

**Substance Abuse and Mental Health Services  
Administration  
(SAMSHA)**

**Training and Technical Assistance**

**Government Performance and Results Act (GPRA):  
Training and Technical Assistance (TTA) Program  
Monitoring Tool**

**TTA Program Monitoring Tool  
Frequency Asked Questions (FAQs)**

## *General Questions*

### **Government Performance and Results Act**

**1. What is the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010?**

GPRA is a public law passed by Congress in 1993. Congress enacted GPRA to improve stewardship within the federal government, and to link resources and management decisions with program performance.

The GPRA Modernization Act updated several aspects of GPRA. It emphasizes priority setting, cross-organizational collaboration to achieve common goals, and the use and analysis of goals and measures to improve the outcomes of federally funded programs. For more information, go to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) [GPRA Measurement Tools](#) webpage.

**2. Do we have to comply with GPRA?**

All SAMHSA programs must comply with GPRA. In their grant applications, prospective grantees should state the procedures they will put in place to ensure compliance with GPRA and the collection of data. Data reporting measures are specific to each grant program.

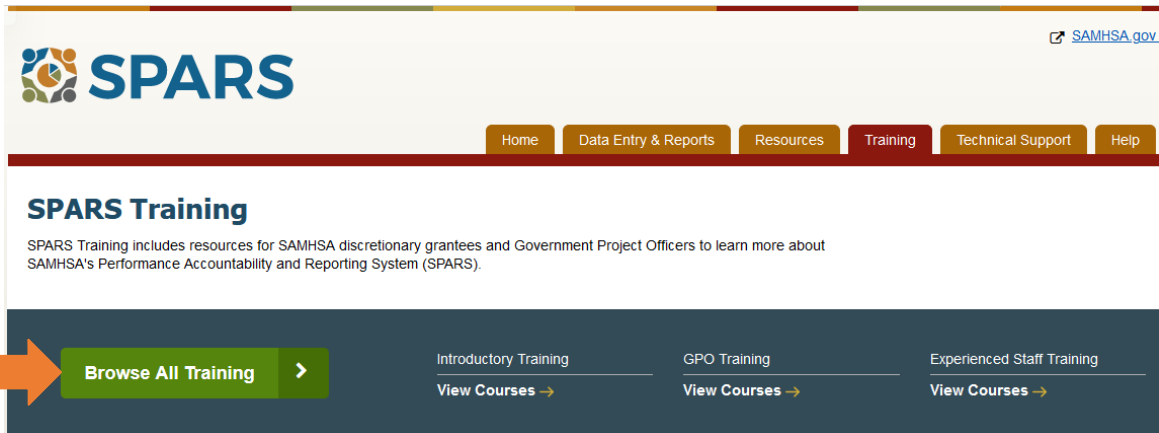
### **TTA Training**

**3. Can we receive training on collecting and entering Training and Technical Assistance (TTA) Program Monitoring data into SAMHSA's Performance Accountability and Reporting System (SPARS)?**

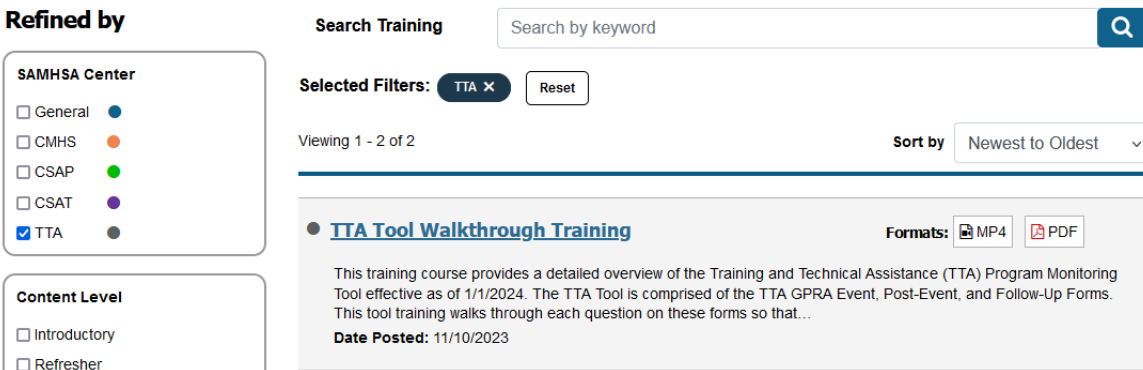
Yes. A recorded SPARS [TTA Program Monitoring Tool Walkthrough Training](#) is available (log-in required) or create an account to access the training. This training reviews each question included in the Event Description Form, Post Event Form and Follow-Up Form that comprise the TTA Program Monitoring Tool. Grantees entering these data in SPARS can view a recorded SPARS [TTA Data Entry Training](#) and [CSV Batch Upload Training Slides](#). The TTA Data Entry Training provides step-by-step navigation and guidance for TTA Program Monitoring Tool data entry in SPARS. The CSV Batch Upload Training Slides detail how to prepare and upload data using SPARS' batch upload feature.

To access these trainings, click the **Training** tab on the SPARS homepage and follow the steps below.

- From the [Training page](#), select **Browse All Training**.



- Select TTA under the SAMSHA Center list to refine your search.



- Select the relevant training from the list to access the course Enrollment page.
- Click the blue **Enroll** button. A pop-up window will appear; select **Join training**.

### TTA Tool Walkthrough Training

**Course Status**

**Duration:** 19:38

**Modules:** 1

**Date Posted:** 11/10/2023

**Tags:** TTA, TTA (Training and Technical Assistance)

**Course Description**

This training course provides a detailed overview of the Training and Technical Assistance (TTA) Program Monitoring Tool effective as of 1/1/2024. The TTA Tool is comprised of the TTA GPRA Event, Post-Event, and Follow-Up Forms. This tool training walks through each question on these forms so that grantees can collect event data. This training is for SPARS users who oversee or are responsible for collecting and submitting TTA data. This training does not include data entry of TTA tool data into SPARS; there is a separate course for TTA data entry training.

This training session was held on October 25, 2023. The version of the TTA Program Monitoring Tool covered in this training is effective starting January 1, 2024.

**Time Stamps:**

- Introduction and Overview (00:00)
- SAMSHA's Performance Accountability and Reporting System (SPARS) (00:36)
- SPARS Mission and Purpose (1:09)
- Types of Data Collection (01:29)
- Overview of SPARS (02:14)
- Importance of the Training and Technical Assistance (TTA) Tool Data (03:00)
- TTA Monitoring Tool forms (05:32)
- Learning Objectives (06:05)
- Event Description Form (06:21)
- Post Event Form (09:18)
- Follow-Up Form (14:30)
- Closing and Where to Find Resources (18:42)



## JOIN TRAINING ✕

**After joining the training you will be successfully enrolled and will see the training in "My Courses"**

Join training
Cancel

- Click the blue **Start** button to begin viewing the recorded training.

**TTA Tool Walkthrough Training**

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Start

# TTA Tools

## 4. Why was the TTA Program Monitoring Tool developed?

Data collected using these tools are vital to support SAMHSA’s compliance with GPRA reporting requirements and to inform future development of knowledge dissemination activities. TTA data assist SAMHSA in:

- documenting the number and types of participants at TTA events;
- describing the extent to which participants report improvement in their community, organization, or role; and
- determining the most effective method for disseminating knowledge to various audiences.

Grantees can also use these TTA data to review their event participants’ feedback; this information can support grantees’ efforts to improve their programs and future events.

## 5. Where is the TTA Program Monitoring Tool located in SPARS?

The forms that make up the [TTA Program Monitoring Tool](#) are available for download via the **Resources** tab located on the SPARS homepage. From the Resources page, limit your search to locate TTA Program Monitoring Tool Forms using the **Refine by** feature on the left side of the web page. Select **TTA** under the SAMHSA Center list and select **Tools** under the Resource Type.

The screenshot shows the SPARS website's Resources Search interface. At the top, there is a search bar and a 'Search' button. Below the search bar are navigation tabs: Home, Data Entry & Reports, Resources, Training, Technical Support, and Help. The 'Resources Search' section includes a search icon and a description: 'Search for data collection tools and resource materials to support data collection, data entry, online reports, data visualizations, and overall GPRA reporting in SPARS for all Centers and Programs. All resources for SPARS, accessible with or without a login, will be displayed in your search results.'

The 'Refine by' section on the left has two panels. The first panel, 'SAMHSA Center', lists options: General, CMHS, CSAP, CSAT, and TTA (checked). The second panel, 'Resource Type', lists options: Help Desk Forms, Newsletters, Q by Qs, Quick Reference Guides, Quick Tour, and Tools (checked). Two orange arrows point to the 'TTA' and 'Tools' checkboxes.

The main search area shows 'Search Resources' with a search bar containing 'Search by keyword'. Below it, 'Selected Filters' shows 'TTA' and 'Tools' with 'X' icons, and a 'Reset' button. It indicates 'Viewing 1 - 10 of 10' results, sorted by 'Newest to Oldest'. Two search results are visible, both dated '9/29/2023'. The first result is '[NEW AS OF 1/1/2024] TTA Follow-Up Form - Spanish' with download options for WORD and PDF. The second result is '[NEW AS OF 1/1/2024] TTA Follow-Up Form' with download options for WORD and PDF.

**6. When should grantees begin collecting data with the new TTA Program Monitoring Tool?**

Grantees can collect data using the new TTA Program Monitoring Tool immediately. Data captured using the new tool can be entered in SPARS beginning January 4, 2024.

**7. How many TTA Tools are there, and when do we use each one?**

There is one TTA Program Monitoring Tool, comprised of three forms:

- *TTA Event Description Form*

TTA grantees complete this form for each event implemented or sponsored. Information collected on this form includes the event format, event title, event type, event code, event audience, the number of participants, and the number of participants consenting to follow-up. Grantees enter the information from this form in SPARS.

- *TTA Post Event Form*

TTA grantees ask participants to complete this satisfaction survey at the end of the event. Participants respond to questions that measure satisfaction with the event and demographic information. The participant returns the completed survey to the event administrator. Grantees enter the information from this form in SPARS.

- *TTA Follow-Up Form*

TTA grantees ask participants to complete this follow-up survey 60 days after the event. Participants respond to questions that measure the benefits and usefulness of the event in their work and communities. The participant returns the completed survey to the event administrator. Grantees enter the information from this form in SPARS within 60 days of receiving the completed survey.

**8. What is the TTA Program Monitoring Tool used for?**

TTA grantees use the TTA Program Monitoring Tool every time they hold a TTA Event to collect event- and participant- level data.

**9. What constitutes a TTA event?**

TTA Events include presentations and trainings, meetings, or Technical Assistance Events.

- **Presentations or Trainings.** Presentations may include the delivery of awareness, information, or explanation related to an idea. Trainings include teaching a skill, knowledge, or experience for personal or professional development. Examples include trainings on Trauma and Resiliency Training, Increasing Workplace Diversity and Inclusion, and Emotionally Intelligent Leadership.
- **Meetings.** Meetings are an assembly of individuals or committees for planning or discussion of a specific topic.
- **Technical Assistance Events.** Technical Assistance Events are defined as a series of activities designed to achieve an outcome through sharing of information and/or expertise, skills training, transmission of knowledge, consulting services, or the transfer of technical guidance or data. Print or online materials developed do not meet the definition for a TTA event.

**10. Do we make participants a personal ID for data entry?**

No. SPARS automatically generates a unique identification code for each participant the grantee includes in data entry. Note that each participant is assigned a distinct personal ID for each form they complete; the personal ID associated with a participant's Post Event Form is not the same as the personal ID associated with the same participant's Follow-Up Form.

**11. How do we prevent participants from filling out the questionnaire multiple times?**

Grantees collecting data using an online system (e.g., REDCap, Qualtrics) are encouraged to distribute a unique survey link to each participant or to collect unique identifiers from participants to ensure each completes all assigned forms exactly once. Grantees that do not use an online data collection system should use appropriate documentation processes to ensure all participant data are entered in SPARS exactly once (e.g., marking "Entered" on all paper forms containing participant data that have been entered in SPARS).

**12. Will a participant's Post Event Record and Follow-Up Record be linked in SPARS?**

A single participant's Post Event Record and Follow-Up Record are not linked in SPARS. SPARS generates unique and distinct Record IDs for both the Post Event Record and Follow-Up Record associated with a single participant.

**13. Do we provide Follow-Up Forms to participants if the event was shorter than three hours?**

No. Participants only complete Follow-Up Forms for events lasting three hours or longer. SPARS does not allow grantees to enter Follow-Up Form data for events lasting less than three hours.

**14. Are there optional questions on the new TTA Program Monitoring Tool?**

Yes, participation in the surveys is voluntary and participants may withdraw from answering at any time or skip any question they do not feel like answering. All responses on the Event Description Form are still required.

**15. Can TTA grantees change the wording of the tools?**

No. Grantees cannot change any wording in the TTA Program Monitoring Tool's forms.

**16. Do we have to administer the TTA Program Monitoring Tool at every event?**

Yes. Grantees must administer the TTA Program Monitoring Tool for each TTA event they implement or sponsor. The program decides whether an event is a designated GPRA event. Grantees who are unsure whether the event counts toward their GPRA event target number should contact their Government Project Officer (GPO).

**17. How do we handle a series of events on the same topic?**

For a series of events on the same topic, grantees should consider the series a single event and administer the TTA Post Event Form and TTA Follow-Up Form at the end of the series.

**18. What is the targeted follow-up rate?**

The targeted follow-up rate set by the Office of Management and Budget is 80%.

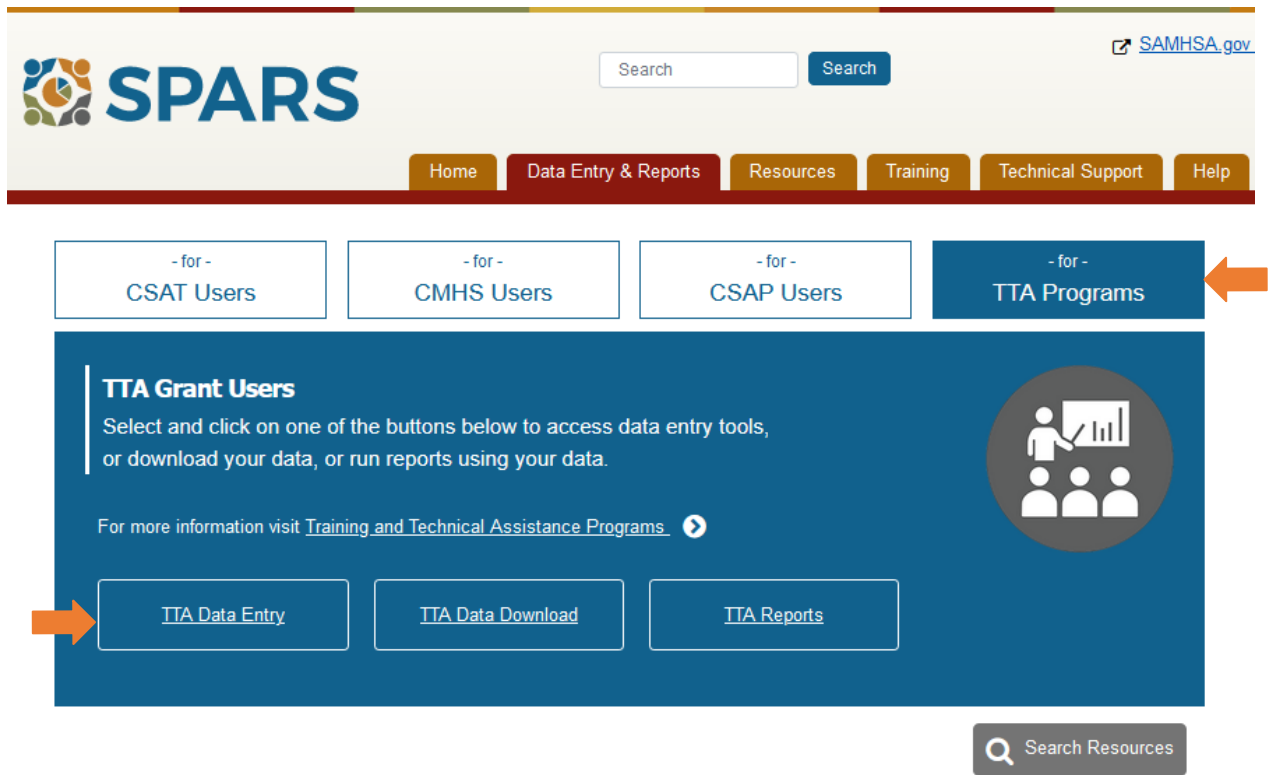
**19. What if participants return the Follow-Up Form more than 60 days after the event?**

The TTA Follow-Up Form should be completed by participants 60 days after the completion of an event or event series lasting three hours or longer. Grantees have an additional 60 days to enter the follow-up data in SPARS. Therefore, all Follow-Up Form data must be completed and entered in SPARS within 120 days of the event or event series.

## **TTA Data Entry**

**20. Where do we enter our TTA data in SPARS?**

All TTA grantees submit their TTA data via SPARS’ Data Entry & Reports page. To access from the [SPARS homepage](#), click the **Data Entry & Reports** tab. Hover over TTA Programs and select **TTA Data Entry** from the drop-down menu to access the TTA Grants data portal. Grantees can refer to the [TTA Data Entry Training](#) and [TTA Data Entry Guide](#) for additional data entry support.



**21. Can anyone enter TTA data into SPARS?**

No. Only active SPARS users are able to enter data in SPARS by signing in using their SPARS account username and password. Project directors can request new or disable existing SPARS accounts associated with their grant by sending a completed [Add or Remove Users Request Form](#) to the SPARS Help Desk ([SPARSHelpDesk@mathematica-mpr.com](mailto:SPARSHelpDesk@mathematica-mpr.com)). Help Desk staff enabling new



SPARS accounts will send corresponding log-in credentials via email to the added user. New Grantees can find additional information on getting started in SPARS with the New Grantees Quick Reference Guide. This guide also provides information on setting users up in SPARS.

**22. How often should we enter our data?**

Grantees must enter all TTA data in SPARS as close to the actual time of the event as possible. SAMHSA recommends entering data within one business day and no later than seven business days after completing or receiving TTA forms. Follow-Up Forms can be entered within 60 days of the form being completed.

**23. Can we Batch Upload our TTA data rather than using the manual data entry system?**

Yes. SPARS' Batch Upload feature allows grantees to simultaneously upload multiple records associated with a single TTA Program Monitoring Tool form. The batch upload process is designed to be more efficient than entering these data record by record, particularly for grantees with large volumes of TTA data and/or grantees already collecting TTA data via a separate system, such as an her or online survey tool. The SPARS Resources page includes a variety of [Batch Upload products](#) to support grantees entering data using this feature (log-in required). CSV upload templates files are available for the [TTA Event Description Form](#), [TTA Post Event Form](#), and [TTA Follow-Up Form](#).

**24. What is the “ExternalRecordID” on the CSV Batch Upload Template?**

The “ExternalRecordID” is an optional variable in the Post Event and Follow-Up Form CSV Batch Upload templates. Grantees can populate this variable with any data that allows them to identify records when SPARS detects an error during batch upload.

**25. Can we delete TTA data?**

No. Grantees cannot delete TTA data entered in SPARS. Grantees can contact the SPARS Help Desk at 1-800-685-7623 or [SPARSHelpDesk@mathematica-mpr.com](mailto:SPARSHelpDesk@mathematica-mpr.com) to remove data that are incorrect.

**26. How do we report GPRA data to SAMHSA and our GPO?**


SPARS automatically submits to SAMHSA the data that grantees enter, thus eliminating the need for a separate, manual submission of data to SAMHSA and/or GPOs.

**27. Are TTA grantees responsible for submitting data for the first quarter of their grant?**

Yes. Grantees that do not expect to hold an event during any quarter of the Federal Fiscal Year (FFY) must notify their GPO.

**28. Can we download our TTA data?**

Yes. Grantees can download their TTA data via SPARS' Data Entry & Reports page. To access from the [SPARS homepage](#), click the **Data Entry & Reports** tab. Hover over TTA Programs and select **TTA Data Download** from the drop-down menu to access the TTA Grants data portal.



[SAMHSA.gov](http://SAMHSA.gov)

Search

Home Data Entry & Reports Training Technical Assistance Help

- for -  
CSAT Users

- for -  
CMHS Users

- for -  
CSAP Users

- for -  
TTA Programs

### TTA Grant Users

Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data.

For more information visit [Training and Technical Assistance Programs](#).

TTA Data Entry

TTA Data Download

TTA Reports

Grantees can also access Data Download by clicking **Data Download** on the left hand side on the data entry screen. More information on data download can be found in the [TTA Data Entry Guide](#).

Grant Selection

Data Entry

▶ Reports

Data Download

Grant Selection

Grant Number Search

Grant #

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GFA Search

GFA (Select 1) Selected GFAs

Addition Peer Recovery Center of Excellence  
 Centers of Excellence for Behavioral Health Disparities  
 Comprehensive Addiction and Recovery Act: Building C  
 Expansion of Practitioner Education  
 Family Support Technical Assistance Center

Technology Transfer Centers

Grantee Name

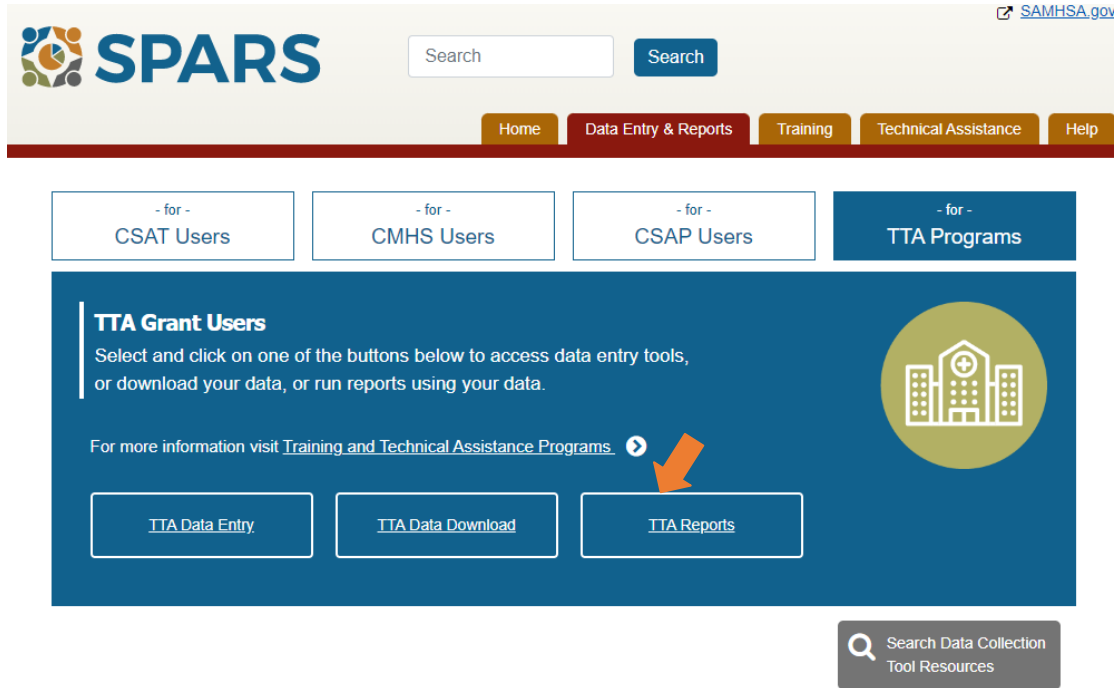
City  State

[Continue to Download](#)

GFA	Grantee	Grant No	City	State

## 29. Are TTA reports available in SPARS?

Yes. Grantees can access various TTA data reports—including a Coverage Report, a Follow-Up Rate Report, and a Frequency Report—via SPARS’ Data Entry & Reports page. To access from the [SPARS homepage](#), click the **Data Entry & Reports** tab and follow the steps below.



- Hover over TTA Programs and select **TTA Reports** from the drop-down menu to access the TTA Grants data portal.
- Click **Reports** under the menu on the left side of the TTA Grants portal, then select **TTA Programs** from the dropdown list. A paragraph of text will appear; click the blue [Data Visualization](#) link in the paragraph of text.

**TTA Report Menu**

- Data Entry
- ▼ Reports
  - TTA Programs
  - Upload Status
  - Data Download

The following reports have been improved and are now accessible through [Data Visualization](#). Data visualization is the graphical representation of information and data. By using visual elements like charts, graphs, and maps, data visualization tools provide an accessible way to see and understand trends, outliers, and patterns in data.

Title	Description
Grantee Cost	Removed - cost not collected
ATTC Evaluation Summary	Removed - contact hours not collected, new TTC programs not included
Grantee Delinquency	Removed - not updated for new Best Practices instruments
Frequency Distribution	Synopsis <a href="#">Detailed Description</a>

- Finally, select the **TTA** menu item on the right side of the page to access links to SPARS' TTA Coverage, Follow-Up Rate, and Post-Event Frequency Reports.

**SPARS** Center for Substance Abuse Treatment

Demographics Intake / Follow-up Frequency Outcomes SOR/TOR Time Series **TTA**

GPO, Programs and Grants [All](#) Federal Fiscal Year and Quarter [All](#) Interview Types [All Intakes \(Matched and Unmatched\)](#) Outcomes [All](#)

Regions [All](#) Gender [All](#) Race and Ethnicity [All](#) Age [All](#)

Drug Use [All](#) Self-reported diagnoses at Intake [All](#) Length Of Stay [All](#) Treatment Non-Completers [All](#)

Active/Inactive [Active](#)

### 30. Who do we contact if we have additional questions?

Please contact the SPARS Help Desk at 1-800-685-7623 or [SPARSHelpDesk@mathematica-mpr.com](mailto:SPARSHelpDesk@mathematica-mpr.com) with any SPARS-related questions. For clinical or program-specific questions, please contact your GPO.