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 1-800-857-5165
Conference Number PMXW2827911
Audience Pass code 7764486

If you are experiencing technical difficulties, please press *0
SAMHSA Performance Accountability & Reporting System
SPARS - #2 Training
New Grantee Training (Cohort 10)

Tuesday, February 7, 2017
2:00 to 3:30 pm EST
If you are experiencing technical difficulties, please press *0
AGENDA

1. Overview of SPARS
2. Operational Definitions of Required Indicators
3. Reporting Period & Deadlines
4. How to Enter Quarterly Data (Result Forms)
5. How to Set & Enter Annual Goals and Budget Estimates
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org
What is SPARS?

SAMHSA Performance Accountability & Reporting System

- web-based, consolidated, centralized data platform
- Replaces “TRAC”
- Allows SAMHSA to measure programs and grantee performance
- grantees report data only on “GRANT FUNDED” activities
Training and Rollout: SPARS goes live February 28!

- **SPARS #1- Introductory Technical Training**
  Questions about your Account, how to enter data, navigate the screens?
  Contact SPARS Help Desk  Phone: 1-855-322-2746
  Email: SPARS-Support@rti.com

- **SPARS #2- Content Training: Operational definitions of required indicators, Annual Goals and Budget Estimates**
  Questions? Need TA?  Contact your GPO
SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - Submit goals/budget info just once; Due: April 30
   - Modify future goals once a year, if needed

2. **Quarterly Data**
   - Submit data on a quarterly basis
   - Second Quarter Data: Due April 30
   - Submit “No New Results” (for no new data to report)
<table>
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<th>Quarter</th>
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</table>
Upcoming SPARS Deadlines

Annual Goals and Budget Information

- Due April 30, 2017

Second Quarter Data

- Due April 30, 2017
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!)
**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: 

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Partnership/Collaboration - PC2

\(^1\) 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:** Five local area faith organizations established a new taskforce on suicide prevention as a result of our grant.

**Number:** 5
AW1: AWARENESS

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”

Community Newsletters
Local Newspapers
- Average number of subscribers of newspapers
- Average weekly readership

Internet Email
Campus Website
PSAs
TV and Radio
Campus Video Displays
- 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
AW1: How to calculate the estimated number of individuals exposed or “reached”

- 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
Speakers
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
**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:

Date Range Result Was Completed: [FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)]

Indicator: [Awareness - AW1]

If there were no new results, check this box: [ ]

Result Name: [Social media - Twitter]

Result Description: (Do not exceed 550 characters.)

During this quarter we added 2,000 new followers of our social media account on Twitter. These individuals are exposed to daily, weekly and monthly tweets (messages posted on twitter) relating to suicide prevention and mental health issues.

Our total followers are now 6,015. We only report the number of new followers each quarter.

Number: [2000]
**Result Record**

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

**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:

Date Range Result Was Completed: **FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)**

Indicator: **Awareness - AW1**

\(^1\) 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 October 5, 2013. 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 encourage help seeking. The number exposed is based on the average weekly readership of the newspaper.

**Number:** **77000**
Questions

This webinar is being recorded. Webinar recording and slides will be posted at SPRC website at www.sprc.org
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
WD2 and TR1: Training Indicators

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.
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
Example – TR1

Result Record

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

**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:

**Date Range Result Was Completed:** FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

**Indicator:** Training - TR1

---

\(^1\) 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:**
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 packet, Careline 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
**Result Record**

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

**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:

Date Range Result Was Completed: **FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)**

Indicator: **Workforce Development - WD2**

\(^1\) 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
<table>
<thead>
<tr>
<th>WD2</th>
<th>TR1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individuals who are mental health professionals or related workforce</strong></td>
<td><strong>Individuals from the public or “lay” people</strong></td>
</tr>
<tr>
<td>Individuals who provide <strong>ancillary</strong> primary care, mental health and behavioral health support services, including emergency care and crisis response</td>
<td>Individuals are <strong>NOT</strong> mental health professionals</td>
</tr>
<tr>
<td>Trainings are to improve workforce development</td>
<td>Individuals are <strong>NOT</strong> involved in the related mental health workforce</td>
</tr>
<tr>
<td></td>
<td>Trainings are “outside” of individuals’ typical job duties</td>
</tr>
</tbody>
</table>
What If I Do Not Have Any Data to Report?

1. Log Into SPARS

2. Click on Indicator

3. Click the "No New Results" box on the result record to indicate as a valid data entry
Result Record

(OMB Number: 0930-0285; Expiration Date: 05/31/2015)

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: Training 2 (Training 2)

Date Range Result Was Completed: FFY 2014 Quarter 2 (Jan. 1 2014 – Mar. 31 2014)

Indicator: Policy Development - PD1
PD1 - The number of policy changes completed as a result of the grant.

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

Result Name: No New Result

Result Description: (Do not exceed 550 characters.)

Number:
Data Entry: Grantee 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
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</tr>
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</table>
Most Common Data Entry Error

If you have nothing new to report for a given indicator, you must do the following steps:

- Log into SPARS
- Click on Indicator you have nothing new to report
- Click on “No New Results” box; then click “submit”

“No New Results” is a valid data entry.
Questions?

This webinar is being recorded. The webinar recording and slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)
Setting and Entering Annual Performance Goals
SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - Submit goals/budget info just once; Due: April 30
   - Modify future goals once a year, if needed

2. **Quarterly Data**
   - Submit data on a quarterly basis
   - Second Quarter Data: Due April 30
   - Submit “No New Results” (for no new data to report)
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, 2016 - Sept. 29, 2017
- **Year 2**: Sept. 30, 2017 - Sept. 29, 2018
- **Year 3**: Sept. 30, 2018 - Sept. 29, 2019
Enter a numeric Annual Goal for each Indicator for each grant year

- For WD2, enter the total number of individuals 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 **PC2**, enter the **total** number of organizations who will be collaborating and resource-sharing with other organizations for each grant year.

- For **AW1**, enter the **total** number of individuals you plan to reach through mental health awareness activities for each grant year.
Identify which 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.
SPARS Screen Shot: Enter Annual Goals for *each* grant year, for each indicator

<table>
<thead>
<tr>
<th></th>
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<td>Awareness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AW1 - The number of individuals exposed to mental health awareness messages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR1 - The number of individuals who have received training in prevention or mental health promotion.</td>
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</table>
SPARS Screen Shot: Enter Annual Goals for each grant year, for each indicator

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<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partnership/Collaboration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount per Grant Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services Provision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Collection, Evaluation, Performance Measurement and Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Illness Prevention and Mental Health Promotion Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
</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>
</tr>
</tbody>
</table>
Enter Zero “0” for each grant year

For these 2 Budget Categories:

- Services Provision (Direct-Client Treatment)
- Technical Assistance

These categories are not applicable!

Enter a ZERO “0” in the Cell for all 3 years!
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
Budget Category:

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
Budget Category:

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
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
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>
</tr>
</thead>
<tbody>
<tr>
<td>1. Services Provision</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<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>
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</tr>
<tr>
<td>Sum</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Reminder!
Enter Zero “0” for each grant year

For these two Budget Categories:

• Services Provision (Direct-Client Treatment)
• Technical Assistance

These categories are not applicable!
Enter a ZERO “0” in the Cell for all 3 years!
Log into SPARS; Enter Annual Goals for ALL Indicators for Year 1; Year 2; & Year 3

After you enter Annual Goals, you will be prompted to enter Budget Estimates

Enter budget estimates for Year 1, Year 2 & Year 3 for only four applicable budget categories:
1) Infrastructure Development  2) Data Collection/Evaluation  3) Prevention/Promotion & 4) Grant Administration

For budget category Services Provision: Enter a zero “0” for Year 1; Year 2; & Year 3

For budget category Technical Assistance: Enter a zero “0” for Year 1; Year 2; & Year 3

Click on “Submit to GPO” for review/approval
Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org
SPARS Resources
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
Key SPARS Resources

- Cheat Sheet: Required Indicators

- 2-Page Step by Step Checklist: Setting & Entering Annual Goals & Budget Estimates
Thank You!

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