SAMHSA Performance Accountability & Reporting System (SPARS

GSL State/Tribal Youth Suicide Prevention and Early Intervention Grant Program

Cohort 14

Wednesday, March 11, 2020

2:00 to 3:30 pm EST

Audio: 888-972-6409   Passcode: 5697664

Conference No: PWXW9955122

Portland Ridley

Public Health Advisor, Branch SPARS Trainer and 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

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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

- Quarterly Data Entry Reporting Period & Deadlines

- IPP Performance Reports

- User Account and SPARS Help desk

SPARS Resources

- **IPP Indicator Cheat Sheet:** Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips

- **2-Page Step by Step Annual Goal Checklist**: Setting & Entering Annual Performance Goals

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SPARS Resources

- **Government Project Officer (GPO)**: provides substantive program guidance on indicators and how to set/monitor performance goal

- **SPARS Help Desk**: provides tech support with user accounts, passwords, log in/access, navigation and data entry

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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

SPARS is used for Performance Measurement

- Monitors how well we're doing in reaching goals

- Board shallow snapshot

- Indicators to measure progress

- Early warning system to management & tool for public accountability

- Continual measurement and reporting of indicators

Terms and Conditions of SAMHSA Award

- To stay in compliance with the terms and conditions of the SAMHSA award, grantees are required to enter annual performance goals and quarterly data into SPARS **by the deadline**.

  Failure to comply with condition of award may result in action in accordance with 45 CFR 75.3 71 and 45 CFR 75.372 such as termination or denial of future funding.

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SPARS has *two* program components

1. **Annual Performance Goals (AG) Information**

☐ Submit annual goals info just once; Due: April 30, 2020

☐ Modify future goals once a year, if needed

2. **Quarterly Data**

☐ Submit data every 3 months

☐ FY 2020 Third Quarter Data Due: July 31, 2020

https://spars.samhsa.hhs.gov

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

1. Workforce Development Training (WD2)
2. Training (TR1)
3. Screening (S1)
4. Referral (R1)
5. Access (AC1)

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- TR1: The <u>number of individuals</u> who have received training in prevention or mental health promotion.

- WD2: The <u>number of individuals</u> in the *mental health and related workforce* trained in specific mental health-related practices/activities.

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<u>Intent:</u>

SAMHSA/CMHS want to know:

1. The *type* of individuals you trained
2. The *number* of individuals attended the training

These trainings are <u>funded</u> by the grant project

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(WD2) Examples of Target Audience

- Mental health and substance abuse providers
- Social/case workers
- Other health/primary care providers
- Physician, nurse, assistant/health technicians
- School police/safety
- Child welfare and juvenile justice
- Probation Officer
- Education and Higher Ed

- 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

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(TR1) Examples of Target Audience

- Mental health & substance abuse providers
  - program evaluator
  - clerical/admin staff
- Education and Higher Ed
  - faculty/research & students
  - school administrators
  - student/academic Advisors/tutors
- Other Community Members
  - parent, foster, family members
  - other caregivers
  - Volunteers (CASA; Big Brothers/Sister)
  - youth mentor/advocate
  - child care providers; coaches
  - youth recreation/camp counselors

- Tribal services/government
  - program evaluator
  - clerical/admin staff

- Emergency response
  - program evaluator
  - clerical/admin staff

- Other health/primary care providers
  - program evaluator
  - clerical/admin staff

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WD2

- Individuals *who are mental health professionals* or *related* workforce

- Individuals who provide *ancillary* primary care, mental health and behavioral health support services, including emergency care and crisis response

- Trainings are to improve workforce development

TR1

- Individuals from the *public* or *"lay"* people

- Individuals are NOT mental health professionals

- Individuals are NOT involved in the related mental health workforce

- Trainings are "outside" of individuals' typical job duties

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

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Screening (S1): Who are you counting?

Count

Do Not 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

- Number of interventions

- Ongoing monitoring to assess individual progress and status

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Referral (R1)

The number of individuals referred to mental health or related services

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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

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Access (AC1)

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

- Intent of AC1: to develop a protocol to track all early identification, referral and follow-up information

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Access (AC1)

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

- Numerator: Number referred <u>and</u> receiving services that quarter

- Denominator: Total number referred that quarter

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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

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What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

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

For WD2, enter the <u>total number of people </u>in the mental health and related workforce you plan to train for each grant year

For TR1, enter the <u>total number of individuals</u> you plan to train for each grant year

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

- For **S1,** enter the <u>total number of individuals</u> that your grant plans to screen for each grant year

- For **R1,** enter <u>the total number of individuals</u> your grant plans to refer to mental health or related services for each grant year

- For **AC1,** enter <u>the percentage of individuals</u> expected to be receiving mental health services after referral for each grant year

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Enter a Zero "0" for Indicator with <u>no</u> set goals

> *Example*: TR1

> If you do not have a goal of providing training to non-mental health professionals

enter a goal of **Zero   "0"** for TR1 for the *given* grant year

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How to develop 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

❑ *Identify* which IPP indicator applies to your stated goal for <u>each</u> grant year

❑ *Count* the number of activities you plan for <u>each</u> grant year for each IPP Indicator to calculate your goals

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

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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."

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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 ❯

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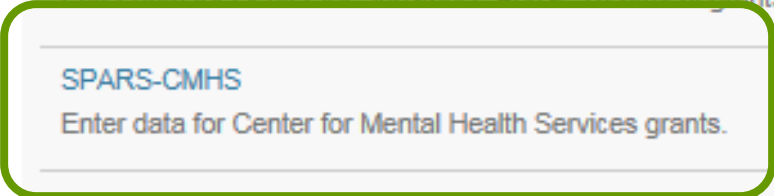On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

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.

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

4. Save and Quit or Submit for Approval

Questions?

❑ Submit annual performance goals info just once; Due: April 30

❑ Modify future goals once a year, if needed

❑ Refer to Annual Goals Checklist for step-by-step instructions

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Grantee Quarterly Data Submission Requirements

1. Submit quarterly data for required indicators **by deadline**:

- Workforce Development Training (WD2)

- Training (TR1)

- Screening (S1)

- Referral (R1)

- Access (AC1)

2. Data entry begins Quarter 3; Deadline: July 31, 2020

3. Previous quarters- optional

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Quarterly Reporting Period and Deadlines

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

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SPARS Quarterly Data Entry Requirements

Enter a Result Record Form (s) for each indicator by the deadline:

☐ DO NOT enter data only on activities funded by another federal funding stream

☐ Enter data <u>only</u> 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? Check the "**NO NEW RESULTS**" box

☐ After you submit your data, your GPO will review and either approve/disapprove or request revisions

☐ If GPO requests data revisions, grantee must edit/ correct by the deadline

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S1

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: | 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**

R1

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: 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

AC1

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: **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:

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: 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)

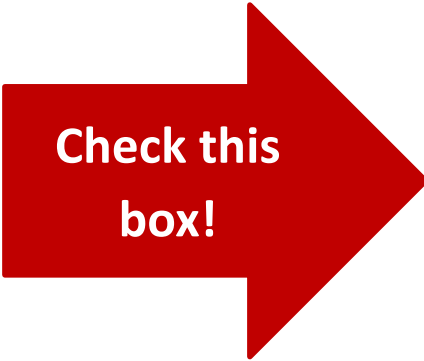If there were no new results, check this box: ☑

Result Name: No New Result

Check this box!

Result Description:(Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:

Save - Add New   Save - Finish

- **Answer:** Forgetting to click on the "**NO NEW RESULTS**" box on the Result Form

If you have no activity to report for a particular indicator, you are **required** to record this by checking the "**NO NEW RESULTS" box** on the form which is a valid data entry.

Since the SPARS quarterly data entry system will not accept a zero "0," leaving an indicator blank will be flagged as *missing/incomplete data.*

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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 ❯

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On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

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

Home > Data Entry > IPP > Results List

🖨 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.

44

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

🖨 Print | ✖ Cancel | **Save** | **Previous** | Next
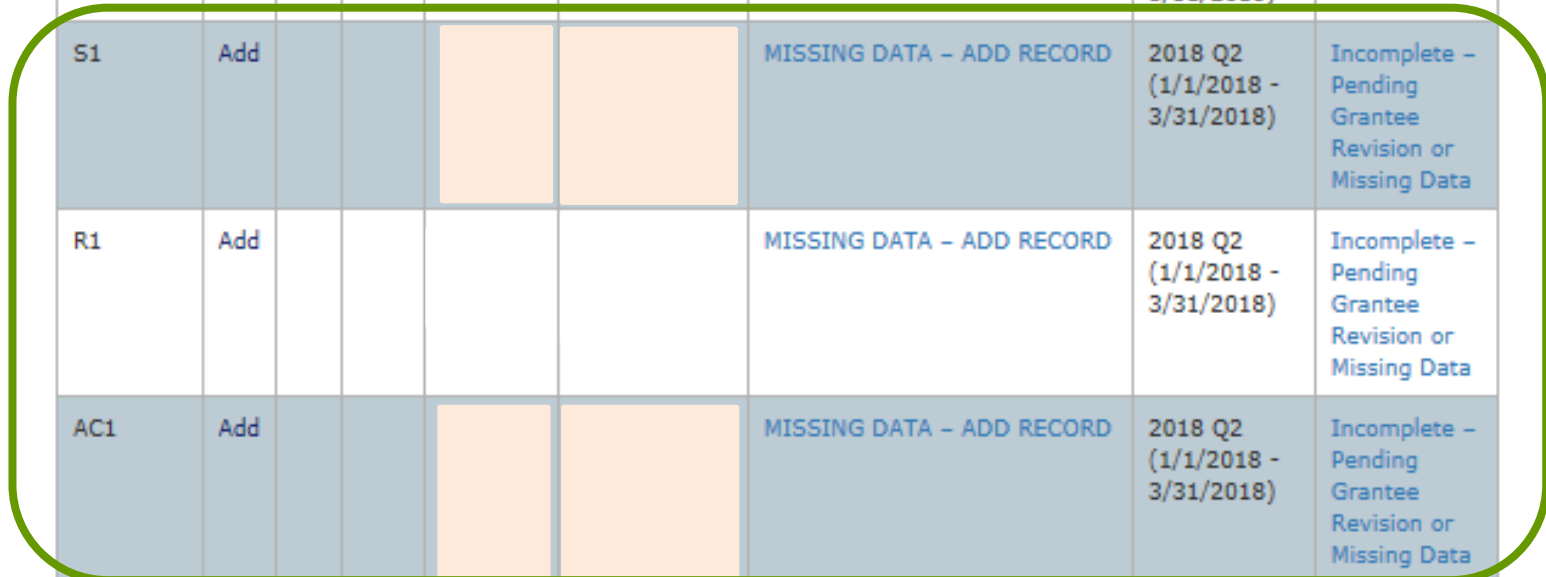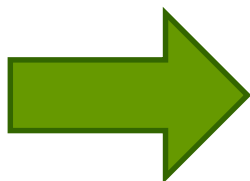
Program: Campus Sui | Cohort: Campus Sui | FFY: 0 | FFQ: 0 | Grant ID: SP0001024 | Org Name: Name1038

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**

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

- **Online IPP Performance Report**: https://spars.samhsa.gov

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IPP Performance Report

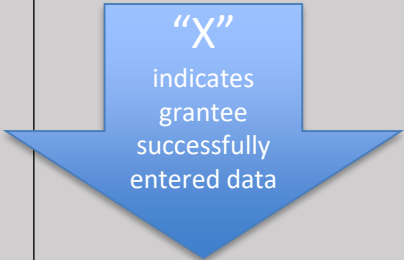SAMHSA/CMHS conducts audits to identify grantees who do not submit data into the SPARS system by the quarterly deadline:

- To help you stay in compliance with GPRA requirements and SAMHSA award conditions, review your online **IPP Performance Report** to monitor your data entry submission requirements

- Access **Online IPP Performance Report at** **https://spars.samhsa.gov/**

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IPP Performance Report

Updated every 24 hours, the online report displays following information for each indicator:

- Status of quarterly data submissions

- Annual goal amount

- Sum of Results

- Percentage of Goal Achieved to date

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IPP Performance Report

Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4	.	.	.
SP0001 182	Name1116: my city: MD 09/30/2017- 09/29/2020	WD2	X	X			110	174	63.2%
		S1	X	X			2	12	16.7%
		R1	X	X			0	100	0.0%
		AC1	X	X			81	89	91.0%

"X" indicates grantee successfully entered data

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CMHS Reports

Report List

Outcome Measures

Multi-Year Outcome Measures

Outcome Measures (PBHCI only)

Notification

Reassessment Interview Rate

Number of Consumers Served by Grant Year

Number of Consumers Served by Grant Year (CMHS only)

Point In Time

**Consumer Level Outcome Measures**

Cross Tabulation/Frequency

IPP Performance

CMHS Performance (TPR)

Welcome to the SPARS Center for Mental Health Services (CMHS) Reports

To run a report, select a report from the list on the left, enter the appropriate criteria, and download the report.

If you need assistance, please contact the SPARS Help Desk at 855-322-2746 (toll-free) or SPARS-support@rti.org.
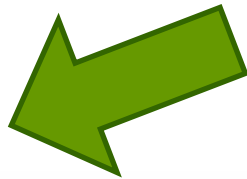
Download Report

IPP Performance

Program or Grant List?

◉ Program List ○ Grant List

Output As *

PDF ⌄

Report By *

By Grant ⌄

Include Summary Data *

Cohort and Program ⌄

Goal Approval Status *

Approved Goals Only ⌄

Grant Status *

Active Grants Only ⌄

Federal Fiscal Year *

2017 ⌄

Grant Information Contains

[   ]

Indicators *

Select All | Clear All ⌃

☑ S1
☑ R1
☑ AC1

Show Glosssary *

No ⌄

Program *

Select All | Clear All ⌃

☑ TEST GRANT

Select All | Clear All ⌄

Getting Started: Help Desk and User Account Setup

- SPARS Website: https://spars.samhsa.hhs.gov
- 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 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

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CMHS Grantee Information Form

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

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SPARS Staff Resources

➢ **SAMHSA Government Project Officers: Jennifer Cappella, Brandon Johnson, and Savannah Kidd**

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

➢ **SPARS Help Desk**

Provides technical support user account, password reset, logging into SPARS, navigating the screens, entering data, and running reports

✓ Phone: 1-855-322-2746

✓ Email: SPARS-support@rti.com

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SPARS Resources

GLS State/Tribal Youth Suicide Prevention Grant (Cohort 14)

- IPP Indicator Cheat Sheet: Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips

- 2 Page Step by Step Annual Goals Checklist: Setting & Entering Annual Performance Goals

- **Online IPP Performance Report**: https://spars.samhsa.gov

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Questions

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

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Thank you!

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

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