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
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
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at SPRC website at [www.sprc.org](http://www.sprc.org)
SAMHSA’s Performance Accountability and Reporting System (SPARS)

- [https://spars.samhsa.gov/](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 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
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.
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
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
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
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
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
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
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
Webinar is being recorded

Webinar recording and slides will be posted at SPRC website at www.sprc.org
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
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.”
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

<table>
<thead>
<tr>
<th>Create Budget Estimates for</th>
<th>DO NOT Create Budget Estimates for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Infrastructure Development</td>
<td>5. Services Provision</td>
</tr>
<tr>
<td>2. Data Collection</td>
<td>6. Technical Assistance</td>
</tr>
<tr>
<td>3. MH Promotion/Prevention</td>
<td></td>
</tr>
<tr>
<td>4. Grants Administration</td>
<td>Enter a ZERO “0” for these categories all grant years</td>
</tr>
</tbody>
</table>
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
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
Budget Category:

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
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
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.

Announcements

- No Help Desk Services on January 18, 2018
  Due to Inclement Weather

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

<table>
<thead>
<tr>
<th>Categories &amp; Indicators</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
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<tr>
<td>Partnership/Collaboration</td>
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<tr>
<td>PC2 - The number of organizations collaborating/sharing resources with other organizations as a result of the grant.</td>
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<tr>
<td>Accountability</td>
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<tr>
<td>A4 - The number and percentage of work group/advocacy group/council members who are consumers/family members</td>
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<td></td>
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<tr>
<td>Types/Targets of Practices</td>
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<tr>
<td>T0 - The number of people receiving evidence-based mental health-related services as a result of the grant.</td>
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</tbody>
</table>
### Prevention and Mental Health Promotion Indicators

**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>Categories &amp; Indicators</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OMB Number: 0930-0285; Expiration Date: 03/31/2020)</td>
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<tr>
<td>S1 - The <strong>number of individuals</strong> screened for mental health or related interventions.</td>
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<tr>
<td>Referral</td>
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<tr>
<td>R1 - The <strong>number of individuals</strong> referred to mental health or related services.</td>
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</tbody>
</table>
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)

**Budget Screen #2**

Home > Data Entry > Annual Goals & Budget > Budget Screen #2

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### Budget Info

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

Total Grant Award: 2760000

- Instructions:
  - You selected "Percent of Annual Grant Award Amount" as the method for entering your budget data. Enter the budget for your current grant year, and all future grant years. Complete the following steps:
  1. Enter the grant’s award amount in whole dollars using numbers only (with no commas, decimal point, or $ sign) for each year in the "Award Amount per Grant Year" row.
  2. Enter the percentage using numbers only – up to two decimal points (no % sign) – for each category in the "Percent" rows.
  3. Select "Save" to save the data.
  4. Select "Next" to go to the Summary screen.

- **Note:** You will receive an error message if the total amount you entered as your grant award (the sum of all the "Award Amount per Grant Year" amounts entered) exceeds the "Total Grant Award on Record" (in the SPARS CMHS system). The message will display the Total Grant Award on Record. If you think the "Total Grant Award on Record" amount is incorrect, please contact the SPARS Help Desk.

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<table>
<thead>
<tr>
<th>Category</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount per Grant Year</td>
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</tbody>
</table>

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6. For each category, enter budget information for each grant year

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</thead>
<tbody>
<tr>
<td>Award Amount per Grant Year</td>
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<tr>
<td><strong>Services Provision</strong></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>
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<tr>
<td>Data Collection, Evaluation, Performance Measurement and Assessment</td>
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<tr>
<td>Dollar Amount</td>
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<tr>
<td>Mental Illness Prevention and Mental Health Promotion Activities</td>
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<tr>
<td>Dollar Amount</td>
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<tr>
<td>Grant Administration</td>
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<tr>
<td>Dollar Amount</td>
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<td></td>
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<tr>
<td><strong>Technical Assistance</strong></td>
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</tr>
<tr>
<td>Dollar Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<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>
7. Save and Quit or Submit for Approval

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

Instructions:

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.
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
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
Quarterly Reporting Period and Deadlines

<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>
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 next due
• 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
**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: SP0002150 (Not a training grant SP0002150)

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
**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: SP0002150 (Not a training grant SP0002150)

**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
**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: SP0002150 (Not a training grant SP0002150)

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: |  |
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: SP0002150 (Not a training grant SP0002150)

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:
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.
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  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.
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: Cooperative Agreements to Implement Zero Suicide in Health
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.
<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, Print</td>
<td>No New Result</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</td>
<td>Pending GPO Review</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>
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\(^1\). 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:**

**Indicator:**

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

**Result Name:**

**Result Description:** (Do not exceed 550 characters.)

\(^1\) 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)
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](https://spars.samhsa.gov)
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/
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.

Announcements

- No Help Desk Services on January 18, 2018
- No Help Desk Services on January 18, 2018 Due to Inclement Weather
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- New SPARS CSAP Features and Programs Released on January 8, 2018
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Quick Links

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  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.
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**
- S1
- R1
- AC1

**Show Glossary**
- No

**Program**
- TEST GRANT
## IPP Performance 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>SP0001182</td>
<td>Name1116: my city: MD</td>
<td>WD2</td>
<td>X X</td>
<td>110</td>
<td>174</td>
<td>63.2%</td>
</tr>
<tr>
<td></td>
<td>09/30/2017-09/29/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S1</td>
<td>X X</td>
<td>2</td>
<td>12</td>
<td></td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td>R1</td>
<td>X X</td>
<td>0</td>
<td>100</td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>AC1</td>
<td>X X</td>
<td>81</td>
<td>89</td>
<td></td>
<td>91.0%</td>
</tr>
</tbody>
</table>

*‘X’ indicates grantee successfully entered data.*
Getting Started: Help Desk and User Account Setup

- **SPARS Website:** [https://spars.samhsa.hhs.gov](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

### STAFF MEMBERS WHO NEED ACCOUNTS TO ENTER AND VIEW YOUR GRANT'S DATA

<table>
<thead>
<tr>
<th>First L. Name</th>
<th>Last Name</th>
<th>City</th>
<th>State</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Work or Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT DIRECTOR

<table>
<thead>
<tr>
<th>First L. Name</th>
<th>Last Name</th>
<th>City</th>
<th>State</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Work or Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ALTERNATE PROJECT DIRECTOR

<table>
<thead>
<tr>
<th>First L. Name</th>
<th>Last Name</th>
<th>City</th>
<th>State</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Work or Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**SPARS** does not store client data that includes any client identifiers 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.

---

**UPDATE:** It is required that the PROJECT DIRECTOR contact the SPARS Help Desk at 1-855-222-7266 or email spars-support@samhsa.org when there are any questions about completing this form or changes to the information above. Thank you.
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
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](https://spars.samhsa.gov)
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)