

# STOP Act: SPARS Reporting Requirements

## Program Monitoring and Outcome Measures

### Division of State Programs–Management and Reporting Tool (DSP-MRT)

The DSP-MRT tools below are submitted to Substance Abuse and Mental Health Services Administration (SAMHSA) Government Project Officers (GPOs) through SAMHSA’s Performance Accountability and Reporting System (SPARS). *Note that Progress Reports should also be submitted through eRA commons: <https://era.nih.gov/>.*

Type of SPARS Submission	Description	Cohort	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparities Impact Statement (DIS)	All	Once, Year 1	November 30
	Data Requests	2019 and later	Once, 90 days in advance of first reporting deadline	November 30
	Action Plan and Logic Model	All	GPO to provide guidance	
Progress Reports	Biannual Progress Report <i>Disparities data and Evidence-Based Practices, Policies, and Programs (EBPPPs) data are due with both submissions; Community Outcomes are due at least once every 2 years.</i>	2016 and 2017	Biannually	February 28, August 31
	Annual Progress Report <i>Disparities data and EBPPPs data are due with both submissions; Community Outcomes are due at least once every 2 years.</i>	2019 and later	Annually, beginning 16 months after grant award	February 28

- **SPARS Website:** <https://spars.samhsa.gov/>
- **SPARS Help Desk:** 855-322-2746, [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org)
- **Data Collection Tools:** <https://spars.samhsa.gov/content/data-collection-tool-resources>
- **Recorded SPARS Webinars and SPARS Training Registration:** <https://spars-lc.samhsa.gov/> (user name/password required)

## Reference Guide: Where to Refer Questions

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See above for contact information for the SPARS Help Desk.

If the question is about ...	... please contact:	
	GPO	SPARS Help Desk
Ability to meet program requirements	X	
Increasing grantee capacity: <i>needs assessment; preparing and mobilizing prevention workforce; strategic planning; selecting and implementing evidence-based strategies; Strategic Prevention Framework (SPF) steps, including sustainability and cultural competency</i>	X	
Work Plan, Progress Report, and Outcome Measure content and approval	X	
SPARS access issues: <i>account access, passwords, system issues</i>		X
Data entry and submission into SPARS: Work Plans, Progress Reports, and Outcome Measures		X
SPARS training and webinars		X
SPARS resource library: <i>provides all instruments, training materials, and guidance manuals</i>		X