



Finding Training on SPARS: A Quick Tour

SAMHSA's Performance Accountability & Reporting System

<https://spars.samhsa.gov>



Welcome to the “Finding Training on SPARS: A Quick Tour”. During this tour, we will provide an overview of features that will help SPARS users easily find trainings on the SPARS website.

SPARS Overview



Enter or upload data



Request in-depth technical support



Access resources

Documentation and guidance



Generate data reports

Performance monitoring
Program output and outcomes



Review trainings



Help Desk support



Let's start with a quick overview of SAMHSA's Performance Accountability and Reporting System, referred to as SPARS, which is the online website for all of SAMHSA's discretionary grantees' data.

Grantees use SPARS to submit required Government Performance Results Act (or GPRA) data to SAMHSA. SPARS contains resources, including tools, guides, and other documentation, as well as training courses to assist users in meeting their reporting requirements.

In SPARS, users can also run online data reports and request in-depth, data-related technical support. Help Desk support is also available to assist with questions about using SPARS.



Objectives

By the end of this tour, SPARS users will be able to:

- Find Trainings on SPARS
- Use search and filters to help narrow search results
- Access key information using at-a-glance search results
- View and/or download training video resources from the Training Detail page



With that brief introduction, let's dive into the specifics of this tour. We'll help SPARS users find the trainings by focusing on four key navigation tips:

1. First, we'll show users where to find the Training page.
2. Second, we'll review the filters and search features that will help narrow the list of available trainings.
3. Next, we'll see how to use key information that's available in the search results.
4. We'll finish by showing how to download and view trainings as well as how to download related resources from the Training Detail page.



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**Find Training
on SPARS**

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Let's start with how to Find Training on SPARS!

The screenshot shows the SPARS website interface. At the top, there is a navigation bar with tabs for Home, Data Entry & Reports, Resources, Training, Technical Support, and Help. A blue arrow points to the 'Training' tab. Below the navigation bar, the main content area includes a 'Welcome to SPARS' section, 'Announcements', and 'Quick Links'. A blue arrow points to the 'Training' link in the 'Quick Links' section. At the bottom of the page, there is a 'Need Help?' section with four tiles: SPARS Help Desk, Technical Support Request System, Resources, and Training. A blue arrow points to the 'Training' tile, which contains a direct link to the dashboard.

Multiple ways to access the personal training dashboard

- Top of homepage – Training tab
- Bottom of homepage – Training link
- Direct link – save it to your favorites!
 - <https://spars-lc.samhsa.gov/dashboard>

There are a few ways to navigate to get to the personal training dashboard.

Users can click on the Training tab at the top of the SPARS Home Page or click on the Training link at the bottom of the home page. Users can also save the direct link to their browser favorites to access the trainings more quickly in the future.

SPARS Training

SPARS Training includes resources for SAMHSA discretionary grantees and Government Project Officers to learn more about SAMHSA's Performance Accountability System (SPARS).

Browse All Training >

Introductory Training
View Courses →

GPO Training
View Courses →

Experienced Staff Training
View Courses →

Search Options

- Browse All Trainings to see the complete list of SPARS trainings
- SPARS filters
 - Introductory Training
 - GPO Training
 - Experienced Staff Training

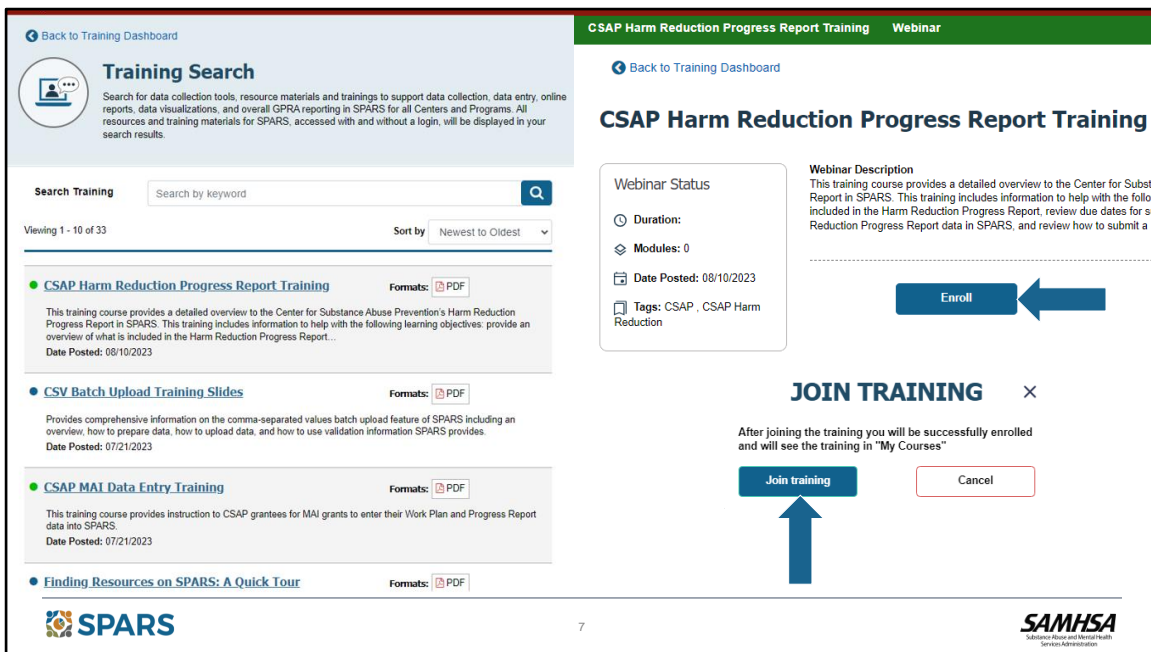
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Users can choose to search for trainings by clicking on **Browse All Training** to view the complete list of trainings.

Or they can use one of the following SPARS filters to narrow down the results:

- Introductory Training - view all trainings for new SPARS users
- GPO Training – view all trainings for GPO’s
- Experienced Staff Training – view all trainings for users with SPARS experience

Once on the Training Search page, users can select additional filters if they need to narrow their results down further. We’ll dive deeper into the additional filters in the next part of the quick tour!



From the Training Search page, users can start a training by selecting a training course from the list and clicking the link. After clicking the link, users will see the corresponding Training Detail page with a description of the training.

From the Training Detail page, users will select the **Enroll** button and then **Join Training**.

When users join the training, they can begin by clicking the start button. They can also access it by going back to the personal training dashboard where this training will now appear in the **Not Started** section of **My Courses**.

From the personal training dashboard, users can access trainings that are personalized for them.



In the **My Courses** section of the Training Page Dashboard, users can look at the courses that they have enrolled in but haven't started from the **Not Started Tab**.

From the **In Progress** tab, they can view the training courses that they have started but have not completed yet. To view a course that has been started, select the link for the course and then **Continue training** from the Training Detail page.

From the **Completed** tab, users can see all of the training courses that they have completed. To view a course that has already been completed, select the link for the course and then **Restart** from the Training Detail page.

From the Dashboard, users can also see the SPARS **Featured Course**. To view the video, select the play button or use the **Preview Course** button. To view the course training detail page, click on the link to the training course.

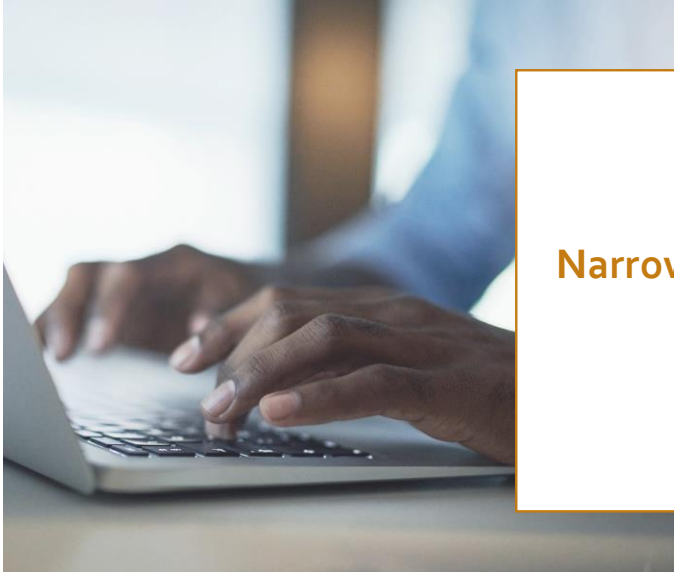
- Users can also see **What's New** for SPARS trainings.
- And easily access Upcoming and On-Demand Webinars from the **Webinars** section.

<p>What's New Latest Training announcements</p> <p>SPARS CSV Batch Upload for CMHS Grantees <i>Friday June 23, 2023</i></p> <p>The new CSV (comma separated values) Batch Upload is now available to upload data into SPARS for the Center for Mental Health Services (CMHS) National Outcome Measures (NOMs) Tool. CSV Batch Upload offers grantees a way to enter multiple NOMs records into SPARS at once and is an alternative to manual data entry.</p> <hr/> <p>Now Available: SPARS CSAT GPRA Tool Training Recording from October 2022 Webinar <i>Thursday November 03, 2022</i></p> <p>Training sessions on the new CSAT GPRA Client Outcome Measures for Discretionary Programs Tool (GPRA Tool) were held on October 12th and 13th, 2022. The new GPRA Tool goes into effect on December 10, 2022.</p> <hr/> <p>Now Available: SPARS CSAT GPRA Tool Training Slides from October 2022 Webinar <i>Tuesday November 01, 2022</i></p> <p>Training sessions on the new CSAT GPRA Client Outcome Measures for Discretionary Programs Tool (GPRA Tool) were held on October 12th and 13th, 2022. The new GPRA Tool goes into effect on December 10, 2022. The training slides are now available on the SPARS website. This training is for CSAT grantees who collect client-level data. After logging in to SPARS, you can access the slides in the Training section of the site (under CSAT-specific courses), using this link.</p>	<p>Webinars</p> <p>Upcoming On-Demand</p> <hr/> <p>CSAP MAI Tool Training This training course provides a walkthrough of CSAP's Minority AIDS Initiative Tool (MAI Tool) and... CSAP</p> <hr/> <p>TTA Data Entry Training The training provides a detailed overview of the Training and Technical Assistance (TTA) Tools... TTA</p> <hr/> <p>CSAT Follow-up Training This session held by the Training and Technical Assistance (TTA) team was conducted in response to... CSAT</p>
	<p style="text-align: center;">9</p> 

From the **What's New** section of the personal training dashboard, users can see the latest training announcements. To view an announcement, click on the link for more detail.

The **Webinars** section has information on **Upcoming** and **On-Demand** live webinars. Selecting the **Upcoming** tab from the **Webinars** section will provide information on future scheduled live webinars including the date, time and center they are associated with.

Clicking on the **On-Demand** tab will result in a list of previously recorded live webinars that can be viewed any time by clicking on the link to open the Training Detail page.



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Narrow the Search Results

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Let's keep this tour going by taking a closer look at other key features to help us narrow the search results.

Training Search Overview

- Filters
 - Keyword search
 - Sort order
- Search Results
 - Training name
 - Training description
 - Date posted
 - Supporting resources

Back to Training Dashboard

Training Search

Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.

Refined by

SAMHSA Center

- General
- CMHS
- CSAP
- CSAT
- TTA

Content Level

- Introductory
- Refresher
- GPO
- Experienced Staff

Topics

- Batch Upload
- Course
- Data Deletion
- Data Download
- Data Entry
- E-Collection

Data Entry Type

Search Training Search by keyword

Viewing 1 - 10 of 33 Sort by Newest to Oldest

- CSAP Harm Reduction Progress Report Training** Formats: PDF
This training course provides a detailed overview to the Center for Substance Abuse Prevention's Harm Reduction Progress Report in SPARS. This training includes information to help with the following learning objectives: provide an overview of what is included in the Harm Reduction Progress Report...
Date Posted: 08/10/2023
- CSV Batch Upload Training Slides** Formats: PDF
Provides comprehensive information on the comma-separated values batch upload feature of SPARS including an overview, how to prepare data, how to upload data, and how to use validation information SPARS provides.
Date Posted: 07/21/2023
- CSAP MAI Data Entry Training** Formats: PDF
This training course provides instruction to CSAP grantees for MAI grants to enter their Work Plan and Progress Report data into SPARS.
Date Posted: 07/21/2023
- Finding Resources on SPARS: A Quick Tour** Formats: PDF
These slides provide a quick tour of the new Resources page in SPARS. Check out the new features that help make finding resources quick and easy! The accompanying video will be released soon.
Date Posted: 02/04/2023

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Substance Abuse and Mental Health Services Administration

Clicking on the **Browse All Training** button will bring users to the Training Search page. Here, users will see the features to help find the right SPARS training.

The page starts with a brief description that outlines the types of trainings available. It's important to note that users need to be logged in to do a search or see the results list.

The Training Search page includes options to sort, do a keyword search, specify filters, and see the date each training was posted.

Ways to refine the search

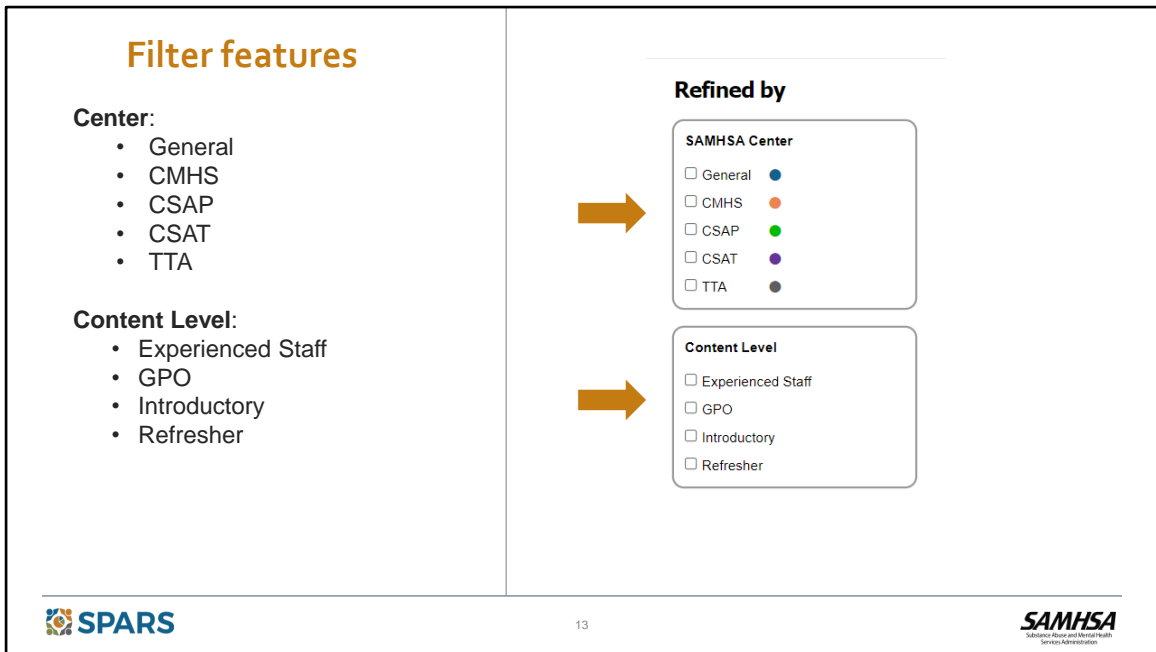
- Search
 - Enter keywords related to the training
- Sort
 - Alphabetical
 - Newest to oldest
- Filters
 - Expanded filter options including Content Level

The screenshot shows the 'Training Search' page. At the top left, there is a 'Back to Training Dashboard' link. The main heading is 'Training Search' with a sub-description: 'Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.' Below this is a search bar with the placeholder text 'Search by keyword' and a magnifying glass icon. To the left of the search bar is a 'Refined by' section with three filter categories: 'SAMHSA Center' (with options: General, CMHS, CSAP, CSAT, TTA), 'Content Level' (with options: Introductory, Refresher, GPO, Experienced Staff), and 'Topics' (with options: Batch Upload, Course, Data Deletion, Data Entry, and a partially visible 'Data Entry Type' option). To the right of the search bar is a 'Search Training' section with a 'Sort by' dropdown menu currently set to 'Newest to Oldest'. Below the search bar, there is a list of training results. The first result is 'CSAP Harm Reduction Progress Report Training' with a 'Date Posted: 08/10/2023'. The second is 'CSV Batch Upload Training Slides' with a 'Date Posted: 07/21/2023'. The third is 'CSAP MAI Data Entry Training' with a 'Date Posted: 07/21/2023'. The fourth is 'Finding Resources on SPARS: A Quick Tour' with a 'Date Posted: 02/04/2023'. Each result includes a 'Formats' dropdown menu with a PDF icon. The page footer includes the SPARS logo on the left, the number '12' in the center, and the SAMHSA logo on the right.

Just under the banner at the top of the page is an option to Search by keyword. This search box is very helpful if we know some information about the training that we need.

Users can also sort the trainings alphabetically or by the date posted to SPARS.

On the left, there are filter options which we will go over next. These filters let us narrow the results to quickly get to a list of potentially relevant trainings.



Another filter option allows users to narrow down their results starting with Center.

- General
- CMHS
- CSAP
- CSAT
- TTA

And Content Level.

- Experienced Staff
- GPO
- Introductory
- Refresher

Use additional filter options

- Topics
- Data Entry Type

Refined by

SAMHSA Center

General

CMHS

CSAP

CSAT

TTA

Content Level

Introductory

Refresher

GPO

Experienced Staff

Topics

Batch Upload

Course

Data Deletion

Data Download

Data Entry

Data Entry Type

CMHS Annual Goals

CMHS Client Services

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

CSAP DSP-MRT

Search Training

Selected Filters: CMHS X Data Entry X

CMHS IPP (Infrastructure Development, Prevention and Mental Health Promotion) X Reset

Viewing 1 - 2 of 2 Sort by Newest to Oldest

CMHS IPP Indicators Training Formats: MP4 PDF

This training course provides a detailed overview of changes to the Infrastructure Development, Prevention and Mental Health Promotion (IPP) Indicators, the importance of IPP data, the impact of the changes on grantees, a review of the implementation timeline, and a walkthrough of the full set of...

Date Posted: 09/27/2022

CMHS Data Entry for IPP Training Formats: MP4 PDF

This training course provides an overview of data entry for Infrastructure Development, Prevention, and Mental Health Promotion (IPP) and instruction on the process by which grantees enter their IPP Indicator data. Grantees will understand the purpose, process and timeline of entering IPP results....

Date Posted: 12/08/2022

Results per page 10

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SPARS users can also select any combination of the following filters.

Topics, which includes:

- Batch Upload
- Course
- Data Deletion
- Data Download
- Data Entry
- Follow Up
- Interviewing
- Online Reporting
- SPARS Intro
- Tool Training
- User Account Management
- Webinar

Or **Data Entry Type**, which includes:

- CMHS Annual Goals
- CMHS Client Services

- CMHS IPP (Infrastructure Development, Prevention and Mental Health Promotion)
- CSAP DSP-MRT
- CSAP Harm Reduction
- CSAP MAI (Minority AIDS Initiative) Indirect Services Outcomes
- CSAP MAI Participant-level Data
- CSAP Progress Report
- CSAT Client Services
- CSAT SOR/TOR Program Services
- General
- TTA (Training and Technical Assistance)

Training Search

Search for data collection tools, resource materials and trainings to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources and training materials for SPARS, accessed with and without a login, will be displayed in your search results.

Refined by

SAMHSA Center

- General
- CMHS
- CSAP
- CSAT
- TTA

Content Level

- Experienced Staff
- GPO
- Introductory
- Refresher

Search Training Section H

Selected Filters: CSAT X Experienced Staff X CSAT Client Services X **Reset**

Viewing 1 - 1 of 1

Sort by Newest to Oldest

Format: Webinar

CSAT GPRA Client Outcome Measures for Discretionary Programs Tool Section H. Program-Specific Questions Training

This training course provides a detailed overview of the changes made to Section H.

Date Posted: 05/10/2023

Results per page 10

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Substance Abuse and Mental Health Services Administration

We can try each of these features out to refine our search. We can select one filter or any combination of multiple filters that helps narrow our results and fits with our preferred ways to search.

For example, I know that I'm looking for the most recent training for the CSAT grant I am working on, so I'll choose CSAT from the **SAMHSA Center** filter options. I'll also choose to search by **Experienced Staff** and **CSAT Client Services** to narrow down my results.

I can also choose to **Search by keyword**. Here, I added "**Section H**" to the Search Training text box.

With these options specified, the search resulted in the one training I was looking for.



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Learning More from At-a-glance Search Results

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Next, let's take an at-a-glance look at our search results.

Results at-a-glance

- Filters and keywords used
- Training Name with link to access the training
- Training description displayed on results page
- Date Posted of all the trainings filtered
- Training Format(s)

I'm going to do a new search by clicking on the Reset button to clear the filters from our previous search and start a new search to find the CSAP DSP-MRT PFS Training.

I'll start with the SAMHSA Center filter and select **CSAP**.
 Then, I'll use the **Topics** filter and select **Data Entry** and **Tool Training**.
 Finally, I'll select the **Data Entry Type** as **CSAP DSP-MRT**.

I can see so much information here to help me zero in on what I need! For example, the filters I used are showing at the top of the results list. I can read brief descriptions of each training to learn a little more in this easy list view. The format types for each training are listed to the right and the date the training was posted is displayed. I can click on the name for a training which contains the link to go to its detail page to learn more and to access it.



Next on our tour, let's head to the Training Detail page. In addition to including more helpful information, this page is also where we can go to view or download a training.



Training Search

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Refined by

SAMHSA Center

- General
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- CSAT
- TTA

Content Level

- Introductory
- Refresher
- GPO
- Experienced Staff

Topics

- Data Entry
- Follow Up

Search Training



Selected Filters:

CSAP X

Data Entry X

Tool Training X

CSAP DSP-MRT X

Reset

Viewing 1 - 5 of 5

Sort by

Newest to Oldest

CSAP DSP-MRT Opioid-Related Grants (PDO, FR-CARA, OD Tx) Data Entry Training

Formats: MP4 PDF

This training course provides instruction on the process by which grantees enter their Opioid-related grant program data into SPARS. Opioid-related grant programs refer to First Responders-Comprehensive Addiction and Recovery Act Grants (FR-CARA), Grants to Prevent Prescription Drug/Opioid Overdose...

Date Posted: 11/29/2022

CSAP DSP-MRT PFS Training

Formats: MP4 PDF

This training course provides instruction to CSAP grantees for PFS grants required to report into SPARS using the DSP-MRT tool.

Date Posted: 02/10/2023



Once I identify a training, I can view or download it by clicking on the link to open the **Training Detail** page.

The screenshot shows a training page with the following elements:

- Header:** CSAP DSP-MRT Opioid-Related Grants (PDO, FR-CARA, OD Tx) Data Entry Training Webinar. A link for "Back to Training Dashboard" is highlighted with an arrow.
- Title:** CSAP DSP-MRT Opioid-Related Grants (PDO, FR-CARA, OD Tx) Data Entry Training
- Webinar Status:** A box containing:
 - Duration: 45 minutes
 - Modules: 1
 - Date Posted: 11/29/2022
 - Tags: CSAP, CSAP DSP-MRT
 An arrow points to this box.
- Webinar Description:** A paragraph explaining the training's purpose. Below it, a list of recommended courses is shown:
 - Introduction to SPARS
 - Introduction to SPARS for CSAP Grantees
 - Managing Your SPARS Account
 An arrow points to this list.
- Start Button:** A blue button labeled "Start".
- Resources:** A section with two links:
 - SPARS-DSP-MRT Opioid Related (MP4)
 - Opioid SPARS Training FINAL (PDF)
 An arrow points to these links.
- Footer:** SPARS logo on the left, "20" in the center, and SAMHSA logo on the right.

Here, we have several helpful details of information including the title of the training as well as a brief description.

We can also see:

- The applicable center;
- The date the training was posted to SPARS;
- The filter tags associated with that training. These filter tags let you know which filters to use in the future on the search page to access this training; and
- To view or download the training, click on the corresponding link.

Once I've finished reviewing this detail page, I can use the **Back to Training Dashboard** link at the top to get back to the Dashboard.



Summary

- Described where to find trainings on SPARS
- Reviewed how to narrow down the Search Results
- Walked through the at-a-glance search results
- Described the Training Detail Page



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In summary, this quick tour provided an overview of features that will help SPARS users easily find trainings on the SPARS website. The tour reviewed:

- Where to find the Trainings from the SPARS home page, and how to navigate through the dashboard by using the “Browse All Training” option, or the Introductory, GPO or Experienced staff filters to access trainings;
- The filters and search features that help narrow the list of available trainings using the keyword search, sorting either alphabetically or by newest/oldest, and by the filter options of SAMHSA Center, Content level, Topic, or Data Entry Type;
- How to use key information that’s available in the search results such as the name of the training, the format of the training and the date the training was posted; and
- How to download and view trainings and download related resources from the Training Detail page.

Thank you!

Have feedback related to this video or SPARS? Let us know!

Click on the Feedback Survey link in the description for this video on the SPARS Training page.



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Thanks for participating in this quick tour of the SPARS Training page.

If you have any feedback related to the tour or other ideas for videos you'd like to see in the future, please head to our SPARS Feedback Survey linked in the description for this video on the SPARS Training page. We welcome your feedback and look forward to hearing from you. Thank you!