New Grantee Training:
SAMHSA Suicide Prevention Lifeline Crisis Center Follow-Up Expansion Grant

SM-19-008

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

Tuesday, July 22, 2020
2:00-3:00pm Eastern Time
SPARS Training

SAMHSA Suicide Prevention Lifeline Crisis Center
Follow-Up Expansion Grant

Please Stay By

Training Webinar will begin shortly

For audio, please call 1-888-982-4497
Conference Number PWXW 1528802
Audience Pass code 6108584

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)
Key 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
AGENDA

1. Overview of SPARS

2. Operational Definitions of Required Indicators

3. Reporting Requirements
   • Annual Performance Goals
   • Quarterly Data Entry Requirements

4. Accessing SPARS system, User Account and Password

5. SPARS Resources
SAMHSA’s Performance Accountability and Reporting System (SPARS)

- 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
- GPO provides program/content guidance and trainings on SPARS
- SPARS Help desk provides tech support with log in and access, password resets
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
Overview: SPARS has two program components

1. Annual Performance Goals
   - Submit goals/budget info **just once**; Due: August 31, 2020
   - Modify future goals once a year, if needed

2. Quarterly Data
   - Submit data on a **quarterly** basis
   - Begin Data Entry: First Quarter Data
   - 1\textsuperscript{st} Quarter Data Due: Jan 31, 2021
   - Prior Quarter Data is optional
Required Performance Indicators

- PC2: Partnerships & Collaborations
- O1: Outreach
- S1: Screening
- R1: Referral
- AC1: Access
1. **Partnerships/Collaborations (PC2)** The *number of organizations* collaborating, coordinating, or sharing resources with other organizations as a result of the grant

2. **Outreach (O1)** The *number of individuals* contacted through program outreach efforts
3. Screening (S1) The number of individuals screened for mental health or related interventions.

4. Referral (R1). The number of individuals referred to mental health or related services.

5. Access (AC1) The number and percentage of individuals receiving mental health or related services after referral.
<table>
<thead>
<tr>
<th>Intent</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Report information on organizations who are collaborating for the first time as a result of the grant. | • Task forces, Advisory Boards  
• Coalitions  
• Networks  
• Data Sharing and Referral Systems  
• Policies and Protocols  
• Trainings  
• Informal or Formal agreements |

<table>
<thead>
<tr>
<th>Count</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The <em>number of organizations</em> in the collaboration</td>
<td></td>
</tr>
</tbody>
</table>
PC2: Partnerships/Collaborations

Count

- Number of organizations collaborating, coordinating or sharing resources with other organizations as a result of the grant
- Count the number of organizations collaborating for the first time
- For subsequent quarters, count any new organizations added to the collaboration
- Count the organization only ONCE during the life of the grant

Do Not Count

- Organizations in collaborations that existed prior to the grant award
- Number of meetings held
- Number of resources shared
- Organizations that have been reported in previous quarters (this is a duplicated count)
- Grant project (yourself!)
## Intent

to capture information on one-on-one contacts with individuals using outreach or other strategies to increase participation in and access to treatment services for the population in focus as a result of the grant

## Count

- the number of individuals; not the number of contacts
- the number of individuals you have reached; not attempted for follow-up (the number of “enrolled” participants)
- The number of individuals you are “enrolling” in follow-up programs
Screening (S1):

Who are you counting?

**Count**

- Number of Individuals screened for mental health or related intervention in the given quarter; not the number of interventions
- Screened **for initial identification** of those who may be in need of specific intervention;

  **DO NOT COUNT**

- Ongoing monitoring to assess individual progress/status

**Count: Examples**

- Count local, NSPL callers, ED and inpatient psychiatric hospital consumers: anyone **eligible** for follow-up services through your grant.
- Include people who were screened in the ED if they were screened as part of the grant.
- Eligible individuals are those that were expressing suicidal behavior within 48 hours of contact.
Referral (R1): Who are you counting?

Count

- Number of *Individuals* referred for mental health or related services *in the given quarter*

- Enter the number of individuals among those followed up by center that are referred to mental health or related services at the time of the baseline crisis call or at follow-up

Do Not Count

- Number of Services

- Ongoing monitoring to assess individual progress and status
The first result should focus on direct mental health referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines.

The second result should focus on all other referrals. Examples of “other referrals” would include homeless shelters, food banks, credit counselors, etc.
Access (AC1): Who are you counting?

**Count**

- Number of Individuals receiving mental health or related services after referral in the that quarter
- Numerator: Total number of individuals who have been referred and are receiving mental health and related services
- Denominator: Total number of individuals referred

**Do Not Count**

- Number of Services
- Ongoing monitoring to assess individual progress and status
For the numerator:

• referrals should be counted as being received in the quarter that the individual actually received the service.

• if a referral is made in one quarter, but the individual didn’t receive the service until the next quarter, count it in the quarter in which the service was received.
The first result should focus on direct mental health referrals. Examples of these would include referrals to therapy, AA, inpatient hospitalizations, detox, and specialized crisis lines. Numerator = of those referred for mental health services, the number who are receiving mental health services. Denominator = total number of individuals referred for mental health services.

The second result should focus on all other referrals. Examples of “other referrals” would include homeless shelters, food banks, credit counselors, etc. Numerator = of those referred to “other services” the number who are receiving other services. Denominator = total number of individuals referred for other services.
### SPARS Quarterly Data Entry 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>
SPARS Quarterly Data Entry Requirements

- Enter a Result Record Form(s) **for each indicator** by the deadline.

- SPARS is always live; data can be entered any time 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? Click on “**No New Results**” which is a valid data entry.
Requirements for Reporting IPP Results

• IPP Record Result 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
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.
Select “Data Entry & Reports”, “-for- CMHS Users”, and then “CMHS Data Entry”
2. Select “Data Entry” and then advance to “IPP” via Dropdown Menu
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 Care
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.
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 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.)
### Results List

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

<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>
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</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>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 for one federal fiscal year quarter. Note: Screen will refresh when you select the date range or indicator.

**Grant Number:** SM82088 (DuPage County Health Department Crisis Center Follow-up Program)

**Date Range Result Was Completed:** FFY 2020 Quarter 2 (Jan. 1 2020 – Mar. 31 2020)

**Indicator:** Partnership/Collaboration - PC2

PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.

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:** Glen Ellyn Fire Department/EMS

**Result Description:** (Do not exceed 550 characters.) DCHD has a formalized a partnership with Glen Ellyn Fire Department and EMS to improve access to follow-up care for individuals presenting with depression and suicidal behaviors in our community. Through this partnership, emergency medical responders are able to transport community members directly to DCHD to assess treatment needs and refer to the appropriate level of care. This partnership results in expedited linkage to mental health services and avoids unnecessary transport to local hospital emergency departments.

**Number:** 1
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: SM82088 (DuPage County Health Department Crisis Center Follow-up Program)

Date Range Result Was Completed: FFY 2020 Quarter 2 (Jan. 1 2020 – Mar. 31 2020)

Indicator: Screening - S1

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

If there were no new results, check this box: [ ]

Result Name: Suicide Safety Assessment

Result Description: (Do not exceed 550 characters.)

Of the 242 total individuals screened for DCHD Crisis Follow-Up Services, 75 individuals were screened using the Suicide Safety Assessment. All 75 of these individuals were screened by DCHD staff during calls to the National Suicide Prevention Lifeline identified as being appropriate for and agreeable to follow-up services.

Number: 75
**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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM82086 (Crisis Center Follow-up Expansion)

Date Range Result Was Completed: FFY 2020 Quarter 3 (Apr. 1 2020 – Jun. 30 2020)

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: Referred individuals Mental Health

Result Description: (Do not exceed 550 characters.) During this quarter, 249 individuals were provided referral to mental health services. Out of the 249 individuals, 232 individuals followed through with referrals.

Numerator: 232
Denominator: 249
Percentage: 93.17%
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: 

Save - Add New  Save - Finish
Contact SPARS Help Desk for:

- Accessing and logging into SPARS system
- Entering data, editing data and navigating the screens

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
Webinar is being recorded

Webinar recording and slides will be posted at 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

“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 Required Indicator

- PC2 • Partnerships
- O1 • Outreach
- S1 • Screening
- R1 • Referral
- AC1 • Access
Set a *Numeric* Goal for Each Individual Project Period

- **Year 1:** May 31, 2020 – May 30, 2021
- **Year 2:** May 31, 2021 - May 30, 2022
- **Year 3:** May 31, 2022 - May 30, 2023
Enter a numeric Annual Goal for each Indicator for each grant year

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

- **For O1**, enter the total number of individuals that will be contacted through program outreach efforts
Enter a numeric Annual Goal for each Indicator for each grant year.

For S1, enter the total number of *individuals* who will be screened for mental health or related interventions.

For R1, enter the total *number of individuals* who will be referred to mental health or related services.

For AC1, enter the total *percentage of individuals* who will receive mental health or related services after referral.
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: PC2, O1, S1, R1, AC1

- **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 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. 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
3. For each Indicator, enter goal for each, individual project year.

![Image of Prevention and Mental Health Promotion Indicators](https://example.com/prevention-and-mental-health-promotion-indicators)

<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>Screening</td>
<td></td>
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<td></td>
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<tr>
<td>S1 - The number of individuals screened for mental health or related interventions.</td>
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<tr>
<td>Referral</td>
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<tr>
<td>R1 - The number of individuals referred to mental health or related services.</td>
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</tbody>
</table>
4. On Grantee Approval/Submission screen, select “Save And Quit” or “Submit for Approval”
Contact SPARS Help Desk for:

- Accessing and logging into SPARS system
- Entering, editing data and navigating the screens

**SPARS Help Desk**

Hours: Monday – Friday
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E-mail: SPARS-Support@rti.org
Webinar is being recorded

Webinar recording and slides will be posted at

SPRC website at [www.sprc.org]
How to Set Up Your SPARS Account

- A SPARS account is needed to enter data
- Grantee Project Director completes User Account Form
- Email form to Portland Ridley, Portland.ridley@samhsa.hhs.gov
- Form due July 31, 2020
## CMHS Grantee Information Form

### Staff Members Who Need Accounts to Enter and View Your Grant Data

<table>
<thead>
<tr>
<th>First &amp; 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>
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</table>

### Project Director

<table>
<thead>
<tr>
<th>First &amp; Last Name</th>
<th>City</th>
<th>State</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Work or Cell Phone</th>
</tr>
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### Alternate Project Director

<table>
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<tr>
<th>First &amp; Last Name</th>
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<th>State</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Work or Cell Phone</th>
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</table>

**SPARS** does not accept grant 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.

### 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 1-800-355-7746 or email sparsupport@n Jord.

<table>
<thead>
<tr>
<th>Date Form Completed</th>
<th>Grant Award Number</th>
<th>Program Name (PCA)</th>
<th>Program Requirement/Utility (including social services)</th>
<th>Grant Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Name of the Organization you are affiliated with</th>
<th>Program Area:</th>
<th>Center Code:</th>
<th>Start Date:</th>
<th>Total Budget:</th>
<th>Goal Start Date:</th>
</tr>
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</tr>
</tbody>
</table>

**SAMHSA**

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Reminder:

1. **Annual Performance Goals**
   - Submit goals/budget info **just once**; Due: August 31, 2020
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2. **Quarterly Data**
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   - Begin Data Entry in First Quarter: Due Jan 31, 2021
   - Prior quarter data (optional)
Contact SPARS Help Desk for Tech Support

- Changing your account/Adding new users to your account
- Password Resets
- Accessing and logging into SPARS system
- Entering data, editing data, navigating the screens
- Running Performance Reports

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (EST)
E-mail: SPARS-Support@rti.org
Phone: 1-855-322-2746
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 log in, user account, passwords, and navigating screens.
  - Phone: 1-855-322-2746
  - Email: SPARS-support@rti.com
Key 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
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)