

New Grantee Training: Zero Suicide Prevention Grant Program

Thursday, January 31, 2019
2:00 to 3:00 pm EST

Audio: 888-942-8618 Passcode: 3331576

Conference No: PWCW8654765

Portland Ridley

Public Health Advisor, Branch SPARS Coordinator
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

Please Stand By- Webinar will begin shortly

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

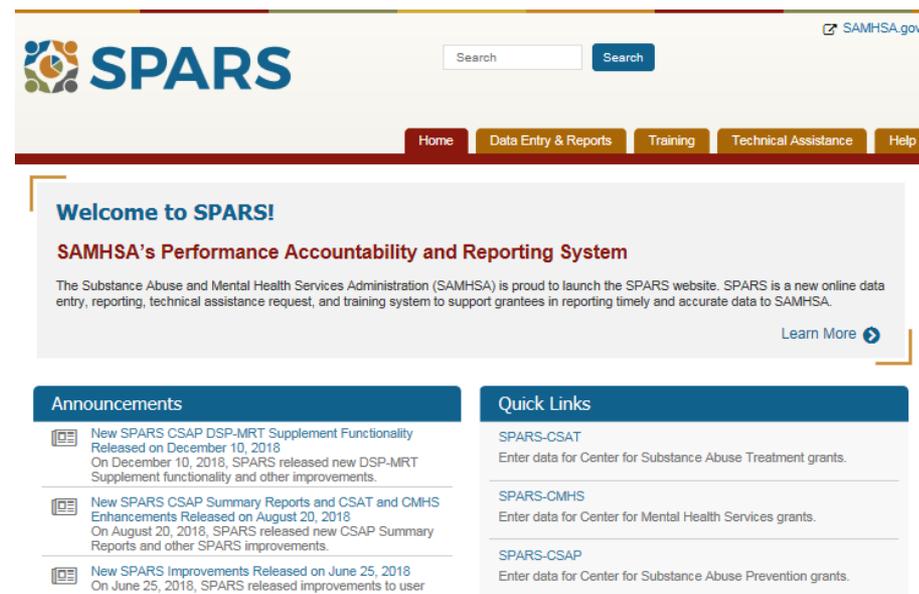
- Overview of SPARS
- Required Performance Measure Indicators
- Annual Performance Goals and Budget Estimates
- Quarterly Data Entry Reporting Period & Deadlines
- Brief Screen Share of website
- User Account and SPARS Help desk

Key SPARS Resources

- IPP Indicator Cheat Sheet: Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips
- 2-Page Step by Step Checklist: Setting & Entering Annual Performance Goals & Budget Estimates

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



The screenshot shows the SAMHSA SPARS website. At the top, there is a search bar and a "Search" button. Below the search bar is a navigation menu with links for "Home", "Data Entry & Reports", "Training", "Technical Assistance", and "Help". The main content area features a "Welcome to SPARS!" message, followed by the title "SAMHSA's Performance Accountability and Reporting System" and a brief description of the system. Below this, there are two columns: "Announcements" and "Quick Links". The "Announcements" column lists three recent updates, and the "Quick Links" column provides direct access to data entry pages for CSAT, CMHS, and CSAP grants.

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

- New SPARS CSAP DSP-MRT Supplement Functionality Released on December 10, 2018**
On December 10, 2018, SPARS released new DSP-MRT Supplement functionality and other improvements.
- New SPARS CSAP Summary Reports and CSAT and CMHS Enhancements Released on August 20, 2018**
On August 20, 2018, SPARS released new CSAP Summary Reports and other SPARS improvements.
- New SPARS Improvements Released on June 25, 2018**
On June 25, 2018, SPARS released improvements to user account management and CSAP reports.

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.

SPARS has *two* program components

1. Annual Goals and Budget Information

- Submit goals/budget info just once; Due: February 28
- Modify future goals once a year, if needed

2. Quarterly Data

- Submit data every 3 months
- Second Quarter Data Due: April 30
- First Quarter Data: Enter Data or “No New Results”

Zero Suicide: Six IPP Indicators

Indicators capture IPP activities and quantify a grant program's achievements

1. Workforce Development (WD2)
2. Workforce Development (WD5)
3. Types/Targets of Practices (T1)
4. Screening (S1)
5. Referral (R1)
6. Access (AC1)

Workforce Development (WD2)

The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

Examples of WD2 Target Audience:

WD2

- Mental health and substance abuse providers
- Social/case worker
- Program/system administrator
- Other health/primary care provider
- Physician, nurse, assistant/health technician
- School police/safety
- Child welfare and juvenile justice
- Probation Officer
- Emergency Response
- Tribal services/government
 - Tribal healers and elders
 - Elected tribal official
 - Community outreach worker
 - Crisis care workers/clinicians
- Emergency response
 - Law enforcement
 - Public safety workers
 - Hotline/helpline crisis line staff
- Clergy/religious advisor
-
-

Workplace Development –WD2

- **Count** the number of people who completed the training, *not* the number of trainings.
- **Do not count** trainings funded outside the grant or funded by other agencies.

Workforce Development (WD5)

The number of consumers/family members who provide mental health-related services as a result of the grant.

Types/Targets of Practices (T1)

The number of programs/organizations/communities that implemented specific mental health-related practices/activities that are consistent with the goals of the grant.

Types/Targets of Practices (T1) *(continued)*

- **Count** the number of programs/organizations/communities that initiated implementation or mental health-related practices/activities.
- **Do not count** the number of practices/activities.

Screening (S1)

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

Screening (S1) *(continued)*

Count

- Number of Individuals Screened for mental health or related intervention
- Screened **for initial identification** of those who may be in need of specific intervention

Do Not Count

- Number of interventions
- Ongoing monitoring to assess individual progress and status

Referral (R1)

The number of individuals referred to mental health or related services

Referral (R1): Who are you counting?

Count

- Number of *Individuals* referred for mental health or related services

Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status

Access (AC1)

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

- Numerator: Number referred and receiving services that quarter
- Denominator: Total number referred that quarter

Access (AC1): Who are you counting?

Count

- Number of Individuals receiving mental health or related services after referral

Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status

Questions?

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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 to which your project
is meeting its goals

What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- Workforce Development (WD2)
- Workforce Development (WD5)
- Types/Targets of Practices (T1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

Enter a numeric Annual Goal for *each* IPP Indicator for *each grant year*

- For **WD2**, enter the total number of people in the mental health and related workforce you plan to train for each grant year
- For **WD5**, enter the total number of consumers/family members who provide mental health-related services you plan to train each grant year
- For **T1**, enter the total number of programs/organizations/communities that will implement specific mental health-related practices/activities for each grant year

Enter a numeric Annual Goal for *each* IPP Indicator for *each grant year* (continued)

- For **S1**, enter the total number of individuals that your grant plans to screen for each grant year
- For **R1**, enter the total number of individuals your grant plans to refer to mental health or related services for each grant year
- For **AC1**, enter the percentage of individuals expected to be receiving mental health services after referral for each grant year

Enter a Zero “0” for Indicator with no set goals

➤ *Example: S1*

If you do not have a goal of screening individuals for mental health services or related interventions for a given grant year,

Enter a goal of **Zero “0”** for S1 for that *given* grant year

How to set your Annual Performance Goals

1. *Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?
2. *Know* the definitions of the required IPP indicators
3. *Identify* which IPP indicator applies to your stated goal for each grant year
4. *Count* the number of activities you plan for each grant year for each IPP Indicator to calculate your goals
5. *Identify* which IPP Indicator (s), if any, is NOT a Goal of your project

Purpose of Entering Budget Estimates into SPARS

- Estimate how much of your annual Federal budget you plan to spend for each *Budget Category*
- Estimates are entered for *each* budget grant year; not cumulative
- Budget is not directly linked to the IPP Indicators

There are 6 Budget Categories on the SPARS Screen

Create Budget Estimates for

1. Infrastructure Development
2. Data Collection/Evaluation
3. MH Promotion/Prevention
4. Grants Administration

DO NOT Create Budget Estimates for

5. Services Provision
6. Technical Assistance

Enter a ZERO “0” for these categories
all grant years

As you develop a budget estimate, consider the following:

- ✓ The type of activities you plan to spend for each category:
 - 1) Infrastructure development
 - 2) Data Collection/Evaluation (estimate cannot exceed 20% of annual grant award)
 - 3) MH Promotion/Prevention
 - 4) Grants Administration

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

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

Getting Started:

Resources You Need to Create Budget Estimates

1. Review Proposed Approach & Work plan of your Application
2. Review your budget in application
3. Review your Notice of Award (NoA) for total Federal award amount for each grant year
4. Know the four key SPARS Budget Categories

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

The screenshot displays the SAMHSA Data Entry & Reports interface. At the top, a navigation bar includes links for Home, Data Entry & Reports (highlighted with a red box), Training, Technical Assistance, and Help. Below this, three user selection buttons are shown: - for - CSAT Users, - for - CMHS Users (highlighted with a red box), and - for - CSAP Users. The main content area is titled "CMHS Users" and contains the following text: "Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data." Below this text is a link: "For more information visit the [Center for Mental Health Services](#)". To the right of the text is a red circular icon depicting a head profile with a checkmark inside. At the bottom of the main content area, three buttons are displayed: CMHS Data Entry (highlighted with a red box), CMHS Data Download, and CMHS Reports. In the bottom right corner, there is a search bar with the text "Search Data Collection Tool Resources".

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

SPARS Center for Mental Health Services
User: Carolina Holt Roles: Admin

Data Entry

Home > Data Entry Print

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

Welcome to the SPARS CMHS Data Entry system. Use this system to enter new or modify existing CMHS data related to:

- Annual Goals and Budget
- NOMs Adult and Child Consumer-level Measures (Services)
- Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

Annual Goals and Budget

When a grant is awarded, grantees’ annual performance goals and budget information will be used in SPARS CMHS reports as well as for performance management and oversight. Using this system, Project Directors enter and view their goals and budget information and Government Project Officers (GPOs) view and approve goals and budget information that Project Directors set.

NOMs Adult and Child Consumer-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. Using this system, grantees enter de-identified consumer-level interview and administrative data (Baseline, Reassessment, and Clinical Discharge) and view and edit existing interviews and administrative data.

Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees’ Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Using this system, Federal Program Directors can view and/or select which IPP Indicators their program(s) collect, grantees enter IPP Indicator results and can view and/or edit existing results, and Government Project Officers (GPOs) can view the grantees’ results.

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

Infrastructure Indicators

Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators

Print |
 Cancel |
 Save |
 Previous |
 Next

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

Infrastructure 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 "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)
Workforce Development					
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	<input type="text"/>				
Partnership/Collaboration					
PC2 - The <u>number of organizations</u> collaborating/coordinates/sharing resources with other organizations as a result of the grant.	<input type="text"/>				
Accountability					
A4 - The <u>number and percentage of work group/advisory group/council members</u> who are consumers/family members.	<input type="text"/> %				
Types/Targets of Practices					
T3 - The <u>number of people</u> receiving evidence-based mental health-related services as a result of the grant.	<input type="text"/>				

4. For each Prevention and Mental Health Promotion 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.	<input type="text"/>					
Referral						
R1 - The number of individuals referred to mental health or related services.	<input type="text"/>					

Enter Budget Estimates using Dollar Amount *or* Percent of Annual Grant Award amount

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

Grant #: SM000003

Budget Screen #1

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

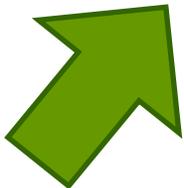
Instructions:

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



6. Enter grant's award amount for every FFY on Budget Screen #2

Budget Screen #2

Home > Data Entry > Annual Goals & Budget > Budget Screen #2

Print |
 Cancel |
 Save
Previous
Next

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

Budget Info

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)
 Total Grant Award: 2760000

Instructions:

You selected "Percent of Annual Grant Award Amount" as the method for entering your budget data. Enter the budget for your current grant year, and all future grant years. Complete the following steps:

- 1) Enter the grant's award amount in whole dollars using numbers only (with no commas, decimal point, or \$ sign) for each year in the "Award Amount per Grant Year" row.
- 2) Enter the percentage using numbers only – up to two decimal points (no % sign) – for each category in the "Percent" rows.
- 3) Select "Save" to save the data.
- 4) Select "Next" to go to the Summary screen.

Note: You will receive an error message if the total amount you entered as your grant award (the sum of all the "Award Amount per Grant Year" amounts entered) exceeds the "Total Grant Award on Record" (in the SPARS CMHS system). The message will display the Total Grant Award on Record. If you think the "Total Grant Award on Record" amount is incorrect, please contact the SPARS Help Desk.

	Previous Year	Current Year	Next Year	
		↓	↓	↓
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)
Award Amount per Grant Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

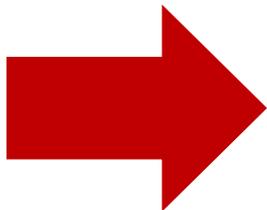
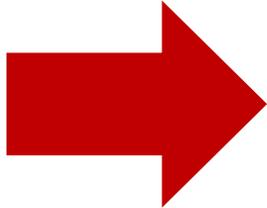
7. For each category, enter budget information (either dollar amount or percent) for every FFY of

2018 through Budget Category #2

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	<input type="text"/>				
Services Provision					
Percent	<input type="text"/>				
Infrastructure Development					
Percent	<input type="text"/>				
Data Collection, Evaluation, Performance Measurement and Assessment					
Percent	<input type="text"/>				
Mental Illness Prevention and Mental Health Promotion Activities					
Percent	<input type="text"/>				
Grant Administration					
Percent	<input type="text"/>				
Technical Assistance					
Percent	<input type="text"/>				
Sum of Percents per Grant Year	0%	0%	0%	0%	0%
Sum of Dollar Amounts per Grant Year	0	0	0	0	0

Enter Budget Estimates for *each* grant year

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	<input type="text"/>				
Services Provision					
Dollar Amount	<input type="text"/>				
Infrastructure Development					
Dollar Amount	<input type="text"/>				
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount	<input type="text"/>				
Mental Illness Prevention and Mental Health Promotion Activities					
Dollar Amount	<input type="text"/>				
Grant Administration					
Dollar Amount	<input type="text"/>				
Technical Assistance					
Dollar Amount	<input type="text"/>				
Sum of Dollar Amounts per Grant Year	0	0	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%



Save and Quit or Submit for Approval

Grantee Approval/Submission

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

Grant #: SP0001529

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.

Annual Goals and Budget Information

- Submit goals/budget info just once; Due: February 28
- Modify future goals once a year, if needed

Questions?

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SPARS Quarterly Data Entry Requirements

- SPARS is always live; data can be entered any time by the deadline
- Submit data every quarter
- 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

Quarterly Data Entry Begins

- Second Quarter Data Due: April 30
- First Quarter Data: Enter Data or “No New Results”

IPP 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
1 st	Oct. 1–Dec. 31	Jan. 31	Feb. 28	Mar. 31	Apr. 1
2 nd	Jan. 1–Mar. 31	Apr. 30	May 31	June 30	July 1
3 rd	Apr. 1–June 30	July 31	Aug. 30	Sept. 30	Oct. 1
4 th	July 1–Sept. 30	Oct. 31	Nov. 30	Dec. 31	Jan. 1

Quarterly Data Reported on a Result Record Form

- IPP result 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
- For S1 and R1, enter separate IPP results for adults and children

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

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- ▶ My Grants
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 - Annual Goals & Budget
 - Services
 - ▶ IPP
 - Required Indicators
 - ▶ Results List
 - ▶ Data Download

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 quarter¹. 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



[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.



Results List

Home > Data Entry > IPP > Results List

Print | Cancel

[View Glossary](#)

- ▶ My Grants
- ▶ Admin
- ▼ Data Entry
 - Annual Goals & Budget
 - Services
- ▼ IPP
 - Required Indicators
 - Results List**
- ▶ Data Download

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 Result button.

Program: ▼

Grant: ▼



FIND RESULTS

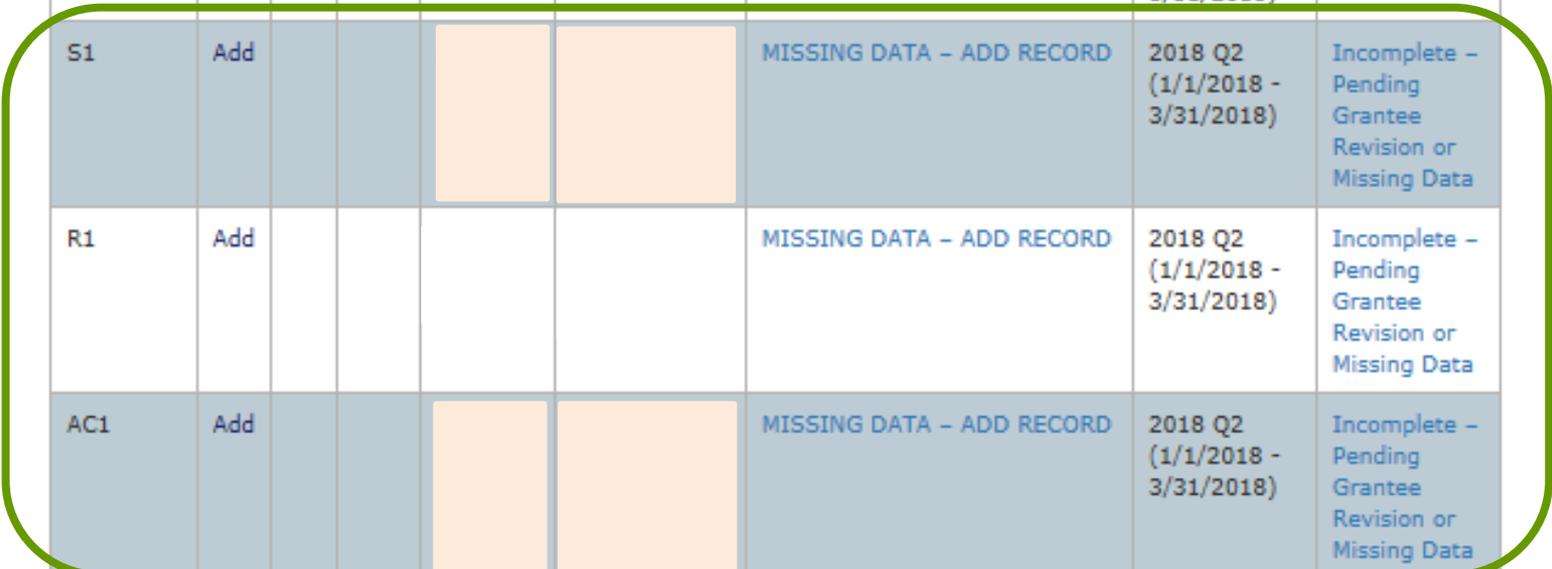
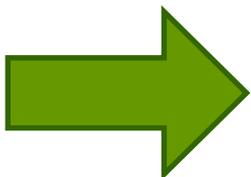
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

- ▶ My Grants
- ▶ Admin
- ▶ Data Entry
 - Annual Goals & Budget
 - Services
- ▶ IPP
 - Required Indicators
- ▶ Results List
- ▶ Data Download

Results List

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

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



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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed:

Indicator:

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:

Result Description:(Do not exceed 550 characters.)

Number:

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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

R1

Grant Number: SP0002150 (Not a training grantSP0002150)

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

Indicator: Referral - R1 ▼

R1 - The number of individuals referred to mental health or related services.

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:

Referred Individuals

Result Description:(Do not exceed 550 characters.)

As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. As a result of the screening, 21 individuals were referred for mental health services this quarter.

Number:

21

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 quarter¹. 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: Program Referrals

Result Description:(Do not exceed 550 characters.) As a result of the grant, 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:

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 quarter¹. 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:

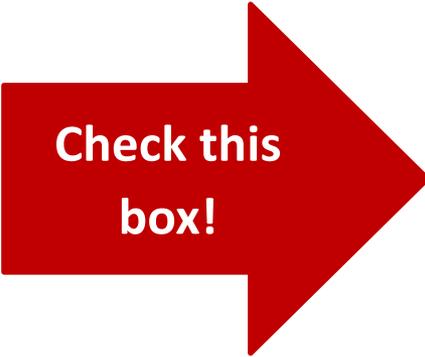
Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:



Check this box!

Quarterly Data Entry Begins

- Second Quarter Data Due: April 30
- First Quarter Data: Enter Data or “No New Results”

Getting Started: Help Desk and User Account Setup

- Help Desk
 - Available weekdays from 8:00 a.m. to 7:00 p.m. (EST)
 - Phone: (855) 322-2746 (toll-free)
 - E-mail: SPARS-Support@rti.org
- User Account Setup
 - Project Director (PD) completes SPARS Help Desk's CMHS Grantee Information Form
 - New user accounts can be added if request is submitted to Help Desk by Government Project Officer (GPO), PD, or Associate PD

CMHS Grantee Information Form



CMHS GRANTEE INFORMATION FORM

Please refer to your Notice of Grant Award and Application to complete this form or contact the SPARS Help Desk at 1-855-322-2746 or email spars-support@ctf.org

DATE FORM COMPLETED:	
Grant Award Number:	
Program Name (FOA):	
Program Short Name/Acronym (e.g., CMHI, SOCKI, PBHCI):	
Grant Title:	
Organization Name: (Name of the Organization your Grant was awarded to)	
IPP Info Needed	
Cohort:	
Start Date:	
End Date:	
Total Budget:	
Goal Start Date:	
SAMHSA GPO:	
PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
ALTERNATE PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	

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Work or Cell Phone?	
STAFF MEMBER(S) WHO NEED ACCOUNT(S) TO ENTER AND VIEW YOUR GRANT(S) DATA.	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
STAFF TO BE SENT EMAIL NOTIFICATION(S) ONLY – THEY WON'T ENTER OR VIEW GRANT DATA.	
First & Last Name:	
E-mail Address:	
First & Last Name:	
E-mail Address:	
<p>SPARS does not accept client data that includes any client identifier such as client name, mother's maiden name, birthdate, or social security number or any portion of these. Please confirm that your Client ID does not contain any of these identifiers.</p> <p><input type="checkbox"/> Yes, I understand and confirm that our Client ID does not include identifiers.</p>	

UPDATES: It is critical that THE PROJECT DIRECTOR contact the SPARS Help Desk at 1-855-322-2746 or email spars-support@ctf.org when there are any questions about completing this form or changes to the information above. Thank you.

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Thank You !

Webinar recording and slides will be
posted at

SPRC website at www.sprc.org

SPARS Staff Resources

➤ SAMHSA Government Project Officer, Savannah Kalman and Brandon Johnson:

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 navigating screens, user account, username, password resets/information

- ✓ Phone: 1-855-796-5777
- ✓ Email: SPARS-support@rti.com

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

Portland Ridley

Portland.ridley@samhsa.hhs.gov

www.samhsa.gov

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