

Minerva and Family Educational Rights and Privacy Act (FERPA)

The Division of Behavioral Health and Recovery (DBHR) Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System, known as Minerva, is designed to collect prevention and health promotional service data for communities and organizations in Washington State. Washington State schools comply with the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. Under FERPA, parents, legal caregivers, and eligible students have the right to access, review, and control the disclosure of students’ education records maintained by the school.

This document does not replace any language or intent in fully executed contracts between HCA and the contracted entity. Tribal agreements do not require tribal prevention services to report personally identifiable information in Minerva 2.0.

Common Questions	Answer
<i>Why is student information collected?</i>	DBHR contractors are required to meet the federal and state reporting requirements outlined in their contract; this includes collecting personally identifiable information data for students receiving a recurring direct service.
<i>What student information is collected and reported in Minerva?</i>	Personally identifiable information (PII) reported in Minerva includes first and last name, birth month and year, age at first service, gender, race, ethnicity, ZIP code, and county. Optional demographic questions, such as address, military status, and sexual orientation, are subject to student discretion and can be omitted.
<i>How secure is Minerva?</i>	Minerva is a Category 3 data system that meets the requirements to handle “Confidential Information” as defined by RCW 42.56.590 and RCW 19.255.010 . Under this categorization, Minerva meets the necessary requirements to ensure sensitive information is properly secured and handled in accordance with legal requirements. Outside of Minerva, DBHR contractors are contractually required to plan for and demonstrate the secure collection and storage of any PII data.
<i>Who is involved in the collection of student information?</i>	DBHR contractors serving students in school-based programs are required to understand and align their data collection with federal, state, and local law and policy. Collaborating with school administrators is essential to conform to these policies and, when necessary, obtain consent.

Source:

U.S. Department of Education. (n.d.). Family Education Rights and Privacy Act (FERPA). Retrieved from <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.