



SPARS NEWS

SAMHSA's Performance Accountability and Reporting System (SPARS)



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Welcome New Grantees and SPARS Users!

The Substance Abuse and Mental Health Services Administration's (SAMHSA) Performance Accountability and Reporting System (SPARS) is the online platform where grantees submit timely and accurate performance data to SAMHSA. The SPARS onboarding process begins for new grantees when the grant project director (PD) receives an email from the SPARS Help Desk with next steps.



New Grant Communications and Grantee Setup in SPARS

An email with account information and sign-in instructions is sent to project directors (PDs) when a new grant is awarded and added to SPARS. PDs should expect several key communications during the grant's initial months to ensure new grantees are well-prepared for data entry and reporting in SPARS. Below is a timeline of communications PDs can expect:

October 2024:

- An [announcement](#) is posted on the [SPARS website](#) detailing grant set-up dates and expectations for new grantees.

By November 22, 2024:

- As grants are established in SPARS, an email is sent to all new PDs advising that their SPARS user account has been set up, with sign-in instructions.
- A further email is sent to new PDs and their Government Project Officer (GPO) with onboarding materials and instructions for setting up additional SPARS user accounts for their grant via the [Add/Remove User Request form](#). Grantees can also find instructions for setting up additional users in the [SPARS New Grantee Quick Reference Guide](#).

Essential SPARS Resources for New Grantees

The following general and center-specific resources are available to help new grantees get started in SPARS.



General Resources

[Introduction to SPARS](#)

The Introduction to SPARS video introduces data entry in SPARS and how to access reports, training materials, and technical support resources.

[SPARS New Grantee Quick Reference Guide](#)

New grantees can use the SPARS New Grantee Quick Reference Guide to become familiar with grant timelines and important resources.

[Five Tips for Managing Your SPARS Account](#)

The Five Tips for Managing Your SPARS Account training course provides five essential tips to manage a personal SPARS account. Viewers will learn:

- The process for logging into SPARS, resetting passwords, and setting or modifying security questions associated with the account;
- Information about SPARS account management requirements and deadlines; and
- Available resources for support with account management issues.

[Finding Resources on SPARS: A Quick Tour](#)

The Finding Resources on SPARS: A Quick Tour training course provides a brief overview of the SPARS Resources page and helps users identify resources efficiently. A [video](#) of the Finding Resources on SPARS: A Quick Tour course is available on the SPARS Training page (login required).

[Finding Training on SPARS: A Quick Tour](#)

The Finding Training on SPARS: A Quick Tour training course provides a brief overview of the SPARS Training page and helps all SPARS users identify effective ways to enroll in and review the most relevant trainings to their work in SPARS. A [video](#) of the Finding Training on SPARS: A Quick Tour course is available on the SPARS Training page (login required).

[SPARS Add or Remove User Request Form](#)

Grant Project Directors and/or Alternate Project Directors complete and submit the SPARS Add or Remove User Request Form to the SPARS Help Desk to add or remove SPARS users associated with their grant.



CMHS | Center for Mental Health Services

[CMHS Grantee Welcome and Checklist](#)

CMHS grantees can use the CMHS Grantee Welcome and Checklist to track setup and onboarding progress as they begin using SPARS.

[Introduction to SPARS for CMHS Grantees](#)

The Introduction to SPARS for CMHS Grantees video introduces grantees to CMHS data entry processes, reports, training materials, and technical support resources.

[CMHS Quick Reference Guide](#)

CMHS grantees can use the CMHS Quick Reference Guide to locate key resources, report due dates, and trainings for CMHS data collection.



CSAP | Center for Substance Abuse and Prevention

[CSAP Grantee Welcome and Checklist](#)

CSAP grantees can use the CSAP Grantee Welcome and Checklist to track setup and onboarding progress as they begin using SPARS.

[Introduction to SPARS for CSAP Grantees](#)


The Introduction to SPARS for CSAP Grantees video introduces grantees to CSAP data entry processes, reports, training materials, and technical support resources.

[CSAP Reporting Requirements Guides](#)

CSAP grantees can use the CSAP Reporting Requirements Guides to identify reporting period due dates, key resources, and guidance on directing users to SPARS related inquiries.

[CSAP Quick Reference Guides](#)

CSAP grantees can use the CSAP Quick Reference Guides to locate key resources, CSAP data collection trainings, and Annual Target, Work Plan, and Quarterly Progress Report reporting period due dates.

 This icon indicates resources that require the user to be logged into SPARS.



CSAT | Center for Substance Abuse and Treatment

CSAT Grantee Welcome and Checklist

CSAT grantees can use the CSAT Grantee Welcome and Checklist to track setup and onboarding progress as they begin using SPARS.

Introduction to SPARS for CSAT Grantees

The Introduction to SPARS for CSAT Grantees video introduces grantees to CSAT data entry processes, reports, training materials, and technical support resources.

CSAT Quick Reference Guide

CSAT grantees can use the CSAT Quick Reference Guide to locate key resources, report due dates, and trainings for CSAT data collection.

 This icon indicates resources that require the user to be logged into SPARS.

Quick Tips for New Grantees

New grantees can check out the quick tips below, which promote best practices for accessing SPARS support.



Emailing the SPARS Help Desk for Technical Support:

- When submitting a new SPARS Help Desk request, send a new email to SPARSHelpDesk@mathematica-mpr.com. Please do not reply to a thread for a closed or unrelated Help Desk ticket.
- When following up on an existing request, reply to the original email thread and include the ticket number (e.g., SPARSHD-77777).

Adding/Removing SPARS Users for your Grant: Complete the [Add/Remove User Request form](#) electronically and email it to the SPARS Help Desk.

Resources: Visit the [Resources page](#) in SPARS to find frequently asked questions, forms, and other useful materials.

Don't Get Locked Out!

Remember to **log into SPARS today** to keep your account active for the next 60 days.

Log into your SPARS account today!

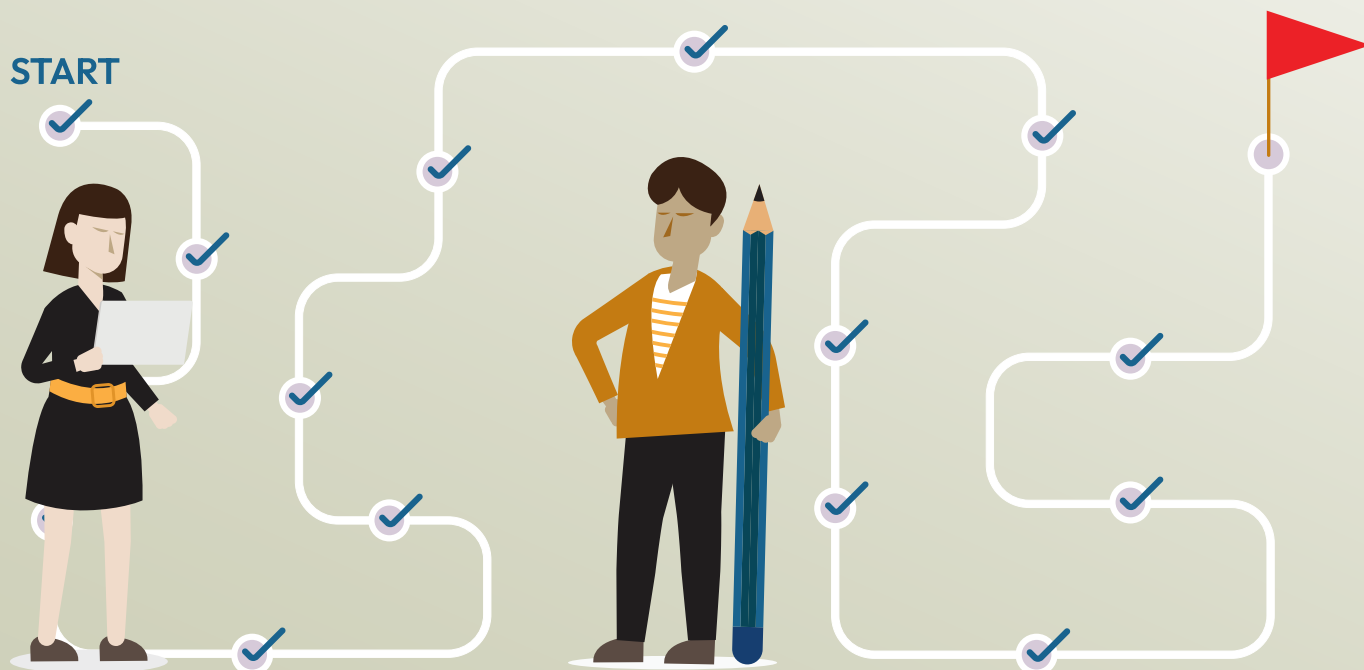
SAMHSA recently updated security protocols such that **SPARS accounts without a successful log in for 60 consecutive days will be deactivated.**



Grant Closeout

When grants reach their end date, it's important for grantees to understand the processes around data entry and continued access within SPARS. Below is an overview of how grant closeout procedures are handled and what grantees can expect as their grant ends:

1. Data entry requirements and notifications automatically stop after the grant end date.
2. Grantees do not need to request to close their grant in SPARS. All SPARS activity to close grants and remove access occurs automatically based on the grant end date.
3. Each Center/Office has specific guidelines for how long grantees can access grant data in SPARS after the grant ends.
 - CMHS and 988: 180 days
 - CSAT and TTA: 120 days
 - CSAP: Users can continue to access data as long as needed



SUGGESTION BOX



Have suggestions related to SPARS or this newsletter?

Let us know using this link – [SPARS Suggestion Box](#)

We welcome your feedback and look forward to hearing from you.

For general questions, please contact SPARS toll-free at (800) 685-7623 or email SPARSHelpDesk@mathematica-mpr.com