

MAI: SPARS Reporting Requirements

Program Monitoring and Participant-Level Data Collection

Minority AIDS Initiative–Management and Reporting Tool (MAI-MRT)

The MAI-MRT tools below are submitted to Substance Abuse and Mental Health Services Administration (SAMHSA) Project Officers through SAMHSA’s Performance Accountability and Reporting System (SPARS). Note that the *Disparity Impact Statement (DIS)* and *Progress Reports* should also be submitted through eRA commons, <https://era.nih.gov/>.

Requirement	Description	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparity Impact Statement (DIS)	Once, Year 1	November 30
	Needs Assessment	Once, Year 1	January 31
	Strategic Plan	Once, Year 1	January 31
	Capacity Building	Once, Year 1	January 31
Progress Reports	Quarterly Progress Report (QPR)	Quarterly	January 31, April 30, July 31, October 31
Participant-Level Instruments	Adult and Youth Questionnaires	Biannually	May 1, November 1

- **SPARS Website:** <https://spars.samhsa.gov/>
- **SPARS Help Desk:** 1-800-685-7623, SPARSHelpDesk@mathematica-mpr.com
- **Data Collection Tools:** <https://spars.samhsa.gov/content/data-collection-tool-resources>
- **Recorded SPARS Webinars and SPARS Training Registration:** <https://spars-lc.samhsa.gov/> (user name/password required)

Guidance for Participant-Level Instruments—Adult and Youth Questionnaires

The guidance below is for the revised participant-level instruments that were released in March 2019.

Service Duration	Required Questionnaire Sections	When to Administer Questionnaires Baseline (1st Data Collection Point) ¹	When to Administer Questionnaires Exit (2nd Data Collection Point) ²	When to Administer Questionnaires Follow-up (3rd Data Collection Point) ²
Single-Day (Single) Session	<ul style="list-style-type: none"> • <u>Section 1:</u> Facts About You • <u>Section 2:</u> Attitudes and Knowledge 	Collect at the first service encounter; ideally, before you begin the intervention.	N/A	N/A
2–29 Days (Multiple Session, Brief)	<ul style="list-style-type: none"> • <u>Section 1:</u> Facts About You • <u>Section 2:</u> Attitudes and Knowledge 	Collect at the first service encounter; ideally, before you begin the intervention.	Within 10 days after program exposure has ended (i.e., after the final service encounter)	N/A

Service Duration	Required Questionnaire Sections	When to Administer Questionnaires Baseline (1st Data Collection Point) ¹	When to Administer Questionnaires Exit (2nd Data Collection Point) ²	When to Administer Questionnaires Follow-up (3rd Data Collection Point) ²
30 days or longer (Multiple Session, Long)	<ul style="list-style-type: none"> • <u>Section 1</u>: Facts About You • <u>Section 2</u>: Attitudes and Knowledge • <u>Section 3</u>: Behavior (full instrument) 	Collect at the first service encounter; ideally, before you begin the intervention.	Within 10 days after program exposure has ended (i.e., after the final service encounter)	90 days after program exit

¹ No participant-level data collection is required if the participant is receiving only HIV/VH testing and testing-related counseling services. Grantees are required to keep records of the individuals receiving testing services for purposes of aggregate reporting as part of their progress reports.

² Participants taking the survey at the second or third time point (exit or follow-up) should receive sections corresponding to their service duration. Participants should receive the same sections of the tool at each time point.

Reference Guide: Where to Refer Questions

See above for contact information for the SPARS Help Desk.

If the question is about please contact	
	Project Officer	SPARS Help Desk
Ability to meet program requirements	X	
Increasing grantee capacity— <i>needs assessment; preparing and mobilizing prevention workforce; strategic planning; selecting and implementing evidence-based strategies; Strategic Prevention Framework (SPF) steps, including sustainability and cultural competency</i>	X	
Disparity Impact Statement, Needs Assessment, Strategic Plan, Capacity Building, and Progress Report content and approval	X	
SPARS access issues— <i>account access, passwords, system issues</i>		X
Data entry and submission into SPARS—Work Plans, Progress Reports, and Participant-Level Instruments		X
SPARS training and webinars		X
SPARS resource library— <i>provides all instruments, training materials, and guidance manuals for the progress report and participant-level instruments</i>		X