BEHAVIORAL HEALTH IS ESSENTIAL TO HEALTH

PREVENTION WORKS

TREATMENT IS EFFECTIVE

PEOPLE RECOVER
Please Stand By

*Training Webinar will begin shortly*

For audio, please call 1-888-989-7695
Conference Number PWXW6888431
Audience Pass code 6188691

If you are experiencing technical difficulties, please press *0
SAMHSA Performance Accountability & Reporting System
SPARS (Part 2 of 2 Training)

New Grantee Training (Cohort 11)
Quarterly Data Entry Reporting Requirements

Tuesday, February 13, 2018
2:00 to 3:00 pm EST

If you are experiencing technical difficulties, please press *0
AGENDA

1. Overview of SPARS
2. Operational Definitions of Required Indicators
3. Quarterly Data Entry Requirements
4. Reporting Period & Deadlines
5. How to Enter Quarterly Data (Result Forms)
6. How to access and use Data Reports
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org
Key Program Guidance
IPP Indicator Cheat sheet
What is SPARS?
https://spars.samhsa.gov/

SAMHSA Performance Accountability & Reporting System

• web-based, consolidated, centralized data platform used to meet GPRA requirements

• Tool for GPOs and grantees to monitor grantee performance

• grantees report data only on “GRANT FUNDED” activities
SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - Submit goals/budget info just once- Due: Dec. 31, 2017
   - Modify future goals once a year, if needed

2. **Quarterly Data**
   - Submit data every 3 months
   - Second Quarter Data is due April 30, 2018
# Fiscal Year 2018 Quarterly Reporting Period & Due Dates

<table>
<thead>
<tr>
<th>Quarter</th>
<th>FYY Quarter Reporting Period</th>
<th>Grantee Deadline</th>
<th>GPO Review Deadline</th>
<th>Grantee Revisions Deadline</th>
<th>System-Lock Date: No further data entry, GPO Reviews or Grantee Revisions are allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Oct 1, 2016 to Dec. 31, 2016</td>
<td>Jan 31, 2017</td>
<td>Feb. 28, 2017</td>
<td>March 31, 2017</td>
<td>April 1</td>
</tr>
</tbody>
</table>
Required Indicators
Infrastructure Development, Prevention & Mental Health Promotion (IPP)  
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)
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.
# 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
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
PC2: Partnerships/Collaborations

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 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: SP0001085 (Not a training grant SP0001085)

Date Range Result Was Completed: **FFY 2014 Quarter 4 (Jul. 1 2014 – Sept. 30 2014)**

**Indicator:** Partnership/Collaboration - PC2

PC2 - The **number of organizations** collaborating/coordinating/sharing resources with other organizations as a result 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:** Faith based Taskforce on Suicide Prevention

**Result Description:** (Do not exceed 550 characters.) Five local area faith organizations established a new taskforce on suicide prevention as a result of our grant.

**Number:** 5
The number of individuals exposed to mental health awareness messages
**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
AW1: Types of 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, parent and student orientations, screening programs

Public Awareness Campaigns
Systematic coordinated campaign centered around a singular message (i.e. “Ask a Question, Save a Life”)
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 to mental health awareness messages

1. Estimation methods will vary depending on the type of messaging process used

2. Estimates can be percentages, averages, or proportions of individuals
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

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

- 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

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

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

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
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. 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: Awareness - AW1

AW1 - The number of individuals exposed to mental health awareness messages.

Footnote: 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: Independent News Article

Result Description: (Do not exceed 550 characters.)

A local independent newspaper in our town reported on our suicide prevention grant activities on January 5, 2016. The article focused on the upcoming Suicide Survivor’s Walk and provided information on grant-based suicide prevention activities on campus, educated the public on suicide prevention strategies, and encouraged help seeking. The number exposed is based on the average weekly readership of the newspaper.

Number: 77000
Two Training Indicators:

TR1 and WD2

TR1. The number of individuals who have received training in prevention or mental health promotion.

WD2. The number of individuals in the mental health and related workforce trained in specific mental health-related practices/activities.
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
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
**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. 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: Training - TR1

TR1 - The **number of individuals** who have received training in prevention or mental health promotion.

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 Gatekeeper Training

**Result Description:** (Do not exceed 550 characters.) A total of 46 individuals, including staff, general public, and administrators received suicide Gatekeeper Training for this quarter. Consistent with the goals of the grant, these trainings provided attendees suicide prevention resource information and handouts, including: training packets, **Caroline** cards, effective interaction cards, and pencils.

**Number:** 46
**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
**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
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
Data Entry Requirements
Most Common Data Entry Error

Indicate you have nothing to report by clicking on “No New Results” box on the Result Form
Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2019)

**INSTRUCTIONS:** Enter one result per indicator on this data entry screen. Please do not use the same result name more than one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM62515 (PHASE Project)

**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: No New Result

Result Description: (Do not exceed 550 characters.)

Number:
If you have nothing new to report for an Indicator in a given quarter, grantees are required to indicate this as a valid data entry by checking the “No New Results” box on the Result Form.

Grantees who do not complete quarterly data submission for each indicator will be identified as non-compliant.
Overview Data Entry Requirements

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

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

- DO NOT enter data on activities that are "in progress" or "pending".

- Nothing new to report? Click on “No New Results” which is a valid data entry.

- After you submit your data, your GPO will review, approve/disapprove or request revisions.
IPP Data Entry in SPARS

https://spars.samhsa.gov/
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: SP001024 - Name1038

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.
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.)
## 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>
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<tr>
<td>TR1</td>
<td>SP0001916</td>
<td>Name1548</td>
<td>MISSING DATA – ADD RECORD</td>
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<td>Incomplete – Pending Grantee Revision or Missing Data</td>
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</tbody>
</table>
Questions?

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Webinar recording and PPT slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)
IPP Performance Report
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

- 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 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.
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.
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
- PD1
- PD2
- WD1

Show Glossary*
- No

Program*
- Select All
- Clear All
- TEST GRANT

Select All
- Clear All
<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Grant Information</th>
<th>Indicator</th>
<th>Grants Reporting by FFY Quarter</th>
<th>Sum of Results Reported for Selected Period</th>
<th>Goal Amount for Selected Period*</th>
<th>% of Goal Achieved for Selected Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP0001182</td>
<td>Name1116: my city: MD 09/30/2017-09/29/2020</td>
<td>WD2</td>
<td>X  X</td>
<td>110</td>
<td>174</td>
<td>63.2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC2</td>
<td>X  X</td>
<td>2</td>
<td>12</td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AW1</td>
<td>X  X</td>
<td>0</td>
<td>100</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TR1</td>
<td>X  X</td>
<td>81</td>
<td>89</td>
<td>91.0%</td>
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</table>
SAMHSA’s Performance Accountability Reporting System (SPARS)  
Center for Mental Health Services  

Infrastructure Development and Prevention and Mental Health Promotion (IPP)  

PERFORMANCE REPORT GUIDE
Grantee Requirements:

1. Enter data every quarter for each indicator
2. Enter “No New Results” to report “no new” activities for given quarter
3. Enter Annual Goals for each grant year (annually)
4. Enter and Set Budget Estimates for each grant year (annually)

Grants will be referred to the board for non-compliance
Key SPARS Resources

- **Cheat Sheet: IPP Required Indicators**
- **Campus SPARS E-Bulletins**
- **Online IPP Performance Report**
SPARS Staff Resources

- **SAMHSA Government Project Officer (GPO)** - Portland, Roz, & Jennifer:
  - provides programmatic technical assistance & consultation on classifying indicators
  - setting annual goals and budget information
  - reviews and approves your data

- **SPARS Help Desk: Provides Technical Support on**
  - username, user account, password resets
  - navigating screens, how to access SPARS website and enter data

Phone: 1-855-322-2746 (Toll Free)
Email: SPARS-support@rti.com
Contacting the SPARS Team

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (ET)
Phone: 855-322-2746 (Toll Free)
E-mail: SPARS-Support@rti.org
Thank You!

Webinar recording and slides will be posted at SPRC website at www.sprc.org