Substance Abuse and Mental Health Services Administration

SAMHSA

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Please Stand By
Training Webinar will begin shortly

**For audio, please call 1-800-779-8168
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SAMHSA Garrett Lee Smith Memorial Act Campus Suicide Prevention Grant

SAMHSA Performance Accountability & Reporting System SPARS Training (1 of 2)

New Grantee Training (Cohort 11)

Wednesday, October 25, 2017
1:00 to 2:00 pm EST
If you are experiencing technical difficulties, please press *0

1. **Overview of SPARS**

2. **Operational Definitions of Required Indicators**

3. **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

SPARS Website at https://spars.samhsa.gov/

SPARS Resources

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

- Provides programmatic/content technical assistance & consultation to grantees: operational definitions and criteria for indicators, setting annual performance goals for each indicator, reviews and approves grantee data

- Provides *customized* trainings on SPARS for grantees

- Provides *customized* program guidance materials specific to campus grant program

➤ **SPARS Help Desk** (Contractor)

- Provides *technical* support on user account, username, password resets,& navigating screens

- Provides <u>Introductory Technical Training</u> on how to set up and access your account, username, how to enter data navigate the screens?

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

Overview of SPARS

What is SPARS?

SAMHSA **P**erformance **A**ccountability & **R**eporting **S**ystem

- web-based, consolidated, centralized data platform

- Replaces "TRAC"

- Allows SAMHSA to measure programs and grantee performance

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

SPARS has *two* components
Two Requirements

1. **Annual Performance 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 on a quarterly basis**

☐ **Second Quarter Data: Due April 30, 2018**

☐ **Next SPARS Training: February 2018**

SPARS: 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 <u>number</u> 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

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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 provides

- mental health/substance abuse 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!)**

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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)**

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

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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**

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

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TR1: Type of individuals to count

- **Campus Administrative Personnel** *(i.e. admissions; student life; registrar; library; clerical; nutrition, academic affairs, financial aid office, etc.)*
- **Teachers, Faculty, and Students**
- **Faculty Support Staff -Research Assistants**
- **Residence hall advisors**
- **Student Government**
- **Dean Provost**
- **Greek Life and other Student Clubs**

- **Athletic Coaches/Athletes**
- **Facilities Maintenance**
- **Custodial Staff**
- **Cafeteria Workers**
- **Tutors/Learning Specialists**
- **Family Members/caregivers**
- **Community group members**
- **Researchers/Evaluators**
- **Student Affairs**
- **Student/Academic Advisors**

WD2 : Type of Individuals to Count

- **Students and Staff with mental health/psychological/health education affiliation** *(i.e., School of Social Work; Nursing School; Medical School; School of Public Safety/Emergency Mgt.; Athletic Trainers in Health Dept.)*

- **Campus Center Counselors & Clinicians**

- **Emergency Care and Crisis Response workers**

- **Health Educators**

- **Peer Counselors**

- **Student Health Workers**

- **Other Health Professionals (i.e., Primary Care (physical/student health) providers**

- **Health Educators**

- **Mental Health and Substance Abuse Providers & counselors**

- **Police; Public Safety workers**

- **Campus police/safety**

- **Hotline/Helpline Crisis Line staff**

- **Clergy/Religious Advisor**

WD2

- **Individuals *who are mental health professionals* or *related* workforce**

- **Individuals who provide *ancillary* primary care, mental health and behavioral health support services, including emergency care and crisis response**

- **Trainings are to improve workforce development**

TR1

- **Individuals from the *public* or *"lay"* people**

- **Individuals are NOT mental health professionals**

- **Individuals are NOT involved in the related mental health workforce**

- **Trainings are "outside" of individuals' typical job duties**

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Setting and Entering
Annual Performance Goals

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, 2017- Sept. 29, 2018

- ## Year 2:   Sept. 30, 2018- Sept. 29, 2019

- ## Year 3:   Sept. 30, 2019- Sept. 29, 2020

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* IPP 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

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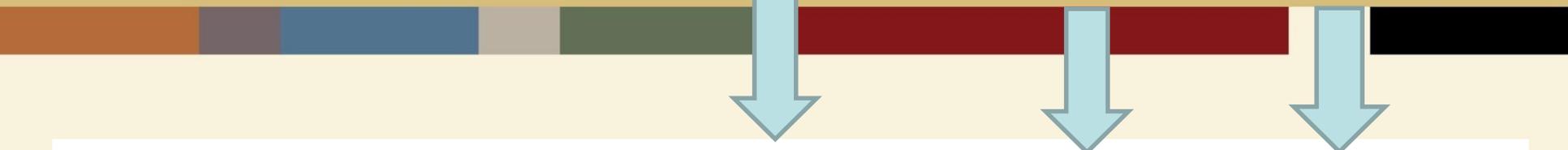
Categories & Indicators	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)
Awareness			
AW1 - The number of individuals exposed to mental health awareness messages.			
Training			
TR1 - The number of individuals who have received training in prevention or mental health promotion.			

SPARS Screen Shot: Enter Annual Goals for *each* grant year, for each indicator
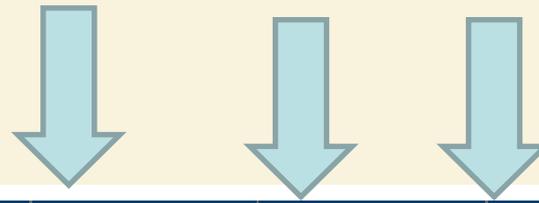
Categories & Indicators	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)	(9/30/2018 - 9/29/2019)		
Workforce Development					
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	☐	☐	☐		
Partnership/Collaboration					
PC2 - The <u>number of organizations</u> 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**

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:

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

**These categories are not applicable,
you <u>must</u> enter a ZERO "0"
in the Cell for all 3 years**

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**

Enter a "0" ZERO in the cell

This budget category is NON-APPLICABLE

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*

- *Developing partnerships and collaborations*

- *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

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*

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%**

- ❑ **Log into SPARS and enter Annual Performance Goals for each indicator for Year 1; Year 2; and Year 3**

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

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

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

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Key SPARS Resources

- **Cheat Sheet**: **Required Indicators**

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

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