Washington State Department of Social and Health Services

This document was updated and corrected after the Summer Institute meeting.

Transforming Lives

Summer Coalition Leadership Institute
SUD Prevention and MH Promotion MIS Update
June 27, 2017

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Washington State Department of Social & Health Services
Transforming lives


Thank you!

Minerva Training – July 12, 2017

- DBHR Blake East Computer Lab (Lacey) and Webinar (on-line)
  - Registration link coming via email
  - For everyone, organized into sections based on Users/Roles and modules/features
- Regional training in planning stages for August
- I'd like your input on your learning style and Minerva (in general)
  - Posters around this room
  - Email PrevMIS@dshs.wa.gov
  - A quick set of questions …

Instructions

- Press the button of your choice
- When the light turns green and disappears, your response has been collected
- To change your response, simply press another number before polling/time clock is complete
- Only multi-digit polls require the SEND key.

Training

Minerva is the:

a. Roman Goddess of Information Technology.
b. Greek Goddess of Salad Dressing.
c. Roman Goddess of Wisdom.
d. Roman Goddess of MIS.

Training

Please choose one:

a. I am confident that I know how to use ALL of the Modules in Minerva I have access to.
b. I am confident that I know how to use MOST Modules in Minerva I have access to.
c. I am confident that I know how to use a FEW of the Modules in Minerva I have access to.
d. What is a Module?

Training

I learn best through (choose one):

a. Being in the room with the trainer and other trainees.
b. Working on my own (reading instructions and then trying things out).
c. Attending a Webinar with time for Q&A.
d. Participating in a TA call when I have specific questions.

Training

I have used (choose one):

a. Any, some, or all of the written guidance (User Guide, Quick Steps, Guidance Docs)
b. TA Call(s)
c. Training
d. TA Call(s) and Training
e. None of these
f. All of these.

Reporting: Biennium & SFYs

- New biennium: July 1, 2017 – June 30, 2019
- Build Program Profiles for the 17-19 Biennium if expected to span that time
  - Big Brother Big Sisters – [name of coalition] 2017/2019
- Build Program Profiles for one SFY if expected only for that SFY
  - Big Brothers Big Sisters – [name of coalition] 2017/2018

Reporting: Curriculum or Orientations

- Curriculum Purchase or Orientations
  1. Add an Activity Log for the Program
  2. Name it **Program Start Up**
  3. In Q. 16, indicate **Aggregate** data entry
  4. Enter Sessions and name sessions **Curriculum Purchase** or **Orientations**

Reporting: Training

The Tier 1 should select all Tier 2 and Tier 3 entities associated with that Tier 1 to make this Program available to all entities that may need it. Each T3 then creates its own AL.

- Tier 1 creates a Program for the biennium, named **Training Program Profile 2017/2019**
- Each Tier 3 creates an Activity Log, selects for Data Entry (Q. 16) → **<u>Aggregate</u>**
  - Create Sessions within AL for each training (e.g., CADCA, Prevention Summit, Sector Summit, SFP 10-14 facilitator training)
    - Record participation for Staff
    - Enter zero (0) for Coordinator in the staff hours (they are captured in the coordinator report)
- In Expenditure Log, report costs for Training (in Program list)

Reporting: Youth Groups

- Youth may be (either/or):
  1. Members of a **Coalition**
     - Report their participation as Coalition members
  2. Part of a **Youth Group**, which is a Program identified in an Action Plan
     - Build Program Profile:
       - Select appropriate risk/protective factor and objective
       - Survey selection depends on those choices
       - Youth Groups are considered "innovative" programs.
       - If DMA-only, youth groups are "promising" programs (even though they are not on the DMA list).
     - Report Individual Participants (participation); survey responses; plus partner participation and staff direct/indirect hours.

Reporting: HIPAA & FERPA

- Why do we collect and report individual data?
  - To calculate unduplicated participation
    - Comply with federal block grant requirements
  - To support the evaluation of outcomes of prevention interventions in WA State

HIPAA

- HIPAA allows sharing Protected Health Information (PHI) through procedures established for sharing PHI

HIPAA

- Is the entity that is delivering services a Covered Entity?
  - Health Care Provider
  - Health Care Clearinghouse
  - Covered under a Health Plan (Insurance)
- If it is a HIPAA Covered Entity, then:
  - Follow HIPAA regulations for collecting PHI
  - Follow HIPAA procedures for reporting PHI to DBHR
  - DSHS is a Hybrid Covered Entity under the HIPAA law

HIPAA Procedures & Contracting

- Business Associate Agreement (BAA)
  – Allows reporting PHI to DBHR
  – BAA is a Section in our Contracts
- If subcontracting with entity covered by HIPAA
  – Ensure BAA is passed to contractor
- Protect data during its transfer from entity to DBHR as outlined in your contract

Data Protection at Many Levels

- Subcontractor level protection
- Local level protection
- Protection during transfer
- Protection at DBHR

DBHR Data Protection

- Secure site
- Secure log-ins
- Staff not able to see identifiable data
- Only staff within the entity can see identifiable data

FERPA

- Data collected does not seek nor request student record data
- Data requested falls under “Directory” information not including demographic questions such as LGTBQ Status, Military, and Socioeconomic Status
- Follow FERPA protections in data collection and FERPA procedures to report data to DBHR

Reporting: ES/ID

- Environmental Strategies and Information Dissemination (ES/ID) has important levels of detail:
  - Need to keep in mind the relationship between the Program Profile, the Activity Log, and Session Details
  - How is the Program implemented? How many sessions? What data to collect and report?

Report Health Promotion (STN03) through these Activity Logs:	Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):

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Activity Log 2	Take Back - Secure Drop Box Sites	1. Number of New Secure Drop Box Sites. 2. Number of Active Secure Drop Box Sites (Include New). 3. Number of Pounds Collected. 4. Number of Pick Ups/Destruction Trips.	Aggregate

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Activity Log 3	Take Back - Events	1. Number of Visitors to Table/Booth. 2. Number of Pick Ups/Destruction Trips. 3. Number of Reverse Mailers Distributed. 4. Number of Lock Boxes. 5. Number of Pounds Collected.	Aggregate

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Activity Log 4	Health Promotion Workgroup	1. Partners, Staff, Individual Participants. 2. Participation.	Individual

Report Establishing ATOD-Free Policies (STV04) through these Activity Logs:	Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):

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Activity Log 1	NEW Policy	1. Number of New Policies Established/Adopted/Enacted. 2. Number of People Potentially Reached Within Area the Policy Covers.	Population reach
Activity Log 2	Stakeholders	1. Number of People Participated in Stakeholder Meetings. 2. Number of Elected Officials Reached (Not Counted Above).	Aggregate

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Activity Log 3	Training	1. Number of People Trained/Educated.	Aggregate

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Activity Log 4	Workgroup	1. Partners, Staff, Individual Participants. 2. Participation.	Individual

Session Details

- Depending on the CSAP Sub-category, in combination with the Activity Log type the user will see different fields to fill in.
- Use Guidance Documentation on Athena [note, expected during the week of July 3, 2017]