

PFS 20-2: SPARS Reporting Requirements

Program Monitoring

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

The DSP-MRT components below are submitted to Substance Abuse and Mental Health Services Administration (SAMHSA) project officers through SAMHSA’s Performance Accountability and Reporting System (SPARS). Note that the Disparities Impact Statement (DIS) and Progress Reports should also be submitted through eRA commons: <https://era.nih.gov/>.

Type of SPARS Submission	Description	Frequency of Submission	Due Date*
Work Plans (Document Uploads)	Disparities Impact Statement (DIS)	Once, Year 1	May 31
	Strategic Plan**	Optional Submission	N/A
	Evaluation Plan**	Optional Submission	N/A
Progress Reports	Quarterly Progress Report Progress Report sections to complete: <ul style="list-style-type: none"> Quarter 1: Administration, Assessment, Capacity, and Planning Quarter 2: All sections <u>except</u> Annual Outcomes*** Quarter 3: Administration, Assessment, Capacity, and Planning Quarter 4: All sections <u>including</u> Annual Outcomes <<Please remember to update Populations of Focus data on the Disparities tab with the Quarter 2 and Quarter 4 submissions.>>	Quarterly	June 30 September 30 December 30 March 30

* Grantees should follow the deadlines in their Notice of Award (NOA). Deadlines may vary slightly by cohort.
 ** As part of your grant, you may develop a Strategic Plan and Evaluation Plan. While it is not required that you submit these to your project officer for approval, we encourage grantees to share these documents with their project officer, who can review them and provide you with feedback.
 *** The Annual Outcomes section is normally only required to be updated in Quarter 4. However, to complete the Mid-Year Year 1 reporting requirements, grantees are required to complete this section in the second quarter of Year 1 of their award only.

- **SPARS Website:** <https://spars.samhsa.gov/>
- **SPARS Help Desk:** 1-800-685-7623, SPARSHelpDesk@mathematica-mpr.com
- **DataCollectionTools:** <https://spars.samhsa.gov/content/data-collection-tool-resources>
- **Recorded SPARS Webinars:** (username/password required)
 - *PFS DSP-MRT Data Entry Training (Progress Report):* <https://spars-lc.samhsa.gov/enrol/index.php?id=118>
 - *Community Outcomes Module and Evidence-Based Practices, Policies, and Programs (EBPPPs) for PFS Grantees:* <https://spars-lc.samhsa.gov/course/view.php?id=190>

Reference Guide: Where to Refer Questions

See above for contact information for the SPARS Help Desk.

If the question is about please contact: Project Officer	... please contact: SPARS Help Desk
eRA commons reporting and submissions	X	
Ability to meet program requirements	X	
Increasing grantee capacity: 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	X	
Progress Report and Work Plan content and approval	X	
CSAP Summary Report content	X	
SPARS access issues: account access, passwords, system issues		X
Data entry and submission into SPARS: Work Plans, Progress Reports, Community Outcomes, and EBPPPs		X
SPARS training and webinars		X
SPARS resource library: provides all instruments, training materials, and guidance manuals		X