

CSAT GPO Checklist for Orienting New Grantees to SPARS

CSAT Grant Program: _____

Grantee Name and/or ID: _____

Grantee Project Director (or appointed designee): _____

Center for Substance Abuse Treatment (CSAT) Government Project Officers (GPOs) can use this checklist to track the progress new grantees are making integrating their grant activities into SAMHSA's Performance Accountability and Reporting System (SPARS), learning the Government Performance and Results Act (GPRA) data collection process, and preparing to enter, manage, and utilize their data. GPOs should revisit this checklist to help assess whether grantees are prepared to administer the GPRA tool and enter data into SPARS.

- Grantee Project Director or appointed 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
- Grantee staff have identified who will submit data into SPARS
- 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
 - ___ Technical Assistance Request System
- 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 viewed the New Grantee Essentials documents in the SPARS CSAT Resource Library
- Grantee staff have reviewed the Staying in Touch manual located in the SPARS Resource Library under General Resources