

Welcome to SPARS

CMHS GPO Checklist for Orienting New Grantees to SPARS



New to SPARS

REVIEW THE SECTIONS:

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WHAT IS SPARS?

SPARS is SAMHSA's Performance Accountability and Reporting System. It supports grantees in reporting timely and accurate data to SAMHSA.

CMHS Government Project Officers (GPOs) can use this handout and its checklist items to assess and track the progress new grantees are making in getting started with using SPARS.

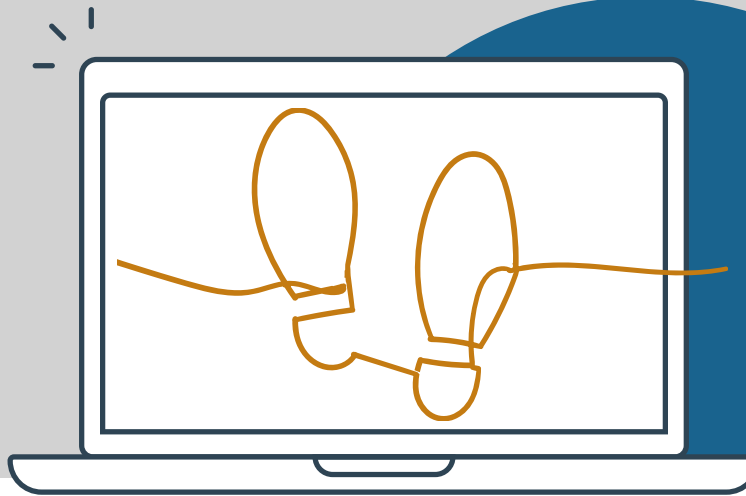
[Watch a video introducing the SPARS website](#) 

 This icon indicates resources or tasks that require the user to be logged into SPARS.

Note: Resource lists and their online locations are subject to change. This document will be updated periodically.

NEW to SPARS

Getting Started and Entering Data



GETTING STARTED

Grant Project Director (PD)/Alternate Project Director (APD)

- Identified who will submit client-level services data to SPARS.
 - Requested a new SPARS account and/or added applicable staff to the grant by sending a completed [Add or Remove Users Form](#) to the SPARS Help Desk at SPARSHelpDesk@mathematica-mpr.com.

All grantee staff who will be accessing and entering grantee data in SPARS

- Opened new SPARS user account or logged in to existing account and confirmed expected access for grant role.
- [Watched a video introduction for CMHS grantees](#) and [Five Tips for Managing Your SPARS Account](#).
- Reviewed resources and webinars related to their grant:
 - All CMHS grantees: [Quick Reference Guide](#)
 - Grantees reporting on IPP's: [IPP Indicators Training](#), IPP Indicators, [Codebook](#), [IPP Overview Guide](#)
 - Grantees reporting on Services: [NOMs Client-Level Measures Tool Training](#), [CMHS NOMs Client-Level Services Tool](#) and its [Codebook](#), and [Question by Question Guide](#).
- Read SPARS emails and checked the website's home page announcements for more resources coming soon!

ENTERING DATA

CMHS data includes: (1) Annual Goals, (2) Infrastructure Development, Prevention, and Mental Health Promotion (IPP) indicators, and (3) NOMs Client-level Measures (Services).

Annual Goals

- [Watched an instructional video on CMHS Annual Goals Data Entry](#)
- Entered Annual Goals into SPARS within 90 days of the grant's start date (listed in the Notice of Award) for GPO review and approval.

Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

- [Watched an instructional video on CMHS IPP Data Entry](#)
- Begun entering IPP Indicator results and viewed and/or edited existing results.
- Reviewed the new [CMHS Annual Goals and IPP Request Form](#) to be aware of its uses for requesting the deletion of IPP Results and unlocking Annual Goals.



Data Entry, Reports, and Additional Resources

ENTERING DATA (continued)

NOMs Client-level Measures (Services) (if applicable)


- [Watched a walkthrough of the CMHS NOMs Client-Level Services Tool](#)
- If choosing manual data entry: [Watched an introductory video on CMHS NOMs Data Entry](#)
- If choosing CSV batch upload: Viewed trainings and resources related to the Batch Upload feature, including [CSV Batch Upload Data Preparation](#), [CSV Batch Upload Training slides](#) and video [Coming soon!], and the [CMHS NOMs CSV Upload Template](#).
- Grantee staff of programs providing direct services have prepared to collect and submit (via either data entry or batch upload) client-level data to SPARS in accordance with grant guidelines. This includes interview and administrative data (Baseline, Reassessment, and Discharge).

ACCESSING AND USING REPORTS

The grantee has checked out the [CMHS Reports](#) homepage where they can select from a range of reports and filters to generate charts, exports, and information based on their data. Reports reflect new data within 24-48 hours after data entry. For additional guidance about reports, grantees will find report guides in the [SPARS Resources](#) page.

- Review the Overview of CMHS Reports [Coming Soon!]

FINDING ADDITIONAL RESOURCES

The grantee has checked out the range of resources available on SPARS by visiting the [Training](#)  tab! Grantees can learn about navigating SPARS, conducting client-level interviews, collecting program-level information, entering data, and accessing and using reports. Short instructional videos, recorded webinars, training slides with speaker's notes, and other types of materials are available. The [SPARS Resources](#) areas of SPARS offers a range of helpful materials including Tools, Codebooks, Question-by-Question Guides, FAQs, Newsletters, and more!

GETTING HELP

- The grantee is aware the SPARS Help Desk (SPARSHelpDesk@mathematica-mpr.com or 1-800-685-7623) can help with account issues, information on how to use data entry and reporting features in SPARS, problems with the website, and locating resources.
- The grantee is aware they can reach out to their Government Project Officers (GPO) for questions on reporting requirements, program-specific guidance, goal setting, interpreting their reports, and how to overcome data collection challenges.
- The grantee is aware SPARS Technical Support requests can be submitted for improving enrollment and follow-up rates, using data in reports, or creating graphics to promote grant programs. Learn more about TSRS requests in the [GPO User Guide](#). 