Minerva and Personally Identifiable Information

The Washington State Health Care Authority's (HCA) Division of Behavioral Health and Recovery (DBHR) Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System, known as Minerva, is designed to collect prevention and health promotional service data for communities and organizations in Washington State.

PII, or Personally Identifiable Information, refers to data that can be used on its own or with other information to identify, contact, or locate a single person, or identify a person in a particular context. The protection of PII is crucial to safeguard individuals' privacy and prevent misuse of personal information. The Washington State Health Care Authority (HCA) is a covered entity governed by the Health Insurance Portability and Accountability Act (HIPAA). DBHR contractors are covered by HIPAA as an entity that performs specific functions for clients or on behalf of clients. All DBHR contractors are required to follow specific data sharing agreements as outlined in the contract.

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
Why is Personally Identifiable Information collected?	DBHR contractors are required to meet the federal and state reporting requirements outlined in their contract; this includes collecting personallly identifiable information data for individuals receiving a reoccuring direct service.
What Personally Identifiable Information is collected and reported in Minerva?	Personally identifiable information (PII) reported in Minerva includes first and last name, birth month and year, age at first service, gender, race, ethnicty, ZIP code, and county. Optional demographic questions such as address, military status, and sexual orientation, are subject to an individuals discretion and can be omitted.
How secure is Minerva?	Minerva is a Category 4 data system that meets the requirements to handle "Confidential Information" as defined by RCW 42.56.590 and RCW 19.255.010. Under this categorization, Minerva meets the necessary requirements to ensure sensitive information is properly secured and handeled in accordance with legal requirements. Outside of Minerva, DBHR contractors are contractually required to plan for and demonstrate the secure collection and storage of any PII data.
How is Personally Identifiable Information collected?	DBHR contractors are required to understand and align their data collection with federal, state, and local law and policy. If you have any questions or concerns, please contact your Prevention Manager.

Source:

Health Care Authority, State of Washington. (n.d.) Notice of Privacy Practices. Retrieved from http://www.hca.wa.gov/about-hca/notice-privacy-practices.