

Washington State Health Care Authority

An Introduction to the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Minerva)

Presented by DBHR Staff <u>www.TheAthenaForum.org/Minerva</u>

www.TheAthenaForum.org/MKB

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About this training

- Our Goal for today is to provide an informative learning session on Minerva.
- Questions are welcome at any time!
- Take breaks as you need them. We also have scheduled breaks.
- Please work to minimize distractions and allow yourself to focus.







Resources on Athena

Athena www.TheAthenaForum.org

Athena/Minerva page

www.TheAthenaForum.org/Minerva

Minerva Knowledge Base www.TheAthenaForum.org/MKB



Washington State Health Care Authority

Prevention in WA: Tribes, CPWI, and CBO

- Tribal Prevention:
 - Planning and implementing prevention services focused on needs and experiences of tribal communities.
- Community Prevention and Wellness Initiative (CPWI) Contractors
 - Coordination and implementation of prevention services tailored to local conditions by a coalition comprised of sector representatives and includes school-based Student Assistance Professional services (managed by ESD).





Prevention in WA: Tribes, CPWI, and CBO

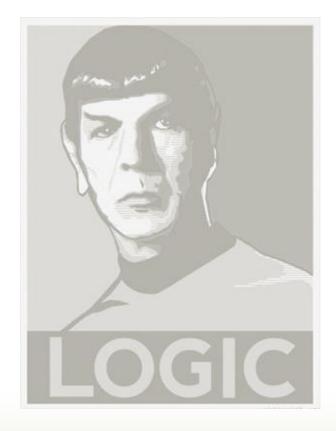
- Community-Based Organization (CBO) Contractors:
 - Coordination and implementation of prevention services tailored to local conditions.





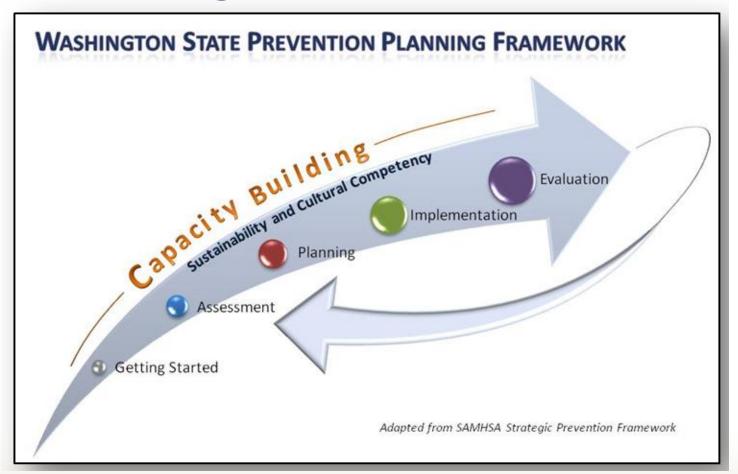


Minerva's structure follows the Strategic Prevention Framework (SPF) which is a tool for assessing local needs, planning for which prevention services to implement, and evaluation.





The Strategic Prevention Framework

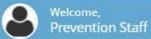






Minerva and the SPF

SUD Prevention and MH Promotion Online Reporting System



🚯 Dashboard	A Home	
Announcements	Washington State Health Care Authority	
1 Documents		
e Organization Profiles	Welcome Prevention	
\$ Budget	The Division of Behavioral H Substance Use Disorder Pre Health Promotion Online Re	
Planning	(Minerva) is used to track pre promotion programs, activition	
Implementation	ensure public accountability in the field, supporting the al that prevention works! Thanks for all you do!	
Partners/Staff		
Enter Session Data		
🛃 Import / Export		

Staff!

lealth and Recovery's vention and Mental porting System evention and ies, and outcomes to and capture successes ability to demonstrate









- Instructions for all Activities:
 - We will share instructions a step at a time.
 - Raise your hand when you have completed each step. If on the phone, say your name and "ready."
 - Wait to move on to the next step (even if it seems obvious) until all are ready.
 - DBHR staff will make sure everyone is at the same step, then we'll move on.







www.TheAthenaForum.org/Minerva

Minerva

Welcome to the Division of Behavioral Health and Recovery (DBHR) Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System!

Known as **Minerva**, this reporting system is used by DBHR contractors to report on prevention a thousand works" known for intellect, wisdom, science, and as the inventor of numbers. Mine Goddess Athena.

Log into Minerva here.

- Go to the Minerva Knowledge Base.
- New to DBHR? New to Minerva? Visit Account Management (below).
- View the Minerva TA Call schedule on our Calendar.

















Which web browser should I use?

Minerva was *optimized* for Chrome and Firefox. This means it was fully tested and works best with these applications. For that reason, we suggest you use Chrome or Firefox!







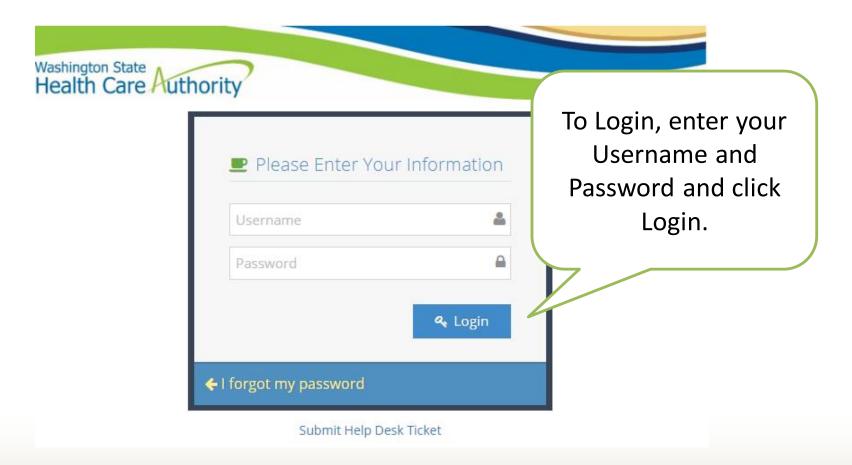


🔎 Please Enter You	ir Information	
Username		
Password	a	
	Username	





Minerva Login Screen







Minerva Home Screen

SUD Prevention and MH Promotion Online Reporting System

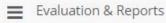


8	Dashboard	A Home
	Announcements	Washington State Health Care Authority
1	Documents	Welcome Preve The Division of Beha Substance Use Diso Health Promotion O (Minerva) is used to promotion program ensure public accou in the field, supporti that prevention wor Thanks for all you de
4	Organization Profiles	
\$	Budget	
ß	Planning	
	Implementation	
3	Partners/Staff	
*	Enter Session Data	
*	Import / Export	

revention Staff!

Behavioral Health and Recovery's Disorder Prevention and Mental on Online Reporting System ed to track prevention and grams, activities, and outcomes to ccountability and capture successes porting the ability to demonstrate works!

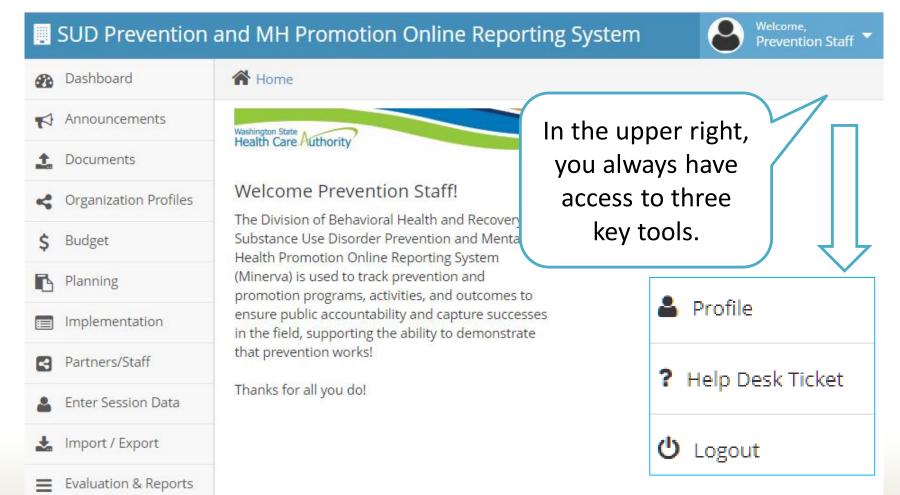
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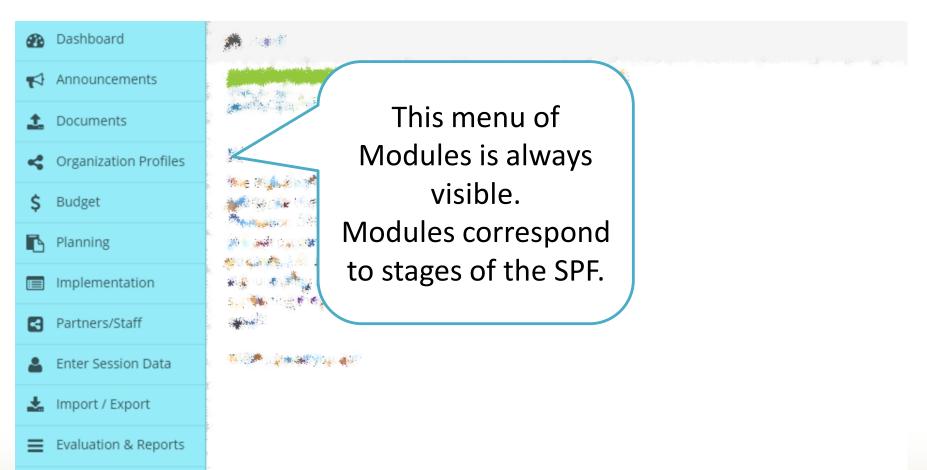
Minerva Home Screen



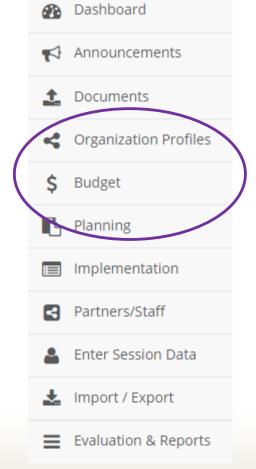




Minerva and the SPF



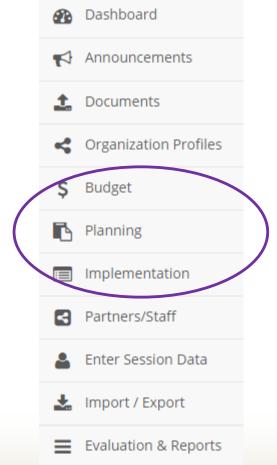
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- Organization Profiles: Enter, edit, or view contact information on entities you are associated with, in Minerva, including entity specific budget allocations.
- **Budget**: Enter, edit, or view Budget Allocations for entities you are associated with, in Minerva.



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Planning: Enter, edit, or view
 Program Planning Profiles. Enter one
 Program Planning Profile for each
 program on your approved plan.



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Dashboard Announcements Documents Crganization Profiles Budget Implementation Activity Reporting Coalition Coordinator/Tribe Px Staff Hours CPWI Quarterly Reporting Tribal Annual Reporting

Implementation:

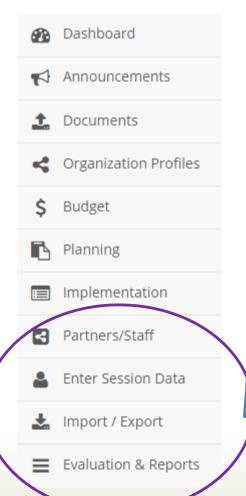
- Activity Reporting: Enter, edit, or view Activity Logs.
- Coalition Coordinator/Tribe Px Staff
 Hours: Enter, edit, or view monthly hours
 reports (optional for Tribe Px staff).
- CPWI Quarterly Reporting: Enter, edit, or view CPWI Quarterly Reports (CPWI contractors only).
- Tribal Annual Report: To complete reporting under the consolidated contract.



- Dashboard Announcements Documents **1 Organization Profiles** Ś Budget Planning R Implementation Partners/Staff Enter Session Data 📩 Import / Export Evaluation & Reports
- Partners & Staff: Enter, edit, or view contact information on Partners and Staff.
- Enter Session Data: Enter, edit, or view session data.



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Helpful Tip: Working with budgets, program plans, and activity logs in Minerva are set-up activities. Once these are complete, usually system users can log-in and go right to **Enter Session Data** to record information on services provided.





- Reporting in Minerva follows a series of logical steps.
- At DBHR, we often describe these steps using a file cabinet metaphor.









<u>Minerva</u> is the <u>drawer</u> of the filing cabinet. When DBHR sets up Minerva for your organization, we give you the keys to the drawer and help you finish setting up.







Each <u>hanging file</u> of the filing cabinet corresponds to a <u>Program Planning Profile</u>. It describes all of the major components of your plan for a Program.











Within a manila folder, each <u>piece of paper</u> corresponds to a <u>Session</u>. This is where you'll record participation, surveys, the number of people reached – everything that happens in each Session!

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- Dashboard Announcements Documents **1 Organization Profiles** Ś Budget Planning Implementation Partners/Staff Enter Session Data 📩 Import / Export Evaluation & Reports
- Import/Export: Import individual participants using the Import Template, directly into an Activity Log.
- Evaluation & Reports: Request reports on a wide variety of Planning and Implementation activities to view data previously entered into Minerva.







More than Minerva

 Minerva is a tool for implementing the Planning Framework but it is not the Framework itself!









More than Minerva

- Minerva is a tool for implementing the Planning Framework but it is not the Framework itself!
- It <u>is</u> a reflection of the work that you are doing on the local level.









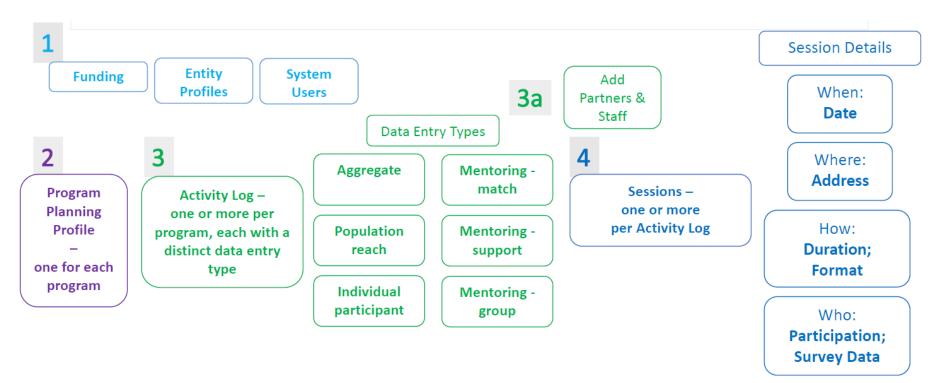
More than Minerva

- Why do we use Minerva?
 - To tell our prevention stories in order to share successes.
 - To protect existing funding and secure new funding.
 - To meet state and federal reporting requirements.
 - To provide back-up documentation for costreimbursement contracts.





The Logic of Minerva: CPWI and CBO Contractors





Planning for Data Entry

- Planning is core to what we do all of us!
- Timely, accurate, and efficient data entry and reporting requires planning, too.
- <u>https://www.TheAthenaForum.org/planning-data-</u> <u>entry</u>





Planning for Data Entry

- For each service in our that we plan on providing?
 - What are we required to report to DBHR?
 - What is optional to report to DBHR?
 - Why is this data required/optional?
 - When should we enter data and what are our reporting deadlines?
 - Will we need support from additional staff (do they need access to Minerva)?







Let's take a 10 minute break!





System Users Roles and Responsibilities

- Minerva was designed to allow for multiple types of system users, as well as to adapt as funding sources and requirements change.
- System users may have multiple roles in the system, and accounts and permissions are tailored depending on tasks to be completed.





DBHR

Add & Manage Organizations

Create & Manage Users

Create Funding Sources

Allocate Funds to Tier 1

Review & Approve Program Profiles

Review Data Entry Using Reports





DBHR	Tier 1
Add & Manage	Tier 1 Organization
Organizations	Profiles
Create & Manage	Allocate Funds
Users	to Tier 2
Create	Create
Funding Sources	Training Program
Allocate Funds	Review Data Entry
to Tier 1	Using Reports
Review & Approve Program Profiles	
Review Data Entry Using Reports	





DBHR	Tier 1	Tier 2
Add & Manage	Tier 1 Organization	Tier 2 Organization
Organizations	Profiles	Profiles
Create & Manage	Allocate Funds	Allocate Funds
Users	to Tier 2	to Tier 3
Create	Create	Create Program
Funding Sources	Training Program	Profiles
Allocate Funds	Review Data Entry	Manage Partners &
to Tier 1	Using Reports	Staff
Review & Approve Program Profiles		Review Data Entry Using Reports
Review Data Entry		

Using Reports



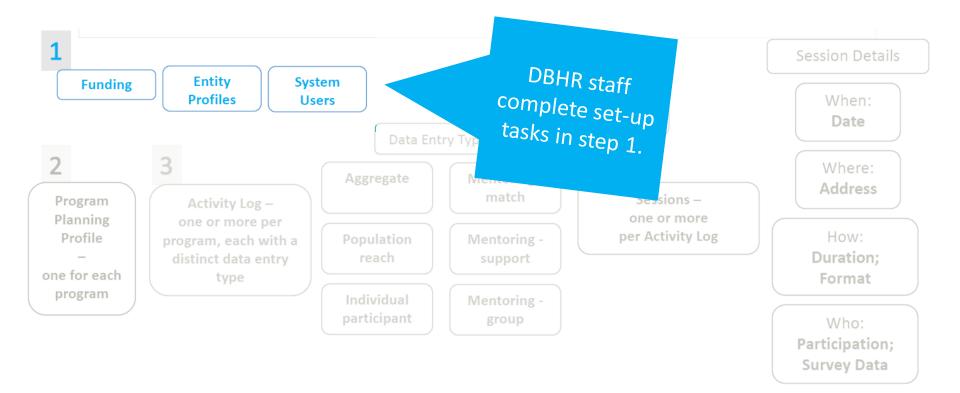
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DBHR	Tier 1	Tier 2	Tier 3
Add & Manage	Tier 1 Organization	Tier 2 Organization	Tier 3 Organization
Organizations	Profiles	Profiles	Profiles
Create & Manage	Allocate Funds	Allocate Funds	Create Activity Logs
Users	to Tier 2	to Tier 3	
Create	Create	Create Program	Manage Partners &
Funding Sources	Training Program	Profiles	Staff
Allocate Funds	Review Data Entry	Manage Partners &	Enter Session Data
to Tier 1	Using Reports	Staff	
Review & Approve		Review Data Entry	Enter Participant
Program Profiles		Using Reports	Information
Review Data Entry Using Reports			Review Data Entry Using Reports





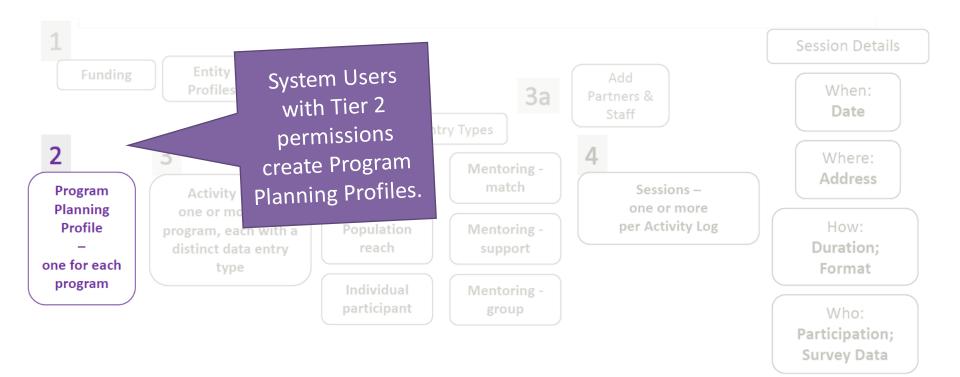
The Logic of Minerva







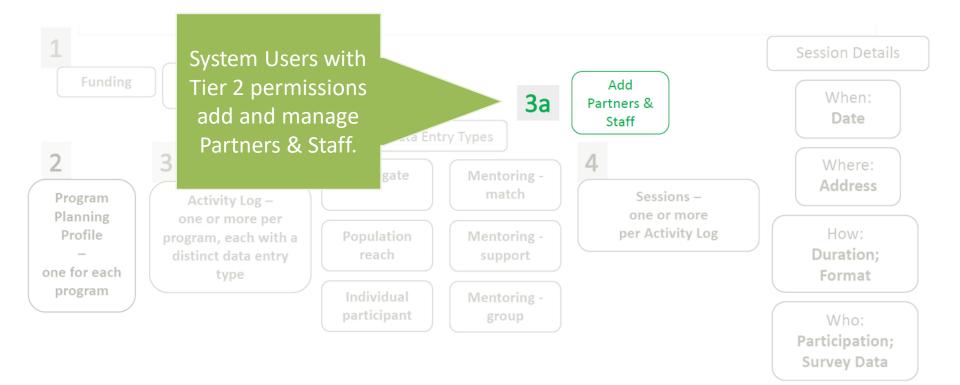
The Logic of Minerva







The Logic of Minerva



Washington State Health Care Authority Tier 3 system Tier 3 system The Logic of Mine users Enter users create Session Data. Activity Logs ion Details Funding Add When: 3a Partners & Date Staff Data Entry Types 2 3 4 Where: Aggregate Mento Address Program Sessions m Activity Log one or more Planning one or more per per Activity Log How: Profile Population program, each with a Tier 3 system Duration; distinct data entry reach one for each type users add and Format program Individual manage Partners participan Who: & Staff. Participation; **Survey Data**



What goes into Minerva?

- Create a Program Planning Profile for each prevention program on an **Action Plan**.
- Enter into each Program Planning Profile the program-level budget from a **Budget**.





Program Planning Profiles

- Program Planning Profiles describe at the most general level the SUD prevention and MH promotion services to be performed.
- Includes information required by funding sources.





Program Planning Profiles

- Key information includes:
 - Tier 1, Tier 2, and Tier 3 Entity or Entities.
 - Start Date End Date.
 - Program level budget, per funding source.
 - CSAP Strategy, Implementation Type, IOM Category.
 - Risk factor or protective factor to be addressed, measurable objective, and direction of change.
 - Expected number of series of activities, sessions, participants, and direct service hours.
 - Survey and frequency of survey.







Program Planning Profiles

- Activity:
 - Let's log back into Minerva and take a look at the different
 Program Planning Profiles each of us see in the system.





Implementation – Activity Reporting

 Describes a series of sessions and provides more specific information on a plan for implementation, compared to a Program Planning Profile.



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Program Plans vs. Activity Logs

	Planning Profile	Activity Log
Entities selected	Can be multiple Tier 1, Tier 2, and Tier 3 entities	One Tier 3 entity only.
Start Date – End Date	Start date and end date vary	Up to one state fiscal year or 12 month period
County, Zip Code, School District, Tribe, Legislative and Congressional Districts	N/A	Indicate specific location information for each.
Editing	Once submitted, edit only when returned by Manager.	Can be edited at any time.



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Implementation – Activity Reporting

- In the Program Planning Profile, Question 18 refers to the number of expected series of services → this corresponds to the expected number of Activity Logs.
- Examples to consider:
 - Fall series, Winter series, Spring series
 - Two separate media messages
 - Implementation by different Performing Entities





Implementation – Activity Reporting

- Activity:
 - Let's log back into Minerva and take a look at the Activity Logs that may be in the system.







Enter Session Data

- DBHR contracts describe what prevention service data is to be reported.
- It references Minerva, which identifies required information.
- Session information is used for local, state, and federal reporting.







Enter Session Data

- Specific session data depends on the services and plan for implementation. In general, reporting will include some or all of:
 - Partner & Staff demographics and participation.
 - Staff indirect service hours and direct service hours.
 - Coalition coordinator monthly service hours (CPWI only).
 - Participant demographics and participation.
 - Count of items developed and/or disseminated.
 - Reach of items developed and/or disseminated.



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Enter Session Data: Plan Ahead!

- Hints and tips:
 - Identify when selecting programs reporting requirements and who (people and/or organizations) responsible for data.
 - Identify a reporting schedule and complete reporting by deadlines.
 - Complete set-up tasks in Minerva. Once Program Planning Profiles, Activity Logs, and Partners & Staff are added usually don't have to return to those steps and can go right to Enter Session Data.







Let's take a 10 minute break!







Evaluation & Reports

- There are a number of in-system, user requested ondemand reports.
- Developed for use by fiscal staff, contract contacts, coordinators, program staff, and data entry staff.
- Most report Aggregate data, meaning they don't list information on specific participants although a few do. Know and enforce data security policies.







Evaluation & Reports

- Planning Reports:
 - <u>https://www.TheAthenaForum.org/planning-reports</u>
- Services by Performing Entity and Program Report
 - <u>https://www.TheAthenaForum.org/services-performing-</u> <u>entity-and-program-report</u>
- Guidance for all Minerva Reports:

– www.TheAthenaForum.org/MinervaReportsGuidance





Questions and Conclusion

- Minerva is a reflection of the work you are doing in your communities.
- It is a tool we use for data entry, reporting, sharing prevention stories, and billing.
- After a break, we'll switch to individual work with DBHR staff in the room to help you out with key tasks.

