SAMHSA Performance Accountability & Reporting System (SPARS)

SPARS Training: Required Indicators and Reporting Requirements

SAMHSA Suicide Prevention Lifeline Crisis Center Follow-Up Expansion Grant

FY 2019   SM-19-008

Portland Ridley
Public Health Advisor
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

Tuesday, August 20, 2019
2:00-3:00pm Eastern Time
Parklawn Building, Rockville, MD

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Training

SAMHSA Suicide Prevention Lifeline Crisis Center Follow-Up Expansion Grant

Tuesday, August 20, 2019 2:00pm to 3:00pm ET

Please Stay By

Training Webinar will begin shortly

For audio, please call 1-888-390-0789
Conference Number PMXW9472151
Audience Pass code 1482822

If you are experiencing technical difficulties, please press *0

SAMHSA
Substance Abuse and Mental Health
Services Administration

Welcome!

Webinar is being recorded

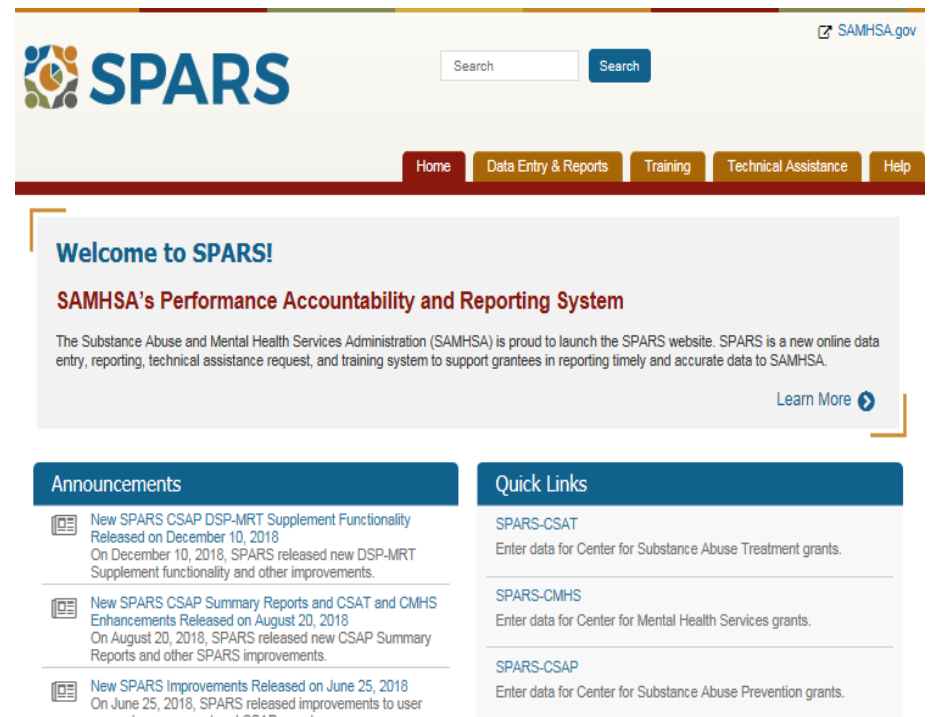Webinar recording and slides will be posted at

SPRC website at www.sprc.org

AGENDA

1. Overview of SPARS

2. Operational Definitions of Required Indicators

3. Reporting Requirements
- Annual Performance Goals and Budget Estimates
- Quarterly Data Entry Requirements

4. Accessing SPARS system, User Account and Password

5. SPARS Resources

SAMHSA
Substance Abuse and Mental Health
Services Administration

SAMHSA's Performance Accountability and Reporting System (SPARS)

- https://spars.samhsa.gov/: Online platform for CMHS data entry and reporting

- Supports SAMHSA in meeting Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010 requirements

- GPO develops program guidance and provides trainings on SPARS and indicators

- SPARS Help desk provides tech support with user accounts, passwords, & data entry screens

SPARS is used for Performance Measurement

- <u>Monitors</u> <u>how well</u> we're doing in reaching goals

- Board shallow snapshot

- Indicators to measure <u>progress</u>

- <u>Early warning</u> system to management & tool for <u>public accountability</u>

- Continual measurement and reporting of indicators

1.   Annual Performance Goals and Budget Estimates (AGB)

❑   Submit goals/budget info **just once**; Due: Sept 30, 2019

❑   Modify future goals once a year, if needed

2.   Quarterly Data

❑   Submit data on a **quarterly** basis

❑   Begin Data Entry: First Quarter; Due Jan. 31, 2020

SAMHSA
Substance Abuse and Mental Health
Services Administration

Required Performance Indicators

PC2 • Partnerships & Collaborations

O1 • Outreach

S1 • Screening

R1 • Referral

AC1 • Access

1. **Partnerships/Collaborations (PC2)** The *number of organizations* collaborating, coordinating, or sharing resources with other organizations as a result of the grant

2. **Outreach (O2)** The *number of individuals* contacted through program outreach efforts

SAMHSA
Substance Abuse and Mental Health
Services Administration

3. Screening (S1) The *number of individuals* screened for mental health or related interventions

4. Referral (R1). The *number of individuals* referred to mental health or related services

5. Access (AC1) The *number and percentage of individuals* receiving mental health or related services after referral

SAMHSA
Substance Abuse and Mental Health
Services Administration

PC2: PARTNERSHIPS

Intent

Report information on organizations who are collaborating for the first time as a result of the grant.

Count

The *number of organizations* in the collaboration

Examples

- Task forces, Advisory Boards
- Coalitions
- Networks
- Data Sharing and Referral Systems
- Policies and Protocols
- Trainings
- Informal or Formal agreements

SAMHSA
Substance Abuse and Mental Health
Services Administration

PC2: Partnerships/Collaborations

Count

- Number of organizations collaborating, coordinating or sharing resources with other organizations as a result of the grant

- Count the number of organizations collaborating *for the first time*

- For subsequent quarters, count any new organizations added to the collaboration

- Count the organization only **ONCE** during the life of the grant

Do Not Count

- Organizations in collaborations that existed *prior* to the grant award

- Number of meetings held

- Number of resources shared

- Organizations that have been reported in previous quarters (this is a duplicated count)

- Grant project (yourself!)

O1: Outreach

Intent

to capture information on one-on-one contacts with individuals using outreach or other strategies to increase participation in and access to treatment services for the population in focus as a result of the grant

Count

- the number of individuals; not the number of contacts

- the number of individuals you have reached; not attempted for follow-up (the number of "enrolled" participants)

- The number of individuals you are "enrolling" in follow-up programs

SAMHSA
Substance Abuse and Mental Health
Services Administration

Screening (S1):

Who are you counting?

Count

- Number of Individuals screened for mental health or related intervention in the given quarter; not the number of interventions
- Screened **for initial identification** of those who may be in need of specific intervention;

DO NOT COUNT

- Ongoing monitoring to assess individual progress/status

Count: Examples

- Count local, NSPL callers, ED and inpatient psychiatric hospital consumers: anyone **eligible** for follow-up services through your grant.
- Include people who were screened in the ED if they were screened as part of the grant.
- Eligible individuals are those that were expressing suicidal behavior within 48 hours of contact.

SAMHSA
Substance Abuse and Mental Health
Services Administration

Referral (R1): Who are you counting?

Count

- Number of *Individuals* referred for mental health or related services **in the given quarter**

- Enter the number of individuals among those followed up by center that are referred to mental health or related services at the time of the baseline crisis call or at follow-up

Do Not Count

- Number of Services

- Ongoing monitoring to assess individual progress and status

SAMHSA
Substance Abuse and Mental Health
Services Administration

Submit 2 results for R1:

- The **first result** should FOCUS ON **direct mental health** referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines.

- The **second result** should FOCUS ON **all other** referrals. Examples of "other referrals" would include homeless shelters, food banks, credit counselors, etc.

SAMHSA
Substance Abuse and Mental Health
Services Administration

Access (AC1): Who are you counting?

Count

- Number of Individuals receiving mental health or related services **after** referral *in the that quarter*

- Numerator: Total number of individuals who have been referred and are receiving mental health and related services

- Denominator: Total number of individuals referred

Do Not Count

- Number of Services

- Ongoing monitoring to assess individual progress and status

SAMHSA
Substance Abuse and Mental Health
Services Administration

Access (AC1):

For the numerator:

- referrals should be counted as being received in the quarter that the individual actually received the service.

- if a referral is made in one quarter, but the individual didn't receive the service until the next quarter, count it in the quarter in which the service was received.

SAMHSA

Substance Abuse and Mental Health
Services Administration

Submit 2 Results for AC1

- The **first result** should focus on **direct mental health** referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines. Numerator = of those referred for mental health services, the number who are receiving mental health services. Denominator = total number of individuals referred for mental health services.

- The **second result** should focus on **all other** referrals. Examples of "other referrals" would include homeless shelters, food banks, credit counselors, etc. Numerator = of those referred to "other services" the number who are receiving other services. Denominator = total number of individuals referred for other services.

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Quarterly Data Entry Reporting Timeline

Quarter	Reporting Period	Grantee Deadline to Submit Data	GPO Deadline to Review	Grantee Deadline to Revise Data	No Further Changes Can be Made
1st	Oct. 1–Dec. 31	Jan. 31	Feb. 28	Mar. 31	Apr. 1
2nd	Jan. 1–Mar. 31	Apr. 30	May 31	June 30	July 1
3rd	Apr. 1–June 30	July 31	Aug. 30	Sept. 30	Oct. 1
4th	July 1–Sept. 30	Oct. 31	Nov. 30	Dec. 31	Jan. 1

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Quarterly Data Entry Requirements

❑ Enter a Result Record Form(s) **for each indicator** by the deadline.

❑ SPARS is always live; data can be entered any time by the deadline

❑ Enter data only on *completed* activities & trainings *in the quarter* it was completed

❑ DO NOT enter data on activities that are *"in progress" or "pending*

❑ Nothing new to report? Click on "No New Results" which is a valid data entry

❑ After you submit your data, your GPO will review, approve/disapprove or request revisions

SAMHSA
Substance Abuse and Mental Health
Services Administration

- IPP Record Result Form has 3 parts
  - Name
  - Description
  - Number
- Results should be:
  - Reported every quarter in SPARS
  - Consistent with the goals of the grant
  - For completed activities only
- If there is no new activity to report, enter a No New Result" record in SPARS

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS

Search | Search

Home | Data Entry & Reports | Training | Technical Assistance | Help

Welcome to SPARS!

SAMHSA's Performance Accountability and Reporting System

The Substance Abuse and Mental Health Services Administration (SAMHSA) is proud to launch the SPARS website. SPARS is a new online data entry, reporting, technical assistance request, and training system to support grantees in reporting timely and accurate data to SAMHSA.

Learn More ❯

Announcements

No Help Desk Services on January 18, 2018
No Help Desk Services on January 18, 2018 Due to Inclement Weather

No Help Desk Services on January 17, 2018
No Help Desk Services on January 17, 2018 Due to Inclement Weather

New SPARS CSAP Features and Programs Released on January 8, 2018
On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

Quick Links

SPARS-CSAT
Enter data for Center for Substance Abuse Treatment grants.

SPARS-CMHS
Enter data for Center for Mental Health Services grants.

SPARS-CSAP
Enter data for Center for Substance Abuse Prevention grants.

🖶 Print | ✖ Cancel   Save   Previous   Next

▸ **My Grants**

▸ **Admin**

▾ **Data Entry**

  Annual Goals
  & Budget

  Services

▾ **IPP**

  Required Indicators

  Results List

▸ **Data Download**

View Glossary

ADD/FIND RESULTS

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

ADD NEW RESULT
To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Resu...

Program: [Cooperative Agreements to Implement Zero Suicide in Hea ▾]

Grant: [   ] [▾]   **Add New Result**

FIND RESULTS
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

24

🖶 Print | ✖ Cancel | **Save** | **Previous** | Next

Program: Campus Sui | Cohort: Campus Sui | FFY: 0 | FFQ: 0 | Grant ID: SP0001024 | Org Name: Name1038

My Grants

Admin

Data Entry

Annual Goals & Budget

Services

IPP

Required Indicators

Results List

Data Download

View Glossary

Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Save - Add New   **Save - Finish**

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter[1]. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001024 (Not a training grantSP0001024)

Date Range Result Was Completed: [▾]

Indicator: [▾]

[1] FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUARTER 3 (4/1– 6/30); FFY QUARTER 4 (7/1– 9/30)

If there were no new results, check this box: ☐

Result Name: [   ]

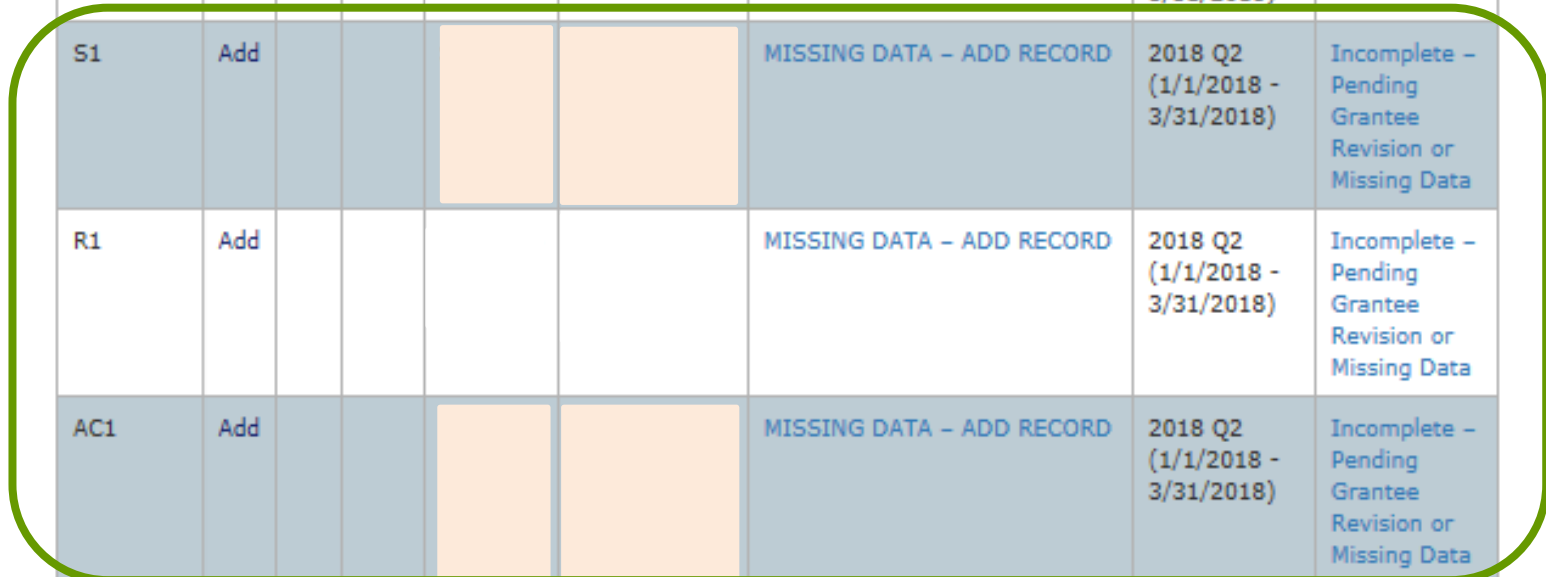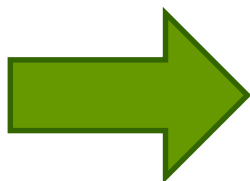Result Description:(Do not exceed 550 characters.) [   ]

Save - Add New   **Save - Finish**

Result List

🖨 Print | ✖ Cancel   Save   **Previous**   Next

View Glossary

Results List

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

My Grants

Admin

▾ Data Entry

Annual Goals & Budget

Services

▾ IPP

Required Indicators

▾ Results List

Data Download

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
WD2	Add					MISSING DATA – ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete – Pending Grantee Revision or Missing Data
WD5	Add					MISSING DATA – ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete – Pending Grantee Revision or Missing Data
T1	Edit	Del	Print			No New Result	2018 Q2 (1/1/2018 - 3/31/2018)	Pending GPO Review
S1	Add					MISSING DATA – ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete – Pending Grantee Revision or Missing Data
R1	Add					MISSING DATA – ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete – Pending Grantee Revision or Missing Data
AC1	Add					MISSING DATA – ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete – Pending Grantee Revision or Missing Data

S1

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018)

Indicator: Screening - S1

S1 - The number of individuals screened for mental health or related interventions.

[1] FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUARTER 3 (4/1– 6/30); FFY QUARTER 4 (7/1– 9/30)

If there were no new results, check this box: ☐

Result Name: Behavioral Health Screening

Result Description:(Do not exceed 550 characters.) As a result of the grant, we administered the Behavioral Health Screen to 116 individuals at the participating primary care practices this quarter.

Number: 116

Save - Add New   Save - Finish

No New Result Example

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter[1]. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018)

Indicator: Access - AC1

AC1 - The number and percentage of individuals receiving mental health or related services after referral.

[1] FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUARTER 3 (4/1– 6/30); FFY QUARTER 4 (7/1– 9/30)

If there were no new results, check this box: ☑

Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:

Check this box!

Save - Add New   Save - Finish
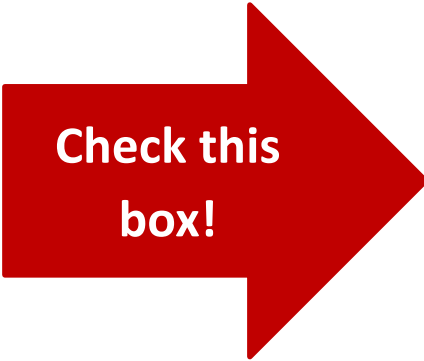
- **Result Name:** Suicide Risk Screening

- **Result Description:** During this quarter, 13,071 individuals were screened for suicide risk. 9,398 on the crisis line and 3,673 in the Mt. Mary ED.

- **Result Number:** 13,071

SAMHSA
Substance Abuse and Mental Health
Services Administration

- **Result Name:** Program Referrals

- **Result Description:** During this quarter, out of 21 individuals that were flagged by the Behavioral Health Screen and referred this quarter, 9 of them are receiving services.

- **Numerator:** 9

- **Denominator:** 21

- **Percentage:** 42.85% (calculated by system)

SAMHSA
Substance Abuse and Mental Health
Services Administration

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

SAMHSA
Substance Abuse and Mental Health
Services Administration

Purpose of Annual Performance Goals

1. Quantify what you plan to accomplish with your grant

2. Tied to your workplan: Realistic & Attainable!

3. Used for performance and program management

4. Developed in collaboration with your GPO

It is a "Goals-Based" type evaluation

used to assess & monitor the extent your project

is meeting its goals

SAMHSA
Substance Abuse and Mental Health
Services Administration

What is an Annual Performance Goal?
It is a Numeric Value Set for Each Required Indicator

PC2 • Partnerships

O1 • Outreach

S1 • Screening

R1 • Referral

AC1 • Access

Set a *Numeric* Goal for Each Individual Project Period

- Year 1:   May 31, 2019 – May 30, 2020

- Year 2:   May 31, 2020-   May 30, 2021

- Year 3:   May 31, 2021- May 30, 2022

SAMHSA
Substance Abuse and Mental Health
Services Administration

Step 1. Enter annual performance goals for required indicators:

- Partnerships/Collaborations (PC2)

- Outreach (O1)

- Screening (S1)

- Referral (R1)

- Access (AC1)

SAMHSA
Substance Abuse and Mental Health
Services Administration

Step 2. Enter annual budget estimates for these budget categories:

1. Infrastructure Development

2. Data Collection, Evaluation, Performance Measurement and Assessment

3. Mental Illness Prevention and Mental Health Promotion Activities

4. Grant Administration

5. Services Provision: This category is N/A; Must Enter a "0"

6. Technical Assistance: This category is N/A; Must enter a"0"

SAMHSA
Substance Abuse and Mental Health
Services Administration

How to set your Annual Performance Goals

❑ *Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?

❑ *Know* the definitions of the required IPP indicators: PC2, O1, S1,R1, AC1

❑ *Identify* which IPP indicator applies to your stated goal for **each** grant year

❑ *Count* the number of activities you plan for **each** grant year for **each I**PP Indicator to calculate your goals

❑ *Identify* which IPP Indicator (s), if any, is **NOT** a Goal of your project

SAMHSA
Substance Abuse and Mental Health
Services Administration

Identify which IPP Indicator has no set goal

1. There is no negative consequences of having a goal of Zero "0" for a particular Indicator

2. Goals are based on your application program plans. Do NOT make or ADD new goals.

3. You must enter a numeric value for each grant year. This includes a Zero "0".

SAMHSA
Substance Abuse and Mental Health
Services Administration

Purpose of Entering Budget Estimates into SPARS

- Estimate how much of your annual Federal budget you plan to spend on the four SPARS *Budget* Categories

- Estimates are entered for **each** budget grant year; not cumulative

- Budget is not directly linked to the IPP Indicators

SAMHSA
Substance Abuse and Mental Health
Services Administration

Getting Started:

Resources You Need to Create Budget Estimates

1. Review Section V: Proposed Approach of your Application

2. Review your budget and budget narrative in application

3. Review your Notice of Award (NoA) for total Federal award amount for each grant year

4. Know the four SPARS Budget Categories

SAMHSA
Substance Abuse and Mental Health
Services Administration

There are 6 Budget Categories on the SPARS Screen

Create
Budget Estimates for

— Infrastructure Development

— Data Collection/Evaluation

— MH Promotion/Prevention

— Grants Administration

DO NOT

Create Budget Estimates for

- Services Provision (Direct-Client Treatment)

- Technical Assistance

Because these categories are

non-applicable,

you must enter a ZERO "0"

in the Cell for all 3 years

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter a budget estimate amount for each budget category for each grant year

As you develop an estimate, consider the following:

✓ The type of activities you plan to spend within each category

✓ Include all direct & indirect costs associated with each budget category. It is okay to estimate indirect costs.

✓ DO NOT include: in-kind contributions, match costs, or carry over dollars

SAMHSA
Substance Abuse and Mental Health
Services Administration

INFRASTRUCTURE DEVELOPMENT

Enter a budget estimate spent on the provision of infrastructure development activities, such as:

- Develop/Enhance policies, partnerships, and sustainability planning, partnerships, workforce development trainings

- Enhancing system capacity, crisis response and coordination

- Enhance coordination, cross-system referral and follow-up networks, care transition, data sharing systems

- Develop/Enhance crisis response/management protocols

SAMHSA
Substance Abuse and Mental Health
Services Administration

DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT

Enter a budget estimate spent on activities involved in:

– Collection, management, analysis, & reporting of data for GPRA, SPARS, SAMHSA reports

– Efforts related to fidelity of program implementation (i.e. Disparity Impact Statement), and other process evaluation activities

Estimate **CANNOT exceed 15%** of annual grant amount

SAMHSA
Substance Abuse and Mental Health
Services Administration

MENTAL ILLNESS PREVENTION /MENTAL HEALTH PROMOTION ACTIVITIES

Enter a budget estimate spent on the provision of mental health awareness/ prevention/promotion activities:

- public awareness campaigns
- social marketing and engaging key stakeholders
- outreach /awareness activities
- product development and dissemination
- screening, information & referral, access

SAMHSA
Substance Abuse and Mental Health
Services Administration

Budget Category:
GRANT ADMINISTRATION

Enter a budget estimate spent on overall project management and administration such as:

- Preparing reporting requirements
- Preparing major budget/program modification requests
- Reconciling grant budgets
- Reviewing/managing project timelines
- Preparing optional SAMHSA post-award grant requests

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter Budget Estimates for *each* grant year;

Category	(9/30/2016 – 9/29/2017)	(9/30/2017 – 9/29/2018)	(9/30/2018 – 9/29/2019)	
Award Amount per Grant Year				
Services Provision				
Dollar Amount				
Infrastructure Development				
Dollar Amount				
Data Collection, Evaluation, Performance Measurement and Assessment				
Dollar Amount				
Mental Illness Prevention and Mental Health Promotion Activities				
Dollar Amount				
Grant Administration				
Dollar Amount				
Technical Assistance				
Dollar Amount				
Sum of Dollar Amounts per Grant Year	0	0	0	
Percentage of Award Amount Accounted for:	0%	0%	0%	

1. Select "Data Entry & Reports", "-for- CMHS Users", and then "CMHS Data Entry"

SAMHSA
Substance Abuse and Mental Health
Services Administration

2. Select "Data Entry" and then advance to "Annual Goals & Budget" via Dropdown Menu

3. For each Indicator, enter goal for every FFY of grant award

Prevention and Mental Health Promotion Indicators

Home > Data Entry > Annual Goals & Budget > Prevention and Mental Health Promotion Indicators

🖨 Print | ✖ Cancel | **Save** | **Previous** | **Next**

- ▸ My Grants
- ▸ Admin
- ▾ Data Entry
- ▾ Annual Goals & Budget
- Services
- ▸ IPP
- ▸ Data Download

Prevention and Mental Health Promotion Indicators

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Instructions:

For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then select "Next" to go to the next screen.

	Previous Year	Current Year		Next Year	
Categories & Indicators	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)
Screening					
S1 - The number of individuals screened for mental health or related interventions.	☐	☐	☐	☐	☐
Referral					
R1 - The number of individuals referred to mental health or related services.	☐	☐	☐	☐	☐

SAMHSA
Substance Abuse and Mental Health
Services Administration

5. Specify "Dollar Amount" or "Percent of Annual Grant Award Amount" on Budget Screen #1

Budget Screen #1

Home > Data Entry > Annual Goals & Budget > Budget Screen #1   🖶 Print | ✖ Cancel   **Save**   **Previous**   **Next**

My Grants

Admin

▾ Data Entry

▾ Annual Goals & Budget

  Services

▸ IPP

Data Download

Budget Screen #1

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Instructions:

Enter your budget information by first selecting how you will enter the data: select "Dollar Amount" or "Percent of Annual Grant Award Amount". Select "Save" and then "Next" to enter your budget information.

Warning: You may come back to this screen later and change your previous choice of how to enter the data, but all of your previous budget information (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget information is cleared.

Do you want to enter the budget information using Dollar Amount or Percent of Annual Grant Award Amount?
○ **Dollar Amount**
◉ **Percent of Annual Grant Award Amount**

51

SAMHSA
Substance Abuse and Mental Health Services Administration

6. Enter grant's award amount for every FFY on Budget Screen

# 7. For each category, enter budget information (either dollar amount or percent) for every FFY of grant award

Category	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)
Award Amount per Grant Year					
Services Provision					
Percent					
Infrastructure Development					
Percent					
Data Collection, Evaluation, Performance Measurement and Assessment					
Percent					
Mental Illness Prevention and Mental Health Promotion Activities					
Percent					
Grant Administration					
Percent					
Technical Assistance					
Percent					
Sum of Percents per Grant Year	0%	0%	0%	0%	0%
Sum of Dollar Amounts per Grant Year	0	0	0	0	0

SAMHSA
Substance Abuse and Mental Health
Services Administration

8. Enter "0" for Services Provision and Technical Assistance Category

Category	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)
Award Amount per Grant Year					
Services Provision					
Dollar Amount					
Infrastructure Development					
Dollar Amount					
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount					
Mental Illness Prevention and Mental Health Promotion Activities					
Dollar Amount					
Grant Administration					
Dollar Amount					
Technical Assistance					
Dollar Amount					
Sum of Dollar Amounts per Grant Year	0	0	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%
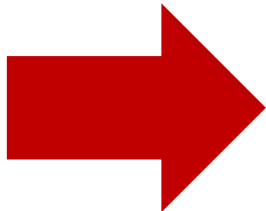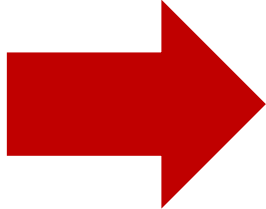
9. On Grantee Approval/Submission screen, select "Save And Quit" or "Submit for Approval"

Grantee Approval/Submission

Home > Data Entry > Annual Goals & Budget > Grantee Approval/Submission

🖶 Print | ✖ Cancel | Save | **Previous** | Next

- ▸ **My Grants**
- ▸ **Admin**
- ▾ **Data Entry**
- ▾ **Annual Goals & Budget**
  - Services
  - ▸ IPP
- ▸ **Data Download**

Save And Quit **Submit For Approval**

Summary/Approval

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

┌─ Instructions: ─────────────────────────────

Please review your Goals data. Select one of the following:

"Cancel" to cancel out of your data entry. (Changes will not be saved)

"Previous" to go back to previous sections to make any changes.

"Save and Quit" to save your data and exit the Annual Goals form. (Note: data will not be submitted for approval until "Submit for Approval" button is selected.)

"Submit for Approval" to submit your data for your GPO to approve. Please note, once you select "Submit for Approval", the form will be locked. If you need to unlock the form, please contact the SPARS Help Desk.

SAMHSA
Substance Abuse and Mental Health
Services Administration

Budget Category	Year One Grant Award Amount	Year Two Grant Award	Year Three Grant Award
	300,000	**300,000**	**300,000**
1. Services Provision	0	0	0
2. Infrastructure Development	40%	40%	30%
3. Data Collection/Evaluation	15%	15%	15%
4. Prevention & Promotion	30%	30%	40%
5. Grant Administration	15%	15%	15%
6. Technical Assistance	0	0	0
Sum	**100%**	**100%**	**100%**

Timeline for AGB Reporting

- New grantees enter AGB information into SPARS within 90 days of the start of grant funding; Grantee Deadline: Sept 30, 2019

- GPOs review and approve AGBs

- Grantees can update AGB information annually (at the beginning of each new Federal fiscal year during the first quarter

SAMHSA
Substance Abuse and Mental Health
Services Administration

Reminder:

1. **Annual Performance Goals and Budget Estimates (AGB)**

❑ Submit goals/budget info **just once**; Due: Sept 30, 2019

❑ Modify future goals once a year, if needed

2. **Quarterly Data**

❑ Submit data on a **quarterly** basis

❑ Begin Data Entry: First Quarter; Due Jan 31, 2020

SAMHSA
Substance Abuse and Mental Health
Services Administration

SAMHSA Terms and Conditions of Award

Grantee Requirements for SPARS:

1. Submit data every quarter for each required indicator by the deadline (this includes checking the "No New Results" box to report "no new activities" for a given indicator)

2. Submit Annual Performance Goals, for each indicator, for each project year

3. Submit Budget Estimates for each project year

SPARS Staff Resources

➢ **SAMHSA Government Project Officer (GPO):**

Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals and budget information, reviews and approves your data

➢ **SPARS Help Desk**

Provides technical support with log in, user account, passwords, and navigating screens

   ✓   Phone: 1-855-796-5777

   ✓   Email: SPARS-support@rti.com

SAMHSA
Substance Abuse and Mental Health
Services Administration

Contact SPARS Help Desk for:

- Setting Up User Account and Password Resets
- Changing you account/Adding new users to your account
- Accessing and logging into SPARS system
- Entering, editing data and navigating the screens
- Running Performance Reports

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (EST)
Phone: (855) 322-2746 (toll-free)
E-mail: SPARS-Support@rti.org

SAMHSA
Substance Abuse and Mental Health
Services Administration

SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Portland Ridley, Public Health Advisor, Portland.ridley@samhsa.hhs.gov

www.samhsa.gov

1-877-SAMHSA-7 (1-877-726-4727) ● 1-800-487-4889 (TDD)