

Minerva 2.0

CPWI School-based Services 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!



Use this checklist to get access to Minerva 2.0 and complete required reporting tasks for Community Prevention and Wellness Initiative (CPWI) school-based services.





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

Getting started in Minerva 2.0

To get started in Minerva 2.0:

- Identify who needs access. At least one **staff member** and **back-up staff member** are required to have access to an account.
- Make sure each person with access has their own **SecureAccess Washington (SAW)** account using their Educational Service District (ESD) email address. Create a SAW account at <https://secureaccess.wa.gov/>.
- Have each person sign a **User Agreement on Non-Disclosure of Confidential Information** form. The form is required to be signed annually. The signed forms are required to be kept on file.
- Watch the **Minerva 2.0 Explained: System Access** video or review the **Minerva 2.0 Explained: System Access PDF**.
- Submit a **Minerva 2.0 Data System Access Request** through the [Washington State Health Care Authority support portal](#) for each person requiring access to Minerva 2.0. Follow the steps outlined in **Minerva 2.0 Explained: System Access** resources.
- Register for the next available [Minerva 2.0 New User Training series](#).
- Before attending the new user training series watch the **Welcome to Minerva 2.0** video  in Minerva 2.0 under Help on the Training page.
- Before attending the new user training series complete the **New User** quiz  in Minerva 2.0 under Help on the Training page.
- Attend **at least 80%** of the new user training series.

Getting started recommendations

- Bookmark The Athena Forum [Minerva page](#).
- Save the scheduled **Minerva 2.0 Technical Support Calls** to your calendar. Calls are posted on [The Athena Forum training calendar](#).
- Download the **Minerva 2.0 User Guide**  in Minerva 2.0 under Resources on the State Resources page.
- Watch **on-demand videos**  in Minerva 2.0 under Help on the Training page.

Reporting deadlines in Minerva 2.0

- Monthly reporting is due **by the 15th of the following month**. *Example: Services implemented in March are required to be reported by April 15th.*
- Annual start-of-year reporting is due **by October 15th**.
- Annual end-of-year reporting is due **before July 15th**.
- If special circumstances prevent you from meeting a reporting deadline submit a written request for an extension. Send the request directly to your HCA Prevention Manager by email. Requests must be submitted at least five (5) business days before the due date. The maximum extension permitted is ten (10) business days.

Recommendations to help stay on track

- Set calendar reminders for the Minerva 2.0 reporting deadlines.
- Schedule dedicated time in your calendar for reporting.

Annual start-of-year reporting in Minerva 2.0

Before October 15th:

- Create and/or review **logic models** associated with the planned outcomes outlined in your Services & Staffing Plan or with the support of your HCA Prevention Manager.
- Create and/or review **programs & strategies** for the planned services outlined in your Services & Staffing Plan or with the support of your HCA Prevention Manager.
- Draft a **cohort** for each group of people planned to receive group services based on your Services & Staffing Plan or with the support of your HCA Prevention Manager.
- Draft a **campaign** for each set of activities planned based on your Services & Staffing Plan or with the support of your HCA Prevention Manager.
- Create and/or review **staff members** for each person who will be reporting staff time.
- Create and/or review **organization partners** for the school district(s) and CPWI community coalition(s) connected to account's work.
- Create and/or review **members** for each person serving on the account's CORE or MTSS team.

Monthly reporting in Minerva 2.0

Before the 15th of each month:

- Review the **Announcements** section of the Dashboard or homepage.
- For any **cohorts** and **campaigns** that started during the month being reported, update and submit them for review.
- Report a **student** for each new student enrolled to receive services.
- Report an **intake & screening** for each student referred to CPWI school-based individual (1:1) or group services during the month being reported.
- Report a **pre-test** for each student that enrolled in CPWI school-based individual (1:1) or group services during the month being reported.
- Report a **post-test** for each student that exited CPWI school-based individual (1:1) or group services during the month being reported.
- Add, review, and/or update the **service profile** in the Services sub-channel for each student receiving individual (1:1) services.
- Record an **individual (1:1) activity** in the Services sub-channel each time the Student Assistance Professional (SAP) meets with a student for individual (1:1) services.
- Report an **implementation activity** in Implementation Activities sub-channel each time the SAP meets with a group of students for a cohort-based service.
- Report an **implementation activity** in Implementation Activities sub-channel each time the SAP delivers an activity in the school or broader community.
- Report a **training capacity activity** or **capacity activity series** for each training attended by the SAP and/or other ESD staff.
- Report a **technical assistance capacity activity** or **capacity activity series** for technical assistance received by the SAP and/or other ESD staff.
- Report a **development capacity activity series** to record behind-the-scenes activities that build capacity or readiness to support substance use disorder prevention and mental health promotion services.
- Report an **other staff hours capacity activity**, when applicable, for extended leave.
- For any **cohorts** that concluded during the month being reported, manually close the cohort and review the **Cohort Completers** results.

Annual end-of-year reporting in Minerva 2.0

Before July 15th:

- Close** every cohort and campaign with activities.
- Delete** any cohort or campaign without activities.
- An **exit report** for each student with an intake & screening in the state fiscal year.

- Review and/or change designation of Staff Eligible for **staff members** no longer recording staff time in capacity and implementation activities

Recommendations

- Before completing an Exit Report review the **Minerva 2.0 User Guide Student Services – Exit Reports** and **Reasons for Exit** documents in Minerva 2.0 under Resources on the State Resources page.
- After completing reporting for a state fiscal year, use the reports in the **Evaluate channel** to evaluate outcomes, review cumulative outputs, and prepare reports for external partners and internal planning.

Questions?

For additional guidance and support, please review your contract and get in touch with your HCA Prevention Manager.