

Welcome to SPARS

CMHS Grantee Checklist



New to SPARS

REVIEW THE SECTIONS:

[Getting Started](#)

[Entering Data](#)

[Accessing and Using Reports](#)

[Finding Additional Resources](#)


[Getting Help](#)

WHAT IS SPARS?

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

CMHS grantees can use this handout and its checklist items to learn about and track their progress in getting started with using SPARS.

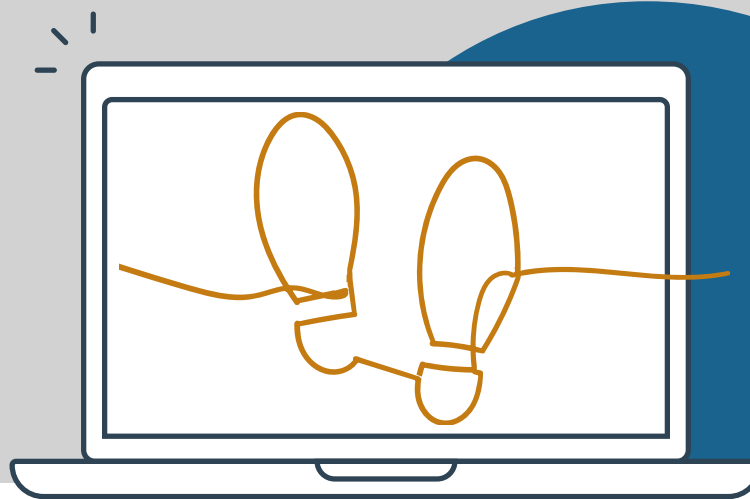
[Watch a video introducing the SPARS website](#) 

 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)

- Identify who will submit client-level services data to SPARS.
 - Request a new SPARS account and/or add 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

- Open new SPARS user account or login to existing account and confirm expected access for grant role.
- [Watch a video introduction for CMHS grantees](#) and [Five Tips for Managing Your SPARS Account](#)
- Review resources and webinars related to your grant:
 - All CMHS grantees: [Quick Reference Guide](#)
 - Grantees reporting on IPPs: [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 your SPARS emails and check 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

- [Watch an instructional video on CMHS Annual Goals Data Entry](#)
- Enter Annual Goals into SPARS within 90 days of the grant's start date (listed in the Notice of Award). Once submitted, the assigned Government Project Officer (GPO) will review the goals and either approve them or request that the grantee revise and resubmit for approval.

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

- [Watch an instructional video on CMHS IPP Data Entry](#)
- Enter IPP Indicator results and view and/or edit existing results.
- Review 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)

- [Watch a walkthrough of the CMHS NOMs Client-Level Services Tool](#)
- If choosing manual data entry: [Watch an introductory video on CMHS NOMs Data Entry](#)
- If choosing CSV batch upload: View 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](#) to make data entry easier for grantees.
- Grantee staff of programs providing direct services are 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 [CMHS Reports](#) homepage is where grantees 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 Resource](#) page.

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

FINDING ADDITIONAL RESOURCES

Check out the range of resources available on SPARS by visiting the [Training !\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77_img.jpg\)](#) 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](#) area of SPARS offers a range of helpful materials including Tools, Codebooks, Question-by-Question Guides, FAQs, Newsletters, and more!

GETTING HELP

- 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.
- Grantees can reach out to their Government Project Officers (GPO) for questions on reporting requirements, program-specific guidance, goal setting, interpreting your reports, and how to overcome data collection challenges.
- 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 [Grantee User Guide !\[\]\(e1bdc70a9006e3802acd56af7aa337d8_img.jpg\)](#).