SAMHSA Performance Accountability & Reporting System **(SPARS)**

SPARS Training #1 of 2: *Annual Performance Goals & Budget Estimates*
GLS Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12)

Portland Ridley

Public Health Advisor

Substance Abuse and Mental Health Services Administration

U.S. Department of Health and Human Services

Tuesday, October 30, 2018

2:00-3:00pm Eastern Time

Parklawn Building, Rockville, MD

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How to Set and Enter Annual Performance Goals & Budget Estimates

Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12)

Tuesday, October 31, 2018 2:00pm to 3:00pm ET

Please Stay By
Training Webinar will begin shortly

For audio, please call 1-888-677-5727
Conference Number PMXW297100
Audience Pass code 1197338

If you are experiencing technical difficulties, please press *0

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Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

AGENDA

1. Overview of SPARS

2. Operational Definitions of Required Indicators

3. Setting and entering Annual Goals for each required Indicator

4. Setting and entering Budget Estimates

5. Accessing SPARS system, User Account and Password

Overview of SPARS

What is SPARS?

SAMHSA Performance Accountability & Reporting System

https://spars.samhsa.gov/

- Online platform for CMHS data entry and reporting (replaces "TRAC")

- Supports SAMHSA in meeting Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010 requirements

- Allows SAMHSA to measure programs and grantee performance

- Grantees enter/report data only on **"GRANT FUNDED"** activities

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Overview: SPARS has *two* program components

1. **Annual Performance Goals and Budget Estimates (AGB)**

❑ Submit goals/budget info **just once**; Due: Jan 31, 2019

❑ Modify future goals once a year, if needed

2. **Quarterly Data**

❑ Submit data on a **quarterly** basis

❑ Begin Data Entry: Second Quarter Data

❑ Second Quarter Data: Due April 30, 2019

❑ Next SPARS Training- February 2019

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1. Enter annual performance goals for required indicators:

- Workforce Development Training (WD2)
- Training of non-mental health professionals (TR1)
- Partnerships/Collaborations (PC2)
- Awareness (AW1)

2. Enter budget estimates for:

- Infrastructure Development
- Data Collection, Evaluation, Performance Measurement and Assessment
- Mental Illness Prevention and Mental Health Promotion Activities
- Grant Administration

3. Specify goals and budget estimates for each individual grant year

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Timeline for AGB Reporting

- New grantees enter AGB information into SPARS within 90 days of the start of grant funding; Grantee Deadline: December 31, 2018

- GPOs review and approve AGBs

- Grantees can update AGB information annually (at the beginning of each new Federal fiscal year during the first quarter

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

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Required Performance Indicators

PC2
- Partnerships and Collaborations

AW1
- Awareness

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
  - Do not count people who are members of the mental health workforce; they should be counted under WD2

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Intent:

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

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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

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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

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- **Partnerships/Collaborations (PC2)**
  - The number of organizations collaborating, coordinating, or sharing resources with other organizations as a result of the grant

- **Awareness (AW1)**
  - The number of individuals exposed to mental health awareness messages

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PC2: PARTNERSHIP/COLLABORATIONS

Intent

Report information on NEW relationships and partnerships developed as a result of the grant.

Count

The *number of organizations* in the collaboration

Examples

- Task forces
- Advisory Boards
- Coalitions
- Networks
- Information Referral Systems
- Crisis Response
- Policies and Protocols
- Trainings
- Infrastructure Development
- Formal Interagency Agreements, MOUs

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AW1: AWARENESS

Intent

– To increase public awareness and knowledge about suicide prevention and risk factors, anti-stigma & help-seeking, information & referral services, means restriction, National Suicide Prevention Lifeline, etc.

Count

– To capture information on the *number of individuals exposed* to mental health awareness messages

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

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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)

Set a *Numeric* Goal for Each Individual Project Period

- Year 1:   Sept. 30, 2018- Sept. 29, 2019

- Year 2:   Sept. 30, 2019- Sept. 29, 2020

- Year 3:   Sept. 30, 2020- Sept. 29, 2021

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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

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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

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SPARS Screen Shot: Enter Annual Goals for *each* grant year, for each indicator

Categories & Indicators	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)
Awareness			
AW1 - The number of individuals exposed to mental health awareness messages.			
Training			
TR1 - The number of individuals who have received training in prevention or mental health promotion.			

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".

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

➢ *Example*: TR1

➢ If you do not have a goal of training individuals (non-mental health/related workforce), then

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

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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

❑ *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

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Questions?

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Setting and Entering Budget Estimates into SPARS

Purpose of Entering Budget Estimates into SPARS

- Estimate how much of your annual Federal budget you plan to spend on the four SPARS *Budget* Categories

- Estimates are entered for **each** budget grant year; not cumulative

- Budget is not directly linked to the IPP Indicators

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Getting Started:

Resources You Need to Create Budget Estimates

1. Review Section B: Proposed Approach 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 SPARS Budget Categories

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There are 6 Budget Categories on the SPARS Screen

Create
Budget Estimates for

— Infrastructure Development

— Data Collection/Evaluation

— MH Promotion/Prevention

— Grants Administration

DO NOT
Create Budget Estimates for

• Services Provision (Direct-Client Treatment)

• Technical Assistance

Because these categories are

non-applicable,

you must enter a ZERO "0"

in the Cell for all 3 years

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Enter Budget Estimates for *each* grant year

Category	(9/30/2016 – 9/29/2017)	(9/30/2017 – 9/29/2018)	(9/30/2018 – 9/29/2019)	
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	
Percentage of Award Amount Accounted for:	0%	0%	0%	

✓ Enter your Federal Grant Award for **each** year in "Award Amount per Grant Year" row

✓ Refer to your Notice of Award (NoA) for your Federal Grant Amount allocations

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Step 2. Select **ONE** method for entering your Budget Estimates

✓ Enter budget data by "Dollar Amount" OR "Percent of Annual Grant Award Amount"

✓ Select only <u>ONE</u> Method

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Step 3. Enter a budget estimate amount for each budget category for each grant year

As you develop an estimate, consider the following:

✓ The type of activities you plan to spend within each category

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

✓ DO NOT include: in-kind contributions, match costs, or carry over dollars

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Budget Estimates

DO NOT include
in-kind contributions,
match costs,
or projected carry over dollars

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1. SERVICES PROVISION (Direct-Client Treatment Services)

Enter a "0" ZERO in the cell

This budget category is NON-APPLICABLE

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2. INFRASTRUCTURE DEVELOPMENT

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

- Developing new policies and sustainability planning

- Building system capacity through workplace development trainings

- Enhancing cross-system referral networks

- Developing suicide prevention response protocols

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3. DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT

Enter a budget estimate spent on activities involved in:

– Collection, management, analysis, & reporting of data for your cross-site evaluation, GPRA, SPARS, SAMHSA reports

– Efforts related to fidelity of program implementation and other process evaluation activities

Estimate **CANNOT exceed 20%** of annual grant amount

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4. 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 programs; information & referral
- life skills /wellness development

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5. 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

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6. TECHNICAL ASSISTANCE

Enter a "0" ZERO in the cell

This budget category is

NON-APPLICABLE

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Budget Category	Year One Grant Award	Year Two Grant Award	Year Three Grant Award
	100,000	95,000	105,000
1. Services Provision	0	0	0
2. Infrastructure Development	30%	35%	40%
3. Data Collection/Evaluation	20%	15%	15%
4. Prevention & Promotion	30%	35%	40%
5. Grant Administration	20%	10%	10%
6. Technical Assistance	0	0	0
Sum	100%	100%	100%

Log In and Data Entry Demonstration of Annual Performance Goals and Budget Estimates (AGB)

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How to Request a SPARS Account

- A SPARS account is needed to enter AGB information

- 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

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SPARS Homepage

Data Entry & Reports for CMHS Users

Data Entry

AGB Infrastructure Indicators

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		

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AGB Prevention and Mental Health Promotion Indicators

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.
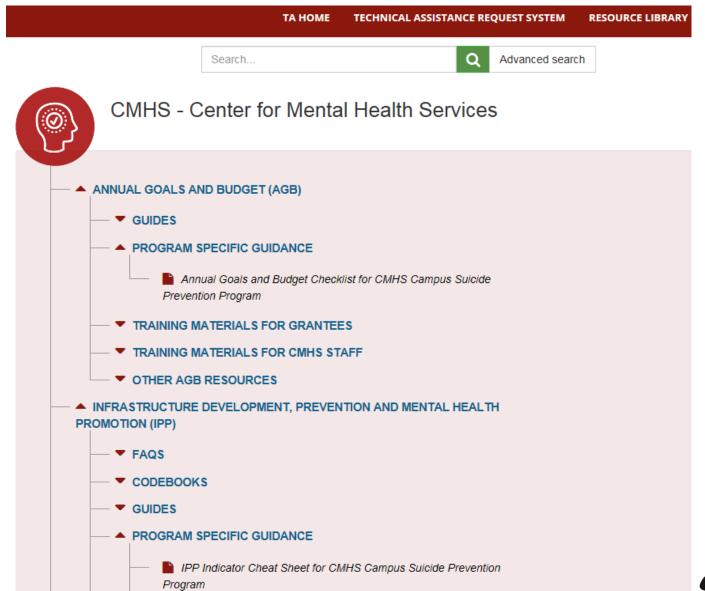
Previous Year	Current Year	Next Year

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		

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Budget Category	Year One Grant Award	Year Two Grant Award	Year Three Grant Award
	100,000	95,000	105,000
1. Services Provision	0	0	0
2. Infrastructure Development	30%	35%	40%
3. Data Collection/Evaluation	20%	15%	15%
4. Prevention & Promotion	30%	35%	40%
5. Grant Administration	20%	10%	10%
6. Technical Assistance	0	0	0
Sum	100%	100%	100%

SPARS Resource Library

SPARS Annual Goals and Budget Estimates
Due: April 30, 2019

❑ **Log into SPARS and enter Annual Goals ALL Indicators for Year 1; Year 2; and Year 3**

❑ **After you enter Annual Goals, enter Budget Estimates**

❑ **Enter budget estimates for Year 1; Year 2; & Year 3**

❑ **Click on "Submit to GPO" for review/approval**

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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

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SPARS Staff Resources

➢ SAMHSA Government Project Officer (GPO):

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

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Customized SPARS Resources

- **Cheat Sheet**: Required Indicators

- **2-Page Step by Step Checklist**: Setting & Entering Annual Goals & Budget Estimates

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Questions?

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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)