INFRASTRUCTURE DEVELOPMENT, PREVENTION AND MENTAL HEALTH PROMOTION (IPP): FREQUENTLY ASKED QUESTIONS (FAQs)

What is the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS)?

1) **What is the Government Performance and Results Act (GPRA) of 1993?**

   GPRA is a public law that was passed by Congress in 1993. GPRA was enacted to improve stewardship in the federal government and to link resources and management decisions with program performance. GPRA requires that all federal departments

   - develop a strategic plan specifying what it will accomplish over a 3- to 5-year period,
   - set annual performance targets related to their strategic plan,
   - report annually on the degree to which the targets set in the previous year were met, and
   - conduct regular evaluations of their programs and use performance monitoring data to understand their successes and opportunities for improvement.

   The GPRA Modernization Act of 2010 updated some aspects of the 1993 GPRA. It placed greater emphasis on setting goals, cross-organizational collaboration, and improving programs through the use of performance metrics. As part of this federal mandate, all SAMHSA grantees are required to collect and report performance data using approved measurement tools.

2) **What is Infrastructure Development, Prevention and Mental Health Promotion (IPP)?**

   In response to GPRA, SAMHSA has created 14 categories for measurement to be used by the Center of Mental Health Services (CMHS). IPP consists of 31 indicators under these 14 categories. These indicators capture IPP activities and quantify a grant program's achievements. The 14 categories are the following:

   Infrastructure:
   - Policy Development
   - Workforce Development
   - Financing
   - Organizational Change
   - Partnership/Collaborations
   - Accountability
   - Types/Targets of Practices

   Prevention and Mental Health Promotion:
   - Awareness
   - Training
   - Knowledge/Attitudes/Beliefs
   - Screening
   - Outreach
   - Referral
   - Access

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3) **What is SPARS?**

- SPARS is a web-based data entry system used by CMHS discretionary grants to report timely and accurate data to SAMHSA.
- **CMHS monitors three types of grantee activities through SPARS:**
  - Client-Level Measures for Programs Providing Direct Services, also known as Services Activities (collected through the Client-level Measures Tool);
  - IPP; and
  - Annual Goals and Budget (AGB) Information.

4) **How are the data in SPARS used?**

SPARS data are used for the following purposes:

- *Grantees*—to manage programs on a continual basis.
- *CMHS*—to conduct performance management.
- *CMHS Constituents*—SAMHSA; Department of Health and Human Services (HHS); state, local, and tribal governments; provider organizations: to understand how CMHS is performing.
- *Office of Management and Budget (OMB)*—to review program performance.
- *Congress*—to include program performance as part of the budget process.

IPP Information

5) **How can I get a SPARS username and password? If a staff member leaves a project, how can I disable that user's account?**

Please contact the Help Desk to request a SPARS username and password or to disable another user's account. The Help Desk is available Monday through Friday, 8:00 AM to 7:00 PM EST/EDT, by phone (855-322-2746, toll-free) and email (SPARS-support@rti.org).

6) **SPARS shows that my password has been disabled. What do I do now?**

Please contact the Help Desk to inquire about a disabled password. The Help Desk is available Monday through Friday, 8:00 AM to 7:00 PM EST/EDT, by phone (855-322-2746, toll-free) and email (SPARS-support@rti.org).

7) **Can we upload our data rather than using the data entry system?**

No. You must submit data via online data entry in SPARS.

8) **Is there a form to use to complete my IPP results on paper?**

There is a paper version of the IPP Result Form available for download on SPARS in both the Resource Library and the Data Collection Tool Resources Page. If the paper form is used, data will still need to be entered in SPARS to comply with SAMSHA requirements.

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9) **How do I know which IPP indicators I need to report on quarterly?**

Review your Notice of Grant Award and the Funding Opportunity Announcement (FOA) for information on the grant's required IPPs. You can also ask your Government Project Officer (GPO), or find this information on the SPARS website by going to CMHS Data Entry > Data Entry > IPP > Results List. Under Find Results, there are selection criteria labeled "Selected Indicators" that list your required IPP indicators.

10) **When are my IPP results due?**

The quarterly reporting periods and deadlines are displayed in the chart below.

Quarterly Reporting Periods and Deadlines for Submitting IPP Results

Quarter	Quarterly Reporting Period	Grantee Deadline to Submit Data	GPO Review Deadline	Grantee Deadline to Revise Data	System Lock Date*
1st	October 1–December 31	January 31	February 28	March 31	April 1
2nd	January 1–March 31	April 30	May 31	June 30	July 1
3rd	April 1–June 30	July 31	August 30	September 30	October 1
4th	July 1–September 30	October 31	November 30	December 31	January 1

* System does not accept data entry, GPO reviews, or grantee revisions after this date.

11) **How do I submit my quarterly IPP results in SPARS?**

For detailed instructions on how to enter your IPP results, please refer to the [Results Guide for Grantees](#) ⬀ available in the SPARS Resource Library. There are also several archived trainings that you can watch, including an AGB and IPP Overview training and an IPP Data Entry Clinic. Archived training recordings are available to view via the [SPARS Training Page](#).

12) **How do I enter zero for an IPP indicator?**

The system does not accept 0 for any indicator. You'll need to enter a "No New Result" record in the system when an activity for an indicator did not occur during the quarter.

13) **How do I enter data in SPARS if my program serves both children/adolescents and adults?**

Notify the SPARS Help Desk that your program provides services to both children/adolescents and adults so that two grant profiles can be created for you. Depending on your grant requirements, you will enter your grant's AGB estimates into both profiles, but you will only enter your IPP quarterly results into one profile. Please contact your GPO for further guidance.

14) **For Indicator AC1, how should I report the number of consumers that have been referred in the current quarter if none of these consumers have received services yet?**

AC1 (Access) is the number and percentage of individuals receiving mental health or related services after referral. The intent of AC1 is to capture the number and percentage of

consumers that were both referred to *and* that received services in the specified quarter. If consumers have not yet received services, you should enter a "No New Result" record for AC1.

15) How do I count individuals in Indicator R1 when we also collect Client-Level Measures (Services Activities) data?

R1 (Referral) is the number of individuals referred to mental health or related services. The intent of R1 is not to capture people entering direct client services from the grant program—these people are already being captured through the Services Activities data. Rather, R1 is intended to capture the number of people who, as a result of the grant, are referred for services outside of the grant program and who, therefore, cannot be tracked through Services Activities data. Some grant programs do not provide direct client services, but instead (or in addition) set up screening and referral programs—R1 is meant to be used by the latter, not the former.

16) How do I check my grant's IPP Performance?

You can run the CMHS Performance Report (TPR) that is available in SPARS to track your grant's program performance for a select Federal Fiscal Year (FFY). The TPR can be used by project directors, grantee staff, GPOs, and other CMHS staff to monitor how CMHS grantees are progressing toward their annual SPARS data entry requirements and the program goal targets for each required IPP indicator.

You can also run the IPP Performance Report that is available in SPARS to help improve your performance in managing and collecting your IPP data. Key features of the report data include the sum of results, the goal, and the results-to-goal rate for a sample FFY period and are available to project directors, grantee staff, GPOs, and other CMHS staff. GPOs and CMHS staff with government or administrative access also have access to information about grantee program-level performance.

17) I need to delete or change some data. How can I do that?

If you are entering data in the current quarter and need to edit a result, you can do so from the IPP Results List by selecting "Edit." You can also delete a result from the IPP Results List by selecting "Del." For further information on how to access the Results List, refer to the How to Enter Results Guide for Grantees ⬈ available in the CMHS Resource Library. Deletion or editing of a result from a previous quarter must be confirmed by a GPO, as explained below.

18) How do I delete an indicator if I have made a mistake in the previous quarter and the GPO already approved the entry?

Deletion or editing of an approved IPP indicator entry must be confirmed by the GPO. The GPO should email the Help Desk with specifics of which IPP indicator entry should be removed and with approval of this request. After receiving GPO approval, the Help Desk will be able to delete the entry so as to enable appropriate reentry by the grantee.

19) **If I have similar results to enter, can I duplicate any of the information in SPARS?**

You should not use the same "Result Name" in SPARS for multiple entries in the same FFY quarter. However, it is acceptable to use the same or similar "Result Description" in multiple IPP result entries. Result descriptions should not exceed 550 characters.

Additionally, you have the option of applying past indicator results to the current quarter. When you view indicators entered in a previous quarter, you will see the "Apply to New Quarter" button. Click that button to duplicate the information for the new quarter.

20) **What happens if my GPO disagrees with the IPP results I submitted?**

Each Result entered is reviewed by your GPO. The GPO will enter an agreement or disagreement for each Result. You will then need to go into SPARS to review and edit that Result Record. If the GPO disagrees with a Result and requires you to edit it, the message "Pending Grantee's Revision" will appear in the Status column. Click "Edit" to view and edit the Result and read the GPO's remarks. A GPO may also disagree with your IPP Result but not require you to update it, in which case the status of that IPP Result will be "GPO Disagrees." No further action is needed.

For more information about the status of your IPP Results, please refer to the How to Enter Results Guide for Grantees ⤴ in the SPARS Resource Library.

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