

October 2023

Welcome to SPARS

Center for Substance Abuse Prevention (CSAP) Grantee Checklist



New to SPARS

REVIEW THE SECTIONS:

[Getting Started](#)

[Entering Data for DSP-MRT Grants](#)

[Entering Data for MAI and Prevention
Navigator Grants](#)


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WHAT IS SPARS?

SPARS is the Substance Abuse and Mental Health Services Administration's (SAMHSA) Performance Accountability and Reporting System. It supports grantees in reporting timely and accurate data to SAMHSA.

CSAP grantees can use this handout and its checklist items to learn about and track their progress 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

- ☐ Log into SPARS user 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](#).
- ☐ Read your SPARS emails and check the website's [homepage announcements](#) for more resources coming soon!

CSAP requires grantees to complete work plans, progress reports, and annual targets throughout the life of their grant that capture information about grantees' project planning and progress in implementing their projects. Work plans vary depending on the grant type. If you are unsure of what work plans are required for your grant, see the following information for resources specific to your grant, or consult with your Government Project Officer (GPO) or Notice of Award (NOA).

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

- ☐ Grantees can view [training courses](#) reviewing the DSP-MRT and courses specific to their grant program, as well as 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](#)

Data Entry, Reports, and Additional Resources



ENTERING DATA for 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.

- | | |
|---|---|
| <input type="checkbox"/> CSAP MAI Data Entry and Tool Trainings | <input type="checkbox"/> HIV Youth Questionnaire Codebook, |
| <input type="checkbox"/> MAI Quarterly Progress Report | <input type="checkbox"/> HIV Adult Questionnaire Codebook |
| <input type="checkbox"/> CSAP MAI Quarterly Progress Report | <input type="checkbox"/> HIV CBI SPARS Reporting Requirements |
| <input type="checkbox"/> Question- by-Question (QxQ) Guide | <input type="checkbox"/> MAI Reporting Requirements |
| <input type="checkbox"/> HIV Youth Questionnaire and | <input type="checkbox"/> Quick Reference Guides |
| <input type="checkbox"/> HIV Adult Questionnaire | |

ENTERING DATA for HARM REDUCTION GRANTS

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

- | | |
|--|---|
| <input type="checkbox"/> View training courses for Progress Reports and Annual Targets | <input type="checkbox"/> Harm Reduction Question by Question Guide |
| <input type="checkbox"/> Harm Reduction Annual Targets and Quarterly Progress Reporting Tool | <input type="checkbox"/> Quick Reference Guide |
| | <input type="checkbox"/> CSAP Harm Reduction Reporting Requirements |

FINDING ADDITIONAL RESOURCES

Check out the range of resources available on SPARS by visiting the [Training](#) tab! Grantees 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

- The SPARS Help Desk (SPARSHelpDesk@mathematica-mpr.com or 1-800-685-7623) can help with account issues, information on how to use data entry and reporting features in SPARS, problems with the website, and locating resources.
- Technical Support Request System (TSRS) requests can be submitted for improving enrollment and follow-up rates, using data in reports, or creating graphics to promote grant programs. Learn more about TSRS requests in the [Technical Support Request System \(TSRS\) User Guide for Grantees](#) .
- Grantees can reach out to their GPO for other questions.