

CSAP 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.

CSAP 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)

- Identify who will submit data to SPARS.
 - Request a new SPARS account and/or add applicable staff to the grant by sending a completed [Add or Remove User Request 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 a new SPARS user account or log into existing account and confirm expected access for grant role.
- [Watch a video introduction for CSAP grantees](#) and [Five Tips for Managing Your SPARS Account](#).
- Review document resources including [CSAP Frequently Asked Questions](#), [CSAP Resource Guide](#), and [SPARS CSAP Summary Reports User Guide](#).
- Read SPARS emails and check the website's [homepage announcements](#) for more resources coming soon!

ENTERING DATA using the Division of State Programs – Management Reporting Tool (DSP-MRT)

Grantees using the DSP-MRT can use the resources below to assist in completing progress report and work plans. Grantees using the DSP-MRT can view [training courses](#) reviewing the DSP-MRT and courses specific to their grant program, as well as accessing tools and reporting requirements guides specific to their grant program using the links below.

Training and Tools

- [DSP-MRT Reporting Tool](#)
- [DSP-MRT Supplement \(OD Tx and Related Grants\)](#)
- [DSP-MRT Supplement \(STOP Act\)](#)
- [DSP-MRT Supplement \(SPF Rx\)](#)
- [DSP-MRT Supplement \(PFS\)](#)
- [DSP-MRT Supplement \(PDO, FR-CARA\)](#)

Reporting Requirements

- [OD Treatment Access](#)
- [STOP Act](#)
- [SPF-Rx and Cross-Site](#)
- [PFS and Cross-site Evaluation](#)
- [PDO and Cross-Site Evaluation](#)
- [FR-CARA](#)



MINORITY AIDS INITIATIVE (MAI) GRANTS

MAI grantees are required to complete progress reports throughout the life of their grant. Grantees can use the resources below to assist in completing progress reports, work plans, and participant-level data collection.

- [Quick Reference Guides](#)
- [CSAP MAI Data Entry and Tool Trainings](#)
- [Youth Data Upload Template](#) and [Adult Data Upload Template](#)
- [CSAP MAI Quarterly Progress Report Question-by-Question \(QxQ\) Guide](#)
- [HIV Youth Questionnaire](#)
- [HIV Adult Questionnaire](#)
- [HIV Youth Questionnaire Codebook](#)
- [HIV Adult Questionnaire Codebook](#)
- [HIV CBI SPARS Reporting Requirements](#)
- [MAI Reporting Requirements](#)
- [Quick Reference Guides](#)

HARM REDUCTION GRANT PROGRAM

Grantees submit Harm reduction reporting requirements to SAMHSA GPOs through SPARS. Grantees can use the resources below to assist in completing progress reports and annual targets for their Harm Reduction grants.

- [Progress Report and Annual Targets Training Courses](#)
- [Harm Reduction Question by Question Guide](#)
- [Quick Reference Guide](#)
- [Harm Reduction Annual Targets and Quarterly Progress Reporting Tool](#)
- [CSAP Harm Reduction Reporting Requirements](#)

ACCESSING AND USING REPORTS

GPOs can check out [CSAP summary reports](#) where they can select from a range of reports and filters to generate charts and information based on their data that include naloxone kits, opioid training, data summaries of HIV and VH testing, MAI number served and referrals, and MAI participant-level data. GPOs can also run the Status Report that reflects the current progress report submission status. Reports reflect new data within 24-48 hours after data entry. For additional guidance GPOs may find the [CSAP Summary Reports User Guide](#) to be a helpful resource.

FINDING ADDITIONAL RESOURCES

GPOs and grantees can check out the range of resources available on SPARS by visiting the [Training](#) tab where they 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 [Resources](#) section of SPARS offers a range of helpful materials including Tools, Codebooks, Question-by-Question Guides, FAQs, Newsletters, and more!

GETTING HELP

- Grantees can contact the SPARS Help Desk (SPARSHelpDesk@mathematica-mpr.com or 1-800-685-7623) for 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 use TSRS support for improving enrollment and follow-up rates, using data in reports, or creating graphics to promote grant programs. GPOs can access the [Technical Support Request System \(TSRS\) User Guide for GPOs](#) for more information.
- Grantees can reach out to their GPO for other questions.