PDO: SPARS Reporting Requirements

Program Monitoring and Outcome Measures

Division of State Programs–Management and Reporting Tool (DSP-MRT)

The DSP-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). The outcome measures are shared with the Centers of Disease Control and Prevention (CDC) scientists for review/ analysis. *Note that the Disparity Impact Statement (DIS) and Progress Reports should also be submitted through* eRA commons.

Type of SPARS Submission	Description	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Needs Assessment	Once	October 31
	Disparities Impact Statement (DIS)	Once	November 30
	Naloxone Distribution Plan	Once	November 30
	Evaluation Plan	Once	April 30
Progress Reports	Biannual Progress Report *Data reported through the Disparities tab are due with both submissions; data reported through the Annual Outcomes tab are due October 31.*	Biannually	April 30 October 31

SPARS Resources

- SPARS Website
- SPARS Help Desk: (800) 685-7623
- Data Collection Tools
- Recorded SPARS Webinars and SPARS Training Registration *(username/password required)*

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**
eRA commons reporting and submissions	X	
Ability to meet program requirements	X	
Increasing grantee capacity, 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	X	
Needs Assessment, DIS, Distribution Plan, and Progress Report content and approval	X	
SPARS access issues — account access, passwords, system issues		X
Data entry and submission into SPARS — Work Plans, Progress Reports, and PDO Outcome Measures		X
SPARS training and webinars		X
SPARS resource library—provides all instruments, training materials, and guidance manuals for Work Plans, the Progress Reports, and PDO outcome measures		X