



Reporting Training in Minerva

SUD Prevention and MH Promotion Online Reporting System (Minerva)

Visit <u>www.TheAthenaForum.org/Minerva</u> for more information on Minerva. Visit <u>www.TheAthenaForum.org/MKB</u> to find the Minerva Knowledge Base. Date of update: April 11, 2019



Reporting Training in Minerva: Overview

- DBHR's prevention partners both **host trainings** and **attend trainings**.
- This includes all training events hosted by DBHR, all national association trainings, and any other training events approved by the partners' designated Prevention System Manager.
- Follow the guidance on the following pages for reporting training in Minerva.





Reporting Training in Minerva: Overview

- What gets reported into Minerva? Report all training events, even those for a specific program, in a "Training Program Profile".
- What do you mean, even those for a specific program? For example, if staff attend a facilitator training for a program like Strengthening Families Partnership, their training is reported in the more general Training Program Profile, not in the SFP program.
- *Why?* We want to be able to learn and report on the trainings we host and attend as their own set of services. That is, we are interested both in SFP training and implementation.





Reporting Training in Minerva: Overview

 Are there any exceptions to reporting training in this way? There may be an exception if DMA is a funding source for training. Refer to Billing Tips related to DMA funded programs and check with your DBHR designated manager as needed.

• Ready to get started?

- First, create a Training Program Planning Profile.
- Second, create Activity Log(s).
- Third, Enter Session Data.

Note: Creating Program Plans and Activity Logs are setup steps. Once these are done, go right to Enter Session Data to report on trainings hosted or that you attend.

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- Create one Training Program Profile for all trainings at the Tier 1 Level (Contracted Entity). This one Training Program Planning Profile will be used for all Performing Entities that are linked to the Contracted Entity.
- Why just one? Training is reported in its own program because we want to use the training CSAP strategy. Also, we don't need to create a separate training program for each organization in the same contract as we think this is unnecessary duplication of work!
- Not sure how to do this? See the next page!

Note: It's possible that a Training Program Profile has already been created and approved in Minerva, so this step might not be needed. *Need help?* Contact your DBHR designated manager.



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 In the example below, Contracted Entity One has a Training Program Profile that includes all Contracted Entities and all Performing Entities it oversees. As described in the next step, each Performing Entity will have its own Activity Log.

Training Program Profile (Cor One) - Sample Program 2017		7/01/2017	6/30/2019	Innovative	
Contracted Entity		Coordinating Entity		Performing Entity	
- Select Contracted Entity -	A	- Select -		- Select -	•
Community Based Organization		Coordinating Entity One (Sample)		Performing Entity One (Sample)	
Contracted Entity One (Sample)		Coordinating Entity Two (Sample)		Performing Entity Subcontractor (Sample)	
Division of Behavioral Health and Recovery	-		•	Performing Entity Two (Sample)	-





- For the Program Plan questions listed below, enter information as shown here:
 - Question 1: Community Engagement/Coalition Development.
 - Question 2: **Community Coalition**.
 - Question 8: Innovative.
 - Question 11: (R)Low Neighborhood Attachment & Community Disorganization.

7



- Question 12: either Community capacity to address ATOD issues or Community readiness to address ATOD issues.
- Question 13: Increase.
- Question 15: Other (training).
- Once ready, submit the Program Plan for review by DBHR.
- When the Plan is approved, go to Step 2!



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Reporting Training: Step 2 – Activity Log(s)

- Create an Activity Log for each Performing Entity that will be hosting or attending a training.
- In this example, both the Performing Entity and Subcontractor have their own Activity Log for SFY 2019 for trainings they host or attend.

Performing Entity One (Sample)	Training Program Profile - Sample Program 2017/2019	Coalition Training Profile State Fiscal Year 2019
Performing Entity Subcontractor (Sample)	Training Program Profile - Sample Program 2017/2019	Subcontractor Training SFY 2019

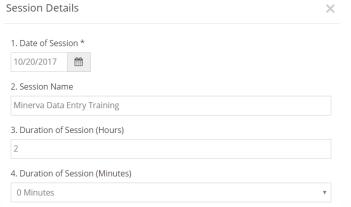
• Select **Aggregate data** in question 16 as all trainings are reported with Aggregate data.

Note: It's possible that this step is not needed, if Activity Logs are already set up. *Need help?* Contact your DBHR designated manager.



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- Create a session for each training hosted or attended.
- Use the name of the training as the Session Name.
- Date of Session is the date of the training. If the training lasted for more than one day, use the last day of the training. Add up all the hours for the duration.





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- For Question 6, choose the CSAP Subcategory Service Code that describes the training.
 - Coalition Capacity Development for the coalition as a whole and may include Coalition
 Orientation, Cultural Competency Training, and Science of Prevention.
 - EBP/RBP Program/Curriculum Training for program facilitators (paid or volunteer).
 - Innovative Program/Curriculum Training for program facilitators (paid or volunteer).
 - Promising Program/Curriculum Training for program facilitators (paid or volunteer).
 - Staff and Volunteer Professional Development for trainings and conferences that are attended by the staff or coalition members or volunteers.
 - Tribal Best Practices Trainings for program facilitators (paid or volunteer) implementing tribal programs.
 - **Training** for other trainings not described above.



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- Record participation for Partners/Staff.
- For the Coalition Coordinator, enter zero (0) hours for direct hours as Coordinator Hours are captured in the Coordinator Report. Note: <u>Coordinator Hours should only be entered into the system once and not</u> <u>duplicated.</u>
- In each Session, record the total number of participants and their demographic information in the Aggregate Data Table – see the examples on the next few pages.



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- *Hosting a training?* Record the total number of participants and the demographic information to be reported in Minerva.
 - Example: a Coalition hosts a training attended by 8 trainees in total:

Total Participants		
8		Report the Total
Age breakdown of group		Participants and report al
0-4	0	of the demographic information for these
5-11	0	participants – have a data
12-14	0	collection plan before the
15-17	0	Training starts!
18-20	0	
21-24	3	
25-44	3	
45-64	2	



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- Attending a training hosted by others? Record the attendance of all in your organization who attended as the total number of participants and the demographic information to be reported in Minerva.
 - Example: two members of a Tribe attend a training:

l Participants		
		Report the Total
breakdown of group		Participants and report all of the demographic
0-4	0	information for these participants – have a data
5-11	0	collection plan before you
12-14	0	head to the Training!
17	0	
20	0	
24	1	
-44		





Reporting Training

 For more information on Minerva, visit the Minerva Knowledge Base at <u>www.TheAthenaForum.org/MKB</u> and view the Minerva User Guide at <u>www.TheAthenaForum.org/MinervaUserGuide</u>.

