



Washington State  
Health Care Authority

Coalition Leadership  
Institute: Minerva Data  
Collection and Entry



# Learning Objectives

- Participants will be able to describe what de-identified data is
- Participants will be able to describe one method to data de-identification
- Participants will be able to list what is necessary to be entered into Minerva per data type
- Participants will be to describe the process to collect data to be entered into Minerva per data type

# Categories of Data

- Public
- Sensitive
- Confidential Data
  - De-identified data
  - Identified data
    - HIPPA

# Data De-identification

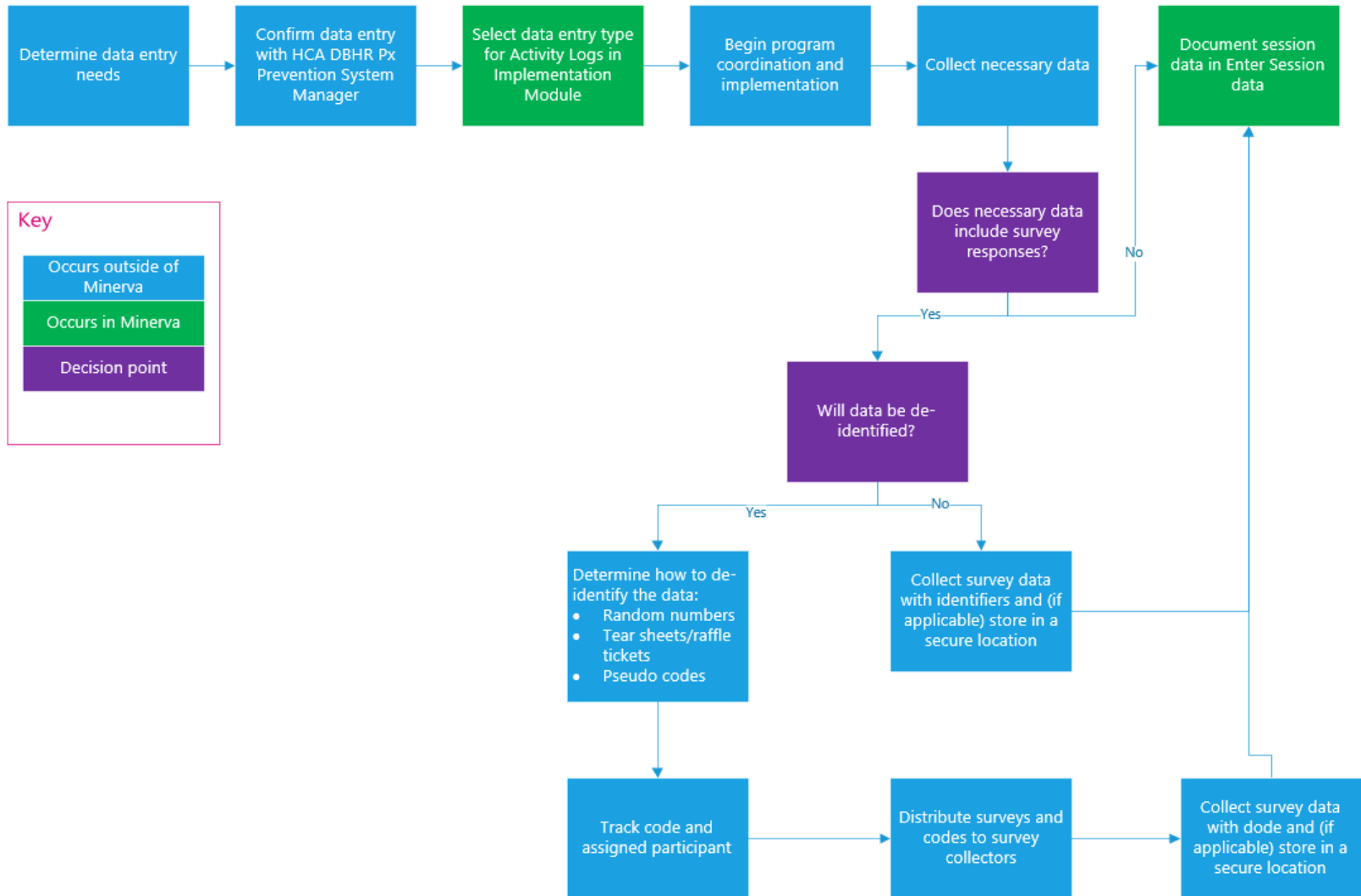
- **De-identification** is a process of detecting identifiers (e.g., personal names and social security numbers) that directly or indirectly point to a person (or entity) and deleting those identifiers from the **data**
  - Often used with survey response data

# Why might we de-identify survey response data?

How does de-identified data  
differ from anonymous data?

# De-identified Data vs Anonymous Data

- De-identified data:
  - Direct and known indirect identifiers have been removed or manipulated to break the linkage to real world identities
- Anonymous data:
  - Direct and indirect identifiers have been removed or manipulated together with mathematical and technical guarantees to prevent re-identification





# Data De-identification Techniques

- Random numbers
  - Assign random numbers to participants
  - Example: 100, 101, 102, 103...
- Tear sheets/ raffle tickets
  - Each participant is given a ticker or tear sheet
- Pseudo codes
  - Generate code significant to each participant:
  - Example: First Letter of Birth Month – Number of Siblings- Last Two Numbers in Phone Number
  - J-3-12

# Best Practices & Tips

- Key Sheets or Code Sheets
  - Maintain a Key Sheet
    - Personally, identifiable information (PII) such as name, phone number, etc. should not be used outside of the key sheet. Best practice is to store names and phone numbers on the key sheet leaving your data coded.
- Storage of Key Sheets or Code Sheets
  - Secure storage to prevent unauthorized access
    - Locked cabinet
    - Password protected excel sheet
- Data entry reminders
  - Weekly basis or as needed
- Communication with PSM

# Discussion

# Items to Consider Prior to Data Entry Process

- What are specific Program Plan and Activity Log requirements for this program or service?
  - Survey instrument
  - Data entry type
  - Additional information to be tracked
- What is our plan for collecting and entering session data?
  - In-person vs. online environment

# Items to Consider Prior to Data Entry Process

- What is our plan for ensuring that session data (including participant data if applicable) is secure?
  - Storage
- What is our plan for de-identifying data (if applicable)?
  - Techniques
  - Key sheet or code sheet

Where do you find this  
information?

# Data Entry Types in Minerva

- Individual
- Aggregate
- Population Reach
- Mentoring Types:
  - Mentoring – Match
  - Mentoring – Group
  - Mentoring -Support

# Data Entry Requirements Per Data Entry Types in Minerva

- Individual
- Aggregate
- Population Reach
- Mentoring Types:
  - Mentoring – Match
  - Mentoring – Group
  - Mentoring -Support



What type of activities might be best conveyed by each data entry type?

# Data Entry Requirements For Survey Instrument

- Who will complete survey instrument?
- How often will survey instrument be completed?
- How will survey be distributed?
- Who will be collecting the survey instrument?

# Discussion