

## Services by Performing Entity and Program Report

### Substance User Disorder UD Prevention and Mental Health Promotion Online Reporting System (Minerva)

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Presented by DBHR Staff

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# About this training

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- Introduction to the Services by Performing Entity and Program Report (SPEPR)
- Instructions for requesting the SPEPR
- Suggestions for using the SPEPR for internal monitoring and evaluation of program implementation

# Introduction to SPEPR

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- SPEPR is designed for all System Users (contractor 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.

# Introduction to SPEPR

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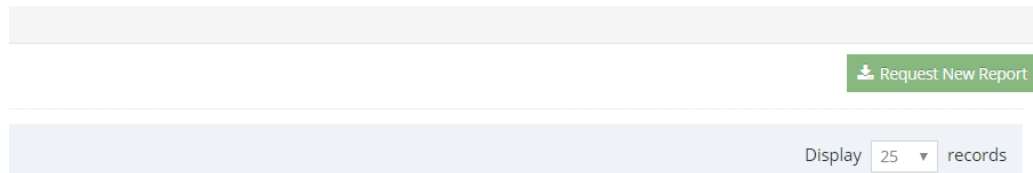
- Three sections:
  - Program Summary Detail
    - For each program, a summary of implementation in the report date range and for the selected entities.
  - Coordinator/Staff Hours
    - Total staff hours as reported into the Implementation – Coalition Coordinator/Tribe Px Staff Hours Log in Minerva.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

# Instructions for requesting SPEPR

(1) Go to the **Evaluation & Reports Module**.

A screenshot of a navigation menu item. It consists of a grey rectangular button with a white hamburger menu icon on the left and the text "Evaluation & Reports" in a dark grey font on the right.

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



# Instructions for requesting SPEPR

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

The screenshot shows a web form with the following elements:

- A header section titled "Report Type" with a dropdown menu currently displaying "Implementation Reports".
- A section titled "Reports" containing a list with one item: "Services by Performing Entity and Program Report".
- A green button labeled "Select Entities" at the bottom left of the form.

# Instructions for requesting SPEPR

(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 web interface titled "Entity Selection". It contains three dropdown menus and a button:


- Contracted Entity:** A dropdown menu with options: "- Select Contracted Entity -", "Adams County", "Asotin County", and "Benton-Franklin Counties".
- Coordinating Entity:** A dropdown menu with options: "- Select -" and "Othello P.A.I.D. Coalition (CE)".
- Performing Entity:** A dropdown menu with options: "- Select -" and "Othello P.A.I.D. Coalition (PE)".
- Select Dates:** A green button located below the Contracted Entity dropdown.

## Instructions for requesting SPEPR

(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"/>
<input type="button" value="Request Report"/>	



# Instructions for requesting SPEPR

- 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 Seth Greenfest,

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 SPEPR

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

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

# Suggestions for using SPEPR

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

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

# Suggestions for using SPEPR

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

<b>Services by Performing Entity and Program</b>							
Performing Entity Name: DBHR (PE)							
Local Program Name: <b>Statewide Services - DBHR 2017/2019</b>							
Name of Activity Log (Activity Log ID): <b>Greenfest - Technical Assistance (7057)</b>							
Activity Log Month(s): <b>January, February, March, April, May, June, July, August, September, October, November, December</b>							
Service Type: <b>Aggregate</b>							
<b>Session Details</b>							<b>Staff Hours</b>
Session Title (Optional)	Date of Session	Session Length (H)	Participants <sup>1</sup>	Partners & Staff <sup>1</sup>	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**

