SAMHSA Performance Accountability & Reporting System (SPARS)
GSL State/Tribal Youth Suicide Prevention and Early Intervention Grant Program
Cohort 14

Wednesday, March 11, 2020
2:00 to 3:30 pm EST

Audio: 888-972-6409   Passcode: 5697664
Conference No: PWXW9955122
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
Welcome!

Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at [www.sprc.org](http://www.sprc.org)
AGENDA

• Overview of SPARS
• Required Performance Measure Indicators
• Annual Performance Goals
• Quarterly Data Entry Reporting Period & Deadlines
• IPP Performance Reports
• User Account and SPARS Help desk
• **IPP Indicator Cheat Sheet**: Operational Definitions of Required Indicators, Quarterly Data Entry Requirements, Deadlines, & Tips

• **2-Page Step by Step Annual Goal Checklist**: Setting & Entering Annual Performance Goals
SPARS Resources

- **Government Project Officer (GPO)**: provides substantive program guidance on indicators and how to set/monitor performance goal

- **SPARS Help Desk**: provides tech support with user accounts, passwords, log in/access, navigation and data entry
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
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
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 condition of award may result in action in accordance with 45 CFR 75.371 and 45 CFR 75.372 such as termination or denial of future funding.
SPARS has *two* program components

1. **Annual Performance Goals (AG) Information**
   - Submit annual goals info just once; Due: April 30, 2020
   - Modify future goals once a year, if needed

2. **Quarterly Data**
   - Submit data every 3 months
   - FY 2020 Third Quarter Data Due: July 31, 2020

https://spars.samhsa.hhs.gov
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: 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.
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) 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

SAMHSA
Substance Abuse and Mental Health Services Administration
• 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

• 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
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
• 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
Webinar is being recorded

Webinar recording and slides will be posted at the SPRC website at [www.sprc.org](http://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 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

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

– 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
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
How to develop 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

- **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
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.”
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
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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”
4. 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 performance goals info just once; Due: April 30
- Modify future goals once a year, if needed
- Refer to Annual Goals 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 Quarter 3; Deadline: July 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

Enter a Result Record Form (s) for each indicator by the deadline:

- **DO NOT enter data only on activities funded by another federal funding stream**

- 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

- 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
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.

Footnote: 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: 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\(^1\). 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
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:
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 quarter\(^1\). 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 RESULTS**” 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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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:

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</td>
<td>Print</td>
<td>No New Result</td>
<td>2018 Q2 (1/1/2018 - 3/31/2018)</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 quarter¹. 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.)
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

• **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/](https://spars.samhsa.gov/)
Updated every 24 hours, the online report displays following information for each indicator:

- Status of quarterly data submissions
- Annual goal amount
- Sum of Results
- Percentage of Goal Achieved to date
<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 182</td>
<td>Name1116: my city: MD 09/30/2017-09/29/2020</td>
<td>WD2</td>
<td>X X</td>
<td>110</td>
<td>174</td>
<td>63.2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S1</td>
<td>X X</td>
<td>2</td>
<td>12</td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R1</td>
<td>X X</td>
<td>0</td>
<td>100</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC1</td>
<td>X X</td>
<td>81</td>
<td>89</td>
<td>91.0%</td>
</tr>
</tbody>
</table>

“X” indicates grantee successfully entered data.
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- 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.
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
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 1-877-870-3764 or email spars.support@samhsa.gov

DATE FORM COMPLETED:

Date Award Number:

Program Name (Feds):

Program Sub-Name/Prefix (If Applicable)

Role Title:

Organization Name (Name of the Organization you are the Drop-Down):

Your title:

Co-Sponsor:

Start Date:

End Date:

Total Budget:

Goal Start Date:

SAM HSA OPD:

PROJECTIONS:

First & Last Name:

City, State:

Email Address:

Phone Number:

Work or Cell Phone:

Assess Type:

PHQ-9/PHQ-15

First & Last Name:

City, State:

Email Address:

Phone Number:

Work or Cell Phone:

Staff to be sent email notifications only—they won’t enter or view grant data:

First & Last Name:

Email Address:

First & Last Name:

Email Address:

SPARS does not assess 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.

Understand and confirm that our Client ID does not include identifiers.

UPDATE: It is critical that THE PROJECT DIRECTOR contact the SPARS Help Desk at 1-877-870-3764 or email spars.support@samhsa.gov when there are any questions about completing this form or changes to the information above. Thank you.
Contact SPARS Help Desk for:

- Setting Up User Account and Password Resets
- Changing your 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
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 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 14)

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

- 2 Page Step by Step Annual Goals Checklist: Setting & Entering Annual Performance Goals

- Online IPP Performance Report: 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)