

SAMHSA Garrett Lee Smith **Campus** Suicide Prevention Program **SPARS Cheat Sheet: IPP Indicators –Cohort 12**

CMHS has developed indicators to collect performance data about Campus Suicide Prevention Grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. Grantees are required to collect IPP data on a **quarterly** basis into SAMHSA's Performance Reporting and Accounting System (SPARS). The **five (5)** indicators are: **Workplace Development Training (WD2); Training (TR1); Partnerships/Collaborations (PC2); Awareness (AW1), and T3 (Types/Targets of Practices)**

This "cheat sheet" provides operational definitions and criteria for each indicator to help you code and classify your activities and trainings.
<https://spars.samhsa.gov/>

Fiscal Year 2019 Quarterly Reporting Period and Deadlines

Quarter	Quarterly Reporting Period Federal Fiscal Year 2019	Grantee Deadline to Submit Data	GPO Deadline To Review Data	Grantee Deadline to Revise Data
1 st	Oct 1, 2018 to Dec 31, 2018	Jan 31, 2019	Feb. 29, 2019	March 31, 2019
2 nd	Jan 1, 2019 to March 31, 2019	April 30, 2019	May 31, 2019	June 30, 2019
3 rd	April 1, 2019 to June 30, 2019	July 31, 2019	Aug. 31, 2019	Sept. 30, 2019
4 th	July 1, 2019 to Sept 30, 2019	Oct. 31, 2019	Nov. 30, 2019	Dec. 31, 2019

Data is entered and reported on *quarterly* basis. The quarterly reporting period is based on the Federal Fiscal Year calendar.

Grantees are required to complete two SPARS requirements:

- 1) **Submit Annual Performance Goals & Budget Estimates due Jan 31, 2019** (see Checklist for instructions)
- 2) **Submit Quarterly Data by deadline; data entry requirement begins Quarter 2 (Quarter 1 is optional)**

IPP Indicator: **WORKPLACE DEVELOPMENT (WD2)**

The Number of People in the Mental Health and Related Workforce Trained in Specific Mental Health- Related Practices/Activities

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering WD2 on the Result Form	Tips and Resources
<p>Intent is to capture information on improvements in the workforce in addressing mental health issues related to suicide prevention <i>through trainings funded by the grant project.</i></p> <p><u>“People in Mental Health/Related Workforce”</u> are people who provide mental health prevention & treatment services as well as people in the related workforce who provide ancillary primary care services, mental health & behavioral health support services, and emergency care and crisis response.</p>	<p>“Trained” workforce members are considered trained when they have engaged in a process guided by a curriculum (syllabus, agenda, training manual), within a structured timeframe & with an identified trainer or training method.</p> <p>The goal of the training is to <i>improve</i> skills, knowledge, behaviors, and public awareness.</p> <p>Workshops & Educational Seminars that meet this intention and definition, qualify too.</p> <p><u>Types of Training:</u></p> <ul style="list-style-type: none"> -Gatekeeper Training -Policy/Crisis Response Protocol -Screening Procedures/Protocol -Suicide Risk Assessment and Management -Assessment and Referral -Suicide Intervention Training -Peer Educator Training -Post Vention Training -General Awareness Training 	<p><u>TYPE of Individuals to Count:</u> Report on the individuals who are mental health professionals and/or involved in related mental health workforce:</p> <ul style="list-style-type: none"> -Students & Staff with mental health/psychological/health education affiliation (e.g. School of Social Work; Nursing School, Medical School; School of Public Safety/Emergency Mgt.; Athletic Trainers in Health Dept.) -Campus Center Counselors & Clinicians -Hotline/Helpline Crisis Line staff -Emergency Care and Crisis Response workers -Peer Counselors -Student Health Workers -Mental Health and Substance Abuse Providers & counselors -Other Health Professionals -Primary Care (physical/student health)providers -Police; Public Safety workers -Campus police/safety -Clergy/religious advisor 	<p>On the Result Form, enter the following information in the quarter when the training was provided and completed:</p> <p><u>Result Name:</u> Enter the name/title of the training provided</p> <p><u>Result Description:</u> Enter description (2-3 sentence on 1) Who was trained; 2)Type of training provided and 3)Type of skills learned</p> <p><u>Result Number:</u> Enter the data on the line entitled “number” - total number of participants trained. Count the number of people who receive the training; NOT the number of training.</p> <p style="text-align: center;">EXAMPLE</p> <p><u>Result Name:</u> QPR Training for Counseling/Wellness Center</p> <p><u>Result Description:</u> Counseling center staff received Gatekeeper training.</p> <p><u>Result Number:</u> 5</p>	<p>YES, COUNT <i>The number of people who receive the training; NOT the number of trainings.</i></p> <p>NO, DO NOT COUNT Individuals who are reported under TR1</p> <p>NO, DO NOT COUNT Trainings funded outside the grant or funded by other agencies.</p> <p>Nothing new to report? You must record this as a valid data entry by checking the “No New Results” box</p>

IPP Indicator: TRAINING (TR1)

The Number of Individuals Who Have Received Training in Prevention or Mental Health Promotion

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering TR1 on the Result Form	Tips and Resources
<p><u>Intent is to capture</u> information on the <i>number of individuals</i> from the public who are NOT members of the mental health and related workforce who have received training in prevention or mental health promotion as a result of the grant in each quarter.</p> <p><i>These trainings are funded by the grant.</i></p> <p><u>Intent is to report on</u> individuals who are NOT mental health professionals and/or involved in related mental health workforce.</p> <p>The trainings are usually outside of these individuals' typical job duties.</p>	<p><u>“Prevention and Promotion”</u> enhances public awareness, knowledge, attitude, skills and behavior of mental health promotion, anti-stigma, and information/referral.</p> <p><u>“Training”</u> is a structured timeframe guided by instructional objectives, training resources (syllabus, agenda, training manual), and an identified trainer or training method. The goal of the training is to teach and <i>improve</i> skills, knowledge, behaviors, and awareness of suicide prevention</p> <p>NOTE: Workshops & Educational Seminars that meet this intention and definition qualify too.</p> <p><u>Types of Training:</u></p> <ul style="list-style-type: none"> -Gatekeeper Training -Policy/Infrastructure -Crisis Response Protocol -Screening Procedures -Informational and Referral -Post Vention Training -General Awareness Training 	<p><u>Information to Count:</u> The <i>number of people</i> who receive the training; NOT the number of trainings.</p> <p><u>TYPE of Individuals to Count:</u></p> <ul style="list-style-type: none"> -Campus Administrative Personnel (admissions; student life; registrar; library; clerical; nutrition, academic affairs, financial aid, etc.) -Teachers, Faculty, and Students -Faculty Support Staff -Research Assistants -Residence hall advisors -Student Government -Dean Provost -Student /Academic Advisors -Researchers/Evaluators -Student Affairs -Student Outreach Workers -Athletic coaches/Athletes -Facilities Maintenance Staff -Custodial /Cafeteria Staff -Greek Life and Other Student Clubs -Tutors/Learning Specialists -Family Members/caregivers -Community group members 	<p>On the Result Form, enter the following information in the quarter when the training was provided and completed:</p> <p><u>Result Name:</u> Enter the name/title of the training provided.</p> <p><u>Result Description:</u> Enter description (2-3 sentence on 1) Who received the training; 2)Type of Training Provided and 3) Type of Skills Learned</p> <p><u>Result Number:</u> Enter the data on the line entitled “number” - total number of participants trained.</p> <p style="text-align: center;">EXAMPLE</p> <p><u>Result Name:</u> QPR Training for Residence Hall Advisors at the East and West Dormitory buildings</p> <p><u>Result Description:</u> RAs received Gatekeeper training, a 2 hour training which included suicide prevention information and referral resources to use with the students in their hall.</p> <p><u>Result Number:</u> 270</p>	<p>NO, DO NOT COUNT</p> <p>Individuals who are reported under WD2 because these members are classified as part of the mental health workforce.</p> <p>YES, COUNT ONLY Trainings that are FUNDED by the grant.</p> <p>NO, DO NOT COUNT Trainings funded outside the grant or funded by other agencies.</p> <p>Nothing new to report? You must record this as a valid data entry by checking on the “No New Results” box</p>

IPP Indicator: PARTNERSHIPS/COLLABORATIONS (PC2)

The Number of Organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant

<p align="center">Intent, Key Points</p> <p align="center">Definition of Key Terms</p>	<p align="center">What are you counting?</p>	<p align="center">Guidelines for entering PC2 on the Result Form</p>
<p><u>Intent</u> is to report information on new relationships and partnerships developed as result of the grant.</p> <p><i>“Organizations”</i> include on/ off campus providers of behavioral health, mental health and related services.</p> <p>Includes State/local agencies, consumer, youth, or family member run organizations.</p> <p>Includes academic departments, campus groups, student run groups, committees, coalitions, advisory boards, and task forces.</p> <p><i>“Collaborating/Coordinating”</i> – process where two or more organizations work in partnership together toward a common goal.</p> <p><i>“Sharing Resources”</i>- allows others to use the means available to an organization for increasing outcome/goals. Includes personnel time, facilities, equipment, information, etc.</p>	<p><u>Information to Count:</u> Count the NUMBER Of ORGANIZATIONS in the collaboration; NOT the number of resources shared or the number of meetings held.</p> <p><i>Ask the Question:</i> <i>What are the new relationships that have been created as a result of the grant?</i></p> <ul style="list-style-type: none"> - Count new collaborations ONLY that are developed as a result of the grant; NOT collaborations that existed prior to the grant award. -If a new organization is added to an existing collaboration, count only that new organization. -Count the number of organizations that come together as a result of the grant, <i>even if the grantee isn’t involved</i> in the collaboration. -If one organization shares several resources, count the organization once. -If one organization collaborates on several different partnerships, count that organization once. -Count formal interagency agreements, MOUs, etc. <p>TIP!! DO NOT Count organizations that have been reported in previous quarters.</p>	<p>On the Result Form, enter the following information <i>in the quarter when</i> the collaboration(s) took place:</p> <p><u>Result Name:</u> Enter the name/ type of partnership</p> <p><u>Result Description:</u> Enter a description of 1) name of organizations 2) what they are collaborating on.</p> <p><u>Result Number:</u> Enter the total number of organizations who participated in the collaboration (DO NOT count yourself/the grant project)</p> <p align="center">EXAMPLE</p> <p><u>Result Name:</u> Faith-based Taskforce</p> <p><u>Result Description:</u> As a result of the grant and during this quarter, project met with five local area faith organizations to establish a new taskforce on suicide prevention awareness.</p> <p><u>Result Number:</u> 5</p> <p align="center">EXAMPLE</p> <p><u>Result Name:</u> Suicide Response Protocol MOU</p> <p><u>Result Description:</u> As a result of the grant and during this quarter, an MOU was developed with area local hospital and local community mental health providers to carry out risk assessment and intervention for at risk students.</p> <p><u>Result Number:</u> 2</p>

**IPP Indicator: AWARENESS (AW1):
The Number of Individuals Exposed to Mental Health Awareness Messages**

Intent and Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering AW1 on the Result Form
<p><u>Intent is to</u> capture information on <i>the number of individuals</i> exposed to mental health awareness messages presented as part of social marketing campaigns as a result of the grant in each quarter.</p> <p><u>Intent is to</u> increase awareness about anti-stigma, healthy help-seeking, information & referral services, and educational/awareness on suicide prevention.</p> <p><u>“Mental Health Awareness Messages”</u> enhance public awareness & knowledge about</p> <ul style="list-style-type: none"> -suicide prevention and risk factors -anti-stigma and help-seeking promotion -information & referral services and resources -promotion of National Suicide Prevention Lifeline -Means Restriction 	<p><u>“Exposed”</u> is education through media campaigns, websites, printed materials, public service announcements, billboards, assemblies, orientations, etc.</p> <p><u>Types of Mental Health Awareness Message Strategies</u></p> <ul style="list-style-type: none"> - Public Awareness Campaigns -Outreach & Awareness Activities/ Events (table-top displays and booths, etc.) -Outreach/Awareness Products (print media such as brochures, posters, flyers, newsletters, magnets; outdoor media such as billboards, bus signs; mass media such as internet & website, PSAs, Podcasts, TV, radio, campus TV station, emails; social media such as Facebook, Twitter) and mobile technology. -Wellness and Life skills Development Activities -Health Fairs, Prevention Awareness Walks -Presentations and Meetings -Hotline and Helpline Materials -Screening Programs - Orientations for parents and students 	<p><u>Information to Count:</u> Count the <i>number of individuals exposed to messages</i>; NOT the number of awareness messages.</p> <p><u>How to Calculate Estimated Number of Individuals Exposed:</u> Methods for estimating the number of individuals exposed will vary depending on the type of messaging process used. Estimates are percentages, averages, or proportions of individuals exposed to messages.</p> <p><u>Contact the billboard vendors, local TV & radio station, newspaper, etc. to get information on the following:</u></p> <ul style="list-style-type: none"> -average car traffic for number of drivers that saw a billboard -average viewing population of local TV station area -average number of listeners of a radio show exposed during a specific timeframe -average number of subscribers of newspaper (readership) <p><u>Estimates can also be based on the:</u></p> <ul style="list-style-type: none"> -number of new Facebook friends, followers or subscribers -number of hits on website -number of participants on attendance lists/sign-in sheets/registrations -number of visitors that approach booth or table top display -percentage of students attending event -number of students in campus’ portal email system -Number of times each podcast is downloaded/ played 	<p>On the Result Form, enter the following information in the quarter when the mental health awareness strategy took place and was completed:</p> <p><u>Result Name:</u> Enter the name/title of type of awareness strategy</p> <p><u>Result Description:</u> Enter a description (3-4 sentences on 1) type of awareness strategy, 2) goals and elements and 3) target audience.</p> <p><u>Result Number:</u> Enter the data on the line entitled “number” - total number of <i>individuals</i> exposed. This is an estimated number.</p> <p align="center">EXAMPLE</p> <p><u>Result Name:</u> Campus News4U Promotional Video Ads</p> <p><u>Result Description:</u> Closed circuit TV system ran video ads on Depression Screening targeted to students. Large screen displays are strategically placed in 6 high volume areas on campus. The number of viewers was conservatively calculated based on estimated foot traffic.</p> <p><u>Result Number:</u> 3,000</p> <p>TIP! No activities to report this quarter? You must record this by checking on “No New Results” box</p>

**IPP Indicator: Types/Target of Practices (T3):
The Number of People receiving mental health-related services**

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering T3 on the Result Form	Tips and Resources
<p>Intent is to capture number of people receiving mental health-related services as a result of the grant.</p>	<p>Types of services: Mental health and substance use screening, case management, individual and group counseling</p> <p>Mental Health-Related: mental health-related areas may include, for example, (but are not limited to) those pertaining to physical health, co-occurring disorders (mental illness and substance abuse disorders)</p>	<p><u>Information to Count:</u> The <i>number of people</i> receiving mental health-related services</p>	<p>On the Result Form, enter the following information in the quarter when the individual received the service:</p> <p>Result Name: Enter the name of the service.</p> <p>Result Description: Enter a brief description of service implemented.</p> <p>Result Number: Enter the number of people only in the quarter they received the service.</p> <p>If an individual is discharged from services in a given quarter and then returns, you would count them again in the quarter they return to receiving services</p> <p align="center">EXAMPLE</p> <p>Result Name: Depression Screening Day</p> <p>Result Description: Campus held a several depression screenings during Mental Health Awareness week. 32 Students participated in the screening.</p> <p>Result Number: 32</p>	<p>NO, DO NOT COUNT</p> <p>Do Not Count the number of practices/activities.</p> <p>YES, COUNT ONLY</p> <p>Count the number of people only in the quarter they received the services.</p> <p>Nothing new to report? You must record this as a valid data entry by checking on the “No New Results” box</p>

How to Enter Quarterly Data into SPARS System

NOTE: Data entry requirement begins Quarter 2; Quarter 1 is optional.

1. Go to SPARS online data entry/reporting system at <https://spars.samhsa.gov/>
2. **CLICK** on **Data Entry** tab; **CLICK** on **IPP** tab; **CLICK** on **Results List** tab
3. **SELECT** Indicator
4. **ENTER** description of *completed* training or activity on the **Result Form**
 - Submit data **only** on **completed** activities and trainings *in the quarter* it was completed
 - **DO NOT** enter data on activities that are “*in progress,*” “*in planning phase*” or “*pending*”
5. If you have **nothing new to report for a particular indicator**, you must record this as a **valid data entry** by checking the box “**No New Result**” on the **Result Form** (see next page for details)
6. **CLICK** on “Save-Finish” to complete entry
7. Repeat this process for all five indicators: AW1, PC2, WD2, TR1, and T3
8. After you submit your data, your GPO will review and either approve/disapprove or request revisions
9. If your GPO requests revisions, log into SPARS to edit/ revise data entries flagged as “Pending Grantee Revision”

Did You Know? SPARS is always live!

So you can enter **completed** trainings and activities *anytime* by the due date

DATA ENTRY REQUIREMENT! If you have nothing new to report for an Indicator in a given quarter, grantees are required to indicate this as a valid data entry by checking the “**No New Results**” box on the Result Form. The SPARS quarterly data entry system does not accept a “0”, so leaving a Result Record blank will be flagged as incomplete. **Grantees who do not complete quarterly data submission for each indicator will be identified as non-compliant.**

How to Enter a “NO NEW RESULT” on Result Form

Grantees are required to enter data only on **completed** activities and trainings **in the quarter** it was completed. **DO NOT** enter information on activities “in progress,” “in planning process,” or “pending.”

If you have no activity to report for a particular indicator, you are **required** to record this by entering a “**No New Result**” 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 *incomplete*. Follow these steps to enter a “No New Result” on a Result Form:

1. **GO** to the SPARS reporting system at <https://spars.samhsa.gov/>
2. **CLICK** on **Data Entry** tab; **CLICK** on **IPP** tab; **CLICK** on **Results List** tab
3. **SELECT** Indicator
4. **CHECK** box “**NO NEW RESULTS**” on the **Result Form** (see screen shot below)
5. **CLICK** on “**Save-Finish**” to complete entry

Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2019)

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

Grant Number: SM62515 (PHASE Project)

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.

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:

Check this box!

Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Number:

RESOURCES

SPARS Data Entry and Online Reporting System: <https://spars.samhsa.gov/>

➤ *Need help with understanding the operational definitions and criteria of the required indicators?*

➤ *Need help setting annual performance goals?*

Contact your Government Project Officer (GPO): Roz Blogier, Jennifer Cappella, or Portland Ridley



➤ *Questions about your User Account and Password? Need to request a new login account or reset your password?*

➤ *Having problems activating and logging into the SPARS system?*

➤ *Need technical support and help navigating SPARS screens to enter annual goals and budget estimates?
Or quarterly data?*

Contact the SPARS Help Desk at SPARS-Support@rti.org or call toll free: 855-322-2746; 8am-7pm EST

The best method is by ***email***.

Please copy **your GPO** on all email communications you have with the Helpdesk.