

# FR-CARA: 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 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	All	Once, Year 1	November 30
Progress Reports	Annual Progress Report	2019 2020	Annually	December 31
	Quarterly Progress Report	2021 2022 2023	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

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