

This document was updated and corrected after the Summer Institute meeting.

Transforming
Lives

Summer Coalition Leadership Institute SUD Prevention and MH Promotion MIS Update June 27, 2017

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Minerva Training – July 12, 2017

- DBHR Blake East Computer Lab (Lacey) and Webinar (on-line)
 - Registration link coming via email
 - For everyone, organized into sections based on Users/Roles and modules/features
- Regional training in planning stages for August
- I'd like your input on your learning style and Minerva (in general)
 - Posters around this room
 - Email PrevMIS@dshs.wa.gov
 - A quick set of questions ...

Instructions

- Press the button of your choice
- When the light turns green and disappears, your response has been collected
- To change your response, simply press another number before polling/time clock is complete
- Only multi-digit polls require the SEND key.

Training

Minerva is the:

- a. Roman Goddess of Information Technology.
- b. Greek Goddess of Salad Dressing.
- c. Roman Goddess of Wisdom.
- d. Roman Goddess of MIS.

Training

Please choose one:

- a. I am confident that I know how to use ALL of the Modules in Minerva I have access to.
- b. I am confident that I know how to use MOST Modules in Minerva I have access to.
- c. I am confident that I know how to use a FEW of the Modules in Minerva I have access to.
- d. What is a Module?

Training

I learn best through (choose one):

- a. Being in the room with the trainer and other trainees.
- b. Working on my own (reading instructions and then trying things out).
- c. Attending a Webinar with time for Q&A.
- d. Participating in a TA call when I have specific questions.

Training

I have used (choose one):

- a. Any, some, or all of the written guidance (User Guide, Quick Steps, Guidance Docs)
- b. TA Call(s)
- c. Training
- d. TA Call(s) and Training
- e. None of these
- f. All of these.

Reporting: Biennium & SFYs

- New biennium: July 1, 2017 – June 30, 2019
- Build Program Profiles for the 17-19 Biennium if expected to span that time
 - Big Brother Big Sisters – [name of coalition]
2017/2019
- Build Program Profiles for one SFY if expected only for that SFY
 - Big Brothers Big Sisters – [name of coalition]
2017/2018

Reporting: Curriculum or Orientations

- Curriculum Purchase or Orientations
 1. Add an Activity Log for the Program
 2. Name it **Program Start Up**
 3. In Q. 16, indicate **Aggregate** data entry
 4. Enter Sessions and name sessions **Curriculum Purchase or Orientations**

The Tier 1 should select all Tier 2 and Tier 3 entities associated with that Tier 1 to make this Program available to all entities that may need it. Each T3 then creates its own AL.

Reporting: Training

- Tier 1 creates a Program for the biennium, named **Training Program Profile 2017/2019**
- Each Tier 3 creates an Activity Log, selects for Data Entry (Q. 16) → **Aggregate**
 - Create Sessions within AL for each training (e.g., CADCA, Prevention Summit, Sector Summit, SFP 10-14 facilitator training)
 - Record participation for Staff
 - Enter zero (0) for Coordinator in the staff hours (they are captured in the coordinator report)
- In Expenditure Log, report costs for Training (in Program list)

Reporting: Youth Groups

- Youth may be (either/or):
 1. Members of a **Coalition**
 - Report their participation as Coalition members
 2. Part of a **Youth Group**, which is a Program identified in an Action Plan
 - Build Program Profile:
 - Select appropriate risk/protective factor and objective
 - Survey selection depends on those choices
 - Youth Groups are considered “innovative” programs.
 - If DMA-only, youth groups are “promising” programs (even though they are not on the DMA list).
 - Report Individual Participants (participation); survey responses; plus partner participation and staff direct/indirect hours.

Reporting: HIPAA & FERPA

- Why do we collect and report individual data?
 - To calculate unduplicated participation
 - Comply with federal block grant requirements
 - To support the evaluation of outcomes of prevention interventions in WA State

HIPAA

- HIPAA allows sharing Protected Health Information (PHI) through procedures established for sharing PHI

HIPAA

- Is the entity that is delivering services a Covered Entity?
 - Health Care Provider
 - Health Care Clearinghouse
 - Covered under a Health Plan (Insurance)
- If it is a HIPAA Covered Entity, then:
 - Follow HIPAA regulations for collecting PHI
 - Follow HIPAA procedures for reporting PHI to DBHR
 - DSHS is a Hybrid Covered Entity under the HIPAA law

HIPAA Procedures & Contracting

- Business Associate Agreement (BAA)
 - Allows reporting PHI to DBHR
 - BAA is a Section in our Contracts
- If subcontracting with entity covered by HIPAA
 - Ensure BAA is passed to contractor
- Protect data during its transfer from entity to DBHR as outlined in your contract

Data Protection at Many Levels

- Subcontractor level protection
- Local level protection
- Protection during transfer
- Protection at DBHR

DBHR Data Protection

- Secure site
- Secure log-ins
- Staff not able to see identifiable data
- Only staff within the entity can see identifiable data

FERPA

- Data collected does not seek nor request student record data
- Data requested falls under “Directory” information not including demographic questions such as LGTBQ Status, Military, and Socioeconomic Status
- Follow FERPA protections in data collection and FERPA procedures to report data to DBHR

Reporting: ES/ID

- Environmental Strategies and Information Dissemination (ES/ID) has important levels of detail:
 - Need to keep in mind the relationship between the Program Profile, the Activity Log, and Session Details
 - How is the Program implemented? How many sessions? What data to collect and report?

Report Health Promotion (STN03) through these Activity Logs:	Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):
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Report Health Promotion (STN03) through these Activity Logs:		Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):
Activity Log 1	Health Promotion through Speaker Series	<ol style="list-style-type: none"> 1. Total Number of Participants. 2. Any demographic information that is required, plus any optional that is known. 	Aggregate

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Activity Log 1	Health Promotion through Speaker Series	<ol style="list-style-type: none"> 1. Total Number of Participants. 2. Any demographic information that is required, plus any optional that is known. 	Aggregate
Activity Log 2	Take Back - Secure Drop Box Sites	<ol style="list-style-type: none"> 1. Number of New Secure Drop Box Sites. 2. Number of Active Secure Drop Box Sites (Include New). 3. Number of Pounds Collected. 4. Number of Pick Ups/Destruction Trips. 	Aggregate

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Activity Log 3	Take Back - Events	<ol style="list-style-type: none"> 1. Number of Visitors to Table/Booth. 2. Number of Pick Ups/Destruction Trips. 3. Number of Reverse Mailers Distributed. 4. Number of Lock Boxes. 5. Number of Pounds Collected. 	Aggregate

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Activity Log 4	Health Promotion Workgroup	<ol style="list-style-type: none"> 1. Partners, Staff, Individual Participants. 2. Participation. 	Individual

Report Establishing ATOD-Free Policies (STV04) through these Activity Logs:	Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):
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Report Establishing ATOD-Free Policies (STV04) through these Activity Logs:		Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):
Activity Log 1	NEW Policy	<ol style="list-style-type: none"> 1. Number of New Policies Established/Adopted/Enacted. 2. Number of People Potentially Reached Within Area the Policy Covers. 	Population reach

Report Establishing ATOD-Free Policies (STV04) through these Activity Logs:		Data to Report (in Session Details):	How to Report (Q. 16 in Activity Log):
Activity Log 1	NEW Policy	<ol style="list-style-type: none"> 1. Number of New Policies Established/Adopted/Enacted. 2. Number of People Potentially Reached Within Area the Policy Covers. 	Population reach
Activity Log 2	Stakeholders	<ol style="list-style-type: none"> 1. Number of People Participated in Stakeholder Meetings. 2. Number of Elected Officials Reached (Not Counted Above). 	Aggregate

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Activity Log 2	Stakeholders	<ol style="list-style-type: none"> 1. Number of People Participated in Stakeholder Meetings. 2. Number of Elected Officials Reached (Not Counted Above). 	Aggregate
Activity Log 3	Training	<ol style="list-style-type: none"> 1. Number of People Trained/Educated. 	Aggregate

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Activity Log 4	Workgroup	<ol style="list-style-type: none"> 1. Partners, Staff, Individual Participants. 2. Participation. 	Individual

Session Details

- Depending on the CSAP Sub-category, in combination with the Activity Log type the user will see different fields to fill in.
- Use Guidance Documentation on Athena [note, expected during the week of July 3, 2017]