Please Stand By
Training Webinar will begin shortly

For audio, please call 1-888-989-7695
Conference Number   PWXW6888431
Audience Pass code 6188691

If you are experiencing technical difficulties, please press *0

SAMHSA Garrett Lee Smith Memorial Act Campus Suicide Prevention Grant

Substance Abuse and Mental Health Services Administration
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SAMHSA Performance Accountability & Reporting System SPARS (Part 2 of 2 Training)

New Grantee Training (Cohort 11)
Quarterly Data Entry Reporting Requirements

Tuesday, February 13, 2018
2:00 to 3:00 pm EST
If you are experiencing technical difficulties, please press *0

AGENDA

1. **Overview of SPARS**

2. **Operational Definitions of Required Indicators**

3. **Quarterly Data Entry Requirements**

4. **Reporting Period & Deadlines**

5. **How to Enter Quarterly Data (Result Forms)**

6. **How to access and use Data Reports**

Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

Key Program Guidance
IPP Indicator Cheat sheet

What is SPARS?
https://spars.samhsa.gov/

SAMHSA Performance Accountability & Reporting System

- web-based, consolidated, centralized data platform used to meet GPRA requirements

- Tool for GPOs and grantees to monitor grantee performance

- grantees report data only on **"GRANT FUNDED"** activities

SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - ❑ **Submit goals/budget info just once- Due: Dec. 31, 2017**
   - ❑ **Modify future goals once a year, if needed**

2. **Quarterly Data**
   - ❑ **Submit data every 3 months**
   - ❑ **Second Quarter Data is due April 30, 2018**

Fiscal Year 2018 Quarterly Reporting Period & Due Dates

Quarter	FYY Quarter Reporting Period	Grantee Deadline	GPO Review Deadline	Grantee Revisions Deadline	System-Lock Date: No further data entry, GPO Reviews or Grantee Revisions are allowed
First	Oct 1, 2016 to Dec. 31, 2016	Jan 31, 2017	Feb. 28, 2017	March 31, 2017	April 1
Second	Jan 1 to March 31, 2017	April 30, 2017	May 31, 2017	June 30, 2017	July 1
Third	Apr 1 to June 30, 2017	July 31,2017	Aug 30,2017	Sept. 30,2017	Oct. 1
Fourth	July 1 to Sept	Oct 31,2017	Nov. 30,2017	Dec. 31,2017	Jan. 1,2018

Required Indicators

Infrastructure Development, Prevention & Mental Health Promotion (IPP) 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)*

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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: 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

PC2: Partnerships/Collaborations
What are you counting?

<u>Count</u>

- **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**

<u>Do Not Count</u>

- **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
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[1]. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001085 (Not a training grantSP0001085)

Date Range Result Was Completed: FFY 2014 Quarter 4 (Jul. 1 2014 – Sept. 30 2014) ⌄

Indicator: Partnership/Collaboration - PC2 ⌄

PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result 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: Faith based Taskforce on Suicide Prevention

Result Description:(Do not exceed 550 characters.)
Five local area faith organizations established a new taskforce on suicide prevention as a result of our grant.

Number: 5

Save – Add New   Save – Finish

AW1: AWARENESS

The **number of individuals** *exposed* to mental health awareness messages

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, parent and student orientations, screening programs

Public Awareness Campaigns

Systematic coordinated campaign centered around a singular message   (i.e. "Ask a Question, Save a Life")

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)**

1. Estimation methods will vary depending on the type of messaging process used

2. Estimates can be percentages, averages, or proportions of individuals

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"

Screening Programs

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 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

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AW1

Example 2

Grant Number: SP0001024 (Not a training grantSP0001024)

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

Indicator: | Awareness - AW1 ▼ |

AW1 - The number of individuals exposed to mental health awareness messages.

[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: | Independent News Article |

Result Description:(Do not exceed 550 characters.)

A local independent newspaper in our town reported on our suicide prevention grant activities on January 5, 2016. The article focused on the upcoming Suicide Survivor's Walk and provided information on grant-based suicide prevention activities on campus, educated the public on suicide prevention strategies, and encouraged help seeking. The number exposed is based on the average weekly readership of the newspaper.

Number: | 77000 |

Save - Add New **Save - Finish**

Two Training Indicators:
TR1 and WD2

TR1. The <u>number of individuals</u> who have received training in prevention or mental health promotion

WD2. The <u>number of individuals</u> in the *mental health and related workforce* trained in specific mental health-related practices/activities

<u>Intent:</u>

CMHS wants to know:

1. The <u>*type*</u> of individuals you trained
2. The <u>*number*</u> of individuals attended the training

These trainings are <u>funded</u> by the grant project

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**

TR1
Example

Grant Number: SP0001024 (Not a training grantSP0001024)

Date Range Result Was Completed: [FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016) ▾]

Indicator: [Training - TR1 ▾]

TR1 - The <u>number of individuals</u> who have received training in prevention or mental health promotion.

[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 Gatekeeper Training]

Result Description:(Do not exceed 550 characters.)

[A total of 46 individuals, including staff, general public, and administrators received suicide Gatekeeper Training for this quarter. Consistent with the goals of the grant, these trainings provided attendees suicide prevention resource information and handouts, including: training packets, Careline cards, effective interaction cards, and pencils.]

Number: [46]

[Save - Add New] [Save - Finish]

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**

WD2

Example 1

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[1]. 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 |

| Save - Add New | Save - Finish |

WD2	TR1
• **Individuals *who are mental health professionals* or *related* workforce**	• **Individuals from the *public* or *"lay"* people**
• **Individuals who provide *ancillary* primary care, mental health and behavioral health support services, including emergency care and crisis response**	• **Individuals are NOT mental health professionals** • **Individuals are NOT involved in the related mental health workforce**
• **Trainings are to improve workforce development**	• **Trainings are "outside" of individuals' typical job duties**

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Data Entry Requirements

Most Common Data Entry Error

Indicate you have nothing to report by clicking on "No New Results" box on the Result Form

Result Record

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

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result na[me] one federal fiscal year quarter[1]. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM62515 (PHASE Project)

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

Indicator: Workforce Development – WD2 ⌄

WD2 – The <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 [g]rant.
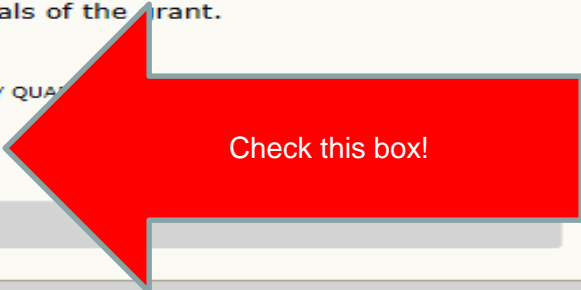
[1] FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUA[RTER]

If there were no new results, check this box: ☑

Check this box!

Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Number:

[H]SA

[Services Administration]
[-7 (1-877-726-4727)]

DATA ENTRY REQUIREMENT

If you have nothing new to report for an Indicator in a given quarter, grantees are required to indicate this as a <u>valid data entry</u> by checking the "No New Results" box on the Result Form.

Grantees who do not complete quarterly data submission for each indicator will be identified as non-compliant

Overview Data Entry Requirements

❑ 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

❑ After you submit your data, your GPO will review, approve/disapprove or request revisions

IPP Data Entry in SPARS

https://spars.samhsa.gov/

Home > Data Entry > IPP > Results List

🖨 Print | ✖ Cancel | Save | Previous | Next

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

View Glossary

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

Program: | Garrett Lee Smith Campus Suicide Prevention Grant Progra ▾

Grant: | SP0001024 - Name1038 ▾ | **Add New Result**

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.

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🖶 Print | ✖ Cancel   **Save**   **Previous**   **Next**

Program: Campus Sui | Cohort: Campus Sui | 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[1]. 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**

Result List

Print | ✖ Cancel | Save | **Previous** | Next

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

View Glossary

Results List

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

Add New Result

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

Questions?

This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org

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IPP Performance Report

SPARS

Search [   ] [Search]

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.

CMHS Reports

Report List

- Outcome Measures
- Multi-Year Outcome Measures
- Outcome Measures (PBHCI only)
- Notification
- Reassessment Interview Rate
- Number of Consumers Served by Grant Year
- Number of Consumers Served by Grant Year (CMHS only)
- Point In Time
- Consumer Level Outcome Measures
- Cross Tabulation/Frequency
- IPP Performance
- CMHS Performance (TPR)

Welcome to the SPARS Center for Mental Health Services (CMHS) Reports

To run a report, select a report from the list on the left, enter the appropriate criteria, and download the report.

If you need assistance, please contact the SPARS Help Desk at 855-322-2746 (toll-free) or SPARS-support@rti.org.

Download Report
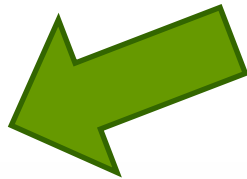
IPP Performance

Program or Grant List?

◉ Program List ○ Grant List

Output As *

PDF ▾

Report By *

By Grant ▾

Include Summary Data *

Cohort and Program ▾

Goal Approval Status *

Approved Goals Only ▾

Grant Status *

Active Grants Only ▾

Federal Fiscal Year *

2017 ▾

Grant Information Contains

[   ]

Indicators *

Select All | Clear All ▲

☑ PD1
☑ PD2
☑ WD1

Show Glosssary *

No ▾

Program *

Select All | Clear All ▲

☑ TEST GRANT

Select All | Clear All ▾

IPP Performance Report

Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4	.	.	.
SP0001182	Name1116: my city: MD 09/30/2017-09/29/2020	WD2	X	X			110	174	63.2%
		PC2	X	X			2	12	16.7%
		AW1	X	X			0	100	0.0%
		TR1	X	X			81	89	91.0%

IPP
Performance
Report Guide

SAMHSA's Performance Accountability Reporting System (SPARS)
Center for Mental Health Services

Infrastructure Development and Prevention and Mental Health Promotion (IPP)

PERFORMANCE REPORT GUIDE

CMHS

Center for Mental Health Services
SAMHSA

CMHS SPARS Performance Review Board

Grantee Requirements:

1. **Enter data every quarter for each indicator**

2. **Enter "No New Results" to report "no new" activities for given quarter**

3. **Enter Annual Goals for each grant year (annually)**

4. **Enter and Set Budget Estimates for each grant year (annually)**

Grants will be referred to the board for non-compliance

Key SPARS Resources

- **<u>Cheat Sheet</u>: IPP Required Indicators**

- **Campus SPARS E-Bulletins**

- **Online IPP Performance Report**

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SPARS Staff Resources

➤ **SAMHSA Government Project Officer (GPO)-Portland, Roz, & Jennifer:**

- provides programmatic technical assistance & consultation on classifying indicators

- setting annual goals and budget information

- reviews and approves your data

➤ **SPARS Help Desk:** *Provides Technical Support on*

- username, user account, password resets

- navigating screens, how to access SPARS website and enter data

  Phone: 1-855-322-2746 (Toll Free)

  Email: SPARS-support@rti.com

Contacting the SPARS Team

SPARS Help Desk

Hours: Monday – Friday

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

Phone: 855-322-2746 (Toll Free)

E-mail: SPARS-Support@rti.org

Thank You !

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