

Reporting Training in Minerva

Overview

Each Tier 2 organization will create one Training Program Profile to cover all coalition trainings for the Tier 2 Coalition and any Tier 3 organizations associated with that Coalition.

Create one Training Program Profile for all trainings and report all Trainings under this Training Program Profile, even when they are specific to another program or service you are implementing.

- **Step 1: Program Planning**
 - 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.
- **Step 2: Implementation – Activity Log**
 - After the Program Profile is created and reviewed and approved by DBHR, each Tier 2 and Tier 3, as appropriate, creates an Activity Log for all of the trainings in the state fiscal year or biennium, as appropriate.
 - When creating an Activity Log, in Question 16, select Aggregate data entry.
- **Step 3: Enter Session Details**
 - In Session Details, create sessions that are specific to the Training for the reporting month.
 - Via Add/Edit Session details, name the session by the name of the Training (i.e. CADCA, Prevention Summit, etc.), enter the date of the training (use the last day if multiple days), select the CSAP Subcategory appropriate for each Training, and complete all fields.
 - Select the check box to indicate which staff were present. However, for the Coalition Coordinator, enter zero (0) hours for direct hours as Coordinator Hours are captured in the Coordinator Report. Coordinator Hours should only be entered into the system once and not duplicated.
 - In each Session, record the total number of participants and their demographic information in the Aggregate Data Table.

Program Planning – additional guidance

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.