

CSAP GPO Checklist for Orienting New Grantees to SPARS

CSAP Grant Program: _____ Grant ID: _____

Grantee Project Director (or Appointed Designee): _____

Center for Substance Abuse Prevention (CSAP) Government Project Officers (GPOs) can use this checklist to track the progress new grantees are making to integrate their grant activities into SAMHSA's Performance Accountability and Reporting System (SPARS), to learn the CSAP 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 (1-800-685-7623; SPARSHelpDesk@mathematica-mpr.com).
- All grantee staff have opened SPARS user accounts and confirmed they have the expected access for their role.
- Grantee staff have accessed the SPARS Resource Library and reviewed all guidance documents applicable to their program. For more information, see [CSAP Resource Guide](#) for recommended resource documents by program.

All CSAP Grantees:

- CSAP Frequently Asked Questions (FAQ)
- CSAP Resource Guide
- CSAP Summary Reports User Guide

For PFS, SPF Rx, PDO, FR-CARA, OD Treatment Access, or STOP Act Grantees:

- Blank DSP-MRT Reporting Tool
- Question-by-Question Guide
- Unique Items Document
- Reporting Requirements Document

For MAI Grantees:

- Blank MAI Progress Report
- CSAP MAI Progress Report Question-by-Question Guide
- MAI Data Collection Overview
- Adult and/or Youth Administration Guides
- Adult and/or Youth Questionnaires
- Codebooks
- Upload Templates
- MAI Reporting Requirements

- Grantee staff have viewed and completed the SPARS Trainings pertaining to their program. See [CSAP Resource Guide](#) for recommended trainings by program.
- [PFS, SPF Rx, PDO, FR-CARA, OD Treatment Access, or STOP Act Grantees] Grantees have begun submitting progress report and outcomes data into SPARS in accordance with grant guidelines.
- [MAI Grantees] Grantees have begun submitting progress report data and participant-level data into SPARS in accordance with grant guidelines.

