

# SPARS CSAP Checklist for New Grantees

CSAP Grant Program: \_\_\_\_\_ Grant ID: \_\_\_\_\_

Grantee Project Officer (GPO) Name: \_\_\_\_\_ GPO Email: \_\_\_\_\_

*New Center for Substance Abuse Prevention (CSAP) Grantees can use this checklist to track the progress they are making in setting up their grant in SAMHSA's Performance Accountability and Reporting System (SPARS), getting staff enrolled in SPARS, learning data collection processes and reporting requirements, and preparing to enter, manage, and utilize their data. Project Directors should revisit this checklist to help assess whether grantee staff are prepared to administer the GPRA tool and enter data into SPARS.*

- 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](mailto:SPARSHelpDesk@mathematica-mpr.com)).
- Project Director has identified who will submit data into SPARS.
- All grantee staff have verified their SPARS user accounts. (Note: to add new users, the Project Director must submit a request to the SPARS Help Desk and provide the grant ID number, the user's name, email address, and phone number.)
- Grantee staff have downloaded and reviewed the following documents, found in the CSAP Resource Library. 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.

