

Reporting Training in Minerva

- Each Tier 2 organization will create one Training Program Profile to cover all coalition trainings for the Coalition and any Tier 3 organizations associated with that Coalition. This is a change from our initial guidance that asked each Tier 1 organization to create one Training Program Profile. This change will make it easier for our Prevention System Managers and Minerva users to locate Training Program Profiles.
- When creating a Program Profile, a number of questions are required in Minerva, but they are not directly relevant to reporting Training. Below, please see the guidance for responding to Questions 11 – 13.
- After the Program Profile is created and reviewed/approved by DBHR, each Tier 2 and Tier 3, as appropriate, creates an Activity Log for all of the training in the state fiscal year or biennium, as appropriate. When creating an Activity Log, in Question 16, select Aggregate data entry.
- In Session Details, create sessions that are specific to the Training for the reporting month.

Program Planning

1. **Question 1:** Choose **Community Engagement/Coalition Development**.
2. **Question 2:** Choose **Community Coalition**.
3. **Question 3:** Name the program as:

For SFY 2017: Training Program Profile – [name of community] 2016/2017

For SFY 2018: Training Program Profile – [name of community] 2017/2018

For the biennium: Training Program Profile – [name of community] 2017/2019

4. **Question 8:** For Implementation Type, choose **Innovative**.
5. **Question 11:**
 - a. CPWI Communities - use the same primary intervening variable (risk or protective factor) as used for the Coalition (in the Coalition Program Profile), which is **(R)Low Neighborhood Attachment & Community Disorganization**.
 - b. Tribal providers – for the purposes of the Training Program Profile, please use **(R)Low Neighborhood Attachment & Community Disorganization** as well.
6. **Question 12:**
 - a. CPWI Communities – use the same measurable objective of local condition of the primary intervening variable as used for the Coalition, which is either **Community capacity to address ATOD issues** or **Community readiness to address ATOD issues**.
 - b. Tribal providers – for the purposes of the Training Program Profile, please use either **Community capacity to address ATOD issues** or **Community readiness to address ATOD issues**.
7. **Question 13:**
 - a. CPWI Communities – use the same direction of change for the objective as indicated for the Coalition.
 - b. Tribal providers – for the purpose of the Training Program Profile, please select any of the choices.
8. **Question 15:** For the Training Program Profile, select **Other (training)** in order for the CSAP Subcategories associated with Training to be available in Session Details.