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2023 CLI Minerva 2.0 Biennial Data Refresh

Tuesday, August 22, 2023

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Today's Agenda

▶ Biennial Data Refresh

- ▶ SFY24 Biennial Refresh Recap

▶ 2024 State Fiscal Year

- ▶ Archive Feature

▶ Resources

- ▶ Reports
- ▶ Guide for Providers
- ▶ **Upcoming** Self-Paced Learning



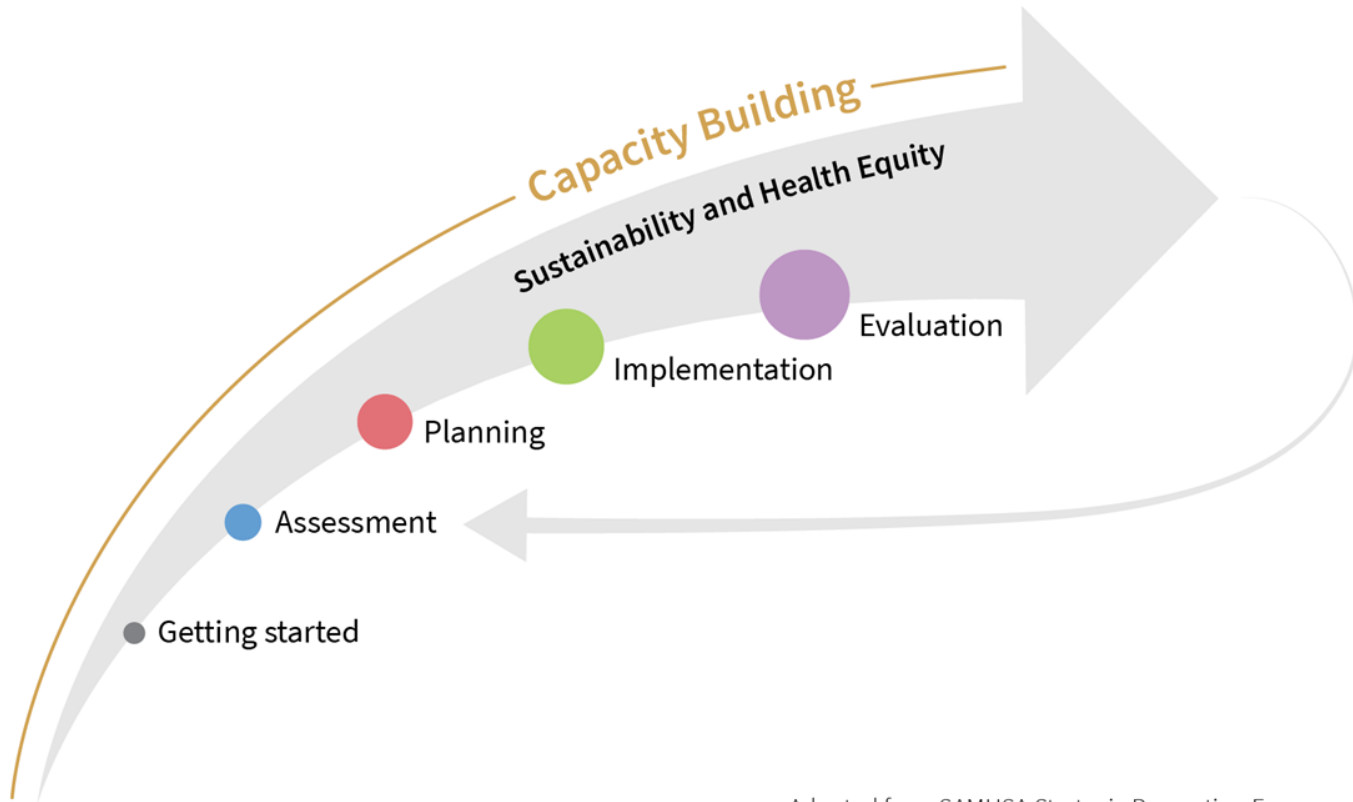
Minerva 2.0

Biennial Data Refresh

Minerva 2.0

- ▶ **Minerva 2.0** (M2) was named for the Roman Goddess, Minerva the "*Goddess of a thousand works.*"
- ▶ **Launched:** February 2022; Our vendor is Collaborative Planning Group Systems, Inc., (CPGSI).
 - ▶ **Successor to Minerva 1.0**
- ▶ M2 is designed to gather information aligned with the Strategic Prevention Framework (SFP) and Community Prevention and Wellness Initiative Planning Framework (CPWI-PF).

Minerva 2.0



Adapted from SAMHSA Strategic Prevention Framework



Minerva 2.0



Assess Needs Channel

Assessment



Build Capacity Channel

Capacity



Plan Channel

Planning



Implement Channel

Implementation



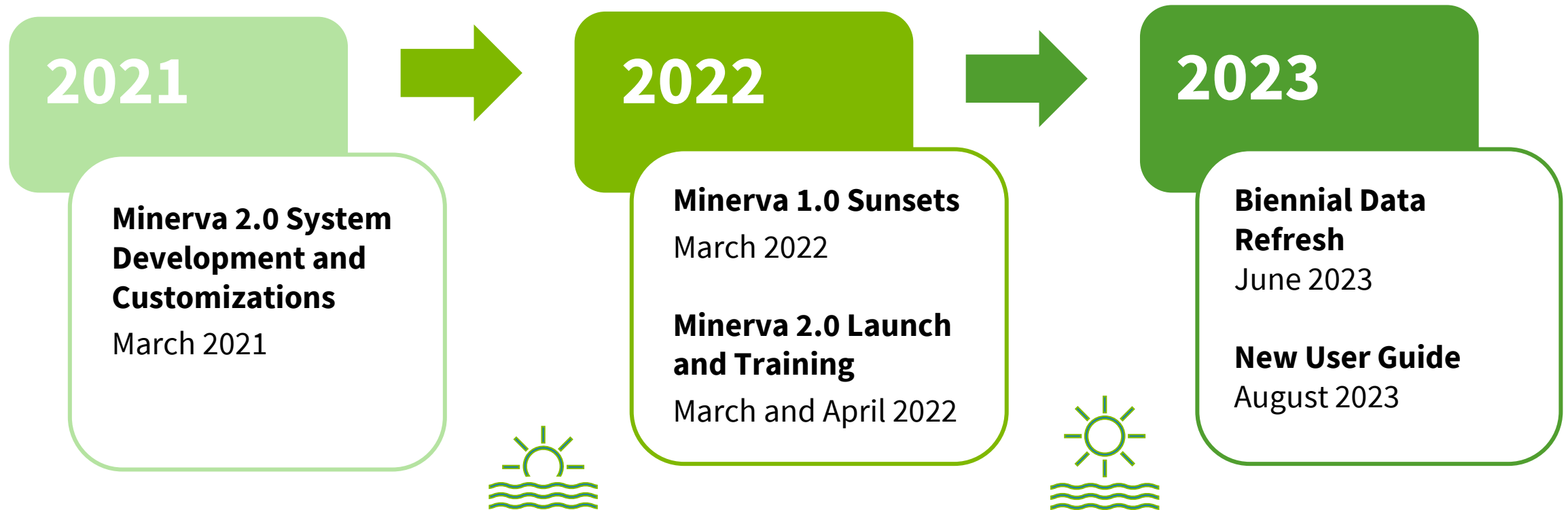
Review Channel



Evaluate Channel

Evaluate

Minerva 2.0



Biennial Data Refresh

- ▶ Annual review of support ticket data
- ▶ Every 2 Years/Biennial refresh with the goal to make data entry more,
 - ▶ **Simple**
 - ▶ **Timely**
 - ▶ **Accurate**
 - ▶ **Required / Recommended**
 - ▶ **Supportive**

Biennial Data Refresh

- ▶ Biennial data refresh is a good time to,
 - ▶ **Reflect** on a matured, evolved understanding of the system.
 - ▶ **Make any necessary updates** or revisions.
 - ▶ **Prioritize beneficial data entry practices** that achieve data integrity and the needs of providers/partners.
 - ▶ Make **data more usable** by ensuring more accurate data is collected.
 - ▶ **Ask questions and clarify**
 - ▶ Development increasingly **more relevant, accessible, supportive resources.**

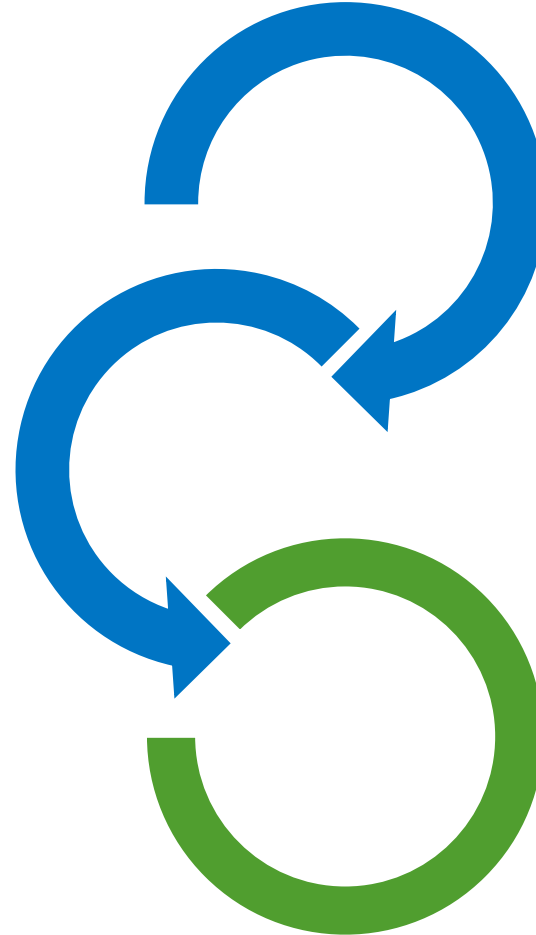
Biennial Data Refresh


▼ **Strategic Plan and Logic Models** are reflected into the...

▼ **Action Plan and Budget** which are reflected into the...

▼ **A-19/Billing** which is also reflected in...

▲ **Minerva 2.0**





Minerva 2.0

SFY 2024 Archive

Minerva 2.0

 Assess Needs Channel

 Build Capacity Channel *Build Capacity Activities, Members, Partners, Media*

 Plan Channel *Logic Models, Contracts, Programs, Cohorts, Campaigns, Participants*

 Implement Channel *Implementation Activities*

 Review Channel *Program Review & Approval*

 Evaluate Channel *Reports*

Archive/Restore Functions

- ▶ What does it mean to *Archive* something?
 - ▶ Remove older, infrequently used data from view
 - ▶ Safely store and preserve data for evaluation

- ▶ What does it mean to *Restore* something?
 - ▶ Retrieve data that has been archived
 - ▶ Return it to view in the system

Archive/Restore Functions

▶ *Archive* and *Restore* functions apply to:

▶ Accounts, Users and Contracts

▶ And the **Plan Channel**

➤ Logic Models

➤ Programs & Strategies

➤ Closed Cohorts and Campaigns

➤ Participants

▶ Performed *every biennium* as needed, or by request.

Archive Feature

▶ Accounts

- ▶ *No longer available for,*
 - ▶ To create new contracts or sub-contracts
 - ▶ Login
 - ▶ Ad Hoc reports

▶ Users

- ▶ *No longer available for,*
 - ▶ Staff Member or Staff
 - ▶ Login
 - ▶ Ad Hoc reports for “Time Spent”

Archive Feature

▶ Contracts

▶ *No longer available for,*

- ▶ Display in Contracts sub-channel
- ▶ Selection within a Program & Strategy
- ▶ Ad Hoc reports
- ▶ Creating subcontracts or accessing contract documents

▶ *Still available for,*

- ▶ Data entry (until the End Date)
- ▶ View (P/S hyperlink)

Archive Feature

▶ Logic Models

▶ *No longer available for,*

- ▶ Display in Overview or Logic Model sub-channels
- ▶ Selection within a Program & Strategy
- ▶ Ad Hoc reports

▶ *Still available for,*

- ▶ Data entry (until the End Date of the P/S)

Logic Model

Long Term Consequences

School Performance, Mental Health, Youth Delinquency

Problems

SUD- Alcohol, Marijuana/Cannabis, Opioids, E-cig/Vape

Risk And Protective Factors

(P) Community: Bonding (opportunity, skills, and recognition)

(P) Family: Bonding (opportunity, skills, and recognition)

(R) Community Laws and Norms Favorable to Drug Use, Firearms & Crimes

(R) Low Neighborhood Attachment & Community Disorganization

Contributing Factor

Opportunities, skills and recognition for prosocial involvement in the community

Knowledge and skills to facilitate family cohesion

Policies, social practices favorable toward ATOD use

Community capacity to address ATOD issues

Program & Strategies

Archive Feature

▶ Programs & Strategies

▶ *No longer available for,*

- ▶ Display in Overview or Program & Strategy sub-channels
- ▶ Selection within a Cohort or Campaign
- ▶ Filters
- ▶ Ad Hoc reports

▶ *Still available for,*

- ▶ Data entry (until the End Date of the P/S)

Programs & Strategies

Long Term Consequences

School Performance, Mental Health, Youth Delinquency

Problems

SUD- Alcohol, Marijuana/Cannabis, Opioids, E-cig/Vape

Risk And Protective Factors

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Community capacity to address ATOD issues

Program & Strategies

Add Program & Strategy

Community-based Mentoring (BBBS) - Wheatland: 2024

Strengthening Families 10-14 (Opioid Adaptation) - Wheatland: 2024

Guiding Good Choices - Wheatland: 2023

Environmental Strategies - Wheatland: 2023-2024

Community Outreach - Wheatland: 2023-2024

Wheatland High School Youth Coalition - Wheatland: 2023-2024

Archive Feature

▶ Closed Cohorts & Campaigns

▶ *No longer available for,*

- ▶ Display in Cohort/Campaign sub-channels
- ▶ Surveys / Tests
- ▶ Filters
- ▶ Ad Hoc reports
- ▶ Implementation Activities*

▶ *Still available for,*

- ▶ Data entry (until the End Date of the P/S)

Archive Feature

▶ Participants

- ▶ *No longer available for,*
 - ▶ Display in Participants sub-channels
 - ▶ Surveys / Tests
 - ▶ Added to Cohorts
 - ▶ Participant exports
 - ▶ Status updated to “Inactive”

Archive Timeline



Archive FAQ

- ▶ *What does the Archive feature do?* **Remove infrequently used data from view, and keeps it stored.**
- ▶ *What is the purpose of the feature?* **Prevent inaccurate data entry and make it easier to navigate the system.**
- ▶ *Does archived data get deleted?* **Luckily, no. All archived data can be restored.**
- ▶ *Who can utilize the Archive feature?* **HCA staff can Archive/Restore with the exception of Participants.**



Questions / Comments



Minerva 2.0 Resources



Minerva Team Pro Tip

▶ Look for the lightbulb! 

▶ **“Minerva Team Pro Tips”**

- ▶ Provide practical insights to save time, improve data entry and help navigate more complex fields.
- ▶ “Pro tips” vary depending on provider/partner type, fund source, or contract. *If you have any questions, please reach out to your Prevention Manager for guidance.*

Plan Channel - *What will you do?*



Action Plan



Budget



Contract(s)

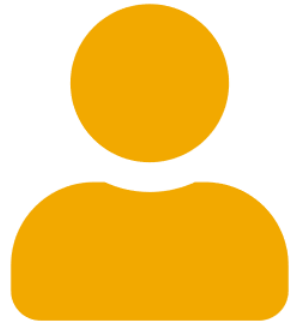


**Participant
Information**

Build Capacity Channel – *What did you do?*



Activity Details



Staff Hour(s)



**Volunteer
Resource(s)**

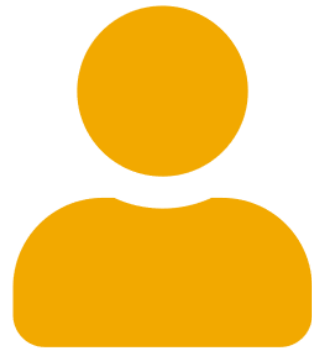


**Member/Partner
Data**

Implement Channel – *What did you do?*



**Session/Activity
Details**



Staff Hour(s)



**Volunteer
Resource(s)**



**Resource: Excellence In
Prevention Strategy List**

Evaluate Channel – *How did it go?*




- ▶ **Ad Hoc Reports**
- ▶ Program Implementation Monitoring Report (PSR)
- ▶ **Program Service Report (PIM)**
- ▶ Query Builder
- ▶ Block Grant Reports
- ▶ CPWI Output Report

Ad-Hoc Reports



▶ Resource **for all users**

- ▶ Quickly display specific pieces of data
- ▶ Ability to mix and match groupings and filters to get data you need
- ▶ Ability to view data in table, graph and chart visuals
- ▶ Users can save Ad-Hoc reports they create 








Ad-Hoc Reports



Report
Activity Count

Date Range
Current Year

Group By
Type

     |  

Filters:

Report Templates

Note: Reports run from a selected report template will use the options saved in the report, *not* the options selected here.

Ad Hoc Report

Date Range: Current Year

Group By: Type

Filters:

Submit options to see a report.

PSR Report



- ▶ Program Services Report (PSR)
- ▶ Resource **for all users**
 - ▶ Review program implementation
 - By Account
 - By Start Date and End Date
 - ▶ Provides summary of Implementation Activities from the Implement Channel, and details of data entry by Cohort and Campaign

PSR Reports



Accounts Start Date End Date

2 - Biennial Refresh Demo

Program Services Report

Date of Report: 08/21/2023

Requested Date Range: 08/21/2022 - 08/21/2023

Selected Accounts: 2 - Biennial Refresh Demo

Capacity Building Activities Coordination Hours

Account: 2 - Biennial Refresh Demo

Coordinator/Staff Name: CPG User

Year	July	August	September	October	November	December	January	February	March	April	May	June
SFY2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.75	16.00

Account: 2 - Biennial Refresh Demo

Coordinator/Staff Name: Sarah Mariani

Year	July	August	September	October	November	December	January	February	March	April	May	June
SFY2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00



Implementation Activities Summary

PIM Report



- ▶ Program Implementation Monitoring Report (PIM)
- ▶ Resource **for all users**
 - ▶ Review all Capacity Activities, Implementation Activities and Individual Activities by Program and Strategy
 - By Account
 - By Start Date and End Date
 - ▶ Planned vs. actual to date
 - ▶ **Used to verify expenses in the A-19s**

PIM Reports



Run Report

Print Report

Toggle Options

Program Implementation Monitoring Report

Filters Selected

Account: 2 - Biennial Refresh Demo

Date Range: 07/01/2023 - 07/31/2023

Program & Strategy:

Account Name: 2 - Biennial Refresh Demo

Date Range: 07/01/2023 - 07/31/2023

Source: SUD Prevention and MH Promotion Online Reporting System (Minerva 2.0)

Date Generated: Mon, Aug 21, 2023 4:02 PM

Query Builder



▶ Resource **for more advanced users**

- ▶ Some data details are only available by exporting into tables
- ▶ Allows for **more complex, specific review of data** than static reports
- ▶ Used to download detailed background data
- ▶ *If used and shared must follow data suppression rules in contract*

Query Builder



Query Builder

Data Source Date Range Filters Columns

Identify the root source of data used in the data export.

Select One ▼

Include Query Attributes Checking this box will use the first several rows of the export to display the data source, date range, and filters used.

Submit Clear Options Completed Query Results

CPWI Output Report



▶ Resource **for CPWI Providers**

- ▶ Provides a summary of CPWI quarterly reports
- ▶ **Export CPWI report results by quarter and SFY**

CPWI Output Report



➔ Account

Search by typing here

2 - Biennial Refresh Demo

➔ Reporting Year

➔ Reporting Quarter

Q1

Q2

Q3

Q4

➔ Program

No Program & Strategy available to select.

Export Results to Excel

Submit

Print Report

Hide Options

Minerva New User Guide

▶ *Coming soon!* Resource **for all users**

- ▶ Comprehensive document with instructions, information and support for all Providers
- ▶ Specific detailed guidance for data entry
- ▶ Reviewed annually
- ▶ *In Progress*

Self-Paced Learning

- ▶ ***Coming this SFY!*** E-Learning or Online Learning video-based content
 - ▶ Accessed within CPGSI
 - ▶ Accessed **any time, from anywhere** at your own pace
 - ▶ ***In Progress***

More Supportive Resources for Providers

▶ M2 = Prevention Science

- ▶ [The Athena Forum](#)
- ▶ [Prevention Technology Transfer Center \(PTTC\) Network](#)
- ▶ [University of Washington's Addictions, Drug & Alcohol Institute and ADAI's Clearinghouse](#)
- ▶ [SAMHSA Publications](#)
- ▶ [Community Anti-Drug Coalitions of America Resources](#)
- ▶ [Stanford Medicine's Prevention Portals, tobacco and nicotine, and cannabis.](#)

Minerva Team aka M2 Crew

▶ Guidance and support is available, **don't hesitate to reach out.**

- ▶ The Athena Forum - Minerva Knowledge Base
- ▶ **Monthly Technical Support Calls**
 - ▶ Visit “Upcoming training” on The Athena Form
- ▶ Minerva 2.0 Support Ticket System within CPGSI
- ▶ Reach out to your Prevention Manager
- ▶ **Email the Minerva Team at PrevMIS@hca.wa.gov**

Acknowledgements

- ▶ M2 Crew – Rachel Ray, Rebecca Ruiz, Jaymie Vandagriff, and Isaac Derline
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Minerva 2.0 Biennial Data Refresh

Thank you