SAMHSA Performance Accountability & Reporting System (SPARS)

New Grantee Training: Zero Suicide Prevention Grant Program

Thursday, January 31, 2019
2:00 to 3:00 pm EST

Audio: 888-942-8618    Passcode: 3331576
Conference No: PWCW8654765

Portland Ridley
Public Health Advisor, Branch SPARS 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
Welcome!

Webinar is being recorded

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

• Overview of SPARS
• Required Performance Measure Indicators
• Annual Performance Goals and Budget Estimates
• Quarterly Data Entry Reporting Period & Deadlines
• Brief Screen Share of website
• User Account and SPARS Help desk
• 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
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
SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - Submit goals/budget info just once; Due: February 28
   - Modify future goals once a year, if needed

2. **Quarterly Data**
   - Submit data every 3 months
   - Second Quarter Data Due: April 30
   - First Quarter Data: Enter Data or “No New Results”
Zero Suicide: Six IPP Indicators

Indicators capture IPP activities and quantify a grant program’s achievements

1. Workforce Development (WD2)
2. Workforce Development (WD5)
3. Types/Targets of Practices (T1)
4. Screening (S1)
5. Referral (R1)
6. Access (AC1)
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.
Examples of WD2 Target Audience:

WD2

• Mental health and substance abuse providers
• Social/case worker
• Program/system administrator
• Other health/primary care provider
• Physician, nurse, assistant/health technician
• School police/safety
• Child welfare and juvenile justice
• Probation Officer
• Emergency Response

• 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
• Clergy/religious advisor
•
Workplace Development – WD2

• **Count** the number of people who completed the training, *not* the number of trainings.

• **Do not count** trainings funded outside the grant or funded by other agencies.
The **number of consumers/family members** who provide mental health-related services as a result of the grant.
The number of programs/organizations/communities that implemented specific mental health-related practices/activities that are consistent with the goals of the grant.
Types/Targets of Practices (T1) (continued)

- **Count** the number of programs/organizations/communities that initiated implementation or mental health-related practices/activities.

- **Do not count** the number of practices/activities.
The *number of individuals* screened for mental health or related interventions.
Screening (S1) (continued)

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
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

- 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
Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org
Purpose of Annual Performance Goals

1. Quantify what you plan to accomplish with your grant
2. Tied to your workplan: Realistic & Attainable!
3. Used for performance and program management
4. Developed in collaboration with your GPO

It is a “Goals-Based” type evaluation used to assess & monitor the extent 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 (WD2)
- Workforce Development (WD5)
- Types/Targets of Practices (T1)
- Screening (S1)
- Referral (R1)
- Access (AC1)
Enter a numeric Annual Goal for each IPP Indicator for each grant year

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

- For **WD5**, enter the total number of consumers/family members who provide mental health-related services you plan to train each grant year

- For **T1**, enter the total number of programs/organizations/communities that will implement specific mental health-related practices/activities for each grant year
Enter a numeric Annual Goal for each IPP Indicator for each grant year (continued)

- 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
Enter a Zero “0” for Indicator with **no** set goals

- **Example:** S1

If you do not have a goal of screening individuals for mental health services or related interventions for a given grant year,

Enter a goal of **Zero “0”** for S1 for that *given* grant year
How to set 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
There are 6 Budget Categories on the SPARS Screen

Create Budget Estimates for

1. Infrastructure Development
2. Data Collection/Evaluation
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 20% of annual grant award)
  3) MH Promotion/Prevention
  4) Grants Administration

- Include all direct & indirect costs associated with each budget category. It is okay to estimate direct and indirect costs.

- DO NOT include: in-kind contributions, match costs, or carry over dollars
Getting Started:
Resources You Need to Create Budget Estimates

1. Review Proposed Approach & Work plan of your Application

2. Review your budget in application

3. Review your Notice of Award (NoA) for total Federal award amount for each grant year

4. Know the four key SPARS Budget Categories
1. Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”
2. Select “Data Entry” and then advance to “Annual Goals & Budget” via Dropdown Menu
3. For each Infrastructure Indicator, enter goal for every FFY of grant award
4. For each Prevention and Mental Health Promotion Indicator, enter goal for every FFY of grant award

<table>
<thead>
<tr>
<th>Categories &amp; Indicators</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 - The number of individuals screened for mental health or related interventions.</td>
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<td>Referral</td>
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<tr>
<td>R1 - The number of individuals referred to mental health or related services.</td>
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</tbody>
</table>
Enter Budget Estimates using Dollar Amount or Percent of Annual Grant Award amount
6. Enter grant’s award amount for every FFY on Budget Screen #2
7. For each category, enter budget information (either dollar amount or percent) for every FFY of grant award on Budget Screen #2.

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<td>Mental Illness Prevention and Mental Health Promotion Activities</td>
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<td>Sum of Dollar Amounts per Grant Year</td>
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Enter Budget Estimates for *each* grant year

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<td>Dollar Amount</td>
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<tr>
<td>Sum of Dollar Amounts per Grant Year</td>
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<td>Percentage of Award Amount Accounted for:</td>
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*SAMHSA - Substance Abuse and Mental Health Services Administration*
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.
Annual Goals and Budget Information

- Submit goals/budget info just once; Due: February 28
- Modify future goals once a year, if needed
Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)
SPARS Quarterly Data Entry Requirements

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

- Submit data every quarter.

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

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

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

- After you submit your data, your GPO will review, approve/disapprove or request revisions.
Quarterly Data Entry Begins

- Second Quarter Data Due: April 30
- First Quarter Data: Enter Data or “No New Results”
## IPP Reporting Timeline

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

• IPP result 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
Result Record
(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

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

Grant Number: SP0001024 (Not a training grant SP0001024)

Date Range Result Was Completed: ____________

Indicator: ____________

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

Result Name: ____________

Result Description: (Do not exceed 550 characters.)

---

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)
Welcome to SPARS!

SAMHSA’s Performance Accountability and Reporting System

The Substance Abuse and Mental Health Services Administration (SAMHSA) is proud to launch the SPARS website. SPARS is a new online data entry, reporting, technical assistance request, and training system to support grantees in reporting timely and accurate data to SAMHSA.

Announcements

- No Help Desk Services on January 18, 2018
- No Help Desk Services on January 18, 2018 Due to Inclement Weather
- No Help Desk Services on January 17, 2018
- No Help Desk Services on January 17, 2018 Due to Inclement Weather
- New SPARS CSAP Features and Programs Released on January 8, 2018
  On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

Quick Links

- SPARS-CSAT
  Enter data for Center for Substance Abuse Treatment grants.
- SPARS-CMHS
  Enter data for Center for Mental Health Services grants.
- SPARS-CSAP
  Enter data for Center for Substance Abuse Prevention grants.
ADD/FIND RESULTS

(OBM 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:
Cooperative Agreements to Implement Zero Suicide in Health

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.
## Results List

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

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Grant ID</th>
<th>Organization Name</th>
<th>Result Name</th>
<th>FFY Quarter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD2</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>WD5</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>T1</td>
<td>Edit</td>
<td>Del</td>
<td>No New Result</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Pending GPO Review</td>
</tr>
<tr>
<td>S1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>R1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>AC1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
</tbody>
</table>
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: SP0002150 (Not a training grant SP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018)

Indicator: Screening - S1

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

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: Behavioral Health Screening

Result Description: (Do not exceed 550 characters.)

As a result of the grant, we administered the Behavioral Health Screen to 116 individuals at the participating primary care practices this quarter.

Number: 116
**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: SP0002150 (Not a training grant SP0002150)

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.

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: ☐

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**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
Grant Number: SP0002150 (Not a training grant SP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018)

Indicator: Access - AC1

AC1 - The number and percentage of individuals receiving mental health or related services after referral.

1 FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

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

Result Name: 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:
Check this box!

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

Result Name: No New Result
Quarterly Data Entry Begins

- Second Quarter Data Due: April 30
- First Quarter Data: Enter Data or “No New Results”
Help Desk

- Available weekdays from 8:00 a.m. to 7:00 p.m. (EST)
- Phone: (855) 322-2746 (toll-free)
- E-mail: SPARS-Support@rti.org

User Account Setup

- Project Director (PD) completes SPARS Help Desk’s CMHS Grantee Information Form
- New user accounts can be added if request is submitted to Help Desk by Government Project Officer (GPO), PD, or Associate PD
# CMHS Grantee Information Form

**SPARS**

**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 1-888-722-2788 or email spars-support@samhsa.org when there are any questions about completing this form or changes to the information above. Thank you.

<table>
<thead>
<tr>
<th>DATE FORM COMPLETED:</th>
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<tbody>
<tr>
<td>Grant Award Number:</td>
<td></td>
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<tr>
<td>Program Name (PDA):</td>
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<td>Program beginning Date:</td>
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<td>Grant Title:</td>
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<td>Total Income:</td>
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</tr>
</tbody>
</table>

**PROJECT DIRECTOR:**

<table>
<thead>
<tr>
<th>First &amp; Last Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
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<tr>
<td>Phone Number:</td>
<td></td>
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<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**ALTERNATE PROJECT DIRECTOR:**

<table>
<thead>
<tr>
<th>First &amp; Last Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
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<tr>
<td>State:</td>
<td></td>
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<tr>
<td>Zip Code:</td>
<td></td>
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<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
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</tbody>
</table>

**STAFF MEMBERS WHO NEED ACCOUNTS TO ENTER AND VIEW YOUR GRANT DATA:**

<table>
<thead>
<tr>
<th>First &amp; Last Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>City:</td>
<td></td>
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<tr>
<td>State:</td>
<td></td>
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<tr>
<td>Zip Code:</td>
<td></td>
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<tr>
<td>Phone Number:</td>
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</tr>
<tr>
<td>Work or Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
</tbody>
</table>

SPARS does not accept data that includes any client identifiers such as client name, neither medical name, identifier, or social security number or any portion of these.

Please confirm that your Client ID does not contain any of these identifiers.

Yes: I understand and confirm that our Client ID does not include identifiers.

**UPDATE:** It is critical that the PROJECT DIRECTOR contact the SPARS Help Desk at 1-888-722-2788 or email spars-support@samhsa.org when there are any questions about completing this form or changes to the information above. Thank you.
Webinar recording and slides will be posted at SPRC website at www.sprc.org
SPARS Staff Resources

- **SAMHSA Government Project Officer, Savannah Kalman and Brandon Johnson:**
  
  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
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

www.samhsa.gov

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