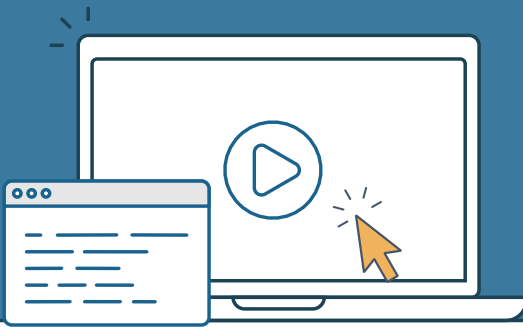




# SPARS

## Incremental Save for CMHS and CSAT Client-level Tools Quick Reference Guide



### Highlights

SPARS now saves record data as information is entered to reduce the risk of significant data loss.

#### RECORD MANAGEMENT

- To save an incomplete record, first complete **Section A. Record Management**.

#### RESOURCES AND TRAININGS

- Learn about incremental save on the [SPARS Training area](#). 

#### SPARS HELP DESK

[SPARSHelpDesk@mathematica-mpr.com](mailto:SPARSHelpDesk@mathematica-mpr.com)

1-800-685-7623

### New Features Include:

#### SAVE

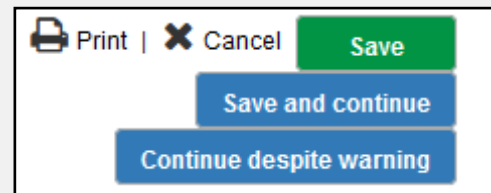
- Press the **“Save”** button to validate and save data and stay on the same data entry page.

#### SAVE AND CONTINUE

- Press the **“Save and continue”** button to validate and save data and move to the next data entry page.

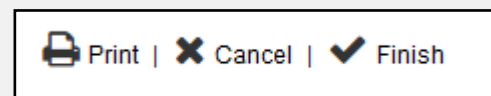
#### CONTINUE DESPITE WARNINGS

- Press the **“Continue despite warnings”** button to continue data entry on the next screen despite validation warnings.



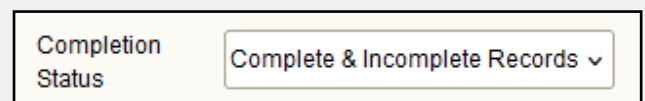
#### FINISH

- Click the **“Finish”** button on the **Summary page** after all validations are passed. The record will be updated from Incomplete to Complete, and data included in reports.



#### COMPLETION STATUS FILTER

- On the **Interview Selection Screen**, use the dropdown menu to filter client records by Complete or Incomplete status.



#### LEFT NAVIGATION BAR

- Clicking on sections in the left navigation bar acts as **“Save and continue,”** where new data is saved, validation checks occur, and users are taken to desired section.



# Frequently Asked Questions

## How do I utilize the incremental save feature?

Grantees can save partial records as information is entered in SPARS by clicking “**Save**” to save and stay on the current page, or “**Save and continue**” to save and proceed to the next page.

## How do I verify the data I entered is correct?

After clicking “**Save**,” SPARS checks for data errors. A **red box** indicates that some data is invalid and cannot be saved. You must correct or remove the invalid data before SPARS will save the record and allow you to navigate to another page.

- Date entered in BirthMonthandYear.Option field is invalid.

A **yellow box** indicates missing or out of range data, but SPARS will still save the record. To advance to another section, grantees must click “**Continue despite warning**”. The **summary page** lists all errors needing correction.

- Section: A
- 'ConsiderYourself.GenderOption' is a required field.
- Please select at least one race.
- Record updated successfully.

## How do I locate a partially entered or incomplete record?

Use the **Interview Selection page** to filter by complete and incomplete records.

## How do I edit a partially entered or incomplete record?

Click “**Edit**” to return to the record. Note that follow-up and discharge interview records cannot be entered in SPARS until the client’s intake interview record is complete.

## Can I save incomplete records using batch upload?

No, batch upload allows uploading of complete records only. Additionally, if there is an incomplete record in SPARS for that client, no records for that client can be submitted via batch upload.

## Are incomplete records included in online reports and data download?

No, all reports and data downloads include only complete records. Incomplete records do not count toward grantee goals or clients served.

## Where is SBIRT Section H?

Sections of a record that are dependent on data entered from another section will remain hidden until the information is entered and saved. For instance, **Section H6** only appears for SBIRT grants once data associated with question B.12 is entered.