SAMHSA Performance Accountability & Reporting System (SPARS)

GLS Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 13B)

Please Stay By

Training Webinar will begin shortly

For audio, please call 1-888-390-0789
Conference Number PWXW9652895
Audience Pass code 1482822
If you are experiencing technical difficulties, please press *0

Portland Ridley
Public Health Advisor
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

Monday, November 4, 2019

2:00-3:00pm Eastern Time

Parklawn Building, Rockville, MD

SAMHSA
Substance Abuse and Mental Health
Services Administration

Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

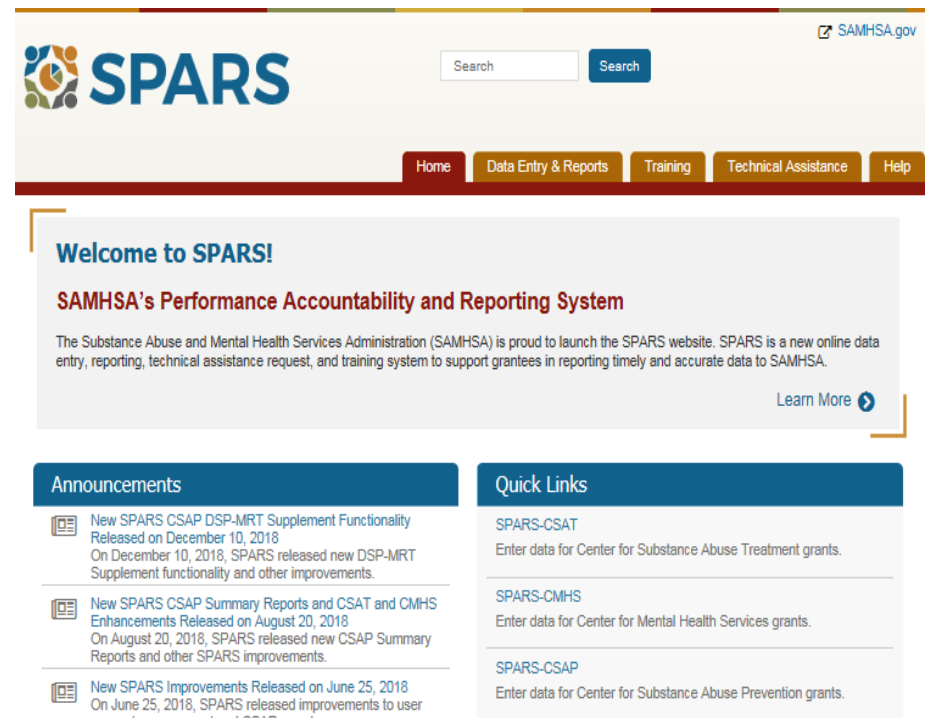SPRC website at www.sprc.org

AGENDA

- Overview of SPARS

- Required Performance Measure Indicators

- Quarterly Data Entry Reporting Period & Deadlines

- Annual Performance Goals and Deadlines

- Brief Screen Share, User Account, SPARS Help desk

SAMHSA
Substance Abuse and Mental Health
Services Administration

Key SPARS Resources

- <u>IPP Indicator Cheat Sheet</u>: Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips

- <u>One Page Step by Step Checklist</u>: Setting & Entering Annual Performance Goals

SAMHSA
Substance Abuse and Mental Health
Services Administration

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

SAMHSA
Substance Abuse and Mental Health Services Administration

SPARS is used for Performance Measurement

- <u>Monitors</u> <u>how well </u>we're doing in reaching goals

- Board shallow snapshot

- Indicators to measure <u>progress</u>

- <u>Early warning </u>system to management & tool for <u>public accountability</u>

- Continual measurement and reporting of indicators

SPARS has *two* program components

1. Annual Performance Goals Information

❑ Submit AG&B info just once; Due: Dec 30 2019

❑ Modify future goals once a year, if needed

2. Quarterly Data

❑ Submit data every 3 months

❑ FY 2020 Second Quarter Data Due: April 30, 2020

https://spars.samhsa.hhs.gov

SAMHSA
Substance Abuse and Mental Health
Services Administration

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 quarterly data into SPARS by the deadline.

Failure to comply with stated terms and conditions may result in action in accordance with 45 CFR 75.3 71 and 45 CFR 75.372 such as termination or denial of future funding.

SAMHSA
Substance Abuse and Mental Health
Services Administration

Required SPARS Performance Indicators

PC2
- Partnerships and Collaborations

AW1
- Awareness

T3
- Types/Target of Practices

TR1
- Training (*non-mental health professionals*)

WD2
- Workplace Development Training (*mental health professionals and related workforce*)

- **Workforce Development (WD2**)
  - The number of people *in the mental health and related workforce* trained in mental health-related practices or activities that are consistent with the goals of the grant

- **Training (TR1)**
  - The number of people who have received training in prevention or mental health promotion

SAMHSA
Substance Abuse and Mental Health
Services Administration

- **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.

SAMHSA
Substance Abuse and Mental Health
Services Administration

<u>Intent:</u>

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

SAMHSA
Substance Abuse and Mental Health
Services Administration

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

SAMHSA
Substance Abuse and Mental Health
Services Administration

WD2	TR1
• Individuals *who are mental health professionals* or *related* workforce	• Individuals from the *public* or *"lay"* people
• Individuals who provide *ancillary* primary care, mental health and behavioral health support services, including emergency care and crisis response	• Individuals are NOT mental health professionals
	• Individuals are NOT involved in the related mental health workforce
• Trainings are to improve workforce development	• Trainings are "outside" of individuals' typical job duties

SAMHSA
Substance Abuse and Mental Health
Services Administration

The <u>Number of People</u> receiving mental health-related services

Types of services:

- Mental health and substance use screening, case management, individual and group counseling

SAMHSA
Substance Abuse and Mental Health
Services Administration

T3: Types/Target of Practices

- <u>YES, COUNT ONLY</u>

- Count the number of people only in the quarter they received the services.

- <u>NO, DO NOT COUNT</u>

- Do Not Count the number of practices/activities.

SAMHSA
Substance Abuse and Mental Health
Services Administration

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org

SAMHSA
Substance Abuse and Mental Health
Services Administration

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 supported by another funding stream

❑ 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

SAMHSA
Substance Abuse and Mental Health
Services Administration

IPP Reporting Timeline

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

SAMHSA
Substance Abuse and Mental Health
Services Administration

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 quarterly data into SPARS by the deadline.

Failure to comply with stated terms and conditions may result in action in accordance with 45 CFR 75.3 71 and 45 CFR 75.372 such as termination or denial of future funding.

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS

Search [   ] **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

📰 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.

Home > Data Entry > IPP > Results List

🖨 Print | ✖ Cancel Save Previous Next

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

View Glossary

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

Program: | Garrett Lee Smith Campus Suicide Prevention Grant Progra ⌄

Grant: | SP0001024 - Name1038 ⌄ **Add New Result**

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

23

🖶 Print | ✖ Cancel | **Save** | **Previous** | Next

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

View Glossary

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[1]. 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: [▾]

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

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

Result Name: [   ]

Result Description: (Do not exceed 550 characters.) [   ]

Save - Add New   **Save - Finish**

Result List

🖨 Print | ✖ Cancel | Save | **Previous** | Next

View Glossary

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

Navigation sidebar

▸ My Grants

▸ Admin

▾ Data Entry

  Annual Goals & Budget

  Services

  ▾ IPP

    Required Indicators

    ▾ Results List

▸ Data Download

WD2

Grant Number: SP0001024 (Not a training grantSP0001024)
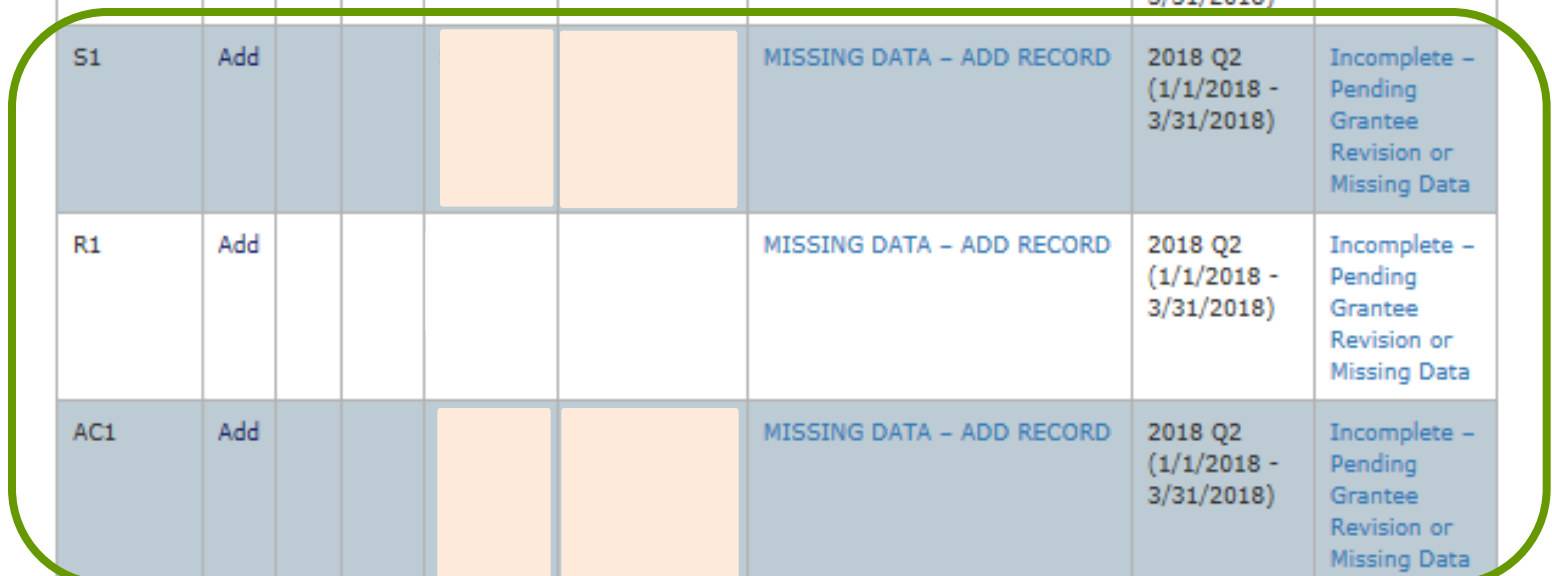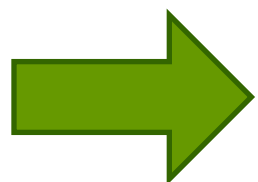
Date Range Result Was Completed: | FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016) | ⌄ |

Indicator: | Workforce Development – WD2 | ⌄ |

WD2 – The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

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

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

Result Name: | Suicide risk assessment overview for trainees |

Result Description: (Do not exceed 550 characters.) | Provided 1 hour general suicide risk assessment training for new counseling psychology interns at Counseling and Behavioral Services. |

Number: | 3 |

Save - Add New   Save - Finish

AW1

Grant Number: SP0001024 (Not a training grantSP0001024)

Date Range Result Was Completed: | FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016) | ▼ |

Indicator: | Awareness - AW1 | ▼ |

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

[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: | 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 |

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[1]. 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.

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

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

Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:
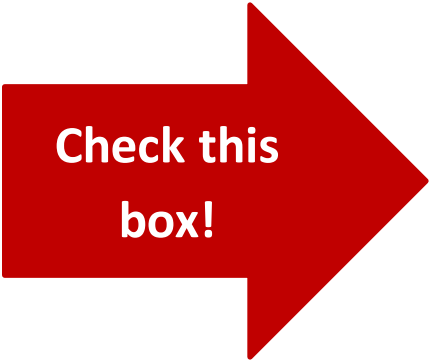
Check this box!

Save - Add New   **Save - Finish**

Contact SPARS Help Desk for:

- Setting Up User Account and Password Reset
- Accessing and logging into SPARS system
- Entering and 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

SAMHSA
Substance Abuse and Mental Health
Services Administration

REQUIREMENT: Quarterly Data Entry Begins

❑ Second Quarter Data: Deadline is April 30, 2020

❑ If you don't have anything to report, click on "No New Results" for given indicator

Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org

SAMHSA
Substance Abuse and Mental Health
Services 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 your project

is meeting its goals

SAMHSA
Substance Abuse and Mental Health
Services Administration

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)

- T3 (types/targets of practice)

Set a *Numeric* Goal for Each Individual Project Period

- Year 1:   August 30, 2019- Aug. 29, 2020

- Year 2:   August 30, 2020- Aug. 29, 2021

- Year 3:   August 30, 2021- Aug. 29, 2022

SAMHSA
Substance Abuse and Mental Health
Services Administration

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, T3

❑ *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 I**PP Indicator to calculate your goals

❑ *Identify* which IPP Indicator (s), if any, is **NOT** a Goal of your project

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Staff Resources

➢ SAMHSA Government Project Officer (GPO):

Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals, 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
Substance Abuse and Mental Health
Services Administration

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
Substance Abuse and Mental Health
Services Administration

Enter a numeric Annual Goal for *each* Indicator for *each* grant year

– For WD2, enter the **total** number of individuals (mental health professionals and related workforce members) 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

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter a numeric Annual Goal for *each* Indicator for *each* grant year

– For AW1, enter the **total** number of individuals exposed to mental health awareness messages

– For PC2, enter the **total** number of organizations collaborating/coordinating/resource sharing with other organizations are a result of the grant

– For T3, enter the total number of *number of people* receiving mental health-related services

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter a Zero "0" for Indicator with no set goals

➢ *Example*: TR1

➢ If you do not have a goal of providing training to non-mental health professionals

enter a goal of **Zero "0"** for TR1 for the *given* grant year

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Homepage

1. Select "Data Entry & Reports", "-for- CMHS Users", and then "CMHS Data Entry"

SAMHSA
Substance Abuse and Mental Health
Services Administration

2. Select "Data Entry" and then advance to "Annual Goals" via Dropdown Menu

Enter numeric goals for each indicator for each grant year

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	(10/1/2017 - 9/30/2018)	(10/1/2018 - 9/30/2019)	(10/1/2019 - 9/30/2020)		
Workforce Development					
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.	100 ⦿ Agree ◯ Disagree	150 ⦿ Agree ◯ Disagree	75 ⦿ Agree ◯ Disagree		
Partnership/Collaboration					
PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.	20 ⦿ Agree ◯ Disagree	10 ⦿ Agree ◯ Disagree	7 ⦿ Agree ◯ Disagree		

44

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter numeric performance goals for each indicator for each grant year

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

Categories & Indicators	(10/1/2017 - 9/30/2018)	(10/1/2018 - 9/30/2019)	(10/1/2019 - 9/30/2020)		
Awareness					
AW1 - The number of individuals exposed to mental health awareness messages.	650 ⦿ Agree ○ Disagree	800 ⦿ Agree ○ Disagree	700 ⦿ Agree ○ Disagree		
Training					
TR1 - The number of individuals who have received training in prevention or mental health promotion.	125 ⦿ Agree ○ Disagree	250 ⦿ Agree ○ Disagree	100 ⦿ Agree ○ Disagree		

SAMHSA
Substance Abuse and Mental Health
Services Administration

Budget Section: Not Required; Must enter ZERO for each category 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					
Services Provision					
Dollar Amount					
Infrastructure Development					
Dollar Amount					
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount					
Mental Illness Prevention and Mental Health Promotion Activities					
Dollar Amount					
Grant Administration					
Dollar Amount					
Technical Assistance					
Dollar Amount					
Sum of Dollar Amounts per Grant Year	0	0	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%

SAMHSA
Substance Abuse and Mental Health
Services Administration

Save and Quit or Submit for Approval

Grantee Approval/Submission

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

🖶 Print | ✖ Cancel   Save   **Previous**   Next

Grant #: SP0001529

▸ **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.

SAMHSA
Substance Abuse and Mental Health
Services Administration

Enter annual performance goals for required indicators:

- Workforce Development Training (WD2)

- Training of non-mental health professionals (TR1)

- Partnerships/Collaborations (PC2)

- Awareness (AW1)

- Types/Target of Practices (T3)

48

SAMHSA
Substance Abuse and Mental Health
Services Administration

IPP Performance Report

SPARS

Search [Search   ]

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

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.

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.
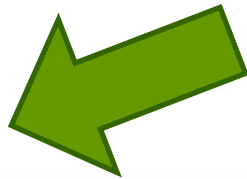
⬇ Download Report

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 Glosssary *
| 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**	AW1	X	X			110	174	63.2%
		PC2	X	X			2	12	16.7%
		TR1	X	X			0	100	0.0%
		WD2	X	X			81	89	91.0%

SAMHSA
Substance Abuse and Mental Health
Services Administration

Contact SPARS Help Desk for:

- Setting Up User Account and Password Reset
- Accessing and logging into SPARS system
- Entering and 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

SAMHSA
Substance Abuse and Mental Health
Services Administration

- ## 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

SAMHSA
Substance Abuse and Mental Health
Services Administration

CMHS Grantee Information Form

How to Request a SPARS Account

- A SPARS account is needed to enter data

- Grantee Project Directors can request an account by contacting the SPARS Help Desk

- Help Desk staff are available Monday through Friday, 8:00 AM to 7:00 PM EST

- Contact information:
  - Toll-Free Number: 855-322-2746
  - Email: SPARS-Support@rti.org

SAMHSA
Substance Abuse and Mental Health
Services Administration

SPARS Staff Resources

➢ **SAMHSA Government Project Officer (GPO):**

Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals, 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
Substance Abuse and Mental Health
Services Administration

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org

SAMHSA
Substance Abuse and Mental Health
Services Administration

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

Portland Ridley, Public Health Advisor, Portland.ridley@samhsa.hhs.gov

www.samhsa.gov

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