

## **Minerva Report Management**

DBHR's Substance Use Prevention and Mental Health Promotion Online Reporting System (Minerva) allows system users to run reports to review data entry and evaluate program implementation.

Minerva reports are run using data in the system at the time the report is requested. The content of reports will likely change if, for example, data is added, changed, or updated. However, reports are also used for official contract monitoring, meaning in some cases they need to be saved. Additionally, some reports include participant-level information (depending on the person requesting the report).

- ***If a report includes the most current information in Minerva, what should I do with reports that may be outdated since I first requested them?***

If the reports are outdated and are not going to be used for contract management (see below), they can be deleted if they are no longer needed.

- ***What is best practice for managing reports that contain participant-level information?***

Reports in Minerva that have participant-level data will be de-identified if the person requesting the report does not have permission to see participant names. Only those who have "data entry access" will be able to view participant names. Prevention staff should follow their agency policies regarding requesting, downloading, sharing, saving, and deleting reports with participant-level information.

- ***When should reports be saved?***

If a report is used for contract monitoring, reports should be downloaded right away and saved according to your organization's records retention policy for contract monitoring documents. Once saved on your computer, delete the report from Minerva.

Reports can also be saved for other reasons, including to save a snapshot of implementation at the time the report was run.

- ***If I originally ran a report to check data entry and then decide to use the report to track a contract deliverable how should I store the report?***

The same report can be used for many purposes, and how it is used may change over time. A decision about whether to save or delete can be made on the last use of the report.

- ***How long should I wait to delete reports?***

If a report is not needed, it can be deleted right away from Minerva. For example, if a report helped identify a data entry error that was then corrected, the old report can be deleted as a new report will have the most current information.

If a report is not deleted right away, it should be deleted within 60 days of requesting the report. Each month, DBHR staff will delete reports from Minerva still in the system after 60 days.