



The Services by Performing Entity and Program Report (SPEP Report)

Guidance for Requesting and Using the SPEP Report in the
SUD Prevention and MH Promotion Online Reporting System (Minerva)

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Knowledge Base for additional Minerva resources.

About this training

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

Introduction to the 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, titled "Report Type", contains a dropdown menu with "Implementation Reports" selected. The second section, titled "Reports", 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 web 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 border and the word "Sample" is displayed in a large, italicized 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