GLS Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12 & 13)

Please Stay By
Training Webinar will begin shortly

For audio, please call 1-888-942-8618
Conference Number PMXW8654772
Audience Pass code 3331576

If you are experiencing technical difficulties, please press *8

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

Wednesday, February 6, 2019
12:30-2:00pm Eastern Time
Parklawn Building, Rockville, MD
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at SPRC website at www.sprc.org
Overview: SPARS has two program components

1. Annual Performance Goals and Budget Estimates (AGB)
   - Submit goals/budget info just once
     - Cohort 12 Deadline: January 31, 2019
     - Cohort 13 Deadline: March 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
Required SPARS Performance Indicators

- **PC2**: Partnerships and Collaborations
- **AW1**: Awareness
- **TR1**: Training (non-mental health professionals)
- **WD2**: Workplace Development Training (mental health professionals and related workforce)
- **T3**: Types/Target of Practices
Required IPP 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
• **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.
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
• 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

• 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
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
**AW1: AWARENESS**

**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.
Products
Mixed media materials, print media, radio and TV, social/new media

Activities and Events
Health fairs, “suicide prevention awareness” walks, conferences, life skills/wellness workshops, assemblies, and parent and student orientations

Public Awareness Campaigns
Systematic coordinated campaign centered around a singular message (i.e. “Ask a Question, Save a Life”; “R U OK?”)
AW1: Awareness:

Who are you counting?

Count

• The number of individuals exposed to the messages

Do Not Count

• The number of messages (i.e. flyers, magnets, newsletters, stress balls, brochures, websites, PSAs, meetings)
AW1: How to calculate the estimated number of individuals exposed or “reached”

- Average number of subscribers of newspapers
- Average weekly readership

- Number of students in campus’ portal email system
- Number of hits on website
- Average viewing population of local TV station
- Average “listening” population of radio show
- Proportion or percentage of students or “foot traffic”
AW1: How to calculate the estimated number of individuals exposed or “reached”

- Number of participants on attendance lists or sign-in sheets
- Number of individuals signed up for screening
- Number of registrations

Assembly Presentations
Life skills/Wellness Workshops
Seminars/ Orientations
Parent Orientations
Advisory Board Mtgs
Conferences
AW1: How to calculate the estimated number of individuals

- Number of visitors that approach booth or table-top display
- Percentage of student population participating in event

Awareness Walks (Out of Darkness)
Suicide Prevention Week
Health Fairs
AW1: How to calculate the estimated number of individuals exposed

Bill Boards, Bulletins
Bus Media (Bus/shuttle signs, bus stop benches and shelters)
Commuter Rail

- Call Vendor for information on estimated “vehicular or pedestrian” traffic
- Percentage of student population who visit malls, attend stadium events, etc.
- Percentage of commuter students

Digital Signage
Posters (bicycle racks, restroom displays, stadiums)
Public Awareness Campaigns

- Percentage or proportion of student population in hallway, dorm, student union, etc
- Contact marketing vendor
AW1: How to calculate the estimated number of individuals exposed

- Use the online account to access number of fans or new friends
- Count the number of people who visited page in a specific time frame
- Count how many times each podcast is downloaded or played

Facebook
MySpace
Blogs
Podcasts

Twitter
Text Messaging

- Count the number of twitter followers generated by “click-throughs”
- Count the number of subscribers

SAMHSA
Substance Abuse and Mental Health Services Administration
The number of organizations collaborating, coordinating, and resource sharing with other organizations as a result of the grant to improve mental health-related practices/activities that are consistent with the goals of the grant
<table>
<thead>
<tr>
<th>Intent</th>
<th>Examples</th>
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</thead>
</table>
| Report information on **NEW** relationships and partnerships developed as a result of the grant. | - Task forces  
- Advisory Boards  
- Coalitions  
- Networks  
- Information Referral Systems  
- Crisis Response  
- Policies and Protocols  
- Trainings  
- Infrastructure Development  
- Formal Interagency Agreements, MOUs |

**Count**

The **number of organizations** in the collaboration
What are you counting?

**Count**

- Organizations *(new collaborators)* developed as a result of the grant
- If a new organization is added to an existing collaboration, count only the new organization

**Do Not Count**

- Collaborations that existed *prior* to the grant award
- Number of meetings held
- Number of resources shared
- Organizations that have been reported in previous quarters
- Grant project (yourself!)
PC2: Ask yourself the question: What new relationships have been created as a result of the grant?

- On/Off campus providers of behavioral health or related services such as:
  - Health/primary care
  - Mental health/substance providers
  - Hospitals
  - Law enforcement
  - Faith-based
  - Crisis response

- Academic depts.
- Student run groups
- State/local agencies
- Advisory boards
- Consumer, youth or family run organizations
The Number of People receiving mental health-related services

Types of services:

- Mental health and substance use screening, case management, individual and group counseling
T3: Types/Target of Practices

- **YES, COUNT ONLY**
  - Count the number of people only in the quarter they received the services.

- **NO, DO NOT COUNT**
  - Do Not Count the number of practices/activities.
Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org
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
## IPP Reporting Timeline

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Grantee Deadline to Submit Data</th>
<th>GPO Deadline to Review</th>
<th>Grantee Deadline to Revise Data</th>
<th>No Further Changes Can be Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st}</td>
<td>Oct. 1–Dec. 31</td>
<td>Jan. 31</td>
<td>Feb. 28</td>
<td>Mar. 31</td>
<td>Apr. 1</td>
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<tr>
<td>2\textsuperscript{nd}</td>
<td>Jan. 1–Mar. 31</td>
<td>Apr. 30</td>
<td>May 31</td>
<td>June 30</td>
<td>July 1</td>
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<tr>
<td>3\textsuperscript{rd}</td>
<td>Apr. 1–June 30</td>
<td>July 31</td>
<td>Aug. 30</td>
<td>Sept. 30</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>4\textsuperscript{th}</td>
<td>July 1–Sept. 30</td>
<td>Oct. 31</td>
<td>Nov. 30</td>
<td>Dec. 31</td>
<td>Jan. 1</td>
</tr>
</tbody>
</table>
Quarterly Data Reported on a Result Record Form

• Result Record Form has 3 parts
  – Name
  – Description
  – Number

• Results/Data should be:
  – Reported every quarter in SPARS
  – For completed activities only

• If there is no new activity to report, click on “No New Result” box on the form
Result Record

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

**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 grant SP0001024)

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.)
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.
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: Garrett Lee Smith Campus Suicide Prevention Grant Program
Grant: SP0001024 - Name1038

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.
### Results List

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

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Grant ID</th>
<th>Organization Name</th>
<th>Result Name</th>
<th>FFY Quarter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD2</td>
<td>SP0001916</td>
<td>Name1548</td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q1 (10/1/2017 - 12/31/2017)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>PC2</td>
<td>SP0001916</td>
<td>Name1548</td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q1 (10/1/2017 - 12/31/2017)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>AW1</td>
<td>SP0001916</td>
<td>Name1548</td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q1 (10/1/2017 - 12/31/2017)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>TR1</td>
<td>SP0001916</td>
<td>Name1548</td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q1 (10/1/2017 - 12/31/2017)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>Indicator</td>
<td>Grant ID</td>
<td>Organization Name</td>
<td>Result Name</td>
<td>FFY Quarter</td>
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<tr>
<td>WD2</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
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<tr>
<td>WD5</td>
<td>Add</td>
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<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
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<tr>
<td>T1</td>
<td>Edit</td>
<td>Del</td>
<td>No New Result</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Pending GPO Review</td>
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<td>S1</td>
<td>Add</td>
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<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
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<td>R1</td>
<td>Add</td>
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<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
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<tr>
<td>AC1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
</tbody>
</table>
**WD2 Example 1**

**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 grant SP0001024)

Date Range Result Was Completed: FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016)

Indicator: Workforce Development - WD2

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.

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:** Suicide risk assessment overview for trainees

**Result Description:** Provided 1 hour general suicide risk assessment training for new counseling psychology interns at Counseling and Behavioral Services.

**Number:** 3
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 FY 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: 

Save - Add New  Save - Finish
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 1-855-522-2766 or email spars.support@samhsa.gov for assistance.

<table>
<thead>
<tr>
<th>Date Form Completed:</th>
<th>Grant Award Number:</th>
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<tbody>
<tr>
<td></td>
<td>Program Name (RCA)</td>
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<td>Program Start Date</td>
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<td>Organization Name:</td>
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<td>Name of the Organization (if different from above)</td>
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<td>Phone Number:</td>
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</table>

**Staff Members Who Need Accounts to Enter and View Your Grant Data:**

<table>
<thead>
<tr>
<th>First &amp; Last Name:</th>
<th>Phone Number:</th>
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**Project Director:**

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<tr>
<th>First &amp; Last Name:</th>
<th>Phone Number:</th>
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**Alternate Project Director:**

<table>
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<tr>
<th>First &amp; Last Name:</th>
<th>Phone Number:</th>
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</table>

**SPARS does not store client data that includes any client identifiers 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.**

**Yes:**  Understood and confirm that our Client ID does not include identifiers.
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
Quarterly Data Entry Begins

- Second Quarter Data: Deadline is April 30

- First Quarter Data: If you don’t have anything to report, click on “No New Results” for given indicator
**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 grant SP0002150)

**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:
Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org
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)
- T3 (types/targets of practice)
Set a *Numeric* Goal for Each Individual Project Period

- **Year 1:** Nov. 30, 2018 - Nov. 29, 2019
- **Year 2:** Nov. 30, 2019 - Nov. 29, 2020
- **Year 3:** Nov. 30, 2020 - Nov. 29, 2021
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, T3

- **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
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 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

- For **T3**, enter the **total number of number of people** receiving mental health-related services
Enter a Zero “0” for Indicator with no set goals

- **Example:** T3

- If you do not have a goal of providing individual counseling services to individuals, enter a goal of **Zero “0”** for T3 for the *given* grant year.
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.
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
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

✓ Consider 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
1. SERVICES PROVISION (Direct-Client Treatment Services)

Enter a “0” ZERO in the cell

This budget category is NON-APPLICABLE
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
– Mental health and substance use screening, case management, individual and group counseling
– 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
1. Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”
2. Select “Data Entry” and then advance to “Annual Goals & Budget” via Dropdown Menu
Enter numeric goals for each indicator for each grant year

**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.

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Workforce Development</strong></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 Agree</td>
<td>150 Agree</td>
<td>75 Agree</td>
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<tr>
<td><strong>Partnership/Collaboration</strong></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 Agree</td>
<td>10 Agree</td>
<td>7 Agree</td>
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</tbody>
</table>
Enter numeric performance goals for each indicator for each grant year

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.

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Awareness</strong></td>
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<tr>
<td>AW1 - The number of individuals exposed to mental health awareness messages.</td>
<td>650 Agree</td>
<td>800 Agree</td>
<td>700 Agree</td>
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<tr>
<td><strong>Training</strong></td>
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<tr>
<td>TR1 - The number of individuals who have received training in prevention or mental health promotion.</td>
<td>125 Agree</td>
<td>250 Agree</td>
<td>100 Agree</td>
</tr>
</tbody>
</table>
Enter Budget Estimates using Dollar Amount or Percent of Annual Grant Award amount.
Enter Budget Estimates for *each* grant year

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<tr>
<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>Dollar Amount</td>
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<td>Data Collection, Evaluation, Performance Measurement</td>
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<td>and Assessment</td>
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<td>Dollar Amount</td>
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<tr>
<td>Mental Illness Prevention and Mental Health Promotion</td>
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<tr>
<td>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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<td>Dollar Amount</td>
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<tr>
<td>Sum of Dollar Amounts per Grant Year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Percentage of Award Amount Accounted for</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>
Save and Quit or Submit for Approval

Grantee Approval/Submission

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

- 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.
1. Enter annual performance goals for required indicators:
   - Workforce Development Training (WD2)
   - Training of non-mental health professionals (TR1)
   - Partnerships/Collaborations (PC2)
   - Awareness (AW1)
   - Types/Target of Practices (T3)

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
Next Steps

- Set up SPARS User Account- contact Help Desk

- Read SPARS program guidances

- Submit goals/budget: Deadline: March 31

- Begin Data Entry for Second Quarter Data: Deadline April 30

- First Quarter: Nothing to report? Click on “NO NEW RESULTS” Box for each indicator. Due Feb 28
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
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
Customized SPARS Resources

- Cheat Sheet: Required Indicators
- 2-Page Step by Step Checklist: Setting & Entering Annual Goals & Budget Estimates
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
This webinar is being recorded.

Webinar recording and PPT slides will be posted at SPRC website at [www.sprc.org](http://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)