Government Performance and Results Act (GPRA): Training and Technical Assistance Tools

Updated June 2023

Frequently Asked Questions (FAQs)

Government Performance and Results Act

1. **What is the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010?**

   GPRA is a public law passed by Congress in 1993. Congress enacted GPRA to improve stewardship within the federal government, and to link resources and management decisions with program performance.

   The GPRA Modernization Act updated several aspects of the GPRA. It emphasizes priority setting, cross-organizational collaboration to achieve common goals, and the use and analysis of goals and measures to improve the outcomes of federally funded programs. For more information, go to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) GPRA Measurement Tools webpage.

2. **Do we have to comply with GPRA?**

   All SAMHSA discretionary programs—both Best Practices and Discretionary Services—must comply with GPRA. In their grant applications, prospective grantees should state the procedures they will put in place to ensure compliance with GPRA and the collection of data.

TTA Training

1. **Can we receive training on collecting and entering Training and Technical Assistance (TTA) Program data into SAMHSA's Performance Accountability and Reporting System (SPARS)?**

   Yes. A recorded *Training and Technical Assistance (TTA) Tools* training about the new TTA tools is available on SPARS. To access the recorded training, click the *Training* tab on the SPARS home page and follow these steps:

   - On the Training page, under the *Course categories* menu, select *SPARS Webinars > All Centers*.

- Browse or search the training list for *Training and Technical Assistance (TTA) Tools* and click the title, which takes you to the *Enrollment options* page for this course.
- Click the blue *Enroll Me* button and submit the requested information. This takes you to the specific course page.
- Click the link to *View webinar recording*.

TTA Tools

1. Why were the TTA tools developed?

Data collected using these tools are vital to support SAMHSA's compliance with GPRA reporting requirements and inform future development of knowledge dissemination activities. TTA data assist SAMHSA in:

- documenting the numbers and types of participants in TTA events,
- describing the extent that participants report improvement in their community, organization, or role
- determining which method is most effective in disseminating knowledge to various audiences.

In addition, grantees can use their data to improve their grant programs by reviewing feedback from participants and using the information to improve their events and programs.

2. When do we start using the new TTA tools?

The previous version of the TTA Tools applies to events that occur prior to July 1, 2022. The new tools apply to events that occur on or after July 1st. Starting on July 1, all new data collection for TTA should use the new version of the TTA Tools. For events that occurred on or after June 1, 2022, all follow-ups will use the new follow-up form. For events that occurred on or before May 31 and need to have 30-day follow-ups collected in June 2022, grantees will be able to enter the follow-ups into SPARS using the old tools. Grantees can begin entering all data, including Event Description Forms, Post Event Forms, and Follow-up Forms, using the new TTA Tools in SPARS on July 1, 2022.

Event Date	Event Description Form	Post-Event Form	Follow-up Form
5/31/22 & prior	Old tool	- Old tool - Old personal code	- Old tool - Old personal code
6/1/22 to 6/30/22	Old tool	- Old tool - Old personal code	**- New tool** - Old personal code
7/1/22 & later	New tool	- New tool - New personal code	- New tool - New personal code

3. How is the Personal Code system developed?

In the prior version of this tool, each individual site develops its own Personal Code system. In the revised version of the TTA tools, participants will create a Personal Code using a standardized 12 character format consisting of information about themselves. The Personal Code will consist of

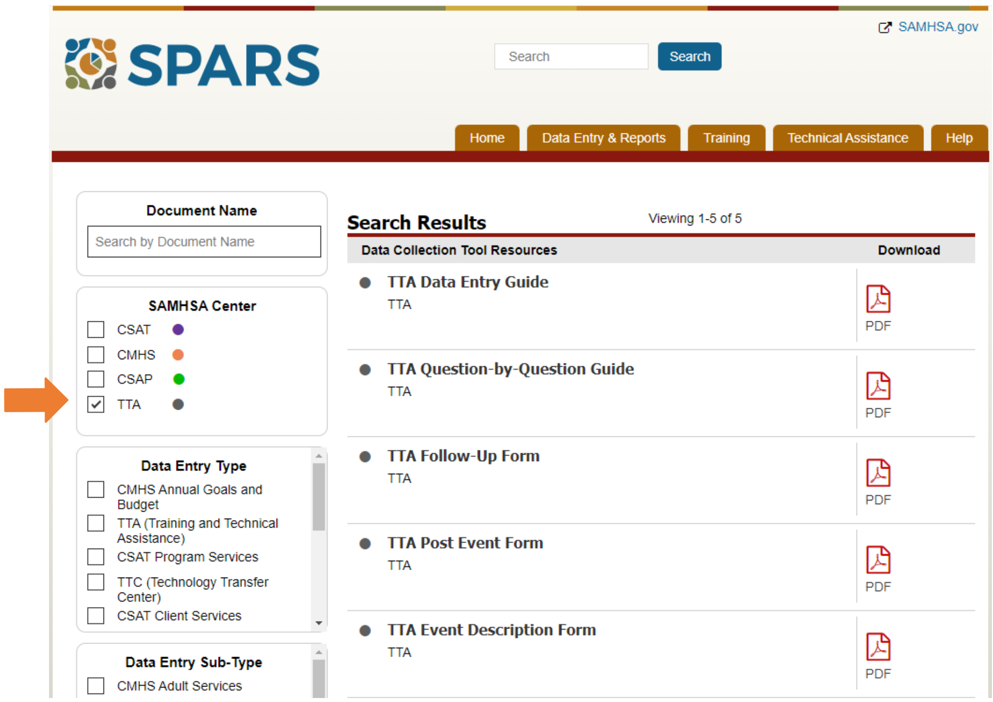
- the last three (3) digits of the participant's zip code
- the last four (4) digits of the participant's phone number
- the last two (2) digits of their birth year
- the first three (3) letters of their preferred name.

It is very important that the program tracks Personal Codes given on post-event forms. To count as a valid follow-up, the Personal Code on the follow-up form must be the same as the Personal Code on the post-event form. In other words, a follow-up form only counts in the SPARS system if there is a matching Personal Code for a post-event form.

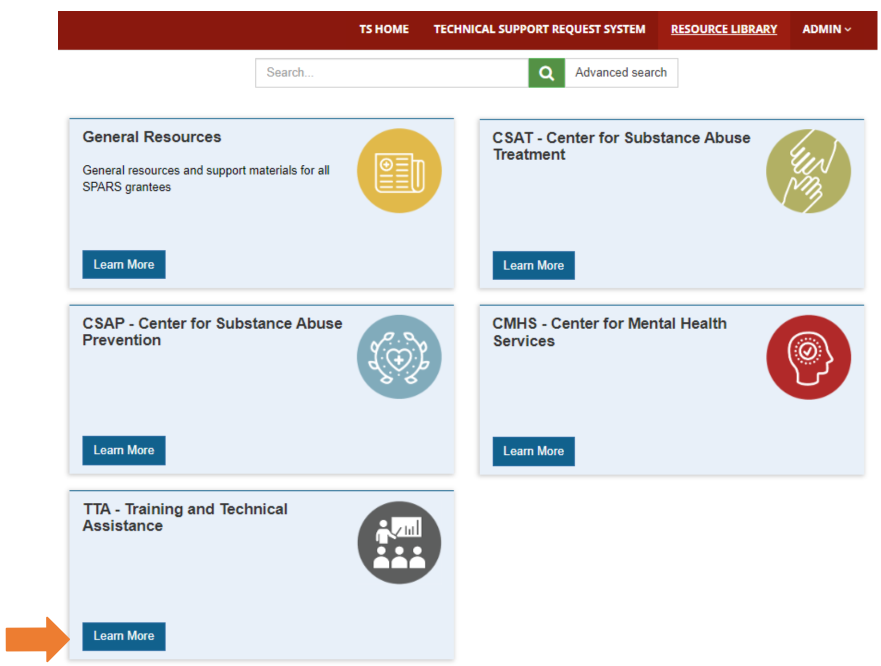
TTA grants may provide alternate instructions to develop a 12-character personal code, if they deem that the convention suggested by the tool is too identifying. Please note the first nine positions MUST be numeric (0-9); the last three positions MUST be upper case letters (A-Z). Whatever alternate method the grantee enacts, the method should be specific enough to ensure that there is no duplication of personal codes within an event. In addition, for each participant, the personal code must be the same across their post-event form and follow-up form. This will ensure SPARS can associate the information submitted by the same event participant across the two forms.

4. Where are the TTA tools located in SPARS?

The TTA tools can be downloaded from the *Data Collection Tool Resources* page located on the SPARS home page. Once in *Data Collection Tool Resources*, select *TTA (Training and Technical Assistace)* from the *SAMHSA Center* filter option on the left side of the page.



The TTA tools can also be downloaded from the *Resource Library* page, which is located on the SPARS home page. Once in the *Resource Library*, select the *TTA – Training and Technical Assistance* menu.



From this menu, select *TTA Tools > Data Collection Tools* to locate and download the tools.

5. Which grantees will use the new TTA tools?

Technology Transfer Center (TTC) and Best Practices (non-TTC) grantees will use the new TTA tools. The TTA tools are used regardless of which SAMHSA center is funding the TTC or Best Practices (non-TTC) grant program.

6. How many TTA tools are there, and when do we use each one?

There are three TTA tools:

- *TTA Event Description Form*
  TTA grantees will complete this form for each event implemented or sponsored. Information collected on this form includes the event format, event title, event type, event code, event audience, the number of participants, and the number of participants consenting to follow-up. Grantees enter the information from this form in SPARS.
- *TTA Post-Event Form*
  TTA grantees will ask participants to complete this satisfaction survey at the end of the event. Participants will include their Personal Code in the survey form and respond to demographic questions and questions that measure satisfaction with the event. Once the form is complete, the participant will return the survey to the event administrator. Grantees enter the information from this form in SPARS.
- *TTA Follow-Up Form*
  TTA grantees will ask participants to complete this follow-up survey 60 days after the event. Participants will include their Personal Code in the form and respond to questions that measure the benefits and usefulness of the event in their work and communities. Once the form is complete, the participant will return the follow-up survey to the grantee. Grantees enter the information from this form in SPARS.

7. Do we provide follow-up forms to participants if the event was shorter than 3 hours?

No. Grantees only complete follow-up forms for events lasting 3 hours or longer.

8. **Can TTA grantees change the wording of the tools?**

   No. Grantees cannot change the wording of the tools.

9. **Do we have to administer the tool at every event?**

   Grantees must administer the tool for each event implemented or sponsored. The program decides whether an event is designated as a GPRA event. Grantees who are unsure whether the event counts toward their GPRA event target number should contact their Government Project Officer (GPO).

10. **How do we handle a series of events on the same topic?**

    For a series of events on the same topic, grantees should consider the series as one event and administer the TTA post-event and follow-up tools at the end of the series.

11. **What is the targeted follow-up rate?**

    The targeted follow-up rate set by the Office of Management and Budget is 80%.

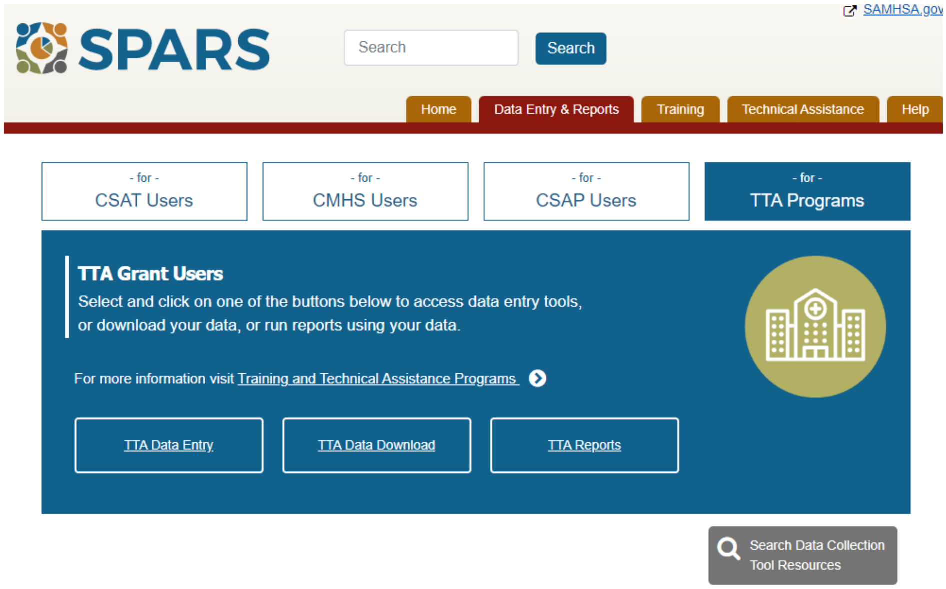
12. **What if participants send back follow-up surveys more than 60 days after the event?**

    The Follow-up Form should be completed by participants 60 days after the completion of the event or event series. Grantees will have an additional 60 days to enter the follow-up data into SPARS, so all follow-ups must be completed and entered into SPARS within 120 days after the event.

TTA Data Entry

1. **Where do we enter our TTA data in SPARS?**

   All TTA grantees, including Technology Transfer Center (TTC) or Best Practices (non-TTC) grantees, will submit TTA data under *TTA Programs* in SPARS. To access this page, click the *Data Entry & Reports* tab located on the SPARS home page, then click *TTA Programs > TTA Data Entry*.



2. **Can anyone enter TTA data into SPARS?**

   No. Every person who will be entering data in SPARS must have a username and password to access SPARS. To request or disable usernames and passwords, project directors should contact the SPARS Help Desk at 1-800-685-7623 or SPARSHelpDesk@mathematica-mpr.com.

3. **How often should we enter our data?**

   Grantees must enter all data in SPARS as close to the actual time of the event as possible. SAMHSA recommends entering data within 1 business day and no later than 7 business days after completing or receiving TTA forms.

4. **Can we delete TTA data?**

   No. Grantees cannot delete TTA data that they have entered in SPARS. If staff need to remove incorrect data from SPARS, grantees can contact the SPARS Help Desk to have data removed. Please contact the SPARS Help Desk at 1-800-685-7623 or SPARSHelpDesk@mathematica-mpr.com.

5. **How do we report GPRA data to SAMHSA and our GPO?**

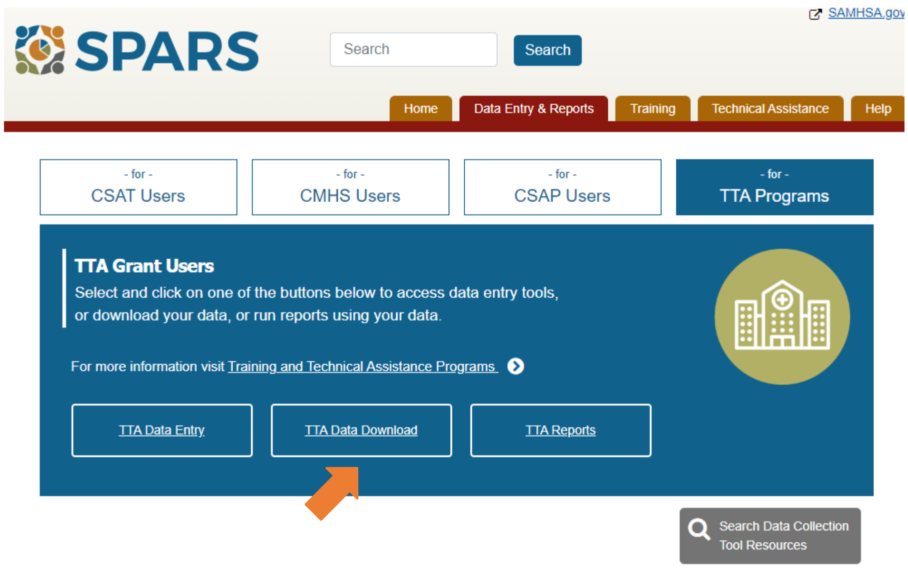
   SPARS automatically submits the data that grantees enter to SAMHSA, thus eliminating the need for you to make a separate, manual submission of data to SAMHSA or your GPO.

6. **Are TTA grantees responsible for submitting data for the first quarter of their grant?**

   Yes. Grantees who do not expect to have events during a quarter must discuss this with their SAMHSA GPO.

7. **Can we download our TTA data?**

   Yes. You can download TTA data under the *TTA Data Download* page in SPARS. To access this page, click the *Data Entry & Reports* tab located on the SPARS home page, then click *TTA Programs > TTA Data Download.*

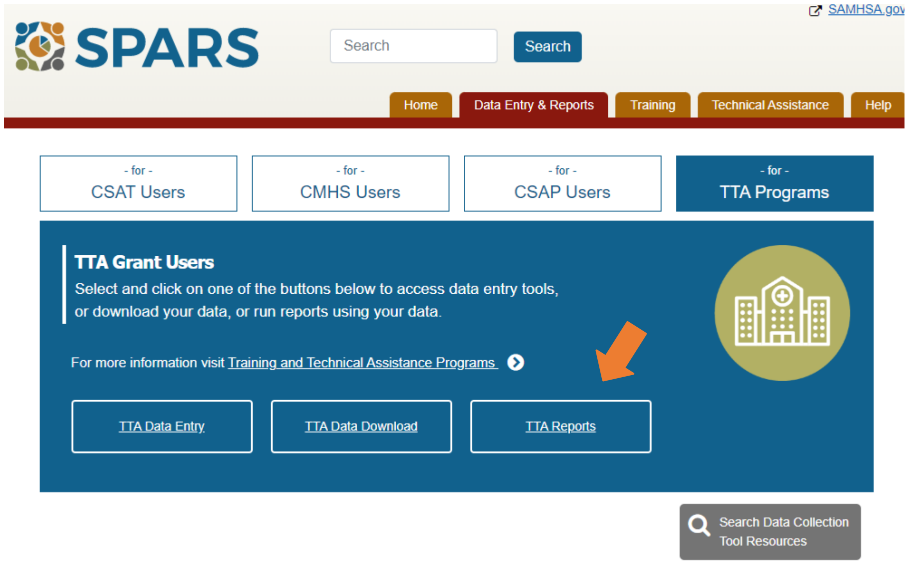


8. **Can we upload our TTA data?**

   Yes. Grantees can upload their data into SPARS. If you are interested in uploading data, please contact your GPO, who will give you information on this process.

9. **Are TTA reports available in SPARS?**

   Yes. TTA reports are available in SPARS. They currently include only data collected using the old forms, but they will soon be updated to also include data collected using the new tools implemented on 7/1/2022. TTA reports include a Coverage Report, a Follow-Up Rate Report, and a Frequency Report. To access the reports, click the *Data Entry & Reports* tab on the SPARS home page. Click the *TTA Programs* button, then the *TTA Reports* subcategory. Click the *Data Visualization* link, then the *Best Practices* or *TTA* tab.



If you are an existing TTC or Best Practices (non-TTC) grantee and were using the old versions of the tools to collect participant data, the old Frequency Distribution report is also available in SPARS so you can view previously collected data. To access this report, click the *Data Entry & Reports* tab on the [SPARS home page](). Click the *TTA Programs* button, then the *TTA Reports* subcategory, then the *Frequency Distribution* link.

10. Who do we contact if we have additional questions?

For all SPARS-related questions, contact the SPARS Help Desk at 1-800-685-7623 or SPARSHelpDesk@mathematica-mpr.com. For any clinical or program-specific questions, please contact your GPO.