

Minerva 2.0

Tribe and urban Indian 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 Tribe and urban Indian organizations (Tribe/UIO) 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 at least one **staff member** to have access to your 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/>.
- 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 that needs access to Minerva 2.0. Follow the steps outlined in **Minerva 2.0 Explained: System Access** resources.

Getting started recommendations

- Register for the next available [Minerva 2.0 New User Training series](#).
- Watch the **Welcome to Minerva 2.0** video  in Minerva 2.0 under Help on the Training page.
- Complete the **New User** quiz  in Minerva 2.0 under Help on the Training page.
- 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 timelines in Minerva 2.0

- Quarterly reporting is due **by the 15th of the month following the end of each state fiscal year quarter**. *Example: Services implemented in January are reported by April 15th.*
 - Quarter 1 (July 1 - September 30) is due on **October 15th**
 - Quarter 2 (October 1 – December 31) is due on **January 15th**
 - Quarter 3 (January 1 – March 31) is due on **April 15th**
 - Quarter 4 (April 1 - June 30) is due on **July 15th**
- Annual start-of-year reporting is due **within 45 days of Tribal Plan approval by your HCA Prevention Manager**.

Recommendations to help stay on track

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

Annual start-of-year reporting in Minerva 2.0

Within 45 of an approved Tribal Plan:

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

Quarterly reporting in Minerva 2.0

Before the 15th of the month following a state fiscal quarter:

- Review the **Announcements** section of the Dashboard or homepage.

- For any **cohorts** and **campaigns** that started during the quarter being reported, update and submit them for review.
- Report an **individual partner** for each new volunteer resource (e.g., teacher implementing a program, volunteer childcare provider, other non-staff program facilitator).
- Report an **organization partner** for each new collaborator (e.g., entity providing no-cost meeting space, 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 Tribal Prevention Staff and/or related staff.
- Report a **technical assistance capacity activity** or **capacity activity series** for technical assistance received by Tribal Prevention Staff and/or related 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 quarter being reported, manually close the cohort and update the **detailed demographics** to accurately reflect service enrollment.

Recommendation

- Before reporting services for the quarter, download and review the **Minerva 2.0 User Guide (Combined)** document available in Minerva 2.0 under Resources on the State Resources page.

Final or fourth quarter reporting in Minerva 2.0

Before the 15th of the month following the last quarter of the state fiscal year:

- Close** every cohort and campaign with activities.
- Delete** any cohort or campaign without activities.
- Review and/or deactivate **partners** with changed engagement.
- 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 review your reporting for the state fiscal year.

Questions?

For additional guidance and support, please review your Indian Nation Agreement (INA) and get in touch with your HCA Prevention Manager.