

SAMHSA Performance Accountability & Reporting System (SPARS)

GLS Campus Suicide Prevention Grant Program: New Grantee Training (Cohort 12 & 13)

Please Stay By

Training Webinar will begin shortly

For audio, please call 1-888-942-8618
Conference Number PMXW8654772
Audience Pass code 3331576

If you are experiencing technical difficulties, please press *0

Portland Ridley

Public Health Advisor

Substance Abuse and Mental Health Services Administration

U.S. Department of Health and Human Services

Wednesday, February 6, 2019

12:30-2:00pm Eastern Time

Parklawn Building, Rockville, MD



SAMHSA
Substance Abuse and Mental Health
Services Administration

Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

Overview: SPARS has two program components

1. Annual Performance Goals and Budget Estimates (AGB)

- Submit goals/budget info **just once**
- Cohort 12 Deadline: January 31, 2019
- Cohort 13 Deadline: March 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

Required SPARS Performance Indicators

PC2

- Partnerships and Collaborations

AW1

- Awareness

TR1

- Training (*non-mental health professionals*)

WD2

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

T3

- Types/Target of Practices

- **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

TR1 and WD2: Training Indicators

- **Count** the number of people who completed the training, *not* the number of trainings.
- **Do not count** trainings funded outside the grant or funded by other agencies.

WD2 and TR1: Training Indicators

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

- 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
- 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

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

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

AW1: Types of Mental Health Awareness Messages

Products

Mixed media materials, print media, radio and TV, social/new media

Activities and Events

Health fairs, “suicide prevention awareness” walks, conferences, life skills/wellness workshops, assemblies, and parent and student orientations

Public Awareness Campaigns

Systematic coordinated campaign centered around a singular message (i.e. “Ask a Question, Save a Life”; “R U OK?”)

AW1: Awareness: *Who are you counting?*

Count

- The **number of individuals** exposed to the messages

Do Not Count

- The **number of messages** (i.e. flyers, magnets, newsletters, stress balls, brochures, websites, PSAs, meetings)

AW1: How to calculate the estimated number of individuals exposed or “reached”

Community Newsletters
Local Newspapers

- Average number of subscribers of newspapers
- Average weekly readership

Internet Email
Campus Website
PSAs
TV and Radio
Campus Video Displays

- Number of students in campus’ portal email system
- Number of hits on website
- Average viewing population of local TV station
- Average “listening” population of radio show
- Proportion or percentage of students or “foot traffic”

AW1: How to calculate the estimated number of individuals exposed or “reached”

Assembly Presentations

Life skills/Wellness
Workshops

Seminars/ Orientations

Parent Orientations

Advisory Board Mtgs

Conferences

- Number of participants on attendance lists or sign-in sheets
- Number of individuals signed up for screening
- Number of registrations

AW1: How to calculate the estimated number of individuals

Awareness Walks (Out of
Darkness)
Suicide Prevention
Week
Health Fairs

- Number of visitors that approach booth or table-top display
- Percentage of student population participating in event

AW1: How to calculate the estimated number of individuals exposed

Bill Boards, Bulletins

Bus Media (Bus/shuttle signs,
bus stop benches and shelters)

Commuter Rail

- Call Vendor for information on estimated “vehicular or pedestrian” traffic”
- Percentage of student population who visit malls, attend stadium events, etc.
- Percentage of commuter students

Digital Signage

Posters (bicycle racks,
restroom displays,
stadiums)

Public Awareness
Campaigns

- Percentage or proportion of student population in hallway, dorm, student union , etc
- Contact marketing vendor

AW1: How to calculate the estimated number of individuals exposed

Facebook
MySpace
Blogs
Podcasts

- Use the online account to access number of fans or new friends
- Count the number of people who visited page in a specific time frame
- Count how many times each podcast is downloaded or played

Twitter
Text Messaging

- Count the number of twitter followers generated by “click-throughs”
- Count the number of subscribers

PC2 : PARTNERSHIP/COLLABORATIONS

The number of organizations collaborating, coordinating, and resource sharing with other organizations as a result of the grant to improve mental health-related practices/activities that are consistent with the goals of the grant

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

PC2: Partnerships/Collaborations

What are you counting?

Count

- Organizations (**new collaborators**) developed as a result of the grant
- If a new organization is added to an existing collaboration, count only the new organization

Do Not Count

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

PC2: Ask yourself the question:

What new relationships have been created as a result of the grant?

- On/Off campus providers of behavioral health or related services such as
 - health/primary care
 - mental health/substance providers
 - hospitals
 - law enforcement
 - faith-based
 - crisis response
- Academic depts.
- Student run groups
- State/local agencies
- Advisory boards
- Consumer, youth or family run organizations

T3: Types/Target of Practices

- The Number of People receiving mental health-related services

Types of services:

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

T3: Types/Target of Practices

- YES, COUNT ONLY
- Count the number of people only in the quarter they received the services.
- NO, DO NOT COUNT
- Do Not Count the number of practices/activities.

Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be
posted at

SPRC website at www.sprc.org

SPARS Quarterly Data Entry Requirements

- SPARS is always live; data can be entered any time by the deadline
- Submit data every quarter
- Enter data only on *completed* activities & trainings *in the quarter* it was completed
- DO NOT enter data on activities that are *“in progress”* or *“pending”*
- Nothing new to report? Click on “No New Results” which is a valid data entry
- After you submit your data, your GPO will review, approve/disapprove or request revisions

IPP Reporting Timeline

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

Quarterly Data Reported on a Result Record Form

- Result Record Form has 3 parts
 - Name
 - Description
 - Number
- Results/Data should be:
 - Reported every quarter in SPARS
 - For completed activities only
- If there is no new activity to report, click on “No New Result” box on the form

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

[View Glossary](#)

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

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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001024 (Not a training grantSP0001024)

Date Range Result Was Completed: ▼

Indicator: ▼

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

If there were no new results, check this box:

Result Name:

Result Description: (Do not exceed 550 characters.)

Save - Add New | Save - Finish



[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.



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.

Result List

Home > Data Entry > IPP > Results List > Result List

 Print |  Cancel |

[View Glossary](#)

Results List

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Indicator			Grant ID	Organization Name	Result Name	FFY Quarter	Status
WD2	Add		SP0001916	Name1548	MISSING DATA – ADD RECORD	2018 Q1 (10/1/2017 - 12/31/2017)	Incomplete – Pending Grantee Revision or Missing Data
PC2	Add		SP0001916	Name1548	MISSING DATA – ADD RECORD	2018 Q1 (10/1/2017 - 12/31/2017)	Incomplete – Pending Grantee Revision or Missing Data
AW1	Add		SP0001916	Name1548	MISSING DATA – ADD RECORD	2018 Q1 (10/1/2017 - 12/31/2017)	Incomplete – Pending Grantee Revision or Missing Data
TR1	Add		SP0001916	Name1548	MISSING DATA – ADD RECORD	2018 Q1 (10/1/2017 - 12/31/2017)	Incomplete – Pending Grantee Revision or Missing Data

▶ My Grants

▶ Admin

▼ Data Entry

Annual Goals & Budget

Services

▼ IPP

Required Indicators

▼ Results List

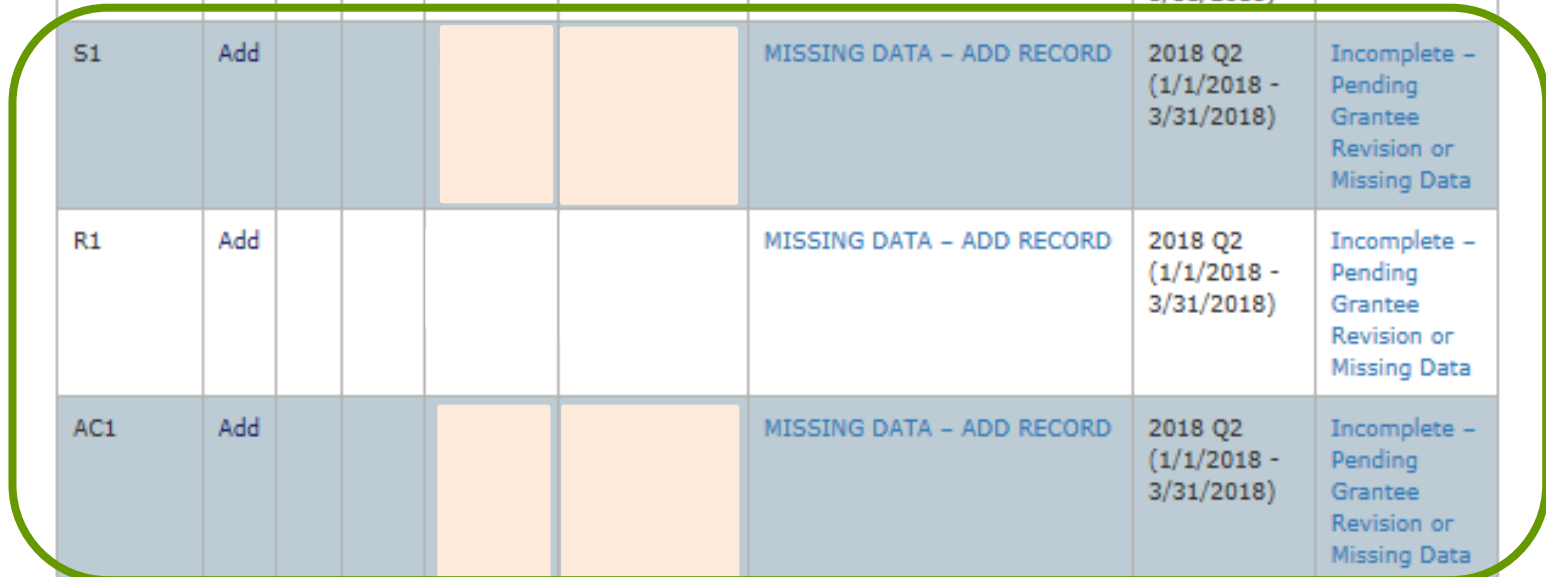
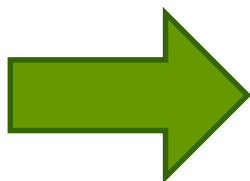
▶ Data Download

- ▶ 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



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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001024 (Not a training grantSP0001024)

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

Indicator: Workforce Development - WD2 ▼

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

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

If there were no new results, check this box:

Result Name:

Suicide risk assessment overview for trainees

Result Description: (Do not exceed 550 characters.)

Provided 1 hour general suicide risk assessment training for new counseling psychology interns at Counseling and Behavioral Services.


Number:


3

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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018) 

Indicator: Access - AC1 

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

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

If there were no new results, check this box:

Result Name: No New Result

Result Description: (Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:



Check this box!

Save - Add New

Save - Finish

Getting Started: Help Desk and User Account Setup

- Help Desk
 - Available weekdays from 8:00 a.m. to 7:00 p.m. (EST)
 - Phone: (855) 322-2746 (toll-free)
 - E-mail: SPARS-Support@rti.org
- User Account Setup
 - Project Director (PD) completes SPARS Help Desk's CMHS Grantee Information Form
 - New user accounts can be added if request is submitted to Help Desk by Government Project Officer (GPO), PD, or Associate PD

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

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?	
STAFF MEMBER(S) WHO NEED ACCOUNT(S) TO ENTER AND VIEW YOUR GRANT(S) DATA.	
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	
STAFF TO BE SENT EMAIL NOTIFICATION(S) ONLY – THEY WON'T ENTER OR VIEW GRANT DATA.	
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 when there are any questions about completing this form or changes to the information above. Thank you.

2

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

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


Quarterly Data Entry Begins


- ❑ Second Quarter Data: Deadline is April 30
- ❑ First Quarter Data: If you don't have anything to report, click on "No New Results" for given indicator

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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

Date Range Result Was Completed: FFY 2018 Quarter 2 (Jan. 1 2018 – Mar. 31 2018) 

Indicator: Access - AC1 

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

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

If there were no new results, check this box:

Result Name: No New Result

Result Description: (Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:



Check this box!

Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be
posted at

SPRC website at 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

It is a “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 Indicator

- PC2 (partnerships)
- AW1 (awareness)
- TR1 (training of non mental health professionals)
- WD2 (training of mental health professionals/workplace development training)
- T3 (types/targets of practice)

Set a *Numeric* Goal for Each Individual Project Period

- Year 1: Nov. 30, 2018- Nov. 29, 2019
- Year 2: Nov. 30, 2019- Nov. 29, 2020
- Year 3: Nov. 30, 2020- Nov. 29, 2021

How to set your Annual Performance Goals

- Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?
- Know* the definitions of the required IPP indicators: WD2, TR1, PC2, AW1, T3
- Identify* which IPP indicator applies to your stated goal for each grant year
- Count* the number of activities you plan for each grant year for **each** 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”.

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

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

- For **AW1**, enter the total number of individuals exposed to mental health awareness messages
- For **PC2**, enter the total number of organizations collaborating/coordinating/resource sharing with other organizations are a result of the grant
- For **T3**, enter the total number of *number of people* receiving mental health-related services

Enter a Zero “0” for Indicator with no set goals

- *Example: T3*
- If you do not have a goal of providing individual counseling services to individuals
enter a goal of **Zero “0”** for T3 for the *given* grant year

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

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

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

Getting Started:

Resources You Need to Create Budget Estimates

1. Review Proposed Approach & Work plan 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 key SPARS Budget Categories

Step 1. Enter Annual Grant Award Amount

- ✓ 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

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 ONE Method

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

- ✓ Consider the type of activities you plan to spend for each category:
 - 1) Infrastructure development
 - 2) Data Collection/Evaluation (estimate cannot exceed 20% of annual grant award)
 - 3) MH Promotion/Prevention
 - 4) Grants Administration

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

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

Budget Category:

1. SERVICES PROVISION (Direct-Client Treatment Services)

Enter a “0” ZERO in the cell

This budget category is
NON-APPLICABLE

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
- Mental health and substance use screening, case management, individual and group counseling
- screening programs; information & referral
- life skills /wellness development

Budget Category:

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

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. The main content area is titled "CMHS Users" and contains the following 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 is a link: "For more information visit the [Center for Mental Health Services](#)". At the bottom of the main content area, there are three buttons: CMHS Data Entry, CMHS Data Download, and CMHS Reports. A search bar is located at the bottom right of the interface, labeled "Search Data Collection Tool Resources".

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

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

Data Entry

Home > Data Entry Print

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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.

Enter numeric goals for each indicator for each grant year

Infrastructure Indicators

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Instructions:

For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then "Next" to go to the next screen.

Previous Year	Current Year	Next Year
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Categories & Indicators	(10/1/2017 - 9/30/2018)	(10/1/2018 - 9/30/2019)	(10/1/2019 - 9/30/2020)		
Workforce Development					
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	<input type="text" value="100"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="150"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="75"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text"/>	<input type="text"/>
Partnership/Collaboration					
PC2 - The <u>number of organizations</u> collaborating/coordinating/sharing resources with other organizations as a result of the grant.	<input type="text" value="20"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="10"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="7"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text"/>	<input type="text"/>

Enter numeric performance goals for each indicator for each grant year

Prevention and Mental Health Promotion Indicators

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Instructions:

For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then select "Next" to go to the next screen.

Previous Year	Current Year	Next Year
---------------	--------------	-----------

Categories & Indicators	(10/1/2017 - 9/30/2018)	(10/1/2018 - 9/30/2019)	(10/1/2019 - 9/30/2020)		
Awareness					
AW1 - The <u>number of individuals</u> exposed to mental health awareness messages.	<input type="text" value="650"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="800"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="700"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text"/>	<input type="text"/>
Training					
TR1 - The <u>number of individuals</u> who have received training in prevention or mental health promotion.	<input type="text" value="125"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="250"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="100"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text"/>	<input type="text"/>

Enter Budget Estimates using Dollar Amount *or* Percent of Annual Grant Award amount

Budget Screen #1

Home > Data Entry > Annual Goals & Budget > Budget Screen #1

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Grant #: SM000003

Budget Screen #1

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Instructions:

Enter your budget information by first selecting how you will enter the data: select "Dollar Amount" or "Percent of Annual Grant Award Amount". Select "Save" and then "Next" to enter your budget information.

Warning: You may come back to this screen later and change your previous choice of how to enter the data, but all of your previous budget information (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget information is cleared.

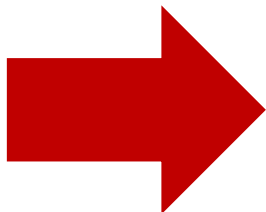
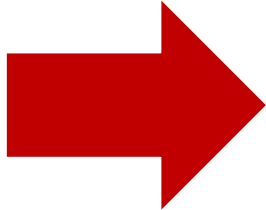
Do you want to enter the budget information using Dollar Amount or Percent of Annual Grant Award Amount?

- Dollar Amount
- Percent of Annual Grant Award Amount



Enter Budget Estimates for *each* grant year

Category	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)
Award Amount per Grant Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Services Provision					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Infrastructure Development					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mental Illness Prevention and Mental Health Promotion Activities					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grant Administration					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical Assistance					
Dollar Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sum of Dollar Amounts per Grant Year	0	0	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%



Save and Quit or Submit for Approval

Grantee Approval/Submission

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

Grant #: SP0001529

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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.

Annual Performance Goals & Budget Estimates

Grantee Requirements: Due March 31, 2019

1. Enter annual performance goals for required indicators:

- Workforce Development Training (WD2)
- Training of non-mental health professionals (TR1)
- Partnerships/Collaborations (PC2)
- Awareness (AW1)
- Types/Target of Practices (T3)

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

Next Steps

- Set up SPARS User Account- contact Help Desk
- Read SPARS program guidances
- Submit goals/budget: Deadline: March 31
- Begin Data Entry for Second Quarter Data: Deadline April 30
- First Quarter: Nothing to report? Click on “NO NEW RESULTS” Box for each indicator. Due Feb 28

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

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

Customized SPARS Resources

- **Cheat Sheet: Required Indicators**
- **2-Page Step by Step Checklist: Setting & Entering Annual Goals & Budget Estimates**

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

Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be
posted at

SPRC website at www.sprc.org

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

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