



Minerva 2.0 for SOR III CBOs

Lauren Bendall
Prevention System Project Manager,
Substance Use Disorder Prevention and Mental Health Promotion
Section, HCA Division of Behavioral Health and Recovery

Agenda

- ▶ All about Minerva 2.0
- ▶ Minerva 2.0 Overview:
 - ▶ Plan Channel
 - ▶ Build Capacity Channel
 - ▶ Implement Channel
 - ▶ Evaluate Channel
- ▶ Data entry requirements
 - ▶ Contract
 - ▶ Programmatic
- ▶ Data entry
 - ▶ Set-up
 - ▶ Programmatic
- ▶ Minerva 2.0 support

Objective

- ▶ At the conclusion of this training, participants will be able to:
 - ▶ Discuss the history of Minerva 2.0
 - ▶ Identify the role Minerva 2.0 plays in prevention reporting
 - ▶ Understand the importance of the four primary channels of Minerva 2.0
 - ▶ Explain the data entry requirements for CBOs
 - ▶ Demonstrate skills to fulfill initial data entry requirements for CBOs

All About Minerva 2.0

All About Minerva 2.0

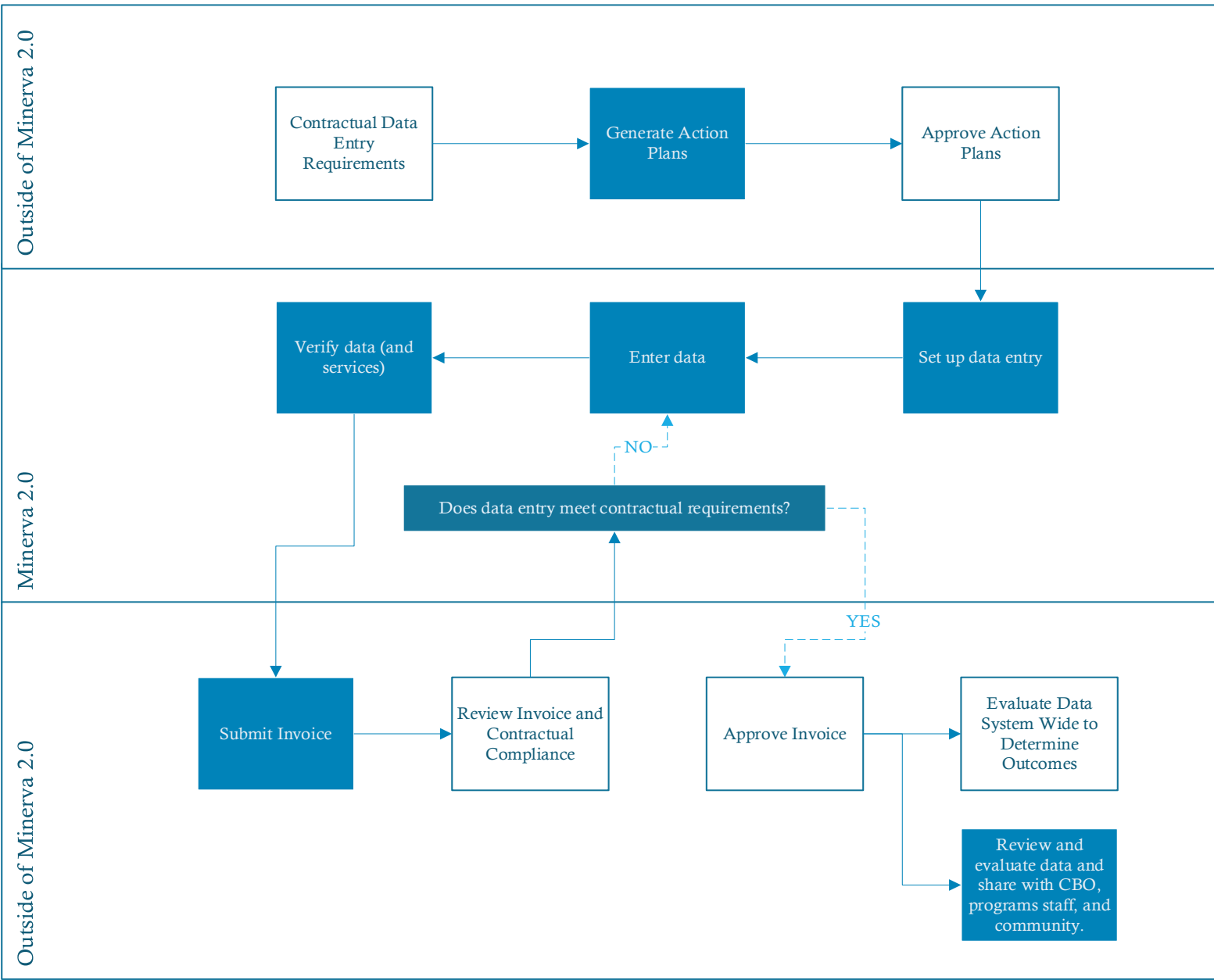
- ▶ Known as **Minerva**, this reporting system is used by DBHR contractors to report on prevention services. Minerva is the Roman "Goddess of a thousand works" known for intellect, wisdom, science, and as the inventor of numbers. Minerva is the Roman equivalent to the Greek Goddess Athena.
- ▶ Launched in late February, 2022
- ▶ Predecessor to Minerva 1.0
 - ▶ Launched in 2015

Why does Minerva 2.0 matter?

- ▶ Critical to capture required reporting for funding
- ▶ To provide critical information for complex decision making
- ▶ Assists in recording Px and MHP efforts by Providers
- ▶ Conveys and tells the Px story!
- ▶ Visualization of services provided via data

How will SOR III CBOs interact with Minerva 2.0?

- ▶ Documenting plan for implementation
- ▶ Service data entry
- ▶ Use of reports to support local efforts
- ▶ Visualize the results of your efforts
- ▶ See your outcomes!
- ▶ Ensure data security and ownership



Minerva 2.0 Overview

Plan Channel - Purpose

▶ Prevention concept:

- ▶ Planning in Prevention involves figuring out how to best address identified prevention needs and associated factors. To develop a solid prevention action plan, your community needs to:
 - ▶ Know your goal (outcome)
 - ▶ Prioritize risk and protective factors
 - ▶ Select appropriate interventions to address each priority factor
 - ▶ Combine interventions to ensure a comprehensive approach
 - ▶ Build a logic model

▶ Channel Purpose:

- ▶ CBOs will build Logic Models, Programs/Strategies, Cohorts and Campaigns in the Plan Channel.
 - ▶ Programs/Strategies will connect contracts, which outline counties of service, funding sources, allowable IOM Targets, and reporting hierarchy, to Logic Models, cohorts and campaigns.

Plan Channel - Components

▶ Plan Channel Components:

- ▶ Logic Models
- ▶ Contracts
- ▶ Programs & Strategies
- ▶ Cohorts
- ▶ Campaigns
- ▶ Participants

Build Capacity Channel - Purpose

▶ Prevention concept:

- ▶ Capacity involves building and mobilizing local resources and readiness to address identified prevention needs. A community needs both human resources and structural resources to establish and maintain a prevention system that can respond effectively to local problems.

▶ Channel Purpose:

- ▶ The Capacity Channel allows users to track capacity-building activities (training, technical assistance received, etc.) and development activities. Agencies may use the Capacity section to manage their members/partners.
- ▶ Capacity-building activities:
 - Training
 - Technical assistance
 - Development
 - Other Staff Hours
- ▶ Members/Partners

Build Capacity Channel - Components

▶ Build Capacity Channel Components:

▶ Capacity-building activities:

- ▶ Training

- ▶ Development

 - Community Outreach

 - Program Start Up

▶ Members/Partners

Implement Channel - Purpose

▶ Prevention concept:

- ▶ Implementation involves putting the plan into action by delivering interventions as intended.

▶ Channel Purpose:

- ▶ The Implement Channel is the primary Channel for data entry. Users enter three types of Implementation Activities. Users enter activity data as individual activities or as part of a cohort or campaign.

Implement Channel - Components

▶ Implement Channel Components:

- ▶ Activities are representative of the most detailed data in Minerva 2.0 and that a Provider will record. Activities can be recorded under Cohorts, Campaigns and in some instances, as Individual Activities.
 - ➔ Activities should fit into Cohorts or Campaigns
 - There are some rare instances where Activities will be considered an Individual Activity (does not fit into a Cohort or Campaign) and rolls up directly to a Program and Strategy

Evaluate Channel - Purpose

▶ Prevention concept:

Evaluation involves examining both the process and outcomes of prevention interventions. Specifically, evaluation is the systematic collection and analysis of information about prevention activities to reduce uncertainty, improve effectiveness, and make decisions.

▶ Channel Purpose:

- ▶ The Evaluate Channel is used to generate reports to answer key evaluation questions and produce standard reports (Block Grant Tables, Grants Management Reports, etc.).

Evaluate Channel – Components

▶ Evaluate Channel Components:

- ▶ Reports, Reports, Reports!
 - ▶ Program Services Report
 - ▶ Activity Count
 - ▶ Number Served
 - ▶ Ad Hoc Report

Break

Data Entry Requirements

Data Entry Requirements – Purpose

▶ Prevention Activity Data Reports:

- ▶ Ensure that monthly prevention activities are reported in Minerva in accordance with the requirements and timelines set forth.
- ▶ Ensure accurate and unduplicated reporting.
- ▶ Ensure proper training of staff and designated staff for back-up Minerva data entry to meet report due dates.
- ▶ Ensure all required demographic information is provided for all services.
- ▶ Complete prevention reporting, according to the Schedule/Due Dates outlined in the contract.

Data Entry Requirements – Evaluation

▶ Outcome Measures

- ▶ Contractor shall report on all required evaluation tools identified in Minerva that measure primary program objective.
- ▶ Pre/Post test are required for all recurring direct service programs.
- ▶ Specific surveys for Information Dissemination or Environmental strategies/programs based on specific program to be determined and approved in Action Plan.

Data Entry Requirements – Outcomes

- ▶ Performance Work Statement/Evaluation.

- ▶ Contractor shall ensure program results show positive outcomes for at least half of the participants in each program group as determined by Activity Log with individual participant sessions.

Data Entry Requirements – Due Dates

▶ Schedule/Due Dates below:

Reporting Period	Report(s)	Report Due Dates	Reporting System
Annually	Enter programs listed on approved Action Plan by HCA into Minerva.	Within 30 business days of Action Plan approval	Minerva
As requested	GPRA Measures.	As requested	Minerva
Monthly	Prevention activity data input for all active services including coordination staff hours and efforts, services, participant information, training, evaluation tools and assessments.	15 th of each month for activities from the previous month	Minerva
As requested	As required by SAMHSA.	As requested	Minerva or as required

Data Entry Requirements – Required Programs

▶ Action Plans must include the following:

- ▶ At least one Direct Service Program or Strategy from the approved SOR EBP program list
 - ▶ The program is expected to be implemented on a regular annual schedule over the course
- ▶ National Drug Take-Back Days program
 - ▶ Held in April and October each year, or at least twice annually based on local implementation
- ▶ Starts with One program
 - ▶ Implementation needs to have a recurring cycle (at least once monthly) of media reach, through one or more mediums (social media, ads, radio, billboards, traditional media).

Data Entry Requirements – Optional Programs

- ▶ Action Plans may include the following:
 - ▶ Implementation of opioid prevention environmental strategy/ies.
 - ▶ Must be approved by DBHR
 - ▶ Social Norms Campaign (information dissemination strategy)
 - ▶ Guidance must be followed according to: <https://theathenaforum.org/socialnorms>. Must be approved by DBHR.

Data Entry Requirements – EBPs

▶ EBPs on SOR EBP program list:

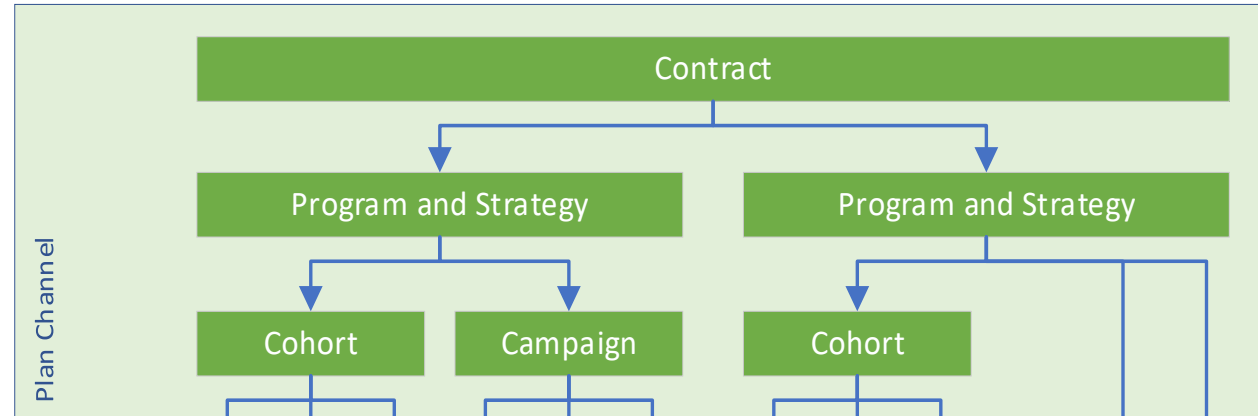
- ▶ Athletes Training and Learning to Avoid Steroids (ATLAS)
- ▶ Big Brothers/Big Sisters of American (BBBS) (Community-based Mentoring)
- ▶ Communities That Care (CTC)
- ▶ Familias Unidas
- ▶ Good Behavior Game (PAX)
- ▶ Guiding Good Choices
- ▶ Life Skills Training (Botvin Middle School Version)
- ▶ Positive Action
- ▶ Project Northland
- ▶ Project Towards No Drug Abuse
- ▶ Raising Healthy Children
- ▶ SPORT Prevention Plus Wellness
- ▶ Strengthening Families Program: For Parents and Youth 10-14 (SFP 10-14)
- ▶ Strong African American Families Program

Break

Data Entry

Data Entry Set Up

- ▶ What is needed for Data Entry set-up?
 - ▶ Approved action plan
 - ▶ Contract
- ▶ Data Entry Channels:
 - ▶ Build Capacity Channel
 - ▶ Plan Channel
 - ▶ Implement Channel



Data Entry Set Up – Plan Channel

▶ Plan Channel:

▶ Logic Model

- ▶ Should match your action plan and evaluation plan.

▶ Contracts

- ▶ Must be completed prior to the Programs & Strategies as well as Cohorts or Campaigns.
- ▶ Should have an end date of 9/29/2024.

▶ Programs and Strategies

- ▶ Should indicate that SOR III fund sources.
- ▶ Complete all fields that are outlined in orange because this indicates that they are required.

Data Entry Set Up – Plan Channel (cont.)

▶ Plan Channel (*continued*):

▶ Cohorts vs Campaigns:

➤ Cohorts

- ➔ Cohorts represent a group of reoccurring services that are served to the same population. The number served for a cohort is considered an unduplicated count.
- ➔ Surveys can only be captured under cohorts. NOTE: If the Logic Model does not align with the items outlined in the Survey Selection Guide, then the appropriate survey will not be accessible.
- ➔ Individual participants and detailed counts of participants can be captured under cohorts.

➤ Campaigns

- ➔ Campaigns represent a group of reoccurring services that are served to a different population each time. The number served for a campaign is considered a duplicated count.
- ➔ Surveys cannot be captured under campaigns.
- ➔ Detailed counts of participants can be captured under campaigns.

Data Entry Set Up – Plan Channel Demo

▶ Demonstration:

▶ Plan Channel

- ▶ Logic Model
- ▶ Contract
- ▶ Program and Strategy
- ▶ Cohort
- ▶ Campaign

Data Entry Set Up – Implement Channel

▶ Implement Channel:

▶ Activities

➤ Activities should fit into Cohorts or Campaigns

- ➔ There are some rare instances where Activities will be considered an Individual Activity (does not fit into a Cohort or Campaign) and rolls up directly to a Program and Strategy

Data Entry Set Up – Implement Demo

- ▶ Demonstration:

- ▶ Implement Channel

- ▶ Activity

Data Entry Set Up – To Dos

▶ Plan Channel:

▶ Logic Model

- Review and confirm the logic model

▶ Contracts

- Review and confirm contract information
- Add any subcontracts

▶ Programs and Strategies

- Review and confirm the programs

▶ Cohorts/Campaigns

- Add cohorts/campaigns

▶ Participants

- Add participants

Data Entry Set Up – To Dos (cont.)

▶ Build Capacity Channel:

▶ Members/Partners

- Add members/partners

▶ Overall Minerva 2.0:

▶ Staff

- Request to add staff

Data Entry – Program Demo

- ▶ Demonstration in Minerva 2.0:
 - ▶ Starts with One
 - ▶ Drug Take Back
 - ▶ Guiding Good Choices

Minerva 2.0 Support

Minerva 2.0 Support

- ▶ The Athena Forum: Minerva Knowledge Base
- ▶ Minerva TA Calls
- ▶ Minerva 2.0 Trainings
- ▶ Minerva 2.0 Help Desk
- ▶ Prevention Managers
- ▶ PrevMIS@hca.wa.gov

Objective

- ▶ At the conclusion of this training, participants will be able to:
 - ▶ Discuss the history of Minerva 2.0
 - ▶ Identify the role Minerva 2.0 plays in prevention reporting
 - ▶ Understand the importance of the four primary channels of Minerva 2.0
 - ▶ Explain the data entry requirements for CBOs
 - ▶ Demonstrate skills to fulfill initial data entry requirements for CBOs



Questions and General Technical Assistance
