SPF Rx: 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). *Note that the Disparity Impact Statement (DIS) and Progress Reports should **also** be submitted through* eRA commons.

Type of SPARS Submission	Description	Cohort	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparities Impact Statement Public Education Plan Evaluation Plan Strategic Plan	All	Once, Year 1	November 30
Progress Reports	Quarterly Progress Report	2021 2022	Quarterly	January 31 April 30 July 31 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**
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	
Work 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 and Progress Reports		X
SPARS training and webinars		X
SPARS resource library—*provides all instruments, training materials, and* guidance *manuals*		X