



Reporting Training in Minerva

SUD Prevention and MH Promotion Online Reporting System (Minerva)

Visit www.TheAthenaForum.org/Minerva for more information on Minerva.

Visit www.TheAthenaForum.org/MKB to find the Minerva Knowledge Base.

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Reporting Training in Minerva: Overview

- DBHR's prevention partners both **host trainings** and **attend trainings**.
- This includes all training events hosted by DBHR, all national association trainings, and any other training events approved by the partners' designated Prevention System Manager.
- Follow the guidance on the following pages for reporting training in Minerva.

Reporting Training in Minerva: Overview

- ***What gets reported into Minerva?*** Report all training events, *even those for a specific program*, in a “Training Program Profile”.
- ***What do you mean, even those for a specific program?*** For example, if staff attend a facilitator training for a program like Strengthening Families Partnership, *their training is reported in the more general Training Program Profile, not in the SFP program.*
- ***Why?*** We want to be able to learn and report on the trainings we host and attend as their own set of services. That is, we are interested both in SFP training and implementation.

Reporting Training in Minerva: Overview

- ***Are there any exceptions to reporting training in this way?*** There may be an exception if DMA is a funding source for training. Refer to Billing Tips related to DMA funded programs and check with your DBHR designated manager as needed.
- ***Ready to get started?***
 - First, create a Training Program Planning Profile.
 - Second, create Activity Log(s).
 - Third, Enter Session Data.

Note:
Creating Program Plans and Activity Logs are set-up steps. Once these are done, go right to Enter Session Data to report on trainings hosted or that you attend.

Reporting Training: Step 1 – Program Planning

- Create **one** Training Program Profile for all trainings at the **Tier 1 Level (Contracted Entity)**. This one Training Program Planning Profile will be used for all Performing Entities that are linked to the Contracted Entity.
- ***Why just one?*** Training is reported in its own program because we want to use the **training CSAP strategy**. Also, we don't need to create a separate training program for each organization in the same contract as we think this is unnecessary duplication of work!
- ***Not sure how to do this?*** See the next page!

Note: It's possible that a Training Program Profile has already been created and approved in Minerva, so this step might not be needed.
Need help? Contact your DBHR designated manager.

Reporting Training: Step 1 – Program Planning

- In the example below, **Contracted Entity One** has a Training Program Profile that includes **all Contracted Entities** and **all Performing Entities** it oversees. As described in the next step, each Performing Entity will have its own Activity Log.

Training Program Profile (Contracted Entity One) - Sample Program 2017/2019	7/01/2017	6/30/2019	Innovative
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Contracted Entity

- Select Contracted Entity -

- Community Based Organization
- Contracted Entity One (Sample)**
- Division of Behavioral Health and Recovery

Coordinating Entity

- Select -

- Coordinating Entity One (Sample)**
- Coordinating Entity Two (Sample)

Performing Entity

- Select -

- Performing Entity One (Sample)**
- Performing Entity Subcontractor (Sample)
- Performing Entity Two (Sample)

Reporting Training: Step 1 – Program Planning

- For the Program Plan questions listed below, enter information as shown here:
 - Question 1: **Community Engagement/Coalition Development.**
 - Question 2: **Community Coalition.**
 - Question 8: **Innovative.**
 - Question 11: **(R)Low Neighborhood Attachment & Community Disorganization.**

Reporting Training: Step 1 – Program Planning

- Question 12: either **Community capacity to address ATOD issues** or **Community readiness to address ATOD issues**.
- Question 13: **Increase**.
- Question 15: **Other (training)**.
- Once ready, submit the Program Plan for review by DBHR.
- When the Plan is approved, go to Step 2!

Reporting Training: Step 2 – Activity Log(s)

- Create an Activity Log for **each Performing Entity that will be hosting or attending a training.**
- In this example, both the Performing Entity and Subcontractor have their own Activity Log for SFY 2019 for trainings they host or attend.

Performing Entity One (Sample)	Training Program Profile - Sample Program 2017/2019	Coalition Training Profile State Fiscal Year 2019
Performing Entity Subcontractor (Sample)	Training Program Profile - Sample Program 2017/2019	Subcontractor Training SFY 2019

- Select **Aggregate data** in question 16 as all trainings are reported with Aggregate data.

Note: It's possible that this step is not needed, if Activity Logs are already set up. *Need help?* Contact your DBHR designated manager.

Reporting Training: Step 3 – Enter Session Data

- Create a session for each training hosted or attended.
- Use the name of the training as the Session Name.
- Date of Session is the date of the training. If the training lasted for more than one day, use the last day of the training. Add up all the hours for the duration.

Session Details ×

1. Date of Session *

10/20/2017
📅

2. Session Name

Minerva Data Entry Training

3. Duration of Session (Hours)

2

4. Duration of Session (Minutes)

0 Minutes
▼

Reporting Training: Step 3 – Enter Session Data

- For Question 6, choose the CSAP Subcategory Service Code that describes the training.
 - **Coalition Capacity Development** for the coalition as a whole and may include Coalition Orientation, Cultural Competency Training, and Science of Prevention.
 - **EBP/RBP Program/Curriculum Training** for program facilitators (paid or volunteer).
 - **Innovative Program/Curriculum Training** for program facilitators (paid or volunteer).
 - **Promising Program/Curriculum Training** for program facilitators (paid or volunteer).
 - **Staff and Volunteer Professional Development** for trainings and conferences that are attended by the staff or coalition members or volunteers.
 - **Tribal Best Practices Trainings** for program facilitators (paid or volunteer) implementing tribal programs.
 - **Training** for other trainings not described above.

Reporting Training: Step 3 – Enter Session Data

- Record participation for Partners/Staff.
- For the **Coalition Coordinator**, enter zero (0) hours for direct hours as Coordinator Hours are captured in the Coordinator Report. **Note:** 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 – see the examples on the next few pages.

Reporting Training: Step 3 – Enter Session Data

- **Hosting a training?** Record the total number of participants and the demographic information to be reported in Minerva.
 - Example: a Coalition hosts a training attended by 8 trainees in total:

Aggregate Data

Total Participants

Age breakdown of group

0-4	<input style="width: 40px;" type="text" value="0"/>
5-11	<input style="width: 40px;" type="text" value="0"/>
12-14	<input style="width: 40px;" type="text" value="0"/>
15-17	<input style="width: 40px;" type="text" value="0"/>
18-20	<input style="width: 40px;" type="text" value="0"/>
21-24	<input style="width: 40px;" type="text" value="3"/>
25-44	<input style="width: 40px;" type="text" value="3"/>
45-64	<input style="width: 40px;" type="text" value="2"/>
--	<input style="width: 40px;" type="text"/>

Report the Total Participants and report all of the demographic information for these participants – have a data collection plan before the Training starts!

Reporting Training: Step 3 – Enter Session Data

- ***Attending a training hosted by others?*** Record the attendance of all in your organization who attended as the total number of participants and the demographic information to be reported in Minerva.
 - Example: two members of a Tribe attend a training:

Aggregate Data

Total Participants

2

Age breakdown of group

0-4	0
5-11	0
12-14	0
15-17	0
18-20	0
21-24	1
25-44	1
45-64	0

Report the Total Participants and report all of the demographic information for these participants – have a data collection plan before you head to the Training!

Reporting Training

- For more information on Minerva, visit the Minerva Knowledge Base at www.TheAthenaForum.org/MKB and view the Minerva User Guide at www.TheAthenaForum.org/MinervaUserGuide.