



Guidance on Minerva Reports

Substance Use Disorder Prevention and Mental Health Promotion
Online Reporting System (Minerva)

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About this document

- This document provides the following information on Minerva reports available to all system users:
 - Description of the report and report objectives.
 - How to request the report and screen shots of key parts of the reports.
- Use links in the Table of Contents to jump to specific sections and reports.

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Budget Allocations Report - Excel

- Displays the budget allocations for a Performing Entity as entered into the Budget Allocations Module (for a Budget allocation that is complete).
- Objectives:
 - To allow Prevention providers and DBHR staff to review Budget allocations at the Performing Entity level as entered into Minerva.
 - Note that system users are only able to request this report for Performing Entities within their domain.

Budget Allocations Report - Excel

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Budget Allocations Report - Excel
 - Select **one** T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays COMPLETE Tier 3 (Performing Entity) Budget Allocations overlapping with REPORT date.
 - Select **one** Budget Allocation by Contract Number → Request Report

Budget Allocations Report - Excel

- Report header information

| | |
|-----|---|
| 1 | Budget Allocations Report - Excel |
| 2 | Selected Performing Entity(s): SAMPLE |
| 3 | Requested Date Range: SFY 2018 (July 1, 2017 - June 30, 2018) |
| 4 | Report generated on: 01/14/2019 10:16:00 AM |
| 5 | |
| 5 | SAMPLE (PE) |
| 7 | Contract: SAMPLE |
| ... | ... |

Budget Allocations Report - Excel

- Report shows Administrative and Program allocations for the Tier 3 selected when requesting the report.

| | |
|---|-------------|
| SAMPLE (PE) | |
| Contract: SAMPLE | |
| Administrative | |
| SFY 2018 - Dedicated Marijuana Account - CPWI - General | \$1,658.00 |
| SFY 2019 - Dedicated Marijuana Account - CPWI - General | \$1,658.00 |
| FFY 2017 - Partnerships for Success Grant 2013 - Year 4 (7/1/2017 - 9/29/2017) | \$306.50 |
| FFY 2018 - Partnerships for Success Grant 2013 - Year 5 (9/30/2017 - 6/30/2018) | \$306.50 |
| SFY 2018 - State General Fund (for SABG Prevention) | \$6,836.00 |
| SFY 2019 - State General Fund (for SABG Prevention) | \$6,836.00 |
| Grand Total | \$17,601.00 |
| Program | |
| SFY 2019 - Dedicated Marijuana Account - CPWI - EBP | \$19,069.00 |
| SFY 2018 - Dedicated Marijuana Account - CPWI - EBP | \$19,069.00 |
| FFY 2017 - Partnerships for Success Grant 2013 - Year 4 (7/1/2017 - 9/29/2017) | \$3,519.00 |

Program on a Page Report

- Shows the information entered into the Planning Module when creating a Program Planning Profile.
- Objectives:
 - Print out Program Planning Profiles for use in local planning, assessment, and evaluation.
 - Review of information entered into Program Planning Profiles as part of contract management and Technical Assistance activities.

Program on a Page Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Program on a Page Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays Program Planning Profiles that are **SAVED**, **SUBMITTED**, **RETURNED**, or **APPROVED** with a start date and/or end date overlapping with **REPORT** date.
 - Select one or more Profile → Request Report

Program on a Page Report

- Report selected
 - Evaluate
 - Implement
 - Select date
 - Year
- This means even with minimum information (create a new Program Planning Profile, select the T1, T2, T3, add a Local Program Name, start date, and end date), you can SAVE a Profile and run the Program on a Page Report.
- This is useful for reviewing and sharing drafts!
- **Minerva displays Program Planning Profiles that are *SAVED, SUBMITTED, RETURNED, or APPROVED* with a start date and/or end date overlapping with *REPORT* date.**
 - Select one or more Profile → Request Report

Program on a Page Report

Program on a Page Report

Selected Contracted Entity: *SAMPLE*
Selected Coordinating Entity: *SAMPLE*
Selected Performing Entity(s) *SAMPLE*
Selected Program Profile(s): Community Coalition - Sample Program
Fiscal Year: SFY 2018 (July 1, 2017 - June 30, 2018)
Date of Report: 07/06/2018

Program on a Page Report

| Local Program Name: Community Coalition - Sample Program | |
|--|--|
| Contracted Entity | SAMPLE |
| Coordinating Entity(s) | |
| Performing Entity(s) | |
| Local Program Name | Community Coalition - Sample Program |
| Approved/Not Approved | Approved |
| Type | Community Engagement/Coalition Development |
| Name | Community Coalition |
| Start Date - End Date | 07/01/2017 - 06/30/2018 |
| Description | A coalition is a formal arrangement for cooperation and collaboration between groups or sectors of a community. Each group retains its identity, but all agree to work together using the CPWI Strategic Prevention Framework toward a common goal of building a safe, healthy, and drug-free community. |

Activity Log on a Page Report

- Shows the information entered into the Implementation Module – Activity Reporting when creating an Activity Log.
- Objectives:
 - Print out Activity Logs for use in local planning, assessment, and evaluation.
 - Review of information entered into Activity Log(s) as part of contract management and Technical Assistance activities.

Activity Log on a Page Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Activity Log on a Page Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Per the Logic of Minerva, Minerva displays APPROVED Program Plan(s) with COMPLETE Activity Log(s)
 - Select one or more Profile → Request Report

Activity Log on a Page Report

Activity Log on a Page

Selected Contracted Entity: *SAMPLE*
Selected Coordinating Entity(s): *SAMPLE*
Selected Performing Entity(s): *SAMPLE*
Selected Program Profile(s): Program: Community Coalition - Sample Program
Fiscal Year: SFY 2018 (July 1, 2017 - June 30, 2018)
Date of Report: 07/16/2018

Activity Log on a Page Report

| | |
|------------------------------|---|
| XYZ Coalition meeting (7176) | SAMPLE |
| Contracted Entity | |
| Coordinating Entity(s) | SAMPLE |
| Performing Entity(s) | |
| Local Program Name | Program: Community Coalition - Sample Program |

Activity Months Report

- Displays the Activity Months selected when creating and completing an Activity Log. Correctly selected Activity Months are key for subsequent operation of Minerva, including data entry and reports.
- Objectives:
 - Provide a simple and quick way to review Activity Months by Program Plan and Activity Log to help reduce potential data entry and report issues.

Activity Months Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Activity Months Report
 - Select **one** T1 and one or more T2 and T3 → Select one State Fiscal Year
 - Minerva displays APPROVED Program Planning Profiles with a start date and/or end date overlapping with REPORT date that also have Activity Log(s) that are COMPLETE.
 - Select one or more Program Profile → Request Report

Activity Months Report

- Detail by Entity and Program

| | |
|--|------------------------------|
| Contracted Entity: Contracted Entity One (Sample) | |
| Coordinating Entity: Coordinating Entity One (Sample) | |
| Performing Entity: Performing Entity One (Sample) | |
| Program: Strengthening Families Program 10-14 - Coordinating Entity One 2018/2019 | |
| Start Date - End Date | 07/01/2018 - 06/30/2019 |
| Expected Series / Groups | 2 |
| Activity Log: Strengthening Families Program 10-14 Fall 2018 Series (7288) | |
| Start Date - End Date | 09/10/2018 - 11/30/2018 |
| Activity Months | September, October, November |

Planning Report

- A tool for comparing Program Planning Profiles, Budget Allocations by Program, and information on Implementation to an approved Action Plan and Budget.

Planning Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Planning Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays APPROVED Program Planning Profiles with a start date and/or end date overlapping with REPORT date.
 - Select one or more Profile → Request Report

Planning Report

Planning Report

Performing Entity(s) selected: *SAMPLE*

Requested Report Date Range: 07/2017 - 06/2018

Date of Report: 07/16/2018

Planning Report

| <i>Sample</i> | | | | | | | | |
|--------------------|-------------------------|---------------------|---------------|------------------|-----------------------------|---------------|------------------------|-------------------|
| Local Program Name | Program Summary | | | | Program Budget ¹ | | Implementation Summary | |
| | Start Date - End Date | Implementation Type | CSAP Strategy | IOM Category | Administrative Funds | Program Funds | Planned Activities | Actual Activities |
| <i>Sample</i> | 05/30/2017 - 08/31/2017 | Innovative | Education | Universal-Direct | <i>Sample</i> | | 6 | 6 |

Partner & Staff Directory Report

- This report shows in a readable format directory information on Partners & Staff entered in the Partner/Staff Module, by Performing Entity.
- Objectives:
 - Assist with tracking and editing Partners and Staff.
- Note: This report does NOT include demographics for Partner & Staff. As a result, it does show First and Last Names of Partners & Staff.

Partner & Staff Directory Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Partner & Staff Directory Report
 - Select **one** T1 and one or more T2 and T3 → Request Report
 - There is no date selection. The report will display all Active and Inactive staff associated with the entities selected.

Partner & Staff Directory Report

| Performing Entity One (Sample) | |
|--------------------------------|-------------------------|
| Last Name | |
| First Name | |
| Status | Active |
| Type | Partner - organization |
| Title | |
| Organization Name | Local Police Department |
| Phone | |
| City | |
| State | WA |
| Zip | 98501 |
| Email | |
| Partner Type or Staff Type | CPWI |
| Sector Represented | Law Enforcement |

Information presented here is sample data for training purposes.

Coalition Coordinator/Tribe Px Staff Hours Report

- Displays the Staff Hours as entered into Minerva in the Implementation Module – Coalition Coordinator/Tribe Px Staff report section.
- **Note:** Reporting Staff Hours on a monthly basis is required for CPWI Coordinators. It is NOT required for Tribal prevention staff but these features of the system are available for their use.
- Objectives: For monitoring monthly hours, including contract management (CPWI only).

Coalition Coordinator/Tribe Px Staff Hours Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Coalition Coordinator/Tribe Px Staff Hours Report
 - Select one or more T1/T2/T3 → Select one Start Month (MM/YYYY) and End Month (MM/YYYY) → Request Report

Coalition Coordinator/Tribe Px Staff Hours Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Coalition Coordinator/Tribe Px Staff Hours Report
 - Select one or more T1/T2/T3 → Select one Start Month (MM/YYYY) and End Month (MM/YYYY) → Request Report
 - Report can be run for one month, or a date range (such as a full calendar year or state fiscal year).
 - Entries in Implementation - Coalition Coordinator/Tribe Px Staff Hours must be COMPLETE to be included in this report.

Coalition Coordinator/Tribe Px Staff Hours Report

- Report header

| | |
|--|-------------------------------------|
| Coalition Coordinator/Tribe Px Staff Report | |
| Date of Report: 10/31/2018 | |
| Requested Date Range: 07/2017 - 06/2018 | |
| Selected Performing Entities: | <input type="text" value="SAMPLE"/> |

Coalition Coordinator/Tribe Px Staff Hours Report

- Report detail

| Performing Entity | SAMPLE | 1450 | 0 | | |
|---|-----------------|-------------|---------|------------------|---------|
| Staff Activity - | SAMPLE | Hours | Minutes | Percent of Hours | |
| Membership Recruitment & Retention | | | 0 | 6.97% | |
| Coalition/Tribe Communications/Meeting Preparation | | | | 5.93% | |
| Coalition Development and Training | | | | 4.97% | |
| Community Outreach | | | | 18.90% | |
| Key Leader Engagement/Relationship Building | | | | 8.55% | |
| Coordinator/Tribe Staff Professional Development | | | | 13.52% | |
| Strategic Planning | | | | 8.34% | |
| Technical Assistance to Coalition Strategy Implementation | | | | 5.03% | |
| Reporting and Evaluation | | | | 7.96% | |
| Organization Support | | | | 10.97% | |
| Other | | | 0 | 8.97% | |
| | SAMPLE | Staff Total | 1450 | 0 | 100.00% |
| SAMPLE | Notes/Comments: | | | | |

This is SAMPLE data, for the period
7/2017 – 6/2018.

CPWI Quarterly Report

- Relevant only to CPWI contractors. On a quarterly basis, CPWI contractors report into the Implementation Module – CPWI Quarterly Report information on deliverables completed in the reporting quarter.

CPWI Quarterly Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → CPWI Quarterly Report
 - Select **one** T1/T2/T3 → Select one State Fiscal Year → Select **one or more** quarters.

CPWI Quarterly Report

- Report header:

| CPWI Quarterly Report | |
|----------------------------|--------|
| Coordinating Entity: | SAMPLE |
| Reporting Year: | |
| Reporting Quarter(s): | SAMPLE |
| Date of Report: 10/12/2018 | |

CPWI Quarterly Report

- Report detail:

| CPWI Tasks: | | |
|---|------------|---------|
| Getting Started | Date | Quarter |
| Media Release for selected site issued | 11/07/2016 | Q2 |
| Coordinator hired | 10/17/2016 | Q2 |
| Registered for Athena | 10/24/2016 | Q2 |
| Obtained or renewed your Certified Prevention Professional (CPP) credential | | Q2 |

This SAMPLE data shows that a Coalition completed three Getting Started tasks in Quarter 2 (Q2), while the fourth tasks was not completed in Quarter 2 (Q2).

Mentoring Match Report

- Provides information on implementation of Mentoring programs, in a layout similar to the Services by Performing Entity and Programs Reports
- Objectives:
 - Monitor implementation of mentoring programs on the following metrics:
 - Mentor-mentee meetings over time (attendance)
 - Were surveys completed, what type, and when?
 - Meeting length.

Mentoring Match Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Mentoring Match Report
 - Select **one** T1 and **one or more** T1/T2/T3 → Select Start Month (MM/YYYY) and End Month (MM/YYYY) for the Report.
 - Minerva displays APPROVED Program Planning Profiles with Mentoring type data entry.
 - Select one or more Profile → Request Report

Mentoring Match Report

- Report header

Mentoring Match Report

Date of Report: 02/17/2019

Report Date Range: 08/2018 - 08/2018

Selected Performing Entity: CBO (PE)

Selected Program Profiles: Mentoring - Sample Program

Mentoring Match Report

- Report detail – Summary by PE and Activity Log

| Summary by Performing Entity and Activity Log | | | | | |
|--|----------|----------------------|----------------------|--------------------|---------|
| Performing Entity Name: CBO (PE) | | | | | |
| Local Program Name: Mentoring - Sample Program | | | | | |
| Program Start Date - End Date: 07/01/2017 - 06/30/2019 | | | | | |
| Name of Activity Log (Activity Log ID) | Sessions | Mentees ¹ | Mentors ¹ | Session Length (H) | Surveys |
| Mentor - Match Activities (7317) | 11 | 3 | 3 | 22.00 | 0 |

Mentoring Match Report

- Report detail – Detail by PE and Activity Log.
- **Note:** First Name and Last Name will be shown ONLY for Minerva users having data entry access, otherwise IDs will be shown, as in the example on the next slide.

Mentoring Match Report

- Report detail – Detail by PE and Activity Log.

| Name of Activity Log (Activity Log ID): Mentor - Match Activities (7317) | | | | | | | |
|---|-----------------|-----------|-----------|--------------------|--------------------------|--------------------------|-------------------------|
| Activity Log Date Range: 07/01/2018 - 06/30/2019 | | | | | | | |
| Activity Log Month(s): July, August, September, October, November, December | | | | | | | |
| Session Details | | | | | | | |
| Session Title (Optional) | Date of Session | Mentee Id | Mentor Id | Meeting Length (H) | Survey Name ² | Survey Type ² | Date Taken ² |
| August 2018 Mentor Meetings | 08/02/2018 | 290 | 369 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/09/2018 | 289 | 287 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/09/2018 | 370 | 288 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/09/2018 | 290 | 369 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/16/2018 | 289 | 287 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/16/2018 | 370 | 288 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/16/2018 | 290 | 369 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/23/2018 | 289 | 287 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/23/2018 | 370 | 288 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/23/2018 | 290 | 369 | 2.00 | | | |
| August 2018 Mentor Meetings | 08/30/2018 | 289 | 287 | 2.00 | | | |

Mentoring Program Report

- Displays information on services in mentoring programs, following the layout of the Services by Performing Entity and Program Report.
- Objectives: Program monitoring and evaluation.

Mentoring Program Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Mentoring Program Report
 - Select **one** T1 and **one or more** T1/T2/T3 → Select Start Month (MM/YYYY) and End Month (MM/YYYY) for the Report.
 - Minerva displays APPROVED Program Planning Profiles with Mentoring type data entry.
 - Select one or more Profile → Request Report

Mentoring Program Report

- Report header:

Mentoring Program Report

Report Date Range: 07/2018 - 06/2019

Date of Report: 02/17/2019

Selected Performing Entity: CBO (PE)

Selected Program Profiles: Mentoring - Sample Program

Mentoring Program Report

- Report section – Services by PE and Program:

| Services by Performing Entity and Program | | | | | |
|--|---------------|----------|---------------|-----------------------|--------|
| Performing Entity Name: CBO (PE) | | | | | |
| Local Program Name: Mentoring - Sample Program | | | | | |
| PROGRAM SUMMARY DETAIL | | | | | |
| Program Plan Summary | Activity Logs | Sessions | Service Hours | Participants or Reach | Status |
| Planned ¹ | 3 | 924 | 932.00 | 10 | Active |
| Actual ² | 1 | 11 | 22.00 | 7 | |

Mentoring Program Report

- Report section – Detail by Activity Log:

| Name of Activity Log (Activity Log ID): Mentor - Match Activities (7317) | | | | | | |
|---|-----------------|--------------------|----------------------|----------------------|-------------------------------|-----------------|
| Activity Log Date Range: 07/01/2018-06/30/2019 | | | | | | |
| Activity Log Month(s): July, August, September, October, November, December | | | | | | |
| Service Type: Mentoring - match activities | | | | | | |
| Session Details | | | | | | |
| Session Title (Optional) | Date of Session | Session Length (H) | Mentors ³ | Mentees ³ | Partners & Staff ³ | Data Entry Date |
| August 2018 Mentor Meetings | 08/02/2018 | 2.00 | 1 | 1 | 1 | 02/17/2019 |
| August 2018 Mentor Meetings | 08/09/2018 | 2.00 | 1 | 1 | 1 | 02/17/2019 |
| August 2018 Mentor Meetings | 08/09/2018 | 2.00 | 1 | 1 | 1 | 02/17/2019 |

Participant Demographics by Program – Detail Report

- Displays **aggregate** counts of participants and percentages within demographic categories, by program. Categories are Age, Gender, Race, and Ethnicity.
- Objectives:
 - Track and evaluate program implementation.

Participant Demographics by Program – Detail Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Participant Demographics by Program – Detail Report
 - Select one or more T1/T2/T3 → Select one State Fiscal Year
 - Minerva displays APPROVED Program Planning Profiles with a start date and/or end date overlapping with REPORT date.
 - Select one or more Profile → Request Report

Participant Demographics by Program – Detail Report

- Report header:

| |
|---|
| <p>Participant Demographics by Program</p> <p>Performing Entity: Performing Entity One (Sample)</p> <p>Date of Report: 02/16/2019</p> |
|---|

Participant Demographics by Program – Detail Report

- Report detail:

| Performing Entity: Performing Entity One (Sample) | | |
|---|-------------------|---------------------|
| Program: Strengthening Families Program 10-14 - Coordinating Entity One 2018/2019 | | |
| Program Start Date – Program End Date : 07/01/2018 - 06/30/2019 | | |
| Age at First Service ¹ | Count by Category | Percent by Category |
| 0-4 | 0 | 0.00% |
| 5-11 | 0 | 0.00% |
| 12-14 | 0 | 0.00% |
| 15-17 | 0 | 0.00% |
| 18-20 | 0 | 0.00% |
| 21-24 | 3 | 25.00% |
| 25-44 | 8 | 66.67% |
| 45-64 | 0 | 0.00% |
| 65 and over | 0 | 0.00% |
| Age Not Known | 1 | 8.33% |
| TOTAL COUNT BY AGE | 12 | 100.00% |

Sample data is shown for purposes of illustration.

Service Narrative Report

- Displays all notes entered at the Program, and/or Activity Log, and/or Session level plus names of attachments – if entered into the system. It provides an easily readable list of these notes and attachments for reference.

Service Narrative Report

- Report selection:
 - Evaluation & Reports → Request New Report → Implementation → Service Narrative Report
 - Select one T1 and one or more T2 T3 → Select one State Fiscal Year
 - Minerva displays APPROVED Program Planning Profiles with a start date and/or end date overlapping with REPORT date.
 - Select one or more Profile → Request Report

Service Narrative Report

| | |
|--|--|
| Performing Entity: Performing Entity One (Sample) | |
| Program: Community Coalition - Coordinating Entity One (Sample) 2017/2019 (362) | |
| Start Date - End Date | 07/01/2017 - 06/30/2019 |
| Program / Activity Notes | There are no notes associated with this entry. |

| | |
|---|--|
| Program: Community Coalition - Coordinating Entity One (Sample) 2017/2019 (362) | |
| Activity Log: Community Coalition Program Full Coalition Meetings - Sample Activity Log (7176) | |
| Start Date - End Date | 07/01/2018 - 06/30/2019 |
| General Notes | There are no notes associated with this entry. |
| Name of Attached Documents | There are no attachments associated with this entry. |

| | |
|--|--|
| Activiy Log: Full Coalition Meeting (7262) | |
| Session Name: August Full Coalition Meeting | |
| Date of Session | 08/10/2018 |
| Session Notes | There are no notes associated with this entry. |
| Name of Attachments | There are no attachments associated with this entry. |

Services by Performing Entity and Program Report (SPEP Report)

- The SPEP Report is designed for all System Users (staff and DBHR Managers) to track program implementation and staff hours.
- Uses:
 - Review program implementation as reported.
 - Review staff hours as reported.
 - Identify errors or gaps in data entry.
 - Confirm correct data entry.

SPEP Report Sections

- Three sections:
 - Program Summary Detail
 - For each program, a summary of implementation in the report date range and for the selected entities.
 - Coordinator/Staff Hours
 - Total staff hours as reported into the Implementation – Coalition Coordinator/Tribe Px Staff Hours Log in Minerva.
 - Services by Performing Entity and Program
 - For each program, displays by Activity Log the session level detail reported into Minerva.

How to Request the SPEP Report

(1) Go to the Evaluation & Reports Module.

☰ Evaluation & Reports

(2) Click the Request New Report Button (upper right of screen).

📄 Request New Report

Display 25 records

How to Request the SPEP Report

(3) Select **Implementation** then **Services by Performing Entity and Program Report**, and then click **Select Entities**.

The screenshot shows a web interface with two main sections. The first section is titled "Report Type" and contains a dropdown menu with "Implementation Reports" selected. The second section is titled "Reports" and contains a list with "Services by Performing Entity and Program Report" selected. At the bottom of the interface is a green button labeled "Select Entities".

How to Request the SPEP Report

(4) Select one or more Tier 1 /Tier 2/Tier 3 combination, then click **Select Dates**.

Use Shift + Click to select all in a range.

Use Control + Click to select some in a range.

The screenshot shows a software interface titled "Entity Selection". It contains three dropdown menus: "Contracted Entity" with the text "- Select Contracted Entity -", "Coordinating Entity" with the text "- Select -", and "Performing Entity" with the text "- Select -". Each dropdown menu has a blue box around it containing the word "Sample" in a cursive font. Below the dropdowns is a green button labeled "Select Dates".

How to Request the SPEP Report

- (5) Select a **Start Date** and **End Date** and then click **Request Report**.
- Note: The selection below will produce a report for 11/1/2017 – 11/30/2017.

Session Dates

| | |
|---|---|
| Start Date | End Date |
| <input type="text" value="11/01/2017"/> | <input type="text" value="11/30/2017"/> |

How to Request the SPEP Report

- You will receive an email when the Report is ready.

Click the link in the mail to download the Report! If you are already logged in to Minerva, the Report will automatically download.

SAMPLE

Please do not reply to this auto-generated email.

Dear SAMPLE

Your Implementation Reports report is ready for view.

Reports:

Services by Performing Entity and Program Report

Performing Entity:

The name of the PE will be here

Click here to download report -

[Download Report](#)

Thank you.

SAMPLE

Suggestions for using SPEP Report

- Use the Program Summary section to view a snapshot of implementation.

| | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| Services by Performing Entity and Program Report | | | | | | | | | | | | |
| Date of Report: 01/24/2018 | | | | | | | | | | | | |
| Requested Date Range: 07/01/2017 - 12/31/2017 | | | | | | | | | | | | |
| Selected Performing Entities <i>Name of PE will be here</i>) | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|--|----------|-------|--------------------|-------|---------------------------|-------|-------------------------------|-------|--------------|-------|----------------|--|--------|
| Program Summary by Performing Entity | | | | | | | | | | | | | |
| Performing Entity Name: <i>Name of PE will be here</i> | | | | | | | | | | | | | |
| | Sessions | | Session Length (H) | | Participants ¹ | | Partners & Staff ¹ | | Direct Hours | | Indirect Hours | | Status |
| Local Program Name | Total | Total | Avg | Total | Avg | Total | Avg | Total | Avg | Total | Avg | | |

Suggestions for using SPEP Report

- Review Coordinator/Tribe Prevention Staff Hours (as reported into Minerva).

| Coordinator/Staff Hours | Jul | Aug | Sep | Oct | Nov | Dec | Jan |
|--------------------------------|------|------|------|------|------|------|------|
| <i>Staff name will be here</i> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.33 |

Suggestions for using SPEP Report

- Track implementation; identify errors to correct; confirm correct data entry.

| Services by Performing Entity and Program | | | | | | | | |
|---|-----------------|--------------------|---------------------------|-------------------------------|-----------------|--------------|----------------|--|
| Performing Entity Name: DBHR (PE) | | | | | | | | |
| Local Program Name: Statewide Ser | | <i>Sample</i> | | | | | | |
| Name of Activity Log (Activity Log ID) | | | | | | | | |
| Activity Log Month(s): January, February, March, April, May, June, July, August, September, October, November, December | | | | | | | | |
| Service Type: Aggregate | | | | | | | | |
| Session Details | | | | | | | Staff Hours | |
| Session Title (Optional) | Date of Session | Session Length (H) | Participants ¹ | Partners & Staff ¹ | Data Entry Date | Direct hours | Indirect hours | |

Session Data:
Title, Date, Length (H)
Participants and Partners & Staff
Data Entry Date
Staff Direct and Indirect Hours

Tribal Annual Report

- Information entered in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Minerva) is in accordance with the Contract Consolidation. Tribes are able to download information entered into the “Tribal Annual Reporting” section of Minerva, including a summary of programs and services.

Tribal Annual Report

- Complete Guidance can be found at www.TheAthenaForum.org/MKB in the *Reports Section*.
- Essential steps:
 - Review Section X, Part C of the Minerva User Guide at <https://www.TheAthenaForum.org/MinervaUG> (pages 78 - 82).
 - Log into Minerva → **Implementation** → **Tribal Annual Reporting**.
 - Start a new narrative and Complete the narrative.

Tribal Annual Report

- Evaluation & Reports → Request New Report → Implementation → Tribal Annual Report → Select Entities → Select Reporting Year, usually the most recent previous State Fiscal Year (for example, in September 2018, select SFY 2018). → Click Request Report.
- Download and review the report.
- Attach it to your Annual Tribal Report and send it via email to the DSHS Office of Indian Policy (OIP) at Indianpolicy@dshs.wa.gov. Please also CC your assigned Division of Behavioral Health and Recovery (HCA\DBHR) Prevention System Manager.