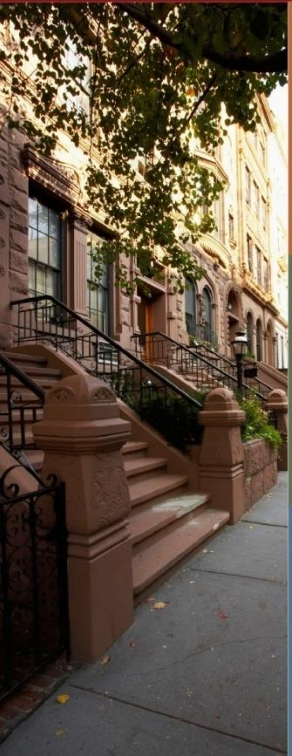
Substance Abuse and Mental Health Services Administration

SAMHSA

www.samhsa.gov • 1-877-SAMHSA-7 (1-877-726-4727)

DEPARTMENT OF HEALTH & HUMAN SERVICES • USA

Behavioral Health is Essential To Health



Prevention Works

Treatment is Effective

People Recover

Substance Abuse and Mental Health Services Administration

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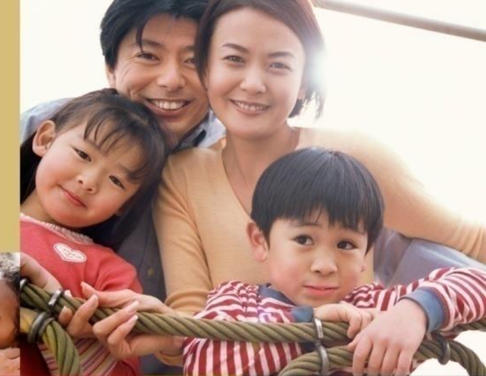
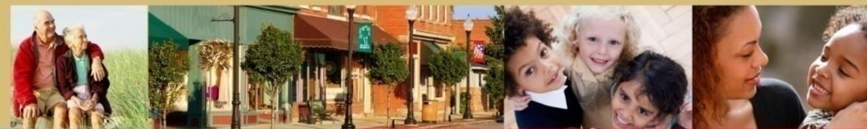
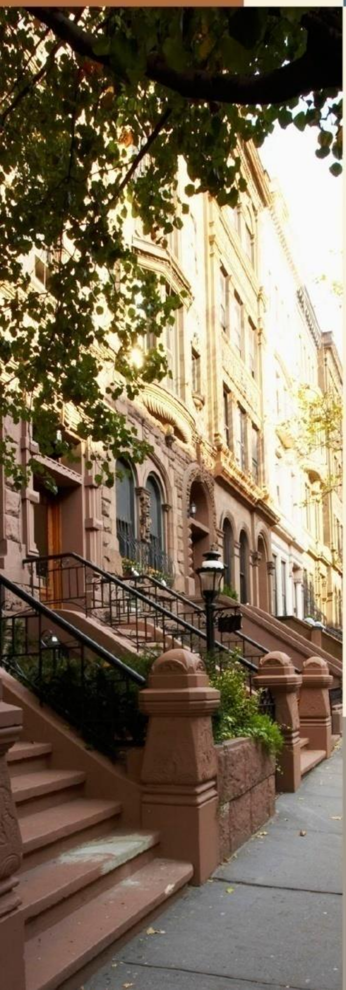
SAMHSA Garrett Lee Smith Memorial Act
Campus Suicide Prevention Grant

SPARS #2 Training





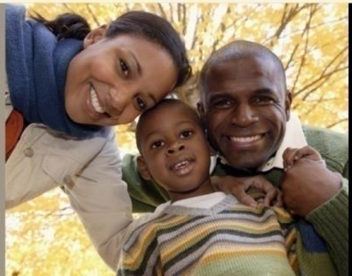


Please Stand By

<u>Training Webinar will begin shortly</u>

For audio, please call 1-800-857-5165
Conference Number PMXW2827911
Audience Pass code 7764486

If you are experiencing technical difficulties, please press *0



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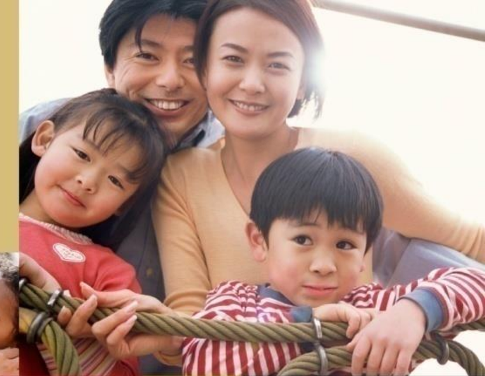
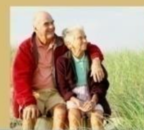
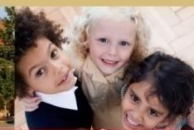
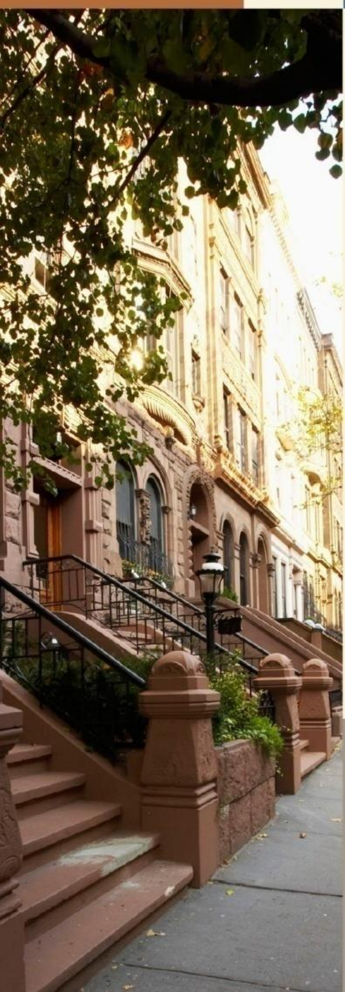
SAMHSA Garrett Lee Smith Memorial Act Campus Suicide Prevention Grant







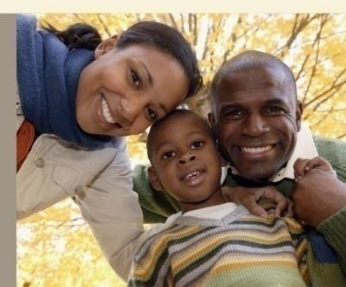


SAMHSA Performance Accountability & Reporting System SPARS - #2 Training

New Grantee Training (Cohort 10)

Tuesday, February 7, 2017
2:00 to 3:30 pm EST

If you are experiencing technical difficulties, please press *0



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SPARS #2 Training

SAMHSA GLS Campus Suicide Prevention Grant

AGENDA

1. Overview of SPARS
2. Operational Definitions of Required Indicators
3. Reporting Period & Deadlines
4. How to Enter Quarterly Data (Result Forms)
5. How to Set & Enter Annual Goals and Budget Estimates

Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

What is SPARS?

SAMHSA Performance Accountability & Reporting System

- web-based, consolidated, centralized data platform
- Replaces “TRAC”
- Allows SAMHSA to measure programs and grantee performance
- grantees report data only on **“GRANT FUNDED”** activities

Training and Rollout: SPARS goes live February 28!

- **SPARS #1- Introductory Technical Training**

  Questions about your Account, how to enter data, navigate the screens?

  Contact SPARS Help Desk Phone: 1-855-322-2746

  Email: SPARS-Support@rti.com

- **SPARS #2- Content Training: Operational definitions of required indicators, Annual Goals and Budget Estimates**

  Questions? Need TA? Contact your GPO

SPARS has *two* program components

1. **Annual Goals and Budget Information**
   - ❑ **Submit goals/budget info just once; Due: April 30**
   - ❑ **Modify future goals once a year, if needed**

2. **Quarterly Data**
   - ❑ **Submit data on a quarterly basis**
   - ❑ **Second Quarter Data: Due April 30**
   - ❑ **Submit " No New Results" (for no new data to report)**

Fiscal Year 2017 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 30,2017	Oct 31,2017	Nov. 30,2017	Dec. 31,2017	Jan. 1,2018

Upcoming SPARS Deadlines

Annual Goals and Budget Information

- Due April 30, 2017

Second Quarter Data

- Due April 30, 2017

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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<u>PC2 :</u>

PARTNERSHIP/COLLABORATIONS

The <u>number of *organizations*</u> *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 behavoral 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?

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!)

Example PC2

Result Record

View Glossary

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

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: :

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Partnership/Collaboration - PC2

[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

<u>*Intent*</u>

- *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.*

<u>*Count*</u>

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

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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)**

AW1:
How to calculate the estimated number of individuals *exposed* to mental health awareness messages

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 or "reached"

Awareness Walks (Out of Darkness)

Suicide Prevention Week

Health Fairs

Speakers

- 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

Example – AW1

Result Record

View Glossary

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

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:

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Awareness - AW1

[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: Social media - Twitter

Result Description: (Do not exceed 550 characters.)

During this quarter we added 2,000 new followers of our social media account on Twitter. These individuals are exposed to daily, weekly and monthly tweets (messages posted on twitter) relating to suicide prevention and mental health issues.

Our total followers are now 6,015. We only report the number of new followers each quarter.

Number: 2000

Save - Add New | Save - Finish

Example – AW1

Result Record

View Glossary

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

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:

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Awareness - AW1

[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 October 5, 2013. 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 encourage help seeking. The number exposed is based on the average weekly readership of the newspaper.

Number: 77000

Save - Add New | Save - Finish

Questions

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Two Training Indicators: TR1 and WD2

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

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

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

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

Example – TR1

Result Record

View Glossary

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

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:

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Training - TR1

[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: Sucide 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 packet, 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**

Example WD2

Result Record

(OMB Number: 0930-0285; Expiration Date: 10/31/2013)

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:

Date Range Result Was Completed: FFY 2014 Quarter 1 (Oct. 1 2013 – Dec. 31 2013)

Indicator: Workforce Development - WD2

[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

- Individuals ***who are mental health professionals*** **or** ***related*** **workforce**
- **Individuals who provide *ancillary* primary care, mental health and behavioral health support services, including emergency care and crisis response**
- **Trainings are to improve workforce development**

TR1

- **Individuals from the *public* or *"lay"* people**
- **Individuals are NOT mental health professionals**
- **Individuals are NOT involved in the related mental health workforce**
- **Trainings are "outside" of individuals' typical job duties**

What If I Do Not Have Any Data to Report?

1. Log Into SPARS

2. Click on Indicator

3. Click the "*No New Results*" box on the result record to indicate as a valid data entry

Result Record

View Glossary

(OMB Number: 0930-0285; Expiration Date: 05/31/2015)

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: Training 2 (Training 2)

Date Range Result Was Completed: FFY 2014 Quarter 2 (Jan. 1 2014 – Mar. 31 2014)

Indicator: Policy Development - PD1

PD1 - The number of policy changes completed 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: No New Result

Result Description: (Do not exceed 550 characters.)

Number:

Save - Add New | Save - Finish

Data Entry: Grantee 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

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Fiscal Year 2017 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
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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 30,2017	Oct 31,2017	Nov. 30,2017	Dec. 31,2017	Jan. 1,2018

Most Common Data Entry Error

If you have nothing new to report for a given indicator, you must do the following steps:

- Log into SPARS
- Click on Indicator you have nothing new to report
- Click on "No New Results" box; then click "submit"

"No New Results" is a valid data entry

Questions?

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at

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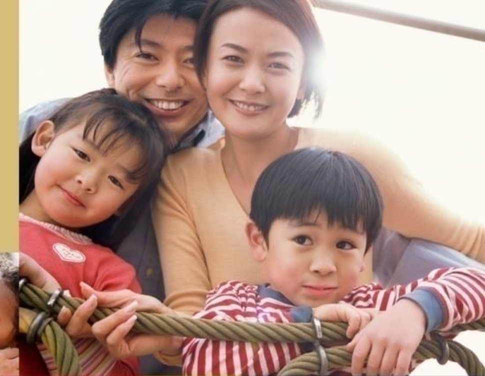
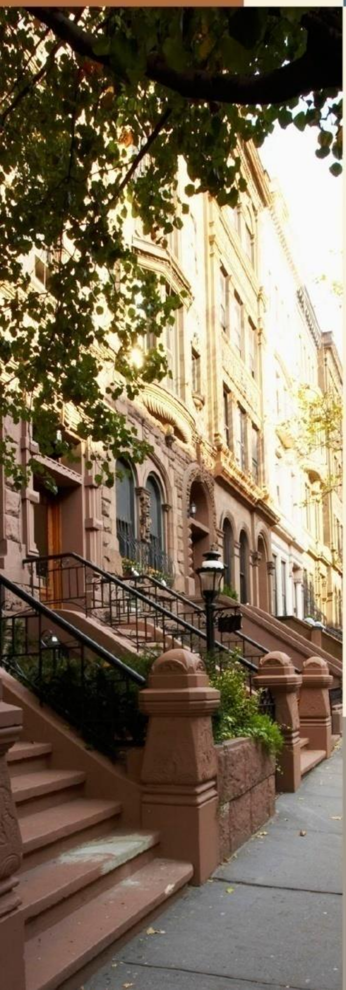
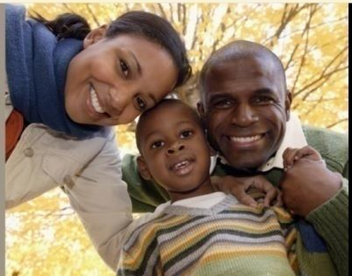




Setting and Entering Annual Performance Goals



SPARS has *two* program components

1. Annual Goals and Budget Information

- Submit goals/budget info just once; Due: April 30
- Modify future goals once a year, if needed

2. Quarterly Data

- Submit data on a quarterly basis
- Second Quarter Data: Due April 30
- Submit “ No New Results” (for no new data to report)

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)**

Set a *Numeric* Goal for Each Individual Project Period

- **Year 1: Sept. 30, 2016- Sept. 29, 2017**
- **Year 2: Sept. 30, 2017- Sept. 29, 3018**
- **Year 3: Sept. 30, 2018- Sept. 29, 2019**

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

- For WD2, enter the **total** number of individuals 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 PC2, enter the **total** number of organizations who will be collaborating and resource-sharing with other organizations for each grant year

- For AW1, enter the **total** number of individuals you plan to reach through mental health awareness activities for each grant year

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Identify which Indicator has no set goal

1. There is no negative consequences of having a goal of Zero "0" for a particular Indicator

2. Goals are based on your application program plans. Do NOT make or ADD new goals.

3. You must enter a numeric value for each grant year. This includes a Zero "0".

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

- *Example: TR1*
- *If you do not have a goal of training individuals (non-mental health/related workforce), then*

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

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

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

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

Categories & Indicators	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)		
Workforce Development					
WD2 - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.					
Partnership/Collaboration					
PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.					

How to set your Annual Performance Goals

- *Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?
- *Know* the definitions of the required IPP indicators: WD2, TR1, PC2, AW1
- *Identify* which IPP indicator applies to your stated goal for <u>each</u> grant year
- *Count* the number of activities you plan for <u>each</u> grant year for each IPP Indicator to calculate your goals
- *Identify* which IPP Indicator (s), if any, is NOT a Goal of your project

Entering Budget Estimates into SPARS

Purpose of Entering Budget Estimates into SPARS

- **Estimate how much of your annual Federal budget you plan to spend on the four SPARS *Budget* Categories**
- **Estimates are entered for *each* budget grant year; not cumulative**
- **Budget is not directly linked to the IPP Indicators**

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Getting Started:
Resources You Need to Create Budget Estimates

1. **Review Section B: Proposed Approach of your Application**

2. **Review your budget in application**

3. **Review your Notice of Award (NoA) for total Federal award amount for each grant year**

4. **Know the four SPARS Budget Categories**

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

Enter Budget Estimates for *each* grant year

Category	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)
Award Amount per Grant Year			
Services Provision			
Dollar Amount			
Infrastructure Development			
Dollar Amount			
Data Collection, Evaluation, Performance Measurement and Assessment			
Dollar Amount			
Mental Illness Prevention and Mental Health Promotion Activities			
Dollar Amount			
Grant Administration			
Dollar Amount			
Technical Assistance			
Dollar Amount			
Sum of Dollar Amounts per Grant Year	0	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%

Enter Zero "0" for each grant year

For these 2 Budget Categories:

- **Services Provision** (Direct-Client Treatment)
- **Technical Assistance**

These categories are not applicable!

Enter a ZERO "0"

in the Cell for all 3 years!

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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 <u>ONE</u> Method

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

As you develop an estimate, consider the following:

- ✓ The type of activities you plan to spend within each category
- ✓ Include all direct & indirect costs associated with each budget category. It is okay to estimate indirect costs.
- ✓ DO NOT include: in-kind contributions, match costs, or carry over dollars

Budget Estimates

DO NOT include

in-kind contributions,

match costs,

or projected carry over dollars

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Budget Category:
1. SERVICES PROVISION (Direct-Client Treatment Services)

Enter a "0" ZERO in the cell

This budget category is NON-APPLICABLE

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Budget Category:

2. INFRASTRUCTURE DEVELOPMENT

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

- *Developing new policies and sustainability planning*
- *Building system capacity through workplace development trainings*
- *Enhancing cross-system referral networks*
- *Developing suicide prevention response protocols*

Budget Category:

3. DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT

Enter a budget estimate spent on activities involved in:

- *Collection, management, analysis, & reporting of data for your cross-site evaluation, GPRA, SPARS, SAMHSA reports*
- *Efforts related to fidelity of program implementation and other process evaluation activities*

Estimate CANNOT exceed 20% of annual grant amount

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Budget Category:

4. MENTAL ILLNESS PREVENTION /MENTAL HEALTH PROMOTION ACTIVITIES

Enter a budget estimate spent on the provision of mental health awareness/ prevention/promotion activities:

- *public awareness campaigns*
- *social marketing and engaging key stakeholders*
- *outreach /awareness activities*
- *product development and dissemination*
- *screening programs; information & referral*
- *life skills /wellness development*

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*

Budget Category:
6. TECHNICAL ASSISTANCE

Enter a "0" ZERO in the cell

This budget category is NON-APPLICABLE

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

Reminder!
Enter Zero “0” for each grant year

For these two Budget Categories:

- **Services Provision** (Direct-Client Treatment)
- **Technical Assistance**

These categories are not applicable!

Enter a ZERO “0”

in the Cell for all 3 years!

SPARS Annual Goals and Budget Estimates

Due: April 30, 2017

- Log into SPARS; Enter Annual Goals for ALL Indicators for Year 1; Year 2; & Year 3
- After you enter Annual Goals, you will be prompted to enter Budget Estimates
- Enter budget estimates for Year 1, Year 2 & Year 3 for only four applicable budget categories:
  1) Infrastructure Development 2) Data Collection/Evaluation 3) Prevention/Promotion &
  4) Grant Administration
- For budget category *Services Provision:* Enter a zero "0" for Year 1; Year 2; & Year 3
- For budget category *Technical Assistance*: Enter a zero "0" for Year 1; Year 2; & Year 3
- Click on "Submit to GPO" for review/approval

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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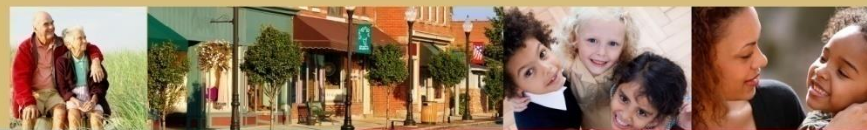
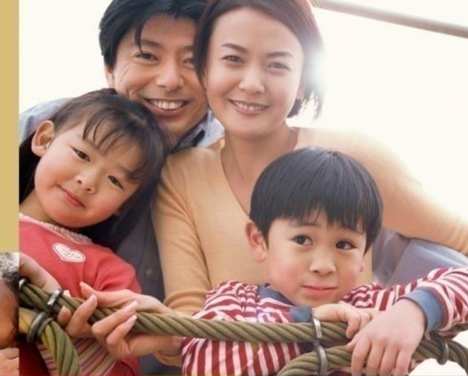
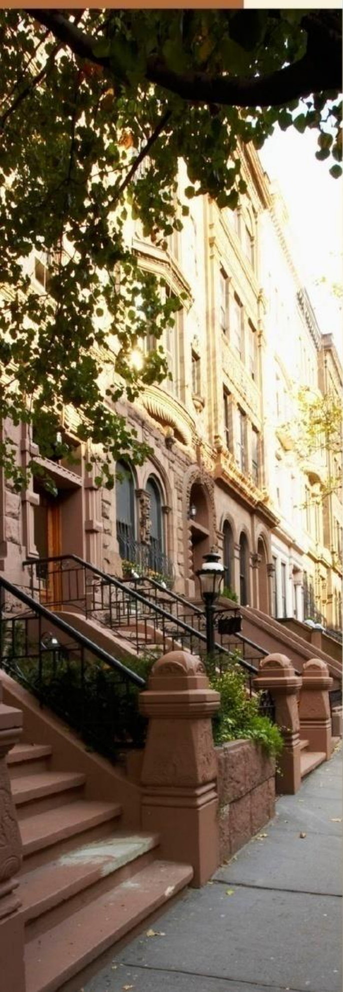
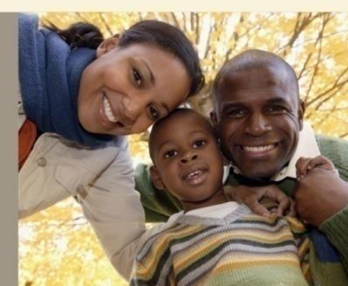






SPARS Resources



SPARS Staff Resources

- **SAMHSA Government Project Officer (GPO):**

Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals and budget information, reviews and approves your data

- **SPARS Help Desk**

Provides technical support with navigating screens, user account, username, password resets/information

- ✓ *Phone: 1-855-796-5777*
- ✓ *Email: SPARS-support@rti.com*

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Key SPARS Resources

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

Thank You !

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