

# Collaborating with schools to collect student information

The Division of Behavioral Health and Recovery (DBHR) Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System, known as Minerva 2.0, is used to collect prevention and health promotional service data for communities and organizations across Washington State. Some contracted services involve recurring direct services provided to students and may require the collection of student information.

Schools and school-based providers are subject to privacy requirements related to student records, including the Family Education Rights and Privacy Act (FERPA). Organizations are responsible for ensuring data collection and sharing practices align with applicable laws, agreements, and local policies.

This document does not replace any language or intent in fully executed contracts between HCA and the contracted entity. Tribal agreements do not require tribal prevention services to report personally identifiable information in Minerva 2.0.

Common Questions	Answer
<b>Why is student information collected?</b>	DBHR and DBHR contractors are required to meet the federal and state reporting requirements outlined in their contracts. Some recurring direct services require limited student information to support service delivery, demographic reporting, and unduplicated counts of individuals served.
<b>What student information is collected and reported in Minerva 2.0?</b>	Personally identifiable information (PII) reported in Minerva 2.0 may include first and last name, birth month and year, age at first service, gender, race, ethnicity, ZIP code, and county. Some demographic questions, such as address, military status, and sexual orientation, are optional and may be skipped at the student's or provider's discretion.
<b>How secure is Minerva?</b>	Minerva 2.0 is a Category 4 data system that meets the state requirements to handling confidential information as defined by <a href="#">RCW 42.56.590</a> and <a href="#">RCW 19.255.010</a> . DBHR contractors are also responsible for securely collection, storing, and managing any student information outside of Minerva 2.0.
<b>Who is involved in the collection of student information?</b>	DBHR contractors providing school-based services should work closely with school administrators to ensure student information is collected and managed in alignment with applicable policies, agreements, and consent requirements.

**Source:**

U.S. Department of Education. (n.d.). Family Education Rights and Privacy Act (FERPA). Retrieved from <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.