SAMHSA Performance Accountability & Reporting System (SPARS)

GSL State/Tribal Youth Suicide Prevention and Early Intervention Grant Program

Thursday, September 26, 2019
2:00 to 3:30 pm EST

Audio: 888-390-0789 Passcode: 1482822
Conference No: PWXW9472154

Portland Ridley
Public Health Advisor, Branch SPARS Trainer and Coordinator
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

Please Stand By- Webinar will begin shortly

If you are experiencing technical difficulties, please press *0

SAMHSA
Substance Abuse and Mental Health Services Administration

AGENDA

- Overview of SPARS
- Required Performance Measure Indicators
- Annual Performance Goals and Budget Estimates
- Quarterly Data Entry Reporting Period & Deadlines
- IPP Performance Reports
- User Account and SPARS Help desk

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

SAMHSA
Substance Abuse and Mental Health Services Administration

SAMHSA's Performance Accountability and Reporting System (SPARS)

- https://spars.samhsa.gov/: Online platform for CMHS data entry and reporting
- Supports SAMHSA in meeting Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010 requirements
- Government Project Officer provides substantive program guidance and trainings on SPARS
- SPARS Help desk provides tech support with user accounts, passwords, log in/access and data entry

SAMHSA
Substance Abuse and Mental Health Services Administration

SPARS is used for Performance Measurement

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

SAMHSA
Substance Abuse and Mental Health Services Administration

SPARS has *two* program components

1. Annual Performance Goals and Budget (AG&B) Information

- ❑ Submit AG&B info just once; Due: Oct 30 2019
- ❑ Modify future goals once a year, if needed

2. Quarterly Data

- ❑ Submit data every 3 months
- ❑ FY 2020 First Quarter Data Due: Jan 31, 2020

https://spars.samhsa.hhs.gov

SAMHSA
Substance Abuse and Mental Health Services Administration

Terms and Conditions of SAMHSA Award

- To stay in compliance with the terms and conditions of the SAMHSA award, grantees are required to enter annual performance goals and budget estimates and quarterly data into SPARS by the deadline.

Failure to comply with stated terms and conditions may result in action in accordance with 45 CFR 75.3 71 and 45 CFR 75.372 such as termination or denial of future funding.

Required IPP Indicators

Infrastructure Development, Prevention, and Mental Health Promotion (IPP) Indicators:

1. Workforce Development Training (WD2)
2. Training (TR1)
3. Screening (S1)
4. Referral (R1)
5. Access (AC1)

TR1 AND WD2: TRAINING INDICATORS

- 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.

TR1 AND WD2: TRAINING INDICATORS

Intent:

SAMHSA/CMHS want 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

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

SAMHSA
Substance Abuse and Mental Health Services Administration

(WD2) Examples of Target Audience

- Mental health and substance abuse providers
- Social/case workers
- Other health/primary care providers
- Physician, nurse, assistant/health technicians
- School police/safety
- Child welfare and juvenile justice
- Probation Officer
- Education and Higher Ed

- Tribal services/government
  - Tribal healers and elders
  - Elected tribal official
  - Community outreach worker
  - Crisis care workers/clinicians
- Emergency response
  - Law enforcement
  - Public safety workers
  - Hotline/helpline crisis line staff

(TR1) Examples of Target Audience

- Mental health & substance abuse providers
  - program evaluator
  - clerical/admin staff
- Education and Higher Ed
  - faculty/research & students
  - school administrators
  - student/academic Advisors/tutors
- Other Community Members
  - parent, foster, family members
  - other caregivers
  - Volunteers (CASA; Big Brothers/Sister)
  - youth mentor/advocate
  - child care providers; coaches
  - youth recreation/camp counselors

- Tribal services/government
  - program evaluator
  - clerical/admin staff
- Emergency response
  - program evaluator
  - clerical/admin staff
- Other health/primary care providers
  - program evaluator
  - clerical/admin staff

Screening (S1)

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

Screening (S1): Who are you counting?

Count

- Number of Individuals Screened for mental health or related intervention
- Screened **for initial identification** of those who may be in need of specific intervention

Do Not Count

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

SAMHSA
Substance Abuse and Mental Health Services Administration

Referral (R1)

The number of individuals referred to mental health or related services

Referral (R1): Who are you counting?

Count

- Number of *Individuals* referred for mental health or related services

Do Not Count

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

SAMHSA
Substance Abuse and Mental Health Services Administration

Access (AC1)

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

- Intent of AC1: to develop a protocol to track all early identification, referral and follow-up information

Access (AC1)

The number and percentage of individuals receiving mental health or related services **after** referral

- Numerator: Number referred and receiving services that quarter
- Denominator: Total number referred that quarter

Access (AC1): Who are you counting?

Count

- Number of Individuals receiving mental health or related services **after** referral

Do Not Count

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

SAMHSA
Substance Abuse and Mental Health Services Administration

Questions?

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

SAMHSA
Substance Abuse and Mental Health Services Administration

Annual Performance Goals and Budget Estimates (AGB) : Due Oct 30, 2019

1. Enter Annual Performance Goals for required Indicators:

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1

2. Enter Budget Estimates for four budget categories:

- Infrastructure Development
- Data Collection/Performance Measurement (cannot exceed 15% of annual grant award)
- Mental Health Illness Prevention/Mental Health Promotion
- Grants Administration

SAMHSA
Substance Abuse and Mental Health Services Administration

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 to which your project is meeting its goals

What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

Enter a numeric Annual Goal for *each* Indicator for each grant year *(June 30 to July 1)*

For WD2, enter the total number of people in the mental health and related workforce you plan to train for each grant year

For TR1, enter the total number of individuals you plan to train for each grant year

Enter a numeric Annual Goal for *each* IPP Indicator for each grant year *(June 30-July 1)*

- For **S1,** enter the total number of individuals that your grant plans to screen for each grant year

- For **R1,** enter the total number of individuals your grant plans to refer to mental health or related services for each grant year

- For **AC1,** enter the percentage of individuals expected to be receiving mental health services after referral for each grant year

Identify which IPP Indicator (s) 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.”

How to develop your Annual Performance Goals

1. *Review* the stated goals/objectives in your application program plan. What are you planning to do and achieve?
2. *Know* the definitions of the required IPP indicators
3. *Identify* which IPP indicator applies to your stated goal for each grant year
4. *Count* the number of activities you plan for each grant year for each IPP Indicator to calculate your goals
5. *Identify* which IPP Indicator (s), if any, is NOT a Goal of your project

Purpose of Entering Budget Estimates into SPARS

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

Six Budget Categories on the SPARS Screen

Create Budget Estimates for

1. Infrastructure Development
2. Data Collection
3. MH Promotion/Prevention
4. Grants Administration

DO NOT Create Budget Estimates for

5. Services Provision
6. Technical Assistance

Enter a ZERO "0" for these categories all grant years

As you develop a budget estimate, consider the following:

- ✓ The type of activities you plan to spend for each category:

1) Infrastructure development
2) Data Collection/Evaluation (estimate cannot exceed 15% 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

Getting Started:
Resources You Need to Create Budget Estimates

1. Know the RFA funding limitations/restrictions

2. Review Proposed Approach & Work plan of your Application

3. Review your budget in application

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

5. Know the four key SPARS Budget Categories

INFRASTRUCTURE DEVELOPMENT

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

- Develop/Enhance policies, partnerships, and sustainability planning, partnerships, workforce development trainings
- Enhancing system capacity, crisis response and coordination
- Enhance coordination, cross-system referral and follow-up networks, care transition, data sharing systems
- Develop/Enhance crisis response/management protocols

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, information & referral, access

DATA COLLECTION, PERFORMANCE MEASUREMENT/ ASSESSMENT

Enter a budget estimate spent on activities involved in:

- Collection, management, analysis, & reporting of data for GPRA, SPARS, and your QI plan/approach

-Estimate cannot exceed 15% of annual grant amount

Budget Category:
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

SAMHSA.gov

SPARS

Search Search

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 D
Inclement Weather

New SPARS CSAP Features and Programs Released o
January 8, 2018
On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

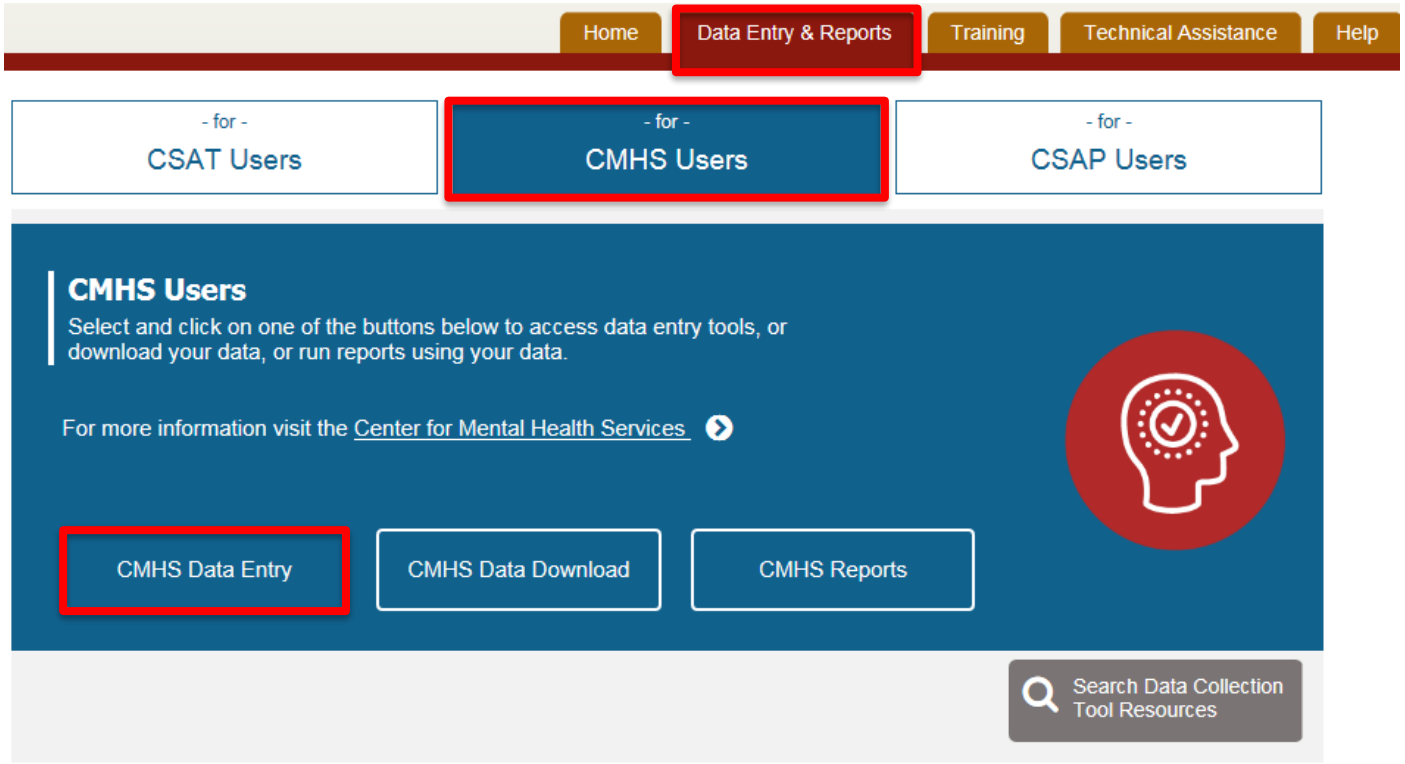
Quick Links

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.

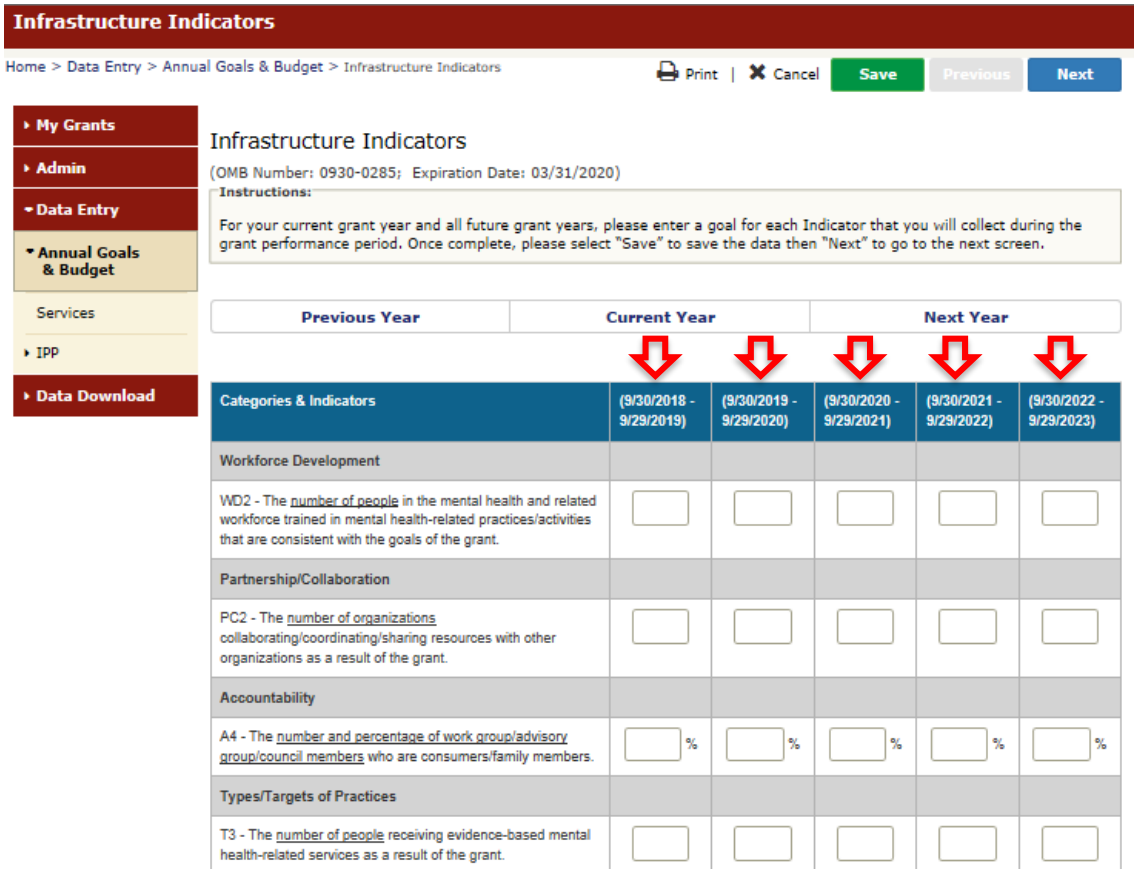
1. Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”



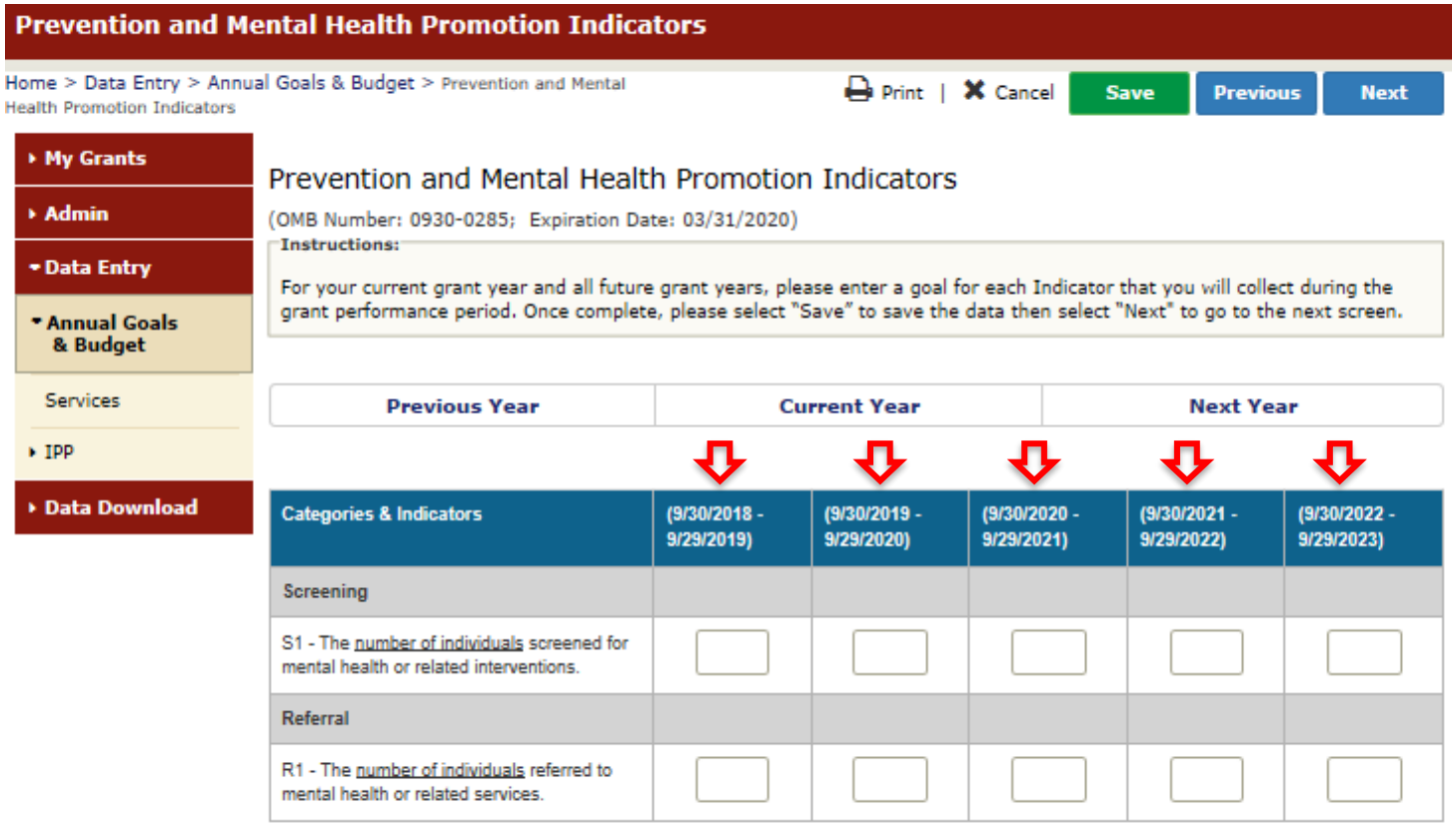
SAMHSA
Substance Abuse and Mental Health Services Administration

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

3. For each Indicator, enter a numeric goal for every project year

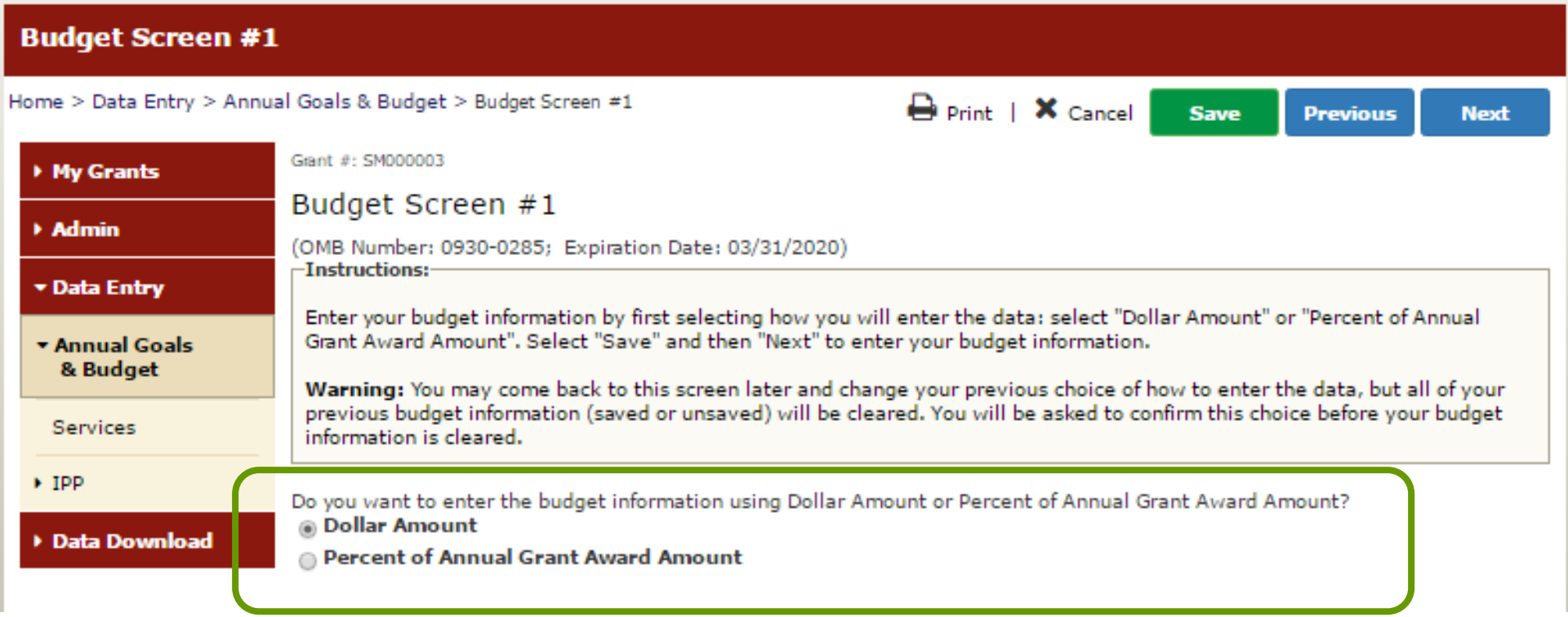


SAMHSA
Substance Abuse and Mental Health Services Administration

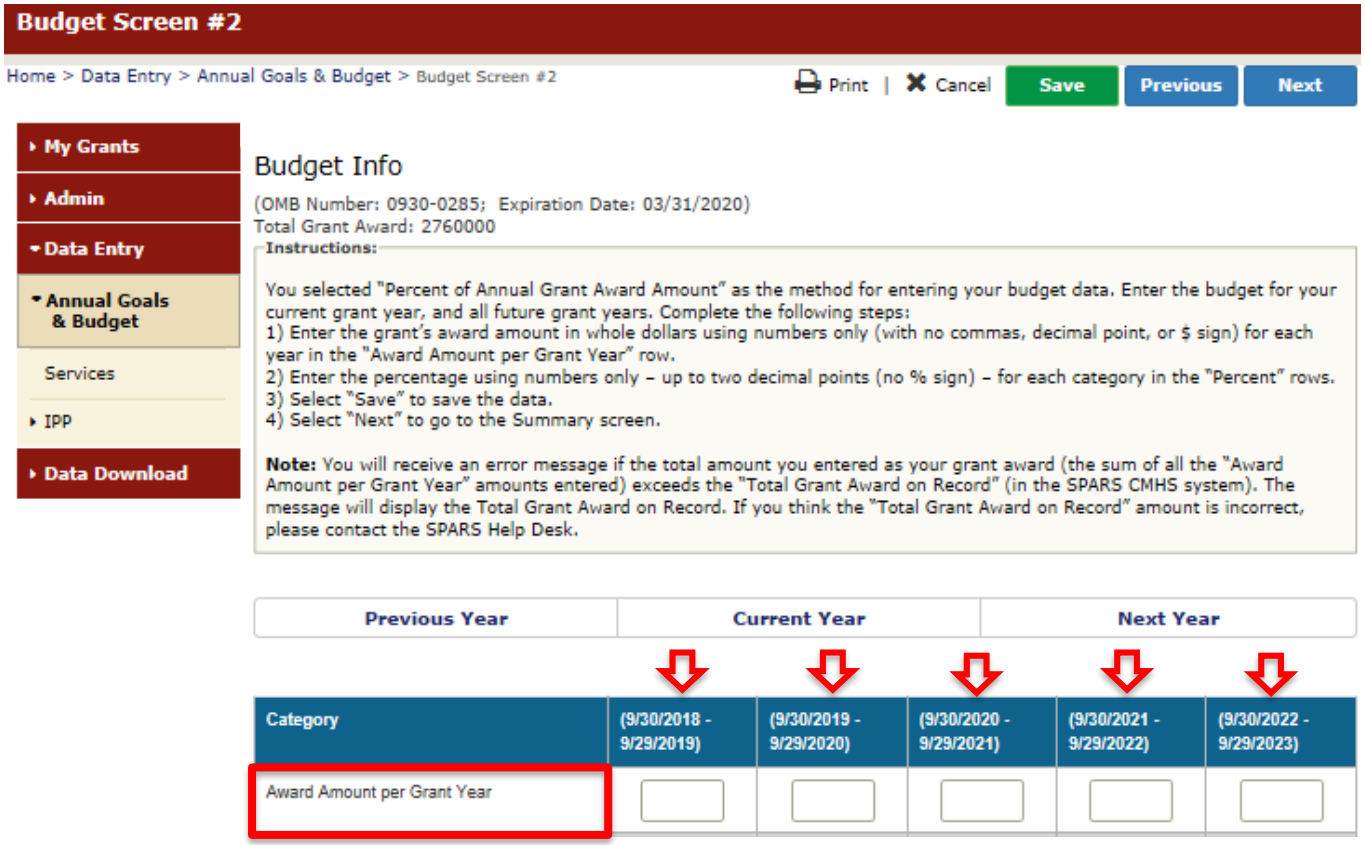


SAMHSA
Substance Abuse and Mental Health Services Administration

4. Select a Method: Dollar Amount *or* Percent of Annual Grant Award Amount



5. Enter Federal Grant Award Amount for each grant year (refer to Notice of Award)



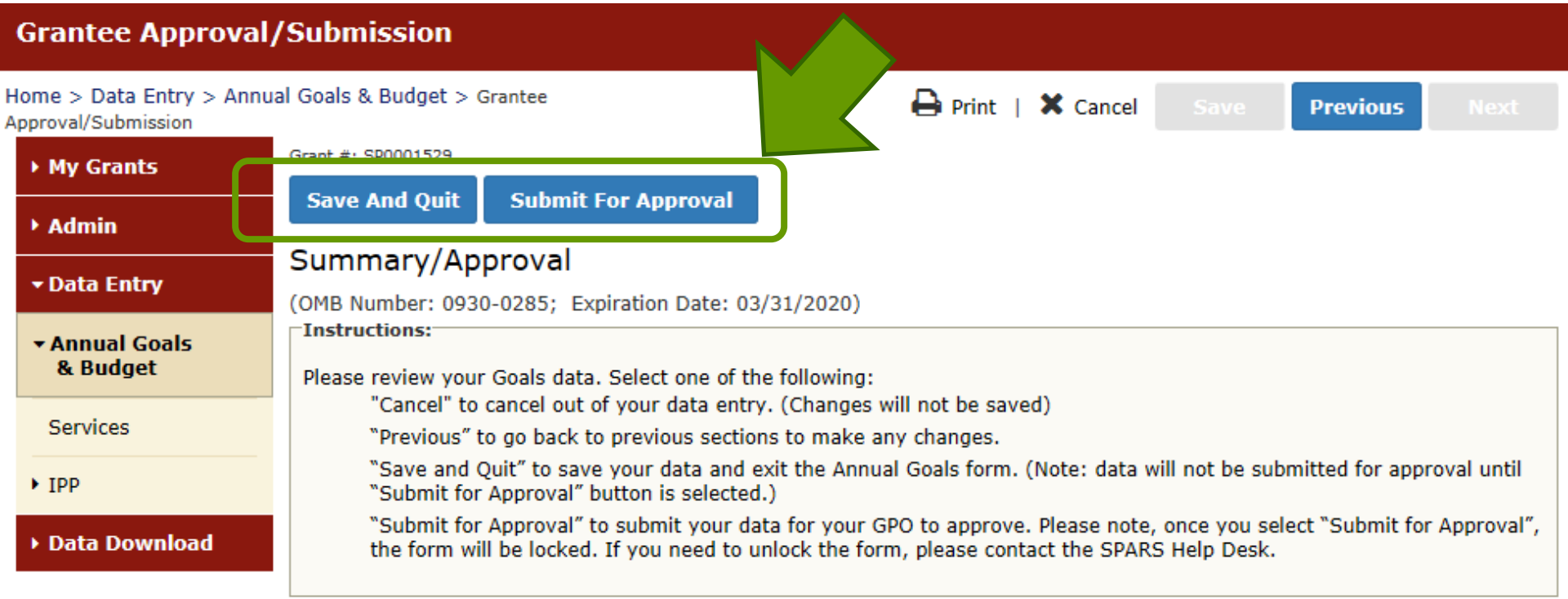
SAMHSA
Substance Abuse and Mental Health Services Administration

6. For each category, enter budget information 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					
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	0	0
Percentage of Award Amount Accounted for:	0%	0%	0%	0%	0%

SAMHSA
Substance Abuse and Mental Health Services Administration

7. Save and Quit or Submit for Approval



SAMHSA
Substance Abuse and Mental Health Services Administration

Questions?

- ❑ Submit annual goals/budget info just once; Due: Oct 30
- ❑ Modify future goals once a year, if needed
- ❑ Refer to AGB Checklist for step-by-step instructions

SAMHSA
Substance Abuse and Mental Health Services Administration

Grantee Quarterly Data Submission Requirements

1. Submit quarterly data for required indicators by deadline:

- Workforce Development Training (WD2)
- Training (TR1)
- Screening (S1)
- Referral (R1)
- Access (AC1)

2. Data entry begins First Quarter; Deadline: Jan 31, 2020

3. Previous quarters- optional

SAMHSA
Substance Abuse and Mental Health Services Administration

Quarterly Reporting Period and Deadlines

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

SPARS Quarterly Data Entry Requirements

https://spars.samhsa.gov/

Enter a Result Record Form (s) for each indicator 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? Check the "No New Results" box which is a valid data entry
- ❑ After you submit your data, your GPO will review and either approve/disapprove or request revisions
- ❑ If GPO requests data revisions, grantee must edit/ correct by the deadline

SAMHSA
Substance Abuse and Mental Health Services Administration

Quarterly Data Reported on a "Result Record" Form

- Result Record Form has 3 parts
  - Name
  - Description
  - Number
- Results should be:
  - Reported every quarter in SPARS
  - Consistent with the goals of the grant
  - For completed activities only
- If there is no new activity to report, enter a "No New Result" record in SPARS
- For S1 and R1, enter separate IPP results for adults and children

S1

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: SP0002150 (Not a training grantSP0002150)

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

Indicator: Screening - S1

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

[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: Behavioral Health Screening

Result Description:(Do not exceed 550 characters.) As a result of the grant, we administered the Behavioral Health Screen to 116 individuals at the participating primary care practices this quarter.

Number: 116

Save - Add New | Save - Finish

R1

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: SP0002150 (Not a training grantSP0002150)

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

Indicator: Referral - R1

R1 - The number of individuals referred to mental health or related services.

[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: Referred Individuals

Result Description:(Do not exceed 550 characters.) As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. As a result of the screening, 21 individuals were referred for mental health services this quarter.

Number: 21

Save - Add New | Save - Finish

AC1

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: 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: Program Referrals

Result Description:(Do not exceed 550 characters.) As a result of the grant, out of 21 individuals that were flagged by the Behavioral Health Screen and referred this quarter, 9 of them are receiving services.

Numerator: 9

Denominator: 21

Percentage:

Save - Add New | Save - Finish

No New Result Example

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter[1]. 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.

Check this box!

[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:

Save - Add New | Save - Finish

Question: What is the most common data entry error?

- **Answer:** Forgetting to click on the *"NO NEW RESULTS"* Box on the Result Form

If you have no activity to report for a particular indicator, you are **required** to record this by checking the "**No New Result" box** on the form which is a valid data entry.

Since the SPARS quarterly data entry system will not accept a zero "0", leaving an indicator blank will be flagged as *missing/incomplete data.*

SAMHSA.gov

SPARS

Search Search

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

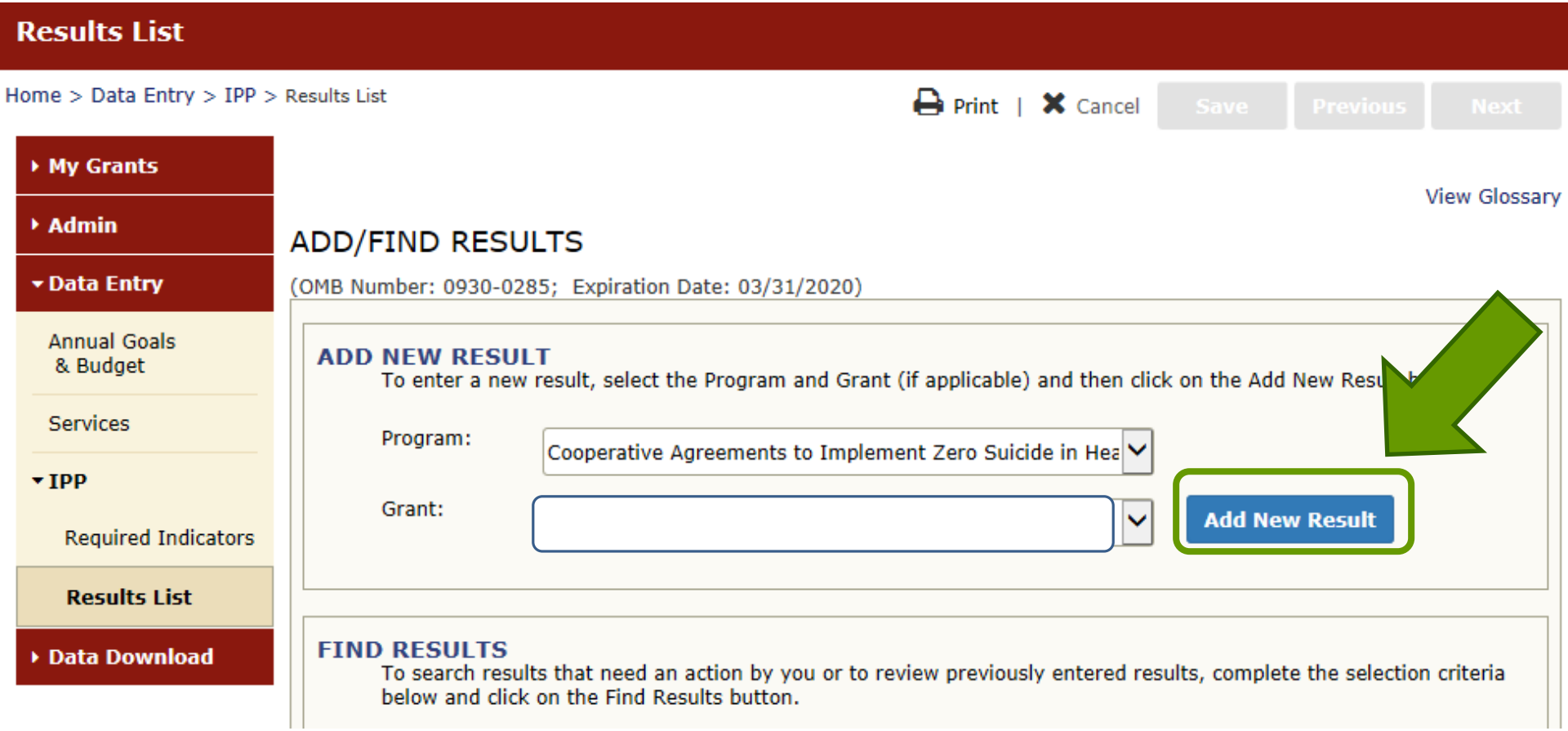
New SPARS CSAP Features and Programs Released on January 8, 2018
On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.

Quick Links

SPARS-CSAT
Enter data for Center for [illegible] 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
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 Resu
Program:
Cooperative Agreements to Implement Zero Suicide in Hea
Grant:
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.

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)

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

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

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

Questions?

SPARS Resources

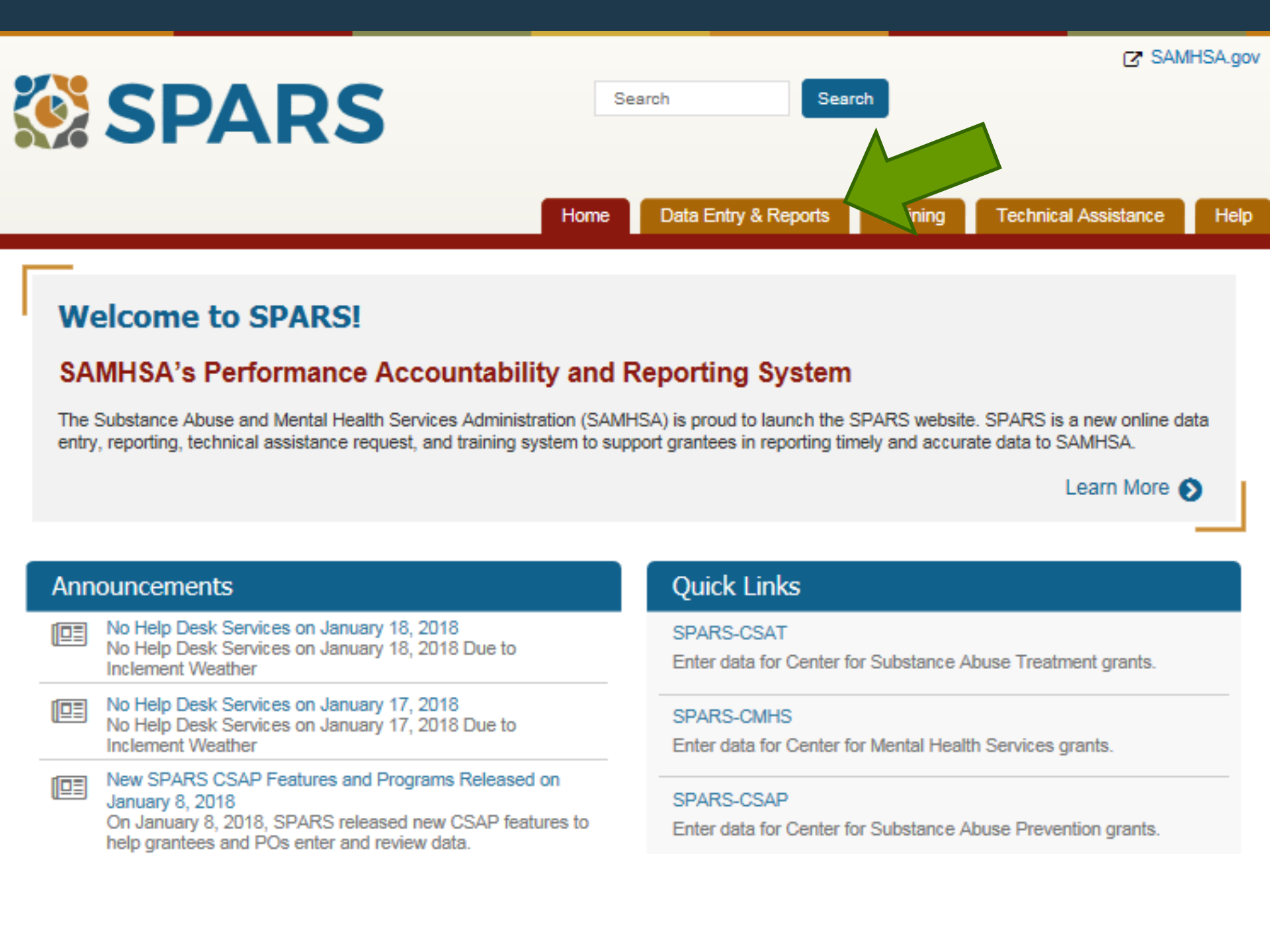
- **IPP Indicator Cheat Sheet:** Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips
- **2-Page Step by Step Checklist**: Setting & Entering Annual Performance Goals & Budget Estimates
- **Online IPP Performance Report**: https://spars.samhsa.gov

IPP Performance Report

SAMHSA/CMHS conducts audits to identify grantees who do not submit data into the SPARS system by the quarterly deadline:

- To help you stay in compliance with GPRA requirements and SAMHSA award conditions, review your online **IPP Performance Report** to monitor your data entry submission requirements

- Access **Online IPP Performance Report at https://spars.samhsa.gov/**


SAMHSA.gov
SPARS
Search
Search
Home
Data Entry & Reports
ning
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.

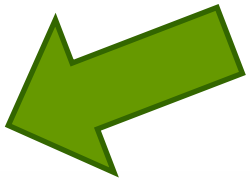
CMHS Reports

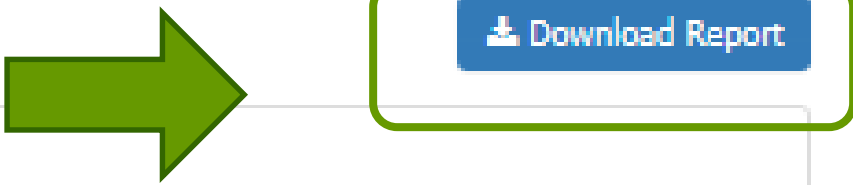
- Report List
- Outcome Measures
- Multi-Year Outcome Measures
- Outcome Measures (PBHCI only)
- Notification
- Reassessment Interview Rate
- Number of Consumers Served by Grant Year
- Number of Consumers Served by Grant Year (CMHS only)
- Point In Time
- Consumer Level Outcome Measures
- Cross Tabulation/Frequency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





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

- [x] S1
- [x] R1
- [x] AC1

Show Glosssary *

No

Program *

Select All | Clear All

- [x] 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%
		S1	X	X			2	12	16.7%
		R1	X	X			0	100	0.0%
		AC1	X	X			81	89	91.0%

"X" indicates grantee successfully entered data

SAMHSA
Substance Abuse and Mental Health Services Administration

Getting Started: Help Desk and User Account Setup

- SPARS Website: https://spars.samhsa.hhs.gov
- 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 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

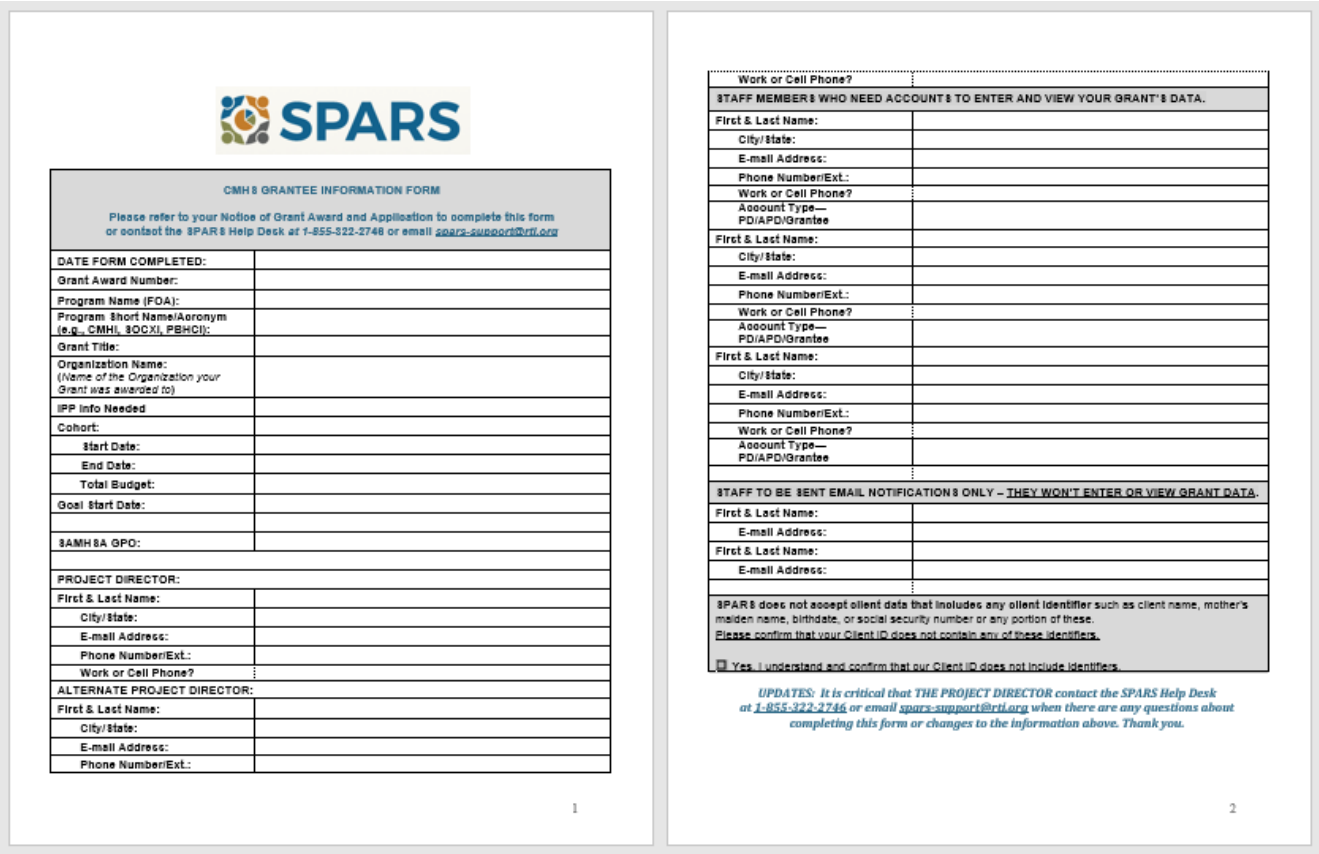
Contact SPARS Help Desk for:

- Setting Up User Account and Password Resets
- Changing you account/Adding new users to your account
- Accessing and logging into SPARS system
- Entering, 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

CMHS Grantee Information Form



SPARS

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@rti.org

DATE FORM COMPLETED:	
Grant Award Number:	
Program Name (FOA):	
Program Short Name/Acronym (e.g., CMHI, SOCXI, 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 MEMBERS WHO NEED ACCOUNTS 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 NOTIFICATIONS ONLY – THEY WON'T ENTER OR VIEW GRANT DATA.	
First & Last Name:	
E-mail Address:	
First & Last Name:	
E-mail Address:	

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.

☐ Yes, I understand and confirm that our Client ID does not include identifiers.

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

2

SAMHSA
Substance Abuse and Mental Health Services Administration

SPARS Staff Resources

➢ SAMHSA Government Project Officers: Jennifer Cappella, Brandon Johnson, and Savannah Kidd

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

➢ SPARS Help Desk

Provides technical support user account, password reset, logging into SPARS, navigating the screens, entering data, and running reports

- ✓ Phone: 1-855-322-2746
- ✓ Email: SPARS-support@rti.com

SPARS Resources

GLS State/Tribal Youth Suicide Prevention Grant (Cohort 13)

- IPP Indicator Cheat Sheet: Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips

- 2 Page Step by Step AG&B Checklist: Setting & Entering Annual Performance Goals & Budget Estimates

- **Online IPP Performance Report**: https://spars.samhsa.gov

Questions

Webinar recording and slides will be posted at

SPRC website at www.sprc.org

Thank you!

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

Portland Ridley

Portland.ridley@samhsa.hhs.gov

www.samhsa.gov

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