

# Minerva 2.0

# Tribe/UIO Reporting

Welcome to the Washington State Health Care Authority (HCA) Division of Behavioral Health and Recovery (DBHR) substance use disorder prevention and mental health promotion online reporting system—Minerva 2.0!

Minerva 2.0 is an online reporting system, and it supports prevention and health promotion professionals in collecting and reporting data to meet state and federal requirements. This checklist of steps and optional recommendations is for Tribes and urban Indian organizations (UIO) to ensure timely, accurate, and unduplicated reporting that aligns with goals of behavioral health services.



This icon indicates a task or resource that requires the user to be logged into Minerva 2.0.

## System Access Steps

Access to an account in Minerva 2.0 for designated staff requires the following components, also found on The Athena Forum, [Minerva page](#):

- Designate staff** for Minerva 2.0 data entry.
- SecureAccess Washington (SAW)** accounts for designated staff and back-up staff; the *Primary Email* used for SAW is an individual, a non-group email.
- A completed and approved "**Minerva 2.0 Access Request Form**" on The Athena Forum, [Minerva page](#) for the designated staff member. The email provided must match the Primary Email used in SAW. The form must be approved in writing by an HCA Prevention Manager.





### Recommendations

- Watch the video "**Minerva 2.0 Explained: Access**" available from The Athena Forum, [Minerva page](#).
- Register designated staff and back-up staff for the next scheduled virtual **Quarterly New User Training** on The Athena Forum, [Calendar page](#). The Quarterly New User Trainings are held on the **second Thursday** of the **second month of each reporting quarter**: February, May, August, November.

## ▶ Training and Technical Support Steps

Optional resources are available to support navigating and reporting in Minerva 2.0:

### *Recommendations*

- Watch the video "**Welcome to Minerva 2.0**"  in Minerva 2.0 under Help, on the Training page, as an introductory overview of Minerva 2.0. This is also a prerequisite for attending the optional Quarterly New User Training.
- Complete the **New User quiz**  in Minerva 2.0 under Help, on the Training page. This is also a prerequisite for attending the optional Quarterly New User Training.
- Save the scheduled **Minerva 2.0 Technical Support Calls** on The Athena Forum, [Calendar page](#) in your calendar and attend as needed or recommended by your HCA Prevention Manager.
- Bookmark **The Athena Forum**, [Minerva page](#).
- Download the **Minerva 2.0 User Guide** and other PDFs in Minerva 2.0 under Resources, on the State Resources page. 
- Watch optional **on-demand videos** in Minerva 2.0 under Help, on the Training page. 

## ▶ Timeline Steps

Meeting the timelines set forth in the Indian Nation Agreement for reporting in Minerva 2.0:

- Report monthly data by the 15<sup>th</sup> of the following month of state fiscal year quarters: <sup>1</sup>
  - Q1 (July 1 - September 30) due on **October 15**
  - Q2 (October 1 – December 31) due on **January 15**
  - Q3 (January 1 – March 31) due on **April 15**
  - Q4 (April 1 - June 30) due on **July 15**
- Report annual data from an approved Tribal Plan within 45 days of approval. <sup>2</sup>

### *Recommendations*

- Schedule a calendar reminder in your calendar for the Minerva 2.0 reporting deadlines
- Schedule time in your calendar for reporting in Minerva 2.0; it is recommended to schedule near a Minerva 2.0 Technical Support Call, or a check-in with an HCA Prevention Manager.

## ▶ Annual Reporting Steps

Annual reporting steps are created by your HCA Prevention Manager, and reviewed by the Tribe/UIO for revisions, confirmations and approval, at the start of the state fiscal year (SFY).

- Create and/or update **Logic Model(s)** in the Plan Channel informed by a finalized Tribal Plan.
- Create and/or update **Programs & Strategies** in the Plan Channel informed by a finalized Tribal Plan.
- Create, update, and/or copy **Cohort(s)** in the Plan Channel informed by a finalized Tribal Plan.
- Create update, and/or copy **Campaign(s)** in the Plan Channel informed by a finalized Tribal Plan.

### *Recommendations*

- Report and/or update **Partners(s)** in the Build Capacity Channel.

## Monthly/Quarterly Reporting Steps

Monthly service delivery is reported on a monthly and/or quarterly basis with the support of your HCA Prevention Manager.

Accurate, complete, and unduplicated monthly reporting is due quarterly (Q1 (July 1 - September 30) due on **October 15**, Q2 (October 1 – December 31) due on **January 15**, Q3 (January 1 – March 31) due on **April 15**, and Q4 (April 1 - June 30) due on **July 15**).

- Review, report, and/or update **Staff Member(s)** under Account on the Staff Member page to be current and complete.
- Turn off Staff Eligibility of **Staff Member(s)**, under Account on the Staff Member page to be current and complete and **notify HCA of staff transitions** that affect system access.
- Close finished **Cohort(s)** in the Plan Channel.
- Close finished **Campaign(s)** in the Plan Channel.
- Report each point of service delivery as an **Implementation Activity** in the Implement Channel with *Detailed Demographics*.
- Report the month's service delivery as a single **Implementation Activity** "roll-up" information dissemination service, when applicable.
- Report on each training as a **Capacity Activity** with the *Activity Type, Training* in the Build Capacity Channel, if applicable.
- Report on each technical assistance as a **Capacity Activity** with the *Activity Type, Technical Assistance* in the Build Capacity Channel, if applicable.
- Report each *Service Type* as a **Capacity Activity** with the Activity Type, Development in the Build Capacity Channel, as applicable.

### Recommendations

- Run **Ad Hoc Reports** in the Evaluate Channel to review service delivery data.
- Run **Program Implementation Monitoring Report** in the Evaluate Channel to review service delivery data.
- Run a **Program Services Report** in the Evaluate Channel to review service delivery data.

## Footnotes

<sup>1</sup> *Indian Nation Agreement, Exhibit D, Line B, "Quarterly Report Period and Due Dates"*

<sup>2</sup> *Indian Nation Agreement, Exhibit D, Line B, "Quarterly Report Period and Due Dates"*