SPARS Checklist for New CSAT Grantees

New CSAT grantees can use this checklist to track the progress they are making in setting up their grant in SPARS, getting staff enrolled in SPARS, learning the GPRA data collection process, 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)

- ❑ Project director has identified who will submit client level data into SPARS

- ❑ Project director has reviewed target number of clients to be served each year as shown in SPARS and reported any discrepancies to the SPARS Help Desk

- ❑ 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 and the user's name, email address, and phone number)*

- ❑ Grantee staff have viewed the New Grantee Essentials documents in the SPARS CSAT Resource Library

- ❑ Grantee staff have downloaded and reviewed the CSAT-GPRA data documents:
  - ___ GPRA Tool
  - ___ GPRA Question-by-Question Guide
  - ___ GPRA FAQ

- ❑ Grantee staff have attended and viewed SPARS online trainings:
  - ___ SPARS CSAT Overview for New Grantees
  - ___ Data Entry
  - ___ Reports and Downloading Data
  - ___ Introduction to Follow-up

- ❑ Grantee staff have viewed and completed the CSAT-GPRA Tool On-Demand Course, including the GPRA Tool Overview and Sections A–K on-demand recordings

- ❑ Grantee staff have viewed the CSAT-GPRA Tool Training video located on the SPARS training site under CSAT Archived Webinars

- ❑ Grantee staff have reviewed the *Staying in Touch* manual located in the SPARS Resource Library under General Resources