

SAMHSA Campus Suicide Prevention Program: Cohort 12 CHECKLIST
Setting & Entering SPARS Annual Performance Goals & Budget Estimates
Deadline: January 31, 2019
SPARS web address: <https://spars.samhsa.gov>

The Annual Goal Section and Budget Section on SPARS are connected. In order to get to the Budget Section, you must enter data and complete the Annual Goals Section first.

PART I. ANNUAL PERFORMANCE GOALS

The purpose of setting Annual Performance Goals is to *quantify* what you are planning to accomplish with your grant. An Annual Goal is simply a numeric value. It is the number of activities you plan to achieve for **each** annual grant year for each indicator. SPARS is a “*goals-based*” evaluation used to assess and monitor the extent your project is meeting its goals. You will set goals for Year 1, Year 2, and Year 3 of your project.

To get started, identify your Annual Goals to ensure they are:

- set for each Indicator: WD2, TR1, AW1, PC2, and T3 for **each** grant year
- consistent with those outlined in your application; **DO NOT MAKE or ADD NEW** Goals!
- realistic, attainable and tied to your work plan and aligned with your budget
- best estimate* of what you reasonably plan to achieve for each year of your grant

STEP 1. Calculate your Annual Goals based on the following:

- Review the stated goals/objectives **in your program plan of your application.** What are you planning to do and achieve?
- If you have modified plans with approval of your GPO since your formal application, incorporate modifications in your calculations
- Review the definitions of the five required Indicator Categories- WD2, TR1, AW1, PC2, and T3
- Identify which indicator applies to your stated goal
- Count the number of activities you plan for **each grant year** for each indicator to calculate your goal for the given year
- Identify which Indicator (s), if any, is **not** a goal for your project

STEP 2. Enter an Annual Goal (a numeric value) for each Indicator for Year 1, Year 2, and Year 3:

- For WD2, enter the number of people (in the mental health and related workforce) that you plan to train in specific mental health-related practices
- For PC2, enter the number of organizations who will collaborate/ coordinate/resource share with other organizations as a result of the grant
- For AW1, enter the number of individuals your project plans to reach by through mental health awareness messages
- For TR1, enter the number of individuals (non-mental health professionals) that you plan to train in prevention/mental health promotion
- For T3, enter the number of people who will receive mental health-related services

- For Indicators with no planned goals, enter a goal of ZERO (0) for a given grant year.** A cell that is left “Blank” is interpreted as missing data; there are no negative consequences of having a goal of zero for a particular indicator.

STEP 3. CLICK the SAVE button at the top of each screen or data will be lost!

After you enter Annual Goals into SPARS, you can now enter information in the Budget Section.

PART II. BUDGET ESTIMATES

The purpose of creating a Budget Estimate is to provide an estimate of approximately how much of your Federal annual budget you plan to spend for following four Budget Categories:

1) Infrastructure Development 2) Data Collection 3) Promotion/ Prevention 4) Grant Administration

To get started, create your Budget Estimates for EACH GRANT YEAR based on the following:

- Review your budget and program plans outlined in your application
- Refer to your SAMHSA Notice of Award (NoA) for the **annual** budget award allotments
- Include all estimated Direct Costs plus Indirect Costs associated with each Budget Category
- DO NOT INCLUDE** In-kind contributions, match costs, or estimated carry over dollars
- Allocate a Budget Estimate for each Budget Category

You can SAVE your work and return to complete it later. If you don't Click SAVE, your information will be lost!

Part II. BUDGET ESTIMATES (cont.)

Step 4. Enter the Federal Grant Award Amount (as outlined in your NoA) for each year in the "Award Amount per Grant Year" row

- Refer to your SAMHSA **Notice of Award (NoA)** for the **annual** budget award allotments

Step 5. Select ONE METHOD for Entering Your Budget Information:

- Enter budget data by "**Whole Dollar Amount**" OR "**Percent of Annual Grant Award Amount**". **SELECT ONE METHOD!**
- DO NOT USE both methods! If you enter budget information by **dollar amount**, and change it to **percentage** (and vice versa converting from percentage to dollar amount), you will **LOSE** all entered data!

Step 6. Enter a Budget Estimate for each Budget Category for Year 1, Year 2, and Year 3. Consider the type of activities you plan to spend including all estimated Direct Costs (salaries, fringe benefits, travel, equipment, & supplies) plus estimated Indirect Costs (your organization's indirect costs rate) associated with each Budget Category:

1. SERVICES PROVISION (Direct-Client Treatment Services): Enter a "0" ZERO for all 3 yrs. Not Applicable for Infrastructure Development Grant Programs!

2. INFRASTRUCTURE DEVELOPMENT:

- Enter a budget estimate of grant funds that will be spent on the provision of infrastructure development activities consistent with PC2 and WD2 indicators such as:
 - developing new policy or changes, strategic and sustainability planning
 - building system capacity through gatekeeper trainings, workplace development activities
 - engaging/developing partnerships/collaborations with on/ off-campus services, organizations, providers
 - enhancing cross-system referral networks, information systems, & management information systems
 - building coalitions (i.e. establishing Active Minds Chapter, advisory boards, task forces, students of concern committees)
 - making systems changes (i.e. access to care, linkages, and integration of mental health and substance abuse)
 - developing/enhancing crisis response, intervention, postvention, management protocol and policies

3. DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT:

- Enter a budget estimate (**CANNOT EXCEED 20% of annual grant amount**) of time and resources for:
 - collection, management, analysis, and reporting of data for SPARS; and ICF cross-site evaluation requirements
 - Participation in optional webinar trainings; fidelity of program implementation and other process evaluation activities

4. MENTAL ILLNESS PREVENTION /MENTAL HEALTH PROMOTION ACTIVITIES:

- Enter a budget estimate of grant funds that will be spent on the provision of mental health awareness/prevention/promotion activities consistent with Awareness (AW1), Training (TR1), and T3 (Types/Target of Practices) Indicators such as:
 - public awareness campaigns, social marketing; engaging key stakeholders, promotion of the National Suicide Prevention Lifeline
 - outreach and awareness activities and events, product development and dissemination
 - life skills /wellness development; public information/education for students, parents and
 - mental health and substance use screenings, information and referral, case management, individual and/or group counseling
 - new media and safe messaging (internet, social networking)

5. GRANT ADMINISTRATION:

- Enter a budget estimate of time and resources that will be spent on overall project management and administration of the project such as:
 - preparing response to terms & conditions responses, annual program and financial federal reports
 - attending/ presenting at annual grantee meetings; participating in optional program monitoring calls with SAMHSA
 - preparing major budget/program modification requests, reconciling budgets, reviewing/managing project timelines
 - preparing optional SAMHSA post-award grant requests; coordinating with Business/Finance Office on grants payment, fiscal reporting and closeout

6. TECHNICAL ASSISTANCE: Enter a "0" ZERO in the cell for 3 years. Not Applicable!

STEP 7. STOP! REVIEW YOUR INFORMATION for accuracy! CLICK the SAVE Button or data will be lost!

- Are all of the budget cells for ALL YEARS filled in with a number?
- Is **ZERO "0"** entered for the **NON-Applicable Categories: SERVICES PROVISION** and **"TECHNICAL ASSISTANCE"** for all grant years?
- Are there any cells that have been left blank or empty? **GO BACK and fill them in!**
- Is the "Sum of Dollar Amounts" equal to the annual grant award OR the "Sum of Percents" equal to 100%?
- Is the estimate for "Data Collection/Evaluation" **less than 20%** of annual budget?

Step 8. If Yes to Step 7, then **CLICK** “Submit to GPO” to officially submit Annual Goals & Budget Estimate

Step 9. Your GPO will review & approve them; or recommend edits

How to Log In and Access the SPARS Data Entry System

Log into SPARS at web address: <https://spars.samhsa.gov>

For technical support or questions about your User Account and Password, contact the **SPARS Help Desk** Email: SPARS-support@rti.org; Telephone: 1-855-322-2746 Hours: M-F, 8AM-7PM (ET)

Once you log into SPARS > Data Entry & Reports > For CMHS Users > CMHS Data Entry, you will see a menu bar on the left side of the screen that allows for navigation. To enter your Annual Goals and Budget Information, select **Annual Goals & Budget** from the left menu.

Data Entry

Home > Data Entry Print

My Grants

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.

Remember!

- After you complete a section, click SAVE button at the top of each screen
- It is not necessary to complete all annual goals and budget section in one sitting. You can save your work and return to complete it later.