

SPARS CMHS Checklist for New Grantees

CMHS Grant Program: _____ Grant ID: _____

Government Project Officer (GPO) Name: _____ Email: _____

New Center for Mental Health Services (CMHS) grantees can use this checklist to track the progress they are making to set up their grants in the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System, known as SPARS; integrate their grant activities into SPARS; set up staff user accounts; learn SPARS CMHS data reporting requirements; and prepare to enter and use their data.

The Grantee Project Director—or designee—completed the New Grantee Information form and submitted it to the SPARS Help Desk (Contact: (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 can contact the SPARS Help Desk at (855) 322-2747 or SPARS-Support@rti.org to set up new user accounts.)

The Grantee Project Director has identified who will submit consumer-level services data into SPARS.

Grantee staff have accessed the [SPARS Resource Library](#) and reviewed all essential SPARS CMHS guidance documents that are available for download from the CMHS page, including:

- CMHS Annual Goals Information Guide for Grantees
- CMHS IPP Overview of Indicators Guide
- CMHS IPP Frequently Asked Questions (FAQs)
- CMHS Adult or Child Client-Level Services Tool (if applicable)
- CMHS Adult or Child Client-Level Services Measures Question by Question (QxQ) Guide (if applicable)
- CMHS Services Frequently Asked Questions (FAQs) (if applicable)

Grantee staff have attended or viewed live or archived SPARS CMHS online trainings, including:

- 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(s) (if applicable)

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

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

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

