Minerva 2.0
Tribe/UIO Checklist

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! This checklist is for Tribes and urban Indian organizations (UIO) to support reporting that meets state and federal reporting obligations.

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

System Access Steps

To access an account in Minerva 2.0, complete the steps below:

☐ Identify a staff member who will access Minerva 2.0 to perform data entry.

☐ Each staff member requesting access must create their own **SecureAccess Washington** (SAW) account. The "Primary Email" used when creating their SAW account is required to be an individual address (not a shared or group inbox).

☐ Submit a **Minerva 2.0 Data System Access Request** through the Washington State Health Care Authority support portal. The email entered under "User Information" must exactly match the Primary Email used in the user's SAW account.

System Access Recommendations

☐ Watch the **Minerva 2.0 Explained: Access** video available on The Athena Forum – Minerva page.

☐ Each staff member requesting access is recommended to register for the next available **Quarterly New User Training series**. Training dates and registration links are posted on The Athena Forum – Calendar page. The Quarterly New User Training series are held on the **second Thursday** of the **second month of each reporting quarter**: February, May, August, November.

Training and Technical Support Steps

Minerva 2.0 includes optional training and support resources to help staff:

☐ Each staff member with access to Minerva 2.0 is recommended to watch the "**Welcome to Minerva 2.0**" video. 🔒 The video is available in Minerva 2.0 under Help, on the Training page. The video is a prerequisite for attending the Quarterly New User (QNU) Training series.

- ☐ Each staff member with access to Minerva 2.0 is recommended to complete the **Minerva 2.0 New User quiz**. 🔒 This quiz is also a prerequisite for attending the QNU Training series.
- ☐ Staff members responsible for entering data in Minerva 2.0 are required to **attend at least 80%** of the **Quarterly New User Training** series.
- ☐ Review and bookmark the **Minerva page** on The Athena Forum.
- ☐ Save the scheduled **Minerva 2.0 Technical Support Calls** to your calendar. Calls are posted on The Athena Forum – Training and Event Calendar. Attend as needed or recommended by your HCA Prevention Manager.
- ☐ Download reference materials including the **Minerva 2.0 User Guide** 🔒 available in Minerva 2.0 under Resources, on the State Resources page.
- ☐ Watch **on-demand videos** 🔒 available in Minerva 2.0 under Help, on the Training page.

Reporting Timelines 🔒

To meet the reporting timelines outlined in the Indian Nation Agreement for reporting in Minerva 2.0:

- ☐ Report monthly data by the 15th of the following month of state fiscal year quarters: [1]
  - ☐ 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**

- ☐ Annual data from an approved Tribal Plan is reported **within 45 days of approval by your HCA Prevention Manager**. [2]

Helpful practices to stay on track

- ☐ Set calendar reminders for the Minerva 2.0 reporting deadlines.
- ☐ Schedule dedicated reporting time in your calendar. Consider scheduling near a Minerva 2.0 Technical Support Call or during a check-in with your HCA Prevention Manager.

Annual* Reporting Steps 🔒

To support accurate, complete, and unduplicated reporting in Minerva 2.0, the following items must be reviewed and *updated after a Tribal Plan is (re)approved:

- ☐ **Logic Models** associated with the approved Tribal Plan.
- ☐ **Programs & Strategies** associated with the approved Tribal Plan.
- ☐ **Cohorts** associated with the approved Tribal Plan.
- ☐ **Campaigns** associated with the approved Tribal Plan.

Annual Reporting Recommendations

- ☐ Review the **Minerva 2.0 User Guide (Combined)** in Minerva 2.0 under Resources, on the State Resources page. Use Ctrl F to quickly find relevant guidance.
- ☐ Review the **Minerva 2.0 Quarterly New User Training** series slides and transcript.

Quarterly Reporting Steps 🔒

To maintain accurate, complete, unduplicated, and timely monthly reporting in Minerva 2.0 complete the following activities each quarter (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**, as applicable:

- [ ] Review and update **Staff Members** under Accounts on the Staff Member page to ensure information for active staff members is current and complete. **Notify HCA of staff transitions** that affect system access.
- [ ] Close completed **Cohorts** in the Plan channel that have finished services.
- [ ] Close **Campaigns** in the Plan Channel that have finished services.
- [ ] Review and update **Partners and/or Members** in the Build Capacity channel.
- [ ] Report each service delivery as an **Implementation Activity** in the Implement channel. For some information dissemination services, report the month's activities as a single activity.
- [ ] Report each training as a separate **Capacity Activity Series** with the *Activity Type* "Training" in Build Capacity channel, when applicable.
- [ ] Report all technical support received in a single **Capacity Activity Series** with the *Activity Type* "Technical Assistance" in Build Capacity channel, when applicable.
- [ ] Report behind-the-scenes services in a single **Capacity Activity Series** with the *Activity Type* "Development" in Build Capacity channel, if applicable.

Quarterly Reporting Recommendations

- [ ] Review the **Minerva 2.0 User Guide (Combined)** in Minerva 2.0 under Resources, on the State Resources page. Use Ctrl F to quickly find relevant guidance.
- [ ] Review the **Minerva 2.0 Quarterly New User Training** series slides and transcript.
- [ ] Run the **Program Implementation Monitoring (PIM) Report** in the Evaluate channel.
- [ ] Run **Ad Hoc Reports** in the Evaluate channel.

Footnotes

[1] *Indian Nation Agreement*, Exhibit D, Line B, "Quarterly Report Period and Due Dates"
[2] *Indian Nation Agreement*, Exhibit D, Line B, "Quarterly Report Period and Due Dates"