

Welcome to Minerva 2.0!

Your first steps are to complete the following:

1. Go to the Plan Channel to review your migrated data:
 - a. Go to Programs and Strategies by clicking on the green Programs and Strategies tab in the upper righthand corner. Click on each active program and review the data. If you identify changes needed or empty fields, click the green begin change request button and complete any missing fields and/or correct any that you think don't match your current implementation of the program (e.g., Evidence Based Program Designations, Program Designations, Plan Implementation Fidelity, Tribes, Counties, and School Districts, CSAP Categories, Populations of Focus, IOM Targets). Once you have completed the changes needed, click the Submit for Approval button. Note, until HCA approves the Changes, the Program and Strategy will not be available for you to enter cohorts, campaigns, or activities.
 - b. Go to cohorts by clicking on the green cohorts tab in the upper righthand corner. Identify the cohorts that are "active" and that you are currently providing services under. Click on the name of the cohort and the data entry screen will open. Complete the empty fields and/or correct any that you think don't match (e.g., EB Strategy, Activity Code, Sessions, Tribes, Counties, and School Districts, Zip Codes, Legislative Districts, Congressional Districts). We expect that the sessions field (# of times you plan to deliver the service to this population/cohort) and EB Strategy will be empty. Other fields may also be empty. As you complete the empty fields, the fields below will likely display and be populated with migrated data. Once the entire form is complete, click the orange "save" button (this button will not appear in the window until all required fields are completed).
 - c. Go to campaigns by clicking on the green campaigns tab in the upper righthand corner. Identify the cohorts that are "active" and that you are currently providing services under. Click on the name of the campaign and the data entry screen will open. Complete the empty fields and/or correct any that you think don't match (e.g., EB Strategy, Activity Code, Format, Tribes, Counties, and School Districts, Zip Codes, Legislative Districts, Congressional Districts). Remember that not all fields are required to save a Campaign. Once you have completed the fields that are consistent across the campaign, click the orange save button (this button will not appear in the window until all required fields are completed).
2. Go to Implement channel to and you should now be able to begin entering new activities.

Minerva 2.0 Technical Assistance for CBOs and CPWIs:

For Minerva 2.0 TA and an opportunity to walk through the above steps, please attend an upcoming Minerva 2.0 TA call, hosted on March 3rd, 10th, 17th, and 24th from 10:00AM -1:00PM. For more information on these calls, please visit the Athena Forum Calendar [here](#). We look forward to seeing you there!