

Minerva 2.0

Community-based Organization 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-based organization (CBO) substance use disorder prevention and mental health promotion 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 to Minerva 2.0. 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 a non-personal 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 August 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 August 15th:

- Create and/or review **logic models** that match the planned outcomes outlined in your Action Plan and with the support of your HCA Prevention Manager.
- Create and/or review **programs & strategies** for the planned services outlined in your Action Plan and with the support of your HCA Prevention Manager.
- Draft a **cohort** for each group of people planned to receive group services based on your Action Plan and with the support of your HCA Prevention Manager.
- Draft or update a **campaign** for each set of activities planned based on your Action Plan 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** (e.g., other community partners, local community coalitions) and **individual partners** (e.g., non-staff program facilitators)

Monthly reporting in Minerva 2.0

Before the 15th of every 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 **participant** for each new individual enrolled to receive services.
- Add a **test** to any applicable cohorts that started during the month being reported.
- Collect and report a **pre-test submission** for each participant that enrolled in a service that started during the month being reported.
- Collect and report a **post-test submission** for each participant that enrolled in a service that started during the month being reported.
- Report an **individual partner** for each new volunteer resource (e.g., volunteer program facilitator, volunteer childcare provider, other non-staff support).
- Report an **organization partner** for each new collaborator (e.g., local school district, organization providing in-kind support, new host site for prevention programming).
- Report an **implementation activity** in Implementation Activities sub-channel each time participants met for a cohort-based service.
- Report an **implementation activity** in Implementation Activities sub-channel for every activity that was delivered as part of campaign or set of activities.
- Report a **training capacity activity** or **capacity activity series** for each training attended by a staff member.
- Report a **technical assistance capacity activity** or **capacity activity series** for technical assistance received by a staff member.
- 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.
- For any **cohorts** that concluded during the month being reported, that collected pre and post test submissions, run a **Cohort Outcomes Report**.

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.

- Review and/or deactivate **individual and organization partners** with changed engagement.
- Update the status of **participants** using bulk actions.
- Review and/or change designation of Staff Eligible for **staff members** no longer recording staff time in capacity and implementation activities.

Recommendation

- 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.