

SPF-PFS 2014–2016: SPARS Reporting Requirements

PROGRAM MONITORING

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) Project Officers 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	Frequency of Submission	Due Date
Progress Reports	Quarterly Progress Report <i>* Data reported through the Disparities tab are due with your 30-Apr and 31-Oct submission.</i>	Quarterly	January 31 April 30* July 31 October 31*
	Annual Outcome Measures: <i>Community Outcomes and Evidence-Based Practices, Policies, and Programs (EBPPPs)</i>	Annually	October 31

- **SPARS Website:** <https://spars.samhsa.gov/>
- **SPARS Help Desk:** 855-322-2746, SPARS-Support@rti.org
- **Data Collection Tools:** <https://spars.samhsa.gov/content/data-collection-tool-resources>
- **Recorded SPARS Webinars:** (user name/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 (EBPPP) for PFS Grantees:* <https://spars-lc.samhsa.gov/course/view.php?id=19>

Note to PFS 2014–2016 Grantees: The Program Evaluation for Prevention Contract (PEP-C) cross-site evaluation of PFS has ended. However, the Community Outcomes module and a streamlined version of the Evidence-Based Practices, Policies, and Programs (EBPPPs) module was transitioned to SPARS because these data are used to meet Government Performance and Results Act (GPRA) reporting requirements. They are required annually by October 31 (as noted above).

Reference Guide: Where to Refer Questions

See above for contact information for the SPARS Help Desks.

If the question is about please contact	
	Project Officer	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, SPF steps including sustainability and cultural competency</i>	X	
Work Plan and Progress Report 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, Community Outcomes, and Evidence-Based Practices, Policies, and Programs (EBPPPs)		X
SPARS training and webinars		X
SPARS resource library: <i>provides all instruments, training materials, and guidance manuals</i>		X