

CMHS GPO Checklist for Orienting New Grantees to SPARS

CMHS Grant Program:

Grant ID:

Grantee Project Director (or designee):

Center for Mental Health Services (CMHS) Government Project Officers (GPOs) can use this checklist to track the progress new grantees are making to integrate their grant activities into the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS), to learn the SPARS CMHS data reporting requirements, and to prepare to enter and utilize their data. GPOs should revisit this checklist to help assess whether grantees are prepared to submit data in SPARS.

The Grantee Project Director (or designee) has completed the New Grantee Information form and submitted it to the SPARS Help Desk (855-322-2747; SPARS-Support@rti.org).

All grantee staff have opened SPARS user accounts and confirmed that they have the expected access for their role.

Grantee staff have accessed the SPARS Resource Library and reviewed all essential SPARS CMHS guidance documents that are available for download via the CMHS page:

CMHS Annual Goals Information Guide for Grantees

CMHS IPP Overview of Indicators Guide

CMHS IPP Frequently Asked Questions (FAQs)

CMHS Client-Level Services Tools *(if applicable)*

CMHS Client-Level Services Measure Question-by-Question Guide *(if applicable)*

CMHS Services Frequently Asked Questions (FAQs) *(if applicable)*

Grantee staff have attended and viewed SPARS online trainings:

SPARS CMHS Overview for New Grantees: Annual Goals, IPPs, and Services

Understanding Annual Goals: CMHS Reporting Requirements and Data Entry

SPARS IPP Overview for CMHS Grantees

CMHS Client-Level Services Overview and Data Reporting Requirements *(if applicable)*

CMHS Adult or Child Services Data Collection Course *(if applicable)*

Grantee staff have submitted Annual Goals estimates for GPO review within 90 days of the start of the grant.

Grantee staff have begun submitting IPP results to SPARS for GPO review in accordance with grant guidelines.

If applicable, grantee staff of programs providing direct services have begun submitting consumer-level assessment data to SPARS in accordance with grant guidelines.

