SAMHSA Performance Accountability & Reporting System (SPARS)

SPARS Training #1 of 2: Annual Performance Goals & Budget Estimates
GLS Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12)

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

Tuesday, October 30, 2018
2:00-3:00pm Eastern Time
Parklawn Building, Rockville, MD
How to Set and Enter Annual Performance Goals & Budget Estimates
Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12)
Tuesday, October 31, 2018  2:00pm to 3:00pm ET

Please Stay By
Training Webinar will begin shortly

For audio, please call  1-888-677-5727
Conference Number   PMXW297100
Audience Pass code  1197338

If you are experiencing technical difficulties, please press *0
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. Setting and entering Annual Goals for each required Indicator
4. Setting and entering Budget Estimates
5. Accessing SPARS system, User Account and Password
Overview of SPARS
What is SPARS?

SAMHSA Performance Accountability & Reporting System

https://spars.samhsa.gov/

- Online platform for CMHS data entry and reporting (replaces “TRAC”)
- Supports SAMHSA in meeting Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010 requirements
- Allows SAMHSA to measure programs and grantee performance
- Grantees enter/report data only on “GRANT FUNDED” activities
Overview: SPARS has two program components

1. Annual Performance Goals and Budget Estimates (AGB)
   - Submit goals/budget info **just once**; Due: Jan 31, 2019
   - Modify future goals once a year, if needed

2. Quarterly Data
   - Submit data on a **quarterly** basis
   - Begin Data Entry: Second Quarter Data
   - Second Quarter Data: Due April 30, 2019
   - Next SPARS Training- February 2019
1. Enter annual performance goals for required indicators:
   - Workforce Development Training (WD2)
   - Training of non-mental health professionals (TR1)
   - Partnerships/Collaborations (PC2)
   - Awareness (AW1)

2. Enter budget estimates for:
   - Infrastructure Development
   - Data Collection, Evaluation, Performance Measurement and Assessment
   - Mental Illness Prevention and Mental Health Promotion Activities
   - Grant Administration

3. Specify goals and budget estimates for each individual grant year
Timeline for AGB Reporting

• New grantees enter AGB information into SPARS within 90 days of the start of grant funding; Grantee Deadline: December 31, 2018

• GPOs review and approve AGBs

• Grantees can update AGB information annually (at the beginning of each new Federal fiscal year during the first quarter)
Infrastructure Development, Prevention and Mental Health Promotion (IPP) Indicators
Required Performance Indicators

- PC2: **Partnerships and Collaborations**
- AW1: **Awareness**
- TR1: **Training (non-mental health professionals)**
- WD2: **Workplace Development Training (mental health professionals and related workforce)**
Two Training Indicators:

• **Workforce Development (WD2)**
  – The number of people in the mental health and related workforce trained in mental health-related practices or activities that are consistent with the goals of the grant

• **Training (TR1)**
  – The number of people who have received training in prevention or mental health promotion
  – Do not count people who are members of the mental health workforce; they should be counted under WD2
Intent:

CMHS wants to know:

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

These trainings are *funded* by the grant project
<table>
<thead>
<tr>
<th>WD2</th>
<th>TR1</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Individuals who are mental health professionals or related workforce</td>
<td>• Individuals from the public or &quot;lay&quot; people</td>
</tr>
<tr>
<td>• Individuals who provide ancillary primary care, mental health and behavioral health support services, including emergency care and crisis response</td>
<td>• Individuals are NOT mental health professionals</td>
</tr>
<tr>
<td>• Trainings are to improve workforce development</td>
<td>• Individuals are NOT involved in the related mental health workforce</td>
</tr>
<tr>
<td></td>
<td>• Trainings are &quot;outside&quot; of individuals’ typical job duties</td>
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</tbody>
</table>
TR1: Type of individuals to count

- Campus Administrative Personnel
  *(i.e. admissions; student life; registrar; library; clerical; nutrition, academic affairs, financial aid office, etc.)*
- Teachers, Faculty, and Students
- Faculty Support Staff - Research Assistants
- Residence hall advisors
- Student Government
- Dean Provost
- Greek Life and other Student Clubs
- Athletic Coaches/Athletes
- Facilities Maintenance
- Custodial Staff
- Cafeteria Workers
- Tutors/Learning Specialists
- Family Members/caregivers
- Community group members
- Researchers/Evaluators
- Student Affairs
- Student/Academic Advisors
WD2 : Type of Individuals to Count

- Students and Staff with mental health/psychological/health education affiliation (i.e., School of Social Work; Nursing School; Medical School; School of Public Safety/Emergency Mgt.; Athletic Trainers in Health Dept.)
- Campus Center Counselors & Clinicians
- Emergency Care and Crisis Response workers
- Health Educators
- Peer Counselors
- Student Health Workers

- Other Health Professionals (i.e., Primary Care (physical/student health) providers
- Health Educators
- Mental Health and Substance Abuse Providers & counselors
- Police; Public Safety workers
- Campus police/safety
- Hotline/Helpline Crisis Line staff
- Clergy/Religious Advisor
• **Partnerships/Collaborations (PC2)**
  – The number of organizations collaborating, coordinating, or sharing resources with other organizations as a result of the grant

• **Awareness (AW1)**
  – The number of individuals exposed to mental health awareness messages
PC2: PARTNERSHIP/COLLABORATIONS

Intent

Report information on NEW relationships and partnerships developed as a result of the grant.

Count

The number of organizations in the collaboration

Examples

- Task forces
- Advisory Boards
- Coalitions
- Networks
- Information Referral Systems
- Crisis Response
- Policies and Protocols
- Trainings
- Infrastructure Development
- Formal Interagency Agreements, MOUs
**Intent**

- To increase public awareness and knowledge about suicide prevention and risk factors, anti-stigma & help-seeking, information & referral services, means restriction, National Suicide Prevention Lifeline, etc.

**Count**

- To capture information on the *number of individuals exposed* to mental health awareness messages
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
What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- PC2 (partnerships)
- AW1 (awareness)
- TR1 (training of non mental health professionals)
- WD2 (training of mental health professionals/workplace development training)
Set a *Numeric* Goal for Each Individual Project Period

- **Year 1:** Sept. 30, 2018 - Sept. 29, 2019
- **Year 2:** Sept. 30, 2019 - Sept. 29, 2020
- **Year 3:** Sept. 30, 2020 - Sept. 29, 2021
Enter a numeric Annual Goal for each Indicator for each grant year

– For WD2, enter the total number of individuals (mental health professionals and related workforce members) that you plan to train for each grant year

– For TR1, enter the total number of individuals (non-mental health professionals) that you plan to train for each grant year
Enter a numeric Annual Goal for each Indicator for each grant year

- For **AW1**, enter the **total number of individuals** exposed to mental health awareness messages

- For **PC2**, enter the **total number of organizations** collaborating/coordinating/resource sharing with other organizations are a result of the grant
SPARS Screen Shot: Enter Annual Goals for *each* grant year, for each indicator

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<thead>
<tr>
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<tbody>
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<td>Training</td>
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<tr>
<td>TR1 - The <strong>number of individuals</strong> who have received training in prevention or mental health promotion.</td>
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</tbody>
</table>
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”.
Enter a Zero “0” for Indicator with no set goals

- Example: TR1
- If you do not have a goal of training individuals (non-mental health/related workforce), then enter a goal of Zero “0” for TR1 for the given grant year
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: WD2, TR1, PC2, AW1

- **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** IPP Indicator to calculate your goals

- **Identify** which IPP Indicator (s), if any, is **NOT** a Goal of your project
This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)
Setting and Entering Budget Estimates into SPARS
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
Getting Started:
Resources You Need to Create Budget Estimates

1. Review Section B: Proposed Approach 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 SPARS Budget Categories
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.
Enter Budget Estimates for **each** grant year

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<td>Award Amount per Grant Year</td>
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<td>Services Provision</td>
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<td>Dollar Amount</td>
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<td>Infrastructure Development</td>
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<td>Data Collection, Evaluation, Performance Measurement and Assessment</td>
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<td>Dollar Amount</td>
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<tr>
<td>Mental Illness Prevention and Mental Health Promotion Activities</td>
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<td>Dollar Amount</td>
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<td>Grant Administration</td>
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<td>Dollar Amount</td>
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<td>Technical Assistance</td>
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<tr>
<td>Dollar Amount</td>
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</tr>
<tr>
<td>Sum of Dollar Amounts per Grant Year</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of Award Amount Accounted for:</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>
Step 1. Enter Annual Grant Award Amount

✓ Enter your Federal Grant Award for each year in “Award Amount per Grant Year” row

✓ Refer to your Notice of Award (NoA) for your Federal Grant Amount allocations
Step 2. Select **ONE** method for entering your Budget Estimates

- Enter budget data by “Dollar Amount” OR “Percent of Annual Grant Award Amount”

- Select only **ONE** Method
Step 3. 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
Budget Estimates

DO NOT include in-kind contributions, match costs, or projected carry over dollars
Budget Category:

1. SERVICES PROVISION (Direct-Client Treatment Services)

Enter a “0” ZERO in the cell

This budget category is NON-APPLICABLE
Enter a budget estimate spent on the provision of infrastructure development activities, such as:

• Developing new policies and sustainability planning
• Building system capacity through workplace development trainings
• Enhancing cross-system referral networks
• Developing suicide prevention response protocols
3. DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT

Enter a budget estimate spent on activities involved in:

– Collection, management, analysis, & reporting of data for your cross-site evaluation, GPRA, SPARS, SAMHSA reports

– Efforts related to fidelity of program implementation and other process evaluation activities

Estimate CANNOT exceed 20% of annual grant amount
4. 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 programs; information & referral
– life skills / wellness development
Budget Category:

5. 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
Budget Category:

6. TECHNICAL ASSISTANCE

Enter a “0” ZERO in the cell

This budget category is NON-APPLICABLE
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Year One Grant Award</th>
<th>Year Two Grant Award</th>
<th>Year Three Grant Award</th>
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</thead>
<tbody>
<tr>
<td>1. Services Provision</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2. Infrastructure Development</td>
<td>30%</td>
<td>35%</td>
<td>40%</td>
</tr>
<tr>
<td>3. Data Collection/Evaluation</td>
<td>20%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>4. Prevention &amp; Promotion</td>
<td>30%</td>
<td>35%</td>
<td>40%</td>
</tr>
<tr>
<td>5. Grant Administration</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>6. Technical Assistance</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Sum</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Log In and Data Entry Demonstration of Annual Performance Goals and Budget Estimates (AGB)
How to Request a SPARS Account

• A SPARS account is needed to enter AGB information
• Grantee Project Directors can request an account by contacting the SPARS Help Desk
• Help Desk staff are available Monday through Friday, 8:00 AM to 7:00 PM EST
• Contact information:
  – Toll-Free Number: 855-322-2746
  – Email: SPARS-Support@rti.org
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.

Announcements

- 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.

- New SPARS CSAP Improvements Released on April 30, 2018

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.
Data Entry & Reports for CMHS Users

Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data.

For more information visit the Center for Mental Health Services.

- CMHS Data Entry
- CMHS Data Download
- CMHS Reports
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.
AGB Infrastructure Indicators

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.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Workforce Development</td>
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<tr>
<td>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.</td>
<td>100</td>
<td>150</td>
<td>75</td>
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<td></td>
<td>Agree</td>
<td>Agree</td>
<td>Agree</td>
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<td></td>
<td>Disagree</td>
<td>Disagree</td>
<td>Disagree</td>
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<tr>
<td>Partnership/Collaboration</td>
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<tr>
<td>PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.</td>
<td>20</td>
<td>10</td>
<td>7</td>
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<tr>
<td></td>
<td>Agree</td>
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<td>Disagree</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Categories &amp; Indicators</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awareness</strong></td>
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<tr>
<td>AW1 - The <strong>number of individuals</strong> exposed to mental health awareness messages.</td>
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<td></td>
<td>650 Agree</td>
<td>800 Agree</td>
<td>700 Agree</td>
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<td>Agree</td>
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<td>Disagree</td>
<td>Disagree</td>
<td>Disagree</td>
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<td><strong>Training</strong></td>
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<tr>
<td>TR1 - The <strong>number of individuals</strong> who have received training in prevention or mental health promotion.</td>
<td>125 Agree</td>
<td>250 Agree</td>
<td>100 Agree</td>
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<td>Agree</td>
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<td>Budget Category</td>
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<td>1. Services Provision</td>
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CMHS - Center for Mental Health Services

- **ANNUAL GOALS AND BUDGET (AGB)**
  - GUIDES
  - PROGRAM SPECIFIC GUIDANCE
    - Annual Goals and Budget Checklist for CMHS Campus Suicide Prevention Program
  - TRAINING MATERIALS FOR GRANTEES
  - TRAINING MATERIALS FOR CMHS STAFF
  - OTHER AGB RESOURCES
- **INFRASTRUCTURE DEVELOPMENT, PREVENTION AND MENTAL HEALTH PROMOTION (IPP)**
  - FAQS
  - CODEBOOKS
  - GUIDES
  - PROGRAM SPECIFIC GUIDANCE
    - IPP Indicator Cheat Sheet for CMHS Campus Suicide Prevention Program
- Log into SPARS and enter Annual Goals ALL Indicators for Year 1; Year 2; and Year 3

- After you enter Annual Goals, enter Budget Estimates

- Enter budget estimates for Year 1; Year 2; & Year 3

- Click on “Submit to GPO” for review/approval
Contact SPARS Help Desk for:

- Setting Up User Account and Password Reset
- Accessing and logging into SPARS system
- Entering and 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
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 navigating screens, user account, username, password resets/information.
  - Phone: 1-855-796-5777
  - Email: SPARS-support@rti.com
Customized SPARS Resources

• **Cheat Sheet**: Required Indicators

• **2-Page Step by Step Checklist**: Setting & Entering Annual Goals & Budget Estimates
This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org
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)