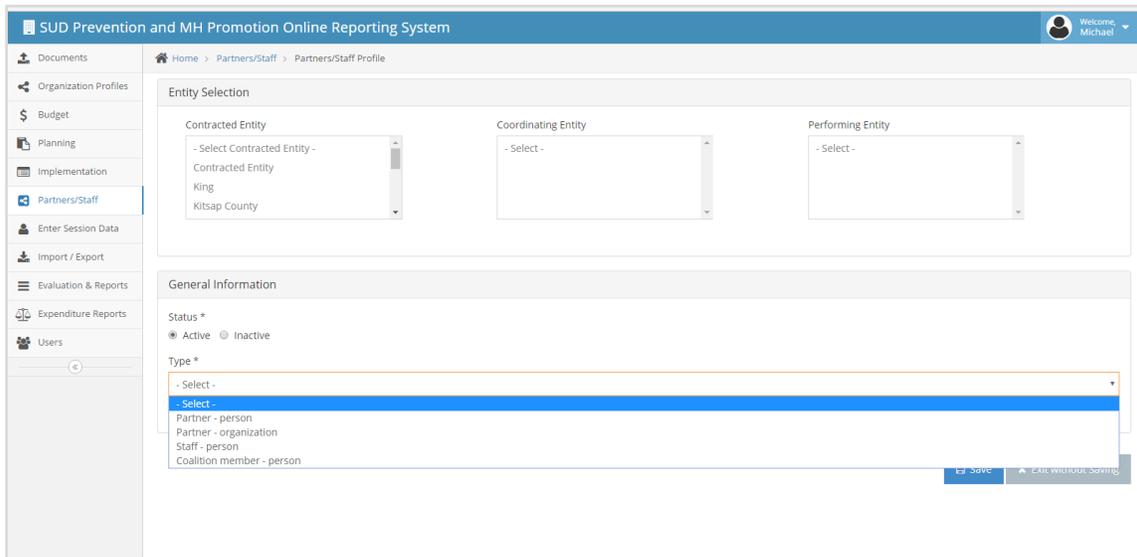
1. Select PARTNERS/STAFF from the list of modules. The PARTNERS/STAFF LIST will be displayed as shown below in [FIGURE 16](#).

Figure 16: Partners/Staff Summary Page



2. Select Add New Partner/Staff from the upper right corner of the page (circled in green in [FIGURE 16](#), above). The form shown in [FIGURE 17](#) will be displayed.

Figure 17: Partner/Staff Profile



3. At the top of the form, the Tier 1, Tier 2, and Tier 3 entities in the system user’s domain (defined in [Section II. Minerva System Users and Minerva Security Features](#)) are displayed. Here, the user should select the Tier 1, Tier 2, and Tier 3 entities that the partner will be affiliated with. **Multiple entities may be selected by using SHIFT+click (to select all entities in series) or CTRL+click (to choose a sub-set of entities).**

4. While still on the form displayed in [FIGURE 17](#), the first question asks whether you are entering information for one of four types of Partner or Staff, which are defined as follows:
  - **Partner – Person:** Individuals who work in partnership with the entity.
  - **Partner – Organization:** Organizations who work in partnership with the entity and where individual representation from the organization varies.
  - **Staff person:** Paid or volunteer staff working direct and/or indirect hours on prevention programs and activities.
  - **Coalition member – person:** Individuals who are members of the coalition.
5. After the selection is made, a series of questions will be displayed based on that selection. Several fields are REQUIRED \* (must be entered) while others are optional (may be entered). Required and optional fields are defined in [TABLE 5](#). Select SAVE at the end of the form.

After saving the form, the Partner/Staff summary page will be displayed as shown in [FIGURE 16](#) and the Partner/Staff will now be available elsewhere in the system. Repeat the steps listed above for all partners and staff as needed.

Partner/Staff must be set to ACTIVE in order to be available in the SESSION DATA module.

Table 5: Partner/Staff Information

<b>TABLE 5: Partner/Staff Information (* indicates required fields)</b>				
<b>Partner Person</b>	<b>Partner Organization</b>	<b>Staff</b>	<b>Coalition member</b>	<b>Description</b>
Status *	Status *	Status *	Status *	If a Partner or Staff is marked inactive, they will <b>not</b> appear in the Session module.
Name *		Name *	Name *	
Title *		Title *	Title *	
Org Name (if app)	Org Name (if app)	Org Name (if app)	Org Name (if app)	
Phone	Phone	Phone	Phone	This can be any format.
Email	Email	Email	Email	This <b>must follow the</b> standard format for email.
Address1	Address1	Address1	Address1	
Address 2	Address 2	Address 2	Address 2	
City	City	City	City	
State	State	State	State	<b>For quick selection, Washington is listed at top.</b>
County *	County *	County *	County *	<b>For quick selection, either use the drop down list OR start typing and the full name of the county will appear.</b>
Zip *	Zip *	Zip *	Zip *	Zip 5 mandatory; plus 4 optional.
Org website (if app)	Org website (if app)	Org website (if app)	Org website (if app)	Leave blank if no valid web site is available.
		Birth Date *	Birth Date *	
		Gender *	Gender *	
Race *		Race *	Race *	
Ethnicity *		Ethnicity *	Ethnicity *	
		Transgender	Transgender	
		Sexual orientation	Sexual orientation	

<b>TABLE 5: Partner/Staff Information (* indicates required fields)</b>				
<b>Partner Person</b>	<b>Partner Organization</b>	<b>Staff</b>	<b>Coalition member</b>	<b>Description</b>
			Primary language spoken at this person's home	
			How well English spoken	
			2 <sup>nd</sup> language spoken	
			Living in poverty	
Military Service		Military Service	Military service	
Partner Type *	Partner Type*		Partner Type *	
Sector represented	Sector represented		Sector represented	
			Primary sector rep? *	
		Role *		A staff person must have the role of "Community Coalition Coordinator" OR "Tribal Staff" in order to be available in the Coalition Coordinator/Tribe PX staff hours report (see <a href="#">Section X. Creating Periodic Reporting Logs</a> ).
		Date Hired *		
		Date of Background Check *		
		Highest level of education *		
		Prev. Prof. Cert #		
		Certified Prevention Professional Expiration Date		
		Date SAPST completed		

## ***B. Editing Partners or Staff***

Editing may be needed when there are changes in partners and staff. To edit partner/staff contact information, select PARTNERS/STAFF from the list of modules. Find the Partner/Staff of interest, using the filter box as needed. Select the partner/staff person using the green pencil icon to edit the information.

***What kind of edits can be made?*** Edits might include updating a name, title, or contact information. Additionally, sometimes Partners or Staff change roles in an organization. It is OK to change a role from, for example, Fiscal staff to Program staff. Participation information previously reported will still show up in reports, but making this specific change means the person would show up now in the Staff table.

If edits do not save successfully, system security features are preventing editing (this is described in [Section V: Creating Partner/Staff Entries](#)). If edits are needed but security features are preventing them from saving, submit a Help Ticket (see [FIGURE 1](#)) and include in the Help Ticket the requested edits. Additionally, as described in the section on [data security](#), system users might see Partner and Staff IDs instead of names.

This setting helps separate First name and Last name from other information that might be sensitive. If a system user thinks they may need this setting changed to allow them to see First name and Last name, submit a Help Ticket with the request along with the reason why this access is needed. DBHR staff will review the request and either follow-up with questions or approve the request.

## ***C. Inactivating Partners or Staff***

When a partner or staff person is no longer an active participant, mark them as inactive in the system. If marked inactive, the partner or staff will no longer be visible at the session level (but any participation data already entered will still show up in reports).

To inactivate a staff member or partner, follow the steps above for editing a partner or staff and be sure to select the INACTIVE radio button at the top of the form and select SAVE.

If edits do not save successfully, system security features are preventing editing as noted in the above section and in [Section V: Creating Partner/Staff Entries](#). If edits are needed but security features are preventing them from saving, submit a Help Ticket (see [FIGURE 1](#)) and include in the Help Ticket the requested edits. Additionally, as described above and in the section on [data security](#), system users might see Partner and Staff IDs instead of names.

## **VI. Program Planning Profiles – What is Our Plan for Prevention?**

Prevention programs and services that organizations plan to implement are added to Minerva in the Planning Module. These **Program Planning Profiles** include information on planned programs and describe in the most general sense all the different parts that make up a larger program. For example, an organization might plan to develop materials for an information dissemination campaign, such as a locally-produced Public Service Announcement (PSA), and to work with local radio stations to broadcast the PSA. A Program Planning Profile for this set of prevention services would describe both sets of activities, even though they have some different characteristics.

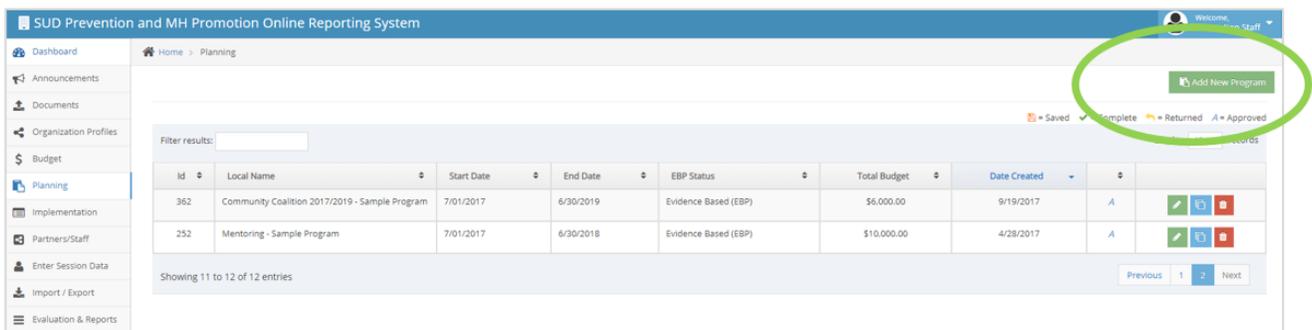
**Interested in learning more about Program Plans?** The Athena Forum, Washington State’s Clearinghouse for Prevention professionals, includes detailed information on prevention programs and guidance for building Minerva Program Planning Profiles. View this information at [www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB).

Generally speaking, creating and editing Program Planning Profiles usually takes place at the start of a biennium or each state fiscal year within a biennium or at other times when new funding sources become available. Once Program Plans are submitted and approved, this set-up stage of using Minerva is complete. Throughout this process, DBHR designated managers help organizations complete Program Planning Profiles.

## A. Adding a Program Planning Profile

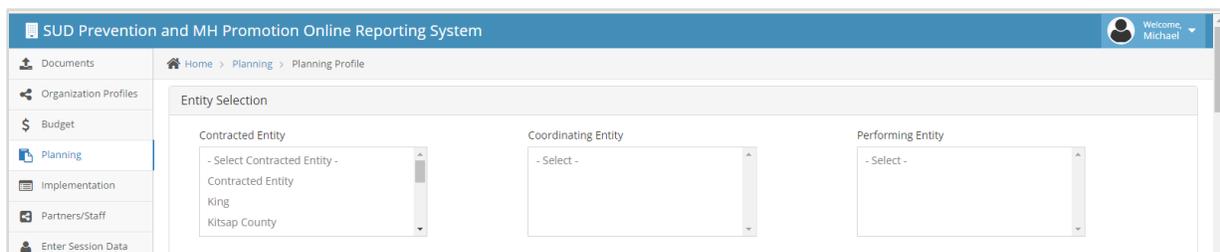
1. Program Planning Profiles are found in the PLANNING MODULE, on the Program Profile Summary Page (see [FIGURE 18](#)).

[Figure 18: Program Planning Profile Summary Page](#)



2. To ADD a new Program Planning Profile, select the **ADD NEW PROGRAM** from the upper right corner of the page (circled in green in [FIGURE 18](#), above). When adding a new program, Minerva will show a blank form as seen in [FIGURE 19](#).

[Figure 19: Program Planning Profile Form](#)



3. Select the appropriate Tier 1 (Contracted), Tier 2 (Coordinating) and Tier 3 (Performing) entities. **Multiple entities may be selected by using SHIFT+click (to select all entities in series) or CTRL+click (to choose a subset of entities).**

4. Complete the form using the information provided in [TABLE 6](#). The majority of fields are required as indicated by the \* after the Field Name description and as indicated in [TABLE 6](#).

***Need to save your work and come back later?*** A form may be **SAVED** repeatedly by the system user but some **minimum information** must be entered in order to save the plan and to allow editing to continue later.

- To save a Program Planning Profile, the minimum information needed is to **select a Tier 1, Tier 2, and Tier 3 combination and enter a Local Program Name**. This means that the user can save a profile and come back later to complete it.
- To run a **Program on a Page Report** on a plan that is not complete, **add at least a START DATE and END DATE**. This is needed because when requesting a report, Minerva will require a date range in which to find the information to be reported. This is described in more detail in [Section XI. Evaluation and Reports](#).

5. When the Program Planning Profile is all filled out, select SUBMIT. When SUBMIT is selected, the form can no longer be updated (it is locked for editing) and is submitted to DBHR for review (see [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions).

**Why?** Program Planning Profiles are submitted and locked for editing because the information entered into Minerva here reflects a funded organization's plan for implementing prevention services. DBHR designated managers review the plans and ask for edits and/or approve them in order to create a baseline against which to evaluate our shared prevention work.

**DBHR staff will review the form and either:**

- APPROVE the form. When approved, Activity Logs can be created for this Program Planning Profile (see [Section VII](#)). An approved program will have a blue A next to it – this and other status icons for Program Plans are explained below (see [FIGURE 20](#)).
- RETURN the form for editing. When returned, the Program Plan will be available for edits in on the Program Summary Page ([FIGURE 18](#)) and edits may be completed. Once these are done, SUBMIT the program for additional review by DBHR designated managers.

[Figure 20: Status Icons for Planning Profiles](#)



A **SAVED** Program Planning Profile has been created and saved but is not yet complete. A **COMPLETE** plan has been DBHR for review and approval. A **RETURNED** plan was reviewed by DBHR and has been returned for editing. An **APPROVED** approved plan has been DBHR has reviewed and approved by DBHR staff. System users may move on to the next steps in the process as described in the next sections.

[Table 6: Program Planning Profiles - Required and Optional Fields](#)

TABLE 6: Planning Module – Required and Optional Fields		
Q	Field Name	Description
1	<b>Program/Activity type</b> (select one) *	<b>Program/Activity type</b> is a way to categorize prevention programs using plain-talk language. Select the Program/Activity Type from the drop-down menu.
2	<b>Program/Activity name</b> (select one) *	Program/Activity name is used to track prevention programs over time, using a stable naming convention. Based on what is selected in #1, <b>a specific list of recognized evidence-based, research based, and promising programs</b> are shown. If a program name is not in the list, <b>select Other-Innovative</b> from the dropdown.
3	Provide <b>local Program/Activity local name</b> *	Here, enter a Local Program Name using the DBHR naming convention. <b>Why?</b> The Local Program Name is used to <b>easily identify and track programs by community name and time range</b> . There is an example available within Minerva, above Question 3. The naming convention of is: <b>Name of Program – Community Name YYYY/YYYY</b> , which corresponds to the start year and end year of the program.
4	<b>Program/Activity description</b> (pre-loaded; may edit) *	Based on the selection in #2 above, if there is a built-in description for the Program, it will show up here. If nothing appears, enter a description. Any text (even pre-filled text) can be edited.
5	<b>Program/activity start date</b> *	Enter the date that the program or strategy/activity will start.
6	<b>Program activity end date</b> *	Enter the date that the program or strategy/activity will end.

**TABLE 6: Planning Module – Required and Optional Fields**

Q	Field Name	Description
7	Program/activity budget *	A list of applicable funding sources will be visible, identified as for Administrative or Program costs based on Budget Allocations that are COMPLETE for each Tier 1, Tier 2, and Tier 3 entity selected when creating a program planning profile (see <a href="#">Section III</a> ). Only funding sources assigned with COMPLETE Budget allocations that also align with the Start Date and End Date entered in #5 and #6 will be visible. Enter the amount that is expected to be spent on this program/activity in the fields as appropriate. Enter numbers only; no commas and no dollar signs (\$). If not using a funding source, enter 0 (zero). At least one row must have a non-zero entry. <b>If Budget allocations are not complete, the plan may be SAVED by selecting a T1, T2, and T3 combination and adding at least a Local Program Name.</b> A message will be shown in this case with instructions on how to address incomplete Budget allocations.
8	Select the <b>implementation type</b> (select one) *	Select which evidence-based list this program is found on. <b>Lists are posted at <a href="https://www.TheAthenaForum.org/prevention-101/excellence-prevention-strategy-list">https://www.TheAthenaForum.org/prevention-101/excellence-prevention-strategy-list</a> which also links to lists specific to certain funding sources.</b>
9	Select <b>long term consequence(s) addressed</b> (select all that apply) *	Select the <b>long term consequences this program is intended to impact</b> . More than one may be selected. Be sure to select only those long-term consequences identified during planning and that are addressed by the program to be implemented.
10	Select the <b>behavioral health problem(s) addressed</b> (select all that apply) *	Select the <b>behavioral health problem that this program is known to address and is identified in a strategic plan or prevention plan</b> . The choices include a) substance use disorders and b) mental health disorders. When one or the other is selected (or both) a subsequent question for each is displayed. Select all that apply.
11	Select the <b>primary intervening variable</b> (risk or protective factor) addressed (select one) *	Select the <b>primary risk or protective factor that this program is intending to impact</b> .
12	Select <b>measurable objective of local condition of the primary intervening variable</b> indicated above (select one) *	Select the <b>objective that most closely aligns with a plan's prioritized local conditions</b> .

**TABLE 6: Planning Module – Required and Optional Fields**

Q	Field Name	Description
13	Indicate <b>direction of change for the objective</b> (select one) *	Select the <b>direction that best matches the objective’s goal</b> .
14	Select the secondary intervening variables (risk and protective factors) addressed (select all that apply)	An optional field to select secondary risk or proactive factors this program is intending to impact.
15	Select <b>CSAP strategy category</b> (select one) *	Select the <b>Center for Substance Abuse Prevention strategy category that describes the program to be implemented</b> . The selection made at the program level will be reflected in Enter Session Data and allow other information to be selected per service to further describe prevention programming. The CSAP Strategy can only be chosen (and edited) at the planning stage. Choices are: Alternatives; Education; Community-Based Process; Education; Environmental; Information Dissemination; Other (training); and Problem Identification and Referral. For more information, refer to <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> .
16	Select <b>IOM category</b> (select one) *	Select the <b>Institute of Medicine Category that describes the program to be implemented. Selection reflects how service participants are identified to receive a service</b> . Options are: Universal-Indirect; Universal-Direct; Selective; and Indicated. For more information, refer to <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> .
17	Indicate <b>plan for implementation with fidelity</b> . Please note that adaptations require state approval (select one) *	Indicate <b>whether the program will be implemented as designed or whether it will be implemented with approved adaptations</b> . When choosing ADAPTATION, explain how the program is being adapted.
18	Indicate <b>expected number of direct service program/activity series (groups)</b> *	Enter the <b>number of service groups expected over the course of the entire program</b> . For environmental/media strategies indicate the number of different types of activities planned. More tips are available in Minerva by hovering over the blue question mark next to this item and additional guidance is available at <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> .

**TABLE 6: Planning Module – Required and Optional Fields**

Q	Field Name	Description
19	Indicate <b>expected number of total sessions (For all series/strategy types (groups)) *</b>	Enter the <b>number sessions expected over the course of the entire program</b> . For programs with curriculum, the number of session should match the curriculum. If more than one group is to be implemented (question 18), the number of sessions should describe each group or series. Some environmental/media strategies programs require monthly roll-up of session information. More tips are available in Minerva by hovering over the blue question mark next to this item and additional guidance is available at <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> .
20	Indicate <b>expected total hours for all programs/activities *</b>	Enter the <b>expected direct service hours for all sessions</b> . For programs with curriculum, direct service hours should match the curriculum (unless the program is adapted). Some environmental/media strategies programs do not include direct service hours (such as media campaigns). More tips are available in Minerva by hovering over the blue question mark next to this item and additional guidance is available at <a href="http://www.TheAthenaForum.org">www.TheAthenaForum.org</a> .
21	Indicate <b>expected total unduplicated participants for this direct service program/activity or total expected reach of environmental/media strategies *</b>	Enter the expected <b>total unduplicated participants for the entire program</b> . Depending on the program to be implemented, unduplicated participants may include Partners, Individual participants, Mentors, and Mentees. For environmental/media strategies, enter the total expected reach.
22	Select <b>target population(s)</b> (select all that apply) *	Select the <b>populations that the program will focus on</b> .
23	Select <b>target age group(s)</b> (select all that apply) *	Select the <b>age groups that the program will focus on</b> .
24	Select <b>survey instrument(s) to be used in the evaluation</b> (select all that apply)	Select the <b>survey(s) to be used to assess the measurable objective in relationship to the risk or protective factor to be addressed by this program</b> . Not all programs require assessments. The list of surveys to choose from is tied to the risk or protective factor and measurable objective combination selected in question 11 and question 12 above. The survey will be used for monitoring performance-based contracts. For more information on surveys, see <a href="#">Section IX. Surveys</a> as well as information posted at <a href="http://www.TheAthenaForum.org/MKB">www.TheAthenaForum.org/MKB</a> .

**TABLE 6: Planning Module – Required and Optional Fields**

<b>Q</b>	<b>Field Name</b>	<b>Description</b>
25	Select <b>frequency of survey</b> (select one) *	<b>Select the survey frequency</b> (One time; Pre; Post; Pre-Mid-Post; Pre-Post-Follow-up; Pre-Mid-Post-Follow-up; or N/A). Most surveys are administered as Pre and Post program, but others are collected more often (i.e., mentoring or a program with booster sessions).
26	Select <b>program/activity status</b> (select one) *	Select either <b>Active, Inactive, Complete, or Discontinued</b> .
27	<b>Program/Activity</b> notes	This notes section is optional and can be used to describe how the program plan was created. Suggestion – use this section to record how questions 18 – 21 were answered. Use the Service Narrative Report to view notes entered in Minerva (see <a href="#">Section XI. Evaluation and Reports</a> ).

## ***B. Editing a Program Profile***

Once approved by DBHR, a Program Planning Profile is **not** available for editing. If a Program Planning Profile needs updating, contact DBHR staff and have them RETURN the Program Planning Profile for editing. Once the Program Planning Profile is in RETURN status on the Program Profile Summary page ([FIGURE 18](#)), select the green pencil icon in the row next to the Program Planning Profile to start editing. Once edits are done, SUBMIT the Program Planning Profile for review and approval by DBHR staff (see **Step 5** in [Section VI.A](#)). Refer to [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions.

## ***C. Copying a Program Profile***

System users have the option to copy existing program planning profiles using the **Copy Program Button**. In most cases, DBHR requires creating program plans on a biennial cycle as most prevention partners are implementing programs for this time period. In some cases, reflecting funding sources and contractor type, programs may be planned for a shorter time period. Regardless, creating, editing, or copying program planning profiles in Minerva usually is an annual activity.



**With that in mind, use the Copy Program Button only prior to the start of a new funding cycle, such as a new biennium or state fiscal year (depending on contractor type and funding source), or when new funding has become available.**

The Copy Program Button produces a copy of an existing program planning profile. Only Program Planning Profiles that are Approved are available to copy. The list below identifies Program Planning Profile items and their corresponding question number (see [TABLE 6](#)) which are NOT copied and must be entered again, reflecting current plans for prevention programs.

- Program Start Date (#5)
- Program End Date (#6)
- Program Budget (#7)
- Expected Count of Activities/Groups (#18)
- Expected Count of Sessions (#19)
- Expected Count of Direct Service Hours (#20)
- Expected Count of Unduplicated Participants and/or Total Reach (#21)

The list below identifies Program Planning Profile items and their corresponding question number (see [TABLE 6](#)) which are copied with no changes, but should be reviewed to ensure they are correct per current plans. All these items may be edited as needed:

- Local Program Name (#3)
- Implementation Type (#8)
- Behavioral Health Problems (#10)
- Primary risk or protective factor (#11)
- Measurable objective (#12)
- Direction of change (#13)
- CSAP Strategy (#15)
- IOM Category (#16)

- Fidelity Plan (#17)
- Target Populations (#22)
- Target Age (#23)
- Survey (#24).

Once needed edits are complete, return to **Step 5** in [Section VI.A](#) to submit a program plan for review.

## VII. Activity Logs – Groups of Similar Prevention Activities

As noted in the previous section, Program Planning Profiles include information on planned programs in the most general sense.

**Activity Logs**, which are created and managed in the **Implementation – Activity Reporting Module**, are also planning documents but provide more detailed information on how a program will be implemented.

Setting up Activity Logs usually is an annual activity. Generally speaking, new Activity Logs only need to be added when entities decide to add series of services, or in other limited instances. DBHR designated managers are available to assist with managing Activity Logs.

The figures below provide an overview of how the various parts of Minerva discussed so far fit together, as well as Activity Logs (the current section) and Session data (the next session) fit into the big picture.

As can be seen in [FIGURE 21](#) and [FIGURE 22](#), using Minerva involves completing set-up in Step 1 (involving both DBHR and fiscal and program staff), then creating Program Planning Profiles in Step 2. In Step 3, program staff create an Activity Log or Logs that are part of a specific program and then within each Activity Log, add session information in those Activity Logs. Partners & Staff are added at Step 3a in order to link them with specific Activity Logs.

**It is important to note that once we complete Step 1, Step 2, Step 3, and Step 3a** – usually annually, on a biannual basis, when new funding becomes available or program plans change, or when staff leave or new staff join – **a lot of the focus in Minerva is in Step 4** (see [Section VIII. Enter Session Data](#)) and with Evaluation & Reporting (see [Section XI. Evaluation & Reports](#)). In other words, after those steps are complete, most system users are able to go directly to Enter Session Data and Evaluation & Reporting.

Figure 21: The Logic of Minerva for CPWI and CBO Contractors

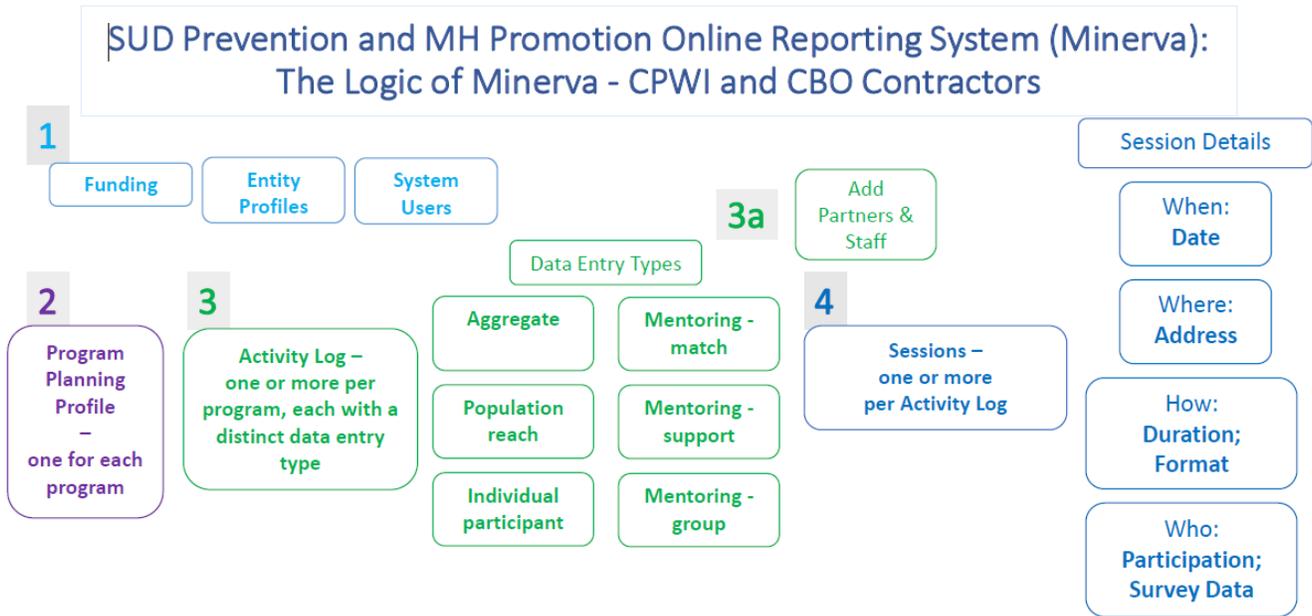
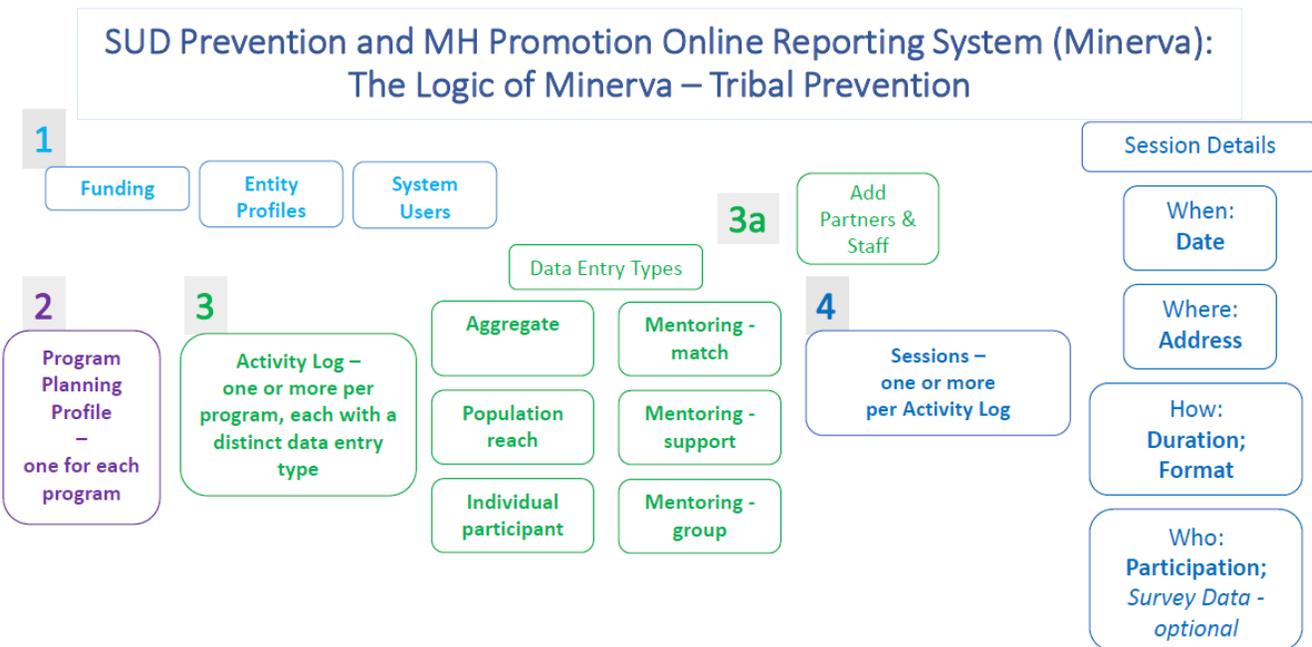


Figure 22: The Logic of Minerva for Tribal Prevention



Understanding how Program Planning Profiles and Activity Logs work together and what the core differences between them are, is useful for understanding how the Minerva system works. The relationship between Program Planning Profiles and Activity Logs, and the important differences are described below in [TABLE 7](#) below. Additional guidance is available on the Minerva Knowledge Base at [www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB).

[Table 7: Understanding Differences between Program Plans and Activity Logs](#)

<b>TABLE 7: Understanding Differences Between Program Plans and Activity Logs</b>		
	<b>Program Planning Profile</b>	<b>Activity Log</b>
<b><i>How many are needed?</i></b>	One for each program/activity (this is usually defined on an Action Plan or other Plan for prevention services).	<p>The answer may depend on some or all of the following guidance for Activity Logs:</p> <ul style="list-style-type: none"> <li>• For one program, create distinct Activity Logs for each state fiscal year (or at most a 12 month period if on a funding cycle that doesn't follow state fiscal years).</li> <li>• For one program, create one Activity Log for each series of services (e.g. a Fall Series and a Spring Series for Strengthening Families Program 10-14).</li> <li>• For one program, create an Activity Log for each Performing Entity implementing the program.</li> <li>• For one program, create an Activity Log for each of the different types of data to be entered (e.g. Mentoring – match activities and Mentoring – group activities). This is covered in more detail in <a href="#">Section VIII. Enter Session Data</a>.</li> <li>• For one program, create one Activity Log for each media campaign to be disseminated (e.g. one for the parents with children “It Starts with One” campaign and one for the older adults “It Starts with One” campaign).</li> </ul>

**TABLE 7: Understanding Differences Between Program Plans and Activity Logs**

	<b>Program Planning Profile</b>	<b>Activity Log</b>
<b><i>Start Date – End Date</i></b>	The date range at the Program level should cover all services planned. This may be dates within one state fiscal year (e.g. July 1, 2018 – June 30, 2019) or dates within a biennium, for example (e.g. July 1, 2017 – June 30, 2019).	Up to one state fiscal year (July 1 – June 30) or one twelve month period. This is because Activity Months are selected and the system will use a combination of the Activity Log Start Date – End Date and the selected Activity Months for various data integrity checks and running reports.
<b><i>Description of plans</i></b>	The Program Plan provides the most general level of information about targeted substances, targeted populations, and targeted age groups. It will include everything that might be separated out among one or more Activity Logs.	Activity Logs have more focused information specific to the series being implemented (e.g. Fall or Spring), the Performing Entity implementing the service, targeted population(s), targeted age group(s), target substance(s), the location of services (county, zip code, tribe, school district, state legislative district, congressional district), and data entry type (Aggregate, Population reach, Individual participant, Mentoring – match activities, Mentoring – support activities, or Mentoring – group activities).
<b><i>Is there a Naming Convention?</i></b>	For Program Plans, use the naming convention for the Local Program Name (see <a href="#">TABLE 6</a> ).	Except for some Activity Logs associated with CPWI Coalition Programs, there is not an official naming convention for Activity Logs (see <a href="http://www.TheAthenaForum.org/MKB">www.TheAthenaForum.org/MKB</a> ). However, it is helpful to name Activity Logs in a descriptive way that helps easily identify them within the system and reports later.
<b><i>Editing</i></b>	Once the Program Planning Profile is submitted to DBHR and approved, it is locked for editing. In order to edit the Plan, it must be returned by DBHR staff.	Activity Logs are marked complete once all information is entered, but they can be edited at any time by program staff.

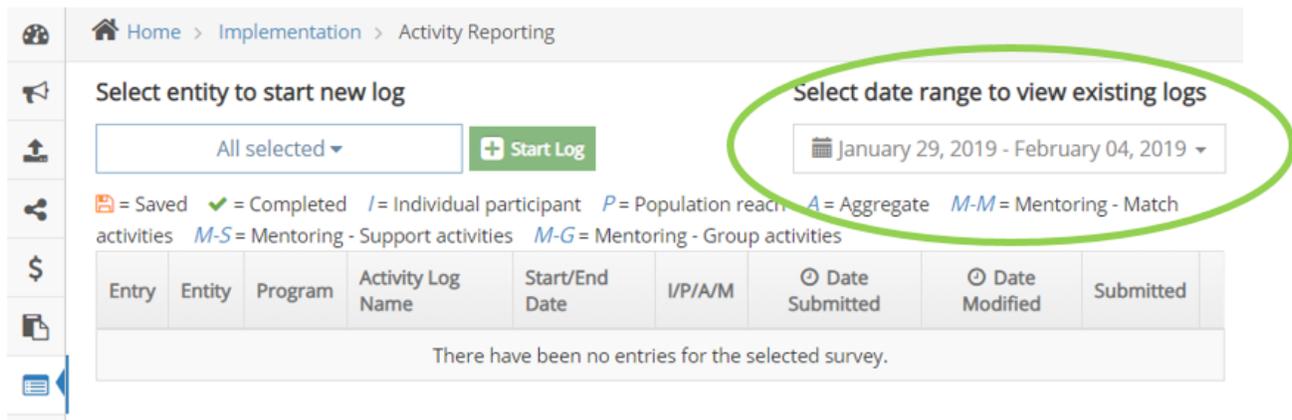
## A. Adding an Activity Log

- Activity Logs are found in the IMPLEMENTATION MODULE – ACTIVITY REPORTING, on the Activity Log Summary Page (see [FIGURE 23](#)). The Activity Log Summary Page includes a date range filter that defaults to the current 7 day period, which sorts by the date Activity Logs were created (circled in green below).

**Don't see Activity Logs already created?** Adjust the date range filter and then enter text in the filter box to display Activity Logs in saved or completed status. This is also described in [TABLE 3: MINERVA ICONS AND TOOLS](#), above.

**Haven't created an Activity Log yet?** Before any Activity Logs are created for a specific program or programs, the Summary Screen will be blank.

[Figure 23: Activity Log Summary Page with the Default Date Range Filter](#)

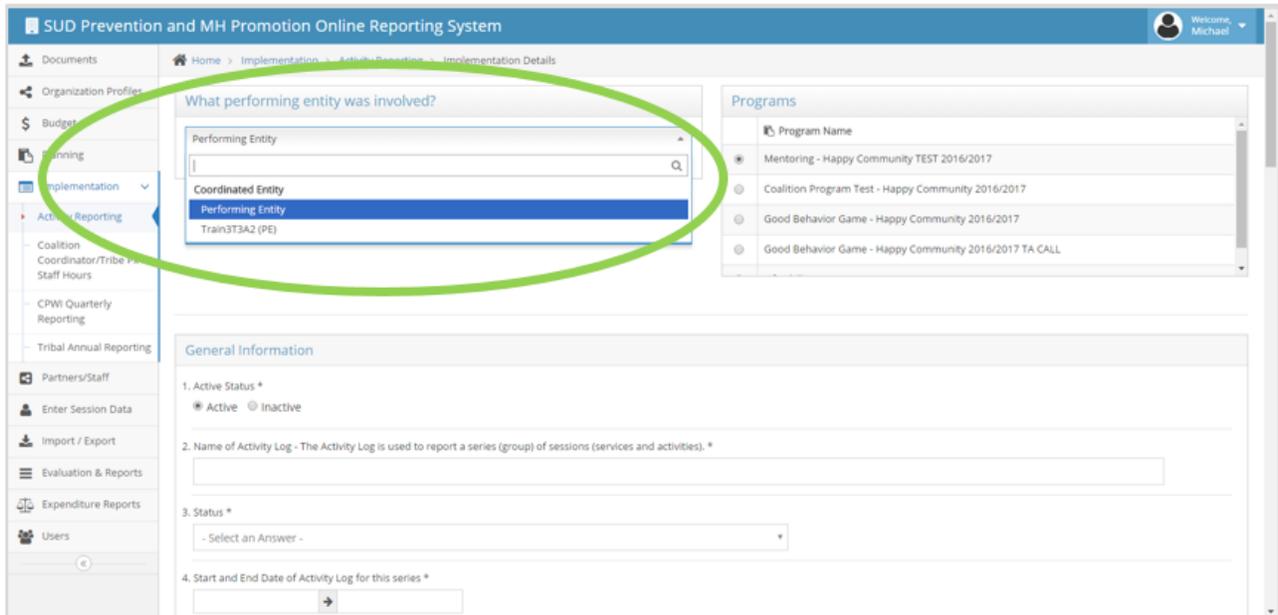


- To ADD a **new** Activity Log, first select a Coordinating Entity ([described in Section I.B.](#)) from the drop down list on the upper left side of the form then select the green button as shown in [FIGURE 24](#). The form shown in [FIGURE 25](#) will appear next.

[Figure 24: Add a New Activity Log](#)

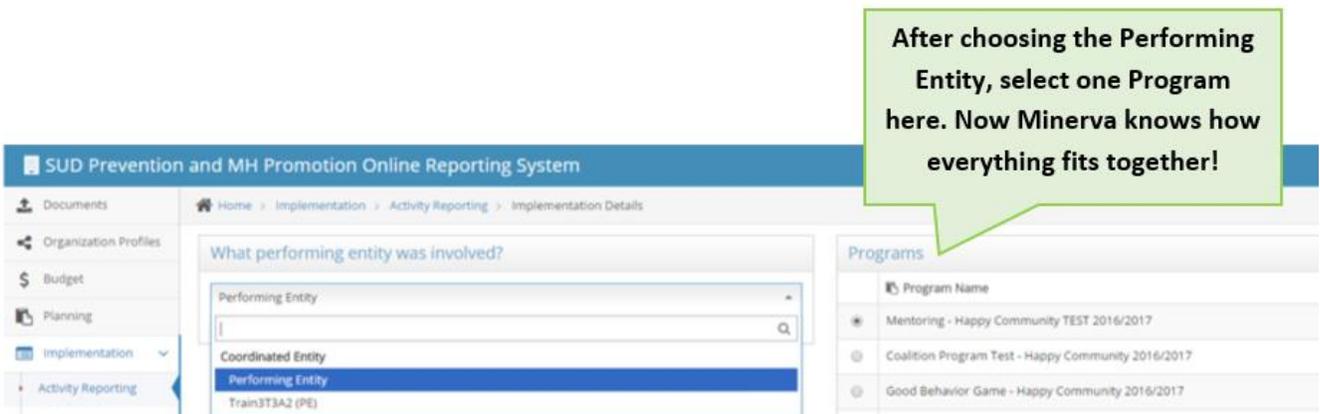


Figure 25: Activity Reporting - Activity Log Details



- Next, select one Performing Entity (an Activity Log may only have one Performing Entity). Based on these two choices (Coordinating Entity in the previous step and Performing Entity in this step), Minerva shows a list of Program Plan or Plans that this Activity Log can be linked to. **Don't see an expected Program?** Only Program Plans approved that also identify this combination of Coordinating Entity and Performing Entity just chosen will show up here. [FIGURE 25](#) (above) and [Figure 26](#) (below) show these two steps. **Need assistance?** Contact your DBHR designated manager for assistance.

Figure 26: Activity Log - Select one PE and Program



- Complete the form using the information provided in [TABLE 8](#). The majority of fields are required as indicated by the \* after the Field Name description and as indicated in [TABLE 8](#).

Once all the required information is entered, use COMPLETE to finish up the Activity Log and move onto the next step.

**Need to save your work, but not ready to move on?** Use SAVE & CONTINUE to save your work and stay where you are. SAVE & EXIT saves your work and returns you to the Activity Log Summary Screen. EXIT will exit without saving.



[Table 8: Activity Log - Required and Optional Fields](#)

TABLE 8: Activity Log – Required and Optional Fields		
Q	Field Name	Description
1	<b>Active/Inactive</b>	Use <b>Active</b> for a new Activity Log. Later, when the group of activities described by a Activity Log is finished, it can be marked <b>Inactive</b> . Note – if planning on using the Copy Activity Log button (see <a href="#">Section VII.C</a> ), make a copy before marking a Log inactive.
2	<b>Name of Activity Log</b> - The Activity Log is used to report a series (group) of sessions (services and activities). *	<b>Enter a useful and meaningful name that will allow you to correctly identify this Activity Log both within Minerva and in Reports.</b>
3	<b>Status</b> *	Status may be <b>open, done, discontinued or suspended.</b>
4	<b>Start and End Date of Activity Log</b> for this series *	Enter the <b>Start Date and End Date for this Activity Log</b> . This might be the same date range as a Program Plan, or a shorter date range. It all depends on your plan for implementation. As Activity Logs may be edited at any time, <b>this information should be updated if a plan for implementation changes.</b>

<b>TABLE 8: Activity Log – Required and Optional Fields</b>		
<b>Q</b>	<b>Field Name</b>	<b>Description</b>
5	<b>Activity Months (select all that apply) *</b>	<b>Select the box next to each month in which services are planned. Only select the months in which services are planned.</b> Minerva will use the information in #4 (above) and here when figuring out what information to include in reports and other parts of the system, so it is important to keep this up to date. To help check whether the correct Activity Months are selected, use the <b>Activity Months Report</b> to review how Activity Logs are set-up. See <a href="http://www.TheAthenaForum.org/MinervaReportsGuidance">www.TheAthenaForum.org/MinervaReportsGuidance</a> for more information on this and other in-system reports.
6	Select <b>service population(s)</b> (select all that apply)	Indicate the <b>service populations for this specific set of services</b> . This may be the same as that which was indicated at the program level, or more specific.
7	Select <b>age group(s) served</b> (select all that apply)	Indicate the <b>age groups for this specific set of services</b> . This may be the same as that which was indicated at the program level, or more specific.
8	In what <b>county(ies) is this activity taking place?</b> (select all that apply) *	Select which <b>county or counties will be covered by the series</b> . When a selection is made, filtered options relevant to the county selection will be visible in Question 9 – 13. This is one of the advantages of how Minerva is set up, as it helps ensure correct location information is selected.
9	What <b>tribe(s) is this activity</b> associated with? (select all that apply)	Select which <b>Tribe or Tribes will participate in this series</b> , as applicable. Filtered options depend on the selection in Question 8 and if the county or counties selected have tribes associated with them.
10	<b>Zip code(s) for location of series?</b> (select all that apply) *	Select the <b>5 digit zip code(s) that will be covered by the series</b> . Filtered options are based on the selection in Question 8.
11	<b>School district(s) for location of series</b> (select all that apply) *	Select the <b>school district(s) that will be covered by the series</b> . Filtered options are based on the selection in Question 8.
12	<b>Legislative district(s) for location of series</b> (select all that apply) *	Select the <b>state legislative district that will be covered by the series</b> . Filtered options are based on the selection in Question 8. Find the correct district(s) via <a href="https://app.leg.wa.gov/districtfinder/">https://app.leg.wa.gov/districtfinder/</a> .

<b>TABLE 8: Activity Log – Required and Optional Fields</b>		
<b>Q</b>	<b>Field Name</b>	<b>Description</b>
13	<b>Congressional district(s) for location of series</b> (select all that apply) *	Select the <b>federal congressional district that will be covered by the series</b> . Filtered options are based on the selection in Question 8. Find the correct district(s) via <a href="https://app.leg.wa.gov/districtfinder/">https://app.leg.wa.gov/districtfinder/</a> .
14	Indicate if <b>coalition members or sector partners</b> are involved in this series *	Indicate whether <b>coalition members or sector partners</b> are participating in the implementation of this series.
15	<b>General notes</b> (optional)	Enter <b>optional notes to describe the Activity Log</b> . The <b>Service Narrative Report</b> is a great tool for extracting from Minerva notes entered here (see <a href="http://www.TheAthenaForum.org/MinervaReportsGuidance">www.TheAthenaForum.org/MinervaReportsGuidance</a> for a description of this and other in-system reports.
16	Indicate how data will be entered for participants *	Indicate how information on service participants will be collected and entered into Minerva. For more information these data entry types, see <a href="#">Section VIII. Enter Session Data</a> . The guidance document <b>Planning for Data Entry</b> may also be helpful, available at <a href="http://www.TheAthenaForum.org/planning-data-entry">www.TheAthenaForum.org/planning-data-entry</a> .

### ***B. Editing an Activity Log***

Activity Logs may be edited at any time, unlike Program Planning Profiles. To edit an Activity Log, select the Activity Log and click the gray gear icon to start editing. When edits are finished, click COMPLETE.

**Need to find an Activity Log quickly?** Remember that the Activity Log summary screen defaults to the past seven days. Activity Logs **are displayed based on date created**. Use the [Date Range Selector](#) and then enter text into the [Filter](#) (in that order) to find Activity Logs. The Activity Log ID can also be used here.

### ***C. Copying an Activity Log***

Activity Logs can be copied using the **Copy Activity Log** button. In most cases, Activity Logs should cover a time period of 12 months or less and in most cases should align with a state fiscal year. Exceptions include organizations that are funded on different cycles. An Activity Log should only be copied to create a new Activity Log for a new **series** of sessions. Make sure to only create the number of Activity Logs needed for an entire series of sessions. To use the Copy Activity Log Button, click on the gear icon on the Activity Reporting Summary Page ([FIGURE 23](#)). A message will pop up to make sure copying an Activity Log the action wanted (as opposed to adding a session, for example).

The following are NOT copied - they'll have to be entered for each new Activity Log, even those copied. The numbers correspond to [TABLE 8](#).

- Name of Activity Log (#2)
- Status (#3)
- Start Date to End Date (#4)
- Activity Months (#5)
- General Notes (#15)
- Data Entry Type (#16)

The following ARE copied with no changes, but should be reviewed to ensure they are correct per current plans. All these items may be edited as needed (numbers correspond to [TABLE 8](#)):

- Service populations (#6)
- Age groups (#7)
- Counties (#8)
- Tribes (#9)
- Zip codes (#10)
- School districts (#11)
- Legislative districts (#12)
- Congressional districts (#13)

Once needed edits are complete, return to **Step 4** in [Section VII.A](#) to COMPLETE the Activity Log.

## VIII. Enter Session Data

In the previous sections, the focus has been on setting up Minerva to get ready to enter session data. Before diving into the *how* of reporting on services, this is good time to talk about the *why* of Minerva.

### ***Why is certain information on prevention services to be reported into Minerva?***

As a reporting system, Minerva helps organizations funded via DBHR and DBHR itself accomplish the following goals:

- Maintain existing funding;
- Apply for new funding; and
- Share stories about outcomes.

These three goals are strongly related to each other. On the local level, organizations are able to share success stories and plan for future programs and services (including addressing past challenges) using information reported to Minerva. They can also use Minerva to support applications for other funding sources. At the state level, DBHR uses the information reported by Minerva system users to continually advocate on behalf of maintaining existing resources and applying for new resources.

### ***How is Minerva set-up for entering session information?***

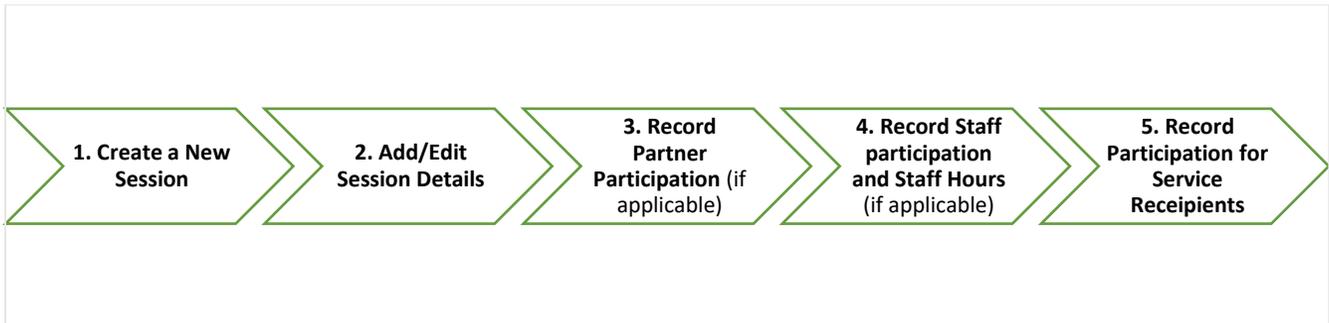
- Actions described in Section II through Section VII must be complete before session data can be entered. This structure of Minerva helps ensure the correct session data is entered. In [FIGURE 21](#) and [FIGURE 22](#), this means Step 1 – Step 3a are complete and we're ready for Step 4!
- Minerva is set-up to use six types of data entry.

- **Why are there six types?**
  - First, prevention programs/activities have plans for implementation, where prevention providers work to reach different types of service recipients. The six data entry options in Minerva reflect these options for prevention services.
  - Second, by choosing one type of data entry per Activity Log the Minerva system provides for each Activity Log *only* the data entry options needed. This helps with data integrity and makes data entry simpler.
- As noted previously in this User Guide, [DATA SECURITY SETTINGS](#) built into Minerva help ensure that only the person who first entered the data will be able to see the First name and Last name.
  - **Why?** This separates out First name and Last name from other information entered into the system, helping to minimize the kind of information people without data entry access can view.

### A. How to Enter Session Data

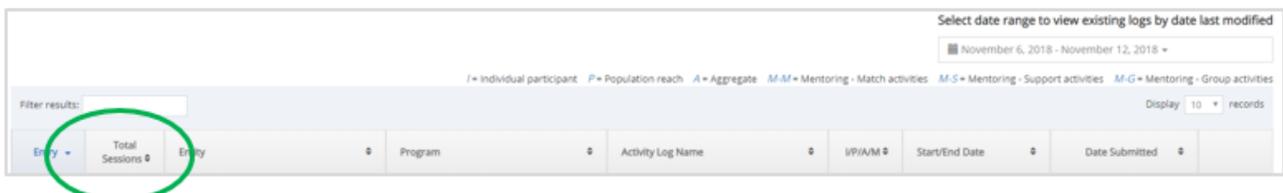
For each session, there are five steps that may be applicable for each session, as shown in [FIGURE 27](#), below. The following pages provide more information on each step, and some variations. Keep in mind that not all steps may apply depending on the type of prevention provider and how a program is being implemented.

[Figure 27: Five Steps for Entering Session Data](#)



1. **Create a New Session.** Starting at the Enter Session Data Module, on the Session Data Summary Page Minerva shows the name of Activity Logs that are ready for sessions. This page looks much like the Activity Reporting Summary Page, with the addition of a new column to show the number of sessions added (see [FIGURE 28](#)).

[Figure 28: Enter Session Data – Session Data Summary Screen](#)



**Ready to add a session?** Sessions are added to specific Activity Logs, following the idea that Activity Logs describe a set of similar sessions. Find the Activity Log where a session is to be added, and click the green edit button to begin entering session data (circled in green in [FIGURE 29](#)). Clicking the edit button will display a page as shown in [FIGURE 30](#).

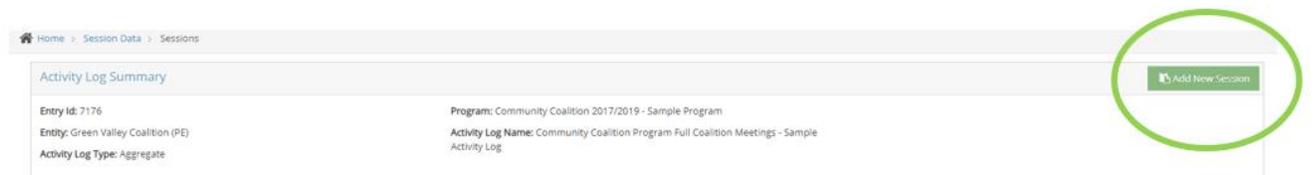
**Don't see Activity Logs already created?** Adjust the date range filter and then enter text in the filter box to display Activity Logs in saved or completed status. This is also described in [TABLE 3: MINERVA ICONS AND TOOLS](#), above.

[Figure 29: Add a Session to an Activity Log](#)



Entry	Total Sessions	Entity	Program	Activity Log Name	I/P/A/M	Start/End Date	Date Submitted	
7330	0	Performing Entity One (Sample)	Advertising Restrictions - Coordinating Entity One 2018/2019	Advertising Restrictions Implementation	A	09/01/2019-06/30/2020	3/22/2019 2:15 M	

[Figure 30: Enter Session Data Form](#)



Home > Session Data > Sessions

Activity Log Summary

Entry Id: 7176

Entity: Green Valley Coalition (PE)

Activity Log Type: Aggregate

Program: Community Coalition 2017/2019 - Sample Program

Activity Log Name: Community Coalition Program Full Coalition Meetings - Sample Activity Log



- Creating the first session?** Click the **Add New Session** button in the upper right (circled in green in [FIGURE 30](#) above). Then click the **Add/Edit Details** button in the gray bar by the new session.



Next, complete the Session Details Form using the information provided in. The majority of fields are required as indicated by the \* after the Field Name description and as indicated in [TABLE 9](#).

Session details need to be added for each session, but the **Copy Session Button** allows you to copy essential information that likely doesn't change session to session. Even when the Copy Session Button is used, edits can be made!

**Creating additional sessions after the first session?** After one session is complete, click the **Add New Session** button in the upper right. Minerva will ask:

**Would you like to copy the details of the last session saved?**

- Use **YES** to copy all Session Details from the prior session, except the date of the session, the session name, and the response to question 8 (see [TABLE 9](#)).
- Use **NO** if you don't want to copy details from the last session.

[Table 9: Add/Edit Details - Required and Optional Information](#)

TABLE 9: Session Details – Required and Optional Fields			
Q	Field Name	Copy Session Button – Copy or Does Not Copy	Description
1	<b>Date of Session *</b>	Does <i>not</i> copy – add the Date of Session for each session.	<b>Enter in the date of each session.</b> When reporting a monthly roll-up (one session for the entire month), use the last calendar day of the month. When reporting a training (hosted or attended) that lasts more than one day, use the last day of the training as the date of the session.
2	Session Name	Does <i>not</i> copy - add the name of the session.	While this is an optional field, many Minerva reports display the Session Name and we suggest adding a <b>name that is useful for identifying this session.</b>
3	<b>Duration of Session (Hours) *</b>	Does copy when using the copy session button.	<b>Enter the number of hours for direct services.</b> The field is required for some service types and optional for others. Minerva will display an alert in either case to help with correct data entry.
4	Duration of Session (Minutes)	Does copy when using the copy session button.	Optional. Using the drop-down menu, <b>choose a duration in minutes</b> making the choice to round-up or round-down as needed.
5	<b>CSAP Category *</b>	Does copy when using the copy session button.	This is the CSAP Category that was selected when creating the Program Plan. For this reason, this can't be edited at the session level (it is grayed out). If editing of the CSAP Category is needed, submit a Help Ticket (see <a href="#">Section I.A</a> ).
6	<b>CSAP Subcategory Service Code *</b>	Does copy when using the copy session button.	Using the drop-down menu, <b>choose the CSAP Subcategory that describes the session.</b> This provides more information to Minerva about how data will be entered.

<b>TABLE 9: Session Details – Required and Optional Fields</b>			
<b>Q</b>	<b>Field Name</b>	<b>Copy Session Button – Copy or Does Not Copy</b>	<b>Description</b>
7	<b>Was session delivered in a CPWI community? *</b>	Does <i>not</i> copy – choose Yes or No for each session.	For <b>CPWI contractors</b> , select <b>YES</b> if the services was delivered in a <b>CPWI Community</b> or <b>No</b> otherwise. <b>Not CPWI?</b> Select No. This field will NOT copy when using the Copy Session Button and must be entered for each session.
8	<b>Has anyone objected to participating in this activity facilitated by this organization? *</b>	Does <i>not</i> copy – choose Yes or No for each session.	Question 8 is used to collect information on Faith Based Organization performing entities and addresses requirements of CFR 42.
9	<b>Address *</b>	Does copy when using the copy session button.	<b>Enter the physical address where the service was provided. For media campaigns such as a TV or radio ad or billboard, use your office address.</b>
10	Address2		This is optional and can be used to record additional address information, if needed.
11	<b>City *</b>	Does copy when using the copy session button.	<b>Enter the City in which the session took place.</b>
12	<b>State *</b>	Does copy when using the copy session button.	Select the <b>State in which the session</b> took place from the drop-down list provided. <b><i>Washington is the first choice!</i></b>
13	<b>Zip Code *</b>	Does copy when using the copy session button.	Enter the <b>Zip Code</b> in which the session took place.
14	Session notes	Does <i>not</i> copy.	This is an optional field for notes on a session. Do not put participant names in this section.

3. **Record Participation for Partners.** In each session, there will be a Partners Table with the names of all Partners already added in the Partners/Staff module. See [FIGURE 31](#), below, for an example of the Partners Table.

- Check the box next to the Partner’s name (or Partner ID) to record their participation.
- **Don’t see the Partner Table or a specific Partner?** Because Partners are linked to a specific Performing Entity and Activity Logs are also linked to a specific Performing Entity, if a Partner is not showing up it might mean they aren’t linked to the Performing Entity. This can easily be fixed in the Partner Staff Module by editing the Partner/Staff entry to include the needed Performing Entity.

[Figure 31: Enter Session Data - Partner Participation](#)

Partners	
Participating	Partner
<input type="checkbox"/>	ESD 123 Partner Id: 125
<input checked="" type="checkbox"/>	Coalition Member Partner Id: 167
<input type="checkbox"/>	Partner One Partner Id: 163
<input type="checkbox"/>	Partner Person Partner Id: 165

4. **Record Participation for Staff.** In each session, there will be a Staff Members Table with names of all Staff already added in the Partner/Staff Module. See [FIGURE 32](#), below, for an example of the Staff Members Table.

- Check the box next to the Staff person’s name (or Staff ID) to record their participation.
- To report Direct Staff Hours and Indirect Staff Hours and Minutes, enter the time to be recorded. Guidance on how to categorize direct and indirect service hours and minutes is available from the Prevention System Manager you work with.
- **Don’t see the Staff Members Table or a specific Staff person?** Because Staff are linked to a specific Performing Entity and Activity Logs are also linked to a specific Performing Entity, if a Staff person is not showing up it might mean they aren’t linked to the Performing Entity. This can easily be fixed in the Partner Staff Module by editing the Partner/Staff entry to include the needed Performing Entity!

[Figure 32: Enter Session Data - Staff Participation and Staff Hours](#)

Staff Members			
Participating	Staff Member	Direct Staff Time	Indirect Staff Time
<input type="checkbox"/>	Coalition Coordinator (Green Valley Coalition)	0 Hours 0 Minutes	0 Hours 0 Minutes
<input type="checkbox"/>	Data Entry (Green Valley Subcontractor)	0 Hours 0 Minutes	0 Hours 0 Minutes

5. **Record Participation for Service Recipients.** This section provides more information about the six data entry options (chosen when completing an Activity Log), including what is required to be reported for each data entry type. For a summary of the information provided in the next six sub-sections, see [TABLE 10](#) below.

**Table 10: How to Report Participation (6 Data Entry Types)**

<b>TABLE 10: How to Report Participation (6 Data Entry Types)</b>	
<b>Data Entry Type</b>	<b>How to Report Participation</b>
<b><u>Aggregate</u></b> : To report on services with groups of attendees where data is collected and reported on these attendees as a group.	<ol style="list-style-type: none"> <li>1. Report Total Count of Participants.</li> <li>2. Report Total Count of Participants for each demographic sub-category.</li> <li>3. Totals for sub-categories should sum to Total Count of Participants.</li> </ol>
<b><u>Individual participant</u></b> : 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.	<ol style="list-style-type: none"> <li>1. Enter Individual Participants into Minerva as Individual Participants, including: <ol style="list-style-type: none"> <li>a. Partners</li> <li>b. Coalition members</li> <li>c. Staff.</li> </ol> </li> <li>2. Report Participation.</li> <li>3. Report Survey responses, when applicable (<a href="#">see Section IX</a>).</li> </ol>
<b><u>Population reach</u></b> : To report on services that reach a specified population, linked to a school district used with census table in Minerva to calculate the reach. In comparison with Aggregate, use Population reach to estimate reach.	<ol style="list-style-type: none"> <li>1. Identify School Districts in Activity Log.</li> <li>2. Report Total Reach.</li> <li>3. Enter required information (specific information depends on the service).</li> <li>4. Select School Districts to use the Census Calculator.</li> </ol>
<b><u>Mentoring – match activities</u></b> : To report on one-to-one service activities that are recurring meetings between two individuals, often to include survey data.	<ol style="list-style-type: none"> <li>1. Enter Mentors into Minerva. <ol style="list-style-type: none"> <li>a. Label as Mentors</li> <li>b. Report same information as for Individual participants.</li> </ol> </li> <li>2. Enter Mentees into Minerva. <ol style="list-style-type: none"> <li>a. Label as Mentees</li> <li>b. Report same information as for Individual participants.</li> </ol> </li> <li>3. Report Participation.</li> <li>4. Report Survey responses, when applicable (<a href="#">see Section IX</a>).</li> </ol>
<b><u>Mentoring – support activities</u></b> : To report on one-to-one service activities that involve only service providers.	<ol style="list-style-type: none"> <li>1. Enter Mentors into Minerva. <ol style="list-style-type: none"> <li>a. Label as Mentors</li> <li>b. Report same information as for Individual participants.</li> </ol> </li> <li>2. Report participation.</li> </ol>

<b>TABLE 10: How to Report Participation (6 Data Entry Types)</b>	
<b>Data Entry Type</b>	<b>How to Report Participation</b>
<b>Mentoring – group activities:</b> To report on one-to-one service activities where groups of service providers and service recipients engage in activities together.	<ol style="list-style-type: none"> <li>1. Enter Mentors into Minerva.               <ol style="list-style-type: none"> <li>a. Label as Mentors</li> <li>b. Report same information as for Individual participants.</li> </ol> </li> <li>2. Enter Mentees into Minerva.               <ol style="list-style-type: none"> <li>a. Label as Mentors</li> <li>b. Report same information as for Individual participants.</li> </ol> </li> <li>3. Report participation.</li> </ol>

### 1. Aggregate Data Entry

- Use Aggregate Data Entry to report on services with groups of attendees where data is collected and reported on these attendees as a group.
- The minimum data required to be entered are:
  - Total Participants,
  - Age Breakdown of Group,
  - Gender Breakdown of Group,
  - Race Breakdown of Group, and
  - Ethnicity Breakdown of Group.
  - Other categories are optional. If a plan for a service does not include collecting optional information, do not collect or report this information.
- See [FIGURE 33](#) for an example this form.
- See [TABLE 11](#) for a description of required and optional categories for Aggregate data entry. In the Documents Module in Minerva templates are available to assist with collecting Aggregate data.
- **Reporting an Environmental Strategy or Information Dissemination program?** Minerva has additional reporting tools specific to programs with these CSAP Strategies when using Aggregate data entry. For more information, see [Entering Session Data: Environmental Strategies](#) and [Entering Session Data: Information Dissemination](#).

**Figure 33: Enter Session Data - Aggregate data**

**Table 11: Aggregate Data Entry - Required and Optional Fields**

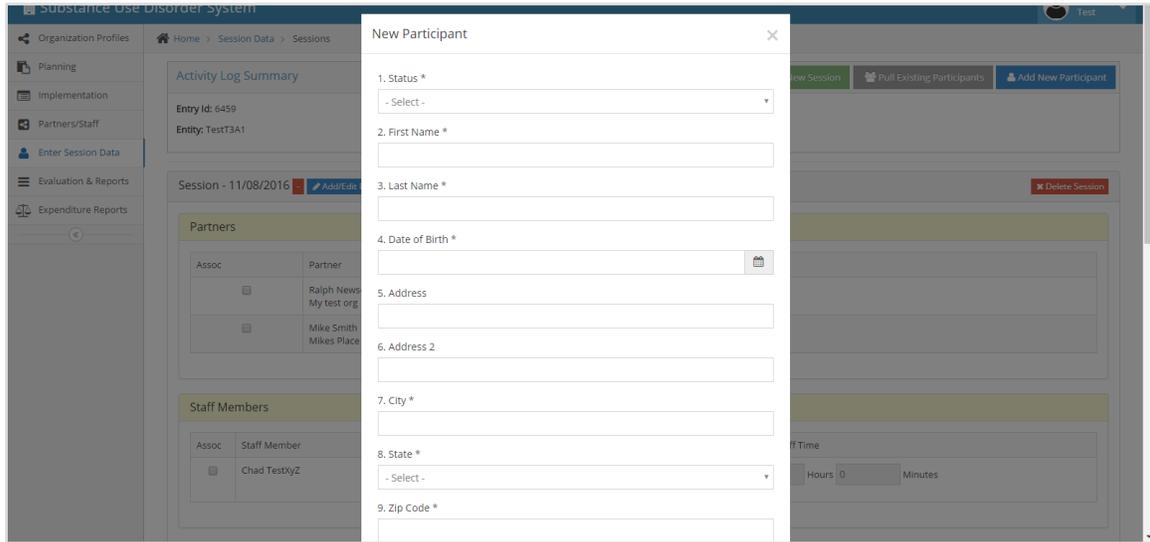
TABLE 11: Aggregate Data – Required and Optional Fields			
Q	Field Name	Required/Optional	Description
1	<b>Total Participants*</b>	Required	Enter the <b>total count of participants for the session.</b>
2	<b>Age Breakdown of Group*</b>	Required	Enter the <b>number of participants in each range.</b> The total for this category should be the same as the total participants. Use the template available in the Documents module in Minerva to assist with collecting this information.
3	<b>Gender Breakdown of Group*</b>	Required	Enter the <b>number of participants in each range.</b> The total for this category should be the same as the total participants. Use the template available in the Documents module in Minerva to assist with collecting this information.
4	<b>Race Breakdown of Group*</b>	Required	Enter the <b>number of participants in each range.</b> The total for this category should be the same as the total participants. Use the template available in the Documents module in Minerva to assist with collecting this information.
5	<b>Hispanic, Latino/Latina or Spanish breakdown of group*</b>	Required	Enter the <b>number of participants in each range.</b> The total for this category should be the same as the total participants. Use the template available in the Documents module in Minerva to assist with collecting this information.
6	Transgender makeup of group	Optional	
7	Sexual orientation breakdown of group	Optional	
8	Language Spoken at Home breakdown of group	Optional	

<b>TABLE 11: Aggregate Data – Required and Optional Fields</b>			
<b>Q</b>	<b>Field Name</b>	<b>Required/Optional</b>	<b>Description</b>
9	How well English Spoken at Home breakdown of group	Optional	
10	Family economic breakdown of group	Optional	
11	Military breakdown of group - participant or parent of dependent participant	Optional	

## 2. Individual Participant Data Entry

- Use Individual Participant Data Entry 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.
- Individual participants can be added to Minerva one at a time within a session by clicking the Add New Participant button at the top of the session page, using the form shown in [FIGURE 34](#).
- Participants are added to an Activity Log, and can be “pulled” from one Activity Log to another (see [Pull Existing Participants](#), below).
- Individual participants can also be added using the Participant Intake Form and the Import Module (see [Tools to Help with Adding and Managing Participants](#), below).
- Record participation by clicking the button next to each Participant attending a session (see [FIGURE 35](#)).
- See [TABLE 12](#) for a description of required and optional fields for Individual participant data entry. In the Documents Module in Minerva templates are available to assist with collecting Individual participant data, one of which is a template for uploading participant information into Minerva.

**Figure 34: Add New Participant, Mentor, or Mentee**



**Figure 35: Enter Session Data - Individual Participant**



**Table 12: Individual Participant - Required and Optional Information**

TABLE 12: Individual Participant – Required and Optional Fields			
Q	Field Name	Required/Optional	Description
1	<b>Status *</b>	Required	Indicate whether the <b>Participant is Active, Inactive, Withdrew, or Completed</b> (the program).
2	<b>First Name *</b>	Required	Enter the <b>Participant’s First Name</b> . See information on how this information is protected in the <a href="#">DATA SECURITY SETTING</a> section of this User Guide.
3	<b>Last Name *</b>	Required	Enter the <b>Participant’s Last Name</b> . See information on how this information is protected in the <a href="#">DATA SECURITY SETTING</a> section of this User Guide.
4	<b>Date of Birth *</b>	Required	Enter the <b>Participant’s Date of Birth</b> .

<b>TABLE 12: Individual Participant – Required and Optional Fields</b>			
<b>Q</b>	<b>Field Name</b>	<b>Required/Optional</b>	<b>Description</b>
5	Address	Optional	
6	Address 2	Optional	
7	<b>City *</b>	Required	Enter the <b>Participant's City</b> .
8	<b>State *</b>	Required	Enter the <b>Participant's State</b> .
9	<b>Zip Code *</b>	Required	Enter the <b>Participant's Zip Code</b> .
10	<b>Gender *</b>	Required	Enter the <b>Participant's Gender</b> .
11	<b>Age at First Service *</b>	Required	Enter the <b>Participant's Age at First Service</b> .
12	<b>Race *</b>	Required	Enter the <b>Participant's Race</b> .
13	<b>Hispanic, Latino/Latina or Spanish national origin *</b>	Required	Enter the <b>Participant's Ethnicity</b> .
14	Transgender	Optional	
15	Sexual Orientation	Optional	
16	Primary language spoken at this person's home	Optional	
17	If English is the primary language spoken at this person's home, indicate:	Optional	
18	Living in poverty?	Optional	
19	Does participant (or if child/dependent does the parent/guardian) serve in the military?	Optional	

## Tools to Help with Adding and Managing Participants

### [Participant Intake Templates in the Documents Module in Minerva](#)

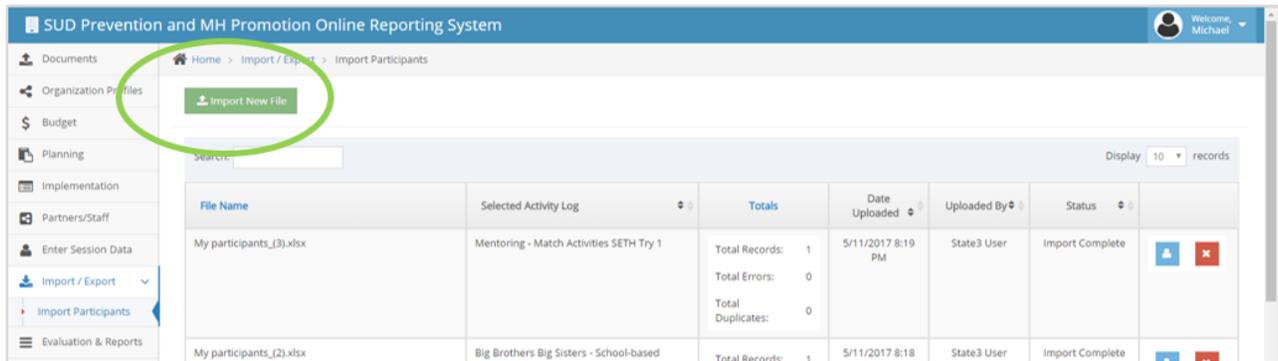
DBHR has created a number of templates to help with collecting Participant Information. There are two versions of the Individual Participant Intake Form – one has all items while the second has only the items required to add a new participant. These templates can be used to collect information from participants at a session. Also in the Documents Module is the Participant Upload Template which is an Excel file that can be used to import one or more participant into Minerva.

### [Using the Participant Upload Template to Import Participants into Minerva](#)

After collecting participant information using the Participant Information Form, enter the participant information into the Participant Upload Template. The Template includes drop-down menus with the **exact information** as it must be recorded in order for the information to successfully be added to Minerva.

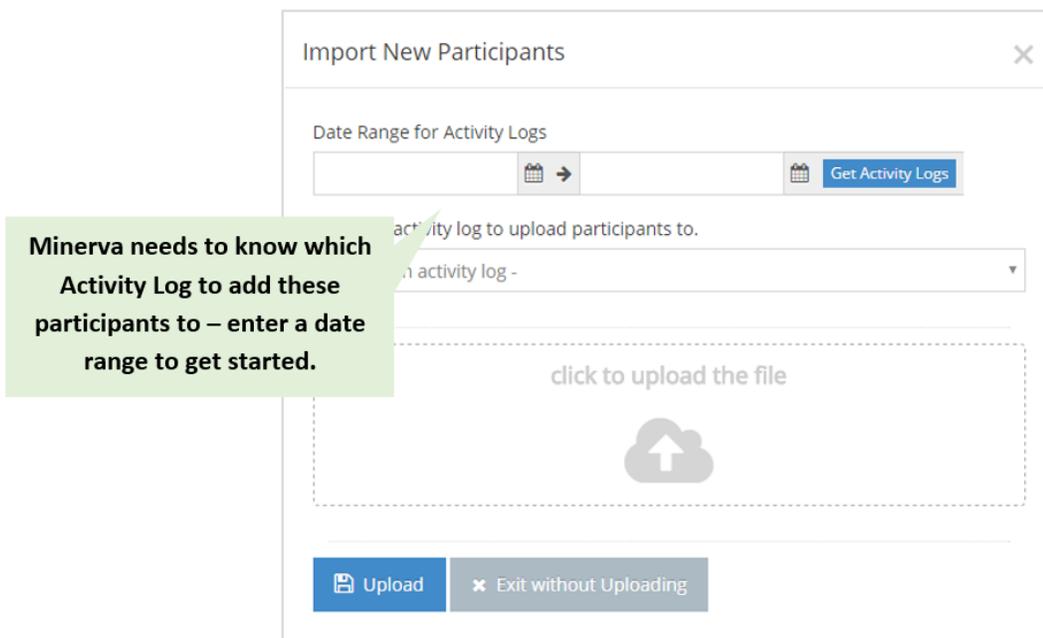
- To import this information, you will need the START DATE and END DATE and NAME of the Activity Log where the participant information is to be added. **Hint: Save the Upload Template (which is an excel file) with the name of the Activity Log** to assist with importing the correct set of participants to the correct Activity Log!
- **Ready to import?** Click on the Import/Export Module, then Import Participants. The page as shown in [FIGURE 36](#) will be displayed.

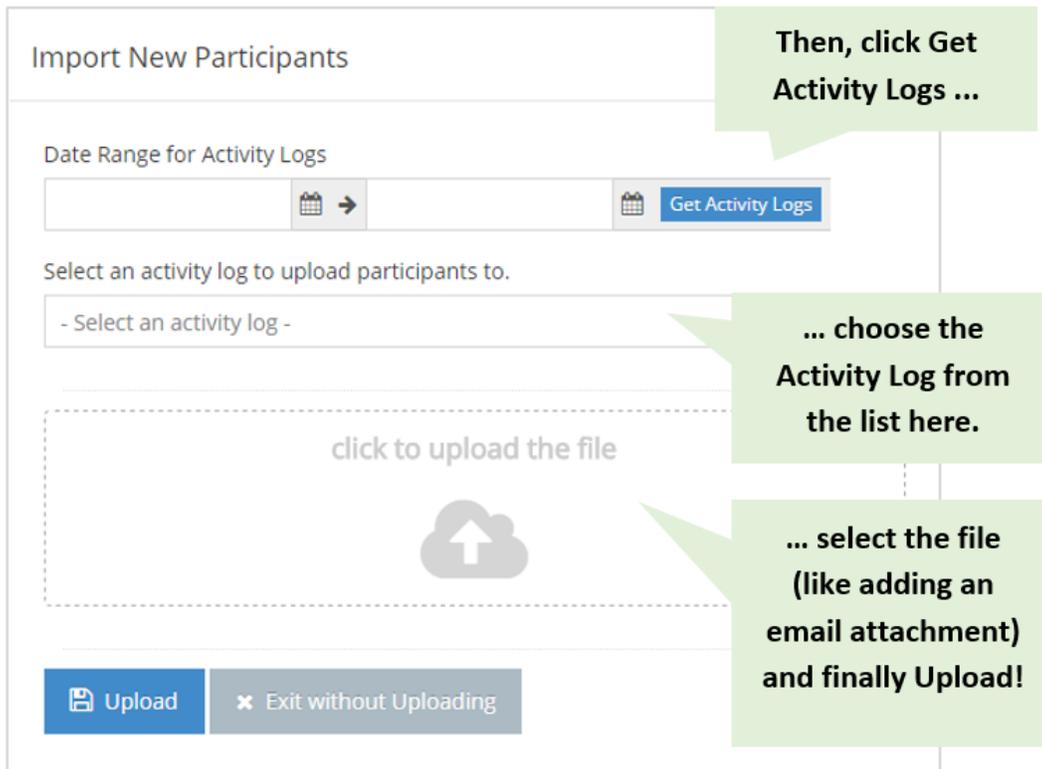
[Figure 36: Import Participants](#)



- Select the green Import New File (circled in green in [FIGURE 36](#)). The form in [FIGURE 37](#) will be displayed.

[Figure 37: Import File Selection Screen](#)





### *Pull Existing Participants*

When adding a Participant within a session or using the import tool (both described above), Minerva will check to see if the participant is already added. If it finds a duplicate, it will identify which Activity Log the participant is already in and give the option to “pull them” into the new Activity Log. In a specific session, this also be done using the PULL EXISTING PARTICIPANTS button, found at the top of the session page. In the “Select an Activity Log” drop down menu, choose the Activity Log where the existing participants will be pulled from and then select the participant’s names.

### 3. Population reach

- Use Population reach to report on services that reach a specific population, linked to a school district. Minerva has a built-in census table used to estimate the number of people reached. Examples of services would include media campaigns such as radio or television ads or billboards. In comparison, [Aggregate data](#) is better when there is more direct contact with service recipients, such as during a Health Fair or Town Hall Event.
- The census calculator uses the school district(s) indicated in Activity Log Question 11. ***Don’t see school district(s) needed to finish reporting?*** Return to the Activity Log and update the school district selection, then return to the session to finish entering session data.

- **Reporting an Environmental Strategy or Information Dissemination program?** Minerva has additional reporting tools specific to programs with these CSAP Strategies when using Population Reach data entry. For more information, see [Entering Session Data: Environmental Strategies](#) and [Entering Session Data: Information Dissemination](#).

#### 4. Mentoring – match activities

- Use Mentoring – match activities Data Entry to report on one-to-one service activities that are recurring meetings between two individuals, often to include survey data.
- In Minerva, Mentors and Mentees are actually Individual Participants – [use the same information as above to collect and enter information](#).
- For Mentoring – match activities:
  - Create one Session for each month of Mentor-match meetings using the last calendar day of the month as the session date.
  - In the first session, adding a default meeting duration means that this default time will copy when using the Copy Session Button and will be the default time for each match meeting entered. Meeting length can be edited as needed.
  - Within each session, report each Mentor-match meeting that took place during this month by selecting for each Mentee the matched Mentor and entering in each meeting. See Figure 36 – Figure 38 below for a detailed walk-through of this process:
    - [FIGURE 38](#): Add a new session for Mentor-match meetings.
    - Record Partner & Staff participation and hours, as applicable (see [FIGURE 27: FIVE STEPS FOR ENTERING SESSION DATA](#)).
    - [FIGURE 39](#): For each Mentor-mentee match, select the appropriate Mentor for each Mentee who held meetings during the service month. Within each Mentor – mentee match, add a meeting for each meeting held during the month of service.
    - Record survey data as applicable (see [Section XI](#)).

[Figure 38: Add New Session for Mentor-Match Meetings](#)

The screenshot shows a 'Session Details' window. It contains the following fields:

- 1. Date of Session \***: A date picker showing '10/31/2018' with a calendar icon to its right.
- 2. Session Name**: A text input field containing the text 'October Mentor-Match Meetings'.

**Figure 39: Creating a Mentor - mentee match**

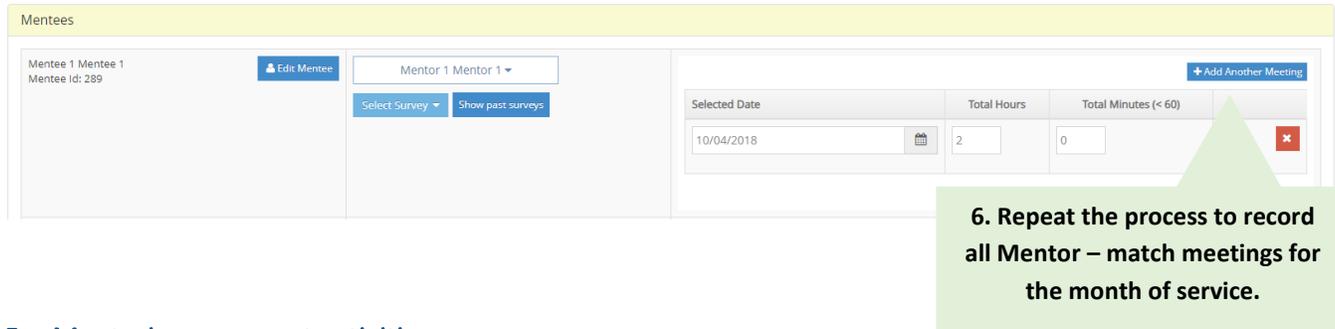
**1. Click here to create a match.**

**2. Select the Mentor for this Mentee.**

**3. Click here to add a Mentor – match meeting.**

**4. Click anywhere in the GRAY box to open the date picker.**

**5. Select the correct meeting date and SAVE.**



Mentees

Mentee 1 Mentee 1  
Mentee Id: 289

Edit Mentee

Mentor 1 Mentor 1

Select Survey Show past surveys

Selected Date

10/04/2018

Total Hours

2

Total Minutes (< 60)

0

+ Add Another Meeting

6. Repeat the process to record all Mentor – match meetings for the month of service.

## 5. Mentoring – support activities

- Use Mentoring – support Data Entry to report on one-to-one service activities where, for example, a group of Mentors meets to discuss the mentoring program. Report **participation** by clicking the check box next to the name of all individuals (mentors) who participated in that session. Enter a session for each time mentors participate in a support activity.

## 6. Mentoring - group activities

- Use Mentoring – group activities Data Entry to report on one-to-one service activities where groups of service providers and service recipients engage in activities together such as going bowling as a group. Report **participation** by clicking the check box next to the name of all individuals (mentors and mentees) who participated in that session. Enter a session for each time mentors and mentees participate in a group activity.

## B. Entering Session Data: Environmental Strategies

For programs with a CSAP Strategy of Environmental Strategies, Minerva is set-up for additional reporting. This section describes the key steps to follow when reporting **Environmental Strategies** programs and services. This information is presented separately because reporting Environmental Strategies involves creating a Program Profile, Activity Log(s), and entering Session Details in specific ways. ***The information in this section is also provided as a stand-alone document posted on the Minerva Knowledge Base ([www.TheAthenForum.org/MKB](http://www.TheAthenForum.org/MKB)).***

This section only identifies specific steps to take to report Environmental Strategies. If something is not specifically mentioned in this section, the more general instructions presented in other places in this User Guide apply.

### 1. Program Planning Profile:

- Question 1:** Choose **Environmental/Media Strategies**. Question 1 helps identify a program using “plain-talk” and this terminology is different from the specific CSAP Category, which is selected in Question 15 (see below).
- Question 2:** Choose either the specific **program/activity name** or select **Other-Innovative** if the specific program/activity name is not listed.

- **Question 15:** Choose **Environmental** as the CSAP strategy category. Choosing *Environmental* at the Program Planning Profile ensures that the applicable subset of CSAP Subcategory Service Codes is available at the session level (see [TABLE 13](#) and [TABLE 14](#)).
- **Question 18:** Indicate the number of different types of activities you will use. This will depend on how the Program is going to be implemented and corresponds to the number of Activity Logs to create at the Implementation Stage. Distinct Activity Logs are needed as data is reported differently per CSAP Subcategory Service Code (see [TABLE 14](#)).
- **Question 19:** Indicate expected number of total sessions. Determine the expected number of total sessions based on CSAP Subcategory Service Code. Depending on the service type, sessions will either be reported for Each Session or as a Monthly Roll-Up (see [TABLE 14](#)).
- **Question 20:** Indicate expected total hours for all programs/activities. Determine the expected total hours for all programs/activities based on CSAP Subcategory Service Code. Depending on the service type, session duration will be reported either in Hours and Minutes or as zero (for activities with no direct contact with participants) (see [TABLE 14](#)).
- **Question 21:** Indicate expected total unduplicated participants for direct services (i.e. Workgroups) and/or the total expected reach of Environmental/Media Strategies.

Submit the Program Profile to DBHR for review (for more information on Program Planning Profiles, see [Section VI](#) and see [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions).

**2. Activity Reporting – Activity Logs:**

- **Create the number of Activity Logs needed to implement different aspects of the Program.** For each Program, create the number of distinct Activity Logs needed to implement different parts of that Program – refer to [TABLE 7: UNDERSTANDING DIFFERENCES BETWEEN PROGRAM PLANS AND ACTIVITY LOGS](#) and contact your Prevention system Manager for guidance.
- **Question 8 through Question 13:** Use these Questions to indicate the areas where this service will take place. Select **all that apply**, per your Action Plan. Ensure all school districts where the services are planned are selected.
- **Question 16:** Indicate how data will be entered for participants. Note that the three Mentoring data entry types are not to be used for Environmental Strategies and Information Dissemination.

16. Indicate how data will be entered for participants \*

<input type="radio"/> Aggregate <input type="radio"/> Population reach <input type="radio"/> Mentoring - support activities	<input type="radio"/> Individual participant <input type="radio"/> Mentoring - match activities <input type="radio"/> Mentoring - group activities
---	--

- **Aggregate:** If reporting is to be on numbers of visitors or numbers of items such as resource directories developed and/or disseminated. For more information on data entry types, see [TABLE 10](#) Table 1, above.
- **Population reach:** If reporting is to be an estimate of the total numbers reached. A total population count, submitted along with one or more school districts. For more information on data entry types, see [TABLE 10](#) above.

- Individual participant:** Information for each individual participant. If a Workgroup is formed to support the services – such as to develop printed materials – create an Activity Log for the Workgroup and report individual participation. For more information on data entry types, see [Section VII.E](#), above.

COMPLETE the Activity Log(s) (see [Section VII](#) and see [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions).

- Enter Session Data:** Create a Session using the **Add New Session** button (see [FIGURE 27: FIVE STEPS FOR ENTERING SESSION DATA](#)).
  - Question 1:** Enter the Date of Session. For a Monthly Roll-Up, use the last date of the reporting month. If reporting is per Each Session, use the actual date of service (see [TABLE 14](#) for guidance by CSAP Subcategory Service Code).
  - Question 2:** Enter a Session Name. Consider naming Sessions with the name of the Promotion, Event, Material, or Policy.
  - Question 3 and Question 4:** Enter the Duration of Session (Hours) and Duration of Session (Minutes) or leave as zero (see [TABLE 14](#) for guidance by CSAP Subcategory Service Code).
  - Question 5:** This is based on Question 15 in the Program Profile and **cannot** be edited. If editing is needed, submit a Help Ticket.
  - Question 6:** Select the CSAP Subcategory Service Code. As there are multiple CSAP Subcategory Service Codes, ensure you are selecting the correct one for the service being reported on.

- Question 9 through Question 12:** Enter the address for the service. When reporting only services that do not have a physical address, using an office address is appropriate.
- Select **Save** to save the Session Details.
- If applicable, enter Partner participation, Staff participation and direct/indirect hours, and/or Individual participation.
- In the **Environmental Strategies and Information Dissemination Table**, the CSAP Subcategory Service Code indicated in Question 6 is visible (see [FIGURE 40](#)). Click the blue **Edit Entry** button to report data specific to this CSAP Subcategory Service Code.

[Figure 40: Environmental Strategies Data Entry Form](#)

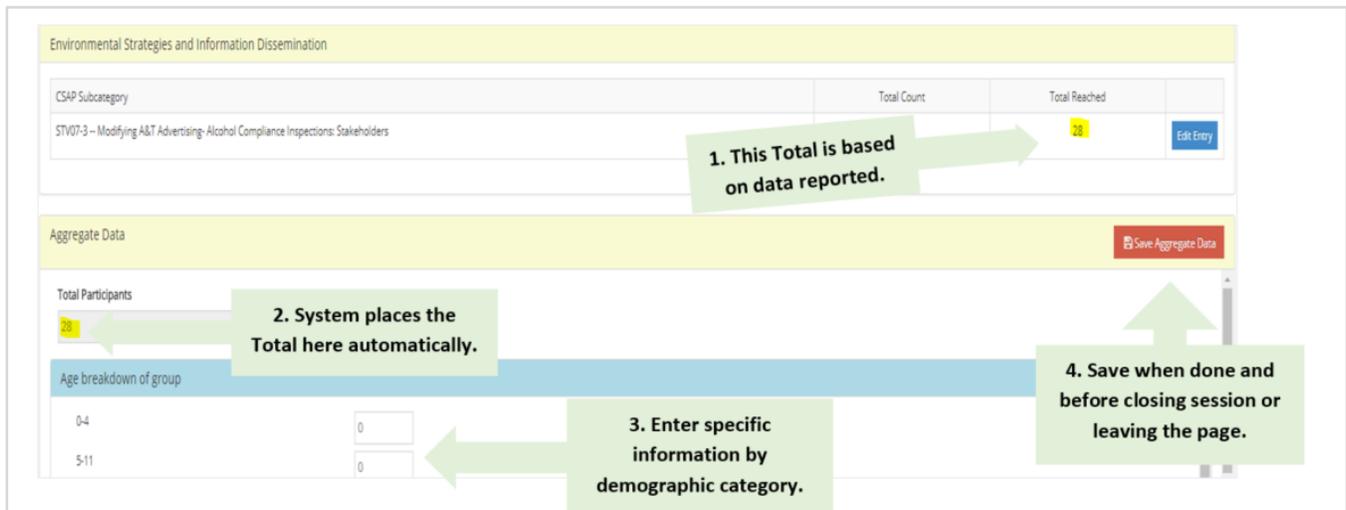
Environmental Strategies and Information Dissemination	Total Count	Total Reached
CSAP Subcategory ST01: Environmental Consultation to Communities	0	0

- One or many **Environmental Strategies and Information Dissemination Questions** will be visible. Enter the data here to report on the *Environmental Strategy*. You may only have to report a subset

of the Questions. Use [TABLE 14](#) to determine which data to report. **Enter the number only, no commas – for example, enter 1000 (not 1,000).** If the service is part of a statewide media campaign check the box next to the name of the statewide campaign or type in the statewide campaign.

- When done, click SAVE. The system will calculate a **Total Count, a Total Reach, or both**. This depends on the reporting requirements for the service.
- **For Activity Logs with [Aggregate data](#) entry selected, the Aggregate Table will be visible and will show the number calculated as Total Count or Total Reach (see [FIGURE 41](#)).** This is linked to the reporting requirements for the CSAP Subcategory Service Code being reported on. Report the required and optional demographic information in Aggregate Table for each demographic breakdown. Save this data via the red **Save Aggregate Data** button. If you navigate away from this page without saving, data entry will be lost.

[Figure 41: Enter Aggregate Data for Environmental Strategies](#)



- **For Activity Logs with [Population reach](#) data entry selected, the Population Reached Table will be visible** and will show the number calculated as Total Count or Total Reach (see [FIGURE 42](#)). Click the button next to the school district(s) where the service was provided and the census table will figure out an estimate of how many people were reached by this service, using U.S. Census data. Some fields will automatically fill-in and can't be edited (they will be shaded gray). For others, U.S. Census data is not available (shaded white) and data can be entered if known. Save this data using the red **Save Population Data** button.

Figure 42: Enter Population Reach Data for Environmental Strategies

**Population Reached** Save Population Data

Total Reached: 100

1. System places the Total here automatically (based on data entered).

School Districts Reached:

- Centralia School District
- Rochester School District
- Tenino School District
- North Thurston School District /Wa He Lut Ind School (K-8)
- Tumwater School District
- Yelm Community Schools

2. Select school district(s) in coverage area.

Age breakdown of group:

0-4	8
5-11	9
12-14	6
15-17	4
18-20	3
21-24	5
25-44	26
45-64	26
65 and over	12
Age Not Known	0

3. Enter demographic data not prepopulated by census calculator, if known.

As noted previously, in Session Details, each CSAP Subcategory Service Code includes one or more data points to be reported specific to that CSAP Subcategory Service Code. [TABLE 13](#) defines the terminology used in [TABLE 14](#).

[Table 13: Definitions for CSAP Subcategory Service Codes](#)

<b>TABLE 13: Definitions for CSAP Subcategory Service Codes</b>	
<b>Data Entry</b>	<b>Description</b>
<b>Session Length (H:M)</b>	Session duration is required. Report session duration in hours and minutes (H:M).
<b>Session Length = 0</b>	Session duration is not required. If a value other than zero is entered, an error message will appear and the value will default to zero.
<b>Each Session</b>	As opposed to Monthly Roll-up (below), for these services report each session for a service. <i>Example:</i> Report each meeting of a Workgroup that is developing a PSA as a separate session.
<b>Monthly Roll-Up</b>	As opposed to Each Session (above), for these services report a monthly roll-up of all services for a reporting month.  <i>Example:</i> Report the Number of Users of a Webpage as a Monthly Roll-Up.
<b>R</b>	<b>Data is Required, but see Exception 1, Exception 2, and Exception 3 in this Table.</b>
<b>O</b>	<b>Data is Optional, but see Exception 1, Exception 2, and Exception 3 in this Table.</b>
<b>Exception 1: One (R) followed by one or more (O)</b>	<p><b>Exception 1:</b> When there are multiple Questions within the same CSAP Subcategory, <b>the Question marked R is Required and Questions marked O are optional.</b> Report the Required data and all known Optional data.</p> <p><i>Example:</i> If reporting on Take Back – Secure Drop Box Sites (STN03-2):</p> <ul style="list-style-type: none"> <li>• Required: Number of New Secure Sites</li> <li>• Optional: Number of New Active Secure Drop Box Sites, the Number of Pounds Collected, and the Number of Pick Up/Destruction Trips.</li> </ul>

<b>TABLE 13: Definitions for CSAP Subcategory Service Codes</b>	
<b>Data Entry</b>	<b>Description</b>
<p><b>Exception 2:</b>   <b>(C) within one CSAP Subcategory</b></p>	<p><b>Exception 2:</b> When there are multiple Questions within the same CSAP Subcategory, any line may equal zero but at least one line must have a number reported.</p> <p><i>Example:</i> If reporting on Printed Material Development (STN05), report at least one and up to all three of the Number of Brochures Developed, Number of Posters Developed, and/or Number of Other Materials Developed.</p>
<p><b>Exception 3:</b>   <b>Questions marked as (R/O)</b></p>	<p><b>Exception 3:</b> When there are multiple Questions within the same CSAP Subcategory, any Question marked <b>R/O</b> is <b>Required if that is the service to be reported on in the reporting month</b> and other Questions within the same sub-heading are Optional.</p> <p><i>Example:</i> If reporting a PSA, only report for the media outlet used that month. If the service was for a Radio PSA and a Poster, only report on those two and disregard the rest.</p>

[Table 14: Environmental Strategies CSAP Subcategory Service Codes](#)

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV01	Environmental Consultation to Communities <i>Example: Town Hall Meetings/Community Group Presentations</i>	Session Length (H:M)	Each Session	1. Enter Number of People Attended Presentation/Consultation (Excluding Elected Officials)	C
				2. Enter Number of Elected Officials Reached	C
STV02	Preventing Underage Sale of Tobacco and Tobacco Products-Synar Amendment	Session Length (H:M)	Each Session	1. Enter Number of People Trained	C
			Monthly Roll-Up	1. Enter Number of Stores Visited (i.e. Retailer education)	C
STV03	Preventing Underage Alcoholic Beverage Sales <i>Example: RVP, Beverage server training; Retailer education.</i>	Session Length (H:M)	Each Session	1. Enter Number of People Trained	C
			Monthly Roll-Up	1. Enter Number of Stores Visited	C
STV04-1	Establishing ATOD-Free Policies-NEW Policy <i>Session Name = Name of Policy</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Policies Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R
STV04-2	Establishing ATOD-Free Policies-Stakeholders <i>Session Name = Name of Policy</i>	Session Length (H:M)	Each Session	1. Enter Number of People Participate in Policy Stakeholder Meetings	R
				2. Enter Number of Elected Officials Reached (Not Counted Above)	O
STV04-3	Establishing ATOD-Free Policies-Training <i>Session Name = Name of Policy</i>	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV05-1	Changing Environmental Codes, Ordinances, Regulations and Legislation-NEW Policy <i>Session Name = Name of Policy</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Policies Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R
STV05-2	Changing Environmental Codes, Ordinances, Regulations and Legislation-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated In Policy Stakeholder Meetings	R
				2. Enter Number of Elected Officials Reached (Not Counted Above)	O
STV05-3	Changing Environmental Codes, Ordinances, Regulations and Legislation-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV06-1	Public Policy Efforts-NEW Policy <i>Note: For policy efforts related to marijuana, prescription drug misuse/abuse, opioid misuse/abuse and ATOD policy not falling within other subcategories.</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Policies Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R
STV06-2	Public Policy Efforts-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated in Stakeholder Meetings	R
				2. Enter Number of Elected Officials Reached (Not Counted Above)	O

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV06-3	Public Policy Efforts-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV07-1	Modifying A&T Advertising-Alcohol Compliance Inspections-Policy Efforts	Session Length = 0	Monthly Roll-Up	1. Enter Number of Advertisement Placement Modified	C
				2. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
				3. Enter Number of Product Placement Modified	C
				4. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
				5. Enter Number of New Policies/Rules Established/Adopted/Enacted	C
				6. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
STV07-2	Modifying A&T Advertising-Alcohol Compliance Inspections-Compliance Checks	Session Length (H:M)	Monthly Roll-Up	1. Enter Number of Compliance Checks Completed	R
STV07-3	Modifying A&T Advertising-Alcohol Compliance Inspections-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated in Policy Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached (Not Counted Above)	C

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV07-4	Modifying A&T Advertising-Alcohol Compliance Inspections-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV08-1	Modifying A&T Advertising-Tobacco Violations-Policy Efforts	Session Length = 0	Monthly Roll-Up	1. Enter Number of Advertisement Placement Modified	C
				2. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
				3. Enter Number of Product Placement Modified	C
				4. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
				5. Enter Number of New Policies/Rules Established/Adopted/Enacted	C
				6. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
STV08-2	Modifying A&T Advertising-Tobacco Violations-Compliance Checks	Session Length (H:M)	Monthly Roll-Up	1. Enter Number of Compliance Checks Completed	R
				2. Enter Number of Violations	O
STV08-3	Modifying A&T Advertising-Tobacco Violations-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated In Policy Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached (Not Counted Above)	C

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV08-4	Modifying A&T Advertising-Tobacco Violations-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV09-1	Modifying A&T Advertising-Alcohol Violations-Policy Efforts	Session Length = 0	Monthly Roll-Up	1. Enter Number of Advertisement Placement Modified	C
				2. Enter Number of Product Placement Modified	C
				3. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
				4. Enter Number of New Policies/Rules Established/Adopted/Enacted	C
				5. Enter Number of People Potentially Reached Within Area The Policy/Modification Covers	C
STV09-2	Modifying A&T Advertising-Alcohol Violations-Compliance Checks	Session Length (H:M)	Monthly Roll-Up	1. Enter Number of Compliance Checks Completed	R
				2. Enter Number of Violations	O
STV09-3	Modifying A&T Advertising-Alcohol Violations-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated in Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached	C
STV09-4	Modifying A&T Advertising-Alcohol Violations-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV10-1	Promoting Establishment and Review of Substance Abuse Policies-New Schools Adopting Substance Abuse Policies-Policy	Session Length = 0	Monthly Roll-Up	1. Enter Number of New School Policies/Rules Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R
STV10-2	Promoting Establishment and Review of Substance Abuse Policies-New Schools Adopting Substance Abuse Policies-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated In Policy Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached	C
STV10-3	Promoting Establishment and Review of Substance Abuse Policies-New Schools Adopting Substance Abuse Policies-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV11-1	Promoting Establishment and Review of Substance Abuse Policies-New Workplaces Adopting Substance Abuse Policies-Policy	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Workplace Policies/Rules Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R

<b>TABLE 14: Environmental Strategies CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Environmental Strategy Questions (per session)</b>	<b>R O C R/O</b>
STV11-2	Promoting Establishment and Review of Substance Abuse Policies-New Workplaces Adopting Substance Abuse Policies-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated In Policy Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached	C
STV11-3	Promoting Establishment and Review of Substance Abuse Policies-New Workplaces Adopting Substance Abuse Policies-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R
STV12-1	Promoting Establishment and Review of Substance Abuse Policies-Enforcement Initiatives-Policy	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Policies/Rules Established/Adopted/Enacted	R
				2. Enter Number of People Potentially Reached Within Area The Policy Covers	R
STV12-2	Promoting Establishment and Review of Substance Abuse Policies-Enforcement Initiatives-Stakeholders	Session Length (H:M)	Each Session	1. Enter Number of People Participated In Policy Stakeholder Meetings	C
				2. Enter Number of Elected Officials Reached	C
STV12-3	Promoting Establishment and Review of Substance Abuse Policies-Enforcement Initiatives-Enforcement	Session Length (H:M)	Each Session	1. Enter Number of People Reached	R
STV12-4	Promoting Establishment and Review of Substance Abuse Policies-Enforcement Initiatives-Training	Session Length (H:M)	Each Session	1. Enter Number of People Trained/Educated	R



## C. ***Entering Session Data: Information Dissemination***

For programs with a CSAP Strategy of Environmental Strategies, Minerva is set-up for additional reporting. This section describes the key steps to follow when reporting **Information Dissemination** programs and services. This information is presented separately because reporting Environmental Strategies involves creating a Program Profile, Activity Log(s), and entering Session Details in specific ways. ***The information in this section is also provided as a stand-alone document posted on the Minerva Knowledge Base ([www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB)).***

This section only identifies specific steps to take to report Environmental Strategies. If something is not specifically mentioned in this section, the more general instructions presented in other places in this User Guide apply.

### 1. **Program Planning Profile:**

- **Question 1:** Choose **Environmental/Media Strategies**. Question 1 helps identify a program using “plain-talk” and this terminology is different from the specific CSAP Category, which is will selected in Question 15 (see below).
- **Question 2:** Choose either the specific **program/activity name** or select **Other-Innovative** if the specific program/activity name is not listed.
- **Question 15:** Choose **Information Dissemination** as the CSAP strategy category. Choosing *Information Dissemination* at the Program Planning Profile ensures that the applicable sub-set of CSAP Subcategory Service Codes is available at the session level (see [TABLE 13](#) and [TABLE 15](#)).
- **Question 18:** Indicate the number of different types of activities you will use. This will depend on how the Program is going to be implemented and corresponds to the number of Activity Logs to create at the Implementation Stage. Distinct Activity Logs are needed as data is reported differently per CSAP Subcategory Service Code (see [TABLE 15](#)).
- **Question 19:** Indicate expected number of total sessions. Determine the expected number of total sessions based on CSAP Subcategory Service Code. Depending on the service type, sessions will either be reported for Each Session or as a Monthly Roll-Up (see [TABLE 15](#)).
- **Question 20:** Indicate expected total hours for all programs/activities. Determine the expected total hours for all programs/activities based on CSAP Subcategory Service Code. Depending on the service type, session duration will be reported either in Hours and Minutes or as zero (for activities with no direct contact with participants) (see [TABLE 15](#)).
- **Question 21:** Indicate expected total unduplicated participants for direct services (i.e. Workgroups) and/or the total expected reach of Environmental/Media Strategies.

Submit the Program Profile to DBHR for review (for more information on Program Planning Profiles, see and see [Section VI](#) and see [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions).

### 2. **Activity Reporting – Activity Logs:**

- **Create an Activity Log needed to implement different aspects of the Program.** For each Program, create the number of distinct Activity Logs needed to implement different aspects of that Program. If the

Program Plan includes different messages to be disseminated via different forms of media, create an Activity Log for each message and form of media.

- **Question 8 through Question 13:** Use these Questions to indicate the areas where this service will take place. Select **all that apply**, per your Action Plan. Ensure all school districts where the services are planned are selected.
- **Question 16:** Indicate how data will be entered for participants. Note that the three Mentoring data entry types are not to be used for Environmental Strategies and Information Dissemination.

16. Indicate how data will be entered for participants \*

Aggregate
  Individual participant

Population reach
  Mentoring - match activities

Mentoring - support activities
  Mentoring - group activities

- **Aggregate:** If reporting is to be on numbers of visitors or numbers of items such as resource directories developed and/or disseminated. For more information on data entry types, see [TABLE 10](#), above.
- **Population reach:** If reporting is to be an estimate of the total numbers reached. A total population count, submitted along with one or more school districts. For more information on data entry types, see [TABLE 10](#), above.
- **Individual participant:** Information for each individual participant. If a Workgroup is formed to support the services – such as to develop printed materials – create an Activity Log for the Workgroup and report individual participation.

COMPLETE the Activity Log(s) (see [Section VII](#) and see [TABLE 3](#) for a complete description of Minerva icons and tools, and related actions).

3. **Enter Session Data:** Create a Session using the **Add New Session** button.

- **Question 1:** Enter the Date of Session. For a Monthly Roll-Up, use the last date of the reporting month. If reporting is per Each Session, use the actual date of service (see [TABLE 15](#) for guidance by CSAP Subcategory Service Code).
- **Question 2:** Enter a Session Name. Consider naming Sessions with the name of the Promotion, Event, Material, or Policy.
- **Question 3 and Question 4:** Enter the Duration of Session (Hours) and Duration of Session (Minutes) or leave as zero (see [TABLE 15](#) for guidance by CSAP Subcategory Service Code).
- **Question 5:** This is based on Question 15 in the Program Profile and **cannot** be edited. If editing is needed, submit a Help Ticket.
- **Question 6:** Select the CSAP Subcategory Service Code. As there are multiple CSAP Subcategory Service Codes, ensure you are selecting the correct one for the service being reported on.

5. CSAP Category \*

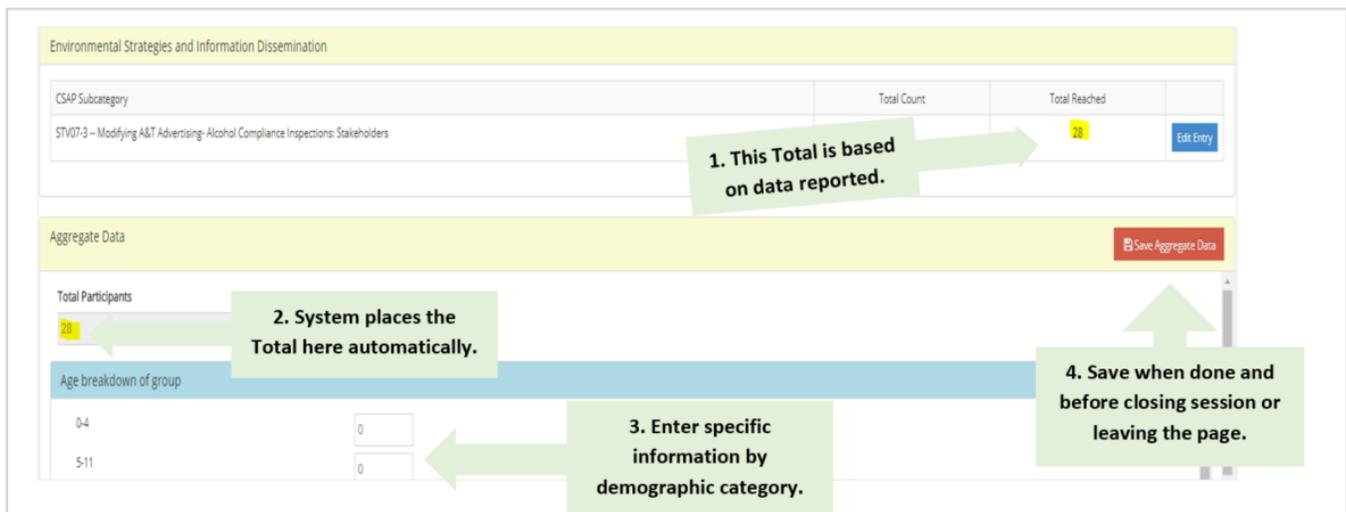
Information Dissemination

6. CSAP Subcategory Service Code \*

Select -

- **Question 9 through Question 12:** Enter the address for the service. When reporting only services that do not have a physical address, using an office address may be appropriate.
- Select **Save** to save the Session Details.
- If applicable, enter Partner participation, Staff participation and direct/indirect hours, and/or Individual participation.
- In the **Environmental Strategies and Information Dissemination Table**, the CSAP Subcategory Service Code indicated in Question 6 is visible (see [FIGURE 40](#)). Click the blue **Edit Entry** button to report data specific to this CSAP Subcategory Service Code.
- One or many **Environmental Strategies and Information Dissemination Questions** will be visible. Enter the data here to report on the Environmental Strategy. You may only have to report a subset of the Questions. Use [TABLE 15](#) to determine which data to report. **Enter the number only, no comma – for example, enter 1000** (not 1,000). If the service is part of a statewide media campaign check the box next to the name of the statewide campaign or type in the statewide campaign.
- When done, click SAVE. The system will calculate a **Total Count, a Total Reach, or both**. This depends on the reporting requirements for the service.
- **For Activity Logs with [Aggregate data](#) entry selected**, the Aggregate Table will be visible and will show the number calculated as Total Count or Total Reach, listed as Total Participants (see [FIGURE 43](#)). This is linked to the reporting requirements for the CSAP Subcategory Service Code being reported on. Report the required and optional demographic information in Aggregate Table for each demographic breakdown. Save this data using the **Save Aggregate Data** button.

[Figure 43: Enter Aggregate Data for Information Dissemination](#)



- **For Activity Logs with [Population reach](#) data entry selected**, the **Population Reached Table** will be visible and will show the number calculated as Total Count or Total Reach, listed as Total Reached (see [FIGURE 44](#)). Click the button next to the school district(s) where the service was provided and the census table will figure out an estimate of how many people were reached by this service, using available U.S. Census data. Some fields will automatically fill-in and can't be edited (they will be shaded

gray). For others, U.S. Census data is not available (shaded white) and data can be entered if known. Save this data using the red **Save Population Data** button.

**Figure 44: Enter Population Reach Data For Information Dissemination**

The screenshot shows the 'Population Reached' form. At the top right is a red 'Save Population Data' button. Below it, the 'Total Reached' field is highlighted in yellow and contains the number '100'. A callout box points to this field with the text: '1. System places the Total here automatically (based on data entered)'. Below the total, there is a section for 'School Districts Reached' with several checkboxes. One checkbox, 'Rochester School District', is checked. A callout box points to this section with the text: '2. Select school district(s) in coverage area.'. Below this is an 'Age breakdown of group' table with age ranges and input fields for population counts. The 'Age Not Known' field is highlighted in yellow and contains the number '0'. A callout box points to this field with the text: '3. Enter demographic data not prepopulated by census calculator, if known.'. A final callout box points to the 'Save Population Data' button with the text: '4. Save when done and before closing session or leaving the page.'

Age breakdown of group	
0-4	8
5-11	9
12-14	6
15-17	4
18-20	3
21-24	5
25-44	26
45-64	26
65 and over	12
Age Not Known	0

As noted previously, in Session Details, each CSAP Subcategory Service Code includes one or more data points to be reported specific to that CSAP Subcategory Service Code. [TABLE 13](#) defines the terminology used for reporting both Environmental Strategies and Information Dissemination programs and services.

**Table 15: Information Dissemination CSAP Subcategory Service Codes**

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
STN02	Health Fair	Session Length (H:M)	Each Session	1. Enter Number of Estimated Visitors to Table/Booth	R
STN03-1	Health Promotion General	Session Length (H:M)	Each Session	1. Enter Total Number of People Reached	R
STN03-2	Take Back - Secure Drop Box Sites	Session Length = 0	Monthly Roll-Up	1. Enter Number of New Secure Drop Box Sites	R
				2. Enter Number of Active Secure Drop Box Sites (Include New)	O
				3. Enter Number of Pounds Collected	R
				4. Enter Number of Pick Up/Destruction Trips	O
STN03-3	Take Back - Events	Session Length (H:M)	Each Session	1. Enter Number of Visitors to Table/Booth or Event	R
				2. Enter Number of Pick Up/Destruction Trips	O
				3. Enter Number of Reverse Mailers Distributed	O
				4. Enter Number of Lock Boxes Distributed	O
				5. Enter Number of Pounds Collected	R
STN04	Audiovisual Material Development <i>Note: For videos that are <u>not</u> PSAs.</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of Materials Developed	R

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
STN05	Printed Material Development <i>Note: Includes Toolkits if created locally. Toolkits count as 1 item if they are put together locally.</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of Brochures Developed	C
				2. Enter Number of Posters Developed	C
				3. Enter Number of Other Materials Developed	C
STN06	Curriculum Development	Session Length = 0	Monthly Roll-Up	1. Enter Number of Curriculum/Curricula Developed	R
STN07	Newsletter Development	Session Length = 0	Monthly Roll-Up	1. Enter Number of Newsletters Developed	C
				2. Enter Number of New Websites Developed	C
				3. Enter Number of Webpages Developed for Existing Sites	C
STN08	Public Service Announcement (PSA) Development	Session Length = 0	Monthly Roll-Up	1. Enter Number of Radio PSAs Developed	C
				2. Enter Number of TV PSAs Developed	C
				3. Enter Number of Billboard PSAs Developed	C
				4. Enter Number of Newspaper/Magazine PSAs Developed	C
				5. Enter Number of Website/Social Media Posts PSAs Developed	C
				6. Enter Number of Other PSA Messages Developed	C
STN09	Resource Directory Development	Session Length = 0	Monthly Roll-Up	1. Enter Number of Resource Directories Developed	R

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
STN10	Audiovisual Material Dissemination <i>Note: For videos that are <u>not</u> PSAs.</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of Materials Disseminated	R
STN11	Printed Material Dissemination <i>Note: Includes Toolkits if created locally.</i>	Session Length = 0	Monthly Roll-Up	1. Enter Number of Brochures Disseminated	C
				2. Enter Number of Posters Disseminated	C
				3. Enter Number of Other Materials Disseminated	C
STN12	Curriculum Dissemination	Session Length = 0	Monthly Roll-Up	1. Enter Number of Curriculum Disseminated	R
STN13	Newsletter Dissemination <i>Note: This is information shared by the reporting organization (not posts by followers on social media, for example) and for general prevention or organization activities, not PSAs.</i>	Session Length = 0	Monthly Roll-Up	<b>Webpages</b>	
				1. Enter Number of Users	R/O
				2. Enter Number New Visitors	O
				3. Enter Number Returning Visitors	O
				4. Enter Number Unique Page Views	O
				5. Average Session Duration (Hours)	O
				6. Average Session Duration (Minutes)	O
				7. Average Time on Site (Hours)	O
8. Average Time on Site (Minutes)	O				

TABLE 15: Information Dissemination CSAP Subcategory Service Codes					
Code	CSAP Subcategory Name	Report Session Length	Report Period	Information Dissemination Questions (per session)	R O C R/O
				<b>Social Media</b>	
				1. Enter Number of Social Media Posts (FB, Twitter, Etc.)	O
				2. Enter Number Followers	R/O
				3. Enter Number New Page Likes/Followers	O
				4. Enter Number Clicked Post/Tweet (From All Posts/Tweets that Month)	O
				5. Enter Number of People Who Reacted to Any Posts/Tweets (Liked/Shared/Commented)	O
				<b>Other Media</b>	
				1. Enter Number of Newsletters Disseminated	O
				2. Enter Number of People Email Blasts Sent To	O
STN14	Public Service Announcement Dissemination  <i>Definition:</i> A public service announcement (PSA) or public service ad is a message in the public interest <u>disseminated by the media without charge</u> with the objective of raising	Session Length = 0	Monthly Roll-Up	<b>Radio</b>	
				1. Enter Number of People Reached by Radio PSAs Disseminated	R/O
				2. Enter Number of Radio Outlets that Distributed PSAs	O
				3. Enter Number Weeks Radio Ads Ran	O
				<b>TV</b>	
				1. Enter Number of People Reached by TV PSAs Disseminated	R/O

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>							
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>		
	awareness and/or changing public attitudes and behavior towards a social issue.			2. Enter Number of TV Outlets that Distributed PSA	O		
				3. Enter Number of Weeks TV Ads Ran	O		
				<b>Newspaper/Magazines</b>			
				1. Enter Number of People Reached by Newspaper/Press/Magazine PSAs Disseminated	R/O		
				2. Enter Number of Newspaper/Magazine Press Release PSAs Run	O		
				3. Enter Number of Newspaper/Magazines that Ran PSA	O		
				<b>Billboards/Posters</b> (continues on next page)			
				1. Enter Number of People Reached by Billboard PSAs Disseminated	R/O		
				2. Enter Number of People Reached by Poster PSAs Disseminated	R/O		
				3. Enter Number Weeks Billboards Ran	O		
				<b>Events</b>			
				1. Enter Number of People Reached by Events	R/O		
				2. Enter Number of Events	O		
				<b>Webpages (Per Month)</b>			
				1. Enter Number of Users	R/O		

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
				2. Enter Number New Visitors	O
				3. Enter Number Returning Visitors	O
				4. Enter Number Unique Page Views	O
				5. Average Session Duration (Hours)	O
				6. Average Session Duration (Minutes)	O
				7. Average Time on Site (Hours)	O
				8. Average Time on Site (Minutes)	O
				<b>Social Media (Per Month)</b>	
				1. Enter Number Followers	R/O
				2. Enter Number of Social Media Posts (FB, Twitter, Etc.)	O
				3. Enter Number New Page Likes/Followers	O
				4. Enter Number Clicked Post/Tweet (From All Posts/Tweets That Month)	O
				5. Enter Number Who Reacted To Post To All Posts/Tweets (Like/Shared/Commented)	O
				<b>Social Media Display Ads</b>	
				1. Enter Number of Website Clicks	R/O
				2. Enter Number of Ads	O
STN15	Resource Directory Dissemination	Session Length = 0	Monthly Roll-Up	1. Enter Number of Resource Materials	R

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
STN16	Media Campaigns Dissemination <i>Each message should have a distinct Activity Log.</i>	Session Length = 0	Monthly Roll-Up	<b>Radio</b>	
				1. Enter Number of People Reached by Radio Media Disseminated	R/O
				2. Enter Number of Radio Outlets that Distributed Media Disseminated	O
				3. Enter Number Weeks Radio Media Ran	O
				<b>TV</b>	
				1. Enter Number of People Reached by TV	R/O
				2. Enter Number of TV Outlets that Distributed Media Disseminated	O
				3. Enter Number of Weeks TV Media Ran	O
				<b>Newspaper/Magazines</b>	
				1. Enter Number of People Reached by Newspaper/Press/Magazine Media Disseminated	R/O
				2. Enter Number of Newspaper/Magazine Press Release Run on Media Disseminated	O
				3. Enter Number of Newspaper/Magazines that Ran Media Disseminated	O
				<b>Billboards/Posters/Stickers</b>	

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
				1. Enter Number People Reached by Posters/Stickers Disseminated	R/O
				2. Enter Number People Reached by Billboards Disseminated	O
				3. Enter Number of Weeks Billboards Ran	O
				<b>Events</b>	
				1. Enter Number of People Reached by Events	R/O
				2. Enter Number of Events	O
				<b>Webpages (Per Month)</b>	
				1. Enter Number of Users	R/O
				2. Enter Number New Visitors	O
				3. Enter Number Returning Visitors	O
				4. Enter Number Unique Page Views	O
				5. Average Session Duration (Hours)	O
				6. Average Session Duration (Minutes)	O
				7. Average Time on Site (Hours)	O
				8. Average Time on Site (Minutes)	O
				<b>Social Media</b>	

<b>TABLE 15: Information Dissemination CSAP Subcategory Service Codes</b>					
<b>Code</b>	<b>CSAP Subcategory Name</b>	<b>Report Session Length</b>	<b>Report Period</b>	<b>Information Dissemination Questions (per session)</b>	<b>R O C R/O</b>
				1. Enter Number Followers	R/O
				2. Enter Number of Social Media Posts (FB, Twitter, Etc.)	O
				3. Enter Number New Page Likes/Followers	O
				4. Enter Number Clicked Post/Tweet (From All Posts/Tweets That Month)	O
				5. Enter Number Who Reacted To Post To All Posts/Tweets (Like/Shared/Commented)	O
				<b>Social Media Display Ads</b>	
				1. Enter Number of Website Clicks	R/O
				2. Enter Number of Ads	O
STN17	Speaking Engagements	Session Length (H:M)	Report Each Session	1. Enter Number of People Attended	R
STN18	Telephone Information Services	Session Length = 0	Monthly Roll-Up	1. Enter Number of Calls into the Help Line	R

## IX. Surveys

Surveys are used for evaluating participants and partners and the effectiveness of programs. When creating a Program Planning Profile, select the primary risk factor or protective factor and associated measurable objective that describes the goal of the program.

Minerva will list survey(s) that measure the identified objective and align with the selected risk or protective factor. Questions within the listed surveys have been identified by DBHR as measuring the effectiveness of prevention services.

For each survey, report the date the survey was taken by the participant, enter into Minerva the responses, and indicate whether the survey was one-time, pre, mid, post, or follow-up.

***Ready to identify potential surveys?*** Use the **Survey Selection Guide** which begins on the next page to identify surveys. The first column includes risk and protective factors and the second column lists measurable objectives. Use CTRL-F to quickly search for key phrases (e.g. search for *healthy beliefs* to find protective factors that include healthy beliefs).

This guide is also posted on the Minerva Knowledge Base ([www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB)) and in Section IX of the Minerva User Guide ([www.TheAthenaForum.org/MinervaUserGuide](http://www.TheAthenaForum.org/MinervaUserGuide))

***Don't see an expected survey on this list or in Minerva or need more help with risk/protective factors and measurable objectives?*** Contact the Prevention System Manager you work with for assistance with surveys in Minerva.

[Table 16: Survey Selection Guide](#)

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
<b>(P)Community: Bonding (opportunity, skills, and recognition)</b>	Acquisition of culturally defined values using a cultural and social context	<i>No survey available in Minerva.</i>
	Opportunities, skills and recognition for prosocial involvement in the community	Participant Survey Community Connections VOICE [Org129_1] Youth Participation - Opportunities for Prosocial Involvement [C006]
<b>(P)Community: Healthy Beliefs and Clear Standards</b>	Opportunities, skills and recognition to promote bonding to community role models who exhibit healthy beliefs and clear standards	AM Bonding/Attachment [Y1]
	Understanding of influence of community norms on children's lives	<i>No survey available in Minerva.</i>
	Understanding of the importance of the Tribe's culture, traditions, and heritage	Participant Survey Snoqualmie Canoe Family
<b>(P)Engagement and connections in one or more of the following contexts: school, peers, family, employment or culture</b>	Opportunities for increasing sense of connectedness to community, self-esteem and sense of wellbeing	Self-Esteem [IP008] VOICE [Org129_1]
<b>(P)Family: Bonding (opportunity, skills, and recognition)</b>	Knowledge of nurturing parenting techniques	Learning Coalition Parent Skills Index (revised) [Org131007_2] Learning Coalition Parent Skills Index – Extended Version

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Opportunities, skills and recognition to contribute to family bonding	AM Bonding/Attachment [Y1]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
		Positive Family Management [APMF03]
		Sembrando Salud 10-12 [Org127_2]
	Opportunities, skills and recognition to contribute to positive family involvement	Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Youth)
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]
<b>(P)Family: Healthy Beliefs and Clear Standards</b>	Communication skills among families	AM Communication Skills [P6]
		AM Family Management - Attitudes [P3]
		Family Communications [APMP01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Parent Communication [APMP04]
		Positive Family Management [APMF03]
		Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
		Strengthening Families WSU (Youth) [SFWSU_Y]
	Family management skills among caregivers	AM Family Management - Skills [P4]
		Family Managing and Monitoring (Youth and Adult) [APMF01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
		Managing and Monitoring for Parents of Young Children [APMP05] Managing the Family [APMP02] Parent Communication [APMP04]
	Number of family meetings where issues are discussed and family values clarified	Guiding Good Choices Parent Survey [GGC_Min]
<b>(P)Peer: Bonding (opportunity, skills, and recognition)</b>	Decision making skills	Participant Survey - Decision Making Skills [Y5B]
	Opportunities, skills and recognition for prosocial involvement with peers	AM Bonding/Attachment [Y1]
		Leadership/Mentoring [IP015]
		Social competence skills (communication, decision making, problem solving, interactions with others, assertiveness)
		AM Social Competence - Assertiveness [Y5A]
		AM Social Competence - Social Skills [Y5C]
		Life Skills - Assertiveness [IP011]
	Mentee Quality of Match – Follow Up	
	Mentee Teacher Survey	
	Mentor Support Tracking	
<b>(P)Peer: Healthy Beliefs and Clear Standards</b>	Knowledge of life skills	Healthy Decisions Survey - Elementary School [APMY02]
		Keep a Clear Mind - Grays Harbor [Org114_1]
		Life Skills Elementary Survey [Org127_3]
		Life Skills Scale [LST_KN]
		Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Pierce County - Project SUCCESS [Org127_5]
	Peer disapproval of use	Pierce County - Project SUCCESS [Org127_5]
		RM Individual/Peer [PPG03B]
Perception of peer use	<i>No survey available in Minerva.</i>	

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Refusal skills	Refusal Skills (AM Y4) Healthy Decisions Survey - Middle School (Spanish) [APMY01s] Healthy Decisions Survey - Middle School [APMY01] Sembrando Salud 10-12 [Org127_2] Refusal Skills (AM Y4i)
<b>(P)School: Bonding (opportunity, skills, and recognition)</b>	Opportunities, skills and recognition for prosocial involvement	School Connections [APMY05]
		Youth Participation – Opportunities for Prosocial Involvement
		Opportunities for Prosocial Involvement (School)
<b>(P)School: Healthy Beliefs and Clear Standards</b>	Awareness of school policies regarding ATOD use/possession	<i>No survey available in Minerva.</i>
	Consistency and clear expectations for parents and students	Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX] Strengthening Families WSU (Youth)
	Presentation of no-use messages on school campuses	<i>No survey available in Minerva.</i>
<b>(R)Academic Failure Beginning in the Late Elementary School</b>	Disruptive classroom behaviors	AM Academic Performance [Y8]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
		Strengthening Families WSU (Youth) [SFWSU_Y]
	Parent involvement in school	<i>No survey available in Minerva.</i>
	Social competence skills (communication, decision making,	AM Social Competence - Assertiveness [Y5A]
AM Social Competence - Social Skills [Y5C]		
Life Skills - Assertiveness [IP011]		

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	problem solving, interactions with others, assertiveness)	Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
<b>(R)Availability of Drugs</b>	Enforcement of laws and policies	<i>No survey available in Minerva.</i>
	Perceived availability of drugs	<i>No survey available in Minerva.</i>
	Youth access to ATOD	<i>No survey available in Minerva.</i>
<b>(R)Community Laws and Norms Favorable to Drug Use, Firearms &amp; Crimes</b>	Ad placements that appeal to youth	Media Ready participant survey [MediaReady]
	Environmental influences favorable to ATOD use	Media Ready participant survey [MediaReady]
	Perception of enforcement of laws and policies	<i>No survey available in Minerva.</i>
	Policies, social practices favorable toward ATOD use	<i>No survey available in Minerva.</i>
	Social acceptance of ATOD use	<i>No survey available in Minerva.</i>
<b>(R)Constitutional Factors</b>	Conduct problems among students	Second Steps: Strengths and Difficulties 11-17 [SDQ_S1117]
	Decision making skills	Participant Survey - Decision Making Skills [Y5B]
	Opportunities, skills and recognition to promote attachment to society, community and/or school	AM Bonding/Attachment [Y1]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
		Second Steps: Strengths and Difficulties 10-12 year olds
Sembrando Salud 10-12 [Org127_2]		

<b>TABLE 16: Survey Selection Guide</b>			
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>	
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>	
	Personal Competence (self-control, self-concept, self-efficacy)	AM Personal Competence [Y6]	
		Mentee Quality of Match – Follow Up	
		Mentee Teacher Survey	
		Mentor Support Tracking	
	Social competence skills (communication, decision making, problem solving, interactions with others, assertiveness)	AM Social Competence - Assertiveness [Y5A]	
		AM Social Competence - Social Skills [Y5C]	
		Life Skills - Assertiveness [IP011]	
		Mentee Quality of Match – Follow Up	
		Mentee Teacher Survey	
		Mentor Support Tracking	
	<b>(R)Early and Persistent Antisocial Behavior</b>	Opportunities, skills and recognition to promote attachment to society, community and/or school	AM Bonding/Attachment [Y1]
			Mentee Quality of Match – Follow Up
Mentee Teacher Survey			
Mentor Support Tracking			
Second Steps: Strengths and Difficulties 11-17 [SDQ_S1117]			
Sembrando Salud 10-12 [Org127_2]			
Personal competence (self-control, self-concept, self-efficacy)		AM Personal Competence [Y6]	
		Mentee Quality of Match – Follow Up	
		Mentee Teacher Survey	
Rewards for antisocial behavior		Mentor Support Tracking	
		Healthy Decisions Survey - Middle School (Spanish) [APMY01s]	
		Healthy Decisions Survey - Middle School [APMY01]	
		RM Individual/Peer [PPG03B]	

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
<b>(R)Early Initiation of the Problem Behavior</b>	Destructive behavior in classroom	Spleem Observation Form
	Favorable attitudes towards alcohol	Healthy Decisions Survey - Elementary School [APMY02]
		Favorable Attitudes [Y2]
	Favorable attitudes towards use	Drug Attitudes – Life Skills Scale
		Favorable Attitudes Towards Use
		Health Decisions Survey – Elementary School
		Life skills Training Questionnaire – Elementary School Version 2009
		Media Ready Participant Survey
		Favorable Attitudes [Y2]
		Sembrando Salud 10-12 year olds
	Knowledge of Life Skills	Healthy Decisions Survey - Elementary School [APMY02]
		Keep a Clear Mind - Grays Harbor [Org114_1]
		Life Skills Elementary Survey [Org127_3]
		Life Skills Scale [LST_KN]
		Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Pierce County - Project SUCCESS [Org127_5]
	Perception of harm	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
Perceived Harm/Risk - Perceived Risk of Drug Use [IP007]		
Pierce County - Project SUCCESS [Org127_5]		
RM Individual /Peer [PPG03B]		
Refusal and resistance skills	Refusal Skills (AM Y4)	
	Healthy Decisions Survey – Middle School (Spanish)	
	Healthy Decisions Survey – Middle School	

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
		Sembrando Salud 10-12 year olds
		Mentee Follow Up
		Mentee Post-test
		Mentee Pre-test
		Refusal Skills (AM Y4i)
	Youth intentions to use ATOD	SPORT: Intentions to Use [SPORT]
<b>(R)Extreme Economic Deprivation</b>	Opportunity for economic self-sufficiency	<i>No survey available in Minerva.</i>
<b>(R)Family Conflict</b>	Desired behaviors among children in response to parenting techniques	Love and Logic Parent Survey (2003)
		Effects of stress on caregivers
	Family management skills	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
		Prosocial Involvement (Family)
		Strengthening Family – Youth (Spanish)
		AM Family Management – Skills
		Family Managing and Monitoring (Youth and Adult)
		Managing and Monitoring for Parents (Spanish)
	Managing and Monitoring for Parents of Young Children	
Knowledge and skills to facilitate family cohesion	Managing and Monitoring for Parents	
	Managing the Family	
	Parent Communication	
	AM Family Cohesion	

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Knowledge and skills to facilitate family communication	AM Communication Skills
		AM Family Management – Attitudes
		Family Communications
		Managing and Monitoring for Parents (Spanish)
		Managing and Monitoring for Parents of Young Children
		Managing and Monitoring for Parents
		Parent Communication
		Positive Family Management
	Knowledge and skills to reduce family tension	Strengthening Families – Youth Spanish
		Strengthening Families WSU (Youth)
Positive family interactions	Love and Logics Instrument [LoveAndLogic]	
	Strengthening Families – Youth Spanish	
	Strengthening Families for Parents of Youth 10-14 (Parent)	
	Strengthening Families WSU (Youth)	
<b>(R)Family History of Problem Behavior</b>	Effects of stress on caregivers	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
	Knowledge of physiological impact of ATOD use	Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		AM Family Involvement
	Opportunities for positive involvement in the family	Parent/Child Bonding - Parent-Child Affective Quality (Parent Report) [F005]
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Perception of parental disapproval of substance use	Keep a Clear Mind - Grays Harbor [Org114_1]
		Participant Survey Family Norms (Youth)
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]
	Self-efficacy of caregivers in their parenting skills	Managing and Monitoring for Parents of Young Children [APMP05]
<b>(R)Family Management Problems</b>	Attitudes of family management practices (including monitoring, punishment, discipline, limit setting, control, managing anger)	AM Family Management - Attitudes [P3]
		Family Managing and Monitoring (Youth and Adult) [APMF01]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Managing and Monitoring for Parents [APMF02]
		Managing the Family [APMP02]
	Effects of stress on caregivers	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
		Prosocial Involvement (Family)
		Strengthening Families - Youth Spanish [SF-YS]
	Knowledge and skills to facilitate family communication	AM Communication Skills [P6]
		AM Family Management - Attitudes [P3]
		Family Communications [APMP01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
Managing and Monitoring for Parents of Young Children [APMF05]		
Managing and Monitoring for Parents [APMP02]		
Parent Communication [APMP04]		
Positive Family Management [APMF03]		

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Use of family management skills (i.e., discipline strategies, techniques for setting limits, approaches to monitoring youth behaviors)	AM Family Management - Skills [P4] Family Managing and Monitoring (Youth and Adult) [APMF01] Managing and Monitoring for Parents (Spanish) [APMF02s] Managing and Monitoring for Parents of Young Children [APMF05] Managing and Monitoring for Parents [APMP02] Managing the Family [APMP02] Parent Communication [APMP04] Strengthening Families for Parents of Youth 10-4 (Parent)(SRWSU_AX)
<b>(R)Favorable Attitudes Toward the Problem Behavior</b>	Disapproval of peer use	RM Individual/Peer [PPG03B]
	Favorable Attitudes toward use	Drug Attitudes - Life Skills Scale [LSTQ_DA]
		Favorable Attitudes Towards Use [Y2]
		Healthy Decisions Survey – Elementary School
		Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Media Ready participant survey [Media Ready]
		Sembrando Salud 10-12 [Org127_2]
		Favorable Attitudes Y2
	Non-use attitudes	Rainbow Days [Org1236_6]
	Perception of harm	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
Healthy Decisions Survey - Middle School [APMY01]		
Perceived Harm/Risk - Perceived Risk of Drug Use [IP007]		
		Pierce County - Project SUCCESS [Org127_5]

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
		RM Individual Peer [PPG03B]
	Perception of parental disapproval of substance use	Keep a Clear Mind – Grays Harbor
		Participant Survey Family Norms
		Strengthening Families For Parents of Youth 10-14 (Parent)
		Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
	Strengthening Families WSU (Youth) [SFWSU_Y]	
	Perception of peer use	<i>No survey available in Minerva.</i>
<b>(R)Favorable Parental Attitudes &amp; Involvement in the Problem Behavior</b>	Parental awareness of risk/protective factors and the consequences of involvement	Keep a Clear Mind - Grays Harbor [Org114_1]
	Use of children assisting parents in obtaining their drugs	Keep a Clear Mind - Grays Harbor [Org114_1]
<b>(R)Friends Who Engage in the Problem Behavior</b>	Disapproval of use (peer)	Pierce County - Project SUCCESS [Org127_5]
		RM Individual/Peer [PPG03B]
	Refusal and resistance skills	AM Refusal Skills (AM Y4)
		Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Sembrando Salud 10-12 [Org127_2]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
Mentor Support Tracking		
	Sembrando Salud 10-12 Year Olds	

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
		Mentee Follow Up
		Mentee Post-test
		Mentee Pre-test
		Refusal Skills (AM Y4i)
	Rewards for antisocial behavior	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		RM Individual Peer [PPG03B]
<b>(R)Lack of Commitment to School</b>	Motivation to attend all classes	Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
		School Connections [APMY05]
	Motivation to learn	Media Ready participant survey [Media Ready]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
	Opportunities, skills and recognition for prosocial involvement in school and the classroom	School Connections [APMY05]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
<b>(R)Low Neighborhood Attachment &amp; Community Disorganization</b>	Community capacity to address ATOD issues	Coalition assessment tool
	Community readiness to address ATOD issues	Coalition assessment tool
<b>(R)Rebelliousness</b>	Behavior problems among students	Second Steps: Strengths and Difficulties 11-17 [SDQ_ S1117]

<b>TABLE 16: Survey Selection Guide</b>		
<b>RISK/PROTECTIVE FACTOR</b>	<b>MEASURABLE OBJECTIVE</b>	<b>SURVEY OPTIONS</b>
<i>If you selected a program or strategy to address this R/P factor ...</i>	<i>and you selected this objective to be your measure of change ...</i>	<i>Then these are the survey options in Minerva.</i>
	Opportunities, skills and recognition to promote attachment to family, community and/or school	AM Bonding/Attachment [Y1] Sembrando Salud 10-12 [Org127_2]
	Personal Competence (self-control, self-concept, self-efficacy)	AM Personal Competence [Y6]
		Mentee Quality of Match – Follow Up
		Mentee Teacher Survey
		Mentor Support Tracking
<b>(R)Transitions and Mobility</b>	Neighborhood attachment	Neighborhood Attachment
	Opportunities, skills and recognition for prosocial involvement	Social Disorganization - Frequency of Participation in Organized Community Activities [C008]
		Youth Participation - Opportunities for Prosocial Involvement [C006]
		Opportunities for Prosocial Involvement (School)

## A. *Entering Survey Responses*

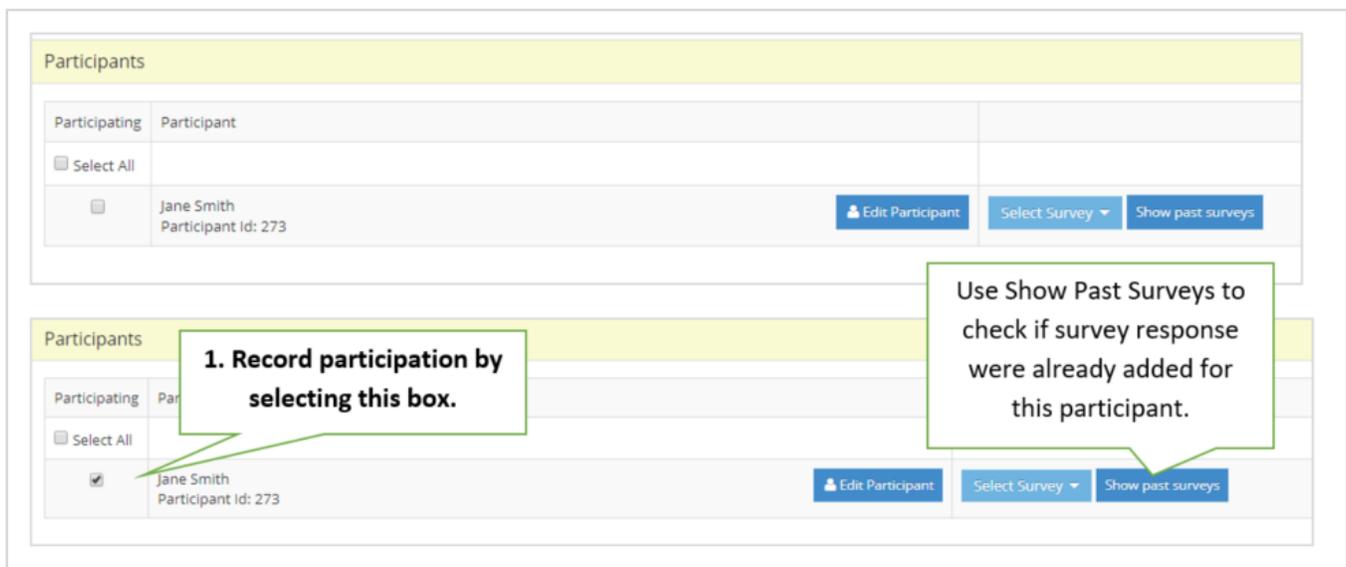
Survey responses are entered when entering session data. Coalitions complete a Coalition Assessment Tool (CAT) Survey while specific programs include participant surveys in the form of one-time, pre, mid, post, or follow-up assessments. Individual participants over the age of 10 complete assessments to evaluate outcomes of programs and services. This includes Individual participants Mentors, and Mentees (see [TABLE 10](#)). For other services, such as the PAX Good Behavior Game, an aggregate Spleem count is entered three times to report on classroom outcomes.

### Survey Responses for Individual participants

Enter survey responses for individual participants as follows:

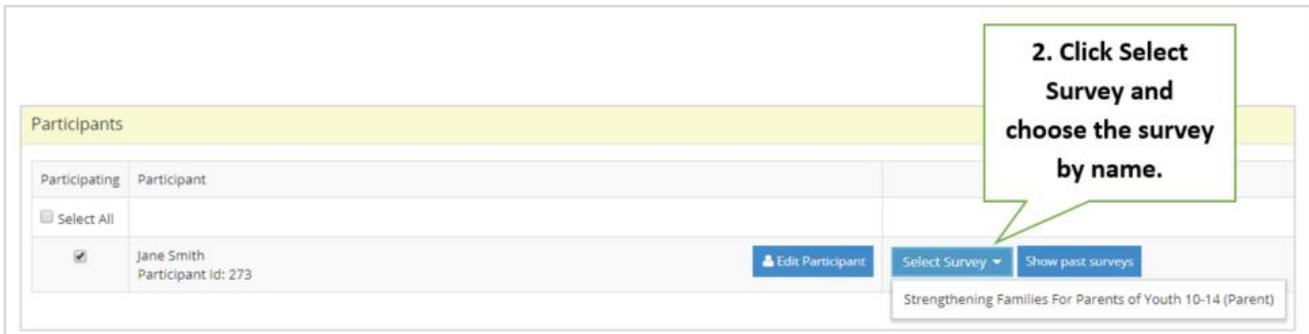
- In Enter Session Details, find the name of the Individual participant (Individual participant, Mentor, or Mentee), record participation by checking the box next to their name, and click SELECT SURVEY ([FIGURE 45](#)).

[Figure 45: Record Participation and Select Survey](#)



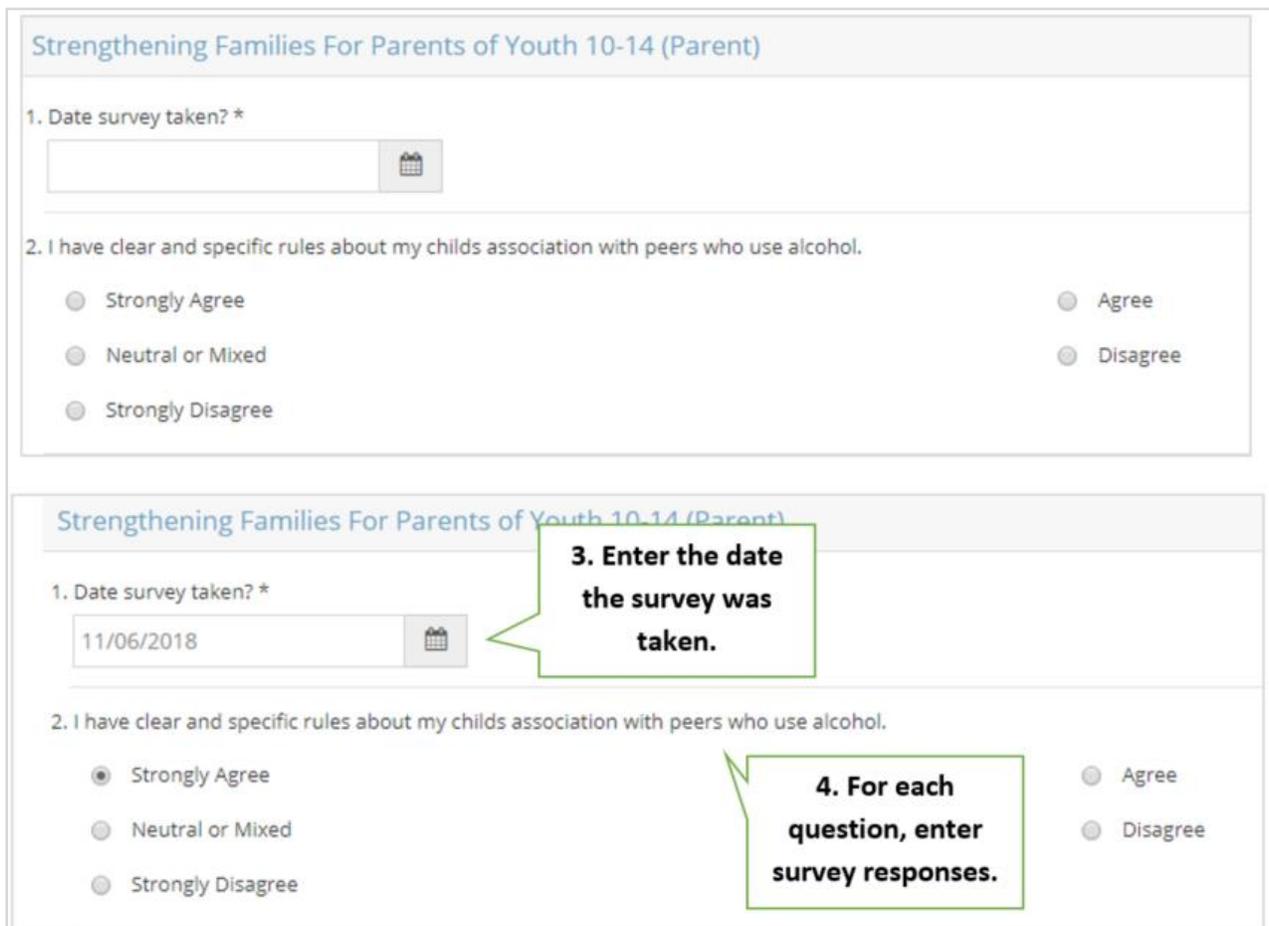
- Select the survey by name. In some cases, there may be more than one survey visible. The examples below are for the Strengthening Families for Parents of Youth 10-14 (Parent) survey ([FIGURE 46](#)).

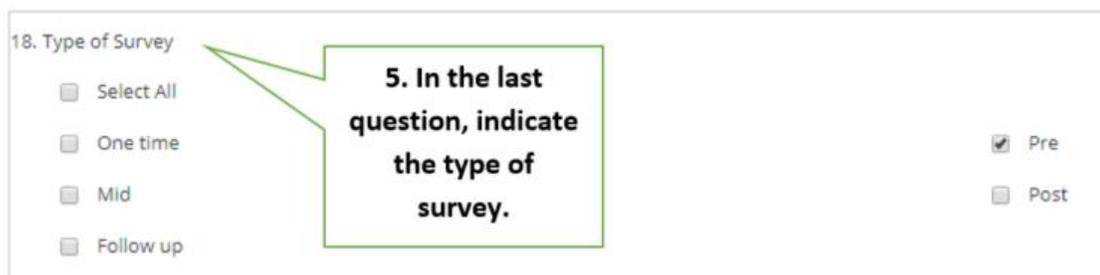
Figure 46: Select the Survey



- On the next screen, enter the DATE THE SURVEY WAS TAKEN, click the radio button next to each response per question as completed by the participant, and indicate the TYPE OF SURVEY (FIGURE 47). Select COMPLETE when done.

Figure 47: Enter Date Survey Taken, Responses, and Survey Type





18. Type of Survey

Select All

One time

Mid

Follow up

Pre

Post

**5. In the last question, indicate the type of survey.**

### [Coalition Assessment Tool Survey](#)

The Coalition Assessment Tool (CAT) survey is for CPWI Community Coalition members. The CAT is completed annually by all CPWI Coalitions, during the October Full Coalition meeting. Partners designated as Coalition member – person (see [Section V](#)) should complete the CAT. Partner – persons and Partner – organizations may also complete the CAT. *Coalition Coordinators do not complete the CAT.* To enter CAT survey responses for each Coalition member – person or other Partner, click SELECT SURVEY option that is displayed for each coalition partner.

The CAT survey displays a list of seventy-eight (78) questions that may be answered by the user. With exception of indicating the date that the survey was completed, the questions are all optional. However, care should be taken to answer the questions in the appropriate categories. The categories include:

- A. Vision, mission and goals
- B. Coalition structure and membership
- C. Coalition leadership
- D. Outreach and communication
- E. Coalition meetings and communications
- F. Opportunities for member growth and responsibility
- G. Effectiveness in planning and implementation
- H. Relationship with local government and other community leaders
- I. Partnerships with other organizations
- J. Coalition members' sense of ownership and participation
- K. Ability to collect, analyze and use data
- L. Understanding of and commitment to environmental change strategies
- M. Cultural competence
- N. Funding and sustainability
- O. Background information

## X. **Creating Periodic Reporting Logs**

Minerva includes three tools for reporting that is on a more infrequent schedule. All can be found in the Implementation Module. This includes the Coalition Coordinator/Tribe Prevention (Px) Staff Hours report, CPWI Quarterly Reporting, and Tribal Annual Reporting. The following sections review each report individually. Accurate and timely data entry is critical in these logs.

## A. Coalition Coordinator/Tribe Px Staff Hours Reporting

Coalition Coordinator/Tribe Prevention Staff Hours Reporting is for system users to document time spent to coordinate prevention efforts in accordance with the strategic prevention plan. Coordinator/Tribe Prevention Staff support is vital to the function of an effective community coalition and collaboration among community partners. Tribe Px Staff ensure a tribal prevention plan is implemented. The Coalition Coordinator/Tribe Px Staff Hours are categorized by the most common and essential coordinator functions and tasks.

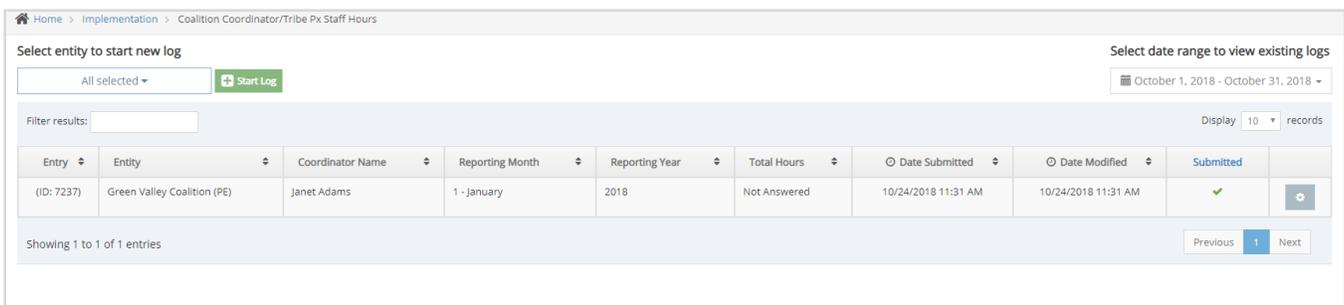
This reporting is **required for CPWI Community Coalition Coordinators**.

It is an **optional tool for Tribal Prevention Staff**.

A staff person must have the role of "community coalition coordinator" OR "tribal staff" in order to be shown in the Coalition Coordinator/Tribe PX staff hours report (see [Section V](#)). To create a monthly hours report:

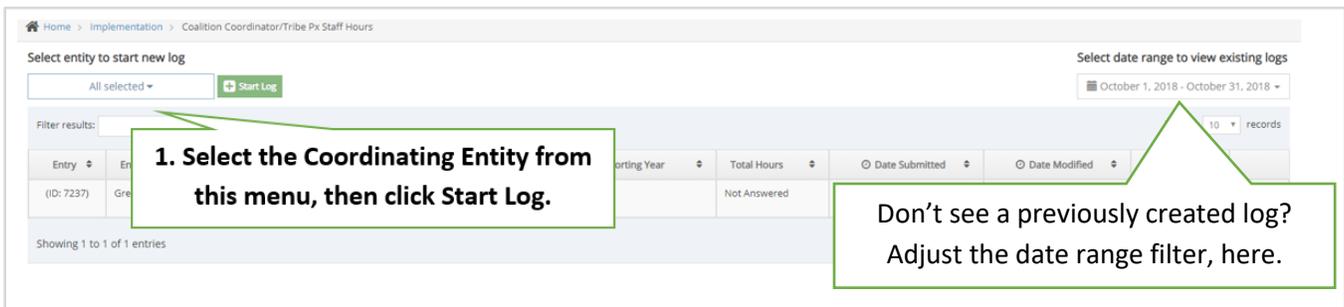
1. Select IMPLEMENTATION and then COALITION COORDINATOR/Tribe Prevention Staff HOURS REPORTING (see [TABLE 2](#)). The summary page will be displayed as shown in [FIGURE 48](#).

[Figure 48: Coalition Coordinator/Tribe Px Staff Hours Report Summary Page](#)



2. To start a new report, select the Coordinating Entity (Tier 2) associated with the report and then select Start Log as shown in [FIGURE 49](#).

[Figure 49: Select the Coordinating Entity and Start Log](#)



3. Select the Performing Entity (Tier 3) and the Staff person that is associated with the report. Only one Performing Entity and Staff person may be selected (see [FIGURE 50](#)).

**Figure 50: Select Performing Entity and Staff Member**

<p>What performing entity was involved?</p> <div data-bbox="170 346 803 491"><p>Green Valley Coalition (PE) <span>▲</span></p><p>Green Valley Coalition (CE)</p><p><b>Green Valley Coalition (PE)</b></p><p>Green Valley Subcontractor (PE)</p></div>	<p>Community Coalition Coordinator</p> <table border="1"><tr><td data-bbox="844 325 909 367"><input type="checkbox"/></td><td data-bbox="917 325 1477 367">Coordinator</td></tr><tr><td data-bbox="844 367 909 409"><input type="radio"/></td><td data-bbox="917 367 1477 409">Janet Adams</td></tr><tr><td data-bbox="844 409 909 451"><input type="radio"/></td><td data-bbox="917 409 1477 451">Coalition Coordinator</td></tr></table>	<input type="checkbox"/>	Coordinator	<input type="radio"/>	Janet Adams	<input type="radio"/>	Coalition Coordinator
<input type="checkbox"/>	Coordinator						
<input type="radio"/>	Janet Adams						
<input type="radio"/>	Coalition Coordinator						

4. Complete the form using the information provided in [TABLE 17](#).
5. In the Evaluation & Reports Module (see [Section XII](#)), use the Coalition Coordinator/Tribe Px Staff Hours Report to view monthly hours information entered into this module.

[Table 17: Coalition Coordinator/Tribe Px Staff Hours report - Required and Optional Information](#)

<b>TABLE 17: Coalition Coordinator/Tribe Px Staff Hours Report</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
	<b>Which performing entity?</b>	Select one Performing Entity.
	<b>Which community coalition coordinator</b>	Select one Coalition Coordinator or Tribe Px Staff person. This report is optional for Tribal prevention partners.
1	<b>Reporting month *</b>	Choose the month of service.
2	<b>Reporting Year *</b>	Choose the year of service.
3/4	<b>Membership recruitment and retention hours/minutes</b>	<p>Maintaining sector representation and recruitment of new members. Ensuring coalition membership is engaged and active. Includes time spent recruiting new members, providing orientation for new individual members, making new contacts, efforts retaining membership, and developing coalition materials- such as coalition brochures, new releases, and new articles.</p> <p><i>Tribes:</i> This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.</p>
5/6	<b>Coalition communication/meeting preparation hours/minutes</b>	<p>Effective communication with coalition/tribe to ensure they are supported to accomplish their work. Includes time spent organizing monthly calendar, preparing for coalition/workgroup meetings and workgroup needs, sharing information about opportunities and initiatives, and planning communication to and from coalition/tribe leadership.</p> <p><i>Tribes:</i> This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.</p>
7/8	<b>Coalition development and training hours/minutes</b>	<p>Capacity building to ensure the coalition has a clear understanding of CPWI goals, Strategic Prevention Framework planning model and coalition structure. Includes time spent planning and organizing Community Coalition Orientation (CCO), relaying pertinent information to build coalitions, knowledge about prevention issues and frameworks, preparing all other training for the coalition, preparing and coordinating membership participation in state-wide or national training opportunities. (<b>NOTE:</b> Actual time conducting training coalition members as a group recorded in recurring services under the coalition program).</p> <p><i>Tribes:</i> This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.</p>

**TABLE 17: Coalition Coordinator/Tribe Px Staff Hours Report**

<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
9/10	<b>Community Outreach hours/minutes</b>	Increasing community awareness of coalition's/tribal prevention program efforts, initiatives, and building community support. Includes time spent making contracts and communicating with partner to coordinate media/public awareness campaigns or projects, preparing and participating in coalition presentations, participating in community meetings to support planning and implementation of common efforts, and working with media (newspaper articles, social media, newsletters, billboards, preparing media interviews with coalition members, etc.).
11/12	<b>Key leader engagement/relationship building hours/minutes</b>	Increasing key leader (i.e. tribal leaders, elders, elected officials) and policy makers' awareness of tribe/coalition's strategic prevention plan. Nurture community partnerships. Includes time spent organizing and implementing Key Leader Orientation (KLO) events, tribal leader events, meetings with key decision or policy makers in the community to build and strengthen relationships that will result in future partnerships or common visions for services. Includes any effort to build community awareness of coalition or coalition's direction with Key Leaders (i.e., emails, phone calls, meetings, interactions).
13/14	<b>Coordinator/Tribe Staff professional development hours/minutes</b>	Increasing knowledge and skills of coordinator/tribe prevention staff to support coalition and/or prevention efforts. Includes time spent viewing webinars, reading resources related to prevention research and new information, strategic prevention framework, attending prevention and wellness training, learning about hot topics and topics of interest that the coalition has requested more information about, training related to coalition development and community organization and participating in and attending required DBHR meetings for Community Coalition Coordination.
15/16	<b>Strategic planning hours/minutes</b>	The process, findings decisions and plan for the future for each step of the planning framework. Includes time spent supporting coalition/tribal prevention program structure development, ensuring cultural competency, advancing sustainability, assessing needs, and overseeing coalition's/tribal community priority needs selection, resources assessment, gap analysis, strategy selection, action plan development, evaluation planning, and involvement in developing and writing plan.

**TABLE 17: Coalition Coordinator/Tribe Px Staff Hours Report**

<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
17/18	<b>Technical assistance to coalition strategy implementation hours/minutes</b>	<p>Providing technical assistance to support coalition members to carry out action plans. Includes time spent supporting coalition efforts and related initiatives as needed to assist the coalition in successful implementation. Includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees.</p> <p><i>Tribes:</i> This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.</p>
19/20	<b>Reporting and evaluation hours/minutes</b>	Ensuring all data related to the coalitions/tribal prevention strategies activities are reported analyzed and evaluated. Includes time spent collecting pre/post-tests, community surveys, coalition assessments (annually), providing Technical Assistance for evaluation, gathering community input, preparing evaluation tools for coalitions/tribal workgroups, meeting with community partners to facilitate outreach for community participation in evaluation, collecting local data from partners, reviewing outcomes, support coalition's evaluation workgroup, preparing reports for coalitions feedback, entering service date and evaluation on behalf the coalition/tribe into the online reporting system.
21/22	<b>Organization support hours/minutes</b>	Ensuring proper functioning and accountability to internal structures/fiscal agent. May include time spent participating in budget/fiscal meetings and communication, attending internal staff meetings, sub-contracting related to coalition's/tribal prevention plan and processing billing paperwork.
23	<b>Other please specify:</b>	Coordinator/tribal prevention staff time that does not include coordination services. Example include: Sick leave, annual/vacation leave, maternity/paternity leave, bereavement, jury duty, and holiday.
24/25	<b>Other hours/minutes</b>	This field should not be used by CPWI coordinators. All "Other hours" should be accounted for in 23 above.
26	<b>Total hours/minutes reported</b>	
27	<b>Notes/comments</b>	

## B. CPWI Quarterly Reporting

The CPWI Quarterly Report in Minerva is designed for CPWI Communities to report progress towards or completion of one-time and infrequent contract deliverables, cultural competency and sustainability strategies and activities, health disparity information, and information on leveraged funding and resources.

CPWI Coalition Coordinators are only required to complete the Quarterly Report four times a year. For each Quarterly Report, only report on efforts for which progress was made or that were completed in the reporting period. Quarterly Reports should be entered into Minerva per this schedule:

- SFY Quarter 1: Due October 15 for the reporting period of July 1 – September 30.
- SFY Quarter 2: Due January 15 for the reporting period of October 1 – December 31.
- SFY Quarter 3: Due April 15 for the reporting period of January 1 – March 30.
- SFY Quarter 4: Due July 15 for the reporting period of April 1 – June 30.

Follow the steps below to create each CPWI Quarterly Report.

1. Select IMPLEMENTATION and then CPWI QUARTERLY REPORT (see [TABLE 2](#)). The summary page will be displayed as shown in [FIGURE 51](#).

[Figure 51: Create a CPWI Quarterly Report](#)

Select entity to start new log

All selected ▾ + Start Log

Select date range to view existing logs

📅 October 01, 2018 - October 31, 2018 ▾

Filter results:

Display 10 records

Entry	Entity	Program	Reporting Year	Reporting Quarter	Date Submitted	Date Modified	Submitted	
(ID: 7230)	Green Valley Coalition (PE)	Community Coalition 2017/2019 - Sample Program	SFY 2019 (July 1, 2018 - June 30, 2019)	Q1: July 1 - September 30	10/03/2018 12:55 PM	10/03/2018 12:55 PM	✓	⚙️

Showing 1 to 1 of 1 entries

Previous 1 Next

- To start a new Quarterly Report, select the Coordinating Entity (Tier 2) associated with the report and then select Start Log as shown in

**Figure 52: Select the Coordinating Entity and Start Log**

Select entity to start new log

All selected

Select date range to view existing logs

October 01, 2018 - October 31, 2018

Filter results:

Display 10 records

Entry	Entity	Program	Reporting Quarter	Sub
(ID: 7230)	Green Valley Coalition (PE)	Commun Program	Q1: July 1 - September 30	10/03/

Showing 1 to 1 of 1 entries

Previous 1 Next

- Select the Performing Entity (Tier 3) and the **current CPWI Community Coalition program**. While multiple programs will be listed, **select only the CPWI Community Coalition program that is currently being implemented**. The CPWI Quarterly Report is NOT created for each program, **only the Coalition program**. This is shown in [FIGURE 53](#), below.

**Figure 53: Select Performing Entity and Coalition Program**

What performing entity was involved?

Performing Entity One (Sample)

1. Select the Performing Entity. For this, the PE will be the Community Coalition as this report is for CPWI only.

Programs

Program Name
Training Program Profile - Sample Program 2017/2019
Community Coalition 2017/2019 - Sample Program

2. Select the local program that is the CPWI Community Coalition Program.

The screenshot shows the 'Coalition Tasks' section of the reporting system. It includes a dropdown for 'What performing entity was involved?' (set to 'Performing Entity One (Sample)'), a 'Programs' list with 'Community Coalition 2017/2019 - Sample Program' selected, and two required fields: '1. Reporting Year \*' (set to 'SFY 2019 (July 1, 2018 - June 30, 2019)') and '2. Reporting Quarter \*' (set to 'Q2: October 1 - December 31').

**3. Select the reporting year, which is the current State Fiscal Year (SFY). Note that while the calendar year changes from Quarter 2 to Quarter 3, we remain in the same SFY until the end of June.**

**4. Select the reporting quarter (the 3 month period to be reported on).**

- Complete the sections Quarterly Report using the information provided in [TABLE 18](#), [TABLE 19](#), and [TABLE 20](#). Use NEXT to move between pages. Use SAVE to *SAVE and EXIT*. Use COMPLETE when the report is finished and ready for review by DBHR.

The first page of the report collects information related to Coalition Tasks completed during the reporting quarter and their associated dates. The second page of the report collects information on prevention activities to address health disparities. The third page collects information on leveraged funding and resources.

For a complete description of the deliverables covered by this report, refer to the CPWI Community Coalition Guide, posted at <https://www.TheAthenaForum.org/cpwi-community-coalition-guide>.

[Table 18: CPWI Quarterly Report - Coalition Tasks](#)

TABLE 18: CPWI Quarterly Report – Coalition Tasks		
Q	Field Name/Question	Description
	Which performing entity was involved?	Select one <b>Performing Entity (which is a CPWI Coalition)</b> .
	Program	Select the current <b>Community Coalition Program</b> . Note – only one <b>Quarterly Report</b> needs to be entered, for this one program, per Coalition per Quarter.
1	Reporting Year *	Select the <b>State Fiscal Year</b> .
2	Reporting Quarter *	Select the <b>Quarter</b> .
<b>Getting Started</b>		
3	Media Release for selected site issued	Enter date.
4	Coordinator hired	Enter date.
5	Registered for Athena	Enter date.
6	Obtained or renewed your Certified Prevention Professional (CPP) Credential	Enter date.

<b>TABLE 18: CPWI Quarterly Report – Coalition Tasks</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
<b>Capacity</b>		
7	Conducted Coalition Assessment Tool (CAT) Coalition member survey	Enter date.
8	Number of Surveys Completed	Enter number of surveys.
9	Updated your Community Profile	Enter date.
10	Engaged Key Leaders in Coalition efforts (Key Leader Event)	Enter date.
<b>Assessment</b>		
11	Completed administration of annual CPWI Community Survey	Enter date.
<b>Planning</b>		
12	Submitted Coalition's Action Plan	Enter date.
13	Submitted Coalition's Budget	Enter date.
14	Submitted Coalition's Logic Model	Enter date.
<b>Implementation</b>		
15	Reviewed and revised the Coalition structure	Enter date.
16	Implemented cultural competency strategies & activities	Enter description.
17	Implemented sustainability strategies & activities	Enter description.
<b>Reporting &amp; Evaluation</b>		
18	Reviewed results of Community Survey and shared at a Coalition meeting	Enter date.
19	Reviewed results of the Coalition Assessment Tool (CAT) and shared at a coalition meeting	Enter date.
20	Additional notes	

[Table 19: CPWI Quarterly Report - Health Disparities](#)

<b>TABLE 19: CPWI Quarterly Report – Health Disparities</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
21	Health disparities subpopulations refer to specific demographic, language, age, socioeconomic status, sexual identity, or literacy groups that experience limited availability of or access to substance use prevention services OR who experience worse substance use prevention outcomes. Which of the following health disparities-related activities did your organization conduct during this quarter?	Select all that apply.
22	Notes	

[Table 20: CPWI Quarterly Report - Leveraged Funding/Resources](#)

<b>TABLE 20: CPWI Quarterly Report – Leveraged Funding/Resources</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
<b>Drug-Free Communities (DFC) grant</b>		
23	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
24	Is any part of funding stream used for PFS activities?	Select as applicable.
25	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Sober Truth on Preventing Underage Drinking (STOP) Act funding</b>		
26	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
27	Is any part of funding stream used for PFS activities?	Select as applicable.
28	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Minority HIV/AIDS Initiative (MAI HIV)</b>		
29	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
30	Is any part of funding stream used for PFS activities?	Select as applicable.
31	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Medicaid (Federal, State, local)</b>		
32	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
33	Is any part of funding stream used for PFS activities?	Select as applicable.
34	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Other Federal funds</b>		
35	Describe:	
36	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
37	Is any part of funding stream used for PFS activities?	Select as applicable.
38	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>WA State's DOH DMA funds</b>		

<b>TABLE 20: CPWI Quarterly Report – Leveraged Funding/Resources</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
39	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
40	Is any part of funding stream used for PFS activities?	Select as applicable.
41	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Other State/tribal/jurisdiction funds</b>		
42	Describe:	
43	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
44	Is any part of funding stream used for PFS activities?	Select as applicable.
45	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Other local government funds</b>		
46	Describe:	
47	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
48	Is any part of funding stream used for PFS activities?	Select as applicable.
49	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Foundations/nonprofit organizations</b>		
50	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
51	Is any part of funding stream used for PFS activities?	Select as applicable.
52	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Corporate/business entities</b>		
53	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
54	Is any part of funding stream used for PFS activities?	Select as applicable.
55	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Individual donations/funding from fundraising events</b>		
56	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.

<b>TABLE 20: CPWI Quarterly Report – Leveraged Funding/Resources</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
57	Is any part of funding stream used for PFS activities?	Select as applicable.
58	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.
<b>Other</b>		
59	Specify:	
60	Total dollar amount that went to substance use prevention for your organization as a whole (\$)	Enter dollar amount.
61	Is any part of funding stream used for PFS activities?	Select as applicable.
62	Amount of this funding stream used for PFS activities (\$)	Enter dollar amount.

### ***C. Tribal Annual Reporting***

This section 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. **The information in this section is also posted at URL.**

#### **Steps for creating a Tribal Annual Narrative:**

1. Review [TABLE 21](#) of the Minerva User Guide which provides a description of the information to be included in the Tribal Annual Narrative.
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](mailto:Indianpolicy@dshs.wa.gov). Please also CC your assigned Division of Behavioral Health and Recovery (HCA\DBHR) Prevention System Manager.

[Table 21: Tribal Annual Narrative](#)

<b>TABLE 21: Tribal Annual Report</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
1	Reporting Year *	
<b>Prevention Only</b>		
2	Does the tribe participate in prevention funding activities *	If this question is answered NO, questions 3-9 will not be shown.
<b>Needs Assessment</b> (See 45 CFR 96.133, 45 CFR 96.122, and 42 USC 300x.29)		
3	How have the needs of the populations been met?	
4	What strategies have been used to improve existing prevention programs, create new programs, or actions taken to remove barriers?	
5	Describe the strengths and challenges faced in delivering prevention services?	
<b>Training and Continuing Education</b>		
6	Describe efforts made to ensure that training and continuing education is made available to prevention staff.	
<b>Coordinating prevention activities and services with other appropriate services.</b>		
7	Describe what activities or initiatives have been implemented to coordinate services.	
8	What activities have been used to raise public awareness in communities?	
9	Describe what tools are used to perform background checks on all employees, volunteers and subcontractors?	

<b>TABLE 21: Tribal Annual Report</b>		
<b>Q</b>	<b>Field Name/Question</b>	<b>Description</b>
<b>Mental Health Mini Grant - Wellness Promotion Only</b>		
10	Does the tribe participate in Mental Health Promotion Grant activities *	If this question is answered NO, questions 11-14 will not be shown.
11	Please describe all of the activities related to your Mental Health Promotion project	
12	Please describe the outcomes related to your Mental Health Promotion project	
13	Please describe what worked related to your Mental Health Promotion project	
14	Please describe what you would do differently related to your Mental Health Promotion project	
<b>Designated Marijuana Account Grant - DMA Programs Only</b>		
15	Does the tribe participate in DMA funding activities *	If this question is answered NO, questions 16-19 will not be shown.
16	Please describe all of the activities related to your DMA project	
17	Please describe the outcomes related to your DMA project	
<b>Reporting &amp; Evaluation</b>		
18	Please describe what worked related to your DMA project	
19	Please describe what you would do differently related to your DMA project	
20	Additional notes	

## XI. Evaluation and Reports

Reports are available in the **Evaluation & Reports** module (see [TABLE 2](#)). Reports available in Minerva have been developed for use by fiscal staff, contract contacts, coordinators, program staff, and data entry staff. Most reports **display Aggregate data, meaning they don't list information on specific participants but summarize information for all participants based on report selection criteria.**

**A small number of reports do provide individual participant data.** In these cases, most system users will see de-identified data reflecting the type of access to the system they have (see [Section II](#)).

When the Evaluation & Reports tab is selected, there are two options:

- **Request Report** – Request a new report from Minerva.
- **Requested Reports** – View reports previously requested, that have not been deleted from the system. Use the date range filter, as needed, to view additional reports.

### A. Request Report

When a system user selects Request Report, the form showed in [FIGURE 54](#) is displayed.

Choose Report Type (see below) and then work through the selection steps to request a report.

- Implementation Reports - These reports are used to review program related data and include the Service Activity Report.
- Assessment Reports: These reports are used to review outcomes of assessments (surveys).

**For more guidance on reports, see the Minerva Knowledge Base ([www.TheAthenaForum.org/MKB](http://www.TheAthenaForum.org/MKB)) and specifically the Minerva Reports Guidance Document (<https://www.TheAthenaForum.org/MinervaReportsGuidance>).**

[Figure 54: Report Selection](#)

### B. Viewing, Downloading, and Deleting Requested Reports

When a report is ready to be viewed, the system user will receive an email alert from Minerva to the email associated with the account. Click the link in the email to automatically download the report. If the system user is no longer logged-in, the system user will be redirected to the log-in screen before the report can be downloaded.

Minerva is a *live* system. This means that reports are produced with the most current data in the system. Reports run at different times will show different information if additional data entry took place in the interim. For this reason, it is important to download and save per internal data policies any reports needed for on-going contract management or program evaluation. Every report includes header and footer information on when the report was produced.

### C. Using the Dashboard to a Quick View of Programs and Services

The **Dashboard Module** provides a quick look at programs and services, based on information entered into the system at the Planning, Activity Log, and Session stages. It works in many ways like a the Services by Performing Entity and Program Report ([www.TheAthenaForum.org/services-performing-entity-and-program-report](http://www.TheAthenaForum.org/services-performing-entity-and-program-report)), because it shows by Entity and Program both planned and actual counts of Activity Logs, Sessions, Direct Service Hours, and Participants Reached (including Individual, Aggregate, and Population Reach).

To use the Dashboard, select an entity combination, a state fiscal year, and one or more programs from the list of programs (Minerva will show all programs that overlap with the state fiscal year just selected). Click Generate Chart, and view the data!

Contracted Entity  
- Select Contracted Entity -  
Contracted Entity One (Sample)

Coordinating Entity  
- Select -  
Coordinating Entity One (Sample)

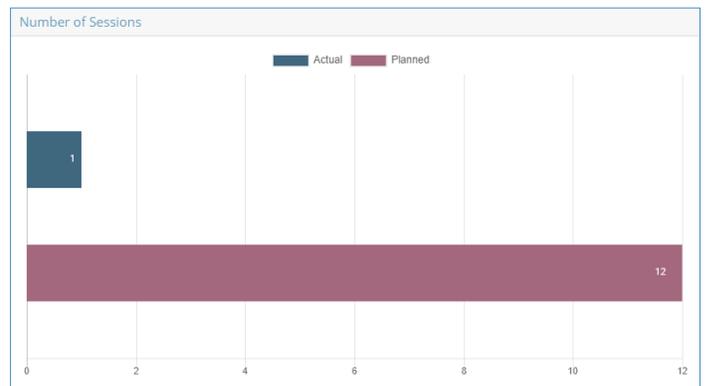
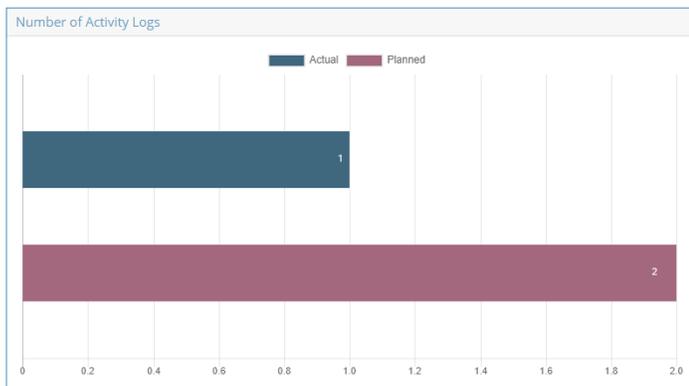
Performing Entity  
- Select -  
Performing Entity One (Sample)  
Performing Entity Subcontractor (Sample)

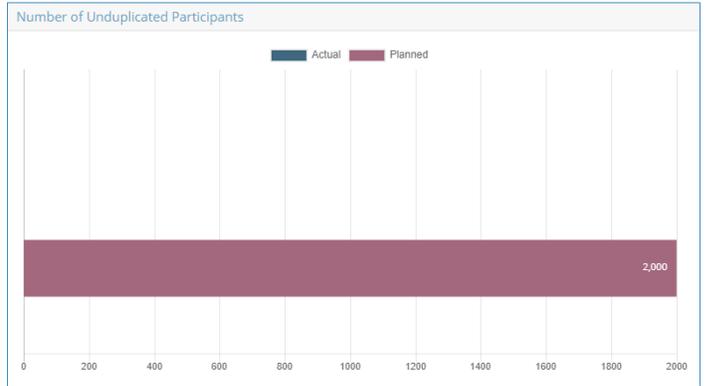
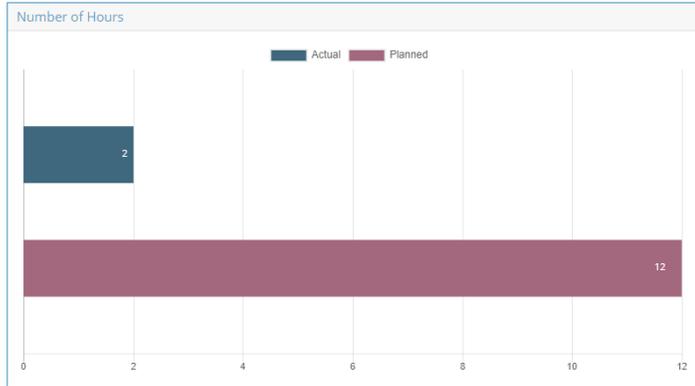
Fiscal Year  
SFY 2019 (July 1, 2018 - June 30, 2019)

Program Profiles  
- Select -  
(ID: 439) Prescription Drug Take Back and Lock Boxes - Coordinating Entity One 2018/2019  
(ID: 409) Training Program Profile - Sample Program 2017/2019

**Generate Chart**

#### Program Dashboard





## Appendix A: Program Entry within the Planning Module

When building a CPWI Coalition Program Profile in Minerva, model your Program Profile after the text that is displayed in the screen shots below. **Follow this guidance exactly as presented.**

**NOTE:** The questions that are not highlighted in yellow are dependent on your Coalition. Complete these questions as appropriate.

The screenshot displays the 'Substance Use Disorder System' interface. The top navigation bar includes a home icon, the system name, and a user profile with the text 'Welcome, User'. A left sidebar contains a menu with items: Organization Profiles, Budget, Planning (highlighted), Implementation, Partners/Staff, Enter Session Data, Evaluation & Reports, and Expenditure Reports. The main content area is titled 'Home > Planning > Planning Profile' and is divided into two sections:

- Entity Selection:** This section contains three dropdown menus, each with a yellow highlight above it:
  - Contracted Entity:** The dropdown shows '- Select Contracted Ent' and 'Contracted Entity (e.g.,'.
  - Coordinating Entity:** The dropdown shows '- Select -' and 'Coordinated Entity (e.g'.
  - Performing Entity:** The dropdown shows '- Select -' and 'Performing Entity (e.g.'.
- Program/Activity Profile Details:** This section is titled 'Enter profiles for planned programs and strategies.' and contains four numbered steps:
  - 1. Select program/activity type (select one) \*** (highlighted in yellow): A dropdown menu with 'Community Engagement/Coalition Development' selected.
  - 2. Select program/activity name (select one) \*** (highlighted in yellow): A dropdown menu with 'Community Coalition' selected.
  - 3. Provide local program/activity name. Use the program/activity name from above and your local naming strategy (e.g., LifeSkills Training - Walla Walla 2016/2017) \*** (highlighted in yellow): A text input field containing 'Coalition Name - Community Name 2016/2017'.
  - 4. Provide program/activity description \***: A text area containing the text: '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.'

5. Program/activity start date \*

07/01/2016 

6. Program/activity end date \*

06/30/2017 

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

Block Grant Prevention Funding	\$	
Dedicated Marijuana Account - Admin	\$	
Dedicated Marijuana Account - Evidence-Based Programs	\$	
Dedicated Marijuana Account - Promising Programs	\$	
General Fund (GF) -State - Admin (for SABG Prevention)	\$	
Mental Health Promotion Project - State	\$	
Partnerships For Success (July 1 - Sept 29)	\$	
Partnerships For Success (Sept 30 - June 30)	\$	
PFS July 1-Sept 29 - Admin	\$	
PFS Sept 30- June 30- Admin	\$	
Total:	\$	0.00

8. Select the implementation type (select one) \*

Evidence Based (EBP) ▼

Select the evidence-based list this program/activity is on (select all that apply).

- DMA
- Athena - Excellence in Prevention (EIP)
- Mental Health Promotion

9. Select long-term consequence(s) addressed (select all that apply) \*

- School Performance
- Mental Health
- Other
- Youth Delinquency
- Suicide

If other, please specify:

**NOTE:** Question 9 should match the Long-Term Consequences that have been identified in your community’s Logic Model.

10. Select the behavioral health problem(s) addressed (select all that apply) \*

- Substance Use Disorders
- Mental Health Disorders

If other, please specify:

11. Select the primary intervening variable (risk or protective factor) addressed (select one) \*

12. Select measurable objective of local condition of the primary intervening variable indicated above (select one) \*



13. Indicate direction of change for the objective (select one) \*



14. Select the secondary intervening variables (risk and protective factors) addressed (select all that apply)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> (P)Community: Bonding (opportunity, skills, and recognition)</li> <li><input type="checkbox"/> (P)Engagement and connections in one or more of the following contexts: school, peers, family, employment or culture</li> <li><input type="checkbox"/> (P)Peer: Bonding (opportunity, skills, and recognition)</li> <li><input type="checkbox"/> (P)School: Bonding (opportunity, skills, and recognition)</li> <li><input type="checkbox"/> (R)Academic Failure Beginning in the Late Elementary School</li> <li><input type="checkbox"/> (R)Community Laws and Norms Favorable to Alcohol/Drug Use, Firearms &amp; Crimes</li> <li><input type="checkbox"/> (R)Early and Persistent Antisocial Behavior</li> <li><input type="checkbox"/> (R)Extreme Economic Deprivation</li> <li><input type="checkbox"/> (R)Family History of Problem Behavior</li> <li><input type="checkbox"/> (R)Favorable Attitudes Toward the Problem Behavior</li> <li><input type="checkbox"/> (R)Friends Who Engage in the Problem Behavior</li> <li><input type="checkbox"/> (R)Low Neighborhood Attachment &amp; Community Disorganization</li> <li><input type="checkbox"/> (R)Transitions and Mobility</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> (P)Community: Healthy Beliefs and Clear Standards</li> <li><input type="checkbox"/> (P)Family: Bonding (opportunity, skills, and recognition)</li> <li><input type="checkbox"/> (P)Family: Healthy Beliefs and Clear Standards</li> <li><input type="checkbox"/> (P)Peer: Healthy Beliefs and Clear Standards</li> <li><input type="checkbox"/> (P)School: Healthy Beliefs and Clear Standards</li> <li><input type="checkbox"/> (R)Availability of Alcohol/Drugs</li> <li><input type="checkbox"/> (R)Constitutional Factors</li> <li><input type="checkbox"/> (R)Early Initiation of the Problem Behavior</li> <li><input type="checkbox"/> (R)Family Conflict</li> <li><input type="checkbox"/> (R)Family Management Problems</li> <li><input type="checkbox"/> (R)Favorable Parental Attitudes &amp; Involvement in the Problem Behavior</li> <li><input type="checkbox"/> (R)Lack of Commitment to School</li> <li><input type="checkbox"/> (R)Rebelliousness</li> </ul> |
|---|---|

15. Select CSAP strategy category (select one) \*

16. Select IOM category (select one) \*

17. Indicate plan for implementation with fidelity. Please note that adaptations require state approval (select one) \*

Indicate if planned adaptations or modifications been approved by the program's developer

- Yes
- No
- N/A

**NOTE:** Question 14 should only be selected if additional intervening variable(s) were identified during strategic planning.

Provide planned adaptations or modifications (select all that apply)

- Modification to training requirement (e.g. untrained, unofficial training, etc.)
- Modification to dosage/duration (e.g. different # of sessions, different length of time for each session, etc.)
- Modification to delivery site (e.g. at community site instead of school setting as researched)
- Modification to target population (e.g. Delivering to universal population when it researched for indicated, etc.)

Provide explanation and rationale of adaptations

CPWI

18. Indicate expected number of program/activity series (groups) \*

19. Indicate expected number of total sessions (For all series (groups)) \*

20. Indicate expected total hours for program/activity (For all series (groups)) \*

21. Indicate expected total unduplicated participants for this program/activity (For all series (groups)) \*

22. Select target population(s) (select all that apply) \*

- Business and Industry
- COSAs/Children Substance Users
- Delinquent Violent Youth
- General Population
- Homeless/Runaway Youth
- Individuals Whose Native Language is not English
- Lesbian/Gay/Bisexual
- People Using Substances
- People with Mental Health Problems
- Pregnant Families/Women of Childbearing Age
- Religious Groups
- Teachers/Administrators/Counselors
- Civic Groups/Coalitions
- Current or Former Military/Military Families/National Guard
- Elected Officials
- Health Professionals
- Individuals Living in Poverty
- Law Enforcement/Criminal Justice
- Parents/Families
- People with Disabilities
- Physically/Emotionally Abused People
- Prevention Professionals
- School Dropouts
- Transgender/Questioning/Queer/Intersex

23. Select target age group(s) (select all that apply) \*

- Adults
- Elderly
- High school students
- Preschool students
- Under 21
- College students
- Elementary school students
- Middle/Jr. high school students
- Under 18
- Young adults aged 18-25

24. Select the survey instrument(s) to be used in the evaluation (select all that apply)

- Not Applicable
- Coalition assessment tool

25. Select frequency of survey (select one) \*

One time ▼

26. Select program/activity status (select one) \*

Active ▼

27. Program/Activity notes: