



Welcome to the “Finding Resources on SPARS: A Quick Tour”. During this tour, we will provide an overview of some exciting new features to help users easily find resources on the SPARS website.

The Data Collection Tool Resources page and the Resource Library have been merged into one new Resources area within SPARS. We’ll show the new navigation and how to search and filter to find the SPARS resources.

# SPARS Overview



Enter or upload data



Request in-depth technical support



Access resources  
Documentation and guidance



Generate data reports  
Performance monitoring  
Program output and outcomes



Review trainings



Help Desk support



Let's start with a quick overview of SPARS. SPARS is SAMHSA's Performance Accountability and Reporting System which is the online website for all of SAMHSA's discretionary grantees' data.

Grantees use SPARS to submit required Government Performance Results Act (or GPRA) data to SAMHSA. SPARS contains resources, including tools, guides, and other documentation, as well as training courses to assist users in meeting their reporting requirements.

In SPARS, users can also run online data reports and request in-depth, data-related technical support. Help Desk support is also available to assist with questions about using SPARS.



## Objectives

By the end of this tour, SPARS users will be able to:

- Find Resources on SPARS
- Use search and filters to help narrow search results
- See key information using at-a-glance search results
- Download resources from the Resource Detail page



With that brief introduction, let's dive into the specifics of this tour. We'll help SPARS users find resources by focusing on four key navigation tips:

1. First, we'll show users where to find resources by using one central spot on SPARS – the Resources Search Page.
2. Second, we'll review new and expanded filters and search features that will help narrow the list of available resources.
3. Next, we'll see how to use key information that's available in the search results.
4. We'll finish by showing how to download resources from the Resource Detail page.



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## Find Resources on SPARS

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Let's jump right in starting with how to Find Resources on SPARS!

## Multiple ways to access the Resources Search page

- Top of homepage – Resources tab
- Bottom of homepage – Resources link
- Direct link – save it to your favorites!
  - <https://spars.samhsa.gov/resources>

From the SPARS home page, Resources can now be accessed from a single location: the Resources Search Page. This single location allows users to find all SPARS resources, whether or not a login is required to access those resources.

There are a few ways to navigate to get the Resources Search page.

Users can click on the Resources tab at the top of the SPARS Home Page or click on the Resources link at the bottom of the home page. Users can also save the direct link to their browser favorites to access the resources more quickly in the future.

## Resources Search Overview

**Filters**

Keyword search

Sort order

**Search Results**

- Resource name
- Resource description
- Date posted
- Login requirements
- Formats available

### Resources Search

Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.

**Refine by**

**SAMHSA Center**

General

CMHS

CSAP

CSAT

TTA

**Resource Type**

Batch Upload Templates

Codebooks

Crosswalks

FAQs

Guides

Help Desk Forms

**User Type**

Experienced Users

New Users

Data Entry

Data Viz & Online Reports

GPOs

**Search Resources**  Q

Viewing 1 - 15 of 239 Sort by Newest to Oldest ▾

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● [CMHS NOMs CSV Upload template](#) Format: CSV

Comma-Separated Values (CSV) batch upload template for uploading CMHS NOMs data  
Date Posted: 1/16/2023

● [SPARS Add or Remove User Request Form](#) Format: PDF

Help Desk Form for grantees to request the addition or removal of users to SPARS  
Date Posted: 1/15/2023

● [CMHS Annual Goals and IPP Request Form](#) Format: PDF

Date Posted: 1/14/2023 🔒 Login required

● [Harm Reduction Question by Question Guide](#) Format: PDF

Date Posted: 1/13/2023

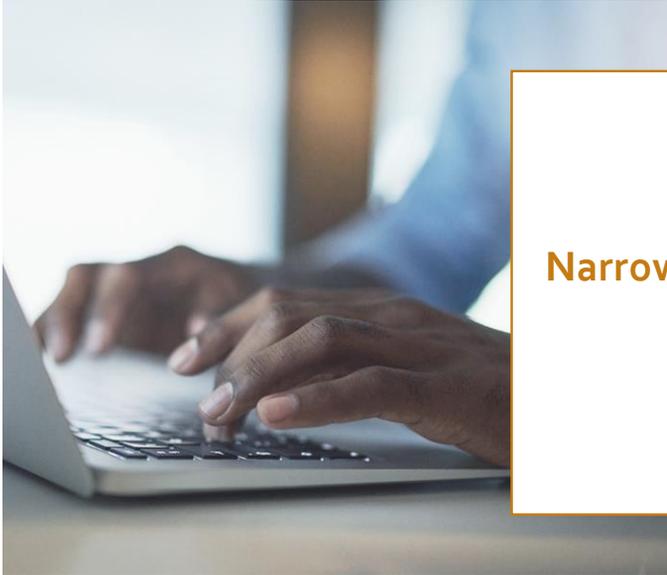
● [CSAT GPRA CSV Upload Template](#) Format: CSV

Now that we are on the Resources Search page, we can see the updated features to help users find the right SPARS resources.

The page starts with a brief description that outlines the types of resources available. It's important to note that users don't need to be logged in to do a search or see the results list. All resources for SPARS, accessed with and without a login, will be displayed in the search results. If access to an individual resource requires a login, we're able to see that easily. In this example, the first two resources in my list do not require a login while the third resource does.

The Resources Search page also includes options to sort, do a keyword search, specify filters, and see the date each resource was posted.

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## Narrow the Search Results

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Let's keep this tour going by taking a closer look at these and other key features to help us narrow the search results.

## New and improved ways to refine the search

### Search

- Enter keywords related to the resource

### Sort

- Alphabetical
- Newest to oldest

### Filters

- Expanded filter options
- New filter – User Type

**Resources Search**  
Search for data collection tools, resource materials as well as reports to support data collection, data entry, online reports, data visualizations, and overall GPRA reports. resource and training materials for SPARS, access to SPARS for all Centers and Programs. All search results will be displayed in your search results.

Search Resources Search by keyword

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Sort by Alphabetical (Z - A)

- [Youth Questionnaire Administration Guide](#) Format: PDF Date Posted: 6/08/2022
- [Using a Trauma-Informed Approach in Interviewing for Data Collection](#) Format: PPT Date Posted: 8/25/2021 Login required
- [Using Planned and Received Services Data to Improve Service Delivery](#) Format: PDF Date Posted: 8/25/2021 Login required
- [Using Data to Improve Treatment for Clients with Criminal Justice Involvement](#) Format: PDF Date Posted: 8/25/2021 Login required
- [Using Data to Improve Service Delivery](#) Format: PDF Date Posted: 8/25/2021 Login required
- [Using CSAT-GPRA Data to Market Your Program](#) Format: PDF Date Posted: 8/25/2021 Login required
- [TTA Question-by-Question Guide - Spanish](#) Format: PDF Date Posted: 9/15/2022



Just under the banner at the top of the page is an option to Search by keyword. This search box is very helpful if we know some information about the resource we need.

We can also sort the resources alphabetically or by the date posted to SPARS.

On the left, there are filter options which we will go over next. These filters let us narrow the results to quickly get to a list of potentially relevant resources.

## New "General" option to pull resources across all centers



New **General** option for SAMHSA Center to pull resources that span all SAMHSA centers.

- The SPARS Newsletter
- Technical Support Request System information
- General resources

The screenshot shows the SPARS search interface. On the left, the 'Refine by' sidebar has four sections: 'SAMHSA Center' (with 'General' selected), 'Resource Type' (with 'Batch Upload Templates' selected), 'User Type' (with 'Experienced Users' selected), and 'Data Entry Type' (with 'CMHS Annual Goals' selected). The main search results area shows a list of resources, including newsletters and guides, with their respective dates and login requirements. The 'Selected Filters' section shows 'General' is active. The search results are sorted by 'Newest to Oldest' and show 15 results.

The first filter is by SAMHSA Center. It includes a new **General** option that pulls resources that are applicable across all centers such as the Newsletter, information regarding the SPARS Technical Support Request System, general guides, resources for data collection, tracking study participants, interviewing skills, and data sources.

The other options include:

- CMHS – Center for Mental Health Services
- CSAP – Center for Substance Abuse Prevention
- CSAT – Center for Substance Abuse Treatment
- TTA – Training and Technical Assistance grantees

## New, updated category with additional options

**Resource Type**, previously Document Type, with expanded options to help users narrow down their search.

### New options:

- Batch Upload Templates
- Crosswalks
- Help Desk Forms
- Training Materials
- Training Videos



The screenshot shows the SPARS search interface. On the left, the 'Refine by' section has three filter categories: 'SAMHSA Center' (with options for General, CMHS, CSAP, CSAT, TTA), 'Resource Type' (with options for Batch Upload Templates, Codebooks, Crosswalks, FAQs, Guides, and Help Desk Forms), and 'User Type' (with options for Experienced Users, New Users, Data Entry, Data Vis & Online Reports, and GPOs). Below these is the 'Data Entry Type' section with options for CMHS Annual Goals, CMHS Client Services, CMHS IPP (Infrastructure Development, Prevention and Mental Health Promotion), and READ/RED/MDT. An orange arrow points from the 'Resource Type' section to the right. On the right, the search results are displayed under the heading 'Search Resources'. The 'Selected Filters' section shows 'Codebooks' is selected. The results list includes: 'TIA Codebook' (Codebook for TTA Event and Participant (Post-event and Follow-up) Data, Date Posted: 12/20/2022), 'SOR/TOR Program Instrument Codebook' (Date Posted: 6/29/2022, Login required), '[NEW AS OF 1/21/2023] CSAT GPRA Client Outcome Measures Codebook' (CSAT GPRA Client Outcome Measures Codebook for use when uploading or downloading GPRA data in SPARS, Date Posted: 12/22/2022), 'HIV Youth Questionnaire Codebook' (Date Posted: 6/09/2022), and 'HIV Adult Questionnaire Codebook' (Date Posted: 12/22/2022).

Next, is the Resource Type filter that allows users to filter by the type of documentation such as:

- Batch Upload Templates - **New!**
- Codebooks
- Crosswalks - **New!**
- FAQ's
- Guides
- Help Desk Forms - **New!**
- Q by Q's
- Tools
- Training Materials & Training Videos – **Coming Soon!** – In mid-2023, this **Resources Page will also support searching for training resources including courses and videos. We'll be able to do it all from this one spot! Stay tuned for that next big enhancement.**

## Additional options for User Type

**User Type** – added to assist different user groups access the resources needed

- Use with other filters or sorting criteria to help narrow down search options.



The screenshot shows the SPARS search interface. On the left, the 'Refine by' section includes filters for SAMHSA Center, Resource Type, User Type, and Data Entry Type. The 'User Type' filter is expanded, showing options: Experienced Users, New Users, Data Entry, Data Viz & Online Reports (selected), and GPOs. The search results on the right show a list of resources, including 'Overview of Center for Mental Health Services (CMHS) Reports in SPARS', 'CMHS Reassessment Interview Rate Report Guide', 'CMHS IPP Performance Report Guide', 'Grantee Delinquency Report Detailed Description', 'SPARS CSAT Data Visualization User Guide', and 'CMHS Services Demographics Report Guide'. Each result includes a title, date posted, login requirements, and format options.

The new User Type filter includes options for:

- Experienced Users
- New Users
- Those focused on Data Entry
- Or Data Viz and Online Reports and
- Government Project Officers (or GPOs)

**Data Entry Type**

CMHS Annual Goals

CMHS Client Services

CMHS IPP (Infrastructure Development, Prevention and Mental Health Promotion)

CSAP DSP-MRT

Use Data Entry Type to filter  
by type of tool used to  
collect or enter data

- [CMHS NOMs CSV Upload template](#) Format: CSV

Comma-Separated Values (CSV) batch upload template for uploading CMHS NOMs data

**Date Posted:** 1/16/2023
- [CMHS NOMs Client-Level Measures Codebook](#) Format: XLS PDF

CMHS NOMs Client-Level Measures Codebook for use when uploading or downloading NOMs data in SPARS.

**Date Posted:** 1/05/2023
- [CMHS Grantee Welcome and Checklist](#) Format: PDF

CMHS Grantee Welcome and Checklist

**Date Posted:** 12/30/2022
- [CMHS GPO Welcome and Checklist](#) Format: PDF

CMHS GPO Welcome and Checklist

**Date Posted:** 12/30/2022
- [CMHS NOMs Client-Level Services QxQ Guide](#) Format: PDF WORD

CMHS NOMs Client-Level Services QxQ Guide

**Date Posted:** 12/13/2022

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Data Entry Type lets you filter by the type of tool(s) used to collect or enter data. This filter list includes:

- CMHS Annual Goals
- CMHS Client Services
- CMHS IPP (Infrastructure Development, Prevention and Mental Health Promotion)
- CSAP DSP-MRT
- CSAP MAI (Minority AIDS Initiative) Indirect Services Outcomes
- CSAP MAI Participant-level Data
- CSAP Progress Report
- CSAP Work Plans – **New!**
- CSAT Client Services
- CSAT SOR/TOR Program Services
- TTA (Training and Technical Assistance) – **New!**

**Resources Search**

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**Refine by**

**SAMHSA Center**

- General
- CMHS
- CSAP
- CSAT
- TTA

**Search Resources** Questionnaire

**Selected Filters:** CSAP X Reset

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**Sort by** Newest to Oldest

**HIV Adult Questionnaire Codebook**

**Date Posted:** 12/22/2022

**Format:** PDF

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Substance Abuse and Mental Health Services Administration

We can try each of these features out to refine our search. We can use them singly or in any combination that helps narrow our results and fits with our preferred ways to search.

For example, I know that I'm looking for the most recent resources for the CSAP grant I am working on, so I'll choose CSAP from the **SAMHSA Center**, filter options, and sort from **Newest to Oldest**.

I can also choose to Search by keyword. Here, I added "**Questionnaire**" to the Search Resources text box.

With these options specified, the search resulted in eight resources. I'd like to refine that further so I'm going to add some filter selections.

**Resources Search**

Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.

**Refine by**

**SAMHSA Center**

- General
- CMHS
- CSAP
- CSAT
- TTA

**Resource Type**

**Search Resources** Questionnaire

**Selected Filters:** CSAP X Tools X CSAP MAI Participant-level Data X Reset

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**Sort by** Newest to Oldest

**HIV Adult Questionnaire** Format: PDF

Date Posted: 6/09/2022

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I also know I’m looking for the participant level data collection tool for my CSAP grant, so I added that selection in the Data Entry Type filter.

Another nice feature is that I can see what I’ve specified. My selected filters are listed at the top of the screen. I can remove any filter by selecting the “x” that corresponds to the filter, or I can choose to reset them all by clicking on “Reset”.

With these search parameters, I have narrowed down my results to four resources.



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## Learning more from at-a-glance search results

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Next, let's take an at-a-glance look at our search results.

## Results at-a-glance

- **Filters and keywords** used
- **Resource Name** with link to access the resource
- **Resource description** displayed on results page
- **Date Posted** of all the resources filtered
- Resource **format(s)**
- Login requirements – noted with a lock symbol

I'm going to do a new search by resetting all the filters from our previous one and starting a new one to find the CMHS NOMs Client Level Measures Tool: Section G Information Sheet.

I'll start by using the SAMHSA Center filter and selecting **CMHS**.

Next, I'll choose the Resource Type which is **Tools**.

Finally, I'll select the Data Entry Type – **CMHS Client Services**.

I'll also enter the keywords **CMHS NOMs Client Level Section G** in the search bar.

I can see so much information here to help me zero in on what I need! For example, the filters and keywords I used are showing at the top of the results list. I can read brief descriptions of each resource to learn a little more in this easy list view. The date the resource was posted is displayed, and I can see which documents require a login. The format types for each resource are listed to the right, and I can click on the name for a resource which contains the link to go to its detail page to learn more and to access it.



Let's head to the Resource Detail page next on our tour. In addition to including more helpful information, this page is also where we need go to view or download a resource.



## Resources Search

Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.

### Refine by

#### SAMHSA Center

- General
- CMHS
- CSAP
- CSAT
- TTA

#### Resource Type

- Batch Upload Templates

### Search Resources



#### Selected Filters:

CMHS XTools XCMHS Client Services XReset

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Sort by Newest to Oldest

**CMHS NOMs Crosswalk - Expiring Tool (12/9/2022) to New Tool (as of 12/10/2022)**

Format: WORD PDF

CMHS NOMs Crosswalk - Expiring Tool (12/9/2022) to New Tool (as of 12/10/2022)

Date Posted: 9/27/2022



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Once you identify a resource to view or download, by using the search and filters on the Resources Search page, click on the name of the document which contains a link to open the **Resource Detail page** for that resource.

The screenshot shows the SPARS website interface. At the top left is the SPARS logo. To its right is a search bar with the text 'Search' and a blue 'Search' button. Further right is a link to 'SAMHSA.gov'. Below the search bar is a navigation menu with buttons for 'Home', 'Data Entry & Reports', 'Resources', 'Training', 'Technical Support', and 'Help'. Below the navigation menu is a 'Back to Search' link with a left-pointing arrow. The main content area features a large heading: 'CMHS NOMs Crosswalk - Expiring Tool (12/9/2022) to New Tool (as of 12/10/2022)'. Below the heading is a brief description: 'CMHS NOMs Crosswalk - Expiring Tool (12/9/2022) to New Tool (as of 12/10/2022)'. Underneath are the following details: 'Centers: CMHS', 'Date Posted: 9/27/2022', and 'Filter Tags: CMHS | CMHS Client Services | Crosswalks | Tools'. At the bottom of the details section is a 'Download formats:' section with icons for 'WORD' and 'PDF'. The footer of the page includes the SPARS logo on the left, the number '19' in the center, and the SAMHSA logo on the right.

Here, we have several helpful details of information including the title of the resource as well as a brief description.

We can also see:

- The applicable center;
- The date the resource was posted to SPARS;
- The filter tags associated with that resource. These filter tags let you know which filters to use in the future on the search page to access this resource; and
- Importantly, the Download formats are listed with their corresponding icons. To view or download the resource, click on the icon for the preferred format. This will let you view or download that resource.

Once I've finished reviewing this detail page, I can use the **Back to Search Results** link at the top. This is especially helpful because it takes me back to the previous page which still has my search results and selected filters. This lets me explore other items on my list without having to start a fresh search! I can also adjust the filter, sort, and keyword search selections to adjust the results list.

The screenshot displays the SPARS search interface. On the left, there are filter panels for 'SAMHSA Center', 'Resource Type', 'User Type', and 'Data Entry Type'. The 'User Type' panel has 'Experienced Users' selected. The search results list several documents, with the 'Crosstabulations Report Detailed Description' highlighted. A 'Log In' overlay is positioned on the right side of the screen, containing fields for 'Username or email' and 'Password', a 'Log In' button, and a link for 'Forgot username or password?'. A list of login requirements is also visible next to the overlay.

**Log In requirements**

- Quickly see if a login is needed
- Log In screen when selecting secure resources

**Log In**

Username or email

Password

Forgot [username](#) or [password](#)?

**Log In**

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 Substance Abuse and Mental Health Services Administration

As we finish up our quick tour, let's focus on login requirements. SPARS has a wealth of resources that are publicly available and others that require a login for access.

In this example, I'll click on the resource link to open the **Crosstabulations Report Detailed Description**. For this document, we can see that a login is required based on the login required text and icon that's displayed. Instead of advancing to the resource detail page, clicking on the link takes users to a **Log In** screen. I can login and the system will now take me to the detail page associated with that resource.

If I was already logged into SPARS, I would not have to login again, the Resource Detail page would have opened directly. Also, now that I am logged in, I can open other resources without logging in again.

For login credentials, or help with expired credentials, please contact the SPARS Help Desk by phone at 800-685-7623 or by email [SPARSHelpDesk@mathematica-mpr.com](mailto:SPARSHelpDesk@mathematica-mpr.com).

# Thank you!

Have feedback related to this video or SPARS? Let us know!

Click on the Feedback Survey link in the description for this video on the SPARS Training page.



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Thanks for participating in this tour of the new Resources page.

If you have any feedback related to the tour or other ideas for videos you'd like to see in the future, please head to our SPARS Feedback Survey linked in the description for this video on the SPARS Training page. We welcome your feedback and look forward to hearing from you. Thank you!