

Minerva Reference Document – Good Behavior Game

Planning Module: How to build a Program Profile for Good Behavior Game

Updated: 12/21/2017

Model your Program Profile after the information presented here. This section does not include every entry field in the Planning Module. Instead, it outlines what information specific to PAX GBG will be captured in certain fields.

Entity Selection

Contracted Entity - Select Contracted Entity - Contracted Entity King Kitsap County	Coordinating Entity - Select - Coordinated Entity Train3T2B	Performing Entity - Select - Performing Entity Train3T3A2 (PE)
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○ Be sure to select an entity in each category.

1. Select program/activity type (select one) *
Youth Education/Skill Building

2. Select program/activity name (select one) *
Good Behavior Game

3. Provide local program/activity name. Use the program/activity name from above and your local naming strategy (e.g., LifeSkills Training - Walla Walla 2016/2017) *
Good Behavior Game - Happy Community 2016/2017

5. Program/activity start date *

○ Start date should be on or after July 1, 2016.

6. Program/activity end date *

○ End date should be on or before June 30, 2017.

7. Program/Activity Budget * (Enter 0 for sources with no funding)

DMA - EBP/RBP	\$	
DMA - Promising	\$	
General Funds - State	\$	
MHPP	\$	
PFS - July - Sept	\$	
PFS - Oct - Jun	\$	
SABG	\$	
Total:	\$	0.00

○ Only enter budget figures for the program, not the entire coalition.
○ Enter "0" for sources with no funding.

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8. Select the implementation type (select one) *

Evidence Based (EBP)

Select the evidence-based list this program/activity is on (select all that apply).

- DMA
- Athena - Excellence in Prevention (EIP)
- Mental Health Promotion

o Mark DMA for any program on that list, even if you are not using DMA for GBG.

9. Select long-term consequence(s) addressed (select all that apply) *

- School Performance
- Mental Health
- Other
- Youth Delinquency
- Suicide

o Boxes selected should reflect what you have in your Logic Model.

If other, please specify:

10. Select the behavioral health problem(s) addressed (select all that apply) *

- Substance Use Disorders
- Mental Health Disorders

o Use your Logic Model to determine selections.

If other, please specify:

11. Select the primary intervening variable (risk or protective factor) addressed (select one) *

(R)Early Initiation of the Problem Behavior

o Enter 11-13 like this.

12. Select measurable objective of local condition of the primary intervening variable indicated above (select one) *

Destructive behavior in classroom

13. Indicate direction of change for the objective (select one) *

Decrease

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15. Select CSAP strategy category (select one) *

Information Dissemination

○ Enter 15-17 like this.

16. Select IOM category (select one) *

Universal-indirect

17. Indicate plan for implementation with fidelity. Please note that adaptations require state approval (select one) *

Full fidelity, we are replicating it as developed and intended

18. Indicate expected number of direct service program/activity series (groups). For environmental strategies use. ? *

○ Number of classrooms you are reporting on.

19. Indicate expected number of total sessions (For all series/strategy types (groups)) ? *

○ Number from Q18 times # of months GBG is being implemented that school year.

20. Indicate expected total hours for all program/activities. ? *

○ Best estimate of total time in all classrooms spent playing GBG over the course of the school year.

21. Indicate expected total unduplicated participants for this direct service program/activity or total expected

○ Total count of all students in all classrooms from Q18.

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22. Select target population(s) (select all that apply) *

- | | |
|---|--|
| <input type="checkbox"/> Business and Industry | <input type="checkbox"/> Civic Groups/Coalitions |
| <input type="checkbox"/> COSAs/Children Substance Users | <input type="checkbox"/> Current or Former Military/Military Families/National Guard |
| <input type="checkbox"/> Delinquent Violent Youth | <input type="checkbox"/> Elected Officials |
| <input checked="" type="checkbox"/> General Population | <input type="checkbox"/> Health Professionals |
| <input type="checkbox"/> Homeless/Runaway Youth | <input type="checkbox"/> Individuals Living in Poverty |
| <input type="checkbox"/> Individuals Whose Native Language is not English | <input type="checkbox"/> Law Enforcement/Criminal Justice |
| <input type="checkbox"/> Lesbian/Gay/Bisexual | <input type="checkbox"/> Parents/Families |
| <input type="checkbox"/> People Using Substances | <input type="checkbox"/> People with Disabilities |
| <input type="checkbox"/> People with Mental Health Problems | <input type="checkbox"/> Physically/Emotionally Abused People |
| <input type="checkbox"/> Pregnant Families/Women of Childbearing Age | <input type="checkbox"/> Prevention Professionals |
| <input type="checkbox"/> Religious Groups | <input type="checkbox"/> School Dropouts |
| <input type="checkbox"/> Teachers/Administrators/Counselors | <input type="checkbox"/> Transgender/Questioning/Queer/Intersex |

23. Select target age group(s) (select all that apply) *

- | | |
|---|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> College students |
| <input type="checkbox"/> Elderly | <input checked="" type="checkbox"/> Elementary school students |
| <input type="checkbox"/> High school students | <input type="checkbox"/> Middle/Jr. high school students |
| <input type="checkbox"/> Preschool students | <input type="checkbox"/> Under 18 |
| <input type="checkbox"/> Under 21 | <input type="checkbox"/> Young adults aged 18-25 |

24. Select the survey instrument(s) to be used in the evaluation (select all that apply)

- Not Applicable
 Spleem Observation Form

○ Enter 24-26 like this.

25. Select frequency of survey (select one) *

Pre-mid-post

26. Select program/activity status (select one) *

Active



Congratulations! You just created a Program Profile for the GBG!

Your System manager will need to review and approve the program before you can create any Activity Logs or enter Session Data. In the next section, you will be adding teachers as a “Partner – Person” in the Partners/Staff Module. Each classroom teacher implementing GBG will need to be entered as a Partner – Person.

Summary

Each teacher implementing GBG in their classroom is added to the Partner/Staff Module.

Entity Selection

Contracted Entity
- Select Contracted Entity -
Contracted Entity
King
Kitsap County

Coordinating Entity
- Select -
Coordinated Entity
Train3T2B

Performing Entity
- Select -
Performing Entity
Train3T3A2 (PE)

General Information

Status *
 Active Inactive

Type *
Partner - person

Contact Information

First Name *
Archie

Last Name *
McPhee

Title *
Teacher

Organization Name (If Applicable)
Name of School

Phone Number
(509) 111-1111

Email
AMcPhee@school.wednet.edu

Address
1111 Main St.

Address 2

City
Happytown

State
Washington

○ Don't skip this step.

○ Use actual name of teacher

○ Type in name of school.

○ NOTE:
These are optional fields.

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Partner/Staff Module: Adding a Teacher to represent a classroom

County *
- Select -

Zip Code *
11111

Organization web site (If Applicable)

Demographic Information

Race *
Two or more races (Multiracial)

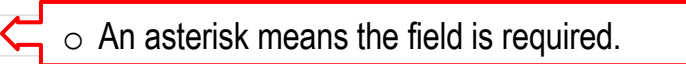
Hispanic, Latino/Latina or Spanish national origin *
Mexican, Mexican American, Chicano

Military Service
Military status unknown

Partner Information

Partner type *
CPWI

Sector Represented
School



 Save  Exit without Saving

Congratulations! You just added a teacher as a “Partner – person”! Repeat these steps for each additional classroom teacher that is implementing GBG.

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Implementation Module: Adding an Activity Log

Summary	<ul style="list-style-type: none">○ Each classroom receiving GBG has its own Activity Log.○ The Activity Log will be used for the entire school year.○ Aggregate data will be collected. (Not individual level data.)
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Once your Program Profile is approved, you will need to create an Activity Log for each classroom

What performing entity was involved?

Performing Entity

Programs

Program Name
<input type="radio"/> Mentoring - Happy Community TEST 2016/2017
<input type="radio"/> Coalition Program Test - Happy Community 2016/2017
<input checked="" type="radio"/> Good Behavior Game - Happy Community 2016/2017

1. Active Status

Active Inactive

2. Name of Activity Log - The Activity Log is used to report a series (group) of sessions (services and activities). *

Good Behavior Game - Teacher's Name - School - Grade

3. Status *

Open

○ Be sure to select the Performing Entity and the program.

○ Use this naming convention.

NOTE: Q4 and 5 are not shown. Complete those as appropriate for your community.

6. Select service population(s) (select all that apply)

- Select All
- Business and Industry
- Civic Groups/Coalitions
- COSAs/Children Substance Users
- Current or Former Military/Military Families/National Guard
- Delinquent Violent Youth
- Elected Officials
- General Population
- Homeless/Runaway Youth
- Individuals Living in Poverty
- Health Professionals
- Law Enforcement/Criminal Justice
- Lesbian/Gay/Bisexual
- Individuals Whose Native Language is not English
- People Using Substances
- People with Disabilities
- Parents/Families
- Physically/Emotionally Abused People
- Pregnant Families/Women of Childbearing Age
- People with Mental Health Problems
- School Dropouts
- Teachers/Administrators/Counselors
- Prevention Professionals
- Religious Groups
- Transgender/Questioning/Queer/Intersex

7. Select age group(s) served (select all that apply)

- Select All
- Adults
- College students
- Elderly
- Elementary school students
- High school students
- Middle/Jr. high school students
- Preschool students
- Under 18
- Under 21
- Young adults aged 18-25

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Implementation Module: Adding an Activity Log

NOTE: Q8 to 13 are not shown. Complete those as appropriate for your community.

14. Indicate if coalition members or sector partners are involved in this series *

Yes No

Mark 14 & 16 like this.

16. Indicate how data will be entered for participants *

- Aggregate Individual participant
- Population reach Mentoring - match activities
- Mentoring - support activities Mentoring - group activities

Save

Complete

Exit without Saving

If you are still learning the Minerva system, we recommend you first click “Save”.

Then, re-open the Activity Log, review your information and make any needed edits. At that point, click on “Complete”.

Congratulations! You just created an Activity Log for a classroom that’s receiving the GBG!

Repeat these steps for each additional classroom that is receiving GBG.

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Implementation Module: Adding an Activity Log

Summary	<ul style="list-style-type: none">○ One entry per month, per classroom. So, if you are implementing GBG in 5 classrooms during the month of May, you will have 5 service entries for GBG due on June 15.○ Data entered as “aggregate”. (Not tracking individual participation.)○ Community-level decision on who compiles and enters information. This does <u>not</u> have to be the teacher that implemented GBG.
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Activity Log Summary

Entry Id: 6795 Program: Good Behavior Game - Happy Community 2016/2017

Entity: Performing Entity

Activity Log Type: Aggregate Activity Log Name: Good Behavior Game - Teacher's Name - School - Grade

Add New Session

After completing at least one session, you will be asked if you want to copy details from the last session saved:

Copy Session Details

Would you like to copy the details of the last session saved?

No Yes

Activity Log Name: Good Behavior Game - Teacher's

The following guidance is based on entering session data in without using the Copy Session Details button.


When a new session bar appears, click the blue button to Add/Edit Details:

- Report a monthly roll up

Session Details ✕

1. Date of Session *

09/30/2017



2. Session Name

September 2017

3. Duration of Session (Hours)

6

4. Duration of Session (Minutes)

0 Minutes▼

5. CSAP Category *

Information Dissemination▼

6. CSAP Subcategory Service Code *

STN03-1 -- Health Promotion: General▼

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Implementation Module: Adding an Activity Log

7. Was session delivered in a CPWI community? *

Yes No

8. Has anyone objected to participating in this activity facilitated by this organization? *

Yes No

9. Address *

1111 Main St

10. Address 2

11. City *

Happytown

12. State *

Washington

13. Zip Code *

11111

○ An asterisk means the field is required.
○ Using the Copy Session Details feature will save you time.

14. Session Notes

Optional text box. Opportunity to note anything significant that occurred that month. Example: "No implementation Nov 1-4 because teacher was out and substitute not trained in GBG implementation."

You may choose to enter Speem Count information on a monthly basis, but that does not eliminate the need to enter actual counts three times during the school year.

click to upload files



Save

Exit without Saving

Once Session Details are entered and saved, click on the square, green button with the white plus sign:

Session - 11/30/2016



Add/Edit Details

November 2016 Roll-up

Delete Session

Clicking the square green button will allow you to enter participant data. First, look for and select the teacher name under the Partners section.

Partners		
<input type="checkbox"/>	Partner Id: 62	
<input type="checkbox"/>	Melissa Bumgarner Tulalip Tribes Partner Id: 71	Select Survey ▾ Show past surveys
<input type="checkbox"/>	Jonne Janne Fun School Partner Id: 64	Select Survey ▾ Show past surveys
<input type="checkbox"/>	Tom M Partner Id: 58	Select Survey ▾ Show past surveys
<input checked="" type="checkbox"/>	Archie McPhee Name of School Partner Id: 120	Select Survey ▾ Show past surveys

○ Be sure to select the correct teacher.

Scroll down and click the Edit Entry Button:

Environmental Strategies and Information Dissemination			
CSAP Subcategory	Total Count	Total Reached	
STN03-1 -- Health Promotion: General	1	0	Edit Entry

Type in the number of students in the classroom:

Environmental Strategies and Information Dissemination Questions ×

1. Enter Total Number of People Reached *

0

TOTAL REACHED *

0

TOTAL COUNT *

1

Then, hit SAVE.

Next, enter all the Aggregate demographic data. When all done, hit the Save Aggregate Data button.

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Implementation Module: Adding an Activity Log

Aggregate Data Save Aggregate Data

Total Participants
25

Age breakdown of group

0-4	0
5-11	0
12-14	0
15-17	0
18-20	0
21-24	0
25-44	0
45-64	0
65 and over	0
Age Not Known	0

Classrooms need to be observed at least monthly using the Spleem Observation Form. Data from observations will be entered 3 times a school year. For a school implementing PAX GBG under a traditional school schedule, observations from the first month of the school year, sometime in January, and during the last month of the school year would be collected and entered.

For months when Spleem Counts are entered, remember the teacher's name will be under the "Partners" section, and not the "Participants" section of the Session data.

<input checked="" type="checkbox"/>	Archie McPhee Name of School Partner Id: 120	Select Survey ▾	Show past surveys
		Spleem Observation Form	
<input type="checkbox"/>	Example Coalition Member Partner Id: 107	Select Survey ▾	Show past surveys