

SAMHSA's Performance Accountability Reporting System (SPARS)

Center for Substance Abuse Prevention

Guidance on How to Use the "Other Data Download" Feature

July 2023

Contents

General Overview	3
Key Terms	4
Getting Started	5
Available Downloads	5
Program and Grant Selection	6
Grantee List	6
Grant Status	7
Region	7
Fiscal Year	8
Progress Report Status	8
Print Filter Options	9
Download	10

General Overview

Government Project Officers (GPOs) can use the Guidance on How to Use the Other Data Download Feature to track and review grantees reporting on selected sections of the Progress Report.

This guide will provide GPOs with the following information:

- Key terms associated with this download guide,
- Where to find the Other Data Downloads tab in SPARS,
- Instructions for downloading and customizing reports, and
- A description of how to use the reports.

Key Terms

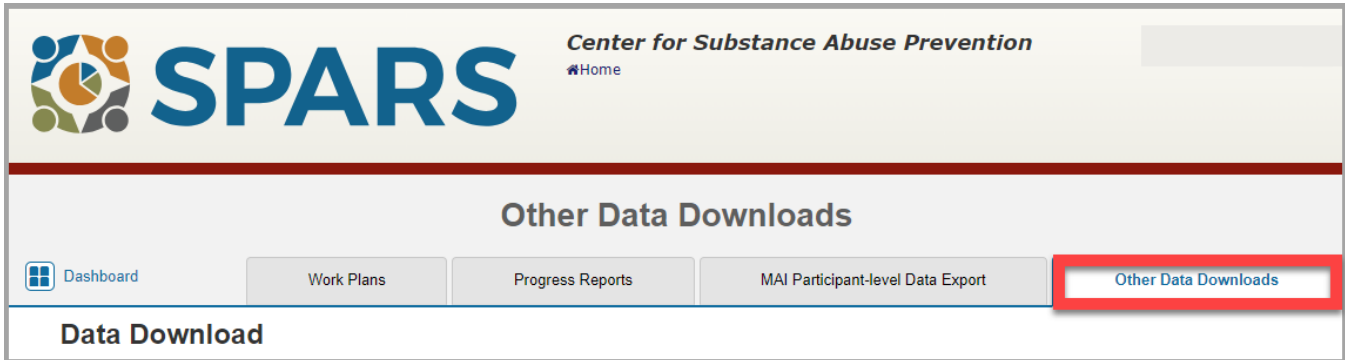
This section presents brief definitions of terms used in the Other Data Downloads feature in this guide.

- **Program** refers to the Center for Substance Abuse Prevention (CSAP) grant programs for which data can be downloaded.
- **Available Downloads** refers to the files or sections of the Progress Report or Work Plan that can be downloaded.
- **Grant Status** refers to the stage of the grant, GPOs can select Active or Inactive. CSAP sets grants to the Inactive status once the grant period is completed and there will not be any further data collection for that grant.
- **Region** refers to the HHS region that the grantee is located in.
- **Fiscal Year** refers to the federal fiscal year (FFY), which is the accounting period of the federal government. It begins on October 1st and ends on September 30th of the following calendar year.
- **Progress Report Status** refers to the stage of the report. A report status of Submitted, Under Review, or Requires Revisions indicates that the Substance Abuse and Mental Health Services Administration (SAMSHA) GPO has either not accepted the report yet or has deemed the report to be incomplete or inaccurate. A status of Accepted indicates that the GPO has accepted the report and no further action is necessary.

Getting Started - Follow the steps below to download CSAP data from the Other Data Downloads feature on SPARS.

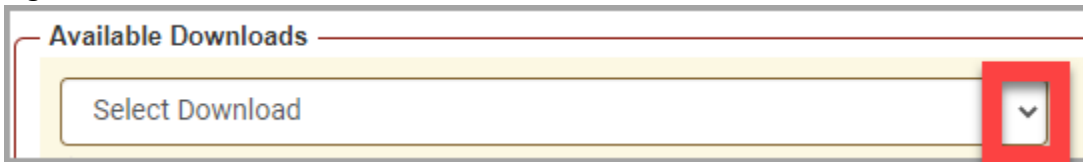
From the GPO dashboard, select the **Other Data Downloads** tab (see figure 1).

Figure 1: Data Downloads tab



Available Downloads - From the dropdown menu select the download type (see figure 2).

Figure 2: Available Downloads



Each dropdown menu option has its own separate row in the Grantee Progress Report:

- Promising Approaches and Innovations (Available for PDO, FR CARA, OD Tx, PFS, SPF Rx, STOP Act, and MAI grants only)
- Accomplishments (Available for PDO, FR CARA, OD Tx, PFS, SPF Rx, STOP Act, and MAI grants only)
- Barriers/Challenges (Available for PDO, FR CARA, OD Tx, PFS, SPF Rx, STOP Act, and MAI grants only)
- Planned Evidence Based Practices, Policies and Programs (EBPPP) (Available for PFS and STOP Act grants only)
- Reported Evidence Based Practices, Policies and Programs (Available for PFS and STOP Act grants only)
- Planned Harm Reduction Activities (Available for Harm Reduction grants only)
- Reported Harm Reduction Activities (Available for Harm Reduction grants only)

Program and Grant Selection - From the Program and Grant Selection section, select a program from the **Select Program** dropdown menu, or select all programs (see figure 3). Grants will only be displayed in this drop-down menu if they have data available for the selected download type.

Figure 3: Program and Grant Selection

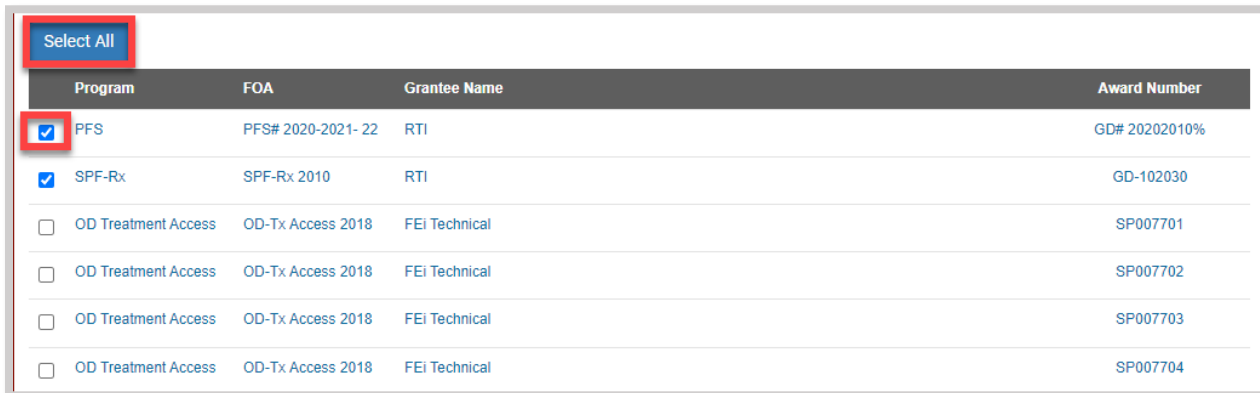


Select from the following drop-down menu options:

- Select All Programs
- Strategic Prevention Framework – Partnership for Success
- STOP Act – Sober Truth on Preventing Underage Drinking Act Grant Program
- Strategic Prevention Framework – for Prescription Drugs
- Grants to Prevent Prescription Drug/Opioid Overdose-Related Deaths
- Partnership for Success
- First Responders – Comprehensive Addiction and Recovery Act Cooperative Agreement
- Improving Access to Overdose Treatment
- Harm Reduction Program

Grantee List – Once a program is selected, the related grants will appear (see figure 4). Select the grant(s) from the list by checking the corresponding box or **Select All** to choose all the programs listed. Note: GPO's are only able to access the grants that have been assigned to them.

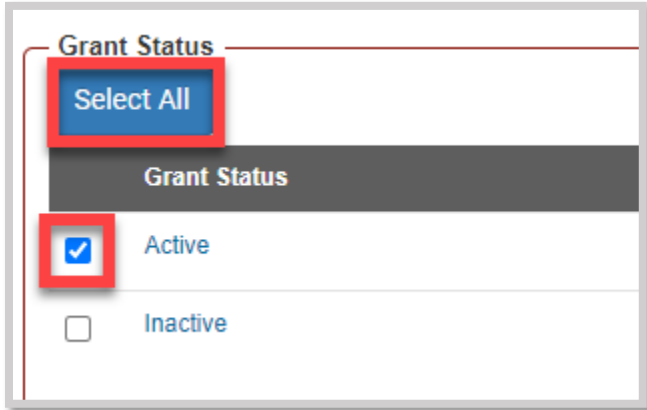
Figure 4: Grantee List



	Program	FOA	Grantee Name	Award Number
<input checked="" type="checkbox"/>	PFS	PFS# 2020-2021- 22	RTI	GD# 20202010%
<input checked="" type="checkbox"/>	SPF-Rx	SPF-Rx 2010	RTI	GD-102030
<input type="checkbox"/>	OD Treatment Access	OD-Tx Access 2018	FEI Technical	SP007701
<input type="checkbox"/>	OD Treatment Access	OD-Tx Access 2018	FEI Technical	SP007702
<input type="checkbox"/>	OD Treatment Access	OD-Tx Access 2018	FEI Technical	SP007703
<input type="checkbox"/>	OD Treatment Access	OD-Tx Access 2018	FEI Technical	SP007704

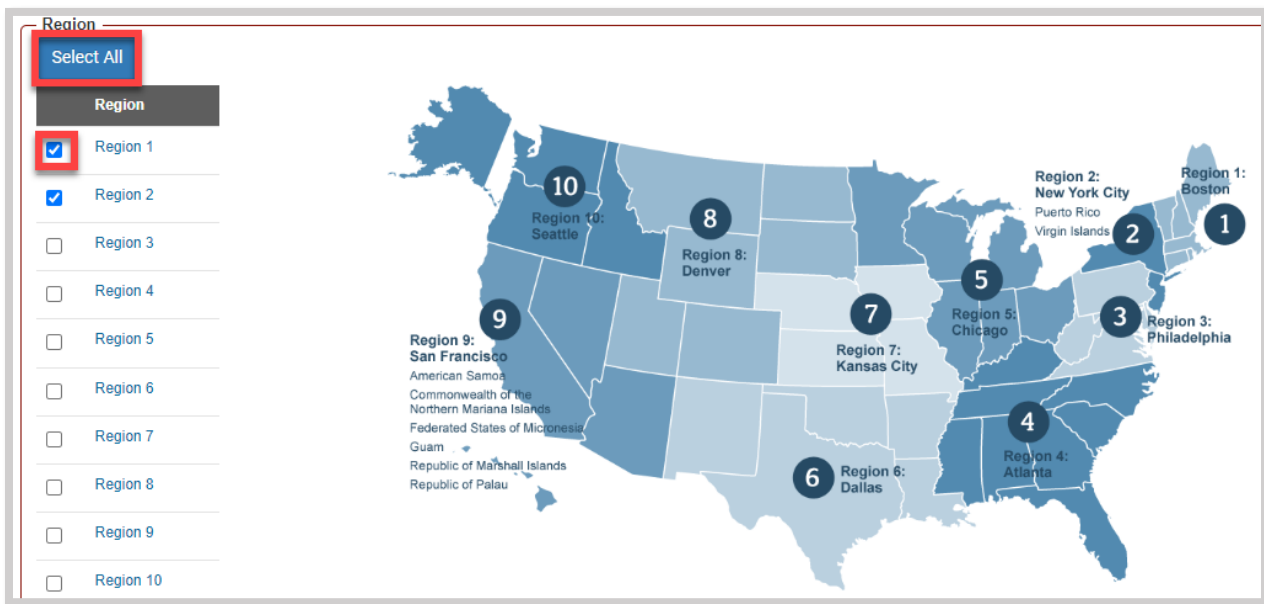
Grant Status - Use the check boxes to select active or inactive grants, or use **Select All** to download all grants regardless of status (see figure 5).

Figure 5: Grant Status



Region - Next, select one or more HHS Regions or use **Select All** to download grants from all regions (see figure 6).

Figure 6: Region



Fiscal Year - Users downloading Progress Reports can select one or more Fiscal Years (see figure 7). This option is not available for downloads of the following workplans: (1) Planned Evidence Based Practices, Policies and Programs, and (2) Planned Harm Reduction Activities.

Figure 7: Fiscal Year



The screenshot shows a web interface for selecting fiscal years. At the top, there is a "Fiscal Year" header and a "Select All" button. Below this is a table with a header row "Fiscal Year" and five data rows for the years 2023, 2022, 2021, 2020, and 2019. Each row has a checkbox to its left. The checkboxes for 2023 and 2022 are checked, while the others are unchecked.

Fiscal Year	
<input checked="" type="checkbox"/>	2023
<input checked="" type="checkbox"/>	2022
<input type="checkbox"/>	2021
<input type="checkbox"/>	2020
<input type="checkbox"/>	2019

Progress Report Status - Use the check boxes to choose: Submitted, Under Review, Requires Revision, Accepted, or use the Select All button to select all the options (see figure 8). This option is not available for downloads of the following workplans: (1) Planned Evidence Based Practices, Policies and Programs; and (2) Planned Harm Reduction Activities.

Figure 8: Progress Report Status

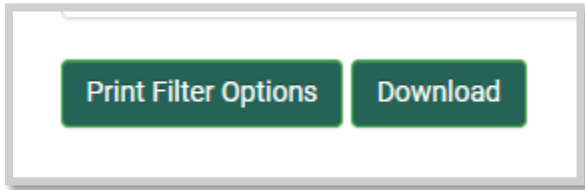


The screenshot shows a web interface for selecting progress report statuses. At the top, there is a "Progress Report Status" header and a "Select All" button. Below this is a table with a header row "Progress Report Status" and four data rows for the statuses: Submitted, Under Review, Requires Revision, and Accepted. Each row has a checkbox to its left. The checkboxes for Under Review and Requires Revision are checked, while Submitted and Accepted are unchecked.

Progress Report Status	
<input type="checkbox"/>	Submitted
<input checked="" type="checkbox"/>	Under Review
<input checked="" type="checkbox"/>	Requires Revision
<input type="checkbox"/>	Accepted

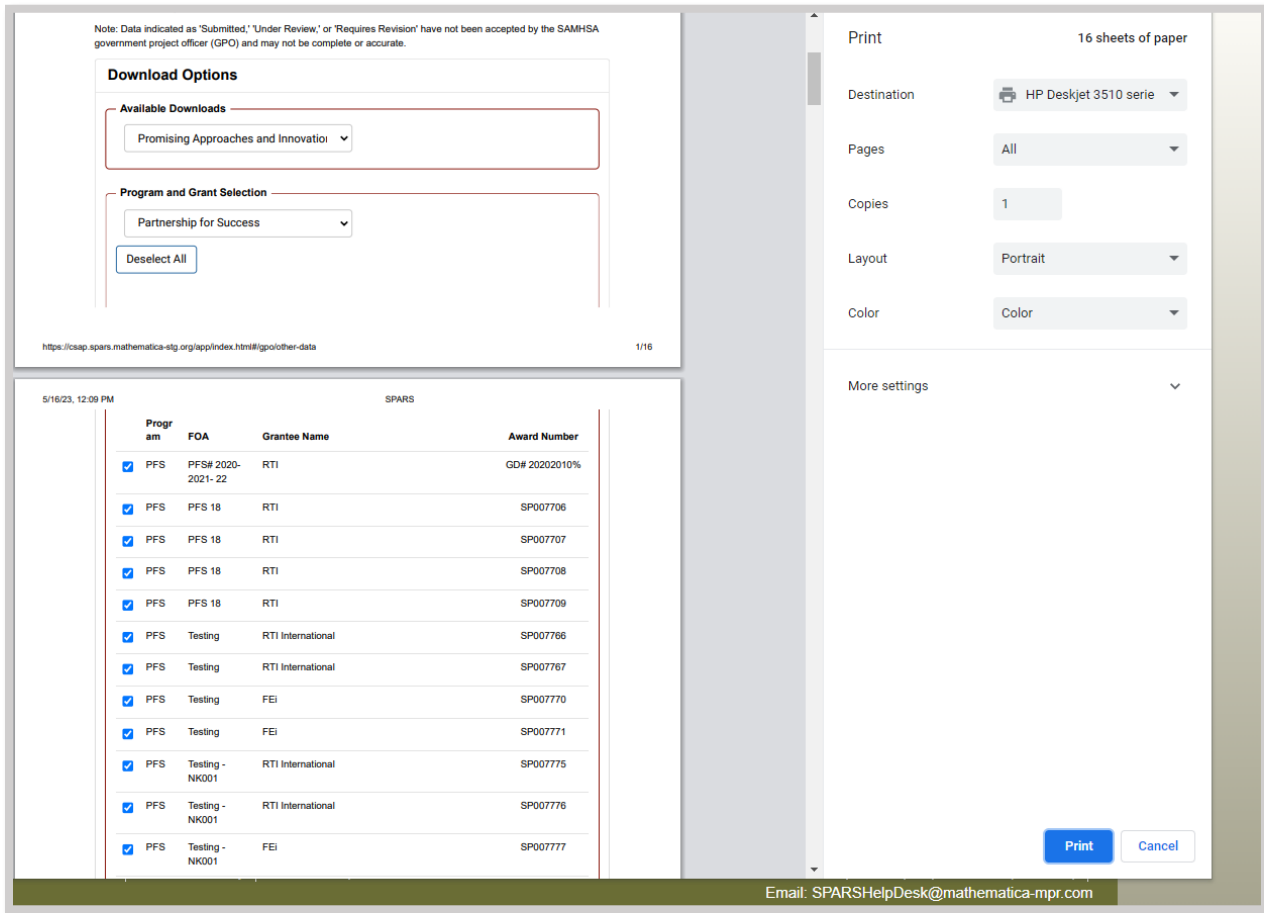
To print a copy of the selected filter options or download the report, click on either Print Filter Options or Download (see figure 9).

Figure 9: Print Filter Options or Download Selections



Print Filter Options – This selection will open the printer settings on the computer with an option to save the chosen filters as a PDF file (see figure 10).

Figure 10: Print Filter Options



Download – This selection will download a csv file to the downloads folder with the filtered data. Variable names and definitions for the Harm Reduction downloads can be found in the [Harm Reduction codebook](#) located in the Resources section on SPARS. Variable names and definitions for DSP-MRT downloads can be found in the [DSP-MRT Other data downloads codebook](#).

Figure 11: Download file

A	B	C	D	E	F	G	H	I
ApproachName	ApproachDescription	Program	FOA	FiscalYear	Reporting	GrantStartDate	GrantEndDate	GPOAcc
Promising approach number 12345!	This is the approach that will work,	Partnersh	PFS 19	2020	2020 - Anr	9/30/2019 0:00	9/29/2024 0:00	Accepte
Promising approach number 12345!	This is the approach that will work,	Partnersh	PFS 19	2021	2021 - Anr	9/30/2019 0:00	9/29/2024 0:00	Submitte
PAI testing 1	Testing max character length asfdadf asfkljasfasf asfhasfhaksjfhkaj	Partnersh	PFS-20-2	2021	2021 - Q1	2/28/2021 0:00	2/27/2026 0:00	Under Re
PAI testing 1	Testing downloading approach, and testing data entry	Partnersh	PFS-20-2	2021	2021 - Q1	2/28/2021 0:00	2/27/2026 0:00	Require