

**Substance Abuse and Mental Health Services Administration  
(SAMHSA)**

**Center for Mental Health Services (CMHS)**

**FREQUENTLY ASKED QUESTIONS (FAQ) on  
Transition from Expiring to New CMHS NOMs  
Client-Level Measures Tool**

**&**

**Infrastructure Development, Prevention and  
Mental Health Promotion (IPP) Indicators**

## CMHS FAQ on transition to new NOMs tool

### **WHICH GRANTEES ARE IMPACTED BY THE NEW NOMS TOOL?**

**1. My grant is in a no-cost extension as of December 1, 2022, do these changes affect us?**

The NOMs tool will expire on December 31, 2022, and therefore all grantees using the NOMs Tool for interviews or administrative entries will be impacted by the change. However, we are trying to limit the changes required for grantees in no-cost extension (NCE) status. Please reach out to your GPO for specific guidance.

**2. My grant is new starting FY2023 (October 1, 2022), do these changes affect us?**

The switchover date for the NOMs tool is December 10, 2022. If you plan to enroll new clients before that date, please reach out to your GPO for specific guidance.

**3. Have all the NOMs interviews changed?**

Yes, the baseline, reassessment, and discharge interviews as well as the data to be collected for administrative entries when interviews were not conducted have all changed with the new tools to be implemented beginning 12/10/2022.

## **HOW WILL THE SWITCH TO THE NEW TOOLS AFFECT REASSESSMENTS?**

- 4. If a client was surveyed with the old NOMs for a baseline and their 6-month reassessment is scheduled after the switchover, does their reassessment need to be done with the new NOMs?**

Yes, interviews that are done after 12/9/2022 will need to be done using the new NOMs, even if the initial baseline or reassessment was done using the old NOMs.

- 5. For those of us that are currently completing reassessments or have reassessments that are 12-, 18-, or 24-month reassessments and are in their 60-day data entry window, will we be required to do those after the switchover on 12/9/2022?**

The reassessment requirement for the new tool is that only one reassessment, at either 3 or 6 months, is required. 12-month (or 18-month or 24-month, etc.) reassessments due on or after November 10, 2022, do not have to be completed. If the reassessment due date is within 30 days of the change to the new tool (December 10, 2022), they do not have to be done. This will not lower the reassessment rate; these reassessments will be removed from the calculation of what is 'due'. Note that this change in reassessment schedule is only with regards to the NOMs requirement for reassessments; evidence-based practice or program required activities may still require follow-up.

- 6. We have multiple clients who have had an intake/baseline using the expiring version of the NOMs Tool. Will we need to conduct a discharge using the expiring version and an intake with the new version, or can we simply proceed with using the new version for re-assessment and discharge?**

Clients should not be discharged just to switch tools. New clients enrolled prior to 12/9/2022 should be enrolled using the expiring tool; reassessments or discharges done after 12/10/2022 should be done using the new tool. Reassessments and discharges using the new tool can be completed even if the baseline/intake for the same client was completed using the expiring tool.

- 7. Will our reassessment rates be merged? Currently, we have an Adult Reassessment rate and a Child Reassessment Rate.**

Yes, starting on January 4, 2023 there will be only one version of your grant in SPARS as the new tool opens for data entry. The Child and Adult versions (e.g., SM011111C and SM011111 or SM022222A and SM022222) will be merged into one version. As a result, there will only be one reassessment rate going forward.

**8. Will the notification tool in SPARS be updated to reflect these changed dates?**

Yes, there is a plan to update the SPARS Notification Report to reflect the changes in reassessment requirements. Announcements on the SPARS website, and other training and communications, will specify the exact timing of the changes to that report.

**9. How do we know if our reassessment schedule was changed from 6 months to 3 months?**

No grantee cohorts that were active and collecting data for NOMs prior to October 2022 had their reassessment schedule changed from 6 months to 3 months. New grantee cohorts scheduled to start implementing after October 2022 will receive a notice from their GPO as to the scheduled reassessments.

**10. Confirming – we no longer have to reassess every 6 months while the client is receiving services? Even if the client is in service for more than one year?**

Correct. With the new tool, only 3 NOMs assessments are required: baseline, one reassessment, and discharge.

**11. Does this affect the physical health assessments (e.g., blood draws and physical health measures) as well?**

NOMs reporting in SPARS of the physical health assessments is now only due at the same timepoints as other parts of the NOMs assessments: baseline, one reassessment, and discharge. This guidance applies only to the NOMs requirement to enter the data in SPARS, evidence-based practices or required grant activities requirements may differ.

**12. Do we get to choose whether the client is reassessed at 3 months or 6 months?**

No, the assigned reassessment schedule will be for the entire grant cohort (e.g., all grantees in a program awarded at the same time). Your GPO will inform you if your assessment schedule is at 3 months, but most grant cohorts are at 6 months. The decision for assigned reassessment schedule is not at an individual level and is not at the grantee level.

**13. Did the window for reassessments change with the new tool?**

No, the window for when reassessments can be done—from 30 days before to 30 days after the reassessment due date—has not changed with the new tools.

**14. Once a client has received their 6-month reassessment do we have to discharge them?**

No, there is no set schedule for discharge. Discharges should be done when the client has completed or stopped returning for the program/services/treatment.

**15. If we choose to continue doing reassessments at 12 months, 18 months, 24 months, etc. can we enter them in SPARS?**

No, once the new tool is implemented SPARS on January 4<sup>th</sup>, 2023, SPARS will only accept the required reassessment at the 3<sup>rd</sup> or 6<sup>th</sup> month after baseline, as determined by your grant program. Grantees can use their own local database or tools for reassessments that are not required for NOMs.

**16. When will the reassessment rate calculation be switched over from using all reassessments to only the 3 or 6-month reassessments?**

The reassessment rate calculation will be adjusted so that it shows that the 12-, 18-, 24-month and later reassessments are no longer due. As a result, the reassessment interview rate will likely increase for most existing grantees as there will be fewer reassessments due. The exact timing of the changes to the reassessment rate calculation is being finalized and will be communicated via the Announcements on the SPARS homepage and via other training and communications to CMHS grantees.

## **WHAT HAPPENS TO THE PREVIOUS NOMS DATA?**

**17. Some of the questions from previous tool have been dropped from the new tool. Can we still see past reporting on these questions?**

Yes, if your organization reported on NOMs prior to the new tool implementation in December 2022, you will have access to view prior NOMs client records and review reports incorporating this historical data. SPARS will retain historical reporting in the system for data download and reports.

## **WHEN DOES THIS START?**

### **18. If my grant is ready to implement the new tools, can we make the change now?**

Only one version of the NOMs tool can be implemented at one time, therefore we selected a start date which would suit the majority of the grantees and ask that all grantees follow these dates. The expiring tool should be used until December 9, 2022. For the new tool, only NOMs interviews with dates of December 10, 2022, and forward can be entered into SPARS.

### **19. When can I enter data in SPARS using the new NOMs tool?**

SPARS data entry and batch upload for the new NOMs tool will open January 4, 2023.

Grantees that have interviews or administrative entries using the expiring tool must enter this data into SPARS no later than January 3, 2023, at noon Eastern Time (ET).

Grantees that interview or have administrative entries using the new tool must wait until January 4, 2023, to do data entry or batch upload of this data.

### **20. Are data entry deadlines going to be extended so that we have time to enter the data collected in December once the system opens for the first time in January?**

Yes, the guidance is that data collected from interviews or for administrative entries should be captured in SPARS within 30 days. For this transition, the deadline will be extended to 30 days after data collection *or* 30 days after January 4, 2023, *whichever is later*.

*Example:* Interview was conducted on December 13, 2022. Deadline for data entry is February 3, 2023.

*Example:* Interview was conducted on January 13, 2023. Deadline for data entry is February 12, 2023.

### **21. Does this mean SPARS will “shut down” from 12/10/2022 to 1/4/2023?**

No, SPARS will not shut down on 12/10/2022. For the period 12/10/2022 to 1/3/2023, data collected using the expiring tool (i.e., interviews from 12/9/2022 and prior) can be entered into SPARS. This time is to make sure that grantees have time to finish entry of the expiring tools before the system changes over to the new tool. Data entry for interviews conducted using the new tool, from 12/10/2022 and forward, will begin in SPARS on 1/4/2023.

**22. Do we have to do a new baseline for all of our existing clients using the new tool?**

No, clients should not be re-interviewed for baseline, reassessment, or discharge just for the purposes of capturing the responses in the new tool if this data has already been collected in the expiring tool. SPARS will enable the reassessment or discharge to be entered using the new tool even if the baseline was conducted using the expiring tool.

*For example*, if a client initiated services and had a baseline interview done on 11/15/2022 using the expiring tool, their 6-month reassessment due 5/14/2023, should be in the new tool. The grantee should not re-interview the client for baseline to have the data in the new tool as the interview was already done using the expiring tool.

**23. What should I do if, for example, on 12/20/2022 I receive a NOMs that was done on the old (expiring) form on 12/13/2022?**

Any interview conducted from 12/10/2022 and later will need to use the new tool, not the expiring tool. SPARS will require use of the new tool for any interviews with a date of 12/10/2022 and later. In the example outlined in this question, the grantee should be modifying their processes and systems to prevent the interview conducted on 12/10/2022 and later to use the expiring tool. If the situation in this question does occur, the interview done with the expiring tool will not be able to be entered into SPARS.

# CMHS IPP FAQ on Transition to new GPRA tools

## **WHICH GRANTEES ARE IMPACTED BY THE NEW TOOLS?**

### **1. How do I know if my assigned IPP indicators were changed?**

Most current grantees (i.e., started prior to September 2022) will continue to report on the same indicators as previous years; GPOs may not send a notification if no change was made to the assigned IPP indicators for your grant. If your assigned IPP indicators were changed, you would receive a notice from your GPO, and/or it will be included in your Notice of Award (NOA), and they will be shown in SPARS when you go to update your grants annual goals, report IPP indicator results, or on the IPP indicators by cohort document [coming soon].

### **2. My grant is in a no-cost extension as of October 1, 2022, do these changes affect us?**

Grants that are only in No Cost Extension as of October 1, 2022 (the start of FY2023) will not be impacted by changes to the IPP indicators.

### **3. My grant is in its final year of implementation as of September 30, 2022, will these changes affect us?**

It is unlikely grant cohorts in their final year of implementation as of September 30, 2022, had changes made to their IPP indicators, however, all grantees should review the updated IPP Overview Guide [coming soon] to check for revised guidance on their existing indicators.

## **WHEN DO THE NEW CHANGES TAKE EFFECT?**

### **4. Which indicators do I report on in October 2022?**

IPP results due for Q4 FY2022 (July 1 - Sept 30, 2022) and which will be reported on from Oct 1 to Dec 31, 2023, are NOT impacted by the changes we are going through today. These changes are for Oct 1, 2022, going forward, i.e., Q1 FY2023 which will be reported on beginning in January 2023.

## **WHAT IMPACT DO THE NEW TOOLS HAVE ON IPP ANNUAL GOALS?**

### **5. Do I need to update my annual goals going forward (FY2023 and beyond) because of the new version of IPP indicators?**

Many of the indicators have revised guidance and additional examples which may be different from a previous understanding of what to report and therefore how to set annual goals. Grantees are encouraged to review all their assigned IPP indicators to determine if the guidance and the annual goals are aligned or if adjustments to annual goals during the open period (October 1 to December 31) are required.

### **6. What will happen to the annual goals in the child version of my grant after the merge in SPARS?**

Annual goals for FY2023 and forward that were in the child version of the grant will be overwritten with the default/merged version of the grant as of January 4, 2023. Grantees do not need to remove annual goals from the child version or set these to 0, they will be overwritten.

## **HOW DID THE IPP INDICATORS CHANGE WITH THE NEW TOOLS?**

### **7. Were the IPP indicators changed for FY2023?**

Most CMHS grantees are only required to report on a cohort-specific set of indicators, not all IPP indicators. With the exception of grantees focused on suicide prevention, grants that were active prior to FY2023 should report on the same indicators as in previous years. The revised list of IPP indicators approved by OMB (0930-0285) included most of the prior IPP indicators. However, grantees should review the Indicator by Indicator section of the updated IPP Overview Guide to understand whether the definitions or instructions on how to report, what to count, or what to include/exclude from IPP results changed with the updated version.

### **8. The wording of the A1 indicator changed a lot, should I keep reporting under the old version?**

Any grantee assigned the A1 indicator, which was revised and now captures the number of activities in which fidelity is monitored as a result of the grant, should follow the guidance for the revised wording. In reports, these two versions will be kept separate to show the discontinuity in the numbers and trends and grantees will need to set new annual goals to meet the revised definition.

### **9. How do I enter data in SPARS if my program serves both children/adolescents and adults?**

As of October 1, 2022, for FY2023 and forward, all IPP results reporting data should be entered under one grant, the grant without a suffix, even if the program activities were in support of only children or adolescents or both adults and children or adolescents. Beginning in January 2023, as a result of the combined adult and child NOMs tools, there will no longer be separate grants in SPARS for adult and child/adolescent data. Therefore, for FY2023, please enter all IPP goals and results using the default (the one without the A or C suffix) grant in SPARS.

### **10. There used to be a spot on the IPP Results form for F3 and now I don't see it. Was F3 dropped?**

The IPP indicator F3 measuring the amount of pooled, blended, or braided funding was not dropped. If F3 is assigned for your cohort to report, please do so by reporting the funding as a number. In the simplified form, amount and number were combined to be the same data entry box.

## **WHAT HAPPENS TO THE PREVIOUS IPP DATA?**

### **11. Do I need to update my previous results reporting (FY2022 or older) because of the new version of IPP indicators?**

No, previous results reported should not be edited for the transition of the new tool only, even if the reporting requirements or definitions have changed so that there is a discontinuity across multiple years. Previous results which were reported according to the guidance available at the time should only be edited if errors in reporting were identified.

### **12. Will any IPPs entered before Oct 1, 2022, remain visible in SPARS even if the IPP has been removed or revised?**

Yes, past results reporting on IPPs before October 1, 2022, will be available from the reports pages, find results area, or in data download in SPARS after these changes take effect.

### **13. For programs with both child and adult IPPs, will those IPPs entered before October 2022 remain separated as child and adult IPPs in SPARS?**

We will be providing more information regarding how data entered separately for child and adult IPPs will look in reports as we make this transition.

### **14. Some of the indicators are noted as having been dropped. Can we still see past reporting on these indicators?**

Yes, if your organization reported on a dropped indicator or you have access to review reports for grantees that previously reported on a dropped indicator, this historical reporting will be maintained in the system and can be pulled in reports.