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

Please Stay By
Training Webinar will begin shortly

For audio, please call 1-888-390-0789
Conference Number PWXW9652895
Audience Pass code 1482822
If you are experiencing technical difficulties, please press *0

Portland Ridley
Public Health Advisor
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

Monday, November 4, 2019
2:00-3:00pm Eastern Time
Parklawn Building, Rockville, MD
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at www.sprc.org
AGENDA

• Overview of SPARS
• Required Performance Measure Indicators
• Quarterly Data Entry Reporting Period & Deadlines
• Annual Performance Goals and Deadlines
• Brief Screen Share, User Account, SPARS Help desk
Key SPARS Resources

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

• One Page Step by Step Checklist: Setting & Entering Annual Performance Goals
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
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
SPARS has two program components

1. Annual Performance Goals Information
   - Submit AG&B info just once; Due: Dec 30 2019
   - Modify future goals once a year, if needed

2. Quarterly Data
   - Submit data every 3 months
   - FY 2020 Second Quarter Data Due: April 30, 2020

https://spars.samhsa.hhs.gov
To stay in compliance with the terms and conditions of the SAMHSA award, grantees are required to enter annual performance goals 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 SPARS Performance Indicators

- **PC2**: Partnerships and Collaborations
- **AW1**: Awareness
- **T3**: Types/Target of Practices
- **TR1**: Training (*non-mental health professionals*)
- **WD2**: Workplace Development Training (*mental health professionals and related workforce*)
• **Workforce Development (WD2)**
  - The number of people *in the mental health and related workforce* trained in mental health-related practices or activities that are consistent with the goals of the grant

• **Training (TR1)**
  - The number of people who have received training in prevention or mental health promotion
• **Count** the number of people who completed the training, *not* the number of trainings.

• **Do not count** trainings funded outside the grant or funded by other agencies.
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
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
• 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

• Trainings are "outside" of individuals’ typical job duties

• Individuals from the public or "lay" people

• Individuals are NOT mental health professionals

• Individuals are NOT involved in the related mental health workforce
Types of services:
• Mental health and substance use screening, case management, individual and group counseling
T3: Types/Target of Practices

- **YES, COUNT ONLY**
  - Count the number of people only in the quarter they received the services.

- **NO, DO NOT COUNT**
  - Do Not Count the number of practices/activities.
Questions?

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SPARS Quarterly Data Entry Requirements

- SPARS is always live; data can be entered any time by the deadline

- Submit data every quarter

- Enter data only on completed activities & trainings in the quarter it was completed

- DO NOT ENTER data on activities supported by another funding stream

- 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

SAMHSA
Substance Abuse and Mental Health Services Administration
## IPP Reporting Timeline

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Grantee Deadline to Submit Data</th>
<th>GPO Deadline to Review</th>
<th>Grantee Deadline to Revise Data</th>
<th>No Further Changes Can be Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Oct. 1–Dec. 31</td>
<td>Jan. 31</td>
<td>Feb. 28</td>
<td>Mar. 31</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Jan. 1–Mar. 31</td>
<td>Apr. 30</td>
<td>May 31</td>
<td>June 30</td>
<td>July 1</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Apr. 1–June 30</td>
<td>July 31</td>
<td>Aug. 30</td>
<td>Sept. 30</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 1–Sept. 30</td>
<td>Oct. 31</td>
<td>Nov. 30</td>
<td>Dec. 31</td>
<td>Jan. 1</td>
</tr>
</tbody>
</table>
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- New SPARS CSAP Features and Programs Released on January 8, 2018
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- SPARS-CSAT
  Enter data for Center for Substance Abuse Treatment grants.
- SPARS-CMHS
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- SPARS-CSAP
  Enter data for Center for Substance Abuse Prevention grants.
ADD/FIND RESULTS

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

ADD NEW RESULT
To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Result button.

Program: Garrett Lee Smith Campus Suicide Prevention Grant Program
Grant: SP001024 - Name1038

FIND RESULTS
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.
Result Record

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

**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. 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: 

If there were no new results, check this box: 

Result Name: 

Result Description: (Do not exceed 550 characters.)
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Grant ID</th>
<th>Organization Name</th>
<th>Result Name</th>
<th>FFY Quarter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD2</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>WD5</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>T1</td>
<td>Edit</td>
<td>Del</td>
<td>Print</td>
<td></td>
<td>No New Result</td>
</tr>
<tr>
<td>S1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>R1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
<tr>
<td>AC1</td>
<td>Add</td>
<td></td>
<td>MISSING DATA – ADD RECORD</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Incomplete – Pending Grantee Revision or Missing Data</td>
</tr>
</tbody>
</table>
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.

Example 1

Grant Number: SP0001024 (Not a training grant: SP0001024)

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

Indicator: Workforce Development - WD2

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

Result Name: Suicide risk assessment overview for trainees

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

Number: 3
**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. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0001024 (Not a training grant SP0001024)

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: **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|**
No New Result Example

Check this box!

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SP0002150 (Not a training grantSP0002150)

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

Indicator: Access - AC1

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

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

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

Result Name: No New Result

Result Description: (Do not exceed 550 characters.)

Numerator:

Denominator:

Percentage:
Contact SPARS Help Desk for:

- Setting Up User Account and Password Reset
- Accessing and logging into SPARS system
- Entering and editing data and navigating the screens
- Running Performance Reports

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (EST)
Phone: (855) 322-2746 (toll-free)
E-mail: SPARS-Support@rti.org
REQUIREMENT: Quarterly Data Entry Begins

- Second Quarter Data: Deadline is April 30, 2020

- If you don’t have anything to report, click on “No New Results” for given indicator
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SPRC website at www.sprc.org
Purpose of Annual Performance Goals

1. Quantify what you plan to accomplish with your grant
2. Tied to your workplan: Realistic & Attainable!
3. Used for performance and program management
4. Developed in collaboration with your GPO

It is a “Goals-Based” type evaluation used to assess & monitor the extent your project is meeting its goals.
What is an Annual Performance Goal?

It is a *Numeric Value* set for each Indicator

- PC2 (partnerships)
- AW1 (awareness)
- TR1 (training of non mental health professionals)
- WD2 (training of mental health professionals/workplace development training)
- T3 (types/targets of practice)
Set a \textit{Numeric} Goal for Each Individual Project Period

- Year 1: August 30, 2019- Aug. 29, 2020
- Year 2: August 30, 2020- Aug. 29, 2021
- Year 3: August 30, 2021- Aug. 29, 2022
How to set your Annual Performance Goals

- **Review** the stated goals/objectives in your application program plan. What are you planning to do and achieve?

- **Know** the definitions of the required IPP indicators: WD2, TR1, PC2, AW1, T3

- **Identify** which IPP indicator applies to your stated goal for each grant year

- **Count** the number of activities you plan for each grant year for each IPP Indicator to calculate your goals

- **Identify** which IPP Indicator(s), if any, is NOT a Goal of your project
SPARS Staff Resources

- **SAMHSA Government Project Officer (GPO):**
  Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals, 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
Identify which IPP Indicator has no set goal

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

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

3. You must enter a numeric value for each grant year. This includes a Zero “0”.
Enter a numeric Annual Goal for each Indicator for each grant year

— For WD2, enter the total number of individuals (mental health professionals and related workforce members) that you plan to train for each grant year

— For TR1, enter the total number of individuals (non-mental health professionals) that you plan to train for each grant year
Enter a numeric Annual Goal for each Indicator for each grant year

- For AW1, enter the **total** number of individuals exposed to mental health awareness messages

- For PC2, enter the **total** number of organizations collaborating/coordinating/resource sharing with other organizations are a result of the grant

- For T3, enter the **total** number of *number of people* receiving mental health-related services
Enter a Zero “0” for Indicator with no set goals

- Example: TR1
- If you do not have a goal of providing training to non-mental health professionals, enter a goal of Zero “0” for TR1 for the given grant year.
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Learn More

Announcements

- New SPARS CSAP Summary Reports and CSAT and CMHS Enhancements Released on August 20, 2018
  On August 20, 2018, SPARS released new CSAP Summary Reports and other SPARS improvements.

- New SPARS Improvements Released on June 25, 2018
  On June 25, 2018, SPARS released improvements to user account management and CSAP reports.

- New SPARS CSAP Improvements Released on April 30, 2018

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”
2. Select “Data Entry” and then advance to “Annual Goals” via Dropdown Menu.
Enter numeric goals for each indicator for each grant year

**Infrastructure Indicators**

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

**Instructions:**

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

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Workforce Development</td>
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<tr>
<td>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.</td>
<td>100</td>
<td>150</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>(Agree)</td>
<td>(Agree)</td>
<td>(Agree)</td>
</tr>
<tr>
<td></td>
<td>(Disagree)</td>
<td>(Disagree)</td>
<td>(Disagree)</td>
</tr>
<tr>
<td>Partnership/Collaboration</td>
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<td></td>
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<tr>
<td>PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.</td>
<td>20</td>
<td>10</td>
<td>7</td>
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<tr>
<td></td>
<td>(Agree)</td>
<td>(Agree)</td>
<td>(Agree)</td>
</tr>
<tr>
<td></td>
<td>(Disagree)</td>
<td>(Disagree)</td>
<td>(Disagree)</td>
</tr>
</tbody>
</table>
Enter numeric performance goals for each indicator for each grant year

### Prevention and Mental Health Promotion Indicators

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

**Instructions:**

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

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Awareness</td>
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</tr>
<tr>
<td>AW1 - The number of individuals exposed to mental health awareness messages.</td>
<td>650 Agree</td>
<td>800 Agree</td>
<td>700 Agree</td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR1 - The number of individuals who have received training in prevention or mental health promotion.</td>
<td>125 Agree</td>
<td>250 Agree</td>
<td>100 Agree</td>
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</tbody>
</table>
Budget Section: Not Required; Must enter ZERO for each category for *each* grant year

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Award Amount per Grant Year</td>
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<td></td>
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<tr>
<td>Services Provision</td>
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<tr>
<td>Dollar Amount</td>
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<tr>
<td>Infrastructure Development</td>
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<tr>
<td>Dollar Amount</td>
<td></td>
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<tr>
<td>Data Collection, Evaluation, Performance Measurement and Assessment</td>
<td></td>
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<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
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<tr>
<td>Mental Illness Prevention and Mental Health Promotion Activities</td>
<td></td>
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<td>Dollar Amount</td>
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<tr>
<td>Grant Administration</td>
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<tr>
<td>Dollar Amount</td>
<td></td>
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<tr>
<td>Technical Assistance</td>
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<tr>
<td>Dollar Amount</td>
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<td></td>
</tr>
<tr>
<td>Sum of Dollar Amounts per Grant Year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of Award Amount Accounted for:</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Please review your Goals data. Select one of the following:

- "Cancel" to cancel out of your data entry. (Changes will not be saved)
- "Previous" to go back to previous sections to make any changes.
- "Save and Quit" to save your data and exit the Annual Goals form. (Note: data will not be submitted for approval until "Submit for Approval" button is selected.)
- "Submit for Approval" to submit your data for your GPO to approve. Please note, once you select "Submit for Approval", the form will be locked. If you need to unlock the form, please contact the SPARS Help Desk.
Enter annual performance goals for required indicators:

- Workforce Development Training (WD2)
- Training of non-mental health professionals (TR1)
- Partnerships/Collaborations (PC2)
- Awareness (AW1)
- Types/Target of Practices (T3)
IPP Performance Report
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- SPARS-CSAP
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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**
- [Blank]

**Indicators**
- S1
- R1
- AC1

**Program**
- [Blank]

[Download Report]
<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Grant Information</th>
<th>Indicator</th>
<th>Grants Reporting by FFY Quarter</th>
<th>Sum of Results Reported for Selected Period</th>
<th>Goal Amount for Selected Period*</th>
<th>% of Goal Achieved for Selected Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP0001</td>
<td>Name1116: my city: MD 09/30/2017-09/29/2020</td>
<td>AW1</td>
<td>X</td>
<td>110</td>
<td>174</td>
<td>63.2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC2</td>
<td>X</td>
<td>2</td>
<td>12</td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TR1</td>
<td>X</td>
<td>0</td>
<td>100</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WD2</td>
<td>X</td>
<td>81</td>
<td>89</td>
<td>91.0%</td>
</tr>
</tbody>
</table>
Contact SPARS Help Desk for:

- Setting Up User Account and Password Reset
- Accessing and logging into SPARS system
- Entering and editing data and navigating the screens
- Running Performance Reports

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (EST)
Phone: (855) 322-2746 (toll-free)
E-mail: SPARS-Support@rti.org
Getting Started: Help Desk and User Account Setup

• Help Desk
  – Available weekdays from 8:00 a.m. to 7:00 p.m. (EST)
  – Phone: (855) 322-2746 (toll-free)
  – E-mail: SPARS-Support@rti.org

• User Account Setup
  – Project Director (PD) completes SPARS Help Desk’s CMHS Grantee Information Form
  – New user accounts can be added if request is submitted to Help Desk by Government Project Officer (GPO), PD, or Associate PD
# CMHS Grantee Information Form

**CMHS GRANTEE INFORMATION FORM**

*Please refer to your Notice of Grant Award and Application to complete this form or contact the SPARS Help Desk at 1-855-821-2748 or email spars-support@fsu.edu.*

<table>
<thead>
<tr>
<th>DATE FORM COMPLETED:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award Number:</td>
<td></td>
</tr>
<tr>
<td>Program Name (Grant):</td>
<td></td>
</tr>
<tr>
<td>Program Short Name (e.g., CMH, HIV/STD, FVS):</td>
<td></td>
</tr>
<tr>
<td>Grant Title:</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td></td>
</tr>
<tr>
<td>(Name of the Organization your Grantee represents)</td>
<td></td>
</tr>
<tr>
<td>501(c)(3) Number:</td>
<td></td>
</tr>
<tr>
<td>Subcontract:</td>
<td></td>
</tr>
<tr>
<td>Brief:</td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Total Budget:</td>
<td></td>
</tr>
<tr>
<td>Due Date:</td>
<td></td>
</tr>
<tr>
<td>LHWAA:</td>
<td></td>
</tr>
</tbody>
</table>

**SPARS**

**PROJECT DIRECTOR:**

First & Last Name:  
City State:  
Email Address:  
Phone Number/Ext.:  
Work or Cell Phone?:  
Alternate Project Director:  
First & Last Name:  
City State:  
Email Address:  
Phone Number/Ext.:  

<table>
<thead>
<tr>
<th>STAFF MEMBERS WHO NEED ACCOUNTS TO ENTER AND VIEW YOUR SMARTS DATA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First &amp; Last Name:</td>
</tr>
<tr>
<td>City State:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Phone Number/Ext.:</td>
</tr>
<tr>
<td>Work or Cell Phone?:</td>
</tr>
<tr>
<td>Account Type:</td>
</tr>
<tr>
<td>PEPFAR/Other:</td>
</tr>
</tbody>
</table>

| PEPFAR/Other:  |
| First & Last Name:  |
| City State:  |
| Email Address:  |
| Phone Number/Ext.:  |
| Work or Cell Phone?:  |
| Account Type:  |
| PEPFAR/Other:  |

**STARTS TO BE SENT EMAIL NOTIFICATIONS ONLY – THEY CANNOT ENTER OR VIEW GRANT DATA:**

First & Last Name:  
Email Address:  

**SPARS does not accept data that includes any client identifiers such as client name, numeric medical aide identifier, or social security number or any portion of name.**

Please confirm that your Client ID does not contain any of these identifiers.

**Yes:** I understand and confirm that my Client ID does not include identifiers.

**UPDATES:** It is certified that THE PROJECT DIRECTOR contact the SPARS Help Desk at 1-855-821-2748 or email spars-support@fsu.edu when there are any questions about completing this form or changes to the information above. Thank you.
How to Request a SPARS Account

• A SPARS account is needed to enter data
• Grantee Project Directors can request an account by contacting the SPARS Help Desk
• Help Desk staff are available Monday through Friday, 8:00 AM to 7:00 PM EST
• Contact information:
  – Toll-Free Number: 855-322-2746
  – Email: SPARS-Support@rti.org
SAMHSA Government Project Officer (GPO):
Provides programmatic technical assistance and consultation on classifying IPP indicators, setting annual goals, 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
This webinar is being recorded.

Webinar recording and PPT slides will be posted at

SPRC website at www.sprc.org
SAMHSA’s mission is to reduce the impact of substance abuse and mental illness on America’s communities.

Portland Ridley, Public Health Advisor, Portland.ridley@samhsa.hhs.gov

www.samhsa.gov

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