

STOP Act: 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) Government Project Officers (GPOs) through SAMHSA’s Performance Accountability and Reporting System (SPARS). *Note that 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
	Data Requests	2019 and later	Once, 90 days in advance of first reporting deadline	November 30
	Action Plan and Logic Model	All	GPO to provide guidance	
Progress Reports	Annual Progress Report <i>Note: Disparities data and EBPPPs data are due with submissions. Community Outcomes are due at least once every 2 years.</i>	All	Annually	February 28

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:	
	GPO	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, Progress Report, and Outcome Measure content and approval	X	
SPARS access issues: account access, passwords, system issues		X
Data entry and submission into SPARS: Work Plans, Progress Reports, and Outcome Measures		X
SPARS training and webinars		X
SPARS resource library provides all instruments, training materials, and guidance manuals		X