# SPARS: CSAP Resource Guide

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Center for Substance Abuse Prevention (CSAP)

## First Responders–Comprehensive Addiction and Recovery Act Cooperative Agreement (FR-CARA) Grantees

### Documents

#### Data Collection Tool

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP FR-CARA grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections are Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, and Sustainability.
* When is this tool collected: This tool is used to submit biannual progress reports for grantee cohorts from 2017 or earlier. Grantee cohorts from 2018 or later submit progress reports annually.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT.pdf> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) DSP-MRT Supplement for PDO, FR-CARA, and Related Grants
* Who uses this document: All CSAP FR-CARA grantees use this tool.
* What is this document: This tool is embedded within the Progress Report and contains the questions unique to FR-CARA grantees, including information about the Overdose Outcomes subsection.
* When is this tool collected: This tool is collected biannually for grantee cohorts from 2017 or earlier. Grantee cohorts from 2018 or later submit this tool annually.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTSupplementPDOFRCARA.pdf> 

***Question-by-Question (QxQ) Guide***

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Instruction Guide for Grants to Prevent Prescription Drug/Opioid Overdose–Related Deaths (PDO) and First Responders–Comprehensive Addiction and Recovery Act Cooperative Agreement (FR-CARA) Grantees
* Who uses this QxQ: All CSAP FR-CARA grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for grantees to successfully complete the Progress Report and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTPDOQxQ_2.2020.pdf> 

***Other Key Documents***

* FR-CARA: SPARS Reporting Requirements
* Who uses this document: CSAP FR-CARA grantees who want more information about SPARS reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqFRCARA.pdf> 

### Training

* CSAP FR-CARA New Grantee Training
* Who views this training: All CSAP FR-CARA grantees should view this training.
* What is this training: This training demonstrates for CSAP FR-CARA grantees how to access the DSP-MRT in SPARS, how to complete the Progress Report section of the tool, how to enter Work Plans into SPARS, and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/enrol/index.php?id=158>

Center for Substance Abuse Prevention (CSAP)

## Improving Access to Overdose Treatment (OD Treatment Access) Grantees

### Documents

#### Data Collection Tools & Form

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP OD Treatment Access grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections include Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, and Sustainability.
* When is this tool collected: This tool is collected biannually from the grantee funded in FY2017 and annually from grantee cohorts funded in FY2018 or later.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT.pdf> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) DSP-MRT Supplement for OD Treatment and Related Grants
* Who uses this document: All CSAP OD Treatment Access grantees use this tool.
* What is this document: This tool is embedded within the Progress Report and contains the questions unique to OD Treatment Access grantees, including information about the Overdose Outcomes subsection.
* When is this tool collected: This tool is collected biannually from the grantee funded in FY2017 and annually from grantee cohorts funded in FY2018 or later.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTSuppODTxRelatedGrants.pdf> 
* OD Treatment Access Reporting Form
* Who uses this form: All CSAP OD Treatment Access grantees use this form.
* What is this form: This form is used to capture program-specific data related to prescribing/co-prescribing, training, OD Treatment Access grant funds spent, and connection to appropriate treatment. It is uploaded into the OD Treatment Access Progress Report and submitted through SPARS.
* When is the form collected: This form is collected biannually for the grantee funded in FY2017 and annually for grantees funded in FY2018.
* Where can I find this form: [https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OD%20Treatment%20Access\_Reporting%20Form.docx](https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OD%20Treatment%20Access_Reporting%20Form.docx%20) 

#### Question-by-Question (QxQ) Guide

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Instruction Guide for Improving Access to Overdose Treatment (OD Treatment Access) Grantees
* Who uses this QxQ: All CSAP OD Treatment Access grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for successfully completing the Progress Report and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTODTreatmentNaloxoneQxQ.pdf> 

#### Other Key Documents

* OD Treatment Access: SPARS Reporting Requirements
* Who uses this document: CSAP OD Treatment Access grantees who want more information about SPARS reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqODTreatmentAccess-revised.pdf> 

### Training

* CSAP DSP-MRT for OD Treatment Access Grantees
* Who views this training: All CSAP OD Treatment grantees should view this training.
* What is this training: This training demonstrates for CSAP OD Treatment grantees how to access the DSP-MRT in SPARS, how to complete the Progress Report section of the tool, how to enter Work Plans into SPARS, and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=192>

Center for Substance Abuse Prevention (CSAP)

## Grants to Prevent Prescription Drug/Overdose Deaths (PDO) Grantees

### Documents

#### Data Collection Tool

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP PDO grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections include Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, and Sustainability.
* When is this tool collected: This tool is used to submit biannual progress reports.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT.pdf> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) Supplement for PDO, FR-CARA, and Related Grants
* Who uses this document: All CSAP PDO grantees use this tool.
* What is this document: This tool is embedded within the Progress Report and contains the questions unique to PDO grantees, including information on the Naloxone Distribution Plan subsection.
* When is this tool collected: This tool is collected biannually.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTSupplementPDOFRCARA.pdf> 

#### Question-by-Question (QxQ) Guide

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Instruction Guide for Grants to Prevent Prescription Drug/Opioid Overdose–Related Deaths (PDO) and First Responders–Comprehensive Addiction and Recovery Act Cooperative Agreement (FR-CARA) Grantees
* Who uses this QxQ: All CSAP PDO grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for successfully completing their Progress Report and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTPDOQxQ_2.2020.pdf> 

#### Other Key Documents

* PDO: SPARS and Cross-Site Evaluation Reporting Requirements
* Who uses this document: CSAP PDO grantees who want more information about SPARS and cross-site evaluation reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT, cross-site evaluation, and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqPDO-revised.pdf> 

### Training

* CSAP PDO DSP-MRT Data Entry Training
* Who views this training: All CSAP PDO grantees should view this training.
* What is this training: This training demonstrates for CSAP PDO grantees how to access the DSP-MRT in SPARS, how to complete all sections of the tool including items unique to the PDO program, and how to successfully submit data.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=117>
* CSAP DSP-MRT Work Plans Data Entry Training
* Who views this training: All CSAP PDO grantees should view this training.
* What is this training: This training demonstrates for CSAP PDO grantees how to enter work plans into SPARS and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=137>

Center for Substance Abuse Prevention (CSAP)

## Minority AIDS Initiative (MAI) Grantees

### Documents

#### Data Collection Tools

* Minority AIDS Initiative (MAI) Quarterly Progress Report
* Who uses this tool: All CSAP MAI grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections include Administration, Behavioral Health Disparities, Assessment, Capacity Building, Planning, Implementation, and Evaluation.
* When is this tool collected: This tool is collected quarterly from grantees funded in FY2017 or earlier. This tool is collected annually from grantees funded in FY2018 or later.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAI_MRT_%20Quarterly%20Progress%20Report%2003.11.2019-FINAL.docx> 
* National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Adult Questionnaire
* Who uses this tool: CSAP MAI grantees who provide direct service interventions to adults use this tool.
* What is this tool: This tool, also referred to as the adult participant-level questionnaire, contains questions about participant demographics, attitudes and knowledge, and behavior.
* When is this tool collected: This tool is collected at baseline, exit, and 90-day post-exit follow-up, depending on service duration. Data can be submitted through SPARS at any time but are due to SAMHSA twice per year, on May 1 and November 1.
* Where can I find this tool:
	+ English: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIMRTNewAdultQuestionnaire_5_29_19.pdf> 
	+ Spanish: [https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIMRTAdultQuestionnaireSpanish(WAP)\_FINAL.pdf](https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIMRTAdultQuestionnaireSpanish%28WAP%29_FINAL.pdf) 
* National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Youth Questionnaire
* Who uses this tool: CSAP MAI grantees who provide direct service interventions to youth use this tool.
* What is this tool: This tool, also referred to as the youth participant-level questionnaire, contains questions about participant demographics, attitudes and knowledge, and behavior.
* When is this tool collected: This tool is collected at baseline, exit, and 90-day post-exit follow-up, depending on service duration. Data can be submitted through SPARS at any time but are due to SAMHSA twice per year, on May 1 and November 1.
* Where can I find this tool:
	+ English: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIMRTNewYouthQuestionnaire_%2005242019%20.pdf> 
	+ Spanish: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIMRTYouthQuestionnaire06252018Spanish.pdf> 
* Example Form for Internal Use: Record Tracking for Testing and Vaccination Activities
* Who uses this form: CSAP MAI grantees who want to better understand the data requirements for HIV/viral hepatitis (VH) testing and VH vaccination activities use this form.
* What is this form: This form is an example that MAI grantees can use to set up a tracking system to collect data on HIV/VH tests and VH vaccinations that are administered with CSAP MAI funds. Once collected, the information needs to be aggregated and reported in the MAI grantee progress report.
* Where can I find this form: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Example%20Form%20for%20HIV%20VH%20Testing%202018.pdf> 

#### Codebooks and Upload Templates

* HIV Adult Questionnaire Codebook: Coding Manual for All Data Collection Points
* Who uses this codebook: CSAP MAI grantees who administer the adult participant-level questionnaire and prefer to do a batch upload of their adult participant-level data, rather than manually entering it, use this template.
* What is this codebook: This codebook provides item #, question/variable, response choice/numeric code, and variable name option values for each variable in the National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Adult Questionnaire.
* Where can I find this codebook: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/HIVAdultPLDCodebook2019.docx> 
* HIV Adult Upload Template
* Who uses this template: CSAP MAI grantees who administer the adult participant-level questionnaire and prefer to do a batch upload of their adult participant-level data, rather than manually entering it, use this template.
* What is this template: This template is an Excel spreadsheet that is formatted with the required fields for grantees to successfully enter and upload their adult participant-level data into SPARS.
* Where can I find this template: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/HIV%20Adult%20Upload%20Template%20-%20Updated%2020190502.csv> 
* HIV Youth Questionnaire Codebook: Coding Manual for All Data Collection Points
* Who uses this codebook: CSAP MAI grantees who administer the youth participant-level questionnaire and prefer to do a batch upload of their adult participant-level data, rather than manually entering it, use this template.
* What is this codebook: This codebook provides variables, questions, and response option values for each variable in the National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Youth Questionnaire.
* Where can I find this codebook: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/HIVYouthPLDCodebook2019.docx> 
* HIV Youth Upload Template
* Who uses this template: CSAP MAI grantees who administer the youth participant-level questionnaire and prefer to do a batch upload of their youth participant-level data, rather than manually entering it, use this template.
* What is this template: This template is an Excel spreadsheet that is formatted with the required fields for grantees to successfully enter and upload their youth participant-level data into SPARS.
* Where can I find this template: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/HIV%20Youth%20Upload%20Template%20-%20Updated%2020190502.csv> 

#### Question-by-Question (QxQ) and Other Guides

* Center for Substance Abuse Prevention (CSAP) Minority AIDS Initiative (MAI) Progress Report Question-by-Question Instruction Guide
* Who uses this QxQ: All CSAP MAI grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for grantees to successfully complete their MAI progress report and work plans. It includes ID, data item, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CSAPMAIQxQUpdatedFINAL.pdf> 
* National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Adult Questionnaire Administration Guide
* Who uses this guide: CSAP MAI grantees who use the adult participant-level questionnaire use this guide.
* What is this guide: This guide provides a detailed framework for planning and implementing the adult participant-level data collection process. Guidelines on each section of the Adult Participant-Level Instrument are provided, including potential questions that adult participants may have and the recommended responses to these questions.
* Where can I find this guide: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/RevisedMAIAdultAdminGuide.pdf> 
* National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Youth Questionnaire Administration Guide
* Who uses this guide: CSAP MAI grantees who use the youth participant-level questionnaire use this guide.
* What is this guide: This guide provides a detailed framework for planning and implementing the youth participant-level data collection process. Guidelines on each section of the Youth Participant-Level Instrument are provided, including potential questions youth participants may have and the recommended responses to these questions.
* Where can I find this guide: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/RevisedMAIYouthAdminGuide.pdf> 

#### Other Key Documents

* Center for Substance Abuse Prevention (CSAP) SAMHSA’s Performance Accountability and Reporting System (SPARS) Minority AIDS Initiative (MAI) Data Collection Overview
* Who uses this document: CSAP MAI grantees who want to gain a better understanding of CSAP MAI data collection use this document.
* What is this document: This document is an overview of the MAI grants and includes general grant information and purpose, MAI grant expectations and required activities, disparity impact statement and grantee meetings, MAI data collection requirements, and additional information and resources.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/MAIOverview%206.12.2020.pdf> 
* MAI–Cohorts Funded 2018 and Later: SPARS Reporting Requirements
* Who uses this document: CSAP MAI grantees funded in FY2018 or later who want an overview of MAI reporting requirements use this document.
* What is this document: This document provides MAI reporting requirements and deadlines, guidance for participant-level instruments, and a reference guide for questions grantees might have.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqMAI2018.pdf> 
* MAI: SPARS Reporting Requirements
* Who uses this document: CSAP MAI grantees funded in FY2017 or earlier who want an overview of MAI reporting requirements use this document.
* What is this document: This document provides MAI reporting requirements and deadlines, guidance for participant-level instruments, and a reference guide for questions grantees might have.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqMAI-Revised.pdf> 

Trainings

* CSAP Minority AIDS Initiative Progress Report Training
* Who views this training: All CSAP MAI grantees should view this training.
* What is this training: This training demonstrates for MAI grantees how to access the Minority AIDS Initiative (MAI) Quarterly Progress Report in SPARS; complete and submit the progress report; and create, edit, and submit work plans. The training also addresses common questions and issues related to entering and submitting progress reports.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=197>
* CSAP Minority AIDS Initiative Participant-Level Data Training
* Who views this training: CSAP MAI grantees who enter and/or submit adult and youth questionnaire data to SPARS should view this training.
* What is this training: This training provides an overview of data collection requirements related to the questionnaires, demonstrates for CSAP MAI grantees how to enter adult and youth questionnaire data, and describes the data upload and data download processes.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=198>

Center for Substance Abuse Prevention (CSAP)

## Sober Truth on Preventing Underage Drinking (STOP Act) Grantees

### Documents

#### Data Collection Tool

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP STOP Act grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections include Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, Sustainability, and Annual Outcomes.
* When is this tool collected: This tool is collected biannually from grantees funded in FY2016 or FY2017. This tool is collected annually from grantees funded in FY2019 or later.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/STOPActDSPMRTBlankTool_PostedToSPARS.docx> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) DSP-MRT Supplement for STOP Act Grants
* Who uses this tool: All CSAP STOP Act grantees use this tool.
* What is this tool: This tool is embedded within the Progress Report and contains the questions related to Evidence-Based Practices, Policies, and Programs (EBPPPs), Community Outcomes, and Substitute Data Source Requests.
* When is this tool collected: This tool is collected biannually from grantees funded in FY2016 or FY2017. This tool is collected annually from grantees funded in FY2019 or later.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/STOPActDSPMRTOutcomes_PostedtoSPARS.docx> 

#### Question-by-Question (QxQ) Guide

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Guide for Sober Truth on Preventing Underage Drinking (STOP Act) Grantees
* Who uses this QxQ: All CSAP STOP Act grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for grantees to successfully complete their Progress Report, including Annual Outcomes, and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTSTOPActQxQ508.pdf> 

#### Other Key Documents

* STOP Act: SPARS Reporting Requirements
* Who uses this document: CSAP STOP Act grantees who want more information about STOP Act reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewReportingReqsSTOPAct-Final.pdf> 
* STOP Act Reference Guide for Annual Outcomes Data
* Who uses this document: CSAP STOP Act grantees who want more information about the Annual Outcomes tab of the Progress Report in the DSP-MRT use this document.
* What is this document: This document provides information about the EBPPPs and Community Outcomes.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/STOPActCOReferenceGuide.pdf> 

### Training

* CSAP STOP Act DSP-MRT Division of State Programs–Management Reporting Tool (DSP-MRT) Training
* Who views this training: All CSAP STOP Act grantees should view this training.
* What is this training: This training demonstrates for CSAP STOP Act grantees how to access the DSP-MRT in SPARS, how to complete the Progress Report section of the tool, how to enter Work Plans into SPARS, and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/enrol/index.php?id=200>
* CSAP Annual Outcomes: EBPPPs & Community Outcomes Module for STOP Act Grantees
* Who views this training: All CSAP STOP Act grantees should view this training.
* What is this training: This training demonstrates for CSAP STOP Act grantees how to access, complete, and submit the Annual Outcomes module. The Annual Outcomes module is embedded within the Progress Report and includes EBPPPs, Community Outcomes, and Data Requests.
* Where can I find this training: <https://spars-lc.samhsa.gov/enrol/index.php?id=201>

Center for Substance Abuse Prevention (CSAP)

## Strategic Prevention Framework–Partnerships for Success (SPF-PFS) Grantees

### Documents

#### Data Collection Tool

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP PFS grantees use this tool.
* What is this tool: This tool contains questions that follow the SPF. The sections include Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, and Sustainability.
* When is this tool collected: This tool is collected quarterly from grantees funded in FY2016 or earlier. This tool is collected annually from grantees funded in FY2018 or later. Grantees should refer to their FOA and NOA to determine reporting frequency.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT.pdf> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) DSP-MRT Supplement for PFS Grants
* Who uses this tool: All CSAP PFS grantees use this tool.
* What is this tool: This tool is embedded within the Progress Report and contains the questions related to Evidence-Based Practices, Policies, and Programs (EBPPPs), Community Outcomes, and Substitute Data Source Requests.
* When is this tool collected: This tool is collected annually.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTOutcomesSDSEBPPPs_%2005242019%20.pdf> 

#### Question-by-Question (QxQ) Guide

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Guide for Strategic Prevention Framework–Partnerships for Success (SPF-PFS) Grantees
* Who uses this QxQ: All CSAP PFS grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for grantees to successfully complete their Progress Report, including Annual Outcomes, and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTPFSSTOPActQxQ508.pdf> 

#### Other Key Documents

* Partnerships for Success (PFS) Evidence-Based Practices, Policies, and Programs (EBPPPs)
* Who uses this document: CSAP PFS grantees who complete the EBPPP module of the Annual Outcomes tab of the Progress Report in the DSP-MRT.
* What is this document: This document provides a list of EBPPPs reported by grantees in the past. The list populates the “prevention intervention name” drop-down in the PFS EBPPP module. Grantees are expected to research all practices, policies, and programs to confirm their “evidence-base” prior to implementation. This is true even for those items listed in this document.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/22Feb19CSAPPFSEBPPPList.pdf> 
* PFS–Cohorts Funded 2018 and Later: SPARS Reporting Requirements
* Who uses this document: CSAP PFS grantees funded in FY2018 and later who want more information about the PFS reporting requirements use this document.
* What is this document: This document provides information about the PFS reporting requirements and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqPFS2018.pdf> 
* SPF-PFS 2014–2016: SPARS Reporting Requirements
* Who uses this document: CSAP PFS grantees funded between 2014 and 2016 who want more information about PFS reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqSPFPFS20142016.pdf> 
* Partnerships for Success (PFS) Reference Guide for Annual Outcomes Data
* Who uses this document: CSAP PFS grantees who want more information about the Annual Outcomes tab of the Progress Report of the DSP-MRT use this document.
* What is this document: This document provides information about the EBPPPs and Community Outcomes.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/PFSReferenceGuide_2.2020.pdf> 

### Training

* CSAP PFS DSP-MRT Data Entry Training
* Who views this training: All CSAP PFS grantees should view this training.
* What is this training: This training demonstrates for CSAP PFS grantees how to access the DSP-MRT in SPARS, how to complete the Progress Report section of the tool, and how to successfully submit data.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=118>
* DSP-MRT Community Outcomes Module and EBPPPs for PFS Grantees
* Who views this training: All CSAP PFS grantees should view this training.
* What is this training: This training demonstrates for CSAP PFS grantees how to access, complete, and submit the Annual Outcomes module. The Annual Outcomes module is embedded within the Progress Report and includes EBPPPs, Community Outcomes, and Substitute Data Requests.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=190>
* CSAP DSP-MRT Work Plans Data Entry Training
* Who views this training: All CSAP PFS grantees should view this training.
* What is this training: This training demonstrates for CSAP PFS grantees how to enter work plans into SPARS and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=137>

Center for Substance Abuse Prevention (CSAP)

## Strategic Prevention Framework for Prescription Drugs (SPF-Rx) Grantees

### Documents

#### Data Collection Tool

* Division of State Programs–Management Reporting Tool (DSP-MRT)
* Who uses this tool: All CSAP SPF-Rx grantees use this tool.
* What is this tool: This tool contains questions that follow the Strategic Prevention Framework (SPF). The sections include Administration, Needs Assessment, Capacity, Planning, Behavioral Health Disparities, Implementation, Evaluation, and Sustainability.
* When is this tool collected: This tool is used to submit quarterly progress reports.
* Where can I find this tool: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT.pdf> 
* Division of State Programs–Management Reporting Tool (DSP-MRT) SPF-Rx Unique Items DSP-MRT Supplement
* Who uses this document: All CSAP SPF-Rx grantees use this tool.
* What is this document: This tool is embedded within the Progress Report and contains the questions unique to SPF-Rx grantees, including information on Opioid-Specific Workgroup Activities; Policies, Regulations, and Laws; and Data Infrastructure.
* When is this tool collected: This tool is used to submit quarterly progress reports.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSP-MRT_SPF-Rx.pdf> 

#### Question-by-Question Guide (QxQ)

* Center for Substance Abuse Prevention (CSAP) Division of State Programs–Management Reporting Tool (DSP-MRT) Question-by-Question Instruction Guide for Strategic Prevention Framework for Prescription Drugs (SPF-Rx) Grantees
* Who uses this QxQ: All CSAP SPF-Rx grantees use this QxQ.
* What is this QxQ: This QxQ provides guidance for successfully completing the Progress Report and Work Plan sections of the DSP-MRT. It includes the questions, response options, and related guidance and definitions.
* Where can I find this QxQ: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/DSPMRTSPFRxQxQ.pdf> 

#### Other Key Documents

* SPF-Rx: SPARS and Cross-Site Evaluation Reporting Requirements
* Who uses this document: CSAP SPF-Rx grantees who want more information about the SPARS and cross-site evaluation reporting requirements use this document.
* What is this document: This document provides information about the DSP-MRT, cross-site evaluation, and a reference guide for questions.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/OverviewRptReqSPFRxRevised.pdf> 

### Training

* CSAP SPF-Rx DSP-MRT Data Entry Training
* Who views this training: All CSAP SPF-Rx grantees should view this training.
* What is this training: This training demonstrates for CSAP SPF-Rx grantees how to access the DSP-MRT in SPARS, how to complete the progress report tool including items unique to the SPF-Rx program, and how to successfully submit data.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=119>
* CSAP DSP-MRT Work Plans Data Entry Training
* Who views this training: All CSAP SPF-Rx grantees should view this training.
* What is this training: This training demonstrates for CSAP SPF-Rx grantees how to enter DSP-MRT work plans into SPARS and how to successfully submit them.
* Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=137>

## Center for Substance Abuse Prevention (CSAP) General Resources

* SPARS CSAP Summary Reports User Guide
* Who uses this document: CSAP Government Project Officers (GPOs) and GPO Support who want to view SPARS CSAP data visualization summary reports use this document.
* What is this document: This document describes how CSAP GPOs and GPO Support can use and interpret the SPARS CSAP Data Visualization Summary Reports. The Summary Reports display graphs and tables of key data points and include filters so that GPOs and GPO Support can tailor the results. These Summary Reports are only available to CSAP GPOs and GPO Support. The Summary Reports include Naloxone Cost and Distribution Report, HIV/Viral Hepatitis (VH) Testing Implementation Report, MAI Number Served and Referrals Report, and SPARS Status Report.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/SPARS%20CSAP%20Summary%20Reports%20User%20Guide_v1.0.pdf> 
* SPARS CSAP Frequently Asked Questions (FAQs)
* Who uses this document: CSAP grantees who want more information on SPARS reporting requirements and answers to other frequently asked questions.
* What is this document: These FAQs provide answers to frequently asked questions regarding progress reports, work plans, participant-level data, and reporting requirements.
* Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-652_CSAP_FAQs_June2020.docx> 