Washington State Department of Social and Health Services
Behavioral Health Administration
Division of Behavioral Health and Recovery

Minerva

"Goddess of a thousand works"
Known for intellect, wisdom, science and inventor of numbers

Substance Use Disorder Prevention and Mental Health Promotion Management Information System

Online Reporting User Guide

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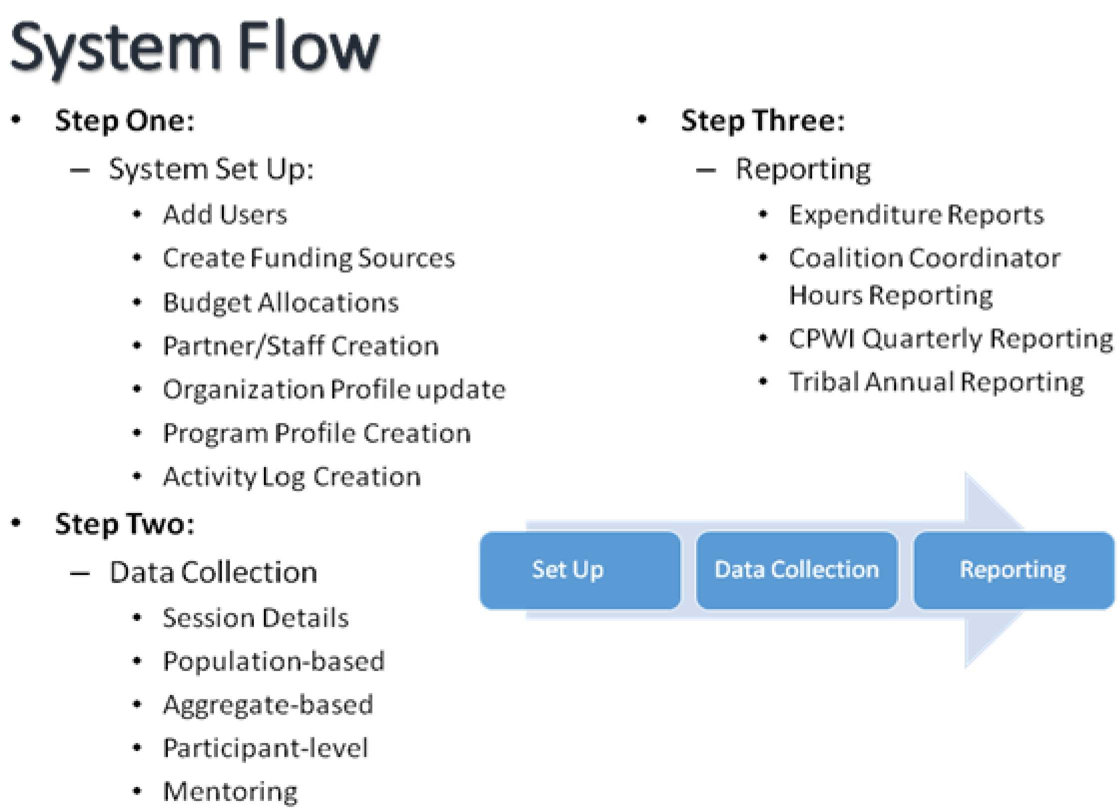
I. Introduction

The Washington State Department of Social and Health Services' Division of Behavioral Health and Recovery (DSHS/DBHR) utilizes the MINERVA System to document, track, monitor and report state and local prevention program planning, progress and impact. DBHR is committed to improving and refining its MIS to increase efficiency and decrease the burden of data collection and reporting processes. MINERVA allows users to document, monitor and report on programs, activities and outcomes of substance use disorder prevention and mental health promotion initiatives.

This document reviews the MINERVA System and provides instructions on how to use the system from the perspective of system users. The system can be best understood by categorizing three broad functional areas: System Set Up, Data Collection, and Reporting. These three functional areas are shown in **Figure 1.**

Figure 1: System Flow



A. Technical Assistance

If at any time you require technical assistance as you are working with the Minerva System, please don't hesitate to contact the JSI Help Desk. JSI is the vendor that designed, implemented and currently supports Minerva. The help desk is staffed from 7 AM to 6 PM Monday - Friday. There are three options for contacting the help desk: from Minerva, by phone, or by email as listed below.

- FROM MINERVA **(preferred method)** - In the upper right hand corner of the page while logged in is a drop down list. From the drop down list select HELP DESK TICKET. Fill out the form that appears and select SUBMIT HELP TICKET. If unable to log into the system due to lack of user account or the inability to reset a password, select SUBMIT HELP DESK TICKET on the MINERVA login screen. Fill out the form that appears and select SUBMIT HELP TICKET.
- PHONE - Please call 1(844) 385-3653. If there is not a resource immediately available, please leave a message.
- EMAIL - You may submit a help desk ticket directly via email. Submit the ticket to jsihealthelink@jsi.com.

  NOTE: If using the phone or email options above, please be sure to include the following information: name, organization, preferred contact method (phone or email), priority (high/medium/low) and a brief description of the problem.

B. Understanding the Overall System Structure: Modules and Logs

The MINERVA System consists of modules and logs that are used to capture and integrate information at different levels of the prevention service delivery system. Each module or log has its own unique purpose. The modules and logs are described below and are shown in the order displayed on the main landing page of the system:

Table 1: MINERVA System Modules and Logs

System Modules and Logs	
MODULE	**DESCRIPTION**
Documents Documents	This module provides a repository for storing and managing documents so that system users can share documents with other system users in a consistent manner.
Organization Profile Organization Profiles	This module provides DBHR contractors the ability to store names and contact information for its sub-recipient coalitions and providers who will be engaged in prevention activity and services that will be tracked in this system.
Budget Budget	This module provides DBHR contractors the ability to catalog funding allocated from each of multiple funding sources.
Planning Planning	This module provides DBHR contractors the ability to create program profiles for each program for which they are funded. Program profiles prepare the system to support program-based data collection and reporting. In the planning module, a DBHR contractor completes a profile for each funded program, identifying funding source, risk and protective factor associated with the program, measurable objectives identified, and the survey instruments that will be used to measure outcomes. Program profiles established in this module will also collect information on fidelity or adaptations, planned number of series, planned number of people reached, population type, and related information.
Implementation Implementation	This module provides DBHR contractor sub-recipients/program or project implementation staff several logs which are used to capture data associated with prevention services and activities. There are several logs in this module: **Logs** | **Description**

System Modules and Logs		
MODULE	**DESCRIPTION**	
	Activity Reporting	This log allows sub-recipients/program or project implementation staff to log one-time or multiple session events and activities once programs are activated.
		This log is linked to the Enter Session Data module so that sub-recipients can record participant-level, aggregate, population-based or mentoring session information for each activity.
	Surveys	This log provides access to survey instruments so that when a pre, mid, post or follow up survey is given, a participant's responses can be entered in the system.
		This log is linked to the Enter Session Data module so that sub-recipients/program or project implementation staff can enter survey information and associate it directly to participants.
	CPWI Quarterly Reporting	This log allows CPWI entities to enter quarterly data including completion of required coalition tasks, health disparities activity, and leveraged funding/resources.
	Coalition Coordinator/ Tribe Px Staff Hours	This log allows Coalition Coordinators and Tribal Prevention Staff to log hours of effort each month.
	Tribal Annual Reporting	This log allows tribal prevention partners/contactors to enter annual narrative data requirements (Annual Narrative) at the end of each fiscal year as required by the consolidated contract.
Partners/Staff Partners/Staff	This module provides DBHR contractors a form to store names and contact information for partners (individuals or organizations), paid staff and coalition members. This module is connected to program activity in that sub-recipients reporting prevention activities can indicate which partners were involved in the activity. Also, sub-recipients can record direct and indirect staff hours for each program activity that involved a staff person.	
Enter Session Data Enter Session Data	This module provides sub-recipients/program or project implementation staff a set of forms to store information on individual participants, aggregate counts of participants, population reached, or mentoring related activity for the purposes of tracking attendance and to measure outcomes.	
Import/Export Import / Export	This module provides sub-recipients/program or project implementation staff the ability to import data to the system (e.g. session participants) or export data from the system (custom data files to support analytics).	
Evaluation & Reports Evaluation & Reports	This module provides a set of reports to meet state and local reporting and evaluation needs. System users will be allowed to select reports of interest, enter report criteria and generate reports as needed.	
Expenditure Reports Expenditure Reports	This module provides DBHR contractors a form to report monthly expenditures to align with A-19 invoices. (Invoices will continue to be submitted separately.)	
Dashboard[1]	This module displays point-in-time, real-time data snapshots generated by the system which provide a point-in-time reference to system activity.	

System Modules and Logs	
MODULE	**DESCRIPTION**
Announcements[1]	This module allows for WA DBHR staff and system administrators to post announcements to different user groups.
Calendar[1]	This module allows for different user groups to post calendar events to manage activities across collaborating groups.
Forum[1]	This module supports the posting of topics and exchanging of ideas to support collaboration among system users.

NOTE (1): Will be available in a subsequent phase of the project.

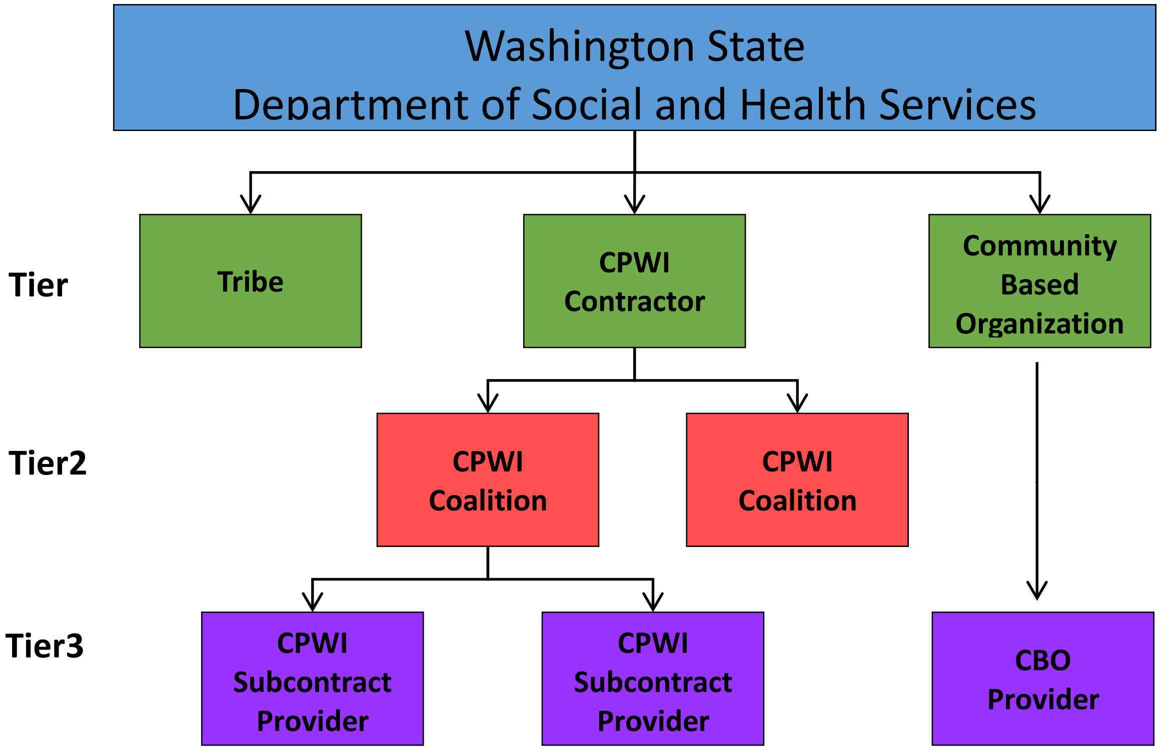
C. Understanding the Entity Structure of the System

DBHR contracts with distinct entities for substance use disorder prevention and mental health promotion services. Often times those entities have subcontracts with other entities that perform the services. The term "entity" refers to distinct organizations or functional groups that exist in the system. The “Tier” that an entity is assigned to is based on their contractual / funding association with the services. As depicted in **Figure 2**, entities have hierarchical relationships to one another that serve two functions:

- First, the entities establish "domains" within the system to support working relationships between collaborating partners.
- Second, the domains enable appropriate access to system data among system users. Entities are labeled as Tier 1, 2 or 3 entities as described below.
  - Tier 1 entities are referred to as **contracted** entities.
  - Tier 2 entities are referred to as **coordinating** entities.
  - Tier 3 entities are referred to as **performing** entities.

A sample of the intersection of the Tiers and the relationships are provided below:

Figure 2: Organizational Structure of Entities


Washington State
Department of Social and Health Services
Tier
Tribe
CPWI
Contractor
Community
Based
Organization
Tier2
CPWI
Coalition
CPWI
Coalition
Tier3
CPWI
Subcontract
Provider
CPWI
Subcontract
Provider
CBO
Provider

D. *System Roles and Responsibilities*

There are various levels of entity staff (i.e. users of this system) that have different access to the system features and functions depending on their data responsibilities. It is possible that an individual could work for an entity that functions as a Tier 1, 2 and 3 entities. In these cases, user access will be set to match the data responsibilities accordingly with one log-in account. This section of the guide provides a summary list of **user types** and roles and responsibilities in the system. More detailed responsibilities are described below:

Table 2: System User Responsibilities by Role

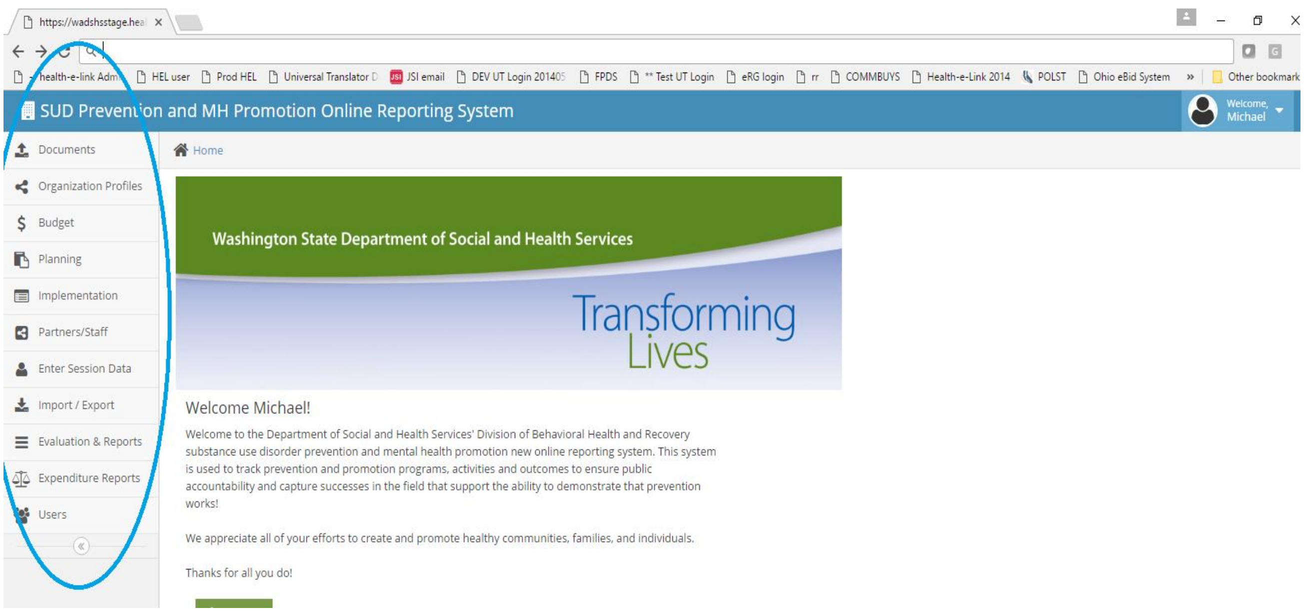
System User Roles and Responsibilities		
Activity	**Module**	**Guide Reference**
Initial Setup (performed by DBHR staff)		
Create Entities	Admin	Described in the Admin Guide
Create DBHR Users	User	Described in the Admin Guide
Create Funding Sources	Budget	Section III.A
State-level User Responsibilities (performed by DBHR staff)		
Create Tier 1 Budget Allocations	Budget	Section III.B
Add/Edit/Disable Tier 1 System Users	User	Section II.A,B,C
Approve Program Profiles	Planning	Section VI.A
Review Expenditure Reports	Expenditure Reports	Section IX.B
Review System Performance	Dashboard	Pending
Review other system reports as required	Evaluation & Reports	Pending
Contracted Entity (Tier 1) User Responsibilities		
Create Tier 2 Budget Allocations	Budget	Section III.B
Update Tier 1 Entity Profiles	Organization Profiles	Section IV
Create Tier 1 Expenditure Reports	Expenditure Reports	Section IX.A
Review Tier 2 Expenditure Reports	Expenditure Reports	Section IX.B
Review System Performance	Dashboard	Pending
Review other system reports as required	Evaluation & Reports	Pending
Coordinating Entity (Tier 2) User Responsibilities		
Create Tier 3 Budget Allocations	Budget	Section III.B
Update Tier 2 Entity Profiles	Organization Profiles	Section IV
Create Tier 2 Expenditure Reports	Expenditure Reports	Section IX.A
Review Tier 3 Expenditure Reports	Expenditure Reports	Section IX.B

System User Roles and Responsibilities		
Activity	**Module**	**Guide Reference**
Review System Performance	Dashboard	Pending
Review other system reports as required	Evaluation & Reports	Pending
Create Program Profiles	Planning	Section VI.A
Performing Entity (Tier 3) User Responsibilities		
Update Tier 3 Entity Profiles	Organization Profiles	Section IV
Add Partners and Staff	Partners/Staff	Section V.A
Create Activity Logs for active programs	Implementation/Activity Logs	Section VII.A
Enter Session Data for activity logs	Enter Session Data	Section VIII.A
Enter Participant Info for sessions	Enter Session Data	Section VIII.B,C,D
Create Tier 3 Expenditure Reports	Expenditure Reports	Section IX.A
Enter scheduled quarterly and annual reports	Implementation	Section X.A,B,C
Review other system reports as required	Evaluation & Reports	

E. *MINERVA Main Menu*

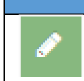
After logging in, the system user will see the main menu of the system. Note that access to all system modules and logs is provided by the vertical series of tabs on the left side of the page. All system-related activities are initiated from this page. System users will see tailored options on the left side of the page based on the module access assigned in the user profiles.

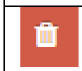
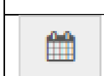
Figure 3: MINERVA Main Menu



F. *Commonly used Features and Functions*

Throughout Minerva, there are icons and tools that are displayed and may be selected to trigger an action on the system. This section of the user guide serves as a reference to these icons and tools.

ICON or Tool	FUNCTION
	Edit the selected form.
Filter:	Search the displayed form for the specified text and display only those entries that contain the specified text. This function is typically used when looking for a specific entry (e.g. activity log or program profile) in a long list of entries.
Display 10 records	Reduce or expand the list of entries that are shown on a summary page (e.g. CPWI Quarterly Report or Tribal Annual Report summary page).
Select date range to view existing logs November 01, 2016 - November 30, 2016	Reduce or expand the list of entries that are shown on a summary page (e.g. CPWI Quarterly Report or Tribal Annual Report summary page) based on the

	date that they were created. Examples include ALL, TODAY, YESTERDAY, LAST WEEK, LAST MONTH, etc.
Select entity to start new log 1 selected ▾ Start Log	For logs found in the IMPLEMENTATION module, this feature is used to select the coordinating entity (Tier 2) that is associated with the log being created. The performing entity (Tier 3) is then selected on the first page of the log.
	Delete the selected item.
Save	Save the information entered in a module or log form. For those forms that are SUBMITTED (program profile, budget allocation, expenditure report), the form may be saved repeatedly without being submitted.
Complete	Submit the information entered in a module or log form. When a log or form is COMPLETE, it is made available to other users of the system.
Return	For a user with ADMIN privileges, return a submitted form (program profile, expenditure report or budget allocation) to the submitter for further review.
Next	Save the information entered on a module or log form and transition to the next page of that form.
Previous	Return to the previous page of the active form. DOES NOT save information on the current page before transitioning to the previous page.
Exit without Saving	Exit a module or log form without saving the information that was entered.
click to upload files 	Upload documents that are associated with the selected module or log entry.
Relevant Documents	Review documents that have been uploaded and attached to the selected module or log entry. New documents may also be uploaded.
Previous 1 Next	When there are multiple pages of entries for a given module or log, this feature allows the user to transition from page to page in order to review all entries.
	The date icon displays a calendar that allows the user to select a specific date for entry into a date field.
*	Fields that are labeled with an asterisk are required and MUST be filled out in order to complete a form.

II. Managing System Users

A. Overview

DBHR will create and/or update all user accounts. Users will need to send a request for a new user account or a change to an existing user account to their Prevention System Manager (PSM). Only certain authorized system users are able to create system user accounts for other users of the system. User accounts are associated with specific roles and responsibilities as well as specific entities at certain Tiers in the system. User accounts and their relation to the system modules and entities ensure that users have permissions to access system features and data. This security structure is crucial to system and data security.

III. Managing Funding Sources and Budget Allocations

A. Creating Funding Sources

With various funding sources available to different contractors, it is important to be able to identify and track the strategies and services associated with each funding source. Accurate budget information for each program or strategy is helpful at the local level to ensure that all funds are allocated and spent appropriately and as planned. Budget information is used in the planning and implementation process and is helpful for invoice review.

The State Program Administrator is responsible for adding budget categories to the system. The budget categories are state wide budgets that are made available for budget allocations to the contracted, coordinating and performing entities.

B. Budget Allocation from the State to Contracted Entities (Tier 1)

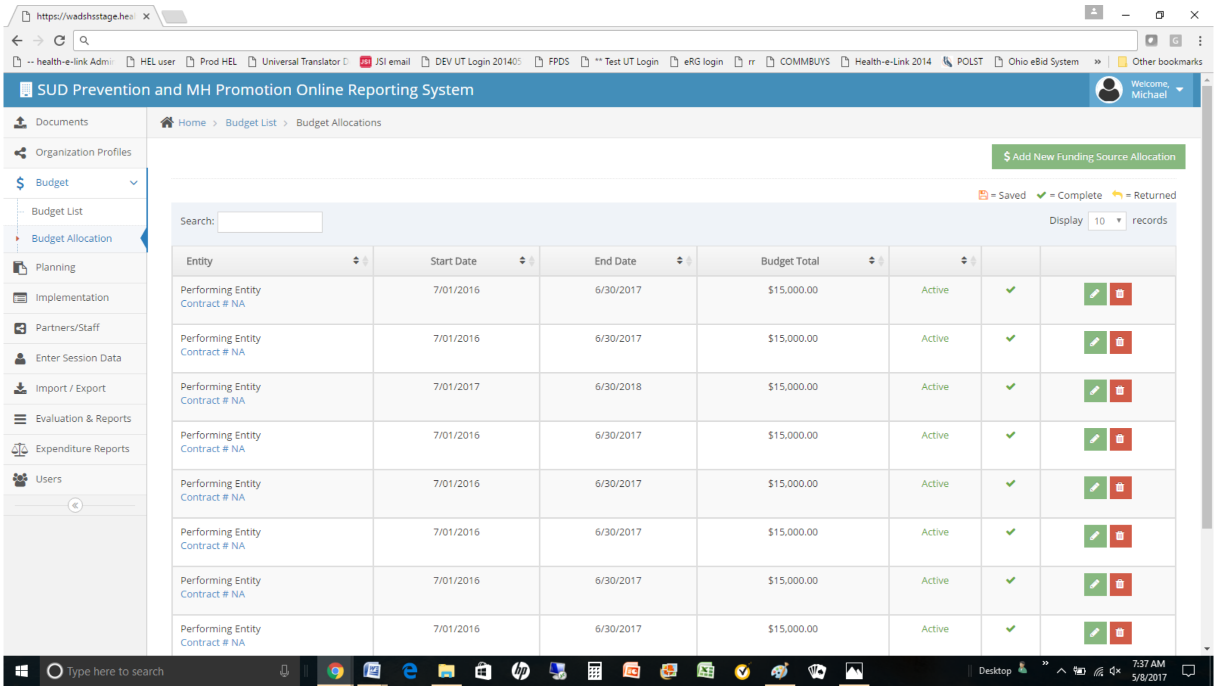
DBHR staff with the appropriate permissions are able to create budget allocations to contracted entities (Tier 1 entities) using the BUDGET ALLOCATION MODULE.

C. Budget Allocation from Contracted to Coordinating Entities (Tier 2)

Contracting entity (Tier 1) users with the appropriate permissions are able to create budget allocations to their coordinating entities (Tier 2 entities) using the BUDGET ALLOCATION MODULE. Follow these steps:

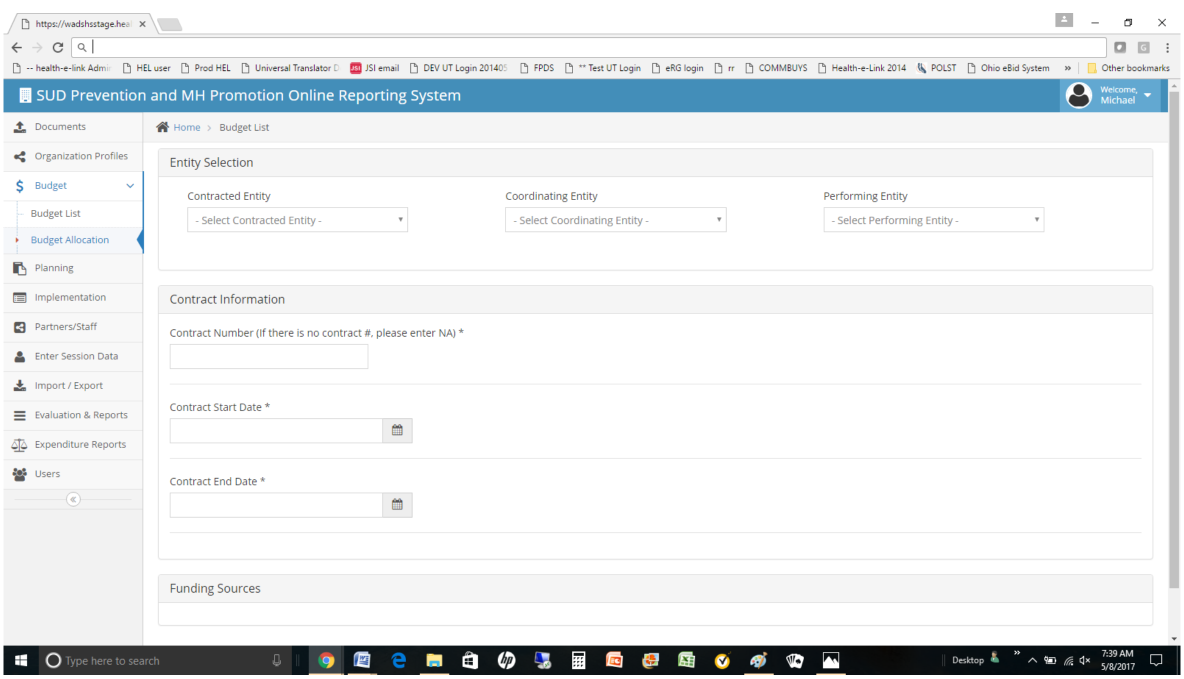
1. Select BUDGET as shown in **Figure 3** and then, BUDGET ALLOCATION from the menu bar to the left. The BUDGET ALLOCATION summary page (list of existing budget allocations) will be displayed as shown in **Figure 4**.

Figure 4: Budget Allocation



2. Select ADD NEW FUNDING SOURCE ALLOCATION button at top right. The following page will be displayed.

Figure 5: Add a New Funding Source Allocation



3. If the user has access to more than one contracted entity, a single contracted entity must be selected.

4. If the user has access to more than one coordinating entity, a single coordinating entity must be selected.

5. Add the budget allocations for the selected Tier 2 entity. Examples of budget allocations are provided below. Select SAVE at the bottom of the form if some information has been entered into the form but you are not ready to submit the form.

   NOTE: If no funding sources are displayed on the form, the budget allocation for the next higher Tier entity has not been completed. Contact the next higher Tier entity or DBHR staff for assistance.

6. After all information is entered into the budget allocation form, select COMPLETE to submit the form.

   NOTE: Once COMPLETE has been selected, the user can no longer edit the budget allocation form. If the form is missing information requires updating, the user must contact DBHR or a system user with ADMIN privileges.

Table 3: Sample Tier 2 Budget Allocation

SAMPLE BUDGET MODULE – Contracting Entity (Tier 1) Allocates Funding from multiple funding sources to the Tier 2 Entity			
	Funding Source 1	**Funding Source 2**	**Funding Source 3**
Name	SABG	PFS	Marijuana Fund
Active/Inactive	A	A	A
Contract #	334455	445566	556677
Fiscal Year	SF 2017	FFY 2017	SFY 2017
Start Date	07/01/2016	10/01/2016	07/01/2016
End Date	06/30/2017	09/30/2016	06/30/2016
Amount	$100,000	$60,000	$40,000

D. Budget Allocation from Coordinating Entity to Performing Entities (Tier 3)

The coordinating entity (Tier 2) users allocate funding to performing entities (Tier 3) using the BUDGET ALLOCATION MODULE. Follow these steps:

1. Select BUDGET, BUDGET ALLOCATION from the menu bar to the left.

2. Select ADD NEW FUNDING SOURCE ALLOCATION at far right.

3. If the user has access to more than one contracted entity (Tier 1), a single contracted entity must be selected.

4. If the user has access to more than one coordinating (Tier 2) entity, a single coordinating entity must be selected.

5. Select the appropriate performing entity (Tier 3).

6. Add the budget allocations for the selected Tier 3 entity. Examples of budget allocations are provided below. Select SAVE at the bottom of the form if some information has been entered into the form but you are not ready to submit the form.

   NOTE: If no funding sources are displayed on the form, the budget allocation for the next higher Tier entity has not been completed. Contact the next higher Tier entity or DBHR staff for assistance.

7. After all information is entered into the budget allocation form, select COMPLETE to submit the form.

   NOTE: Once COMPLETE has been selected, the user can no longer edit the budget allocation form. If the form is missing information requires updating, the user must contact DBHR or a system user with ADMIN privileges.

Table 4: Sample Tier 3 Budget Allocation

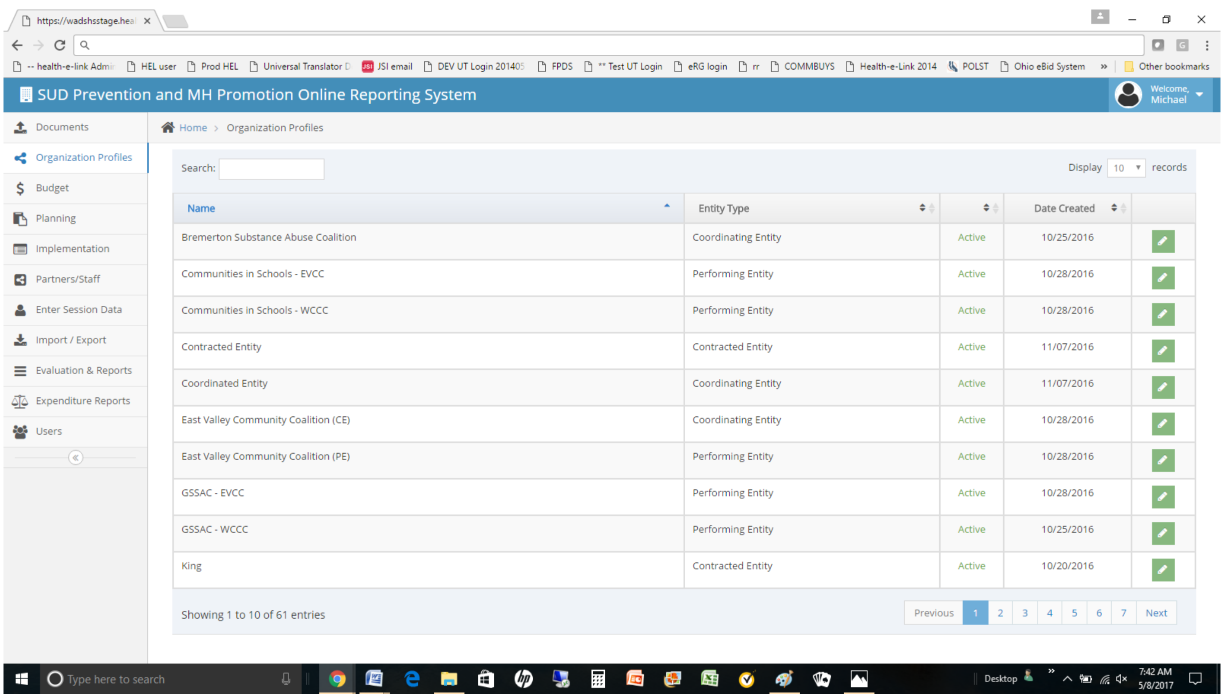
SAMPLE BUDGET MODULE – Coordinating Entity (Tier 2) Allocates Funding from multiple funding sources to the Tier 3 Entity			
	Funding Source 1	**Funding Source 2**	**Funding Source 3**
Name	SABG	PFS	Marijuana Fund
Active/Inactive	A	A	A
Contract #	334455	445566	556677
Fiscal Year	SF 2017	FFY 2017	SFY 2017
Start Date	07/01/2016	10/01/2016	07/01/2016
End Date	06/30/2017	09/30/2016	06/30/2016
Amount	$50,000	$30,000	$20,000

IV. Managing Organization Profiles

Organization profiles exist for every Tier 1 (contracted), Tier 2 (coordinating) and Tier 3 (performing) entity in the system. Organization profiles contain key contact information and other information that can be referenced on a day-to-day basis by DBHR staff and other system users in support of communications and program management. Accurate and current organization information is important for each entity. It is the responsibility of each entity to ensure their contact information is up-to-date. Once entities are created in the system and are assigned users by the DBHR staff, users with appropriate permissions are able to update their entity profiles within the data system using the ORGANIZATIONS MODULE.

1. Select ORGANIZATION PROFILES from the menu bar to the left as shown in **Figure 3**, MINERVA Main Menu. The ORGANIZATIONS LIST will be displayed as shown in **Figure 6** below. Note that users will only be able to see organizations to which they are authorized.

Figure 6: Organizations List



2. Use the SEARCH feature on the right to find the profile of interest. Note that users will only have access to those entities that are within their domains.

3. Select the entity by clicking on the green pencil icon (EDIT) on the far right. The following form will be displayed.

   NOTE: Several fields are REQUIRED * (must be entered) while others are optional (may be entered).

   NOTE: Organization profiles cannot be deleted from the system. They can be marked to “inactive” if they are no longer in service.

NOTE: Users are not able to change their status (active/inactive), organization name, system ID or alternate system ID. If any of these must be changed, please contact DBHR staff.

Figure 7: Organization Details

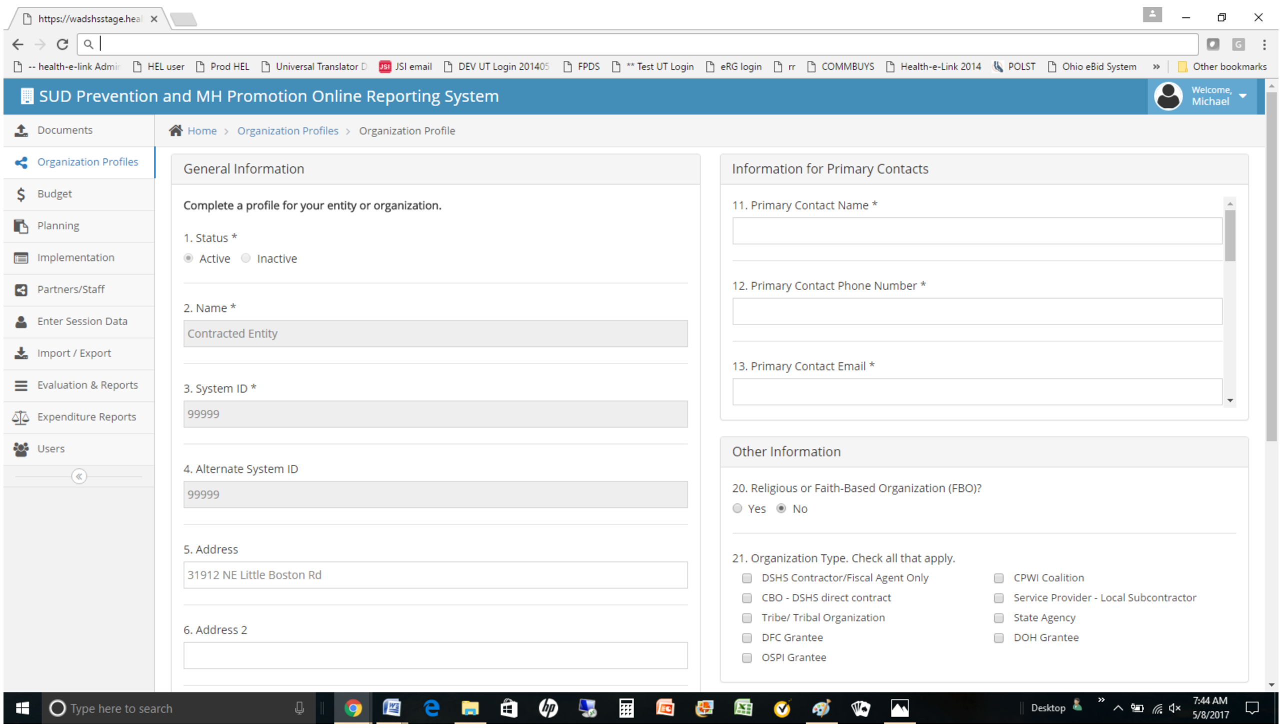


Table 5: Organization Information

ORGANIZATION PROFILES MODULE		
Q #	**Question/Field * indicates mandatory**	**Help Information**
1	Status (active/inactive) *	Can only be modified by DBHR staff.
2	Name *	Can only be modified by DBHR staff.
3	System ID *	Can only be modified by DBHR staff.
4	Alt System ID	Can only be modified by DBHR staff.
5	Address1	
6	Address2	
7	City	
8	State	
9	County	
10	Zip Code *	5 digit Zip Code is required; + 4 is optional.
11	Primary Contact Name *	
12	Primary Contact Phone Number *	
13	Primary Contact Email *	
14	Contract Contact Name *	NOTE: Check box is available that auto-fills contract contact person information with

ORGANIZATION PROFILES MODULE		
Q #	Question/Field * indicates mandatory	Help Information
		primary contact information when they are the same person.
15	Contract Contact Phone Number *	
16	Contract email *	
17	Fiscal Contact Name *	NOTE: Check box is available that auto-fills fiscal contact person information with primary contact information when they are the same person.
18	Fiscal Contact Phone Number *	
19	Fiscal Contact Email *	
20	Religious or FBO? *	
21	Organization Type	
	Budget Allocation (read only)	Budget allocations will be displayed only when the budget allocation(s) is/are active.

V. Managing Partners and Staff

It is important for system users to be able to identify specific community partners (individuals and organizations), coalition members, and prevention program staff in the system. There are several ways that system user will track partner/staff participation and program involvement within the system. Reports can be generated to extract Partner and Staff participation that will support local uses as well as grant funding reporting.

Partners and staff are created in the system and are assigned to their associated Tier 3 entities. After partners and staff are created in the system, they can be assigned to program sessions for the purposes of resource tracking and reporting. For example, staff whose direct and indirect hours need to be tracked by the system will be captured within activity log sessions.

NOTE: Within the partner/staff module, partner person and partner organization names as well as sensitive identifying information is only visible to the user that created the partner person or partner organization within Minerva. Other users will only be able to see an ID number of the partner person or partner organization in question.

A. Creating Partner/Staff Entries

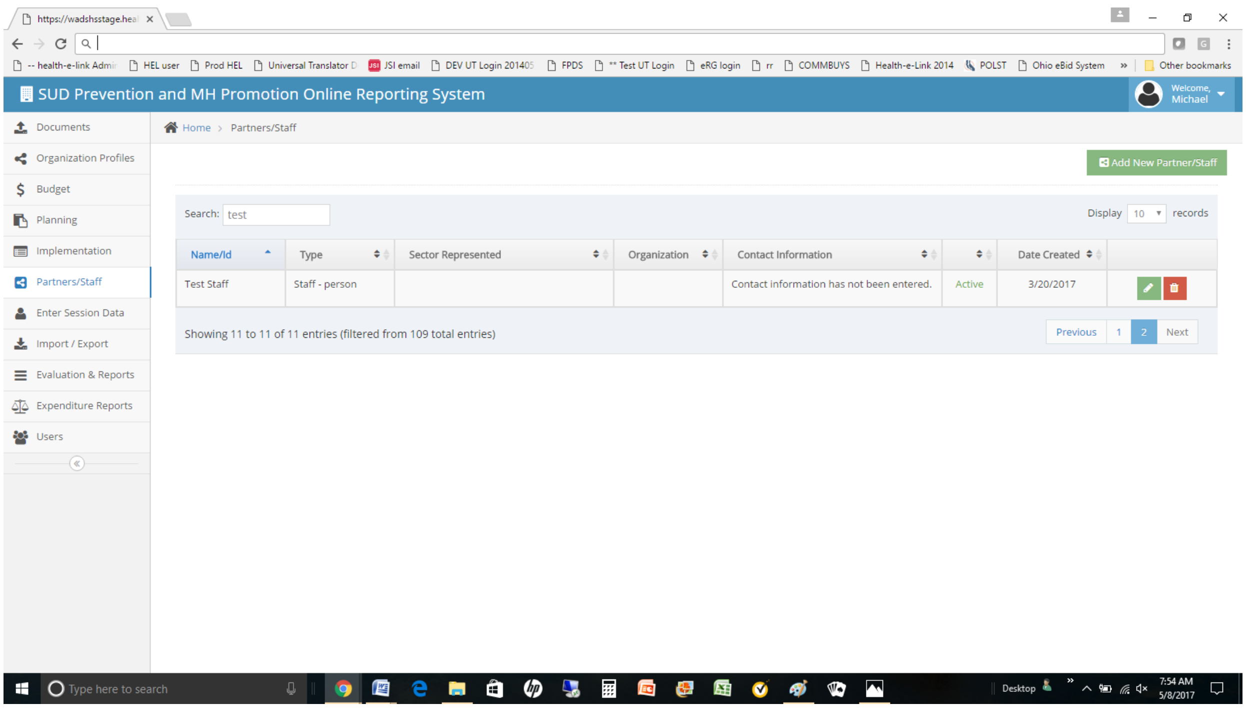
Once entities are created in the system, users with appropriate permissions are able to add, update or inactivate partners and staff and assign them to specific entities within the data system using the PARTNERS/STAFF MODULE.

1. Select PARTNERS/STAFF from the menu bar to the left as shown in **Figure 3**, Minerva Main Menu. The PARTNERS/STAFF LIST will be displayed as shown in **Figure 7** below.

   NOTE: There is a search function in the top right corner of the page to help find specific existing partners or staff.

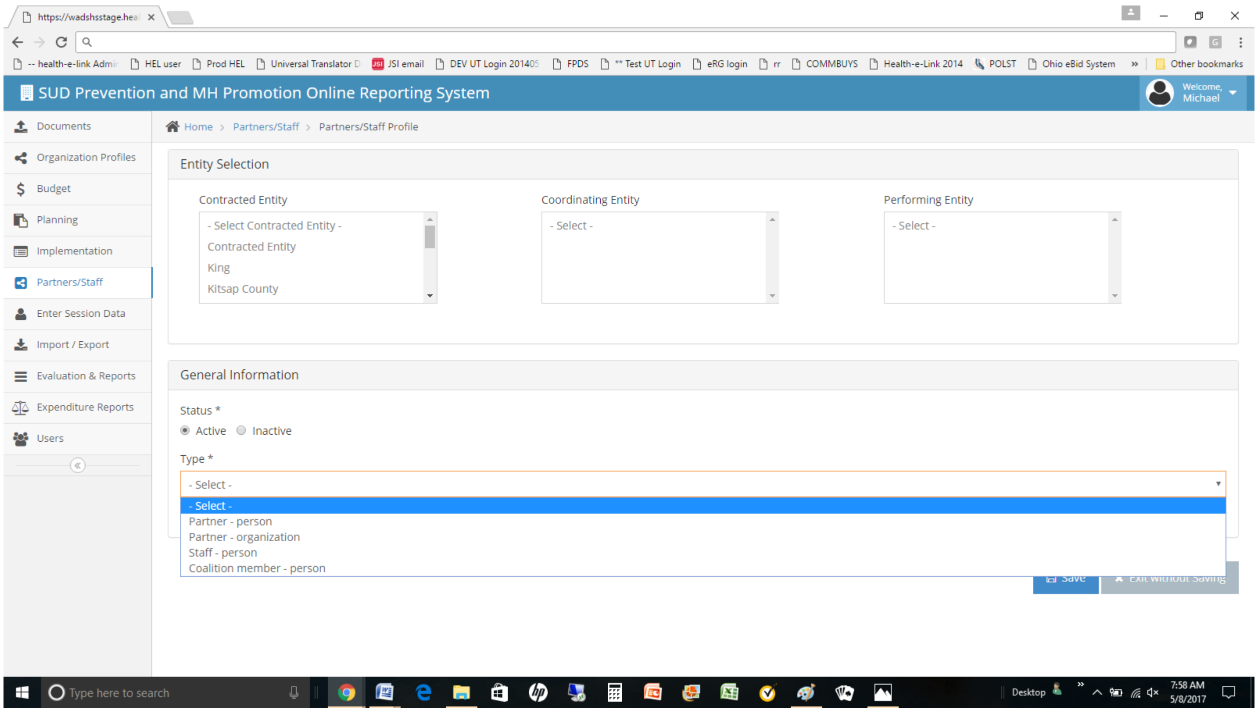
NOTE: In order for a system user to see partner/staff names, one of two conditions must exist: a) the user must be the one that created the partner/staff entry or b) the user must have "data entry" authority for the site(s) that the partner/staff person is associated with. If neither of these conditions exist, the system user will only be able to see partner/staff IDs.

Figure 8: Partners/Staff Summary Page



2. Select Add New Partner/Staff from the upper right corner of the page. The following form will be displayed. See **Figure 9.**

Figure 9: Partner/Staff Profile



3. At the top of the form, the tier 1, 2 and 3 entities that the user is authorized to use are displayed. Here, the user should select the tier 1, 2 and 3 entities that the partner will be affiliated with. Multiple entities may be selected at each level.

   NOTE: The corresponding Tier 1 and 2 entities must be selected before the Tier 3 entities will appear for selection.

4. While still on the form displayed in **Figure 8**, the first question asks whether you are entering information for one of four types of partner/staff:

   - **Partner - Person** (individuals who work in partnership with the entity)
   - **Partner - Organization** (for organizations who work in partnership with the entity and for whom individual representation from the organization varies. Thus the system understands them as an organizational partner rather than an individual.)
   - **Staff person** - (staff working direct and/or indirect hours on prevention programs and activities)
   - **Coalition member - person** - (individuals who are members of the coalition)

5. After the selection is made, a series of questions will be displayed based on that selection. Please reference **Table 6** below for the questions associated with each partner/staff type.

6. Complete all questions as needed paying close attention to required * fields and select SAVE at the end of the form.

7. After saving the form, the partner/staff summary page will be displayed as shown in **Figure 8.**

   NOTE: CTRL/Click or SHIFT/Click can be used to select multiple entities as required.

8. At this point, the partner/staff entered is available in the system for assignment to program activity sessions. Repeat steps 2-7 above for all partners and staff as needed.

   NOTE: Partner/Staff must be set to ACTIVE in order to be available in the SESSION DATA module.

Table 6: Staff/Partner Information

STAFF/PARTNER MODULE * indicates required fields				
Partner Person	**Partner Organization**	**Staff**	**Coalition member**	**Help Information**
Status *	Status *	Status *	Status *	Active/inactive - inactive prevents partner/staff from being shown in session module.
Name *		Name *	Name *	
Title *		Title *	Title *	
Org Name (if app)	Org Name (if app)	Org Name (if app)	Org Name (if app)	
Phone	Phone	Phone	Phone	Any 10 digit format.
Email	Email	Email	Email	Must follow correct format.
Address1	Address1	Address1	Address1	
Address 2	Address 2	Address 2	Address 2	
City	City	City	City	
State	State	State	State	Washington listed at top.
County *	County *	County *	County *	Select from list. Or, start typing and the full name of the county will appear.
Zip *	Zip *	Zip *	Zip *	Zip 5 mandatory; plus 4 optional.
Org website (if app)	Org website (if app)	Org website (if app)	Org website (if app)	Leave blank if no valid web site is available.
		Birth Date *	Birth Date *	
		Gender *	Gender *	
Race *		Race *	Race *	
Ethnicity *		Ethnicity *	Ethnicity *	
		Transgender	Transgender	
		Sexual orientation	Sexual orientation	
			Primary language spoken at this person's home	

STAFF/PARTNER MODULE * indicates required fields				
Partner Person	**Partner Organization**	**Staff**	**Coalition member**	**Help Information**
			How well English spoken	
			2nd language spoken	
			Living in poverty	
Military Service		Military Service	Military service	
Partner Type *	Partner Type*		Partner Type *	
Sector represented	Sector represented		Sector represented	
			Primary sector rep? *	
		Role *		A staff person must have the role of "Community Coalition Coordinator" OR "Tribal Staff" in order to be available in the Coalition Coordinator/Tribe PX staff hours report.
		Date Hired *		
		Date of Background Check *		
		Highest level of education *		
		Prev. Prof. Cert #		
		Certified Prevention Professional Expiration Date		
		Date SAPST completed		

B. *Editing Partners or Staff*

Partner or staff information, such as contact information, may change. As the information provided in this module is used in state and local reports, it is important to keep partner and staff information up to date. Additionally, we hope that you will find this module helpful to quickly and easily find contact information. Please keep this information current.

NOTE: Within the partner/staff module, partner person and partner organization names as well as sensitive identifying information is only visible to the user that created the partner person or partner organization within Minerva. Other users will only be able to see an ID number of the partner person or partner organization in question.

To edit partner/staff contact information, proceed as follows.

1. Select PARTNERS/STAFF from the menu bar to the left as shown in **Figure 3**, Minerva Main Menu. The PARTNERS/STAFF SUMMARY PAGE will be displayed as shown in **Figure 8**.

   NOTE: There is a search function in the top right corner of the page to help find specific partners or staff.

2. Find the partner or staff person of interest. Use the search function if necessary.
3. Select the partner/staff person using the green pencil icon (EDIT) to the right of the entry of interest.
4. Edit any fields as required and select SAVE.

C. *Inactivating Partners or Staff*

If a partner or staff person is no longer affiliated with the program, it may be appropriate to INACTIVATE them so that they are no longer available to users when they update SESSION DETAILS for a given activity. To inactivate a staff member or partner, proceed as follows.

1. Select PARTNERS/STAFF from the menu bar to the left as shown in **Figure 3**, Minerva Main Menu. The PARTNERS/STAFF SUMMARY PAGE will be displayed as shown in **Figure 8**.

   NOTE: There is a search function in the top right corner of the page to help find specific partners or staff.

2. Find the partner or staff person of interest. Use the search function if necessary.
3. Select the partner/staff person using the green pencil icon (EDIT) to the right of the entry of interest.
4. Select the INACTIVE radio button at the top of the form and select SAVE.

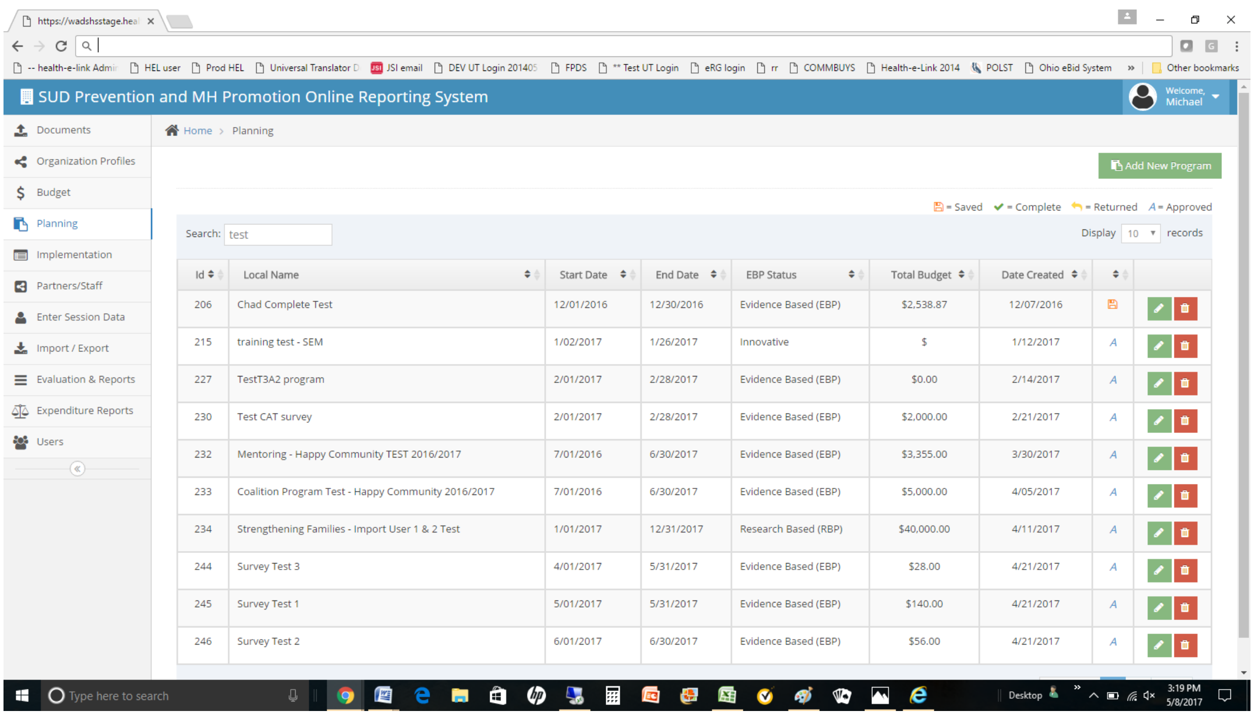
VI. Managing Program Profiles

Activities planned for the fiscal year are entered into the PLANNING MODULE by coordinating entities only (Tier 2). DBHR staff will review the submitted program profile. After being reviewed, DBHR staff will approve the program profile which will then be assigned to the performing entities (Tier 3) that are affiliated with the coordinating entity (Tier 2).

A. Adding a Program Profile

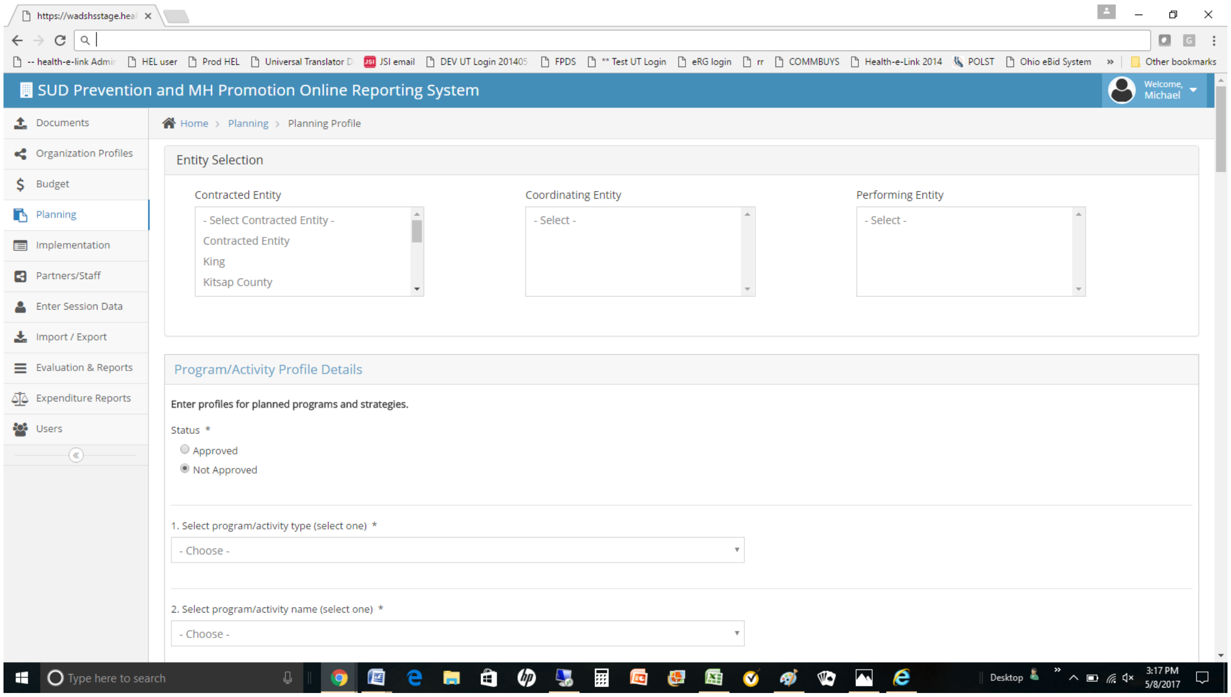
1. Select PLANNING as shown in **Figure 3**. The Program Profile Summary page will be displayed as shown in **Figure 10**.

Figure 10: Program Profile Summary Page



2. To add a new program profile, select the **ADD NEW PROGRAM** from the upper right corner of the form. The form shown in **Figure 11** will be displayed.

Figure 11: Program Profile Form



3. Select the appropriate Tier 1 (contracted), Tier 2 (coordinating) and Tier 3 (performing entities). Multiple Tier 1, 2 and 3 entities may be selected if a) the user has access to multiple entities and b) they are to be associated with the program.

   NOTE: Use CTRL/Click or SHIFT/Click to select multiple entities.

4. Complete the form using the information provided in **Table 7**.

   NOTE: The majority of the fields are required as indicated by the * after the Field Name description. Additional information/guidance is also provided in the table within this user guide to help the user complete the form.

   NOTE: The form may be SAVED repeatedly by the user. This means that the user can save a profile and revisit it at a later time to complete it. When completed, the user selects SUBMIT. When SUBMIT is selected, the form is locked (can no longer be updated by the user) and is submitted to the State for review.

5. The assigned DBHR staff will review the form and make one of two choices.

   a. If the form is correctly filled out, DBHR will APPROVE the form. When approved, the program profile will become available to performing entities (Tier 3) to start activity logs.

      NOTE: An APPROVED program profile will have an "*A*" displayed on the far right side of the program profile summary form as shown in **Figure 10** above.

b. If the form is not filled out correctly, DBHR will RETURN the form to the submitter. The form will be displayed in the Program Profile Summary Page (**Figure 10**) with a status of RETURNED.

Table 7 - Planning Profile Information

PLANNING MODULE – Entered by Tier 2 users for each funded program/activity		
Q #	**Field Name**	**Help Information**
1	Program/Activity type (select one) *	Select what kind of program/strategy/activity from the drop down.
2	Program/Activity name (select one) *	Recognized evidence-based, research based and promising programs are listed. If your program name is not in the list, it is likely a local innovative program and select Other-Innovative from the dropdown.
3	Provide local Program/Activity local name (free text) *	Provide a local name for the program that will be easily recognizable for future reference in the system and reports.
4	Program/Activity description (pre-loaded; may edit) *	This field will pre-load with information based on your selection in Q2.
5	Program/activity start date *	Enter the date that the program or strategy/activity will start.
6	Program activity end date *	Enter the last date that you plan to report services for this program/strategy/activity.
7	Program/activity budget *	Budget will reflect those funding sources that have been created by the State. Enter the amount that is expected to be expended on this program/activity in the fields as appropriate. Enter numeric values only; no commas and no dollar signs ($). Funding sources with no budgeted amount should be completed with a value of 0 (zero).
8	Select the implementation type (select one) *	Select which evidence-based list this program is found on.
9	Select long term consequence(s) addressed (select all that apply) *	Select the long term consequences that this program is intended to impact. You can select more than one.
10	Select the behavioral health problem(s) addressed (select all that apply) *	Select the behavioral health problem that this program is known to address and is identified in your strategic plan. The choices include a) substance use disorders and b) mental health disorders. When one or the other is selected (or both) a subsequent question for each is displayed. Select all that apply.
11	Select the primary intervening variable (risk or protective factor) addressed (select one) *	Select the primary risk or protective factor that you this program is intending to impact.
12	Select measurable objective of local condition of the primary intervening variable indicated above (select one) *	Select the objective that most closely aligns with your plan's prioritized local conditions.

PLANNING MODULE – Entered by Tier 2 users for each funded program/activity		
Q #	**Field Name**	**Help Information**
13	Indicate direction of change for the objective (select one) *	Select the direction that best matches the objective's goal. Some objectives need the word "maintain" also depending on the target audience and developmental age.
14	Select the secondary intervening variables (risk and protective factors) addressed (select all that apply)	If you have identified that this program/strategy/activity also impacts other risk or protective factors you may mark these as well.
15	Select CSAP strategy category (select one) *	
16	Select IOM category (select one) *	Universal Indirect is for programs that do not directly reach individuals (I.e., community organizing or environmental)
17	Indicate plan for implementation with fidelity. Please note that the adaptations require state approval (select one) *	Will you be implementing the program as designed or will you be making approved adaptations? When choosing ADAPTATION, you will be asked to explain how you are adapting the program.
18	Indicate expected number of direct service program/activity series (groups) *	Enter the number of groups that you expect to have implemented within the time period you listed for start and end dates. For environmental strategies indicate the number of different types of activities you will use.
19	Indicate expected number of total sessions (For all series/strategy types (groups)) *	Sessions should match the program sessions for programs with curriculum. For example Strengthening Families should have 6-7 session for each series (group)
20	Indicate expected total hours for all programs/activities *	Expected hours for session for programs with curriculum should match the hours suggested by program developer if not adapting the program. For example Strengthening Families should last 2 hours each session, therefore the total hours should equal 12 – 14 hours per each series (group)
21	Indicate expected total unduplicated participants for this direct service program/activity or total expected reach of environmental/media strategies *	
22	Select target population(s) (select all that apply) *	Populations that the program will focus on
23	Select target age group(s) (select all that apply) *	Age groups that the program will focus on
24	Select survey instrument(s) to be used in the evaluation (select all that apply)	This survey should be one that has the questions (scales) in it to measure your objective related to your primary risk or protective factor and will be used for performance-based contracting.

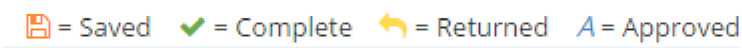
PLANNING MODULE – Entered by Tier 2 users for each funded program/activity		
Q #	**Field Name**	**Help Information**
25	Select frequency of survey (select one) *	Most surveys are going to be administered only pre and post program, but others are collected more often (i.e., mentoring or a program with booster sessions)
26	Select program/activity status (select one) *	Active, Inactive, Complete, Discontinued
27	Program/Activity notes	

B. *Editing a Program Profile*

Once approved by DBHR, a program profile is not available for editing by the submitting user. If a program profile must be updated, the coordinating entity user (Tier 2) must contact the assigned DBHR staff and have them RETURN the program profile for editing. Once the program profile is in RETURN status on the Program Profile Summary page (**Figure 9**), follow the steps below. NOTE: Only authorized coordinating entity (Tier 2) users) can perform this activity.

1. Select PLANNING as shown in **Figure 3**. The Program Profile Summary page will be displayed as shown in **Figure 10**.

   Note that existing program profiles will have one of the following statuses.

   - **SAVED** - The program profile was created by the Tier 2 user but is not complete.
   - **COMPLETE** - The program profile was created by the Tier 2 user and has been submtted to DBHR for review and approval.
   - **RETURNED** - The program profile was reviewed by DBHR and has been returned to the submitting user for update/correction.
   - **APPROVED** - DBHR has reviewed and approved the program profile. Tier 3 users may now create activity logs for the program.

2. Select the green pencil icon (EDIT) for the program profile of interest.

3. Update the program profile as needed.

   NOTE: The majority of the fields are required as indicated by the * after the Field Name description in Table 7. Additional information/guidance is also provided in the table within this user guide to help the user complete the form.

   NOTE: The form may be SAVED repeatedly by the user. This means that the user can save a profile and revisit it at a later time to complete it. When completed, the user selects SUBMIT. When SUBMIT is selected, the form is locked (can no longer be updated by the user) and is submitted to the State for review.

4. The assigned DBHR staff will review the form and make one of two choices.

   a. If the form is correctly filled out, the State user will APPROVE the form. When approved, the program profile will become available to performing entities (Tier 3) to start activity logs.

   b. If the form is not filled out correctly, the State user will RETURN the form to the submitter. The form will be displayed in the Program Profile Summary Page (**Figure 10**) with a status of RETURNED.

VII. Managing Activity Logs

To capture services provided or performed for each program, activity logs need to be created for all program profiles. Each series (or group) of a program will need one activity log. Programs with single services may want to create a log that with capture the same kind of single services (i.e., coalition website or newsletters, take-back days, etc.). **Activity logs are the foundation of reporting all prevention activities.** An activity log is created for one-time events or a series of events (recurring events) of the same nature and reaching the same or relatively the same population, audience, or group for each program. Activity logs are associated with specific programs that have been created by coordinating entities (Tier 2) and subsequently made available to performing entities (Tier 3). Depending on the nature of the program, activity logs support the capture of the following information.

- session details
- partner information
- staff information
- mentoring information
- individual participant data
- aggregate participant data
- population reached data

The diagram shown in **Figure 12** supports the following narrative that explains how data flows from the program profile through the activity logs and other supporting modules and logs.

- Step 1 - As described in the prior sections, the coordinating entity (Tier 2) creates a program profile. During this process, they ***assign funding sources and performing entities*** that are associated with the program. Once approved, the program profile is made available to the assigned performing entity (or entities) staff.

- Step 2 - The assigned performing entity staff will be able to select the program profile when they create an activity log. The ***activity log is linked to the selected program profile***.

  NOTE: A program profile must be APPROVED by the State before it is available for selection when an Activity Log is being created. If, when creating an activity log, you don't see an expected program, check to see that the program has been approved ("*A*" status on program summary page within the Planning Module).

- Step 3 - When creating the activity log, performing entity staff will ***select the performing entity that is performing the activity*** and collect other activity-specific information such as whether the activity will require individual participant-based, aggregate-based, population reach-based, mentoring group, mentoring match or mentoring support reporting.

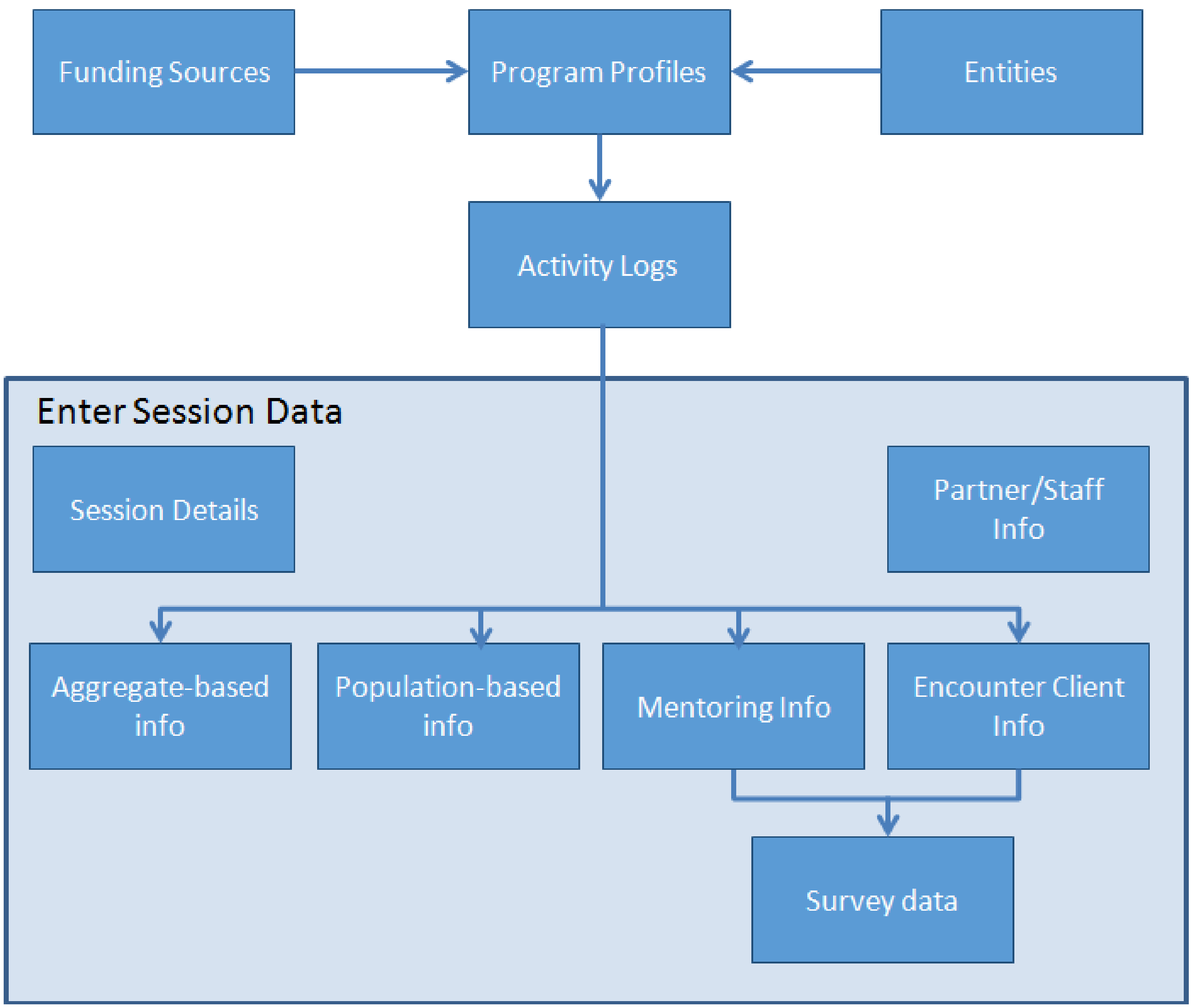
  NOTE: When a program profile is created, it may be associated with multiple performing entities. When the activity log is created, the correct performing entity (limited to one) must be selected.

- Step 4 - Performing entity staff will ***collect detailed session information*** (e.g. session date, location) as each session is provided.

- Step 5 - Performing entity staff will ***select partner and staff*** that participated in the sessions. Direct and indirect hours for staff will be entered for each session.
- Step 6, 7, 8 - Performing entity staff will ***enter participant-level, aggregate level, population reached, mentoring group, mentoring match or mentoring support data*** describing who was impacted by the activity.
- ***Step*** 9 - For participant-level reporting and mentor match activity reporting, ***pre/mid/post survey information will be collected as required.***

A more detailed review of the steps associated with the process described above is provided in the following sections.

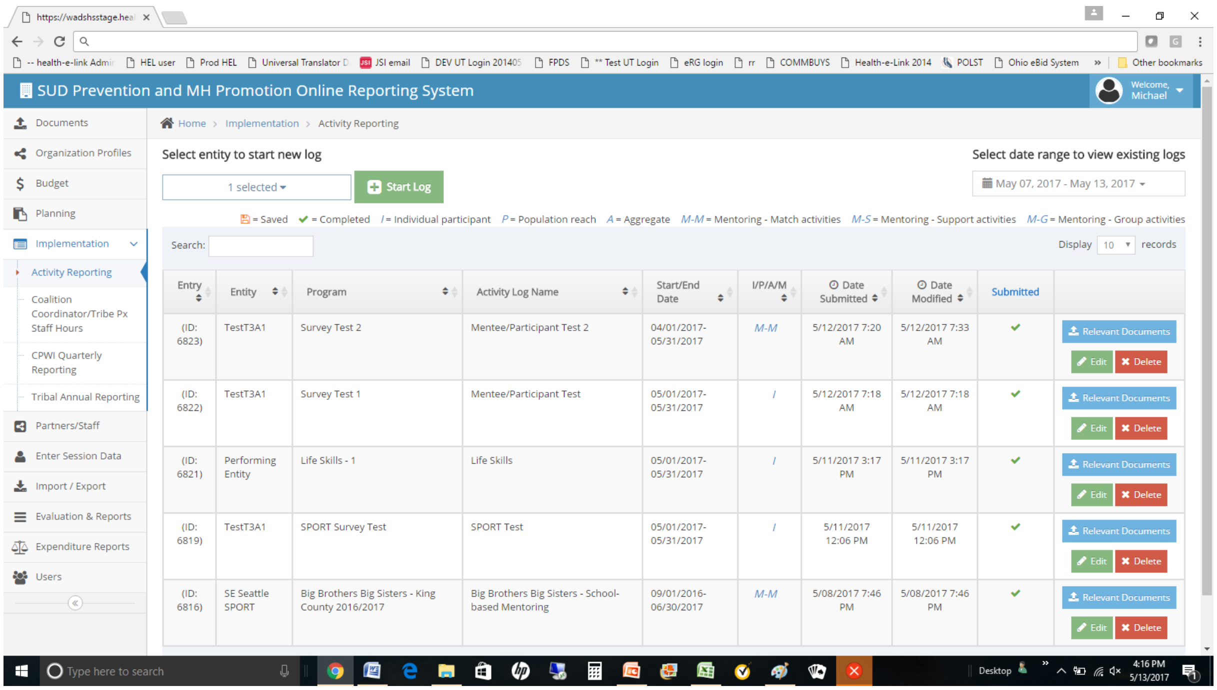
Figure 12 - Activity Log Data Flow



A. *Adding an Activity Log*

1. Select IMPLEMENTATION as shown in **Figure 3**. The Activity Reporting Summary page will be displayed as shown in **Figure 13**.

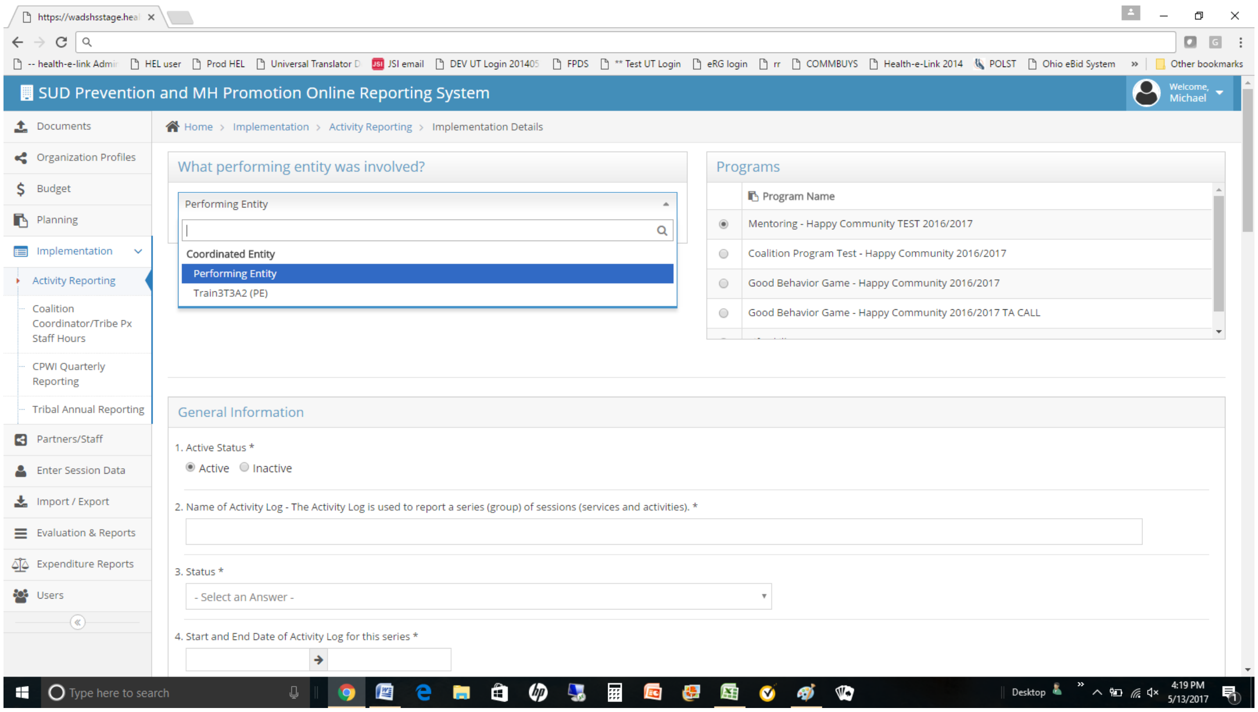
Figure 13: Activity Reporting Summary Page



2. In order to start a new activity log, the user must select a coordinating entity (Tier 2) from the drop down list on the upper left side of the form and then select the green 

button as shown in **Figure 13**. Following that selection, the form in **Figure 14** will be displayed.

Figure 14: Activity Reporting Implementation Details



3. At the top of the form as shown in **Figure 14**, the user must select which performing entity (Tier 3) was involved and also, the program to which the activity log is associated.

   NOTE: An activity log can only be associated with one performing entity (Tier 3).

   NOTE: An activity log must be associated with one and only one program. If no program is displayed (upper right corner of the activity log form as shown in **Figure 14**), the program is not active or the program has not been associated with the selected tier 3 entity.

4. An example of data used to complete the form is provided in **Table 8**. Note that the majority of the fields are required as indicated by the * after the Field Name description. Helpful information is also provided in the table for reference.

   NOTE: The form may be SAVED repeatedly by the user. When completed, the user selects COMPLETE. When COMPLETE is selected, the form is activated and session data may be entered for the activity log.

   NOTE: Question 16 (Indicate how data will be entered for participants) determines how the Enter Session Data forms will be presented to the user for the activity log. Options include:

   - **Individual Participant:** Information for each individual participant will be collected.
   - **Aggregate:** Information for the participants as a whole will be collected.
   - **Population Reach:** A total population count will be submitted along with one or more school districts. Participant aggregate demographics will be determined by census tables.

- **Mentoring - Group**: Mentors and mentees that participated in the session will be captured individually.
- **Mentoring - Match**: Mentors and mentees that participated in the session will be matched and meeting date and duration information will be captured. Survey information may also be captured.
- **Mentoring Support**: Mentors that participated in the session will be captured individually.

Table 8: Activity Log Details

ACTIVITY LOG – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
1	Active/Inactive	If inactive, session details cannot be entered for the activity log.
2	Name of Activity Log - The Activity Log is used to report a series (group) of sessions (services and activities). *	
3	Status *	Open, done, discontinued or suspended.
4	Start and End Date of Activity Log for this series *	What are the start and end dates of this group or set of activities?
5	Activity Months (select all that apply) *	Note that for all check box fields, there is a "select all" option.
6	Select service population(s) (select all that apply)	
7	Select age group(s) served (select all that apply)	
8	In what county(ies) is this activity taking place? (select all that apply) *	Note that when county(ies) is/are selected, Tribes, zip codes, school districts, legislative districts and congressional districts are filtered.
9	What tribe(s) is this activity associated with? (select all that apply)	This field will only be populated with tribes if one or more counties selected in question #8 has tribes associated with them
10	Zip code(s) for location of series? (select all that apply) *	5 digit zip code is required; plus 4 is optional. The list populates once you select the county. This field will be populated with zip codes that are associated with the counties selected in question #8.
11	School district(s) for location of series (select all that apply) *	This field will be populated with school districts that are associated with the counties selected in question #8.
12	Legislative district(s) for location of series (select all that apply) *	This field will be populated with legislative districts that are associated with the counties selected in question #8.
13	Congressional district(s) for location of series (select all that apply) *	This field will be populated with congressional districts that are associated with the counties selected in question #8.

ACTIVITY LOG – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
14	Indicate if coalition members or sector partners are involved in this series *	
15	General notes	
16	Indicate how data will be entered for participants *	See question #16 NOTE above.

B. *Editing an Activity Log*

If necessary the activity logs may be edited by system users. To edit an activity log, follow the steps below.

1. Select IMPLEMENTATION as shown in **Figure 3**. The Activity Reporting Summary page will be displayed as shown in **Figure 13**.

2. Select the green pencil icon (EDIT) for the program profile of interest.

3. Update the activity log as needed.

   NOTE: The majority of the fields are required as indicated by the * after the Field Name description in **Table 8**. Additional information/guidance is also provided in the table within this user guide to help the user complete the form.

   NOTE: The form may be SAVED repeatedly by the user. When completed, the user selects COMPLETE. When COMPLETE is selected, the form is activated and session information can be entered for the activity log.

   NOTE: An activity log can only be associated with one performing entity (Tier 3).

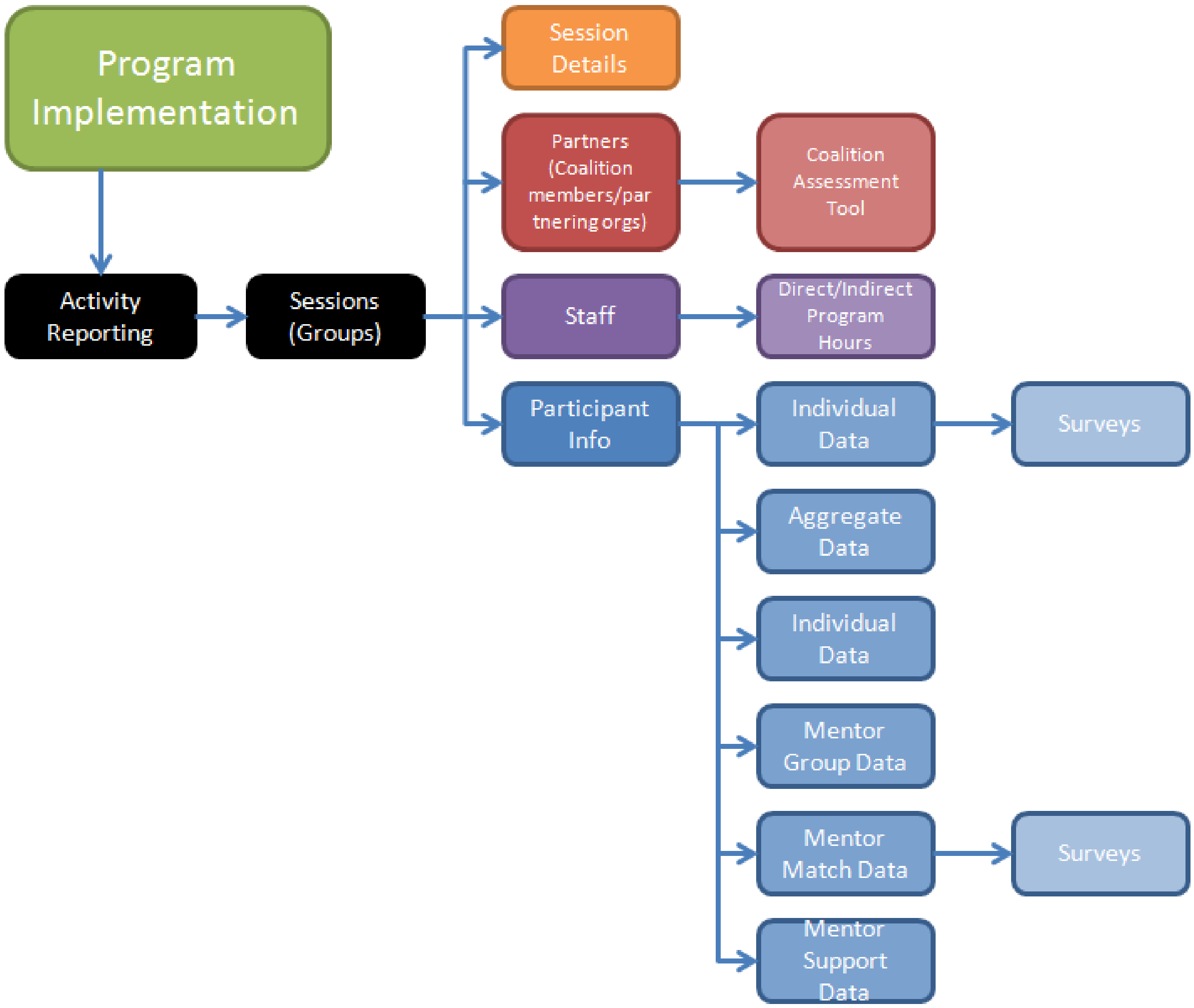
   NOTE: An activity log must be associated with one (and only one) program. If no program is displayed, the program is not active or the program has not been associated with the selected entity.

VIII. Managing Session Information

It is important to ensure that all program sessions (i.e., services, meetings, classes or events) that occur are reported for each log within the timeframe identified in your contract. The session information is used for state and local reports. It is extremely important that the information you enter is accurate. For individual participants ensure that the accurate name, birth date and demographic information is entered for each participant. This information is only seen by the performing entity staff (Tier 3) and all other reports in the system pulling from this information are generated in de-identified and/or aggregate for DBHR, Tier 1 and Tier 2 users. For recurring services individual participant data is required.

After an Activity Log has been saved in COMPLETE status, session information can be entered for that activity log. Note that how session information is collected is based on whether participant-level, aggregate, population based, mentoring group, mentoring match, or mentoring support data collection was selected in question 16 when the activity log was created. Session data is entered by performing entity (Tier 3) users and is structured in the system as shown below.

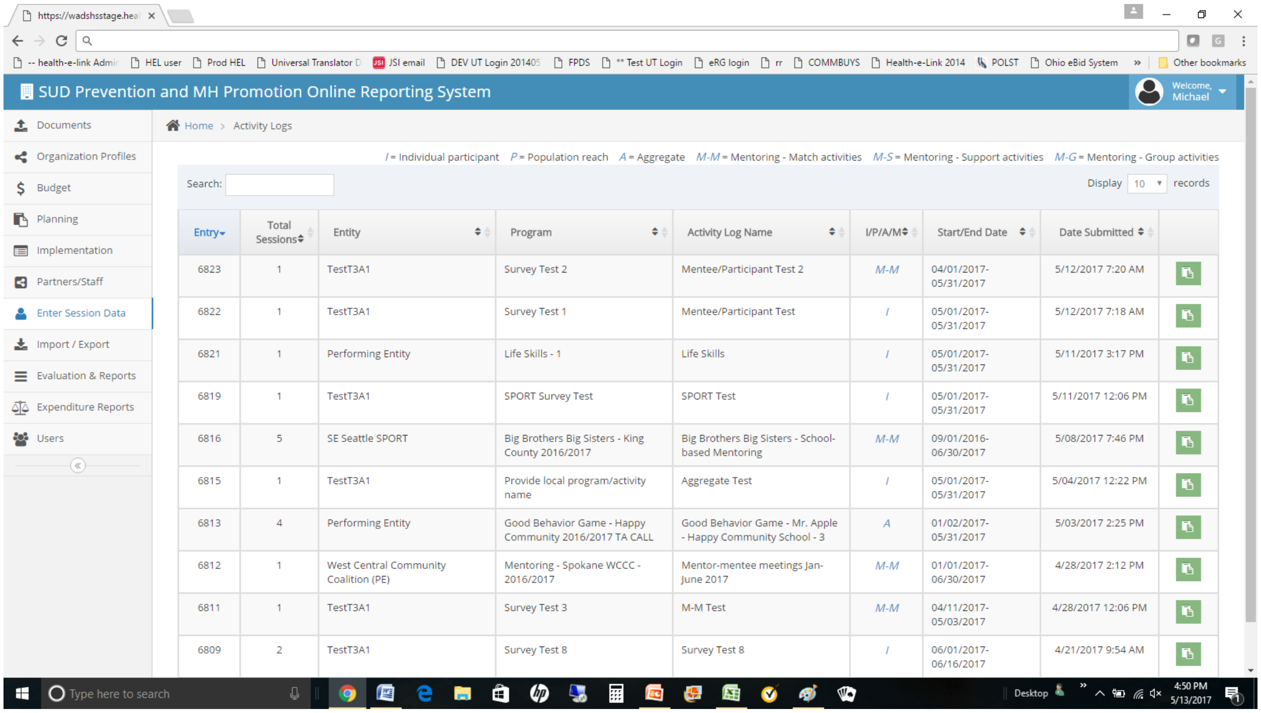
Figure 15: Entering Session Information



A. Accessing the Enter Session Data Module

1. Select ENTER SESSION DATA on the left side of the main page as shown in **Figure 3**. The Activity Reporting Summary page will be displayed as shown in **Figure 16.**

Figure 16: Enter Session Data Activity Log Summary



Entry	Total Sessions	Entity	Program	Activity Log Name	I/P/A/M	Start/End Date	Date Submitted	
6823	1	TestT3A1	Survey Test 2	Mentee/Participant Test 2	M-M	04/01/2017-05/31/2017	5/12/2017 7:20 AM	
6822	1	TestT3A1	Survey Test 1	Mentee/Participant Test	I	05/01/2017-05/31/2017	5/12/2017 7:18 AM	
6821	1	Performing Entity	Life Skills - 1	Life Skills	I	05/01/2017-05/31/2017	5/11/2017 3:17 PM	
6819	1	TestT3A1	SPORT Survey Test	SPORT Test	I	05/01/2017-05/31/2017	5/11/2017 12:06 PM	
6816	5	SE Seattle SPORT	Big Brothers Big Sisters - King County 2016/2017	Big Brothers Big Sisters - School-based Mentoring	M-M	09/01/2016-06/30/2017	5/08/2017 7:46 PM	
6815	1	TestT3A1	Provide local program/activity name	Aggregate Test	I	05/01/2017-05/31/2017	5/04/2017 12:22 PM	
6813	4	Performing Entity	Good Behavior Game - Happy Community 2016/2017 TA CALL	Good Behavior Game - Mr. Apple - Happy Community School - 3	A	01/02/2017-05/31/2017	5/03/2017 2:25 PM	
6812	1	West Central Community Coalition (PE)	Mentoring - Spokane WCCC - 2016/2017	Mentor-mentee meetings Jan-June 2017	M-M	01/01/2017-06/30/2017	4/28/2017 2:12 PM	
6811	1	TestT3A1	Survey Test 3	M-M Test	M-M	04/11/2017-05/03/2017	4/28/2017 12:06 PM	
6809	2	TestT3A1	Survey Test 8	Survey Test 8	I	06/01/2017-06/16/2017	4/21/2017 9:54 AM	

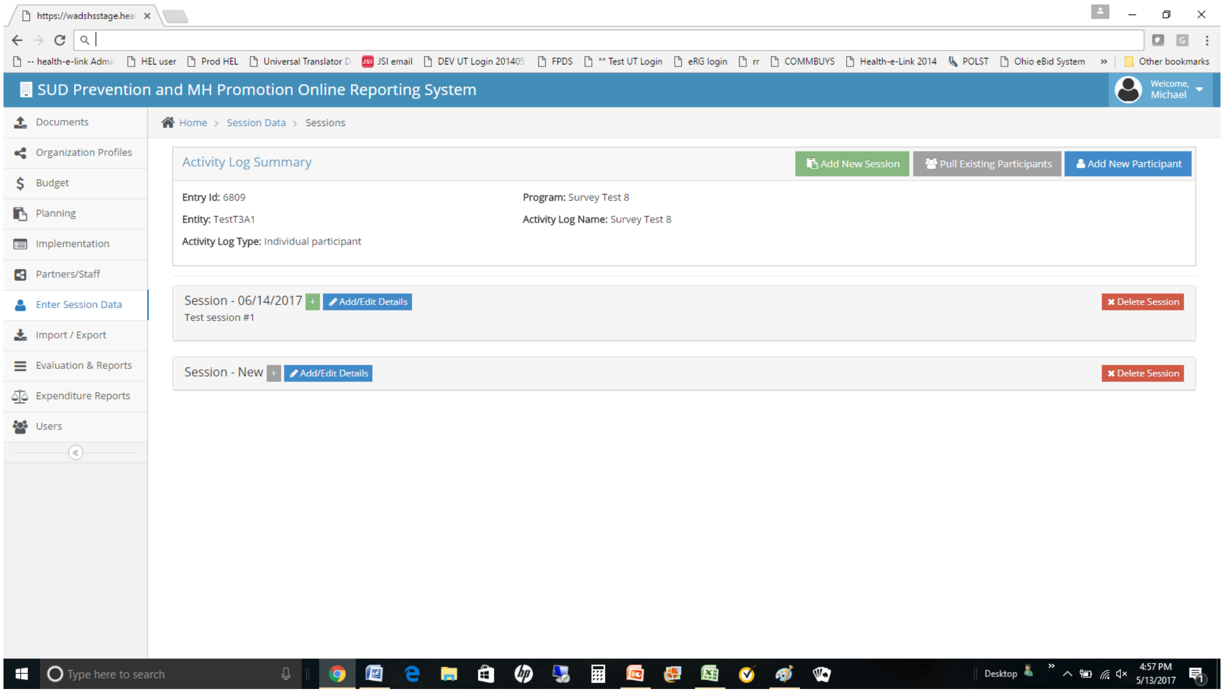
2. Select the green SESSIONS icon on the far right of the row that lists the activity log of interest. The SESSIONS page will be displayed as shown in **Figure 17**.

   NOTE: If the activity log of interest is not displayed, one of two conditions may exist as listed below.

   - The activity log is not assigned to a performing entity that the user is associated with.
   - The activity log is not in COMPLETE status.

   NOTE: Depending on prior data entry that may have taken place, the Enter Session Data form shown in **Figure 16** may not show session specific information displayed in the figure.

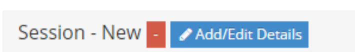
Figure 17: Enter Session Data Form



3. Select the Add New Session icon in the upper right corner of the page.

B. Entering the First Session

4. When the first session for an activity log is created, the user must first add the session details for that first session by selecting Add/Edit Details as shown below. When selected, the form in **Figure 18** will be displayed. The form consists of the questions listed in **Table 9**. Complete the form and SAVE.



NOTE: Session Details MUST be completed in order for another session to be added. When Session Details are completed, the "Session New" text at the top left of the form will change to "Session mm/dd/yyyy" (the date of the session as entered in the session details form). A session name will also be displayed and is based on the name specified by the user when completing the Session Details form.

Figure 18: Add Session Details

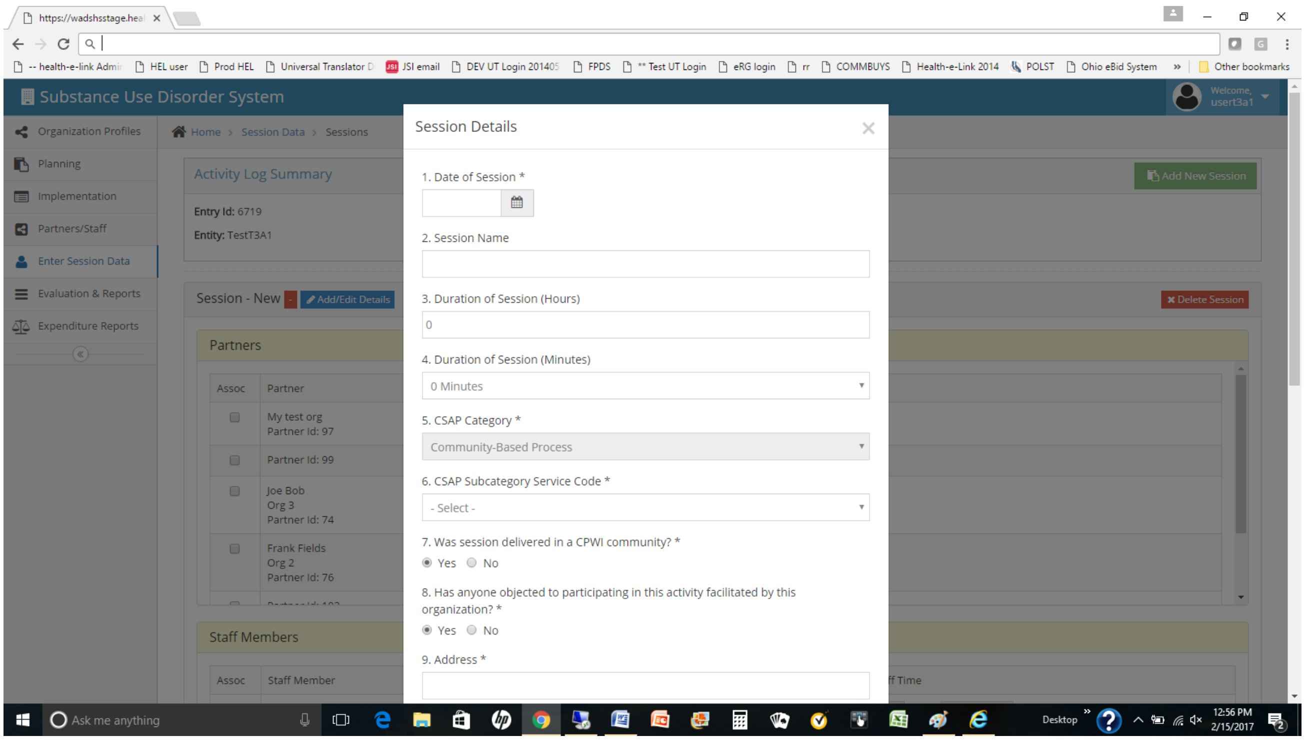


Table 9: Session Details

SESSION DETAILS – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
1	Date of Session *	Session date and session name will be displayed on the sessions summary form to help the user find specific sessions for review.
2	Session Name	See above.
3	Duration of Session (Hours)	
4	Duration of Session (Minutes)	
5	CSAP Category *	CSAP Category is a read only field. The value is pulled from the program profile.
6	CSAP Subcategory Service Code *	
7	Was session delivered in a CPWI community? *	This is N/A for tribes or CBOs.
8	Has anyone objected to participating in this activity facilitated by this organization? *	This information is important and applicable for Faith Based Organization performing entities and addresses requirements of (CFR 42).
9	Address *	Enter the physical address that the service was provided at.
10	Address2	
11	City *	

SESSION DETAILS – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
12	State *	
13	Zip Code *	
14	Session notes	Optional field. Do not put participant names in this section.

5. Depending on the selection made for question 16 when creating the activity log (how data will be entered for participants), different forms will be displayed. Follow the directions provided in sections C-E below for each of the six possible responses that may have been entered for question 16 in the activity log.

    - Calculate group data based on general population reached - please follow section C below.
    - Enter aggregate data - please follow section D below.
    - Enter participant data - please follow section E below.
    - Enter mentor group activity data - please see section F below.
    - Enter mentor/mentee match activity data - please see section G below.
    - Enter mentor support activity data - please see section H below.

C. Entering Session Data - Population reached

6. The page shown in **Figure 19** will be displayed. Several options are available for the user to enter session specific information.

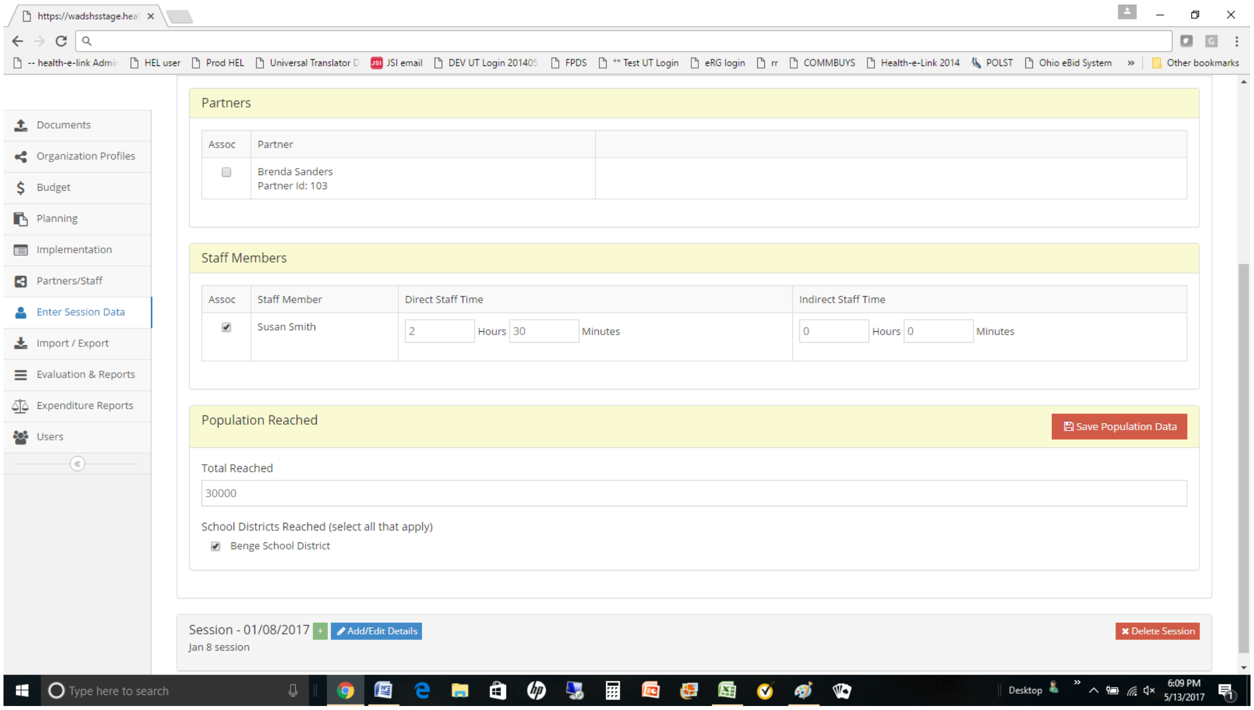
    NOTE: The green "+" button expands the page to display STAFF MEMBERS, PARTNERS and POPULATION REACHED sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

7. The STAFF MEMBERS section is populated with staff that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

8. The POPULATION REACHED section has two fields. Enter the TOTAL REACHED count and also, select the school districts that were reached.

    NOTE: The school districts that are displayed is dependent on those that were selected when creating the activity log.

Figure 19: Population Reached - Session Data



D. *Entering Session Data - Aggregate-based*

6. The form shown in **Figure 20** will be displayed. Several options are available for the user to enter session specific information.

   NOTE: The green "+" button expands the page to display STAFF MEMBERS, PARTNERS and AGGREGATE DATA sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

7. The STAFF MEMBERS section is populated with staff that was previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

8. The PARTNERS section is populated with partners that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those partners that participated in the session and add their direct and indirect staff time.

   NOTE: The PARTNERS section will only appear if question 13 in the activity log (were coalition or sector partners used?) was answered YES AND partners exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

9. The AGGREGATE DATA section has a series of fields as shown in **Table 10**. Enter the aggregate participant values as indicated.

Figure 20: Aggregate Session Data

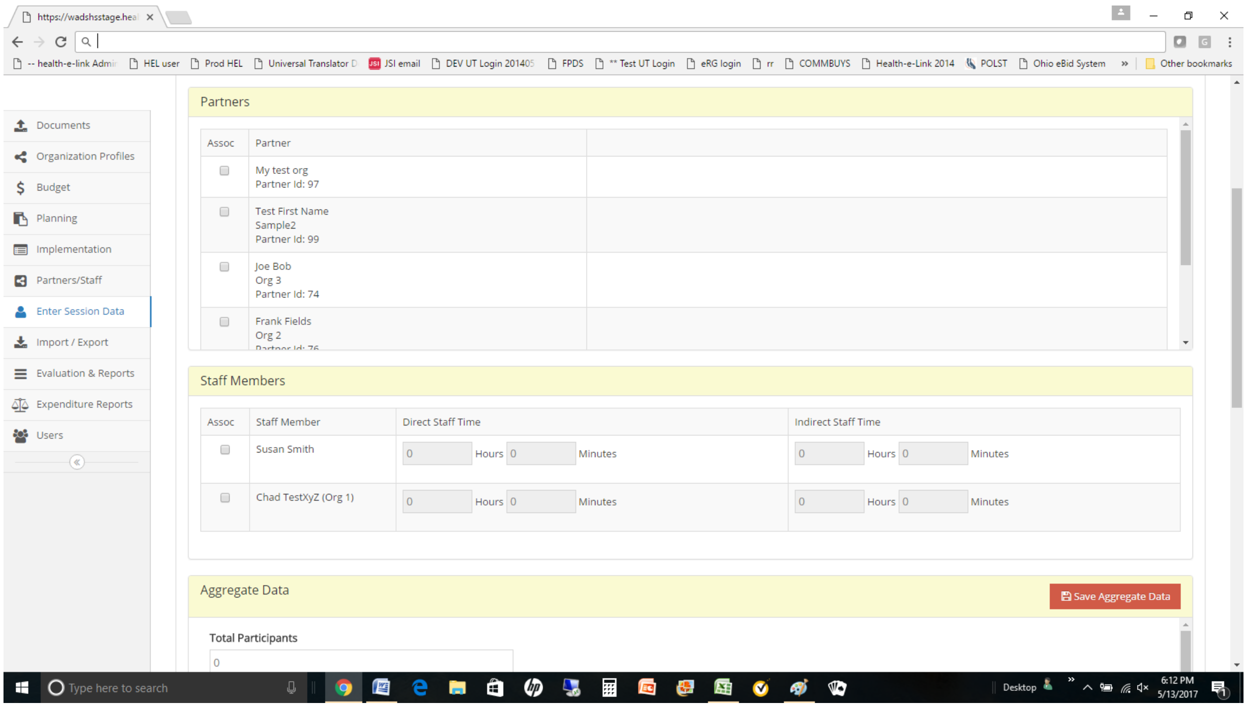


Table 10: Aggregate Data

AGGREGATE DATA – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
1	Total Participants	Each of the sub-categories below should add up to the total participants represented in this field. NOTE: Fields are not added automatically.
2	Age Breakdown of Group	
3	Gender Breakdown of Group	
4	Race Breakdown of Group	
5	Hispanic, Latino/Latina or Spanish breakdown of group	
6	Transgender breakdown of group	
7	Sexual orientation breakdown of group	
8	Language Spoken at Home breakdown of group	
9	How well English Spoken at Home breakdown of group	
10	Family economic breakdown of group	

AGGREGATE DATA – Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
11	Military breakdown of group - participant or parent of dependent participant	

E Entering Session Data – Individual Participants

6. The form shown in **Figure 21** will be displayed. Several options are available for the user to enter session specific information.

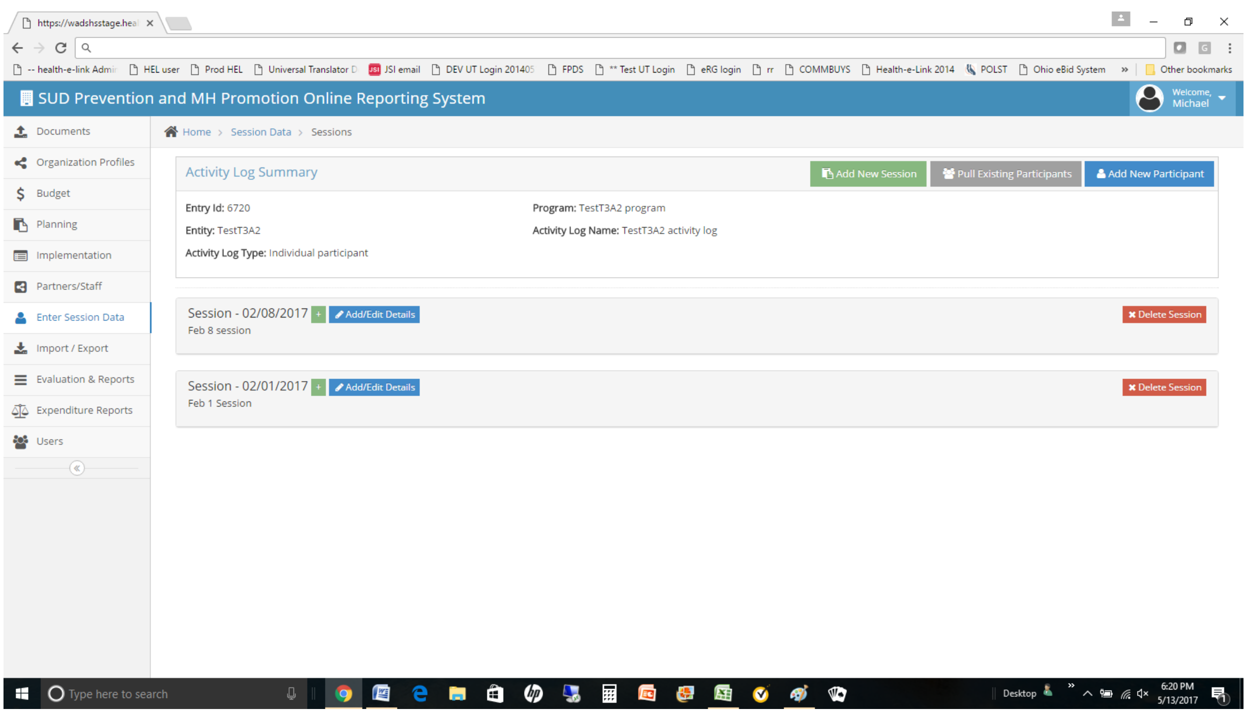
    a. The green "+" button expands the page to display STAFF MEMBERS, PARTNERS and PARTICIPANT sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

    b. New participants can be added to the activity log by selecting the ADD NEW PARTICIPANT button.

    c. New participants can be pulled from other activity logs by selecting the PULL EXISTING PARTICIPANTS option.

    d. New sessions can be added to the activity log by selecting the ADD NEW SESSION button.

Figure 21: Enter Session Data form - Individuals Participants



7. For an existing session, select the green button to show the ENTER SESSION DATA form as shown in **Figure 22**.

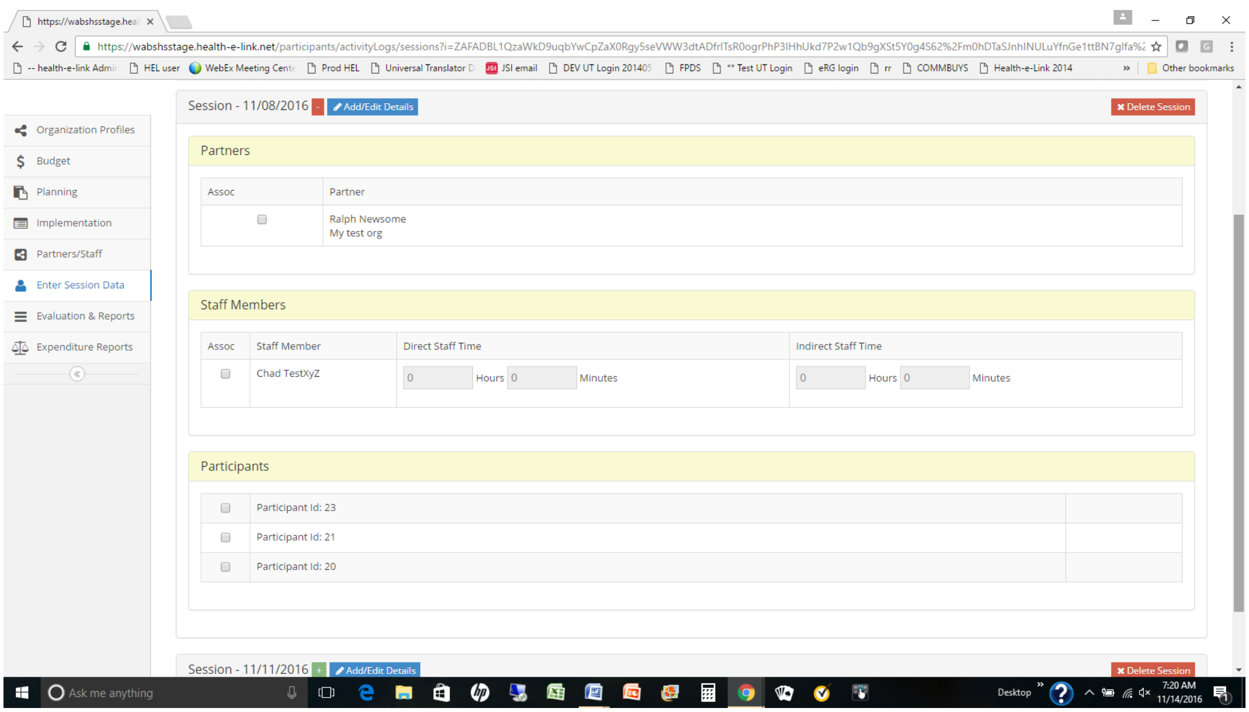
8. The PARTNERS section is populated with partners that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those partners that participated in the session and add their direct and indirect staff time.

   NOTE: The PARTNERS section will only appear if question 13 in the activity log (were coalition or sector partners used?) was answered YES AND partners exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

9. The STAFF MEMBERS section is populated with staff that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

   NOTE: The STAFF section will only appear if staff exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

Figure 22: Enter Session Data form - Individuals Participants Detail



10. The user may enter participant information by selecting the ADD NEW PARTICIPANT button in the upper right corner of the page. When selected, the form shown in **Figure 23** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As participant information is SAVED, the system will check for already existing participants in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

11. In order to ensure that participant information and associated data are not accidently deleted from the system, users do not have the capability to delete participants from Minerva after their information has been entered and saved. If a user wishes to delete a participant or participants, they’ll need to submit a Help Ticket for assistance.

Figure 23: New Participant/Mentor/Mentee Info

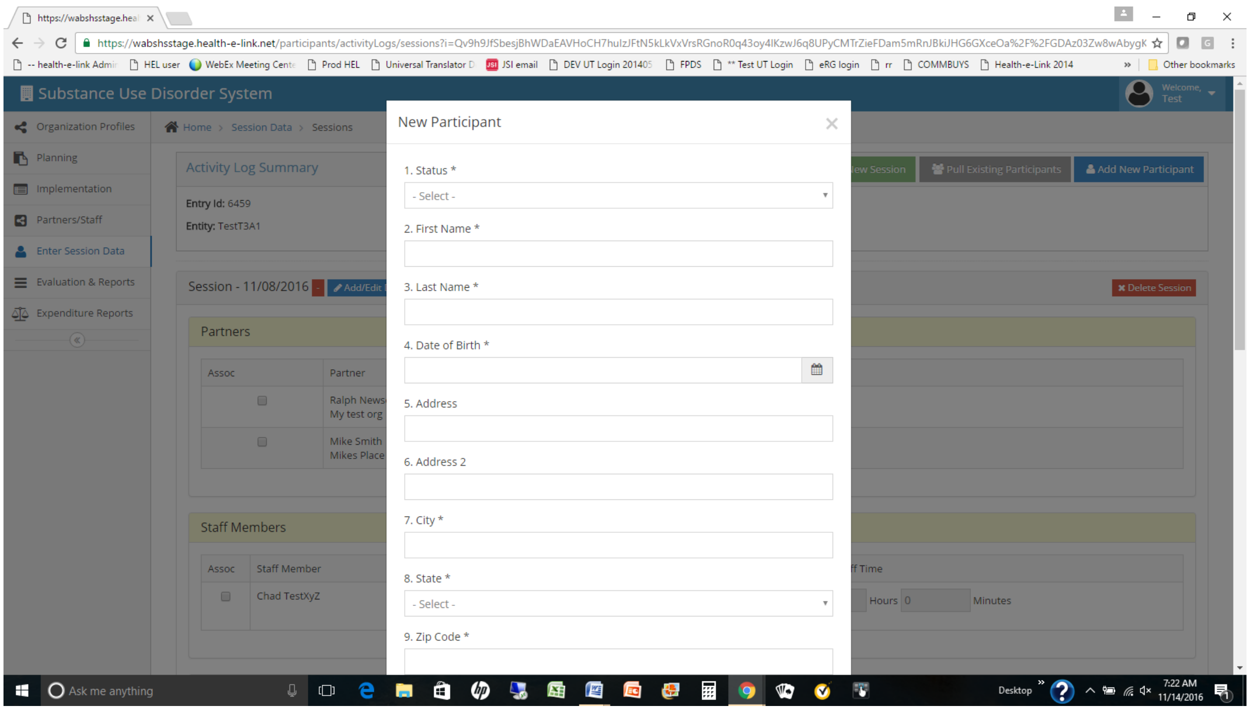


Table 11: Individual Participant/Mentor/Mentee Data

INDIVIDUAL PARTICIPANT/MENTOR/MENTEE DATA Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
1	Status *	Active/inactive/withdrew/completed
2	First Name *	It is very important that this data is accurate and reliable.
3	Last Name *	It is very important that this data is accurate and reliable.
4	Date of Birth *	It is very important that this data is accurate and reliable.
5	Address	
6	Address 2	
7	City *	
8	State *	
9	Zip Code *	
10	Gender *	
11	Age at First Service *	Enter age in years.
12	Race *	
13	Hispanic, Latino/Latina or Spanish national origin *	
14	Transgender	
15	Sexual Orientation	

INDIVIDUAL PARTICIPANT/MENTOR/MENTEE DATA Entered by performing entity (Tier 3) users		
Q #	**Field Name**	**Help Information**
16	Primary language spoken at this person's home	
17	If English is the primary language spoken at this person's home, indicate:	
18	Living in poverty?	
19	Does participant (or if child/dependent does the parent/guardian) serve in the military?	

12. Rather than enter participant information one record at a time, the user has the option to pull participants from other activity logs. To use this feature, select the PULL EXISTING PARTICIPANTS button from the upper right corner of the form. In the "Select an activity log" drop down menu, select the activity log where the existing participants will be pulled from and then select the participant's names.

    NOTE: As participant information is COPIED, the system will check for already existing participants in the current activity log that match those participants in the prior activity log. The check is performed based on first name, last name and date of birth. If a duplicate is found, the participant from the prior activity log will not be copied.

13. Rather than entering participant information one record at a time or pulling participants from other activity logs, the user has the option to import individual participants using an excel spreadsheet form that can be filled out manually with participant information. Please refer to Appendix D for a detailed review of this process.

F. Entering Session Data - Mentoring Group Activities

Mentoring group activities are activities in which mentors and mentees both participate in an activity. Create Session(s) and create or pull existing mentor and mentees from other Activity Logs, as needed. Then, mark partners and enter staff direct and indirect time supporting that session, as appropriate. Report participation by clicking the check box next to the name of all individuals (mentors and mentees) who participated in that session. Enter a session for each time mentors and mentees participate in an activity.

6. The form shown in **Figure 24** will be displayed. Several options are available for the user to enter session specific information.

    a. The green "+" button expands the page to display PARTNERS, STAFF MEMBERS, MENTORS AND MENTEES sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

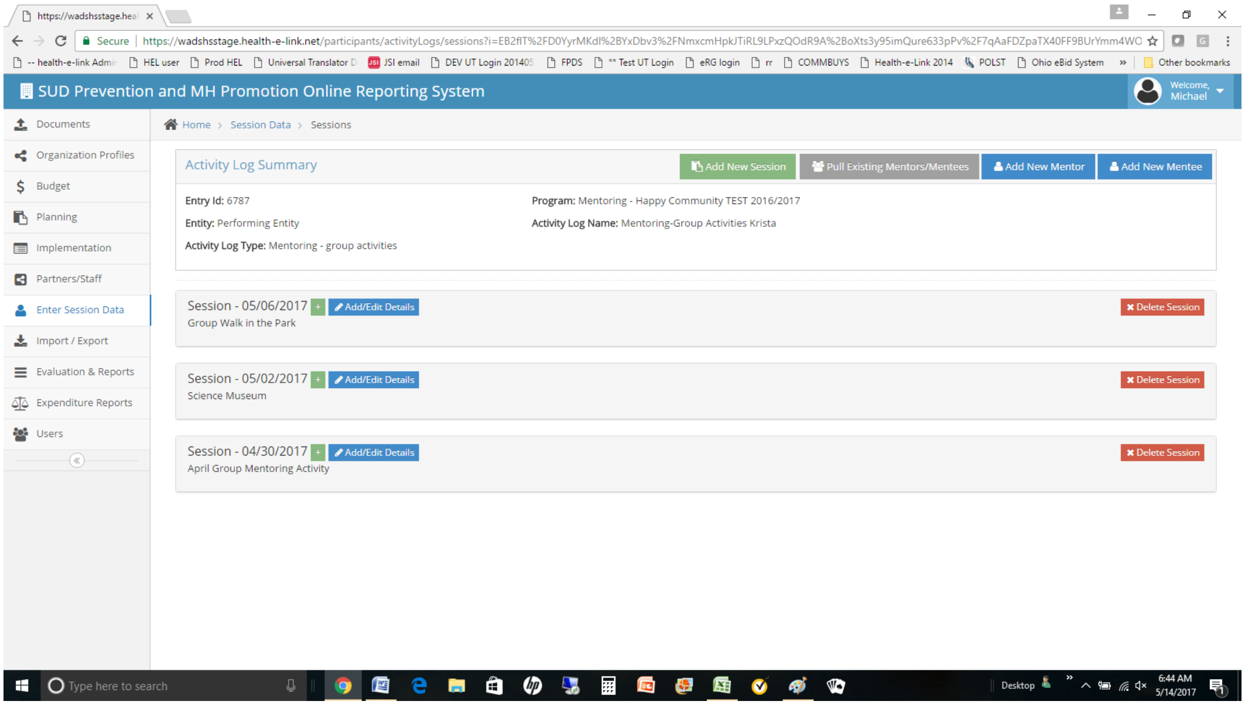
    b. New mentors can be added to the activity log by selecting the ADD NEW MENTOR button.

c. New mentees can be added to the activity log by selecting the ADD NEW MENTEE button.

d. Mentors and mentees can be pulled from other activity logs by selecting the PULL EXISTING MENTORS/MENTEES option.

e. New sessions can be added to the activity log by selecting the ADD NEW SESSION button.

Figure 24: Enter Session Data form - Mentor Group Activities



7. For an existing session, select the green button to show the ENTER SESSION DATA form as shown in **Figure 24.**

8. The PARTNERS section is populated with partners that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those partners that participated in the session and add their direct and indirect staff time.

   NOTE: The PARTNERS section will only appear if question 13 in the activity log (were coalition or sector partners used?) was answered YES AND partners exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

9. The STAFF MEMBERS section is populated with staff that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

   NOTE: The STAFF section will only appear if staff exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

10. The user may enter mentor information by selecting the ADD NEW MENTOR button in the upper right corner of the page. When selected, the form shown in **Figure 23** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As mentor information is SAVED, the system will check for already existing mentors in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

11. The user may enter mentee information by selecting the ADD NEW MENTEE button in the upper right corner of the page. When selected, the form shown in **Figure 23** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As mentee information is SAVED, the system will check for already existing mentees in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

12. Rather than enter mentor and mentee information one record at a time, the user has the option to pull mentors and mentees from other activity logs. To use this feature, select the PULL EXISTING MENTORS/MENTEES button from the upper right corner of the form.

13. The user is provided the options to pull mentors only, pull mentees only, or pull mentors and mentees. After making a selection, select the GET ACTIVITY LOGS button.

14. In the “Select an activity log” drop down menu, select the activity log where the existing mentors and/or mentees will be pulled from and then select the GET MENTORS/MENTEES button.

15. Available mentors and/or mentees will be displayed. Select those of interest and select the LOAD EMTORS/MENTEES button.

    NOTE: As mentor and/or mentee information is COPIED, the system will check for already existing mentors/mentees in the current activity log that match those mentors/mentees in the prior activity log. The check is performed based on first name, last name and date of birth. If a duplicate is found, the mentor/mentee from the prior activity log will not be copied.

16. In order to ensure that mentor and mentee information and associated data are not accidently deleted from the system, users do not have the capability to delete mentors and mentees from Minerva after their information has been entered and saved. If a user wishes to delete mentors and/or mentees, they’ll need to submit a Help Ticket for assistance.

G. Entering Session Data - Mentoring Match Activities

Mentoring match activities are activities where a specific mentee is matched with a specific mentor. For these activities, create one Session to cover an entire month of mentor-mentee meetings and report for that month each separate mentor-mentee meeting. For example, if meeting are expected for four weeks for one hour each during the month of January 2017, create a January 2017 session and use the **Add Another Meeting** button to record a date for each match. Either create or pull existing mentees and mentors from other Activity Logs, as needed. Then, mark partners and enter staff direct and indirect time in support of this sessions, as appropriate. Assign each mentee to a mentor and **Select Survey** to record in Minerva the relevant survey data. Record the **Date Survey Taken** and mark whether the survey was onetime, pre, mid, post of follow-up. Use **Show Past Surveys** to view prior survey entries for a mentee.

6. The form shown in **Figure 25** will be displayed. Several options are available for the user to enter session specific information.

a. The green "+" button expands the page to display PARTNERS, STAFF MEMBERS, MENTORS AND MENTEES sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

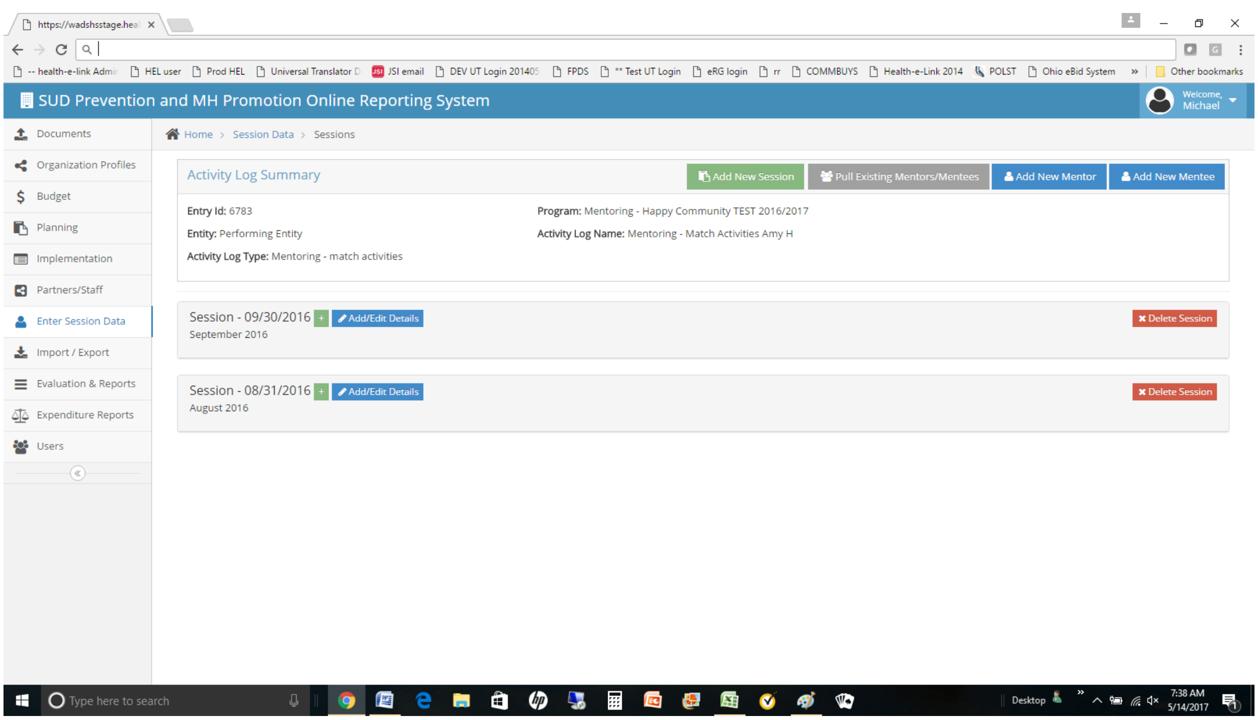
b. New mentors can be added to the activity log by selecting the ADD NEW MENTOR button.

c. New mentees can be added to the activity log by selecting the ADD NEW MENTEE button.

d. Mentors and mentees can be pulled from other activity logs by selecting the PULL EXISTING MENTORS/MENTEES option.

e. New sessions can be added to the activity log by selecting the ADD NEW SESSION button.

Figure 25: Enter Session Data form - Mentoring Match Activities



7. For an existing session, select the green button to show the ENTER SESSION DATA form as shown in **Figure 25**.

8. The PARTNERS section is populated with partners that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those partners that participated in the session and add their direct and indirect staff time.

   NOTE: The PARTNERS section will only appear if question 13 in the activity log (were coalition or sector partners used?) was answered YES AND partners exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

9. The STAFF MEMBERS section is populated with staff that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

   NOTE: The STAFF section will only appear if staff exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

10. The user may enter mentor information by selecting the ADD NEW MENTOR button in the upper right corner of the page. When selected, the form shown in **Figure 23** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As mentor information is SAVED, the system will check for already existing mentors in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

11. The user may enter mentee information by selecting the ADD NEW MENTEE button in the upper right corner of the page. When selected, the form shown in **Figure 23** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As mentee information is SAVED, the system will check for already existing mentees in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

12. Rather than enter mentor and mentee information one record at a time, the user has the option to pull mentors and mentees from other activity logs. To use this feature, select the PULL EXISTING MENTORS/MENTEES button from the upper right corner of the form.

13. The user is provided the options to pull mentors only, pull mentees only, or pull mentors and mentees. After making a selection, select the GET ACTIVITY LOGS button.

14. In the “Select an activity log” drop down menu, select the activity log where the existing mentors and/or mentees will be pulled from and then select the GET MENTORS/MENTEES button.

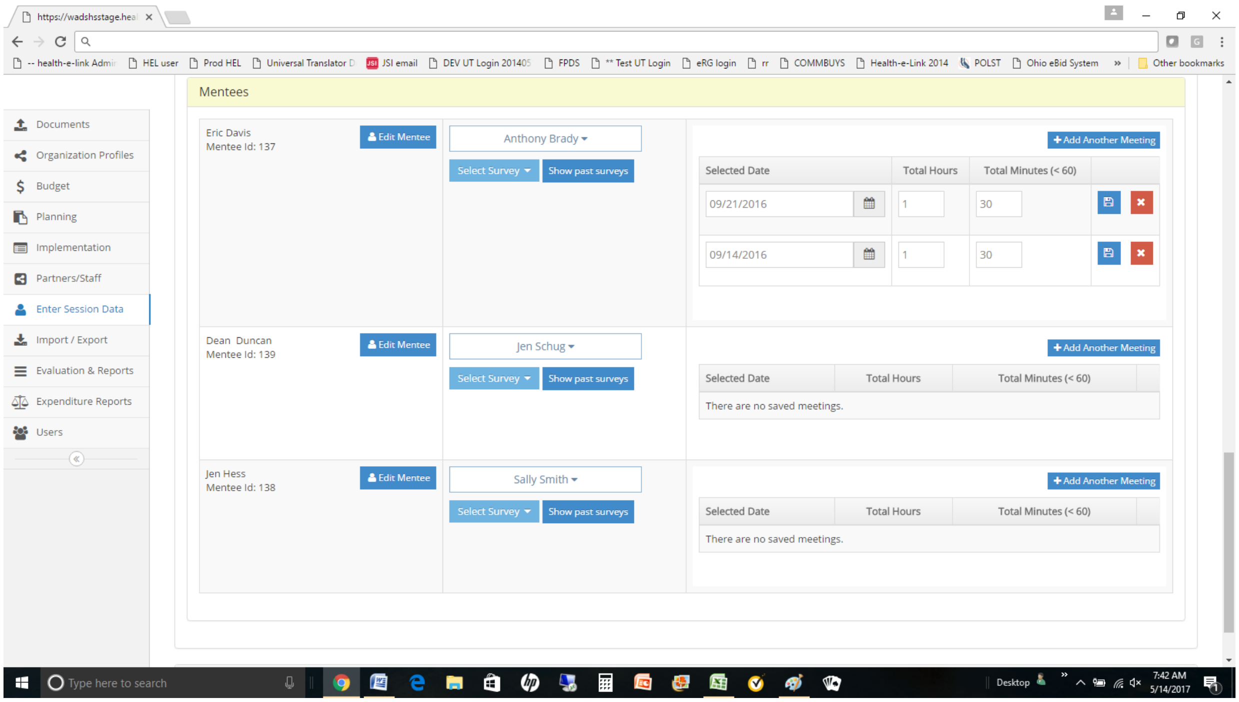
15. Available mentors and/or mentees will be displayed. Select those of interest and select the LOAD EMTORS/MENTEES button.

    NOTE: As mentor and/or mentee information is COPIED, the system will check for already existing mentors/mentees in the current activity log that match those mentors/mentees in the prior activity log. The check is performed based on first name, last name and date of birth. If a duplicate is found, the mentor/mentee from the prior activity log will not be copied.

16. In order to ensure that mentor and mentee information and associated data are not accidently deleted from the system, users do not have the capability to delete mentors and mentees from Minerva after their information has been entered and saved. If a user wishes to delete mentors and/or mentees, they’ll need to submit a Help Ticket for assistance.

17. After mentors and mentees are entered into the activity log, they can be matched to each other and meeting and/or survey information can be entered. Please refer to **Figure 26** below. For each mentee in the mentee section, please follow instructions a-d.

Figure 26: Enter Mentor/Mentee Match Activity



a. For each listed mentee, select the mentor from the mentor drop down list.

b. For each matched mentor/mentee, add meetings where the mentor and mentee met by selecting the **+ Add Another Meeting** button. For each month, add as a seprate meeting all of the mentor and mentee matches for that month.

   NOTE: The total hours/minutes of the meeting will be pre-populated with the default value entered in SESSION DETAILS.

c. The user will select the meeting date, modify the hours/minutes and select the SAVE button for that meeting.

   NOTE: Meetings may be deleted by selecting the DELETE button for the specific meeting.

d. A survey may be performed for any mentee by selecting the SELECT A SURVEY **Select Survey** button. More details about entering surveys can be found in the SURVEYS section of this manual. Past surveys can also be viewed by selecting the SHOW PAST SURVEYS **Show past surveys** button.

H. *Entering Session Data - Mentoring Support Activities*

Mentoring support activities are for mentors only and may include training or other support activities. Create Session(s) and create or pull in existing mentors from other Activity Logs, as needed. Then, mark partners and enter staff direct and indirect time in support of this session, as needed. Report participation by clicking the check box next to the name of all mentors who participated in that session.

6. The form shown in **Figure 27** will be displayed. Several options are available for the user to enter session specific information.

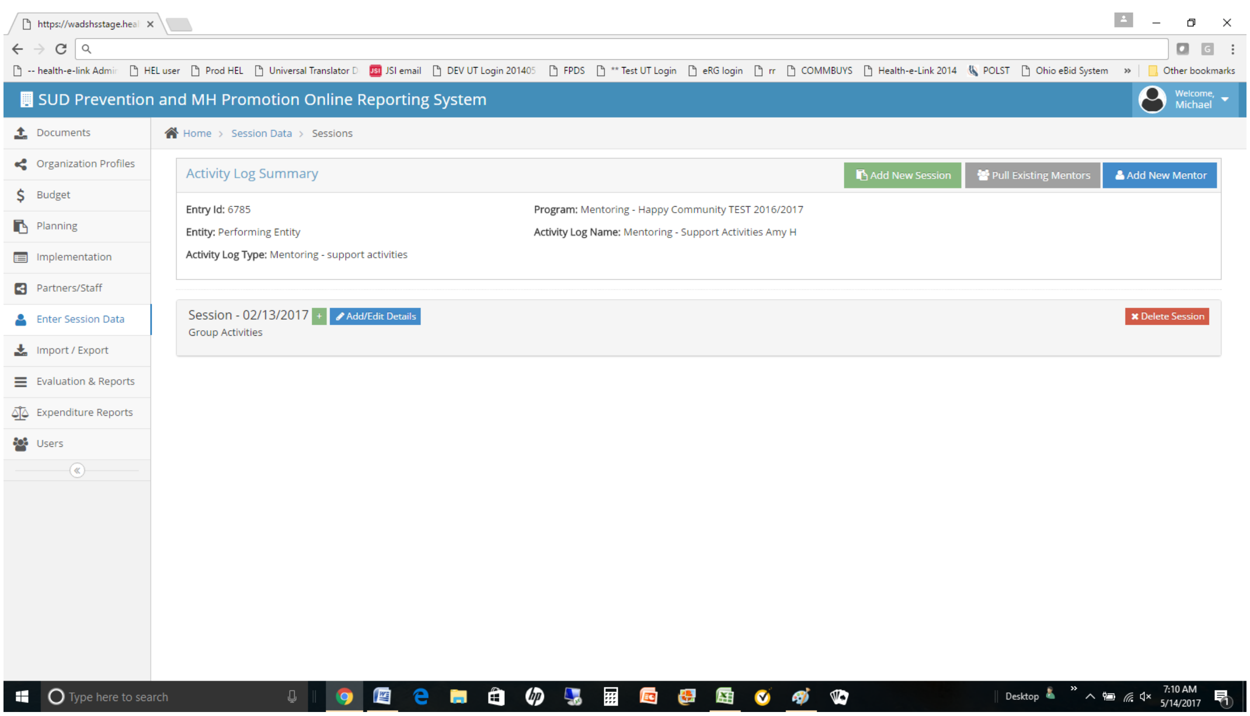
    a. The green + button expands the page to display PARTNERS, STAFF MEMBERS, AND MENTORS sections for data entry as appropriate. This icon will become available for selection once the Session Details have been completed.

    b. New mentors can be added to the activity log by selecting the ADD NEW MENTOR button.

    c. Mentors can be pulled from other activity logs by selecting the PULL EXISTING MENTORS option.

    e. New sessions can be added to the activity log by selecting the ADD NEW SESSION button.

Figure 27: Enter Session Data form - Mentoring Support Activities



7. For an existing session, select the green + button to show the ENTER SESSION DATA form as shown in **Figure 27**.

8. The PARTNERS section is populated with partners that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those partners that participated in the session and add their direct and indirect staff time.

   NOTE: The PARTNERS section will only appear if question 13 in the activity log (were coalition or sector partners used?) was answered YES AND partners exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

9. The STAFF MEMBERS section is populated with staff that were previously entered in the STAFF/PARTNERS module for the performing entity associated with this activity log. Select those staff members that participated in the session and add their direct and indirect staff time.

   NOTE: The STAFF section will only appear if staff exist in the PARTNERS/STAFF module for the entity associated with the session being entered.

10. The user may enter mentor information by selecting the ADD NEW MENTOR button in the upper right corner of the page. When selected, the form shown in **Figure 22** will be displayed. The user completes the questions as listed in **Table 11**.

    NOTE: As mentor information is SAVED, the system will check for already existing mentors in previously saved sessions for this activity log. The check is performed based on first name, last name and date of birth.

11. Rather than enter mentor information one record at a time, the user has the option to pull mentors from other activity logs. To use this feature, select the PULL EXISTING MENTORS button from the upper right corner of the form.

14. In the “Select an activity log” drop down menu, select the activity log where the existing mentors will be pulled from and then select the GET MENTORS button.

15. Available mentors will be displayed. Select those of interest and select the LOAD MENTORS button.

    NOTE: As mentor information is COPIED, the system will check for already existing mentors in the current activity log that match those mentors in the prior activity log. The check is performed based on first name, last name and date of birth. If a duplicate is found, the mentor from the prior activity log will not be copied.

16. In order to ensure that mentor information and associated data are not accidently deleted from the system, users do not have the capability to delete mentors from Minerva after their information has been entered and saved. If a user wishes to delete mentors, they’ll need to submit a Help Ticket for assistance.

I. Entering Subsequent Sessions (copy session details)

1. When a second or subsequent session for an activity log is created, the system will provide the user an option to copy the details of the most recent session by displaying the following message.

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

- Answering YES will result in all Session Details (except date and name) being copied from the prior session.
- Answering NO will result in the Session Details form being left blank.

NOTE: Session Details MUST be completed in order for another session to be added. When Session Details are completed, the "Session New" text at the top left of the form will change to "Session mm/dd/yyyy" (the date of the session as entered in the session details form). A session name will also be displayed and is based on the name specified by the user when completing the Session Details form.

2. After completing Session Details for the subsequent session, the user may complete the remaining session information by following sections C-E above as appropriate.

IX. Managing Expenditure Reports

To capture the monthly expense for each program, the entity user will create an expenditure report. This information is important to capture the costs of each active program and ensure that the amounts billed on invoices or fiscal reports match. Entering accurate dollar amounts is very important in the expenditure report.

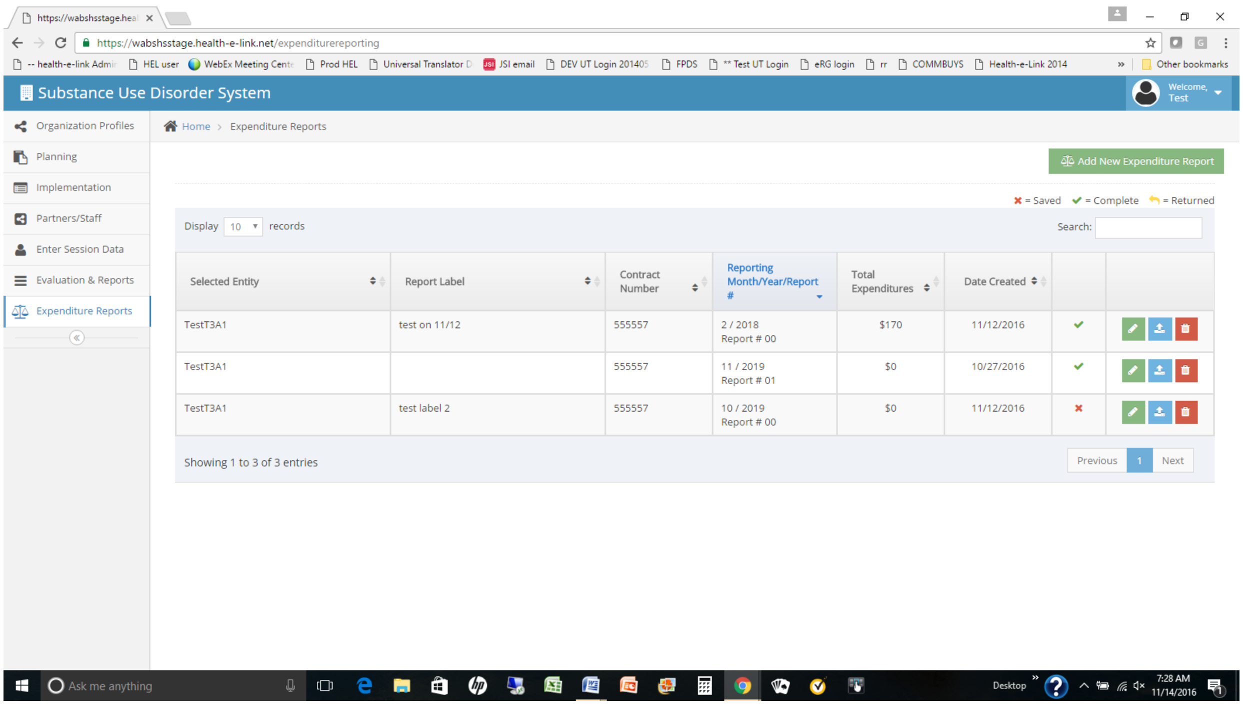
NOTE: This is not required for Tribal Prevention Entities as they are not on a monthly fee for service contract.

Expenditure reports are entered into the system for each Tiered entity: contracted entities, coordinating entities and performing entities.

A. Entering an Expenditure Report

1. Select EXPENDITURE REPORTS as shown in **Figure 3**. The Expenditure Reports Summary page will be displayed as shown in **Figure 28**.

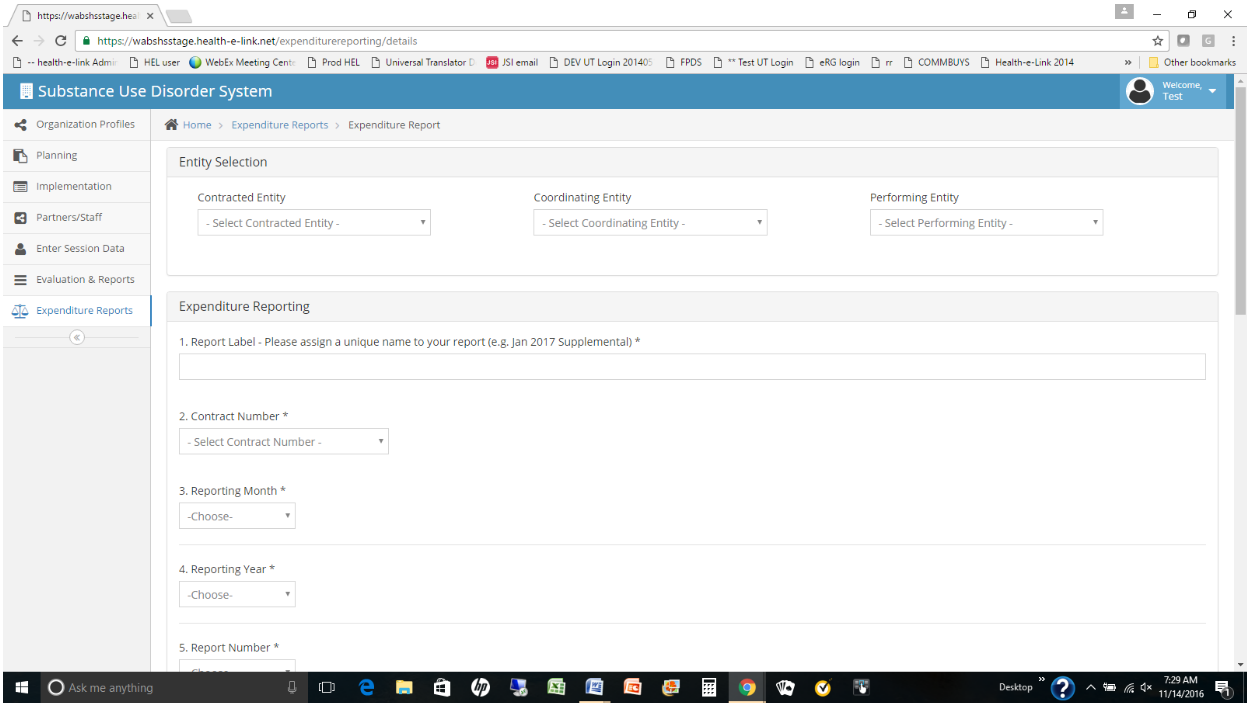
Figure 28: Expenditure Reports Summary Page



2. To add a new expenditure report, select the ADD NEW EXPENDITURE REPORT button from the upper right corner of the form. The form shown in **Figure 29** will be displayed.

3. The user will select the entities (Tier 1, 2 and/or 3) depending on what entity the expenditure report is being entered for. If the report is being entered for a contracting entity (Tier 1), only that entity needs to be selected. If a coordinating entity (Tier 2) expenditure report is being entered, select the contracting entity (Tier 1) and then the coordinating entity (Tier 2). Finally, if a report is being entered for a performing entity (Tier 3), select the Tier 1, 2 and 3 entities in order to activate the intended Tier 3 entity.

Figure 29: Expenditure Report Form



4. Complete the form using the information provided in **Table 12**.

   NOTE: The majority of the fields are required as indicated by the * after the Field Name description. Help information is also provided in the table for reference.

   NOTE: The form may be SAVED repeatedly by the user. When completed, the user selects COMPLETE. When COMPLETE is selected, the form is locked (can no longer be updated by the user) and is submitted to DBHR for review.

Table 12: Expenditure Report Detail

EXPENDITURE REPORT – Entered by Tier 1, 2 or 3 users		
Q #	**Field Name/Question**	**Help Information**
1	Report Label *	Please assign a unique name to your report. A-19 Naming Convention: Name of Contactor, Year, Month, Invoice Number, Px Examples: • AdamsCounty20161200Px • MtAdamsSD20150800Px • KingCounty20160901Px
2	Contract Number *	If no contract number is displayed, a budget allocation was not created for the entity that the expenditure report is associated with.
3	Reporting Month *	Select month.
4	Reporting Year *	Select year.

EXPENDITURE REPORT – Entered by Tier 1, 2 or 3 users		
Q #	**Field Name/Question**	**Help Information**
5	Report Number *	If this is first report select 00. If this is supplemental report, select corresponding number. Do not skip order.
6	Are you a CPWI Coalition? *	
7	Admin	Admin is not reported in sessions or by program, but expenditures are allowable within certain funding sources per contract allocation.
8	Training	
9	Community Coalition Coordinator/Tribe Px Staff	This should correspond with and be reflective of the hours entered in the Community Coalition Coordinator/Tribe Px Staff hours Report.
10	Community Coalition	For coalition activities' costs.
11	Monthly expenditures	
12	Total reported expenditures	This field is auto-filled.
13	Notes/Comments	
	Attachment	Attach corresponding A-19.

5. DBHR or ADMIN staff* will review the form and make one of two choices.

   a. If the form is correctly filled out, the DBHR staff will ACCEPT the form. When accepted, the expenditure report will become available to performing entities (Tier 3) to start activity logs.

   b. If the form is not filled out correctly, the form will be RETURNED to the submitter. The form will be displayed in the Program Profile Summary Page (**Figure 10**) with a status of RETURNED.

   NOTE: DBHR staff review and approve Tier 1 expenditure reports. Tier 1 staff review and approve Tier 2 expenditure reports. Tier 2 staff review and approve Tier 3 expenditure reports. Only staff with PROGRAM ADMIN or ADMIN privileges are allowed to RETURN expenditure reports.

B. *Editing an Expenditure Report*

After being COMPLETED, an expenditure report is not available for editing unless the assigned staff (see NOTE above) RETURNS the Expenditure Report to the submitting user for updating. If an expenditure report must be updated, the submitting entity user must contact the assigned staff and have them RETURN the expenditure report for editing. Once the expenditure report is in RETURN status on the Expenditure Report Summary Screen (**Figure 28**), follow the steps below.

Note that existing expenditure reports will have one of the following statuses.

= Saved = Complete = Returned

- SAVED - The user has created and saved the expenditure report but has not completed it.
- COMPLETE - The user has completed the expenditure report and it is available for review by DBHR.
- RETURNED - DBHR has reviewed the expenditure report and returned it for editing or correction.

1. Select Expenditure Reports as shown in **Figure 3**. The Expenditure Reports Summary page will be displayed as shown in **Figure 28**.
2. The expenditure report in question must be in either SAVED or RETURNED status in order to be edited.
3. Select the green pencil icon (EDIT) for the expenditure report of interest.
4. Update the expenditure report as required. Note that the majority of the fields are required as indicated by the * after the Field Name description in **Table 12**. Help information is also provided in the table for reference.

   NOTE: The form may be SAVED repeatedly by the user. When completed, the user selects COMPLETE. When COMPLETE is selected, the form is locked (can no longer be updated by the user) and is submitted to assigned staff for review.
5. The assigned staff will review the form and make one of two choices.
   a. If the form is correctly filled out, DBHR will ACCEPT the form. When accepted, the Expenditure Report will become available for reporting.
   b. If the form is not filled out correctly, assigned staff will RETURN the form to the submitter. The form will be displayed in the Program Profile Summary Page (**Figure 10**) with a status of RETURNED.

X. Creating Periodic Reporting Logs

System users are obligated to report administrative data on a scheduled basis. This is typically done through Coalition Coordinator/Tribal Prevention (Px) Staff Hours Reporting, CPWI Quarterly Reporting, and Tribal Annual Reporting. The following sections review each report individually. Accurate and timely data entry is critical in these logs. This information is used to report to federal and state funders, to assess contractual compliance and assess completion of deliverables and accomplishments. Due dates for reports can be found in contract.

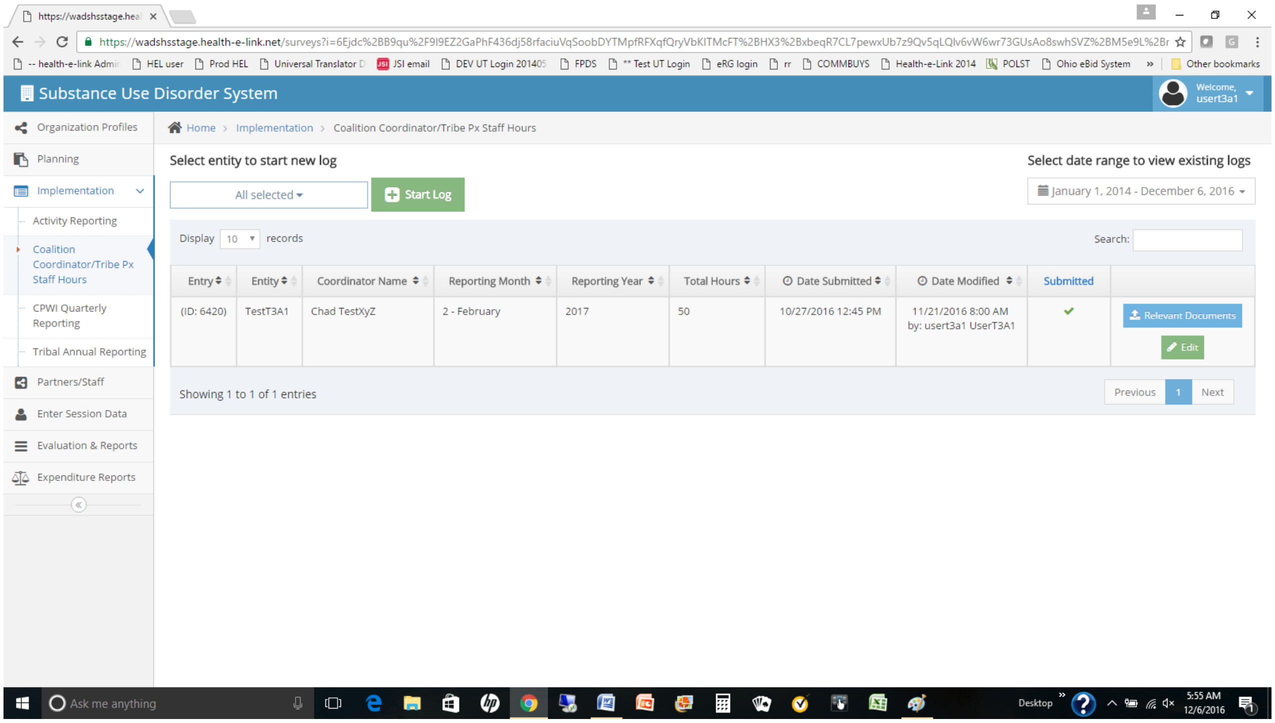
A. Coalition Coordinator/Tribe Px Staff Hours Reporting

Coalition Coordinator/Tribe Prevention Staff Hours Reporting is for users to document time spent to coordinate prevention efforts in accordance with the strategic prevention plan. Coordinator/Tribal Prevention Staff support is vital to the function of an effective community coalition and collaboration among community partners. Tribal Px Staff ensure the tribal prevention plan is implemented. Their functions are to support the group of members to have capacity to conduct needs assessments, plan for services, implement programs and strategies, evaluate their efforts and conduct state-wide evaluation efforts while being culturally competent and sensitive to community needs, providing linguistically appropriate materials and services and ensuring sustainability. The Coalition Coordinator/Tribal Px Staff Hours are categorized by the most common and essential coordinator functions and tasks. The Coalition Coordinator/Tribal Px Staff is to report the hours spent monthly in each applicable category. This information is used to assess compliance as well as provide technical assistance as needed.

NOTE: A staff person must have the role of "community coalition coordinator" OR "tribal staff" in order to be shown in the Coalition Coordinator/Tribe PX staff hours report.

1. Select IMPLEMENTATION and then COALITION COORDINATOR/Tribal Prevention Staff HOURS REPORTING as shown on the left side of the page as shown in **Figure 30**.
2. After selecting COALITION COORDINATOR/Tribal Prevention Staff HOURS REPORTING, the summary page will be displayed as shown on **Figure 30**.

Figure 30: Coalition Coordinator Hours Reporting Summary Page



3. To start a new report, select the coordinating entity (Tier 2) associated with the report and then select the green 

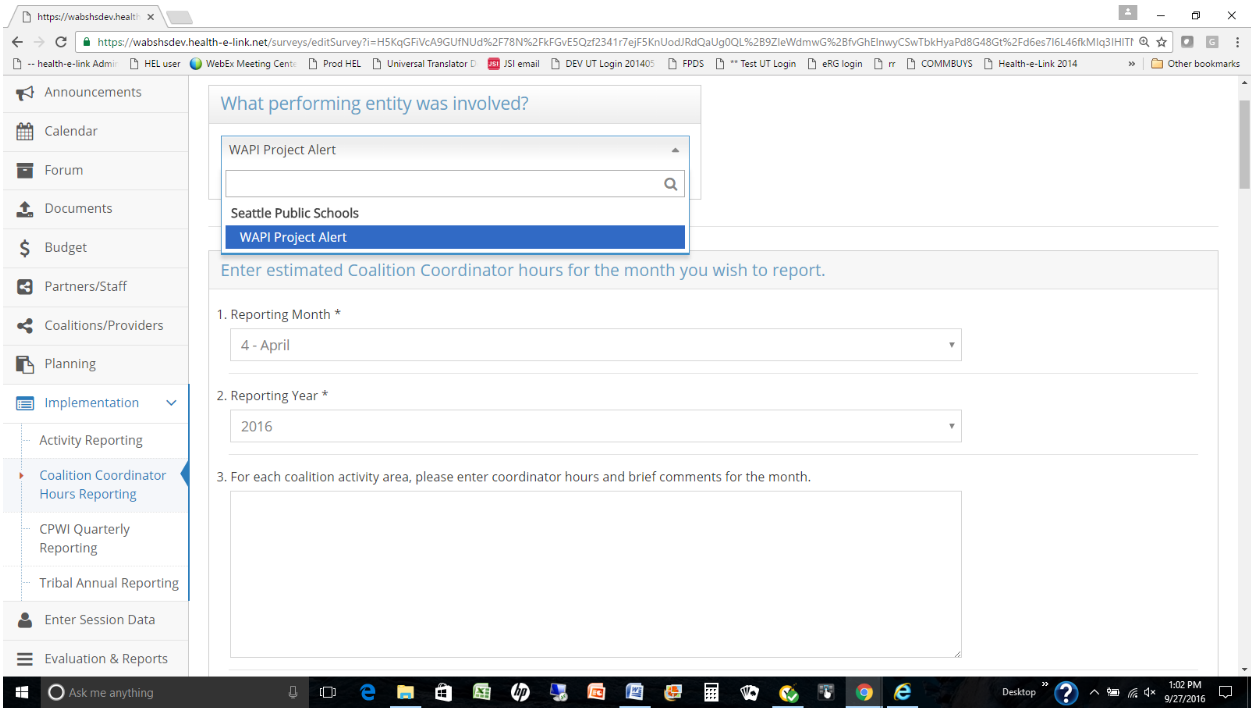
icon. The form shown in **Figure 31** will be displayed.

4. At the top left of the form, select the performing entity (Tier 3) and the program that is associated with the report.

5. At the top right of the form, select the staff person that the report is associated with.

   NOTE: If an expected Community Coalition Coordinator or Tribal Prevention Staff is NOT displayed, one of two conditions may cause this problem. First, it may be an indication that staff person has not been correctly entered in the Partner/Staff module. A staff person must have a role of "community coalition coordinator" in their staff profile in order to be available to this log. Second, it may be an indication that that the staff person is not associated with the same Tier 3 entity that the user entering the report is associated with (see chapter V.A - Creating Partner/Staff entries).

Figure 31: Coalition Coordinator/Tribal Prevention Staff Hours Reporting



6. Complete the form using the information provided in **Table 13**.

7. A report may be EDITED by a user without restriction as long as the user has the proper privileges (EDIT authority to the IMPLEMENTATION module).

8. A report may be DELETED by a user without restriction as long as the user has the proper privileges (DELETE authority to the IMPLEMENTATION module).

Table 13: Coalition Coordinator Hours Report Detail

COALITION COORDINATOR/TRIBE Px Staff HOURS REPORT – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
	Which performing entity?	One and only one performing entity must be selected.
	Which community coalition coordinator	One and only one coordinator is selected.
1	Reporting month *	
2	Reporting Year *	
3/4	Membership recruitment and retention hours/minutes	Maintaining sector representation and recruitment of new members. Ensuring coalition membership is engaged and active. Includes time spent recruiting new members, providing orientation for new individual members, making new contacts, efforts retaining membership, and developing coalition materials- such as coalition brochures, new releases, and new articles. Tribes: This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.
5/6	Coalition communication/meeting preparation hours/minutes	Effective communication with coalition/tribe to ensure they are supported to accomplish their work. Includes time spent organizing monthly calendar, preparing for coalition/workgroup meetings and workgroup needs, sharing information about opportunities and initiatives, and planning communication to and from coalition/tribe leadership. Tribes: This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.
7/8	Coalition development and training hours/minutes	Capacity building to ensure the coalition has a clear understanding of CPWI goals, Strategic Prevention Framework planning model and coalition structure. Includes time spent planning and organizing Community Coalition Orientation (CCO), relaying pertinent information to build coalitions? knowledge about prevention issues and frameworks, preparing all other training for the coalition, preparing and coordinating membership participation in state-wide or national training opportunities. (NOTE: Actual time conducting training coalition members as a group recorded in recurring services under the coalition program.) Tribes: This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.

COALITION COORDINATOR/TRIBE Px Staff HOURS REPORT – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
9/10	Community Outreach hours/minutes	Increasing community awareness of coalition's/tribal prevention program efforts, initiatives, and building community support. Includes time spent making contracts and communicating with partner to coordinate media/public awareness campaigns or projects, preparing and participating in coalition presentations, participating in community meetings to support planning and implementation of common efforts, and working with media (newspaper articles, social media, newsletters, billboards, preparing media interviews with coalition members, etc.).
11/12	Key leader engagement/ relationship building hours/minutes	Increasing key leader (i.e. tribal leaders, elders, elected officials) and policy makers' awareness of tribe/coalition's strategic prevention plan. Nurture community partnerships. Includes time spent organizing and implementing Key Leader Orientation (KLO) events, tribal leader events, meetings with key decision or policy makers in the community to build and strengthen relationships that will result in future partnerships or common visions for services. Includes any effort to build community awareness of coalition or coalition's direction with Key Leaders (i.e., emails, phone calls, meetings, interactions).
13/14	Coordinator/Tribe Staff professional development hours/minutes	Increasing knowledge and skills of coordinator/tribe prevention staff to support coalition and/or prevention efforts. Includes time spent viewing webinars, reading resources related to prevention research and new information, strategic prevention framework, attending prevention and wellness training, learning about hot topics and topics of interest that the coalition has requested more information about, training related to coalition development and community organization and participating in and attending required DBHR meetings for Community Coalition Coordination.
15/16	Strategic planning hours/minutes	The process, findings decisions and plan for the future for each step of the planning framework. Includes time spent supporting coalition/tribal prevention program structure development, ensuring cultural competency, advancing sustainability, assessing needs, and overseeing coalition's/tribal community priority needs selection, resources assessment, gap analysis, strategy selection, action plan development, evaluation planning, and involvement in developing and writing plan.
17/18	Technical assistance to coalition strategy implementation hours/minutes	Providing technical assistance to support coalition members to carry out action plans. Includes time spent supporting coalition efforts and related initiatives as needed to assist the coalition in successful implementation. Includes technical assistance to youth coalitions, coalitions and workgroups and subcommittees.

COALITION COORDINATOR/TRIBE Px Staff HOURS REPORT – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
		Tribes: This only applies if your tribe has a coalition or formal workgroup for prevention and wellness planning.
19/20	Reporting and evaluation hours/minutes	Ensuring all data related to the coalitions/tribal prevention strategies activities are reported analyzed and evaluated. Includes time spent collecting pre/post-tests, community surveys, coalition assessments (annually), providing Technical Assistance for evaluation, gathering community input, preparing evaluation tools for coalitions/tribal workgroups, meeting with community partners to facilitate outreach for community participation in evaluation, collecting local data from partners, reviewing outcomes, support coalition's evaluation workgroup, preparing reports for coalitions feedback, entering service date and evaluation on behalf the coalition/tribe into the online reporting system.
21/22	Organization support hours/minutes	Ensuring proper functioning and accountability to internal structures/fiscal agent. May include time spent participating in budget/fiscal meetings and communication, attending internal staff meetings, sub-contracting related to coalition's/tribal prevention plan and processing billing paperwork.
23	Other please specify:	Coordinator/tribal prevention staff time that does not include coordination services. Example include: Sick leave, annual/vacation leave, maternity/paternity leave, bereavement, jury duty, and holiday.
24/25	Other hours/minutes	This field should not be used by CPWI coordinators. All “Other hours” should be accounted for in 23 above.
26	Total hours/minutes reported	
27	Notes/comments	

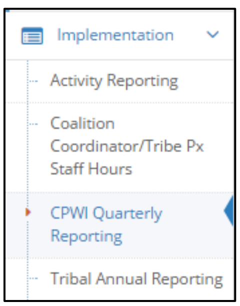
B. CPWI Quarterly Reporting

The Quarterly Report in Minerva is designed for CPWI Communities to report completion or progress of one-time and infrequent contract deliverables, cultural competency and sustainability strategies and activities, health disparity information, and leveraged funding and resources.

Due to the infrequent occurrence of these contract deliverables and the time required to substantially progress in efforts related to sustainability, cultural competency, health disparity contact, and leveraged funding/resources, CPWI Coalition Coordinators are only required to complete the Quarterly Report four times a year. Quarterly Reports should be entered into Minerva by the 15th of the following months: October (reporting for data from Q1 / July 1 – September 30), January (reporting for data from Q2 / October 1 – December 31), April (reporting for data from Q3 / January 1 – March 31) and July (reporting for data from Q4 / April 1 – June 30).

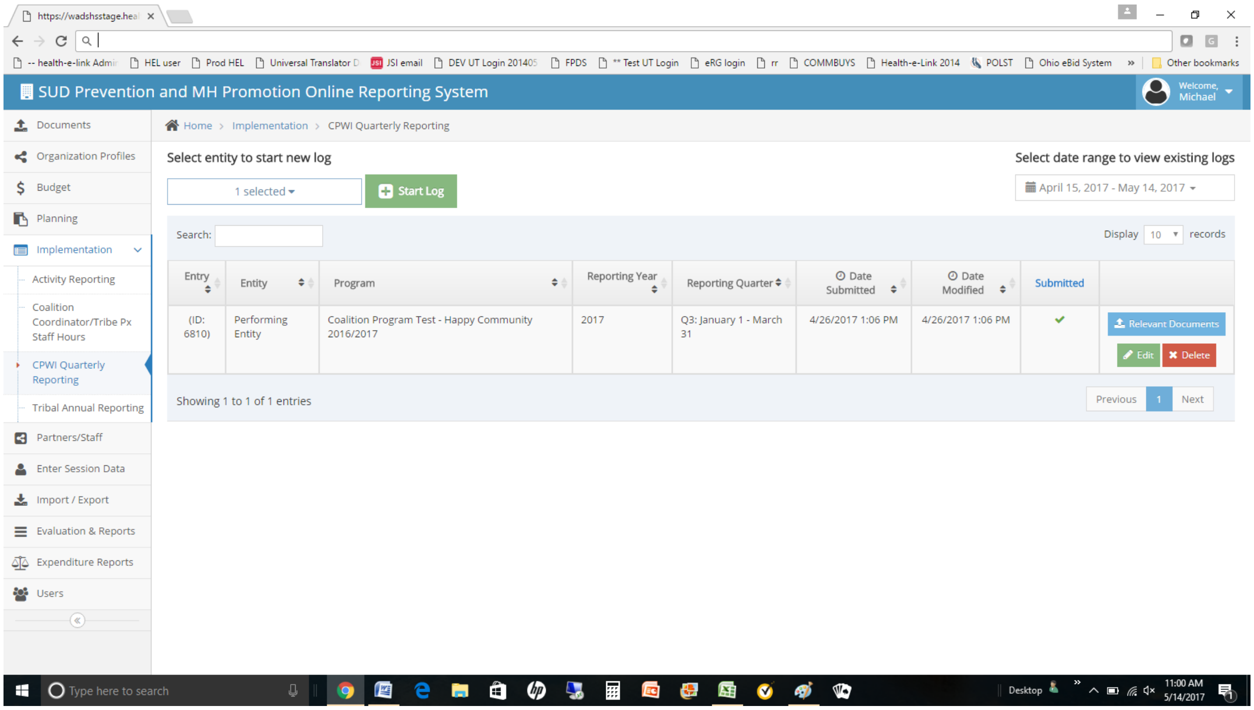
1. Select IMPLEMENTATION and then CPWI QUARTERLY REPORTING as shown on the left side of the page in **Figure 32.**

Figure 32: Selection of the Quarterly Reporting Module



2. After selecting CPWI QUARTERLY REPORTING, the summary page will be displayed as shown on **Figure 33**.

Figure 33: CPWI Quarterly Reporting Summary Page



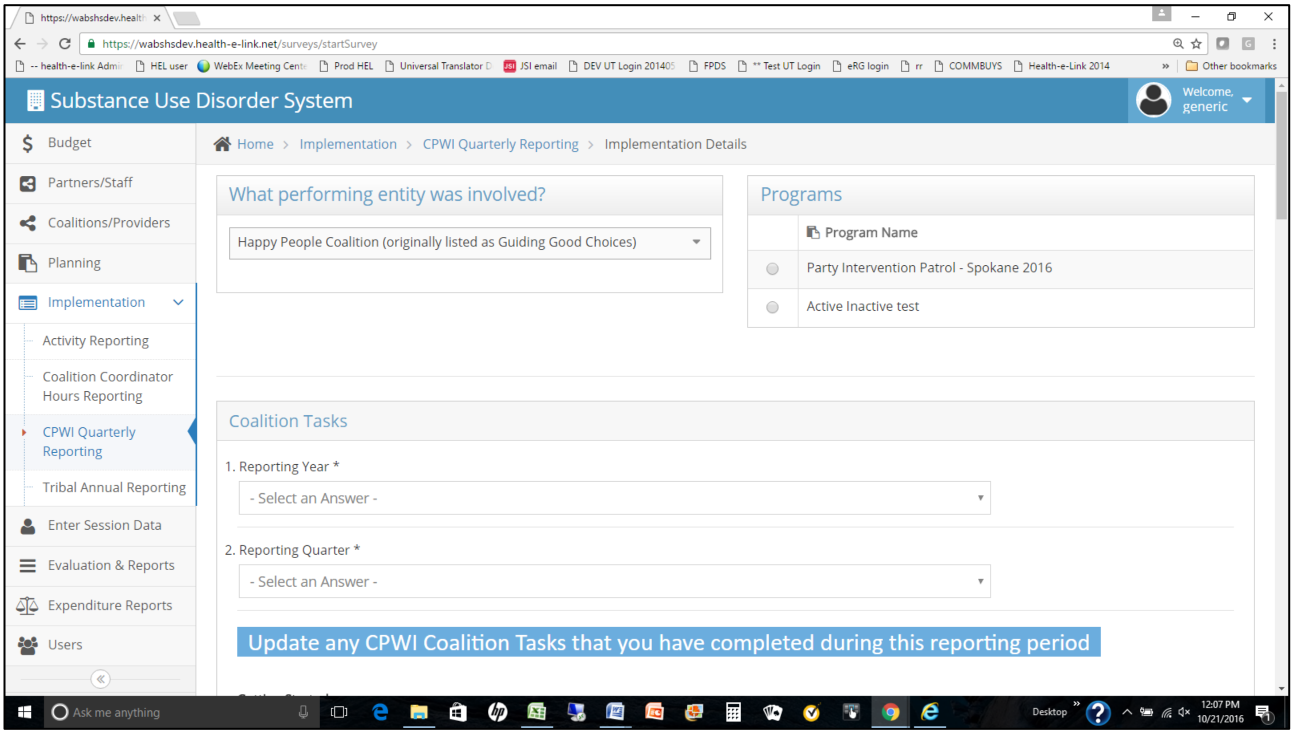
3. To start a new Quarterly Report, select the coordinating entity (Tier 2) associated with the report, then select the green 

icon. The form shown in **Figure 34** will be displayed.

4. At the top of the form, select the performing entity (Tier 3) and the program that is associated with the report. This will be the program that has been completed for the CPWI Coalition

   NOTE: If the CPWI program is not listed, it is not currently an ACTIVE program for the selected performing entity (Tier 3).

Figure 34: CPWI Quarterly Reporting



5. Complete the first section of the Quarterly Report using the information provided in **Table 14**. The first page of the report collects information related to Coalition Tasks completed during the reporting quarter and their associated dates. These dates are either one-time events completed by the coalition/Coalition Coordinator or occur infrequently; only specify dates for which the coalition/Coalition Coordinator has completed the indicated task during the reporting quarter. Otherwise, leave the date blank. This section additionally gathers information related to the coalition's progress with cultural competency and sustainability strategies and activities during the previous quarter. This documentation will allow DBHR to monitor coalition progress and efforts as well as provide technical assistance as needed.

   NOTE: Additional details and details related to the CPWI Coalition Tasks listed on this page can be found in the CPWI Community Coalition Guide.

Table 14: CPWI Quarterly Report Detail – Coalition Tasks

CPWI Quarterly Report – Coalition Tasks Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
	Which performing entity was involved?	One and only one performing entity must be selected.
	Program	One and only one program is selected. If no program is listed, there are no ACTIVE programs associated with the selected performing (Tier 3) entity.

CPWI Quarterly Report – Coalition Tasks Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
1	Reporting Year *	Select the year you are entering the report for. This report is to be completed by those who are responsible for implementing the CPWI.
2	Reporting Quarter *	Select the quarter this report is for. This is a required quarterly report based on State Fiscal Year. (Beginning in July of each year.) See the CPWI Implementation Guide for deadlines and task dates.
Getting Started		
3	Media Release for selected site issued	Enter date.
4	Coordinator hired	Enter date.
5	Registered for Athena	Enter date.
6	Obtained or renewed your Certified Prevention Professional (CPP) Credential	Enter date.
Capacity		
7	Conducted Coalition Assessment Tool (CAT) Coalition member survey	Enter date.
8	Number of Surveys Completed	Enter number of surveys.
9	Updated your Community Profile	Enter date.
10	Engaged Key Leaders in Coalition efforts (Key Leader Event)	Enter date.
Assessment		
11	Completed administration of annual CPWI Community Survey	Enter date.
Planning		
12	Submitted Coalition's Action Plan	Enter date.
13	Submitted Coalition's Budget	Enter date.
14	Submitted Coalition's Logic Model	Enter date.
Implementation		
15	Reviewed and revised the Coalition structure	Enter date.
16	Implemented cultural competency strategies & activities	Enter description.
17	Implemented sustainability strategies & activities	Enter description.
Reporting & Evaluation		
18	Reviewed results of Community Survey and shared at a Coalition meeting	Enter date.
19	Reviewed results of the Coalition Assessment Tool (CAT) and shared at a coalition meeting	Enter date.
20	Additional notes	

6. Upon completion of the first page, select “Next” to move on. Selecting “Save” will return the user to the CPWI Quarterly Report Log screen without the full Quarterly Report being completed (the “Save” feature allows users to have the option to return and complete the Quarterly Log at a later time). Selecting “Exit without Saving” will discard data entered thus far in the Quarterly Report, as no previous data will be saved.

7. After selecting “Next”, users will progress to the second section of the Quarterly Report. Complete the second section using the information provided in **Table 15**. This section collects information related to health disparity activities conducted during the reporting quarter. Select all activities that are applicable to the coalition’s work during the reporting quarter and enter any associated notes.

   NOTE: **CPWI Coalitions that receive Partnership for Success (PFS) funding are required to complete the Health Disparities section of the Quarterly Report.** CPWI Coalitions that do not receive PFS funding are not required to complete this section, however, it is strongly encouraged.

Table 15: CPWI Quarterly Report Detail – Health Disparities

CPWI Quarterly Report – Health Disparities Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
21	Health disparities subpopulations refer to specific demographic, language, age, socioeconomic status, sexual identity, or literacy groups that experience limited availability of or access to substance use prevention services OR who experience worse substance use prevention outcomes. Which of the following health disparities-related activities did your organization conduct during this quarter?	Select all that apply.
22	Notes	

8. Select “Next” to progress to the final section, or “Save” to return to the Quarterly Report at a later time.

9. The final section of the Quarterly Report is designed to document the number of prevention activities that have been supported by collaboration or leveraged funding streams during the reporting quarter. Indicate leveraged funding and resources as applicable using the information provided in **Table 16**.

   NOTE: **CPWI Coalitions that receive Partnership for Success (PFS) funding are required to complete the Leveraged Funding/Resources section of the Quarterly Report.** CPWI Coalitions that do not receive PFS funding are not required to complete this section, however, it is strongly encouraged.

Table 16: CPWI Quarterly Report Detail – Leveraged Funding/Resources

CPWI Quarterly Report – Leveraged Funding/Resources Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
Drug-Free Communities (DFC) grant		
23	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
24	Is any part of funding stream used for PFS activities?	Select as applicable.
25	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Sober Truth on Preventing Underage Drinking (STOP) Act funding		
26	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
27	Is any part of funding stream used for PFS activities?	Select as applicable.
28	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Minority HIV/AIDS Initiative (MAI HIV)		
29	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
30	Is any part of funding stream used for PFS activities?	Select as applicable.
31	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Medicaid (Federal, State, local)		
32	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
33	Is any part of funding stream used for PFS activities?	Select as applicable.
34	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Other Federal funds		
35	Describe:	
36	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
37	Is any part of funding stream used for PFS activities?	Select as applicable.
38	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
WA State's DOH DMA funds		

CPWI Quarterly Report – Leveraged Funding/Resources Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
39	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
40	Is any part of funding stream used for PFS activities?	Select as applicable.
41	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Other State/tribal/jurisdiction funds		
42	Describe:	
43	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
44	Is any part of funding stream used for PFS activities?	Select as applicable.
45	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Other local government funds		
46	Describe:	
47	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
48	Is any part of funding stream used for PFS activities?	Select as applicable.
49	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Foundations/nonprofit organizations		
50	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
51	Is any part of funding stream used for PFS activities?	Select as applicable.
52	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Corporate/business entities		
53	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
54	Is any part of funding stream used for PFS activities?	Select as applicable.
55	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Individual donations/funding from fundraising events		

CPWI Quarterly Report – Leveraged Funding/Resources Entered by Tier 3 Users		
Q #	**Field Name/Question**	**Help Information**
56	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
57	Is any part of funding stream used for PFS activities?	Select as applicable.
58	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.
Other		
59	Specify:	
60	Total dollar amount that went to substance use prevention for your organization as a whole ($)	Enter dollar amount.
61	Is any part of funding stream used for PFS activities?	Select as applicable.
62	Amount of this funding stream used for PFS activities ($)	Enter dollar amount.

10. To finish the Quarterly Report, select "Complete". Selecting "Save" will only save the progress you have made thus far in the report but will not formally submit the completed Report to Minerva for DBHR review.

    NOTE: If a user that creates a report selects SAVE, only that user will be able to see the report in the system. After the user selects COMPLETE, the report will be visible to other system users.

11. The Quarterly Report may be EDITED by a user without restriction as long as the user has the proper privileges (EDIT authority to the IMPLEMENTATION module).

12. A Quarterly Report may be DELETED by a user without restriction as long as the user has the proper privileges (DELETE authority to the IMPLEMENTAION module).

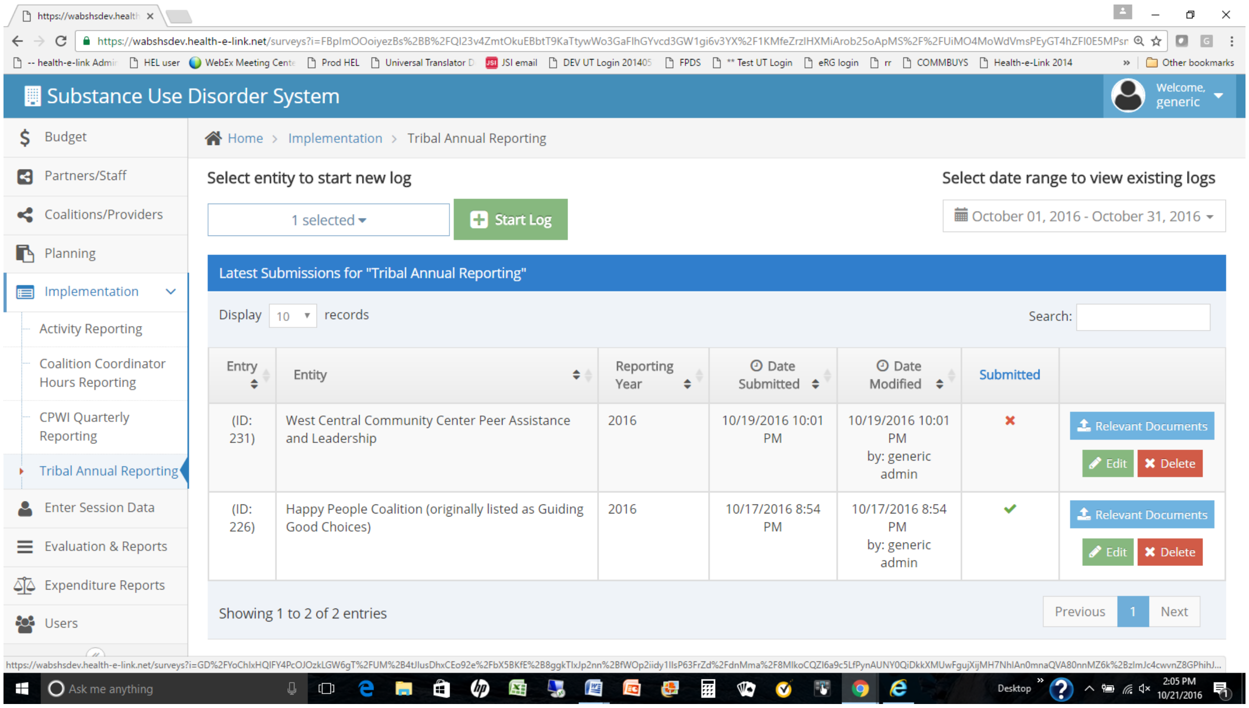
C. Tribal Annual Reporting

This report is for Tribal Program reporting only. The information collected in this section is in accordance with the Contract Consolidation. Tribes will be able to print this report and submit it with their Annual Report to the Office of Indian Policy, although your Prevention System Manager will have access to view it on a continuing basis.

1. Select IMPLEMENTATION and then TRIBAL ANNUAL REPORTING as shown on the left side of the page in **Figure 35**.

2. After selecting TRIBAL ANNUAL REPORTING, the summary page will be displayed as shown on **Figure 36**.

Figure 35: Tribal Annual Reporting Summary Page

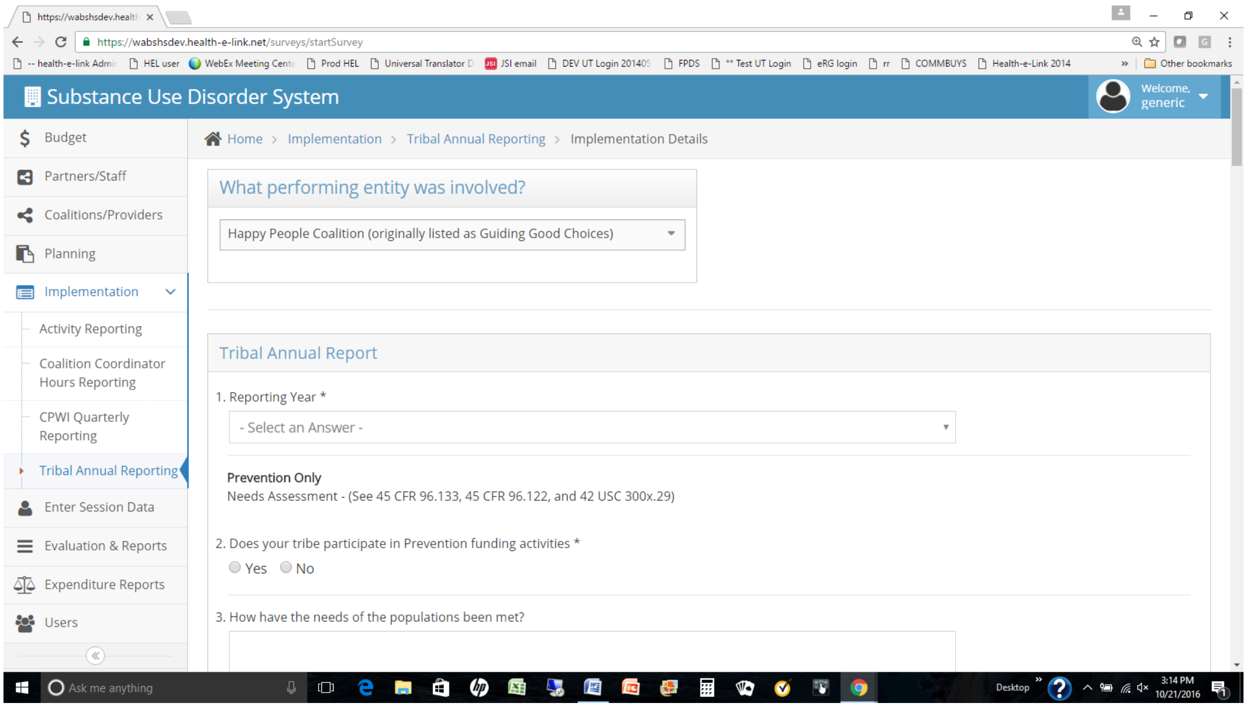


3. To start a new report, select the coordinating entity (Tier 2) associated with the report and then select the green 

button. The form shown in **Figure 36** will be displayed.

4. At the top of the form, select the performing entity (Tier 3) that is associated with the report.

Figure 36: Tribal Annual Reporting Detail



5. Complete the form using the information provided in **Table 17**.

6. If the user responds YES to the question "Does the tribe participate in prevention funding activities?" and then selects NEXT, the PREVENTION FUNDING section of the report will be displayed. If the user selects NO, that section of the report will be bypassed.

7. If the user responds YES to the question "Does your tribe participate in Mental Health Promotion Grant activities?" and selects NEXT, the Mental Health Promotion Grant Activities section of the report will be displayed. If the user selects NO, that section of the report will be bypassed.

8. If the user responds YES to the question "Does the tribe participate in DMA funding activities?" and selects NEXT, the DMA Funding Activities section of the report will be displayed. If the user selects NO, that section of the report will be bypassed.

Table 17: Annual Tribal Report Detail

Tribal Annual Report – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
1	Reporting Year *	
Prevention Only		
2	Does the tribe participate in prevention funding activities *	If this question is answered NO, questions 3-9 will not be shown.
Needs Assessment (See 45 CFR 96.133, 45 CFR 96.122, and 42 USC 300x.29)		

Tribal Annual Report – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
3	How have the needs of the populations been met?	
4	What strategies have been used to improve existing prevention programs, create new programs, or actions taken to remove barriers?	
5	Describe the strengths and challenges faced in delivering prevention services?	
Training and Continuing Education		
6	Describe efforts made to ensure that training and continuing education is made available to prevention staff.	
Coordinating prevention activities and services with other appropriate services.		
7	Describe what activities or initiatives have been implemented to coordinate services.	
8	What activities have been used to raise public awareness in communities?	
9	Describe what tools are used to perform background checks on all employees, volunteers and subcontractors?	
Mental Health Mini Grant - Wellness Promotion Only		
10	Does the tribe participate in Mental Health Promotion Grant activities *	If this question is answered NO, questions 11-14 will not be shown.
11	Please describe all of the activities related to your Mental Health Promotion project	
12	Please describe the outcomes related to your Mental Health Promotion project	
13	Please describe what worked related to your Mental Health Promotion project	
14	Please describe what you would do differently related to your Mental Health Promotion project	
Designated Marijuana Account Grant - DMA Programs Only		
15	Does the tribe participate in DMA funding activities *	If this question is answered NO, questions 16-19 will not be shown.
16	Please describe all of the activities related to your DMA project	
17	Please describe the outcomes related to your DMA project	
Reporting & Evaluation		

Tribal Annual Report – Entered by Tier 3 users		
Q #	**Field Name/Question**	**Help Information**
18	Please describe what worked related to your DMA project	
19	Please describe what you would do differently related to your DMA project	
20	Additional notes	

9. A report may be EDITED by a user without restriction as long as the user has the proper privileges (EDIT authority to the IMPLEMENTATION module).

10. A report may be DELETED by a user without restriction as long as the user has the proper privileges (DELETE authority to the IMPLEMENTATION module).

XI. Surveys

Surveys will be used extensively throughout the system for evaluating participants, staff and partners and by extension, the overall effectiveness of various programs. Coalitions complete a Coalition Assessment Tool (CAT) Survey while specific programs include participant surveys in the form of one-time, pre, mid, post, or follow-up assessments. Based on the Program Profile specified during the planning stage in which a combination of risk/protective factors were identified, Minerva will make visible the pre-loaded survey associated with the program. For these surveys, report the date the survey was taken by the participant, enter into Minerva the responses, and indicate whether the survey was one-time, pre, mid, post, or follow-up.

NOTE: If a survey is not visible, it may not have been pre-loaded into Minerva. Submit to DBHR via the Help Ticket function in Minerva the name of the expected program and survey. If an incorrect survey appears, the Program Profile was incorrectly specified – contact your Prevention System Manger to return the Program Profile to allow corrections.

A. Coalition Assessment Tool Survey

The Coalition Assessment Tool (CAT) survey is only available for certain coalitions, specifically, those with the following risk/protective factor and measurable objectives shown below. These will correspond with CPWI Coalition program profiles.

Risk/Protective Factor (Q11 in program profile)	Measurable Objective (Q12 in program profile)
(R)Low Neighborhood Attachment & Community Disorganization	Community capacity to address ATOD issues
(R)Low Neighborhood Attachment & Community Disorganization	Community readiness to address ATOD issues

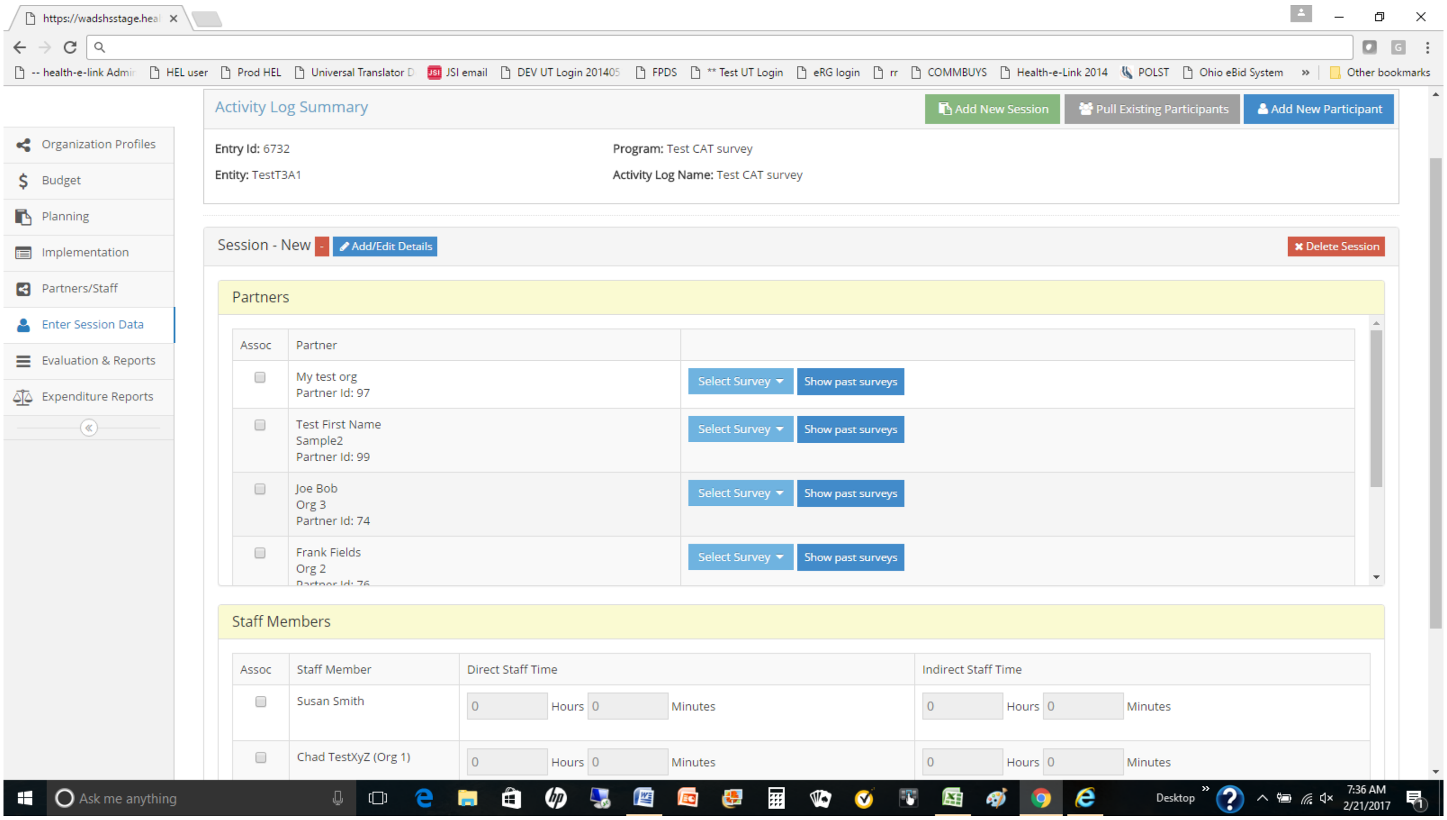
When a Program Profile is created, if Question 11 (Select the primary intervening variable (risk or protective factor) addressed) and Question 12 (Select measurable objective of local condition of the primary intervening variable indicated above) choices are made as indicated in the table above, then the user creating the program profile will be given the opportunity to select the CAT survey on Question 24 (Select the survey instrument(s) to be used in the evaluation).

After the program profile is submitted and approved, the user will be given the opportunity to complete a CAT survey for each coalition member or partner that is visible in any session associated with the program (via the Activity Log). Please refer to the SELECT SURVEY option that is displayed for each coalition partner, as shown in **Figure 37**.

While Coalition Coordinators contribute as a vital part of the CPWI model, they are not considered to be a coalition member or partner, and therefore should not personally complete or enter a Coalition Assessment Tool survey.

NOTE: The SELECT SURVEY option will only appear if the conditions described above were met when the program profile was created.

Figure 37: Enter Session Data - CAT Survey



The CAT survey displays a list of seventy-eight (78) questions that may be answered by the user. With exception of indicating the date that the survey was completed, the questions are all optional. However, care should be taken to answer the questions in the appropriate categories. The categories include:

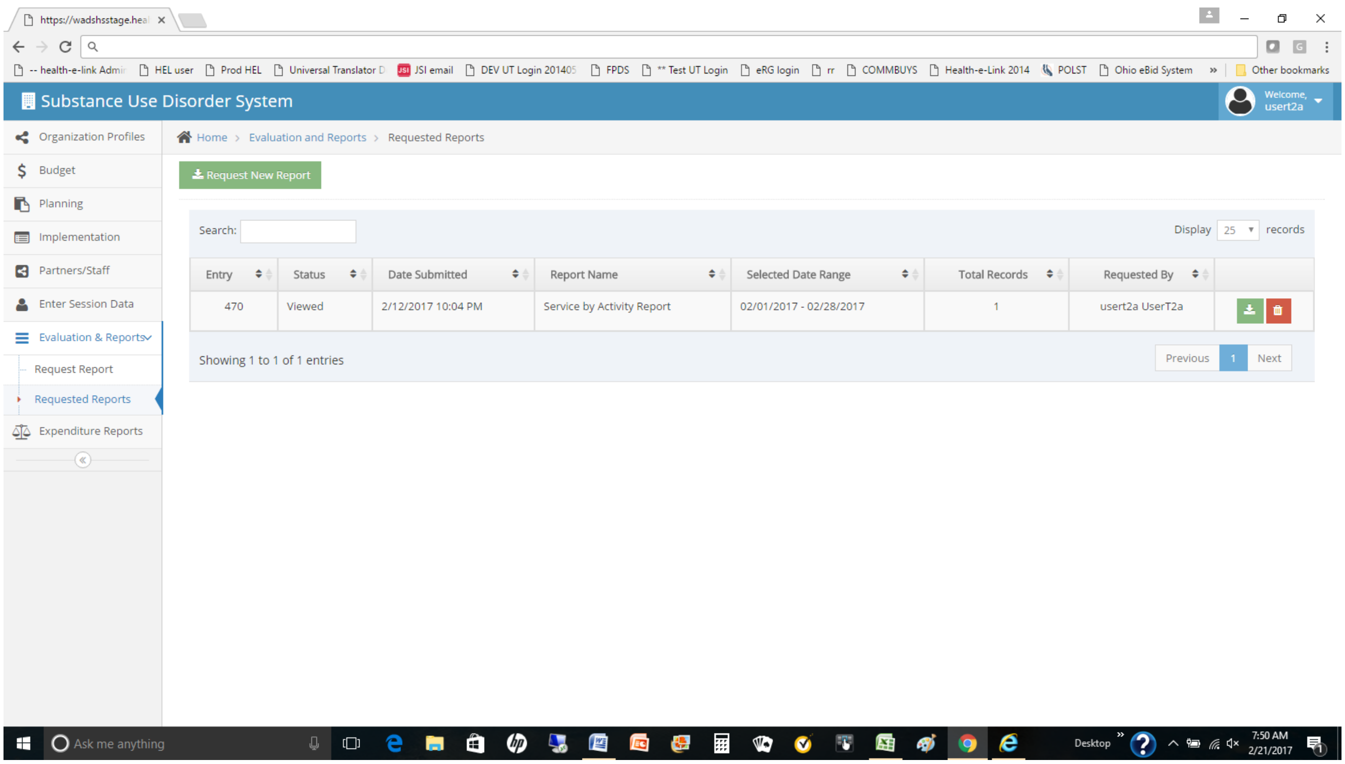
A. Vision, mission and goals
B. Coalition structure and membership
C. Coalition leadership
D. Outreach and communication
E. Coalition meetings and communications
F. Opportunities for member growth and responsibility
G. Effectiveness in planning and implementation
H. Relationship with local government and other community leaders
I. Partnerships with other organizations
J. Coalition members' sense of ownership and participation
K. Ability to collect, analyze and use data
L. Understanding of and commitment to environmental change strategies
M. Cultural competence
N. Funding and sustainability
O. Background information

NOTE: Surveys may be deleted if entered incorrectly for a given partner.

XII. Evaluation and Reports

Over time, the Minerva System will contain a series of reports that system users may access via the **Evaluation & Reports** tab as shown in **Figure 38**. Reports will be used extensively for reviewing system activity and a large number of indicators associated with most if not all system modules from budget allocations to session data.

Figure 38 - Evaluation and Reports



When the Evaluation & Reports tab is selected, the user is provided two options:

- **Request Report** - The user is provided access to a number of reports based on assigned user privileges. The user can select a report, complete all requested information, and submit the report for processing.
- **Requested Reports** - Reports previously submitted by the user will be available for viewing and/or download. Note that reports may not be completed immediately following submission in the event that the report is resource intensive or if there is heavy reporting activity by a number of system users.

NOTE: A series of system security features controls what reporting features a user may access. For example, the user may not even see the Evaluation & Reporting module if they are not authorized to the module. Alternatively, they may be granted access to a limited number of reports based on their access level. If you have questions concerning your level of report access, please contact the help desk.

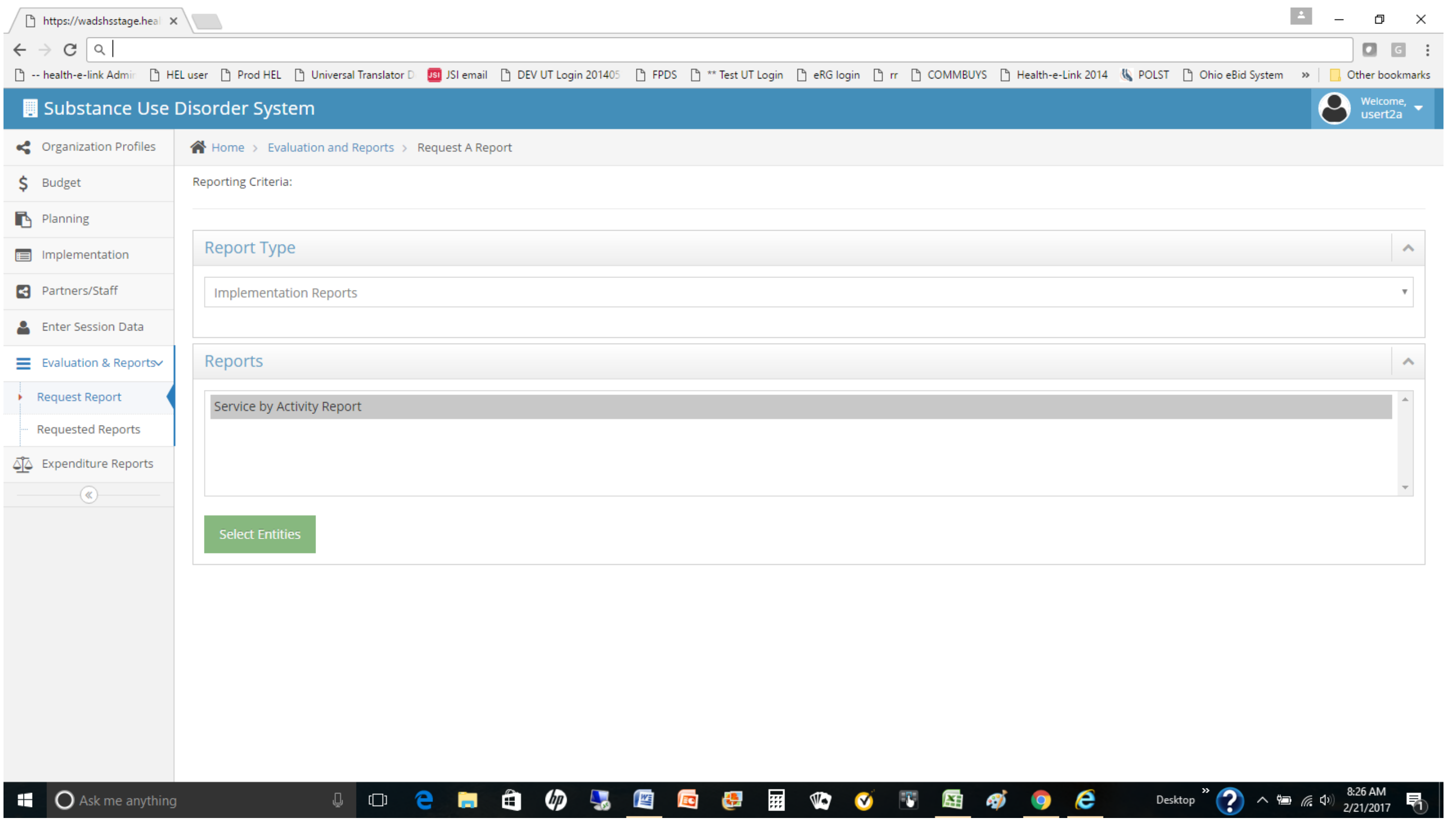
A. Request Report

When a user selects Request Report, the form showed in **Figure 39** is displayed. The user selects one of two options from the **Report Type** section of the form as described below.

- Administrative Reports - These reports are used to manage configurations of users and entities on the system. Reports that list system users and entities as well as their attributes may be listed for review.
- Implementation Reports - These reports are used to review program related data and include the Service Activity Report.

After the user selects the Report Type, a list of available reports will be displayed in the Reports section as shown in **Figure 39**. After selecting the report of interest, the user will be provided a series of options to complete (e.g. date range; entities of interest, programs of interest). The specific selection criteria for available reports are reviewed in the following section.

Figure 39 - Request Report



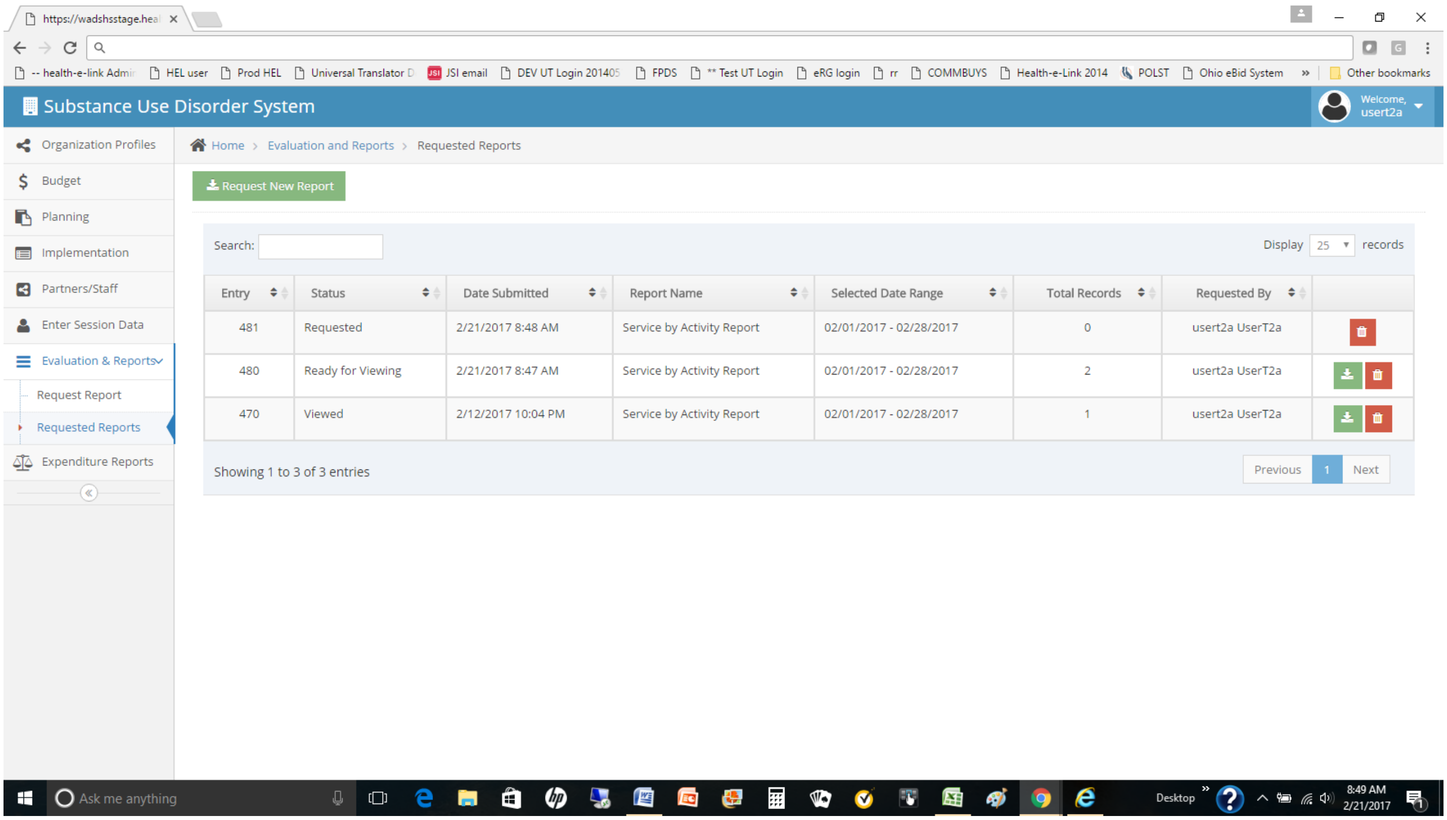
B. Requested Reports

Following submission of a report to the system, the user may periodically check on the status of a report by selecting the requested reports option as shown in **Figure 40**. Previously submitted reports will have one of the three statuses listed below.

- **Requested** - The report has been requested but has not yet processed.
- **Ready for Viewing** - The report has completed processing but has not yet been viewed or downloaded by the user.
- **Viewed** - The report has completed processing and has been viewed and/or downloaded by the user.

NOTE: A user may only have "VIEW" authority to reports (can only view reports created by other users), "CREATE" authority where they can submit report requests for reports to which they are authorized and "DELETE" authority where they are allowed to delete reports from the system. User report privileges are set by state staff. If you have concerns about your level of report access, please submit a help desk ticket.

Figure 40 - Requested Reports



C. *Service Activity Report*

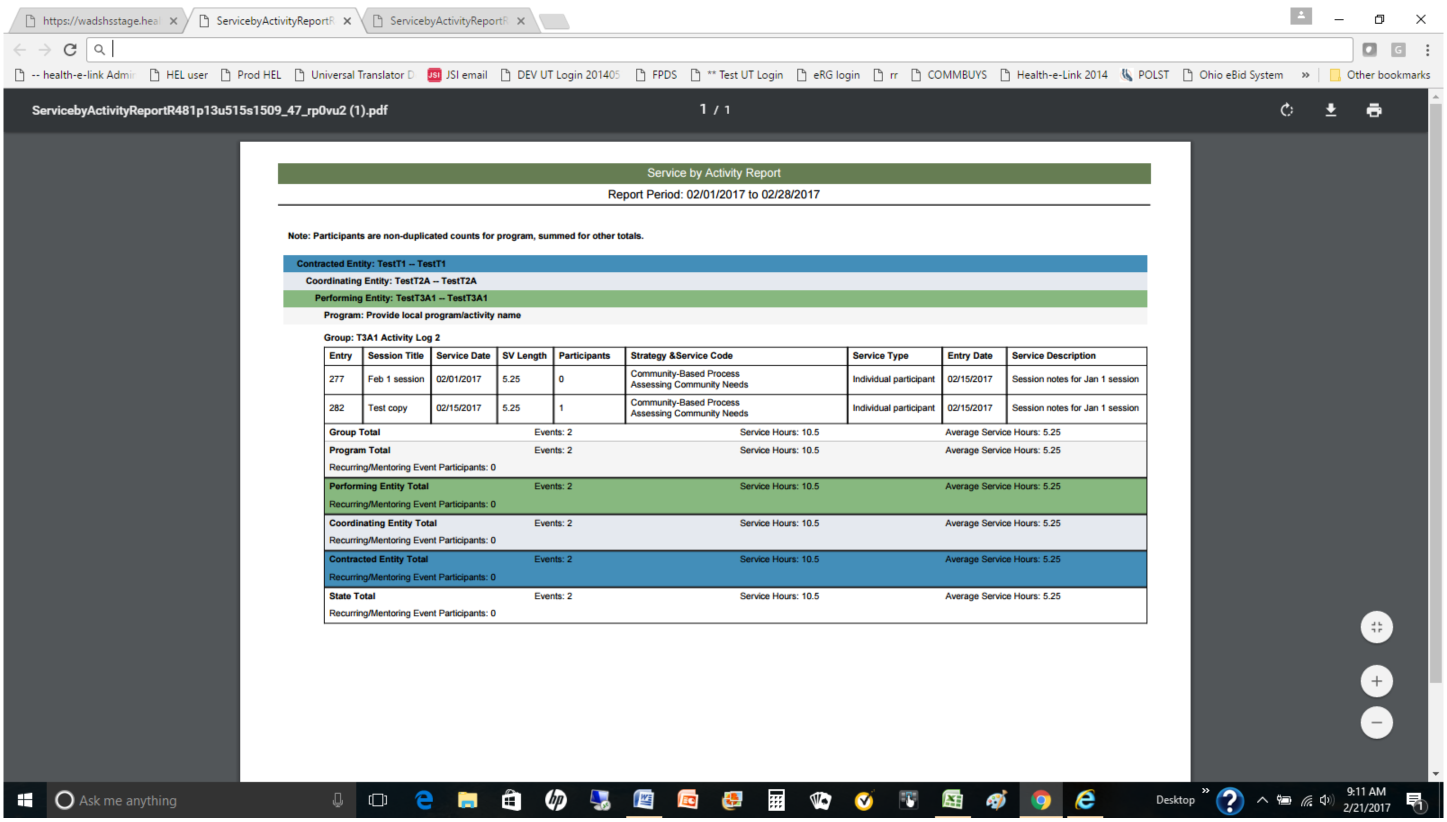
At the time of the writing of this version of the Minerva User Guide (v1.3), only the Service Activity Report has been implemented. To submit a Service Activity Report, perform the following steps.

NOTE: If any of the options below are not displayed on your screen, there may be a user privilege issue. Please contact the help desk if you have concerns about your inability to run this report.

1. From the left menu bar on the Minerva system, select EVALUATION, & REPORTS.
2. From the left menu bar on the Minerva system, select REQUEST REPORT.
3. Under Report Type, select IMPLEMENTATION REPORTS.
4. Under Reports, select SERVICE BY ACTIVITY REPORT and then select the SELECT ENTITIES option.
5. From left to right, select the tier 1, tier 2 and tier 3 entities of interest (multiples may be selected) and then select the SELECT DATES option.
6. Select a "start date" and "end date" date range and choose the SELECT PROGRAM(s) option.
7. Select one or more programs displayed on the form and then choose SELECT ACTIVITY LOG NAME(S).

8. Select one or more activity log names on the form and then select SUBMIT REPORT.
9. The report will be displayed on the REQUESTED REPORTS form as shown in **Figure 40** and will be in REQUESTED status.
10. After a length of time (depending on the complexity of the report and how busy the system is) the report will transition to AVAILABLE FOR VIEWING status.
11. The user may select the green VIEW THIS REPORT option to view the report and save the report to their local desktop.
12. The Service by Activity Report will be displayed as shown in **Figure 41**.

Figure 41 - Service by Activity Report



Service by Activity Report

Report Period: 02/01/2017 to 02/28/2017

Note: Participants are non-duplicated counts for program, summed for other totals.

Contracted Entity: TestT1 -- TestT1

Coordinating Entity: TestT2A -- TestT2A

Performing Entity: TestT3A1 -- TestT3A1

Program: Provide local program/activity name

Group: T3A1 Activity Log 2

Entry	Session Title	Service Date	SV Length	Participants	Strategy &Service Code	Service Type	Entry Date	Service Description
277	Feb 1 session	02/01/2017	5.25	0	Community-Based Process Assessing Community Needs	Individual participant	02/15/2017	Session notes for Jan 1 session
282	Test copy	02/15/2017	5.25	1	Community-Based Process Assessing Community Needs	Individual participant	02/15/2017	Session notes for Jan 1 session

Group Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25

Program Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25
Recurring/Mentoring Event Participants: 0

Performing Entity Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25
Recurring/Mentoring Event Participants: 0

Coordinating Entity Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25
Recurring/Mentoring Event Participants: 0

Contracted Entity Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25
Recurring/Mentoring Event Participants: 0

State Total Events: 2 Service Hours: 10.5 Average Service Hours: 5.25
Recurring/Mentoring Event Participants: 0

Appendix A: Minerva System Basics

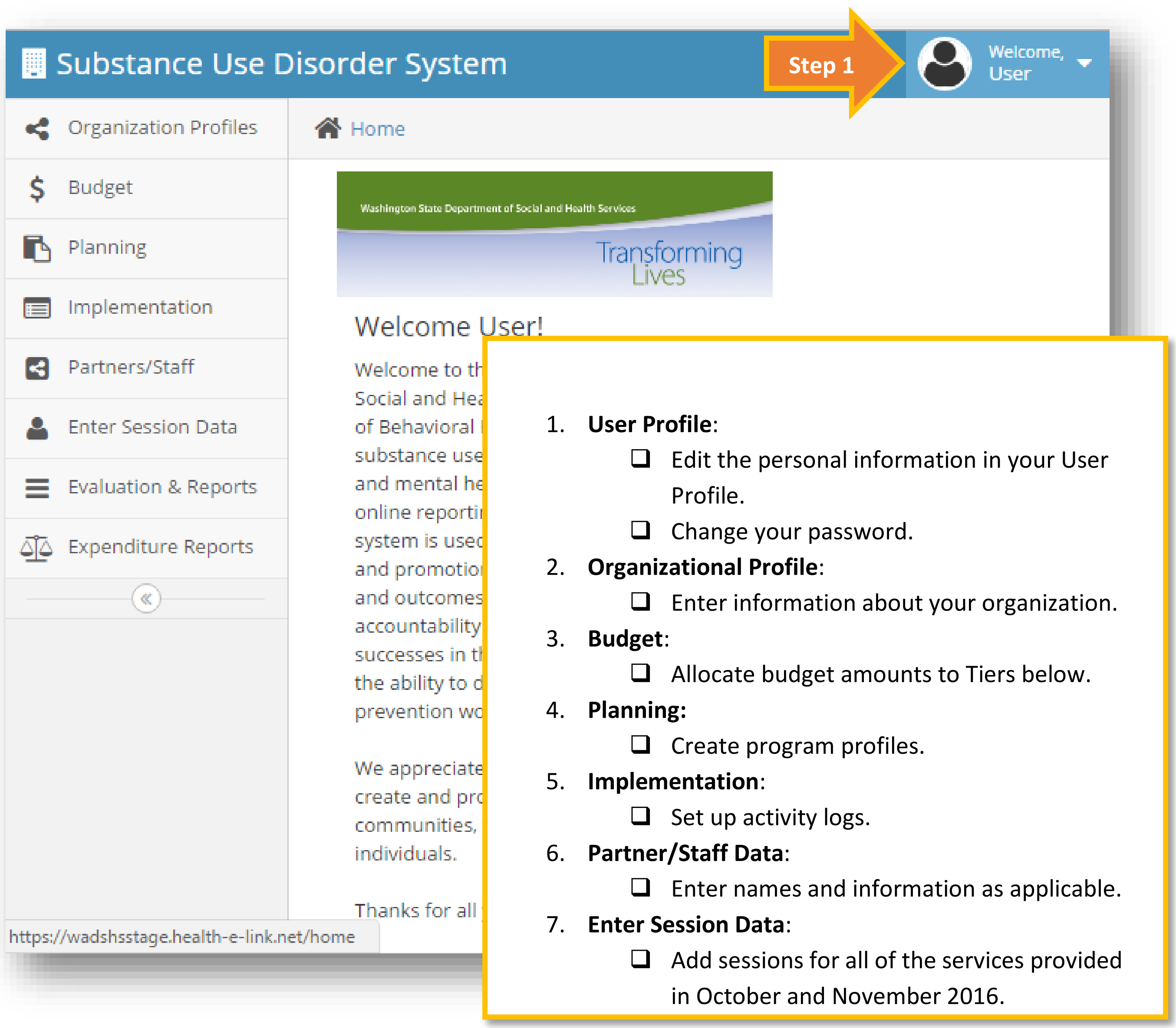
Getting Started: Initial System Login Steps

Welcome to Minerva!

To access **Minerva**, go to the website: www.TheAthenaForum.org/Minerva.

We encourage you to mark this as a *Favorite* and save to your Desktop.

Use the log-in information that DBHR provided you in your email sent 11/18/16 from PrevMIS@dshs.wa.gov. Then follow the **Initial Login Steps** listed below.



1. **User Profile**:
   - ❑ Edit the personal information in your User Profile.
   - ❑ Change your password.
2. **Organizational Profile**:
   - ❑ Enter information about your organization.
3. **Budget**:
   - ❑ Allocate budget amounts to Tiers below.
4. **Planning:**
   - ❑ Create program profiles.
5. **Implementation**:
   - ❑ Set up activity logs.
6. **Partner/Staff Data**:
   - ❑ Enter names and information as applicable.
7. **Enter Session Data**:
   - ❑ Add sessions for all of the services provided in October and November 2016.

Initial Login Steps Details:

1. **User Profile**:
   - ❑ Edit the personal information in your User Profile.
   - ❑ Change your password.

2. **Organizational Profile**:
   - ❑ Enter information about your organization.
   - ❑ Verify that the correct Entities are displaying and associated with your account.

3. **Budget**:
   - ❑ Allocate budget amounts to Tiers below (Tier 1 or Tier 2 only).

4. **Planning:**
   - ❑ Create program profiles (Programs or Strategies) (Tier 2 only).

   Note: Remember you will need to get DBHR approval prior to moving to the next steps.

5. **Implementation**:
   - ❑ Set up activity reporting logs for each of your programs (the active series/groups or activities for October and November 2016 services and forward).
   - ❑ Complete the relevant Implementation Reports (CPWI quarterly and Coordinator/Tribe staff hours)

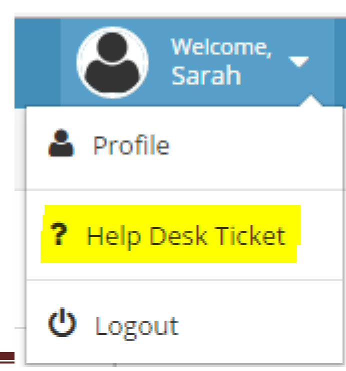
   Note: you will need to enter Staff names before you can complete you staff hours reporting.

6. **Partner/Staff Data**:
   - ❑ Enter staff names and information
   - ❑ Enter partner information as applicable.

7. **Enter Session Data**:
   - ❑ Add sessions for all of the services provided in October and November 2016.

Note: *For security purposes, the system will automatically log you out after 30 minutes of inactivity. You must logout (do not just close the window). If you close the window without logging out first, you will have to wait 30 minutes for your account to re-set.*

What to do if you get stuck entering data?

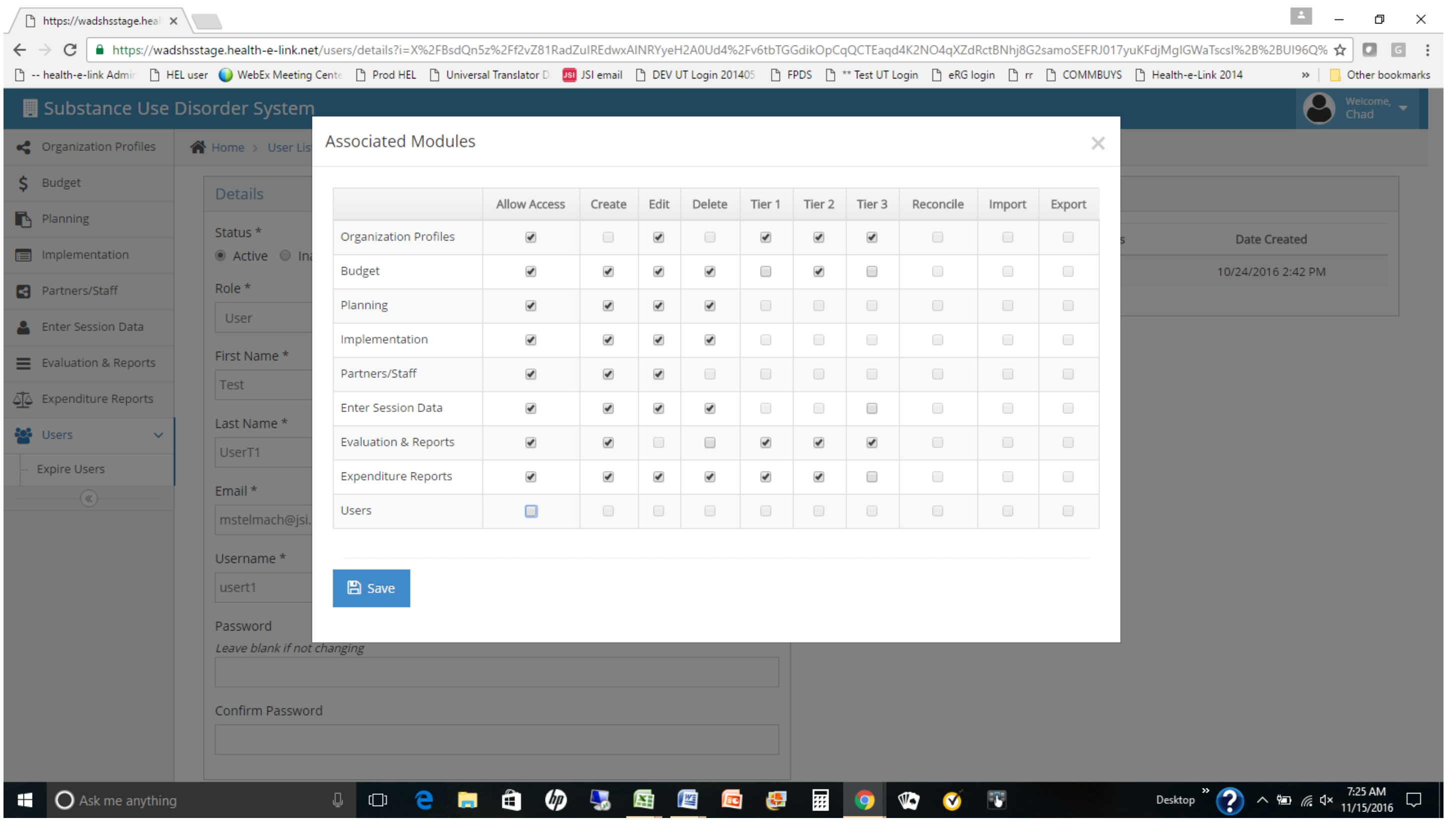


1) Go to www.TheAthenaForum.org/Minerva and refer to the **Minerva** Online Reporting User Guide to see if you can determine the issue.
2) If you are not able to find a resolution in the guide for the data entry issue you are experiencing, or if you have found an error (bug) in the system functioning, submit a Help Desk Ticket by clicking on your name in the upper right corner –

then select “Help desk Ticket”. You may also via email to jsihealthelink@jsi.com or phone 1(844) 385-3653.

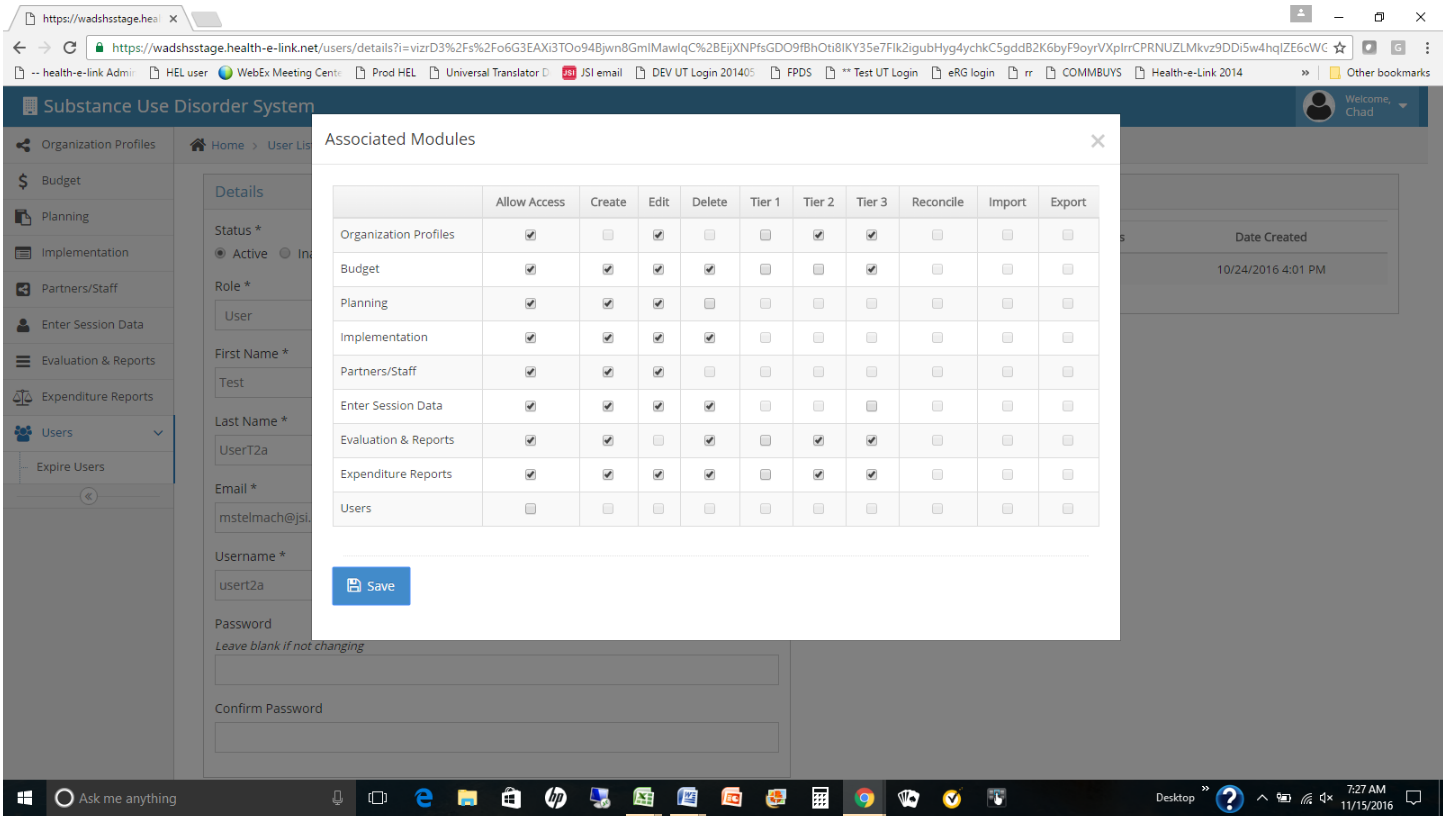
User Privileges and Access by User Type

<u>Tier 1 User:</u>



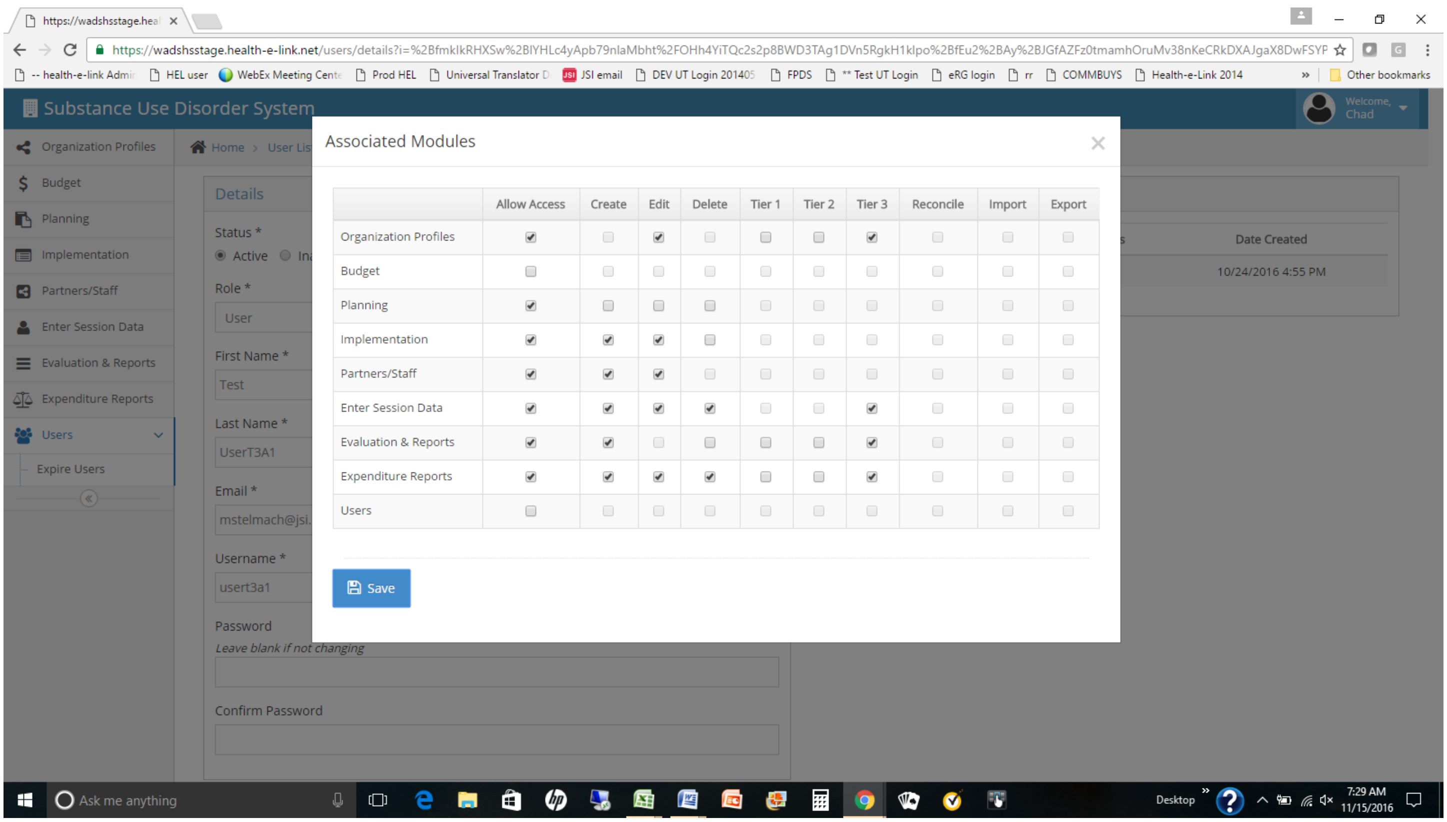
Tier 1 User Privileges	
Module	**Privileges**
Organization Profiles	User has access to all organization profiles for entities within their domain.
Budget	User can create, edit and delete Tier 2 budget allocations.
Planning	User can create, edit and delete program profiles.
Implementation	User can create, edit and delete activity reporting, coalition hours, CPWI quarterly reporting and Tribal annual reporting logs.
Partners/Staff	User can create and edit partners and staff.
Enter Session Data	User can create, edit and delete sessions.
Evaluation & Reports	User can create, edit and delete Tier 1, 2 and 3 reports.
Expenditure Reports	User can create, edit and delete Tier 1 and 2 reports.
Users	User cannot create or edit system user accounts.

<u>Tier 2 User:</u>



Tier 2 User Privileges	
Module	**Privileges**
Organization Profiles	User has access to Tier 2 and 3 organization profiles for entities within their domain.
Budget	User can create, edit and delete Tier 3 budget allocations.
Planning	User can create and edit program profiles.
Implementation	User can create, edit and delete activity reporting, coalition hours, CPWI quarterly reporting and Tribal annual reporting logs.
Partners/Staff	User can create and edit partners and staff.
Enter Session Data	User can create, edit and delete sessions but cannot see individual participant names.
Evaluation & Reports	User can create and delete Tier 2 and 3 reports.
Expenditure Reports	User can create, edit and delete Tier 2 and 3 reports.
Users	User cannot create or edit system user accounts.

Tier 3 User:



Tier 3 User Privileges	
Module	**Privileges**
Organization Profiles	User has access to Tier 3 organization profiles for entities within their domain.
Budget	User does not have access to the budget module. Budgets are available for viewing in the organization profile.
Planning	User can view program profiles.
Implementation	User can create and edit activity reporting, coalition hours, CPWI quarterly reporting and Tribal annual reporting logs.
Partners/Staff	User can create and edit partners and staff.
Enter Session Data	User can create, edit and delete sessions and CAN see individual participant names.
Evaluation & Reports	User can create Tier 3 reports.

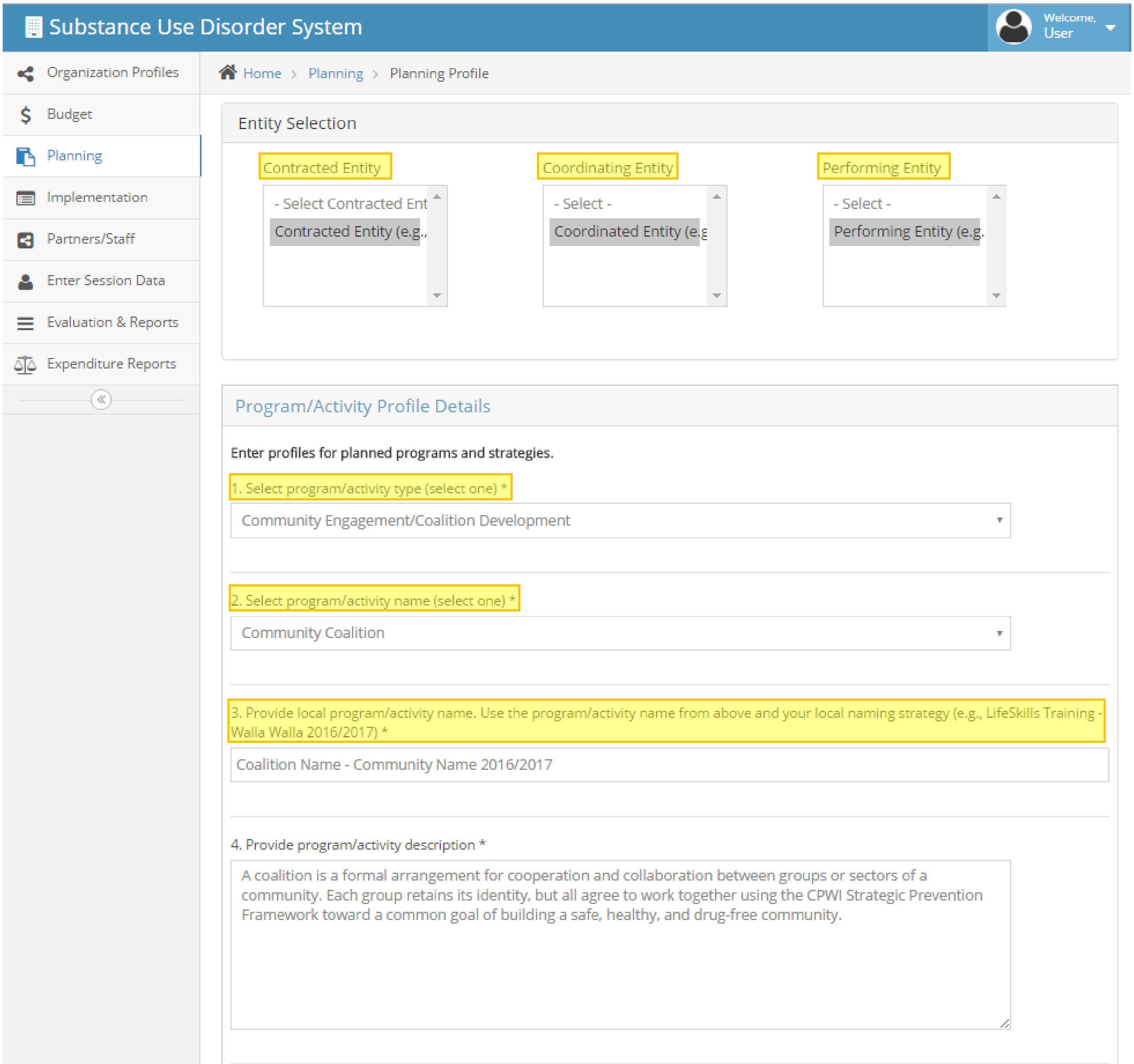
Expenditure Reports	User can create and edit Tier 3 reports.
Users	User cannot create or edit system user accounts.

Appendix B: Program Entry within the Planning Module

Building a CPWI Coalition Program Profile

When building a CPWI Coalition Program Profile in Minerva, model your Program Profile after the text that is displayed in the screen shots below. **Follow this guidance exactly as presented.**

Note: *The questions that are not highlighted in yellow are dependent on your Coalition. Complete these questions as appropriate.*



5. Program/activity start date *

07/01/2016

6. Program/activity end date *

06/30/2017

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

Block Grant Prevention Funding	$
Dedicated Marijuana Account - Admin	$
Dedicated Marijuana Account - Evidence-Based Programs	$
Dedicated Marijuana Account - Promising Programs	$
General Fund (GF) -State - Admin (for SABG Prevention)	$
Mental Health Promotion Project - State	$
Partnerships For Success (July 1 - Sept 29)	$
Partnerships For Success (Sept 30 - June 30)	$
PFS July 1-Sept 29 - Admin	$
PFS Sept 30- June 30- Admin	$
Total:	$ 0.00

8. Select the implementation type (select one) *

Evidence Based (EBP)

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

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

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

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

If other, please specify:

Note: *Question 9 should match the Long-Term Consequences that have been identified in your community's Logic Model.*

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

- ☐ Substance Use Disorders
- ☐ Mental Health Disorders

If other, please specify:

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

(R)Low Neighborhood Attachment & Community Disorganization

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

Community capacity to address ATOD issues

Community readiness to address ATOD issues

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

Increase

Increase or maintain

14. Select the secondary intervening variables (risk and protective factors) addressed (select all that apply)

- ☐ (P)Community: Bonding (opportunity, skills, and recognition)
- ☐ (P)Engagement and connections in one or more of the following contexts: school, peers, family, employment or culture
- ☐ (P)Peer: Bonding (opportunity, skills, and recognition)
- ☐ (P)School: Bonding (opportunity, skills, and recognition)
- ☐ (R)Academic Failure Beginning in the Late Elementary School
- ☐ (R)Community Laws and Norms Favorable to Alcohol/Drug Use, Firearms & Crimes
- ☐ (R)Early and Persistent Antisocial Behavior
- ☐ (R)Extreme Economic Deprivation
- ☐ (R)Family History of Problem Behavior
- ☐ (R)Favorable Attitudes Toward the Problem Behavior
- ☐ (R)Friends Who Engage in the Problem Behavior
- ☐ (R)Low Neighborhood Attachment & Community Disorganization
- ☐ (R)Transitions and Mobility
- ☐ (P)Community: Healthy Beliefs and Clear Standards
- ☐ (P)Family: Bonding (opportunity, skills, and recognition)
- ☐ (P)Family: Healthy Beliefs and Clear Standards
- ☐ (P)Peer: Healthy Beliefs and Clear Standards
- ☐ (P)School: Healthy Beliefs and Clear Standards
- ☐ (R)Availability of Alcohol/Drugs
- ☐ (R)Constitutional Factors
- ☐ (R)Early Initiation of the Problem Behavior
- ☐ (R)Family Conflict
- ☐ (R)Family Management Problems
- ☐ (R)Favorable Parental Attitudes & Involvement in the Problem Behavior
- ☐ (R)Lack of Commitment to School
- ☐ (R)Rebelliousness

15. Select CSAP strategy category (select one) *

Community-Based Process

16. Select IOM category (select one) *

Universal-Indirect

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

Adapted, we are planning to make adaptations and/or modifications

Indicate if planned adaptations or modifications been approved by the program's developer

- ○ Yes
- ○ No
- ◉ N/A

Note: *<u>Question 14</u> should only be selected if additional intervening variable(s) were identified during strategic planning.*

Provide planned adaptations or modifications (select all that apply)

- [x] Modification to training requirement (e.g. untrained, unofficial training, etc.)
- [ ] Modification to dosage/duration (e.g. different # of sessions, different length of time for each session, etc.)
- [ ] Modification to delivery site (e.g. at community site instead of school setting as researched)
- [ ] Modification to target population (e.g. Delivering to universal population when it researched for indicated, etc.)

Provide explanation and rationale of adaptations

CPWI

18. Indicate expected number of program/activity series (groups) *

19. Indicate expected number of total sessions (For all series (groups)) *

20. Indicate expected total hours for program/activity (For all series (groups)) *

21. Indicate expected total unduplicated participants for this program/activity (For all series (groups)) *

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

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

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

- [ ] 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

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

- [ ] Not Applicable
- [x] Coalition assessment tool

25. Select frequency of survey (select one) *

One time

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

Active

27. Program/Activity notes:

Save | Submit | Exit without Saving

Appendix C: Surveys

Understanding Survey Selection

The table below has been created using the Washington Department of Social and Health Services (DSHS) Division of Behavioral Health and Recovery (DBHR) system logic for measuring change in local conditions. It has been developed to assist users in the Minerva system when selecting the appropriate survey question banks based upon the risk and protective factors and objectives identified for program selection and implementation. With many objectives, there are multiple survey instrument options. Some options involve pre- vs. post-tests, Spanish versions, or other options. Multiple surveys may be selected if a program or strategy is attempting to change more than one objective. If you are unsure about which survey option is most appropriate, please contact your Prevention System Manager.

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
(P)Community: Bonding (opportunity, skills, and recognition)	Acquisition of culturally defined values using a cultural and social context	*No survey available in Minerva*
	Opportunities, skills and recognition for prosocial involvement in the community	Survey Community Connections
		VOICE [Org129_1]
		Youth Participation - Opportunities for Prosocial Involvement [C006]
(P)Community: Healthy Beliefs and Clear Standards	Opportunities, skills and recognition to promote bonding to community role models who exhibit healthy beliefs and clear standards	AM Bonding/Attachment [Y1]
	Understanding of influence of community norms on children's lives	*No survey available in Minerva*
	Understanding of the importance of the Tribe's culture, traditions, and heritage	Participant Survey Snoqualmie Canoe Family
(P)Engagement and connections in one or more of the following contexts: school, peers, family, employment or culture	Opportunities for increasing sense of connectedness to community, self-esteem and sense of wellbeing	Self-Esteem [IP008]
		VOICE [Org129_1]
(P)School: Healthy Beliefs and Clear Standards	Awareness of school policies regarding ATOD use/possession	*No survey available in Minerva*
	Consistency and clear expectations for parents and students	Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
	Presentation of no-use messages on school campuses	*No survey available in Minerva*
(P)School: Bonding (opportunity, skills, and recognition)	Opportunities, skills and recognition for prosocial involvement	School Connections [APMY05]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
(P)Family: Bonding (opportunity, skills, and recognition)	Knowledge of nurturing parenting techniques	Learning Coalition Parent Skills Index (revised) [Org131007_2]
	Opportunities, skills and recognition to contribute to family bonding	AM Bonding/Attachment [Y1]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		Positive Family Management [APMF03]
		Sembrando Salud 10-12 [Org127_2]
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]
(P)Family: Healthy Beliefs and Clear Standards	Communication skills among families	AM Communication Skills [P6]
		AM Family Management - Attitudes [P3]
		Family Communications [APMP01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Parent Communication [APMP04]
		Positive Family Management [APMF03]
		Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
		Strengthening Families WSU (Youth) [SFWSU_Y]
	Family management skills among caregivers	AM Family Management - Skills [P4]
		Family Managing and Monitoring (youth and Adult) [APMF01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
		Managing the Family [APMP02]
		Parent Communication [APMP04]
	Number of family meetings where issues are discussed and family values clarified	Guiding Good Choices Parent Survey [GGC_Min]

(P)Peer: Bonding (opportunity, skills, and recognition)	Decision making skills	AM Social Competence - Decision Making Skills [Y5B]
	Opportunities, skills and recognition for prosocial involvement with peers	AM Bonding/Attachment [Y1]
		Leadership/Mentoring [IP015]
	Social competence skills (communication, decision making, problem solving, interactions with others, assertiveness)	AM Social Competence - Assertiveness [Y5A]
		AM Social Competence - Social Skills [Y5C]
		Life Skills - Assertiveness [IP011]
(P)Peer: Healthy Beliefs and Clear Standards	Knowledge of life skills	Healthy Decisions Survey - Elementary School [APMY02]
		Keep a Clear Mind - Grays Harbor [Org114_1]
		Life Skills Elementary Survey [Org127_3]
		Life Skills Scale [LST_KN]
		Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Pierce County - Project SUCCESS [Org127_5]
	Peer disapproval of use	Pierce County - Project SUCCESS [Org127_5]
		RM Individual/Peer [PPG03B]
	Perception of peer use	*No survey available in Minerva*
	Refusal skills	AM refusal skills Y4i
		Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Sembrando Salud 10-12 [Org127_2]
(R)Community Laws and Norms Favorable to Drug Use, Firearms & Crimes	Ad placements that appeal to youth	Media Ready participant survey [MediaReady]
	Environmental influences favorable to ATOD use	Media Ready participant survey [MediaReady]
	Perception of enforcement of laws and policies	*No survey available in Minerva*
	Policies, social practices favorable toward ATOD use	*No survey available in Minerva*
	Social acceptance of ATOD use	*No survey available in Minerva*
	Community capacity to address ATOD issues	Coalition Assessment Tool

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
(R)Low Neighborhood Attachment & Community Disorganization	Community readiness to address ATOD issues	Coalition Assessment Tool
(R)Availability of Drugs	Enforcement of laws and policies	*No survey available in Minerva*
	Perceived availability of drugs	*No survey available in Minerva*
	Youth access to ATOD	*No survey available in Minerva*

(R)Transitions and Mobility	Neighborhood attachment	Neighborhood Attachment
	Opportunities, skills and recognition for prosocial involvement	Social Disorganization - Frequency of Participation in Organized Community Activities [C008]
		Youth Participation - Opportunities for Prosocial Involvement [C006]
(R)Academic Failure Beginning in the Late Elementary School	Disruptive classroom behaviors	AM Academic Performance [Y8]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		Strengthening Families WSU (Youth) [SFWSU_Y]
	Parent involvement in school	*No survey available in Minerva*
	Social competence skills (communication, decision making, problem solving, interactions with others, assertiveness)	AM Social Competence - Assertiveness [Y5A]
		AM Social Competence - Social Skills [Y5C]
		Life Skills - Assertiveness [IP011]
		Mentee Quality of Match
		Mentee Teacher Survey
(R)Lack of Commitment to School	Motivation to attend all classes	Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		School Connections [APMY05]
	Motivation to learn	Media Ready participant survey [Media Ready]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		School Connections [APMY05]
	Opportunities, skills and recognition for prosocial involvement in school and the classroom	Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		School Connections [APMY05]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
(R)Favorable Parental Attitudes & Involvement in the Problem Behavior	Parental awareness of risk/protective factors and the consequences of involvement	Keep a Clear Mind - Grays Harbor [Org114_1]
	Use of children assisting parents in obtaining their drugs	Keep a Clear Mind - Grays Harbor [Org114_1]

(R)Family History of Problem Behavior	Effects of stress on caregivers	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
	Knowledge of physiological impact of ATOD use	Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
	Opportunities for positive involvement in the family	AM Family Involvement
		Parent/Child Bonding - Parent-Child Affective Quality (Parent Report) [F005]
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]
	Perception of parental disapproval of substance use	Keep a Clear Mind - Grays Harbor [Org114_1]
		Participant Survey Family Norms (youth)
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Parent Post) (Spanish) [SFWSU_A2s]
		Strengthening Families WSU (Parent Pre) (Spanish) [SFWSU_A1s]
	Self-efficacy of caregivers in their parenting skills	Managing and Monitoring for Parents of Young Children [APMP05]
(R)Family Management Problems	Attitudes of family management practices (including monitoring, punishment, discipline, limit setting, control, managing anger)	AM Family Management - Attitudes [P3]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
		Managing the Family [APMP02]
		Family Managing and Monitoring (youth and Adult) [APMF01]
	Effects of stress on caregivers	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
		Prosocial Involvement (Family) (youth)
		Strengthening Families - Youth Spanish [SF-YS]

(R)Family Management Problems (continued)	Knowledge and skills to facilitate family communication	AM Communication Skills [P6]
		AM Family Management - Attitudes [P3]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Parent Communication [APMP04]
		Positive Family Management [APMF03]
	Use of family management skills (i.e., discipline strategies, techniques for setting limits, approaches to monitoring youth behaviors)	AM Family Management - Skills [P4]
		Family Managing and Monitoring (youth and Adult) [APMF01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Managing the Family [APMP02]
		Parent Communication [APMP04]
(R)Family Conflict	Desired behaviors among children in response to parenting techniques	Love and Logic Parent Survey (2003) [LoveAndLogicParent]
	Effects of stress on caregivers	Love and Logic Instrument [LoveAndLogic]
		Love and Logic Parent Survey (2003) [LoveAndLogicParent]
	Family management skills	AM Family Management - Skills [P4]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
		Family Managing and Monitoring (youth and Adult) [APMF01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Managing the Family [APMP02]
		Parent Communication [APMP04]
	Knowledge and skills to facilitate family cohesion	AM Family Cohesion [P1]

(R)Family Conflict (continued)	Knowledge and skills to facilitate family communication	AM Communication Skills [P6]
		AM Family Management - Attitudes [P3]
		Family Communications [APMP01]
		Managing and Monitoring for Parents (Spanish) [APMF02s]
		Managing and Monitoring for Parents [APMF02]
		Managing and Monitoring for Parents of Young Children [APMP05]
		Parent Communication [APMP04]
		Positive Family Management [APMF03]
	Knowledge and skills to reduce family tension	Strengthening Families - Youth Spanish [SF-YS]
		Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
		Strengthening Families WSU (Youth) [SFWSU_Y]
	Positive family interactions	Love and Logic Instrument [LoveAndLogic]
		Strengthening Families - Youth Spanish [SF-YS]
		Strengthening Families For Parents of Youth 10-14 (Parent) [SFWSU_AX]
		Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
(R)Extreme Economic Deprivation	Opportunity for economic self-sufficiency	*No survey available in Minerva*
	Disapproval of use (peer)	Pierce County - Project SUCCESS [Org127_5]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
(R)Friends Who Engage in the Problem Behavior		RM Individual/Peer [PPG03B]
	Refusal and resistance skills	AM refusal skills Y4i
		Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Sembrando Salud 10-12 [Org127_2]
	Rewards for antisocial behavior	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		RM Individual/Peer [PPG03B]
(R)Constitutional Factors	Conduct problems among students	Second Steps: Strengths and Difficulties 11-17 [SDQ_S1117]
	Decision making skills	AM Social Competence - Decision Making Skills [Y5B]
	Opportunities, skills and recognition to promote attachment to society, community and/or school	AM Bonding/Attachment [Y1]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		Sembrando Salud 10-12 [Org127_2]

(R)Constitutional Factors (continued)	Personal Competence (self-control, self-concept, self-efficacy)	AM Personal Competence [Y6]
	Social competence skills (communication, decision making, problem solving, interactions with others, assertiveness)	AM Social Competence - Assertiveness [Y5A]
		AM Social Competence - Social Skills [Y5C]
		Life Skills - Assertiveness [IP011]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
(R)Rebelliousness	Behavior problems among students	Second Steps: Strengths and Difficulties 11-17 [SDQ_S1117]
	Opportunities, skills and recognition to promote attachment to family, community and/or school	AM Bonding/Attachment [Y1]
		Sembrando Salud 10-12 [Org127_2]
	Personal competence (self-control, self-concept, self-efficacy)	AM Personal Competence [Y6]
(R)Early and Persistent Antisocial Behavior	Opportunities, skills and recognition to promote attachment to society, community and/or school	AM Bonding/Attachment [Y1]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
		Second Steps: Strengths and Difficulties 11-17 [SDQ_S1117]

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
	Personal competence (self-control, self-concept, self-efficacy)	AM Personal Competence [Y6]
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking
	Rewards for antisocial behavior	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		RM Individual/Peer [PPG03B]
(R)Early Initiation of the Problem Behavior	Favorable attitudes toward alcohol	Healthy Decisions Survey - Elementary School [APMY02]
		Drug Attitudes - Life Skills Scale [LSTQ_DA]
		Favorable Attitudes [Y2]
		Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Media Ready participant survey [Media Ready]
		Sembrando Salud 10-12 [Org127_2]
	Knowledge of life skills	Healthy Decisions Survey - Elementary School [APMY02]
		Keep a Clear Mind - Grays Harbor [Org114_1]
		Life Skills Elementary Survey [Org127_3]
		Life Skills Scale [LST_KN]
(R)Early Initiation of the Problem Behavior (continued)	Knowledge of life skills (continued)	Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Pierce County - Project SUCCESS [Org127_5]
	Perception of harm	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Perceived Harm/Risk - Perceived Risk of Drug Use [IP007]
		Pierce County - Project SUCCESS [Org127_5]
		RM Individual /Peer [PPG03B]
	Refusal and resistance skills	AM refusal skills Y4i
		Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Mentee Pre-test, Mentee Post-test and Mentee Follow Up
		Mentee Quality of Match
		Mentee Teacher Survey
		Mentor Support Tracking

RISK/PROTECTIVE FACTOR	MEASURABLE OBJECTIVE	SURVEY OPTIONS
If you selected a program or strategy to address this R/P factor….	***And you selected this objective to be your measure of change…***	***Then these are your survey options in Minerva:***
		Sembrando Salud 10-12 [Org127_2]
	Youth's intentions to use ATOD	SPORT: Intentions to Use [SPORT]
(R)Favorable Attitudes Toward the Problem Behavior	Disapproval of peer use	RM Individual/Peer [PPG03B]
	Favorable Attitudes toward use	Life Skills Training Questionnaire - Elementary School Version 2009 [LST_ES]
		Drug Attitudes - Life Skills Scale [LSTQ_DA]
		Favorable Attitudes [Y2]
		Media Ready participant survey [Media Ready]
		Sembrando Salud 10-12 [Org127_2]
		Healthy Decisions Survey – Elementary School
	Non-use attitudes	Rainbow Days [Org1236_6]
	Perception of harm	Healthy Decisions Survey - Middle School (Spanish) [APMY01s]
		Healthy Decisions Survey - Middle School [APMY01]
		Perceived Harm/Risk - Perceived Risk of Drug Use [IP007]
		Pierce County - Project SUCCESS [Org127_5]
		RM Individual /Peer [PPG03B]
	Perception of parental disapproval of substance use	Strengthening Families WSU (Youth) (Spanish) [SFWSU_Ys]
		Strengthening Families WSU (Youth) [SFWSU_Y]

Appendix D: Uploading Individual Participants

System users may collect individual participant information directly from participants and after transferring that information to an excel spreadsheet, upload that spreadsheet to a specific activity log in the Minerva system. The steps involve a) obtaining the required forms, b) collecting participant information, c) transferring participant info to the Participant Upload Template, and d) Uploading the Participant Upload Template to Minerva.

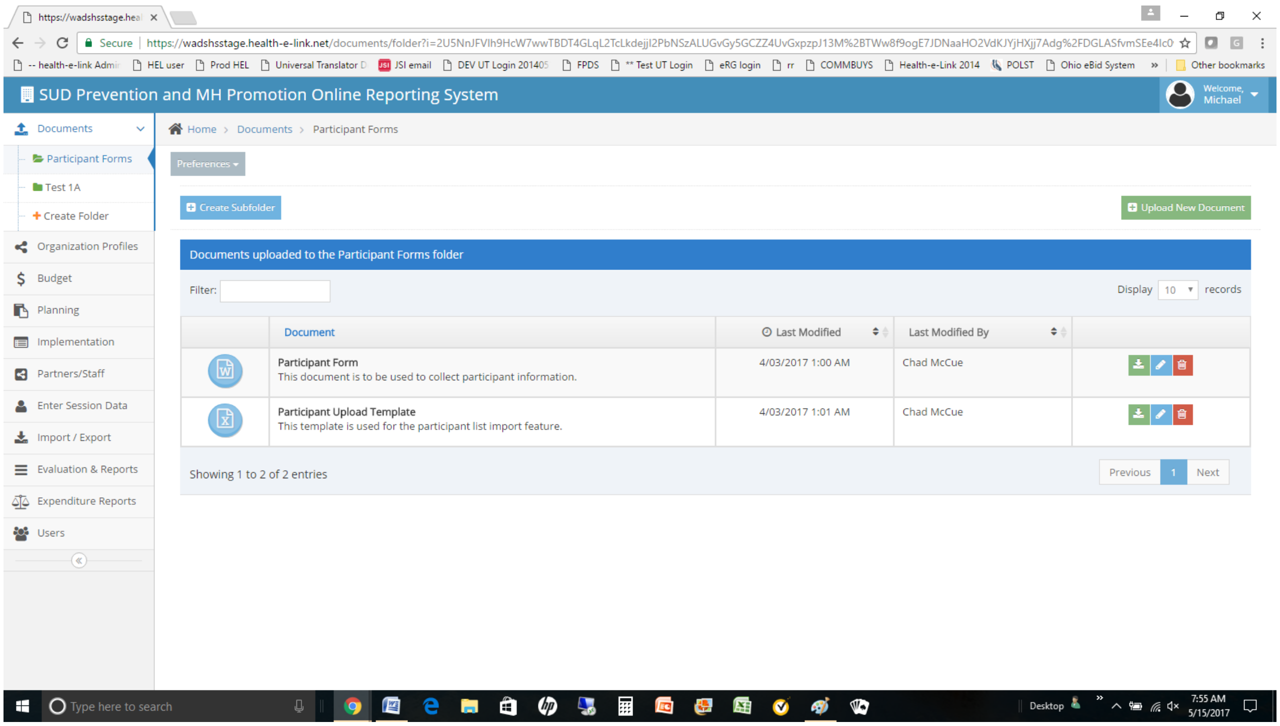
A. *Obtain Required Forms*

There are two forms required to support this process. The **Participant Form** and **Participant Upload Template** are available on the Minerva System. To access these documents, proceed as follows.

1. Log into Minerva. The main landing page is displayed as shown in Figure 3 of this manual.

2. Select the Documents tab and then Participant forms from the upper left portion of the form. The form as shown in Figure 42 below will be displayed.

   Figure 42 - Participant Forms



3. Download the participant forms to your desktop using the download button on the right side of each document.

B. Collect Participant Information

Distribute the Participant Form to session participants. Instruct them to complete the form and return it to the session leader.

C. Transfer Participant Info to Participant Upload Template

The session leader enters the participant information into the Participant Upload Template. The following table describes the columns that contain coded values and what each coded value represents.

Participant List Template Coded Values		
Column	**Options - Coded Values**	**Options**
A	P M E	Individual Mentor Mentee
B	Active Inactive Withdrew Completed	Active Inactive Withdrawn Completed
I	WA	Washington (WA)
K	1	Male

Participant List Template Coded Values		
Column	**Options - Coded Values**	**Options**
	2	Female
	4	Unknown/Refused to state
L	0-4	0-4
	5-11	5-11
	12-14	12-14
	15-17	15-17
	18-20	18-20
	21-24	21-24
	25-44	25-44
	45-64	45-64
	65 and Over	65 and Over
	Age Not Known	Age Not Known
M	3	American Indian/Alaskan Native
	19	Asian - Asian Indian
	20	Asian - Chinese
	21	Asian - Filipino
	22	Asian - Japanese
	23	Asian - Korean
	24	Asian - Vietnamese
	25	Asian - Other
	2	Black
	26	Native Hawaiian/Other Pacific Islander - Guamanian or Chamorro
	27	Native Hawaiian/Other Pacific Islander - Samoan
	28	Native Hawaiian/Other Pacific Islander - Other
	1	White
	29	Two or more races
	30	Other Race
N	45	Not Hispanic, Latino(a) or spanish
	46	Mexican, Mexican American or Chicano
	42	Puerto Rican
	43	Cuban
	47	Other Hispanic, Latino or Spanish Origin
	48	Hispanic ethnicity unknown
O	1	Transgendered

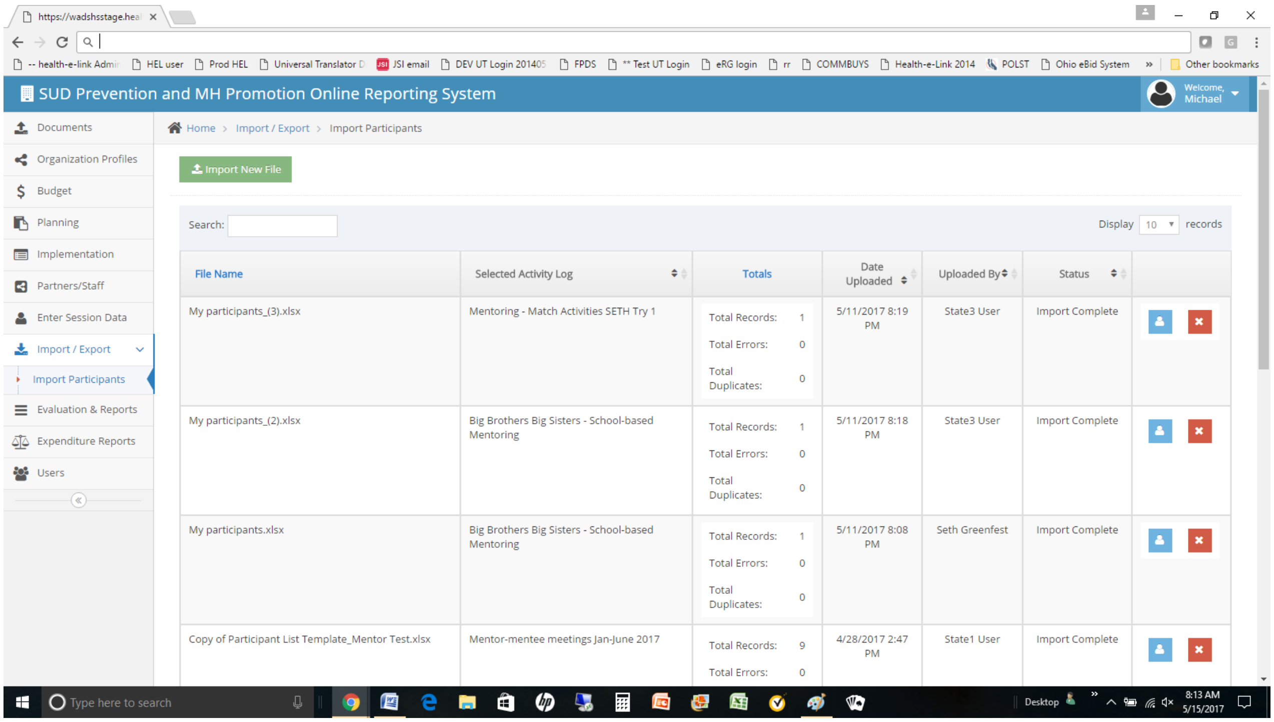
Participant List Template Coded Values		
Column	**Options - Coded Values**	**Options**
	2	Not transgendered
	0	BLANK
P	1	Straight
	2	Gay/Lesbian
	3	Bisexual
	5	Questioning
	6	Queer
	7	Gender neutral
	8	Two-spirit
	9	Choose not to identify
	0	BLANK
Q	485	English
	486	Spanish
	503	Other
	504	Unknown
	0	BLANK
R	Very Well	Very Well
	Well	Well
	Not Well	Not Well
	Not at all	Not at all
	Unknown	Unknown
S	Yes	Yes
	No	No
	Unknown	Unknown
T	Currently serve in the Armed Forces	Currently serve in the armed forces
	Currently serve in the Reserves	Currently serve in the reserves
	Currently serve in the National Guard	Currently serve in the National Guard
	Served in the past, but do not currently serve in the Armed Forces, Reserves, or National Guard	Served in the past, but not currently
	Never served in the Armed Forces, Reserves, or National Guard	Never served
	Military status unknown	Military status unknown

D. Upload Participant Upload Template to Minerva

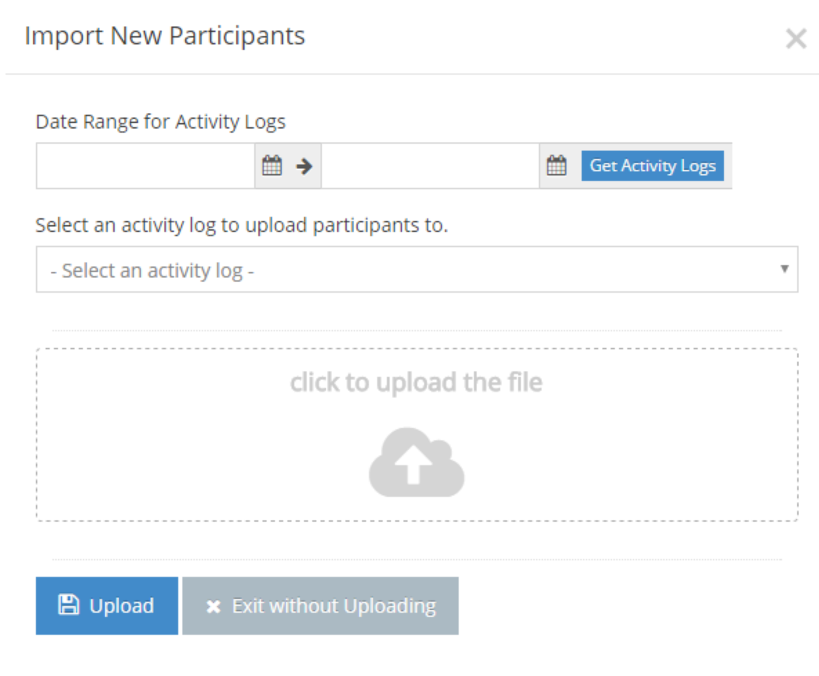
1. Log into Minerva. The main landing page is displayed as shown in Figure 3 of this manual.

2. Select IMPORT/EXPORT and then IMPORT PARTICIPANTS from the left side of the form. The form as shown in Figure 43 will be displayed.

Figure 43 - Import Participants File



3. Select IMPORT NEW FILE and the following form will be displayed.



4. Select the date range to help find the activity log of interest and then select GET ACTIVITY LOGS.
5. Using the drop down list, choose the specific activity log of interest. Only one activity log may be selected.
6. After selecting the activity log, select the CLICK TO UPLOAD THE FILE. A window to the users desktop will open. select the participant file, then select the UPLOAD button.
7. The file will be processed. If there are any errors, the file will be rejected. The user must correct and resubmit the file until no errors are found.

Appendix E: System Acronyms and Terms

ACRONYM or TERM	DEFINITION
Active/inactive	Organization profile - If inactive, user won't be able to associate activity with that organization. Partner/staff - if inactive, won't show up in session details. Activity log - if inactive, won't allow user to add sessions. Funding source - if inactive, won't allow budget allocations.
Activity log	Activity logs capture services provided or performed for each program. Activity logs are created for all program profiles.
Aggregate-level	As part of session reporting within a given activity log, participants are reported in aggregate i.e. counts of participants, participants by gender, race, ethnicity, etc.
Approved	A program profile is APPROVED by DBHR and following that step, the program profile is made available to Tier 3 users so that activity logs can be created.
Budget allocation	As part of the overall budgeting process, a budget allocation is made to each participating entity with specific funding sources and $ amounts allocated to each entity.
CAT	Coalition Assessment Tool
CC/MP	Coalition/Tribe Communication/Meeting Preparation
CD&T	Coalition Development and Training
CO	Community Outreach
Contracted Entity (Tier 1 entity)	
Coordinating Entity (Tier 2 entity)	
CPD	Coordinator/Tribe Staff Professional Development
CPP	Certified Prevention Professional
CPWI	Community Prevention and Wellness Initiative
CSAP	Center for Substance Abuse Prevention
DBHR	Division of Behavioral Health and Recovery
DFC	Drug Free Communities
DMA	Designated Marijuana Account
DOH	Department of Health
Entity	Distinct organizations or functional groups that exist in the system.
Expenditure report	A financial report submitted by all entities that reflects spending associated with specific programs for a given period.
FBO	Faith-based Organization
FFY	Federal Fiscal Year (September 30- September 29)
Funding source	State and federal funds are allocated within the system by specific funding source names such as

ACRONYM or TERM	DEFINITION
IOM	Institute of Medicine
JSI	John Snow, Inc. - Minerva vendor
KLE/RB	Key Leader Engagement/Relationship Building
Log	Data entry forms created with the Health-e-link forms builder including Activity reporting, Coalition coordinator/Tribe Px staff hours, CPWI quarterly reporting, Tribal annual report and Surveys.
Module	Complex forms with more extensive program logic including Organization Profile, Budget, Planning, Partners/Staff, Enter Session Data, Evaluation & reports, Expenditure reports and Users.
MR&R	Membership recruitment & retention
OS	Organization Support
OSPI Grantee	Office of Superintendent of Public Instruction
Participant-level	
Performing Entity (Tier 3 entity)	
PFS	Partnerships for Success Grant
Population reach	
R&E	Reporting and Evaluation
Returned	Program profile - After being reviewed by DBHR, a program profile may be set to RETURNED status. The submitting entity must correct and resubmit. Expenditure report - After being reviewed by DBHR, an expenditure report may be set to RETURNED status. The submitting entity must correct and resubmit. Budget allocation - After being reviewed by the entity for whom it was created, DBHR may RETURN the budget allocation for updating.
SABG	Substance Abuse Block Grant
SAPST	Substance Abuse Prevention Skills Training
Session	Within an activity log, one or more sessions are created to track services.
Session details	Information associated with a specific session within an activity. Information includes contact information and location.
SFY	State Fiscal Year (July 1 - June 30)
SP	Strategic Planning
SUDP MIS	Substance Use Disorder Prevention Management Information System
System ID/Alternate system ID	The system creates a unique identifier or system ID for all entities but the system also tracks an alternate system ID which provides a reference to the system ID from the previous Prevention MIS.
TA	Technical Assistance
WA DSHS	Washington State Department of Social and Health Services