Government Performance and Results Act (GPRA): Best Practices Programs

Frequently Asked Questions (FAQs)

Government Performance and Results Act

1. **What are 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 discretionary programs—both Best Practices and Discretionary Services—must comply with GPRA. In their grant applications, prospective grantees should state the procedures they will put in place to ensure both compliance with GPRA and the collection of data elements at baseline and follow-up.

Best Practices Training

1. **Can we receive training on collecting and entering Best Practices data into SAMHSA's Performance Accountability and Reporting System (SPARS)?**

   Yes. A recorded *Data Collection Tools Overview for Technology Transfer Centers* training about the new Best Practices tools is available on SPARS. **This recording is intended for all Best Practices grantees.** To access the recorded training, click the *Training* tab on the SPARS home page and follow these steps:

   - On the Training page, under the *Course categories* menu, select *Archived SPARS Webinars > All Centers*.

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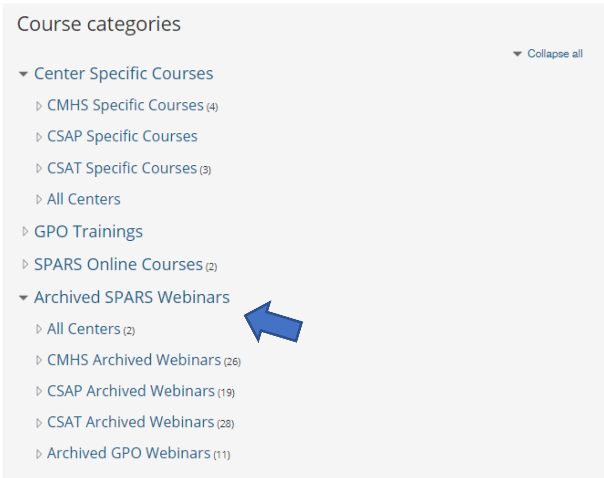


- Browse or search the training list for *Data Collection Tools Overview for Technology Transfer Centers* and click the title, which takes you to the *Enrollment options* page for this course.
- Click the blue *Enroll Me* button and submit the requested information. This takes you to the specific course page.
- Click the link to *View webinar recording*.

Best Practices Tools

1. Why were the Best Practices tools 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. Best Practices data assist SAMHSA in

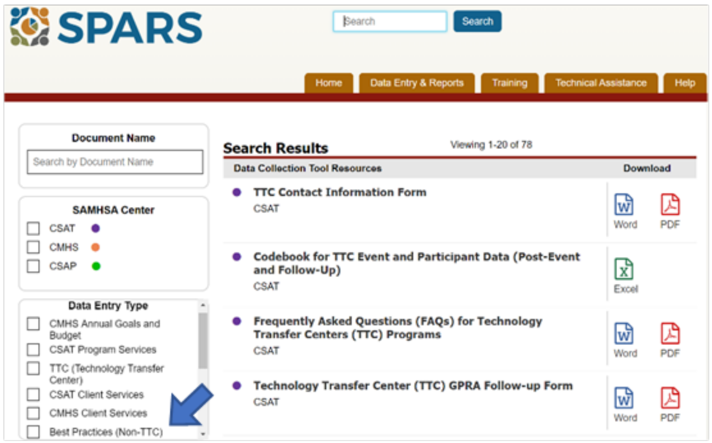
- documenting the numbers and types of participants in Best Practices events,
- describing the extent to which participants report improvement in their professional development, and
- determining which method is most effective in disseminating knowledge to various audiences.

2. When do we start using the new Best Practices tools?

You must complete and submit all post-event and follow-up data from the older tools into SPARS by September 30, 2019. All Best Practices (Non–Technology Transfer Center [TTC]) grantees should begin using the tools on October 1, 2019, and can enter data from the new tools in SPARS starting November 25, 2019.

3. **Where are the Best Practices tools located in SPARS?**

The Best Practices tools can be downloaded from the *Data Collection Tool Resources* page located on the SPARS home page. Once in *Data Collection Tool Resources*, Best Practices (Non-TTC) grants should select *CSAT Best Practices (Non-TTC)* from the *Data Entry Type* filter option on the left side of the page.



The Best Practices tools can also be downloaded from the *Resource Library* page, which is located on the SPARS home page. Once in the *Resource Library*, select the *CSAT – Center for Substance Abuse Treatment* menu. From this menu, select *Best Practices > Best Practices (Non-TTC) > Data Collection Tools* to locate and download the tools.

4. **Where are the meeting, training, and technical assistance event forms located in SPARS?**

SAMHSA no longer uses the meeting, training, and technical assistance event forms. Data from these forms cannot be entered in SPARS after September 30, 2019. SAMHSA no longer requires grantees to specify what type of event—meeting, training, or technical assistance—the Best Practices program implemented or sponsored.

5. **Can we continue to enter meetings, trainings, and technical assistance events into SPARS using the old tools?**

   Grantees can enter data into SPARS using the old meeting, training, and technical assistance forms up until September 30, 2019. After September 30, 2019, Best Practices grantees will only be able to enter data using the new Best Practices tools.

6. **Which grantees will use the new Best Practices tools?**

   All Best Practices grantees will use the new Best Practices tools.

7. **How many Best Practices tools are there, and when do we use each one?**

   There are three Best Practices tools:

   - *Best Practices Event Description Form*
     Best Practices grantees will complete this form for each event implemented or sponsored. Information collected on this form includes the event code, the number of participants, and the number of participants consenting to follow-up. Grantees enter the information from this form in SPARS.
   - *Best Practices Post-Event Form*
     Best Practices grantees will ask participants to complete this satisfaction survey at the end of the event. Participants will include their participant ID number in the survey form and respond to demographic questions and questions that measure satisfaction with the event. Once the form is complete, the participant will return the survey to the event administrator. Grantees enter the information from this form in SPARS.
   - *Best Practices Follow-Up Form*
     Best Practices grantees will ask participants to complete this follow-up survey 30 days after the event. Participants will include their participant ID number in the form and respond to questions that measure continued satisfaction with the event. Once the form is complete, the participant will return the follow-up survey to the grantee. Grantees enter the information from this form in SPARS.

8. **Do we provide follow-up forms to participants if the event was shorter than 3 hours?**

   No. Grantees only complete follow-up forms for events lasting 3 hours or longer.

9. **How is the participant ID system developed?**

   Each individual site develops its own participant ID system. Each event participant should have a unique participant ID. It is very important that the program tracks participant IDs given on post-event forms. To count as a valid follow-up, the ID number on the follow-up form must be the same as the

ID number on the post-event form. In other words, a follow-up form only counts in the SPARS system if there is a matching participant ID for a post-event form.

10. Can Best Practices grantees change the wording of the tools?

No. Grantees cannot change the wording of the tools.

11. Do we have to administer the tool at every event?

Grantees must administer the tool for each event implemented or sponsored. The program decides whether an event is designated as a GPRA event. Grantees who are unsure whether the event counts toward their GPRA event target number should contact their government project officer (GPO).

12. 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 as one event and administer the Best Practices tool at the end of the series.

13. What is the targeted follow-up rate?

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

14. What if participants send back follow-up surveys more than 30 days after the event?

Programs have a 60-day window after the event anniversary date to collect and enter follow-up data. Programs may accept and enter data falling within this window.

Best Practices Data Entry

1. Where do we enter our Best Practices data in SPARS?

All Best Practices grantees will submit Best Practices data under the *CSAT Data Entry* page in SPARS. To access this page, click the *Data Entry & Reports* tab located on the SPARS home page, then click *CSAT Users* > *CSAT Data Entry*.

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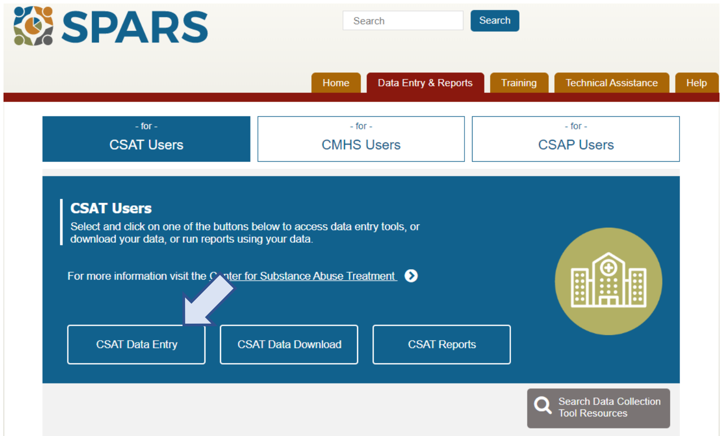


2. Can anyone enter Best Practices data into SPARS?

No. Every person who will be entering data in SPARS must have a username and password to access SPARS. To request or disable usernames and passwords, project directors should contact the SPARS Help Desk at 1-855-322-2746 or SPARS-Support@rti.org.

3. How often should we enter our data?

Grantees must enter all data in SPARS as close to the actual time of the event as possible. SAMHSA recommends entering data within 1 business day and no later than 7 business days after completing or receiving Best Practices forms.

4. Can we delete Best Practices data?

No. Grantees cannot delete Best Practices data that they have entered in SPARS. If staff need to remove incorrect data from SPARS, grantees can contact the SPARS Help Desk to have data removed. Please contact the SPARS Help Desk at 1-855-322-2746 or SPARS-Support@rti.org.

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

SPARS automatically submits to SAMHSA the data entered by grantees, thus eliminating the need for you to make a separate, manual submission of data to SAMHSA or your GPO.

6. Are Best Practices grantees responsible for submitting data for the first quarter of their grant?

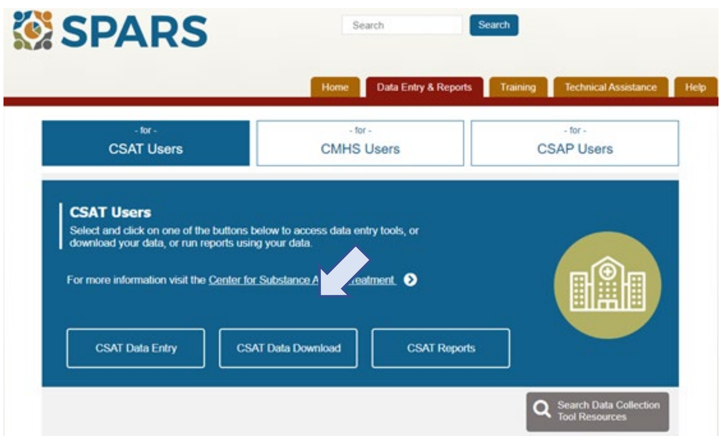
Yes. Grantees who do not expect to have events during a quarter must discuss this with their SAMHSA GPO.

7. **Can we edit our Best Practices data?**

For Best Practices (Non-TTC) grantees, data using the old meeting, training, and technical assistance forms can be edited up until November 24, 2019. After November 24, 2019, you can only edit data that were submitted via the new Best Practices tools.

8. **Can we download our Best Practices data?**

Yes. You can download Best Practices data under the *CSAT Data Download* page in SPARS. To access this page, click the *Data Entry & Reports* tab located on the SPARS home page, then click *CSAT Users > CSAT Data Download*.



9. **Can we upload our Best Practices data?**

Yes. Best Practices grantees can upload their data into SPARS. If you are interested in uploading data, please contact your GPO, who will give you information on this process.

10. **Are Best Practices reports available in SPARS?**

Yes. Best Practices reports are available in SPARS. The Best Practices reports include a 30-Day Follow-Up Rate Report and a Coverage Report. To access the reports, click the *Data Entry & Reports* tab on the SPARS home page. Click the *CSAT Users* button, then click the *CSAT Reports* subcategory.

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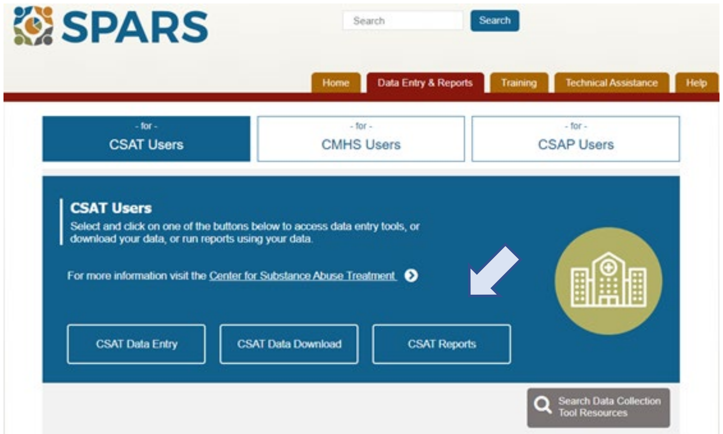

If you are an existing Best Practices grantee and were using the old forms to collect participant data, your old reports will remain in SPARS so that you can report previously collected data. The old reports include Frequency Distribution, Evaluation Summary, Grantee Cost, and Grantee Delinquency.

11. Whom do we contact if we have additional questions?

For all SPARS-related questions, contact the SPARS Help Desk at 1-855-322-2746 or SPARS-Support@rti.org. For any clinical or program-specific questions, please contact your GPO.