

## GSL State/Tribal Youth Suicide Prevention and Early Intervention Grant Program

Thursday, September 26, 2019  
2:00 to 3:30 pm EST

Audio: 888-390-0789    Passcode: 1482822  
Conference No: PWXW9472154

Portland Ridley  
Public Health Advisor, Branch SPARS Trainer and Coordinator  
Substance Abuse and Mental Health Services Administration  
U.S. Department of Health and Human Services

Please Stand By- Webinar will begin shortly

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



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

# AGENDA

- Overview of SPARS
- Required Performance Measure Indicators
- Annual Performance Goals and Budget Estimates
- Quarterly Data Entry Reporting Period & Deadlines
- IPP Performance Reports
- User Account and SPARS Help desk

# Welcome!

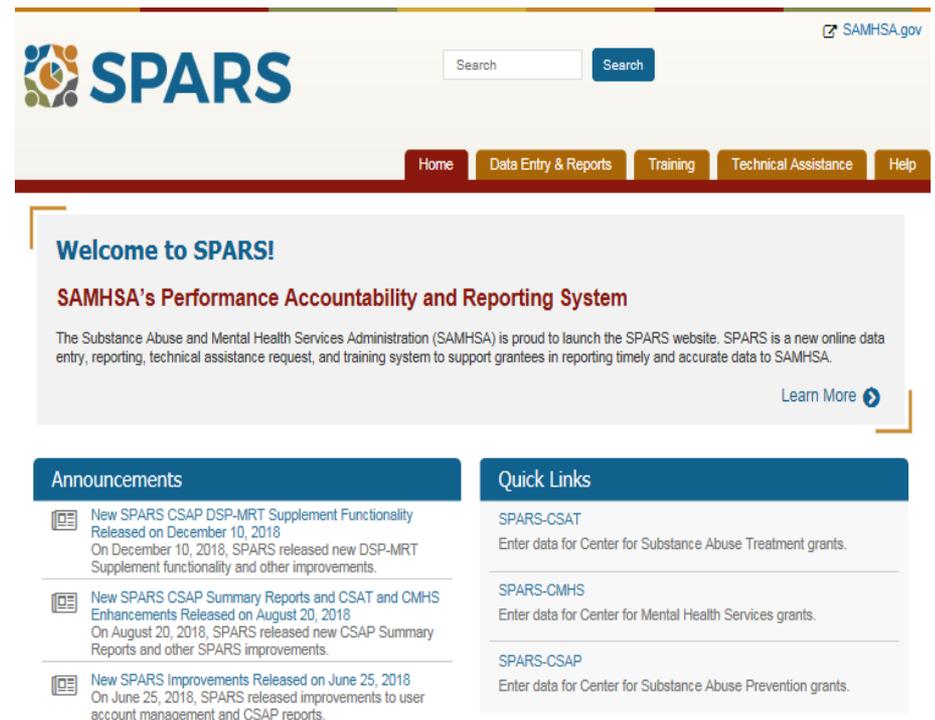
Webinar is being recorded

Webinar recording and slides will be posted at

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

# SAMHSA's Performance Accountability and Reporting System (SPARS)

- <https://spars.samhsa.gov/>: Online platform for CMHS data entry and reporting
- Supports SAMHSA in meeting Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010 requirements
- Government Project Officer provides substantive program guidance and trainings on SPARS
- SPARS Help desk provides tech support with user accounts, passwords, log in/access and data entry



The screenshot shows the SPARS website homepage. At the top, there is a search bar and a "Search" button. Below the search bar is a navigation menu with links for "Home", "Data Entry & Reports", "Training", "Technical Assistance", and "Help". The main content area features a "Welcome to SPARS!" message, followed by the title "SAMHSA's Performance Accountability and Reporting System" and a brief description of the system. A "Learn More" link is provided. Below the main content are two columns: "Announcements" and "Quick Links".

**Announcements**

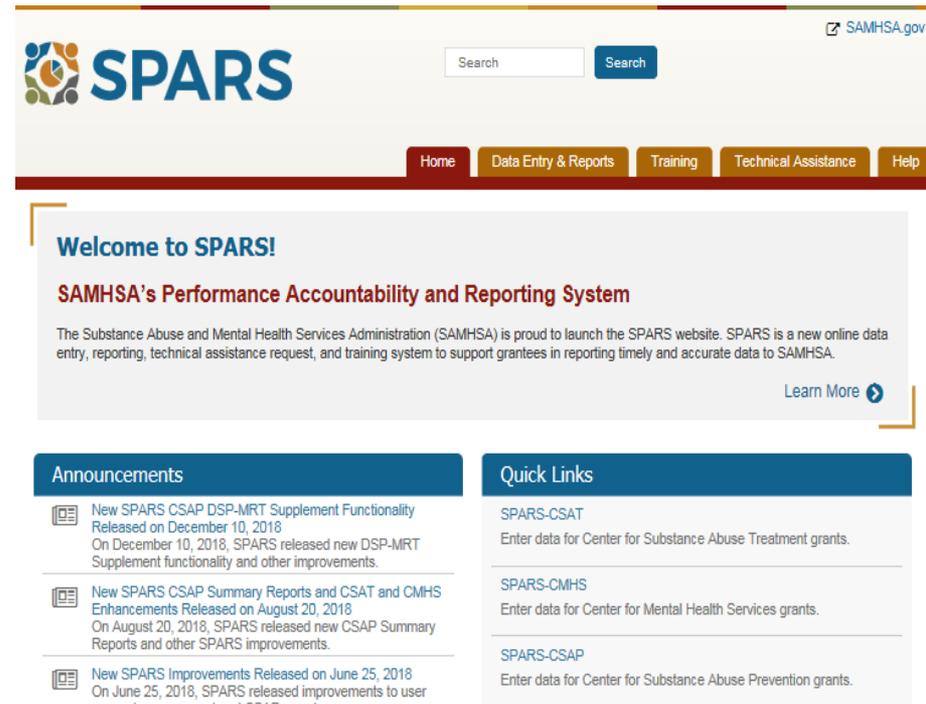
- New SPARS CSAP DSP-MRT Supplement Functionality Released on December 10, 2018**  
On December 10, 2018, SPARS released new DSP-MRT Supplement functionality and other improvements.
- New SPARS CSAP Summary Reports and CSAT and CMHS Enhancements Released on August 20, 2018**  
On August 20, 2018, SPARS released new CSAP Summary Reports and other SPARS improvements.
- New SPARS Improvements Released on June 25, 2018**  
On June 25, 2018, SPARS released improvements to user account management and CSAP reports.

**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.

# SPARS is used for Performance Measurement

- Monitors how well we're doing in reaching goals
- Board shallow snapshot
- Indicators to measure progress
- Early warning system to management & tool for public accountability
- Continual measurement and reporting of indicators



The screenshot shows the SPARS website interface. At the top right, there is a link to SAMHSA.gov. The main header features the SPARS logo and a search bar. Below the header is a navigation menu with buttons for Home, Data Entry & Reports, Training, Technical Assistance, and Help. The main content area has a welcome message: "Welcome to SPARS! SAMHSA's Performance Accountability and Reporting System". It includes a paragraph explaining the system's purpose and a "Learn More" link. Below this are two columns: "Announcements" and "Quick Links". The "Announcements" column lists three updates from 2018, each with a calendar icon. The "Quick Links" column lists three categories: SPARS-CSAT, SPARS-CMHS, and SPARS-CSAP, each with a brief description of the data entered.

[SAMHSA.gov](#)

**SPARS**

Search

Home Data Entry & Reports Training Technical Assistance Help

**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**

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**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.

# SPARS has *two* program components

## 1. Annual Performance Goals and Budget (AG&B) Information

- Submit AG&B info just once; Due: Oct 30 2019
- Modify future goals once a year, if needed

## 2. Quarterly Data

- Submit data every 3 months
- FY 2020 First Quarter Data Due: Jan 31, 2020

<https://spars.samhsa.hhs.gov>

# Terms and Conditions of SAMHSA Award

- To stay in compliance with the terms and conditions of the SAMHSA award, grantees are required to enter annual performance goals and budget estimates and quarterly data into SPARS by the deadline.

Failure to comply with stated terms and conditions may result in action in accordance with 45 CFR 75.371 and 45 CFR 75.372 such as termination or denial of future funding.

# Required IPP Indicators

Infrastructure Development, Prevention, and Mental Health Promotion (IPP) Indicators:

1. Workforce Development Training (WD2)
2. Training (TR1)
3. Screening (S1)
4. Referral (R1)
5. Access (AC1)

## TR1 AND WD2: TRAINING INDICATORS

- 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.

# TR1 AND WD2: TRAINING INDICATORS

## Intent:

SAMHSA/CMHS want 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

## 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

# (WD2) Examples of Target Audience

- Mental health and substance abuse providers
- Social/case workers
- Other health/primary care providers
- Physician, nurse, assistant/health technicians
- School police/safety
- Child welfare and juvenile justice
- Probation Officer
- Education and Higher Ed
- Tribal services/government
  - Tribal healers and elders
  - Elected tribal official
  - Community outreach worker
  - Crisis care workers/clinicians
- Emergency response
  - Law enforcement
  - Public safety workers
  - Hotline/helpline crisis line staff

# (TR1) Examples of Target Audience

- Mental health & substance abuse providers
  - program evaluator
  - clerical/admin staff
- Education and Higher Ed
  - faculty/research & students
  - school administrators
  - student/academic Advisors/tutors
- Other Community Members
  - parent, foster, family members
  - other caregivers
  - Volunteers (CASA; Big Brothers/Sister)
  - youth mentor/advocate
  - child care providers; coaches
  - youth recreation/camp counselors
- Tribal services/government
  - program evaluator
  - clerical/admin staff
- Emergency response
  - program evaluator
  - clerical/admin staff
- Other health/primary care providers
  - program evaluator
  - clerical/admin staff

# Screening (S1)

The *number of individuals* screened for mental health or related interventions.

# Screening (S1): Who are you counting?

## Count

- Number of Individuals Screened for mental health or related intervention
- Screened **for initial identification** of those who may be in need of specific intervention

## Do Not Count

- Number of interventions
- Ongoing monitoring to assess individual progress and status

# Referral (R1)

The number of individuals referred to mental health or related services

# Referral (R1): Who are you counting?

## Count

- Number of *Individuals* referred for mental health or related services

## Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status

# Access (AC1)

- The number and percentage of individuals receiving mental health or related services **after** referral
- Intent of AC1: to develop a protocol to track all early identification, referral and follow-up information

# Access (AC1)

The number and percentage of individuals receiving mental health or related services **after** referral

- Numerator: Number referred and receiving services that quarter
- Denominator: Total number referred that quarter

# Access (AC1): Who are you counting?

## Count

- Number of Individuals receiving mental health or related services after referral

## Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status

# Questions?

Webinar is being recorded

Webinar recording and slides will be posted at

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

## 1. Enter Annual Performance Goals for required Indicators:

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

## 2. Enter Budget Estimates for four budget categories:

- Infrastructure Development
- Data Collection/Performance Measurement (cannot exceed 15% of annual grant award)
- Mental Health Illness Prevention/Mental Health Promotion
- Grants Administration

# 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 to which your project  
is meeting its goals

# What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

**Enter a numeric Annual Goal for *each* Indicator for each grant year (June 30 to July 1)**

**For WD2,** enter the total number of people in the mental health and related workforce you plan to train for each grant year

**For TR1,** enter the total number of individuals you plan to train for each grant year

## Enter a numeric Annual Goal for *each* IPP Indicator for each grant year (*June 30-July 1*)

- For **S1**, enter the total number of individuals that your grant plans to screen for each grant year
- For **R1**, enter the total number of individuals your grant plans to refer to mental health or related services for each grant year
- For **AC1**, enter the percentage of individuals expected to be receiving mental health services after referral for each grant year

# Identify which IPP Indicator (s) 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.”

# How to develop your Annual Performance Goals

1. *Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?
2. *Know* the definitions of the required IPP indicators
3. *Identify* which IPP indicator applies to your stated goal for each grant year
4. *Count* the number of activities you plan for each grant year for each IPP Indicator to calculate your goals
5. *Identify* which IPP Indicator (s), if any, is NOT a Goal of your project

# Purpose of Entering Budget Estimates into SPARS

- Estimate how much of your annual Federal budget you plan to spend for each *Budget Category*
- Estimates are entered for *each* budget grant year; not cumulative
- Budget is not directly linked to the IPP Indicators

# Six Budget Categories on the SPARS Screen

## Create Budget Estimates for

1. Infrastructure Development
2. Data Collection
3. MH Promotion/Prevention
4. Grants Administration

## DO NOT Create Budget Estimates for

5. Services Provision
6. Technical Assistance

Enter a ZERO “0” for these categories  
all grant years

# As you develop a budget estimate, consider the following:

- ✓ The type of activities you plan to spend for each category:
  - 1) Infrastructure development
  - 2) Data Collection/Evaluation (estimate cannot exceed 15% 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

# Getting Started:

## Resources You Need to Create Budget Estimates

1. Know the RFA funding limitations/restrictions
2. Review Proposed Approach & Work plan of your Application
3. Review your budget in application
4. Review your Notice of Award (NoA) for total Federal award amount for each grant year
5. Know the four key SPARS Budget Categories

# INFRASTRUCTURE DEVELOPMENT

Enter a budget estimate spent on the provision of infrastructure development activities, such as:

- Develop/Enhance policies, partnerships, and sustainability planning, partnerships, workforce development trainings
- Enhancing system capacity, crisis response and coordination
- Enhance coordination, cross-system referral and follow-up networks, care transition, data sharing systems
- Develop/Enhance crisis response/management protocols

# 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, information & referral, access

## Budget Category:

# **DATA COLLECTION, PERFORMANCE MEASUREMENT/ ASSESSMENT**

Enter a budget estimate spent on activities involved in:

- Collection, management, analysis, & reporting of data for GPRA, SPARS, and your QI plan/approach
- Estimate cannot exceed 15% of annual grant amount

## Budget Category: **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





[Home](#)

[Data Entry & Reports](#)

[Training](#)

[Technical Assistance](#)

[Help](#)

## 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

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- [No Help Desk Services on January 17, 2018](#)  
No Help Desk Services on January 17, 2018 Due to Inclement Weather

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- [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

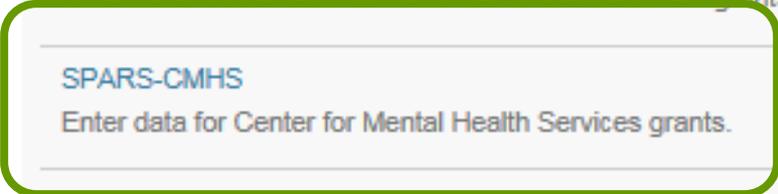
- [SPARS-CSAT](#)  
Enter data for Center for Substance Abuse Treatment grants.

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- [SPARS-CMHS](#)  
Enter data for Center for Mental Health Services grants.

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- [SPARS-CSAP](#)  
Enter data for Center for Substance Abuse Prevention grants.



# 1. Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”

The screenshot displays the SAMHSA Data Entry & Reports interface. At the top, a navigation bar contains buttons for Home, Data Entry & Reports, Training, Technical Assistance, and Help. Below this, three user selection buttons are shown: - for - CSAT Users, - for - CMHS Users, and - for - CSAP Users. The CMHS Users button is highlighted with a red border. The main content area is titled "CMHS Users" and includes the instruction: "Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data." Below this instruction is a link to the "Center for Mental Health Services" with an external link icon. Three action buttons are displayed: CMHS Data Entry, CMHS Data Download, and CMHS Reports. The CMHS Data Entry button is highlighted with a red border. On the right side of the main content area is a red circular icon depicting a head profile with a checkmark inside. At the bottom right, there is a search bar labeled "Search Data Collection Tool Resources".

## 2. Select “Data Entry” and then advance to “Annual Goals & Budget” via Dropdown Menu

**SPARS** Center for Mental Health Services  
User: Carolina Holt Roles: Admin

### Data Entry

Home > Data Entry Print

- ▶ My Grants
- ▶ Admin
- ▶ **Data Entry**
  - Annual Goals & Budget
- Services
  - ▶ IPP
- ▶ Data Download

Welcome to the SPARS CMHS Data Entry system. Use this system to enter new or modify existing CMHS data related to:

- Annual Goals and Budget
- NOMs Adult and Child Consumer-level Measures (Services)
- Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

#### Annual Goals and Budget

When a grant is awarded, grantees’ annual performance goals and budget information will be used in SPARS CMHS reports as well as for performance management and oversight. Using this system, Project Directors enter and view their goals and budget information and Government Project Officers (GPOs) view and approve goals and budget information that Project Directors set.

#### NOMs Adult and Child Consumer-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. Using this system, grantees enter de-identified consumer-level interview and administrative data (Baseline, Reassessment, and Clinical Discharge) and view and edit existing interviews and administrative data.

#### Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees’ Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Using this system, Federal Program Directors can view and/or select which IPP Indicators their program(s) collect, grantees enter IPP Indicator results and can view and/or edit existing results, and Government Project Officers (GPOs) can view the grantees’ results.

### 3. For each Indicator, enter a numeric goal for every project year

Infrastructure Indicators

Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators

Print | Cancel Save Previous Next

- ▶ My Grants
- ▶ Admin
- ▶ Data Entry
- ▶ Annual Goals & Budget
- Services
- ▶ IPP
- ▶ Data Download

#### 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.

	Previous Year		Current Year		Next Year	
Categories & Indicators	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)	
Workforce Development						
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	<input type="text"/>	<input type="text"/>				
Partnership/Collaboration						
PC2 - The <u>number of organizations</u> collaborating/coordinates/sharing resources with other organizations as a result of the grant.	<input type="text"/>	<input type="text"/>				
Accountability						
A4 - The <u>number and percentage of work group/advisory group/council members</u> who are consumers/family members.	<input type="text"/> %	<input type="text"/> %				
Types/Targets of Practices						
T3 - The <u>number of people</u> receiving evidence-based mental health-related services as a result of the grant.	<input type="text"/>	<input type="text"/>				

## Prevention and Mental Health Promotion Indicators

Home > Data Entry > Annual Goals & Budget > Prevention and Mental Health Promotion Indicators

Print | Cancel Save Previous Next

My Grants

Admin

Data Entry

**Annual Goals & Budget**

Services

IPP

Data Download

### 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.

	Previous Year		Current Year		Next Year	
<b>Categories &amp; Indicators</b>	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)	
<b>Screening</b>						
S1 - The number of individuals screened for mental health or related interventions.	<input type="text"/>					
<b>Referral</b>						
R1 - The number of individuals referred to mental health or related services.	<input type="text"/>					

## 4. Select a Method: Dollar Amount *or* Percent of Annual Grant Award Amount

**Budget Screen #1**

Home > Data Entry > Annual Goals & Budget > Budget Screen #1

Grant #: SM000003

**Budget Screen #1**  
(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

**Instructions:**

Enter your budget information by first selecting how you will enter the data: select "Dollar Amount" or "Percent of Annual Grant Award Amount". Select "Save" and then "Next" to enter your budget information.

**Warning:** You may come back to this screen later and change your previous choice of how to enter the data, but all of your previous budget information (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget information is cleared.

Do you want to enter the budget information using Dollar Amount or Percent of Annual Grant Award Amount?

Dollar Amount

Percent of Annual Grant Award Amount

Print | Cancel Save Previous Next

My Grants

Admin

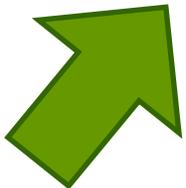
Data Entry

Annual Goals & Budget

Services

IPP

Data Download



# 5. Enter Federal Grant Award Amount for each grant year (refer to Notice of Award)

**Budget Screen #2**

Home > Data Entry > Annual Goals & Budget > Budget Screen #2

Print | Cancel Save Previous Next

- My Grants
- Admin
- Data Entry
- Annual Goals & Budget**
- Services
- IPP
- Data Download

### Budget Info

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)  
Total Grant Award: 2760000

**Instructions:**

You selected "Percent of Annual Grant Award Amount" as the method for entering your budget data. Enter the budget for your current grant year, and all future grant years. Complete the following steps:

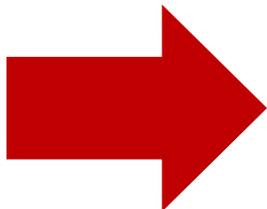
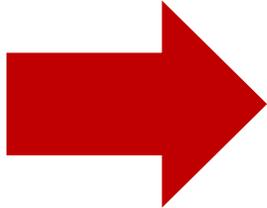
- 1) Enter the grant's award amount in whole dollars using numbers only (with no commas, decimal point, or \$ sign) for each year in the "Award Amount per Grant Year" row.
- 2) Enter the percentage using numbers only – up to two decimal points (no % sign) – for each category in the "Percent" rows.
- 3) Select "Save" to save the data.
- 4) Select "Next" to go to the Summary screen.

**Note:** You will receive an error message if the total amount you entered as your grant award (the sum of all the "Award Amount per Grant Year" amounts entered) exceeds the "Total Grant Award on Record" (in the SPARS CMHS system). The message will display the Total Grant Award on Record. If you think the "Total Grant Award on Record" amount is incorrect, please contact the SPARS Help Desk.

	Previous Year	Current Year			Next Year
Category	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)
Award Amount per Grant Year	<input type="text"/>				

# 6. For each category, enter budget information for each grant year

Category	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)
Award Amount per Grant Year	<input type="text"/>				
<b>Services Provision</b>					
Dollar Amount	<input type="text"/>				
<b>Infrastructure Development</b>					
Dollar Amount	<input type="text"/>				
<b>Data Collection, Evaluation, Performance Measurement and Assessment</b>					
Dollar Amount	<input type="text"/>				
<b>Mental Illness Prevention and Mental Health Promotion Activities</b>					
Dollar Amount	<input type="text"/>				
<b>Grant Administration</b>					
Dollar Amount	<input type="text"/>				
<b>Technical Assistance</b>					
Dollar Amount	<input type="text"/>				
Sum of Dollar Amounts per Grant Year	0	0	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%



# 7. Save and Quit or Submit for Approval

**Grantee Approval/Submission**

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

Grant #: SP0001529

Print | Cancel Save Previous Next

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.

# Questions?

- Submit annual goals/budget info just once; Due: Oct 30
- Modify future goals once a year, if needed
- Refer to AGB Checklist for step-by-step instructions

# Grantee Quarterly Data Submission Requirements

1. Submit quarterly data for required indicators by deadline:

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

2. Data entry begins First Quarter; Deadline: Jan 31, 2020

3. Previous quarters- optional

# Quarterly Reporting Period and Deadlines

Quarter	Reporting Period	Grantee Deadline to Submit Data	GPO Deadline to Review	Grantee Deadline to Revise Data	No Further Changes Can be Made
1 <sup>st</sup>	Oct. 1–Dec. 31	Jan. 31	Feb. 28	Mar. 31	Apr. 1
2 <sup>nd</sup>	Jan. 1–Mar. 31	Apr. 30	May 31	June 30	July 1
3 <sup>rd</sup>	Apr. 1–June 30	July 31	Aug. 30	Sept. 30	Oct. 1
4 <sup>th</sup>	July 1–Sept. 30	Oct. 31	Nov. 30	Dec. 31	Jan. 1

# SPARS Quarterly Data Entry Requirements

<https://spars.samhsa.gov/>

Enter a Result Record Form (s) for each indicator 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? Check the “No New Results” box which is a valid data entry
- After you submit your data, your GPO will review and either approve/disapprove or request revisions
- If GPO requests data revisions, grantee must edit/ correct by the deadline

# Quarterly Data Reported on a “Result Record” Form

- Result Record Form has 3 parts
  - Name
  - Description
  - Number
- Results should be:
  - Reported every quarter in SPARS
  - Consistent with the goals of the grant
  - For completed activities only
- If there is no new activity to report, enter a “No New Result” record in SPARS
- For S1 and R1, enter separate IPP results for adults and children

**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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed:

Indicator:

S1 - The number of individuals screened for mental health or related interventions.

<sup>1</sup> 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.)

Number:

**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<sup>1</sup>. 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: Referral - R1 ▼

R1 - The number of individuals referred to mental health or related services.

<sup>1</sup> 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:

Referred Individuals

Result Description:(Do not exceed 550 characters.)

As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. As a result of the screening, 21 individuals were referred for mental health services this quarter.

Number:

21

**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<sup>1</sup>. 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.

<sup>1</sup> 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:

Program Referrals

Result Description:(Do not exceed 550 characters.)

As a result of the grant, out of 21 individuals that were flagged by the Behavioral Health Screen and referred this quarter, 9 of them are receiving services.

Numerator:

9

Denominator:

21

Percentage:

# 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 quarter<sup>1</sup>. 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.

<sup>1</sup> 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:

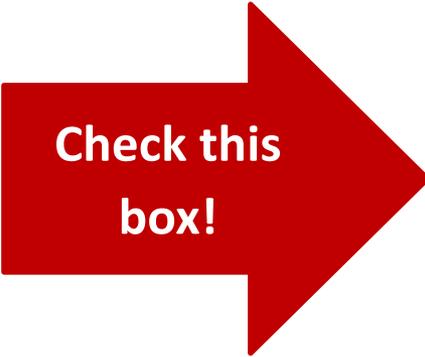
Result Name: No New Result

Result Description: (Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:



Check this box!

Save - Add New

Save - Finish

# Question: What is the most common data entry error?

- **Answer:** Forgetting to click on the “*NO NEW RESULTS*” Box on the Result Form

If you have no activity to report for a particular indicator, you are **required** to record this by checking the “**No New Result**” box on the form which is a valid data entry.

Since the SPARS quarterly data entry system will not accept a zero “0”, leaving an indicator blank will be flagged as *missing/incomplete data*.





[Home](#)

[Data Entry & Reports](#)

[Training](#)

[Technical Assistance](#)

[Help](#)

## 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

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- [No Help Desk Services on January 17, 2018](#)  
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- [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.



# Results List

Home > Data Entry > IPP > Results List

Print | Cancel

[View Glossary](#)

- ▶ My Grants
- ▶ Admin
- ▼ Data Entry
  - Annual Goals & Budget
  - Services
- ▼ IPP
  - Required Indicators
  - Results List**
- ▶ Data Download

## 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:  ▼

Grant:  ▼



### FIND RESULTS

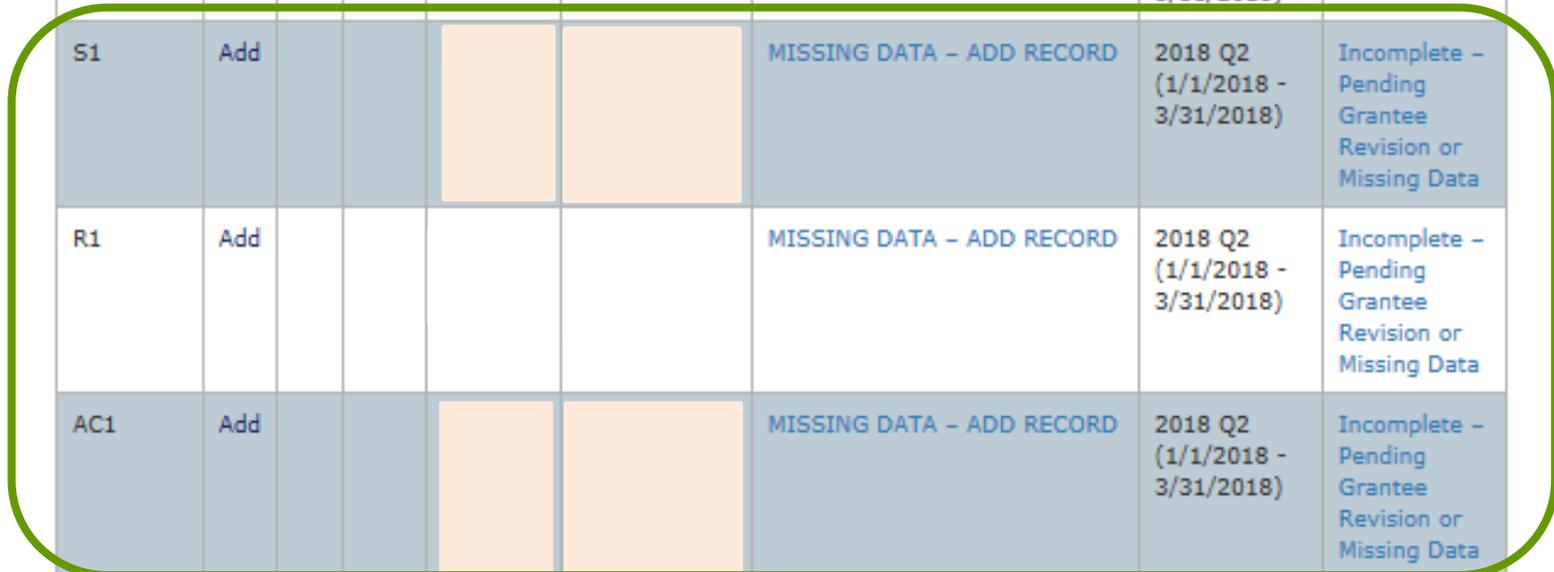
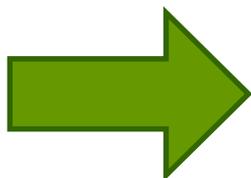
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

- ▶ My Grants
- ▶ Admin
- ▶ Data Entry
  - Annual Goals & Budget
  - Services
- ▶ IPP
  - Required Indicators
- ▶ Results List
- ▶ Data Download

## Results List

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

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
WD2	Add					MISSING DATA - ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete - Pending Grantee Revision or Missing Data
WD5	Add					MISSING DATA - ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete - Pending Grantee Revision or Missing Data
T1	Edit	Del	Print			No New Result	2018 Q2 (1/1/2018 - 3/31/2018)	Pending GPO Review
S1	Add					MISSING DATA - ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete - Pending Grantee Revision or Missing Data
R1	Add					MISSING DATA - ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete - Pending Grantee Revision or Missing Data
AC1	Add					MISSING DATA - ADD RECORD	2018 Q2 (1/1/2018 - 3/31/2018)	Incomplete - Pending Grantee Revision or Missing Data



Program: Campus Sul | Cohort: Campus Sul | FFY: 0 | FFQ: 0 | Grant ID: SP0001024 | Org Name: Name1038

[View Glossary](#)

- ▶ My Grants
- ▶ Admin
- ▶ Data Entry
  - Annual Goals & Budget
  - Services
  - ▶ IPP
    - Required Indicators
    - ▶ Results List
- ▶ Data Download

## Result Record

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

Save - Add New | Save - Finish

**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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001024 (Not a training grantSP0001024)

Date Range Result Was Completed:  ▼

Indicator:  ▼

<sup>1</sup> 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.)

Save - Add New | Save - Finish

# Questions?

## SPARS Resources

- **IPP Indicator Cheat Sheet:** Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips
- **2-Page Step by Step Checklist:** Setting & Entering Annual Performance Goals & Budget Estimates
- **Online IPP Performance Report:** <https://spars.samhsa.gov>

# IPP Performance Report

SAMHSA/CMHS conducts audits to identify grantees who do not submit data into the SPARS system by the quarterly deadline:

- To help you stay in compliance with GPRC requirements and SAMHSA award conditions, review your online **IPP Performance Report** to monitor your data entry submission requirements
- Access **Online IPP Performance Report** at <https://spars.samhsa.gov/>






Home

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Training

Technical Assistance

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Enter data for Center for Mental Health Services grants.

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- [SPARS-CSAP](#)  
Enter data for Center for Substance Abuse Prevention grants.

# CMHS Reports

## Report List

Outcome Measures

Multi-Year Outcome Measures

Outcome Measures  
(PBHCI only)

Notification

Reassessment Interview Rate

Number of Consumers Served by Grant Year

Number of Consumers Served by Grant Year  
(CMHS only)

Point In Time

Consumer Level Outcome Measures

Cross Tabulation/Frequency

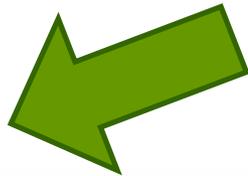
IPP Performance

CMHS Performance (TPR)

Welcome to the SPARS Center for Mental Health Services (CMHS) Reports

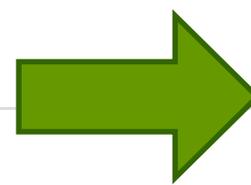
To run a report, select a report from the list on the left, enter the appropriate criteria, and download the report.

If you need assistance, please contact the SPARS Help Desk at 855-322-2746 (toll-free) or [SPARS-support@rti.org](mailto:SPARS-support@rti.org).



 Download Report

## 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

- S1
- R1
- AC1

### Show Glossary \*

No

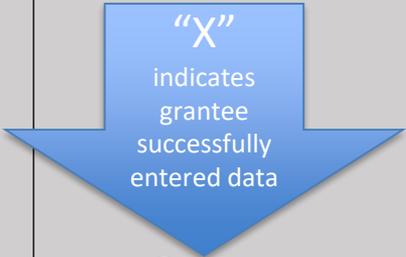
### Program \*

Select All | Clear All

- TEST GRANT

Select All | Clear All

# IPP Performance Report

Grant ID	Grant Information	Indicator	 Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4			
SP0001 182	Name1116: my city: MD 09/30/2017- 09/29/2020	WD2	X	X			 110	 174	 63.2%
		S1	X	X			2	12	16.7%
		R1	X	X			0	100	0.0%
		AC1	X	X			81	89	91.0%

# Getting Started: Help Desk and User Account Setup

- SPARS Website: <https://spars.samhsa.hhs.gov>
- 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 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

# Contact SPARS Help Desk for:

- Setting Up User Account and Password Resets
- Changing your account/Adding new users to your account
- Accessing and logging into SPARS system
- Entering, 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](mailto:SPARS-Support@rti.org)

# 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 1-855-322-2746 or email [spars-support@ctf.org](mailto:spars-support@ctf.org)

DATE FORM COMPLETED:	
Grant Award Number:	
Program Name (FOA):	
Program Short Name/Acronym (e.g., CMHI, SOCKI, PBHCI):	
Grant Title:	
Organization Name: (Name of the Organization your Grant was awarded to)	
IPP Info Needed	
Cohort:	
Start Date:	
End Date:	
Total Budget:	
Goal Start Date:	
SAMHSA GPO:	
PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
ALTERNATE PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	

1

Work or Cell Phone?	
<b>STAFF MEMBER(S) WHO NEED ACCOUNT(S) TO ENTER AND VIEW YOUR GRANT(S) DATA.</b>	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
<b>STAFF TO BE SENT EMAIL NOTIFICATION(S) ONLY – THEY WON'T ENTER OR VIEW GRANT DATA.</b>	
First & Last Name:	
E-mail Address:	
First & Last Name:	
E-mail Address:	
<p>SPARS does not accept client data that includes any client identifier 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.</p> <p><input type="checkbox"/> Yes, I understand and confirm that our Client ID does not include identifiers.</p>	

**UPDATES:** It is critical that THE PROJECT DIRECTOR contact the SPARS Help Desk at 1-855-322-2746 or email [spars-support@ctf.org](mailto:spars-support@ctf.org) when there are any questions about completing this form or changes to the information above. Thank you.

2

# SPARS Staff Resources

## ➤ **SAMHSA Government Project Officers: Jennifer Cappella, Brandon Johnson, and Savannah Kidd**

Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals and budget information, and reviews and approves your data

## ➤ **SPARS Help Desk**

Provides technical support user account, password reset, logging into SPARS, navigating the screens, entering data, and running reports

- ✓ Phone: 1-855-322-2746
- ✓ Email: [SPARS-support@rti.com](mailto:SPARS-support@rti.com)

# SPARS Resources

## GLS State/Tribal Youth Suicide Prevention Grant (Cohort 13)

- **IPP Indicator Cheat Sheet:** Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips
- **2 Page Step by Step AG&B Checklist:** Setting & Entering Annual Performance Goals & Budget Estimates
- **Online IPP Performance Report:** <https://spars.samhsa.gov>

Webinar recording and slides will be  
posted at

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

# Thank you!

SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Portland Ridley

[Portland.ridley@samhsa.hhs.gov](mailto:Portland.ridley@samhsa.hhs.gov)

[www.samhsa.gov](http://www.samhsa.gov)

1-877-SAMHSA-7 (1-877-726-4727) • 1-800-487-4889 (TDD)