

Note (06/30/2017): This document has been updated and a few items were corrected since the presentation on June 22, 2017.

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# **SUD Prevention and MH Promotion MIS: Reporting Mentoring and One-to-One Service Activities in Minerva June 22, 2017**

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# Today's Agenda

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- A few organizing comments
- Overview of our system
- The relationship between Program Profiles, Activity Logs, and Session Details
- Walk-through of entering session data for
  - Mentoring – support activities
  - Mentoring – match
  - Mentoring – group activities
  - 1:1 Service activities (these use the Mentoring type data entry)

# A few organizing comments

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- Today IS about:
  - Reporting Mentoring and 1:1 service activity data
  - Questions and answers on Mentoring and 1:1 service activity data
  - Questions are welcome at any time!
- However, we will need to focus on **reporting** and not *programmatic questions*
  - Please reach out to your System Manager for programmatic questions
  - We will evaluate any questions falling into a gray area when the time comes!

# MIS Minerva: An Overview

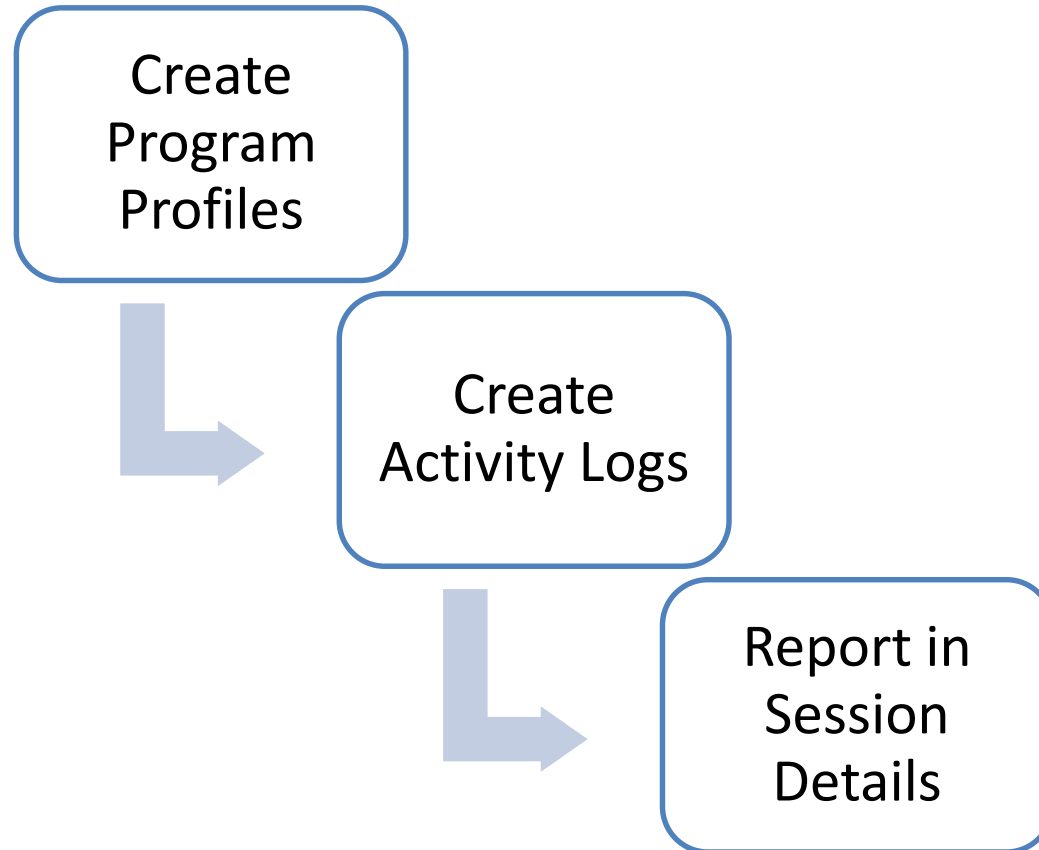
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- Organized with distinct organizations – each is an Entity.
- Each entity has different roles, as do Users associated with that Entity.

# Programs, Activity Logs, Sessions

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# Program Planning

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
Question 18. Indicate the expected number of direct service program/ activity series (groups).				

# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

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Question 18. Indicate the expected number of direct service program/activity series (groups).	M-M: For each month during the school year, Mentees meet with their Mentor → <b>one Activity Log for M-M meetings</b>			

# Planning, contd.

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# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
Question 18. Indicate the expected number of direct service program/ activity series (groups).	M-M: For each month during the school year, Mentees meet with their Mentor → <b>one Activity Log for M-M meetings</b>	M-S: During the same school year, Mentors meet as a group for training → <b>one Activity Log for M-S</b>	M-G: During the same school year, a group of Mentees meet with a group of Mentors every 3 months → <b>one Activity Log for M-G</b>	

# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
<p>Question 18. Indicate the expected number of direct service program/ activity series (groups).</p>	<p>M-M: For each month during the school year, Mentees meet with their Mentor → <b>one Activity Log for M-M meetings</b></p>	<p>M-S: During the same school year, Mentors meet as a group for training → <b>one Activity Log for M-S</b></p>	<p>M-G: During the same school year, a group of Mentees meet with a Group of Mentors every 3 months → <b>one Activity Log for M-S</b></p>	<p><b>One, two, or three</b> -- it depends on how your program is implemented. Key: data is reported differently, so different services get different ALs!</p>

# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
Question 19. Indicate expected number of total sessions (for all series/strategy types (groups)).	M-M: Will meet every week for every month for nine months (will report each week in a month) → <b>9 sessions</b>	M-S: Will meet once a month, every month for nine months → <b>9 sessions</b>	M-G: Will meet once every three months during the nine months → <b>3 sessions</b>	Total number of sessions is $9 + 9 + 3 =$ <b>21 sessions</b>

# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
Question 20. Indicate expected total hours for all programs/ activities.	M-M: Weekly one hour meetings → <b><i>Each month for 9 months, there are four (4) meetings at 1 hour each.</i></b>	M-S: Monthly two hour meetings → <b><i>9 sessions of meetings at 2 hours each</i></b>	M-G: Three two hour meetings → <b><i>3 sessions of meetings at 2 hours each</i></b>	Total expected hours $(9*4) + (9*2) + (3*2) =$ $9 + 18 + 6 =$ <b><i>60 hours</i></b>

# Planning, contd.

Starting from the Program Profile, think through how the Program will be implemented. What types of data is to be collected? How many sessions? Who will be participating?

Program Planning	Possible Answer 1	Possible Answer 2	Possible Answer 3	Possible # of Activity Logs (ALs)
Question 21. Indicate expected total unduplicated participants for this direct service program/activity.	M-M: How many mentees? <b>12 mentees</b>	M-S: How many mentors? <b>4 (each will work with 3 mentees)</b>	M-G: If these are the same as in the M-M and M-S, don't count them twice! If they are unique, then do so.	Total expected unduplicated participants: <b>12 + 4 = 16 unduplicated participants</b>

# Activity Log

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

- Aggregate
  - Population reach
  - Mentoring - support activities
  - Individual participant
  - Mentoring - match activities
  - Mentoring - group activities
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# Services and data entry

Activity Log Q. 16	Service – Mentoring	Service – One-to-One Service Activity
Mentoring-group	A group of mentees engages in an activity with mentors.	A group of participants engages in an activity with service providers.
Mentoring-support	For mentors only and may include training/other support activities.	For service providers only and may include training/other support activities.
Mentoring-match	A specific mentee is matched with a specific mentor.	A specific participant is matched with a specific service provider.

# Services and data entry

Activity Log Q. 16	Service	Participant Type	Data to Report
Mentoring-group	A group of mentees/participants engages in an activity with mentors/service providers.	<ol style="list-style-type: none"> <li>1. Mentee/Participant</li> <li>2. Mentor/Service Provider</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation</li> </ol>
Mentoring-support	For mentors/service providers only and may include training/other support activities.	<ol style="list-style-type: none"> <li>1. Mentor/Service Provider</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation</li> </ol>
Mentoring-match	A specific mentee/participant is matched with a specific mentor/service provider.	<ol style="list-style-type: none"> <li>1. Mentee/Participant</li> <li>2. Mentor/Service Provider</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation – <i>report every meeting during a month in one Session</i></li> <li>2. Survey responses</li> </ol>



# Resources

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- [www.theathenaforum.org/Minerva](http://www.theathenaforum.org/Minerva)
- The User Guide!
- Guidance Documents
- Minerva TA Calls