

# SAMHSA Performance Accountability & Reporting System (SPARS)

## New Grantee Training: SAMHSA Suicide Prevention Lifeline Crisis Center Follow-Up Expansion Grant

SM-19-008

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

Tuesday, July 22, 2020

2:00-3:00pm Eastern Time



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

# SPARS Training

## SAMHSA Suicide Prevention Lifeline Crisis Center Follow-Up Expansion Grant

*Please Stay By*

*Training Webinar will begin shortly*

For audio, please call 1-888-982-4497  
Conference Number PWXW 1528802  
Audience Pass code 6108584

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](http://www.sprc.org)

# Key SPARS Resources

- 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

# AGENDA

1. Overview of SPARS
2. Operational Definitions of Required Indicators
3. Reporting Requirements
  - Annual Performance Goals
  - Quarterly Data Entry Requirements
4. Accessing SPARS system, User Account and Password
5. SPARS Resources

# SAMHSA's Performance Accountability and Reporting System (SPARS)

- 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
- GPO provides program/content guidance and trainings on SPARS
- SPARS Help desk provides tech support with log in and access, password resets

The screenshot shows the SAMHSA SPARS website. At the top, there is a search bar and a "Search" button. Below the search bar is a navigation menu with links for "Home", "Data Entry & Reports", "Training", "Technical Assistance", and "Help". The main content area features a "Welcome to SPARS!" message, followed by the title "SAMHSA's Performance Accountability and Reporting System" and a paragraph describing the system. A "Learn More" link is provided. Below this are two columns: "Announcements" and "Quick Links".

**Announcements**

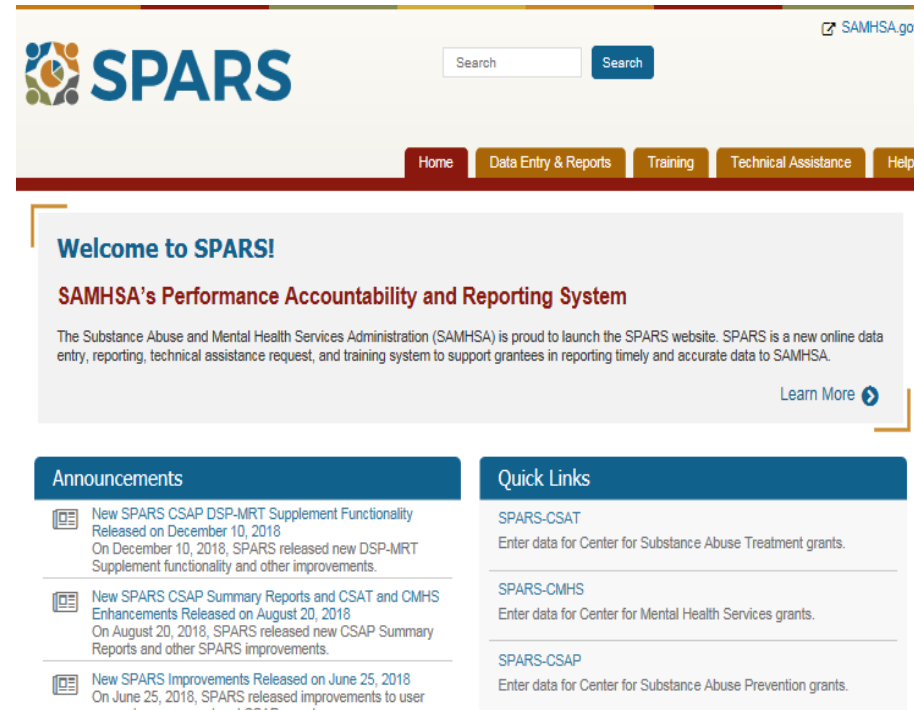
- New SPARS CSAP DSP-MRT Supplement Functionality Released on December 10, 2018  
On December 10, 2018, SPARS released new DSP-MRT Supplement functionality and other improvements.
- New SPARS CSAP Summary Reports and CSAT and CMHS Enhancements Released on August 20, 2018  
On August 20, 2018, SPARS released new CSAP Summary Reports and other SPARS improvements.
- New SPARS Improvements Released on June 25, 2018  
On June 25, 2018, SPARS released improvements to user account management and CSAP reports.

**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.

# SPARS is used for Performance Measurement

- Monitors how well we're doing in reaching goals
- Board shallow snapshot
- Indicators to measure progress
- Early warning system to management & tool for public accountability
- Continual measurement and reporting of indicators



The screenshot shows the SPARS website interface. At the top, there is a search bar and a "Search" button. Below the search bar is a navigation menu with links for "Home", "Data Entry & Reports", "Training", "Technical Assistance", and "Help". The main content area features a "Welcome to SPARS!" message, followed by the title "SAMHSA's Performance Accountability and Reporting System" and a brief description of the system. Below this, there are two columns: "Announcements" and "Quick Links".

**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**

- New SPARS CSAP DSP-MRT Supplement Functionality Released on December 10, 2018**  
On December 10, 2018, SPARS released new DSP-MRT Supplement functionality and other improvements.
- New SPARS CSAP Summary Reports and CSAT and CMHS Enhancements Released on August 20, 2018**  
On August 20, 2018, SPARS released new CSAP Summary Reports and other SPARS improvements.
- New SPARS Improvements Released on June 25, 2018**  
On June 25, 2018, SPARS released improvements to user account management and CSAP reports.

**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.

# Overview: SPARS has two program components

## 1. Annual Performance Goals

- Submit goals/budget info **just once**; Due: August 31, 2020
- Modify future goals once a year, if needed

## 2. Quarterly Data

- Submit data on a **quarterly** basis
- Begin Data Entry: First Quarter Data
- 1<sup>st</sup> Quarter Data Due: Jan 31, 2021
- Prior Quarter Data is optional



# Required Performance Indicators

PC2

- Partnerships & Collaborations

O1

- Outreach

S1

- Screening

R1

- Referral

AC1

- Access

## Required IPP Indicators (*continued*)

- 1. Partnerships/Collaborations (PC2)** The *number of organizations* collaborating, coordinating, or sharing resources with other organizations as a result of the grant
- 2. Outreach (O1)** The *number of individuals* contacted through program outreach efforts

## Required IPP Indicators (*continued*)

**3. Screening (S1)** The *number of individuals* screened for mental health or related interventions

**4. Referral (R1).** The *number of individuals* referred to mental health or related services

**5. Access (AC1)** The *number and percentage of individuals* receiving mental health or related services after referral

# PC2: PARTNERSHIPS

## Intent

Report information on organizations who are collaborating for the first time as a result of the grant.

## Count

The *number of organizations* in the collaboration

## Examples

- Task forces, Advisory Boards
- Coalitions
- Networks
- Data Sharing and Referral Systems
- Policies and Protocols
- Trainings
- Informal or Formal agreements

# PC2: Partnerships/Collaborations

## Count

- Number of organizations collaborating, coordinating or sharing resources with other organizations as a result of the grant
- Count the number of organizations collaborating *for the first time*
- For subsequent quarters, count any new organizations added to the collaboration
- Count the organization only **ONCE** during the life of the grant

## Do Not Count

- Organizations in collaborations that existed *prior* to the grant award
- Number of meetings held
- Number of resources shared
- Organizations that have been reported in previous quarters (this is a duplicated count)
- Grant project (yourself!)

# O1: OUTREACH

## Intent

to capture information on one-on-one contacts with individuals using outreach or other strategies to increase participation in and access to treatment services for the population in focus as a result of the grant

## Count

- the number of individuals; not the number of contacts
- the number of individuals you have reached; not attempted for follow-up (the number of “enrolled” participants)
- The number of individuals you are “enrolling” in follow-up programs

# Screening (S1):

## Who are you counting?

### Count

- Number of Individuals screened for mental health or related intervention in the given quarter; not the number of interventions
- Screened **for initial identification** of those who may be in need of specific intervention;

### DO NOT COUNT

- Ongoing monitoring to assess individual progress/status

### Count: Examples

- Count local, NSPL callers, ED and inpatient psychiatric hospital consumers: anyone **eligible** for follow-up services through your grant.
- Include people who were screened in the ED if they were screened as part of the grant.
- Eligible individuals are those that were expressing suicidal behavior within 48 hours of contact.

# Referral (R1): Who are you counting?

## Count

- Number of *Individuals* referred for mental health or related services **in the given quarter**
- Enter the number of individuals among those followed up by center that are referred to mental health or related services at the time of the baseline crisis call or at follow-up

## Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status



# Submit 2 results for R1:

- The **first result** should FOCUS ON **direct mental health** referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines.
- The **second result** should FOCUS ON **all other** referrals. Examples of “other referrals” would include homeless shelters, food banks, credit counselors, etc.

# Access (AC1): Who are you counting?

## Count

- Number of Individuals receiving mental health or related services **after** referral *in the that quarter*
- Numerator: Total number of individuals who have been referred and are receiving mental health and related services
- Denominator: Total number of individuals referred

## Do Not Count

- Number of Services
- Ongoing monitoring to assess individual progress and status

# Access (AC1):

## For the numerator:

- referrals should be counted as being received in the quarter that the individual actually received the service.
- if a referral is made in one quarter, but the individual didn't receive the service until the next quarter, count it in the quarter in which the service was received.

# Submit 2 Results for AC1

- The **first result** should focus on **direct mental health** referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines. Numerator = of those referred for mental health services, the number who are receiving mental health services. Denominator = total number of individuals referred for mental health services.
- The **second result** should focus on **all other** referrals. Examples of “other referrals” would include homeless shelters, food banks, credit counselors, etc. Numerator = of those referred to “other services” the number who are receiving other services. Denominator = total number of individuals referred for other services.

# SPARS Quarterly Data Entry 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
1 <sup>st</sup>	Oct. 1–Dec. 31	Jan. 31	Feb. 28	Mar. 31	Apr. 1
2 <sup>nd</sup>	Jan. 1–Mar. 31	Apr. 30	May 31	June 30	July 1
3 <sup>rd</sup>	Apr. 1–June 30	July 31	Aug. 30	Sept. 30	Oct. 1
4 <sup>th</sup>	July 1–Sept. 30	Oct. 31	Nov. 30	Dec. 31	Jan. 1

# SPARS Quarterly Data Entry Requirements

- Enter a Result Record Form(s) **for each indicator** by the deadline.
- SPARS is always live; data can be entered any time by the deadline
- 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

# Requirements for Reporting IPP Results

- IPP Record Result Form 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





[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.





# Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”

The screenshot displays the SAMHSA Data Collection Tool Resources interface. At the top, a navigation bar contains five buttons: Home, Data Entry & Reports, Training, Technical Assistance, and Help. The "Data Entry & Reports" button is highlighted with a red border. Below this bar, three tabs are visible: "- for - CSAT Users", "- for - CMHS Users", and "- for - CSAP Users". The "CMHS Users" tab is highlighted with a red border. The main content area has a dark blue background and features the heading "CMHS Users" followed by the instruction: "Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data." Below this text is a link: "For more information visit the [Center for Mental Health Services](#)" with a right-pointing arrow. To the right of the text is a red circular icon containing a white silhouette of a head with a checkmark inside. At the bottom of the main content area, three buttons are displayed: "CMHS Data Entry", "CMHS Data Download", and "CMHS Reports". The "CMHS Data Entry" button is highlighted with a red border. In the bottom right corner, there is a search bar with a magnifying glass icon and the text "Search Data Collection Tool Resources".

## 2. Select “Data Entry” and then advance to “IPP” via Dropdown Menu



**SPARS** Center for Mental Health Services  
User: Carolina Holt  
Roles: Admin

### Data Entry

Home > Data Entry Print

- My Grants
- Admin
- 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.

# Results List

Home > Data Entry > IPP > Results List

Print | Cancel

[View Glossary](#)

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

## 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 button.

Program:  ▼

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.

My Grants

Admin

Data Entry

Annual Goals & Budget

Services

IPP

Required Indicators

Results List

Data Download

Program: Campus Sul | Cohort: Campus Sul | FFY: 0 | FFQ: 0 | Grant ID: SP0001024 | Org Name: Name1038

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<sup>1</sup>. 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:

<sup>1</sup> 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

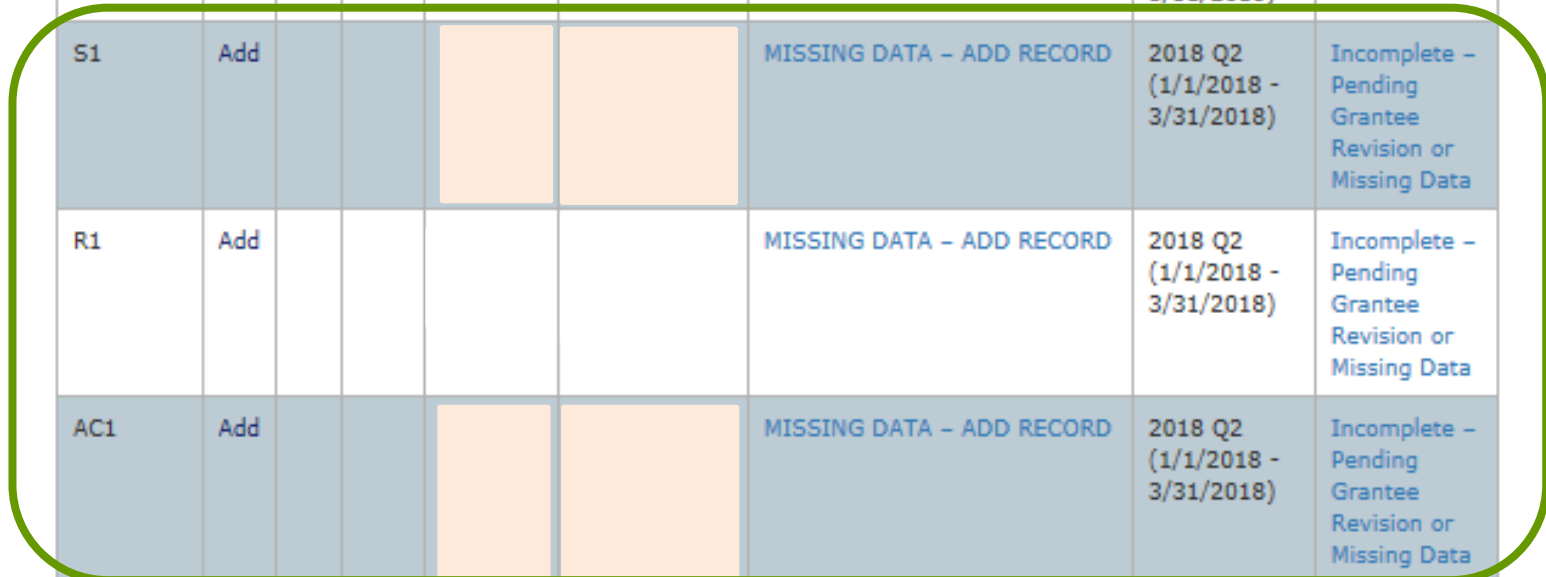
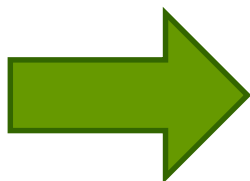
Save - Finish

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

## 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

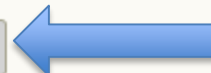



# Result Record

(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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM82088 (Dupage County Health Department Crisis Center Follow-up Program)


Date Range Result Was Completed: FFY 2020 Quarter 2 (Jan. 1 2020 - Mar. 31 2020) 

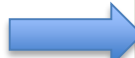
Indicator: Partnership/Collaboration - PC2 

PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.

<sup>1</sup> 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: Glen Ellyn Fire Department/EMS 

Result Description:(Do not exceed 550 characters.)  
DCHD has a formalized a partnership with Glen Ellyn Fire Department and EMS to improve access to follow-up care for individuals presenting with depression and suicidal behaviors in our community. Through this partnership, emergency medical responders are able to transport community members directly to DCHD to assess treatment needs and refer to the appropriate level of care. This partnership results in expedited linkage to mental health services and avoids unnecessary transport to local hospital emergency departments. 

Number: 1  

## 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 one federal fiscal year quarter<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM82088 (Dupage County Health Department Crisis Center Follow-up Program)

Date Range Result Was Completed: FFY 2020 Quarter 2 (Jan. 1 2020 – Mar. 31 2020) ▼

Indicator: Screening - S1 ▼

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

<sup>1</sup> 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 Safety Assessment

Result Description:(Do not exceed 550 characters.)

Of the 242 total individuals screened for DCHD Crisis Follow-Up Services, 75 individuals were screened using the Suicide Safety Assessment. All 75 of these individuals were screened by DCHD staff during calls to the National Suicide Prevention Lifeline identified as being appropriate for and agreeable to follow-up services.

Number: 75

**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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed:

Indicator:

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

<sup>1</sup> 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.)

Number:



**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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

R1

Grant Number: SP0002150 (Not a training grantSP0002150)

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.

<sup>1</sup> 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:

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

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<sup>1</sup>. 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.

<sup>1</sup> 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:

**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<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM82086 (Crisis Center Follow-up Expansion)

Date Range Result Was Completed: FFY 2020 Quarter 3 (Apr. 1 2020 – Jun. 30 2020) ▼

Indicator: Access - AC1 ▼

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

<sup>1</sup> 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: Referred individuals Mental Health

Result Description:(Do not exceed 550 characters.)  
During this quarter, 249 individuals were provided referral to mental health services. Out of the 249 individuals, 232 individuals followed through with referrals.

Numerator: 232


Denominator: 249

Percentage: 93.17%

# No New Result Example

**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<sup>1</sup>. 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.

<sup>1</sup> 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:

- Accessing and logging into SPARS system
- Entering data, editing data and navigating the screens

## 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](mailto:SPARS-Support@rti.org)

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at [www.sprc.org](http://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

“Goals-Based” type evaluation  
used to assess & monitor the extent your project  
is meeting its goals

# What is an Annual Performance Goal?

It is a Numeric Value Set for Each Required Indicator

PC2

- Partnerships

O1

- Outreach

S1

- Screening

R1

- Referral

AC1

- Access



# Set a *Numeric* Goal for Each Individual Project Period

- Year 1: May 31, 2020 – May 30, 2021
- Year 2: May 31, 2021- May 30, 2022
- Year 3: May 31, 2022- May 30, 2023

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

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

a

– **For O1**, enter the total number of individuals that will be contacted through program outreach efforts

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

**For S1,** enter the total number of *individuals* who will be screened for mental health or related interventions

**For R1,** enter the total number of *individuals* who will be referred to mental health or related services

**For AC1,** enter the total *percentage of individuals* who will receive mental health or related services after referral

# 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: PC2, O1, S1,R1, AC1
- 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** IPP Indicator to calculate your goals
- Identify* which IPP Indicator (s), if any, is **NOT** a Goal of your project

## 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”.

# 1. Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”

The screenshot shows the SAMHSA Data Entry & Reports interface. At the top, there is a navigation bar with buttons for Home, Data Entry & Reports, Training, Technical Assistance, and Help. Below this, there are three tabs: - for - CSAT Users, - for - CMHS Users, and - for - CSAP Users. The CMHS Users tab is selected and highlighted with a red border. Below the tabs, there is a main content area with a blue background. On the left, there is a heading "CMHS Users" followed by the text "Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data." Below this text, there is a link "For more information visit the Center for Mental Health Services" with an external link icon. On the right side of the main content area, there is a red circular icon containing a white silhouette of a head with a checkmark inside. Below the main content area, there are three buttons: CMHS Data Entry, CMHS Data Download, and CMHS Reports. The CMHS Data Entry button is highlighted with a red border. At the bottom right of the main content area, there is a search bar with a magnifying glass icon and the text "Search Data Collection Tool Resources".

## 2. Select “Data Entry” and then advance to “Annual Goals” via Dropdown Menu

**SPARS** Center for Mental Health Services  
User: Carolina Holt Roles: Admin

### Data Entry

Home > Data Entry Print

- ▶ My Grants
- ▶ Admin
- ▶ **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.

# 3. For each Indicator, enter goal for each, individual project year

## Prevention and Mental Health Promotion Indicators

Home > Data Entry > Annual Goals & Budget > Prevention and Mental Health Promotion Indicators

Print | Cancel Save Previous Next

My Grants

Admin

Data Entry

**Annual Goals & Budget**

Services

IPP

Data Download

### 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	
<b>Categories &amp; Indicators</b>	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)	(9/30/2022 - 9/29/2023)	
Screening						
S1 - The number of individuals screened for mental health or related interventions.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Referral						
R1 - The number of individuals referred to mental health or related services.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



# 4. On Grantee Approval/Submission screen, select “Save And Quit” or “Submit for Approval”

## Grantee Approval/Submission

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

 Print |  Cancel  Save  Previous  Next

▶ 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.

# Contact SPARS Help Desk for:

- Accessing and logging into SPARS system
- Entering, editing data and navigating the screens

## **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](mailto:SPARS-Support@rti.org)

# Questions?

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)

# How to Set Up Your SPARS Account

- A SPARS account is needed to enter data
- Grantee Project Director completes User Account Form
- Email form to Portland Ridley,  
[Portland.ridley@samhsa.hhs.gov](mailto:Portland.ridley@samhsa.hhs.gov)
- Form due July 31, 2020

# CMHS Grantee Information Form



## 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 1-855-322-2746 or email [spars-support@ctf.org](mailto:spars-support@ctf.org)

DATE FORM COMPLETED:	
Grant Award Number:	
Program Name (FOA):	
Program Short Name/Acronym (e.g., CMHI, SOCKI, PBHCI):	
Grant Title:	
Organization Name: (Name of the Organization your Grant was awarded to)	
IPP Info Needed	
Cohort:	
Start Date:	
End Date:	
Total Budget:	
Goal Start Date:	
SAMHSA GPO:	
PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
ALTERNATE PROJECT DIRECTOR:	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	

1

Work or Cell Phone?	
<b>STAFF MEMBER(S) WHO NEED ACCOUNT(S) TO ENTER AND VIEW YOUR GRANT(S) DATA.</b>	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
First & Last Name:	
City/State:	
E-mail Address:	
Phone Number/Ext.:	
Work or Cell Phone?	
Account Type— PD/APD/Grantee	
<b>STAFF TO BE SENT EMAIL NOTIFICATION(S) ONLY – THEY WON'T ENTER OR VIEW GRANT DATA.</b>	
First & Last Name:	
E-mail Address:	
First & Last Name:	
E-mail Address:	
<p>SPARS does not accept client data that includes any client identifier such as client name, mother's maiden name, birthdate, or social security number or any portion of these. Please confirm that your Client ID does not contain any of these identifiers.</p> <p><input type="checkbox"/> Yes, I understand and confirm that our Client ID does not include identifiers.</p>	

**UPDATES:** It is critical that THE PROJECT DIRECTOR contact the SPARS Help Desk at 1-855-322-2746 or email [spars-support@ctf.org](mailto:spars-support@ctf.org) when there are any questions about completing this form or changes to the information above. Thank you.

2

# Reminder:

## 1. Annual Performance Goals

Submit goals/budget info **just once**; Due: August 31, 2020

- Modify future goals once a year, if needed

## 2. Quarterly Data

- Submit data on a **quarterly** basis
- Begin Data Entry in First Quarter: Due Jan 31, 2021
- Prior quarter data (optional)

# Contact SPARS Help Desk for Tech Support

- Changing your account/Adding new users to your account
- Password Resets
- Accessing and logging into SPARS system
- Entering data, editing data, navigating the screens
- Running Performance Reports

## SPARS Help Desk

Hours: Monday – Friday

8:00 a.m. to 7:00 p.m. (EST)

E-mail: [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org)

Phone: 1-855-322-2746

# 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 log in, user account, passwords, and navigating screens

- ✓ Phone: 1-855-322-2746
- ✓ Email: [SPARS-support@rti.com](mailto:SPARS-support@rti.com)



# Key SPARS Resources

- 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

# Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be  
posted at

SPRC website at [www.sprc.org](http://www.sprc.org)

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](mailto:Portland.ridley@samhsa.hhs.gov)

[www.samhsa.gov](http://www.samhsa.gov)

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