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 1-800-779-8168
Conference Number PWXW 5924254
Audience Pass code 7897128

If you are experiencing technical difficulties, please press *0
SAMHSA Performance Accountability & Reporting System
SPARS Training (1 of 2)
New Grantee Training (Cohort 11)

Wednesday, October 25, 2017
1:00 to 2:00 pm EST

If you are experiencing technical difficulties, please press *0
1. Overview of SPARS
2. Operational Definitions of Required Indicators
3. 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
SPARS Website at https://spars.samhsa.gov/
SPARS Resources

SAMHSA Government Project Officer (GPO):
- Provides programmatic/content technical assistance & consultation to grantees: operational definitions and criteria for indicators, setting annual performance goals for each indicator, reviews and approves grantee data
- Provides *customized* trainings on SPARS for grantees
- Provides *customized* program guidance materials specific to campus grant program

SPARS Help Desk (Contractor)
- Provides *technical* support on user account, username, password resets, & navigating screens
- Provides Introductory Technical Training on how to set up and access your account, username, how to enter data navigate the screens?

- Phone: 1-855-796-5777
- Email: SPARS-support@rti.com
Overview of SPARS
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
SPARS has *two* components

Two Requirements

1. **Annual Performance 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 on a quarterly basis
   - Second Quarter Data: Due April 30, 2018
   - Next SPARS Training: February 2018
SPARS: 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 providers
  - mental health/substance abuse 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!)
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 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”

Screening Programs
Assembly Presentations
Life skills/Wellness Workshops
Seminars/ Orientations
Parent Orientations
Advisory Board Mtgs
Conferences

- 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

Facebook
MySpace
Blogs
Podcasts

- 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

Twitter
Text Messaging

- Count the number of twitter followers generated by “click-throughs”
- Count the number of subscribers
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
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
<table>
<thead>
<tr>
<th>WD2</th>
<th>TR1</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Individuals <em>who are mental health professionals</em> or related workforce</td>
<td>• Individuals from the <em>public</em> or “lay” people</td>
</tr>
<tr>
<td>• Individuals who provide <em>ancillary</em> primary care, mental health and behavioral health support services, <em>including</em> emergency care and crisis response</td>
<td>• Individuals are <em>NOT</em> mental health professionals</td>
</tr>
<tr>
<td>• Trainings are to improve workforce development</td>
<td>• Individuals are <em>NOT</em> involved in the related mental health workforce</td>
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<tr>
<td></td>
<td>• Trainings are “outside” of individuals’ typical job duties</td>
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</tbody>
</table>
Questions?

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Setting and Entering Annual Performance Goals
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, 2017 - Sept. 29, 2018
- **Year 2:** Sept. 30, 2018 - Sept. 29, 2019
- **Year 3:** Sept. 30, 2019 - Sept. 29, 2020
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* IPP 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 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”.

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

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<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>
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<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>
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</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>
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<tbody>
<tr>
<td>Award Amount per Grant Year</td>
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<tr>
<td>Services Provision</td>
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<tr>
<td>Dollar Amount</td>
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<td></td>
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<tr>
<td>Infrastructure Development</td>
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<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>
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<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>
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<tr>
<td>Dollar Amount</td>
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<td></td>
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<tr>
<td>Grant Administration</td>
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<tr>
<td>Dollar Amount</td>
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<tr>
<td>Technical Assistance</td>
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<td></td>
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<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:

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

These categories are not applicable, you must 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
Budget Category: 2. INFRASTRUCTURE DEVELOPMENT

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
- Developing partnerships and collaborations
- 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
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>
</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>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sum</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Next Steps:
Annual Goals and Budget Estimates
December 30, 2017

- Log into SPARS and enter Annual Performance Goals for each indicator 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
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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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