

SAMHSA'S Performance Accountability and Reporting System (SPARS): CMHS Resource Guide



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Center for Mental Health Services (CMHS)—General Overview Resources

Documents

- [SPARS CMHS Checklist for New Grantees](#) 
 - Who uses this document: Any CMHS grantee who is unfamiliar with their CMHS data collection or reporting requirements in SPARS uses this checklist.
 - What is this document: This document lists the steps that a grantee should take in order to set up their grant information and activities in SPARS, set up staff user accounts, learn their CMHS data reporting requirements, and enter and use their data.
- [SPARS CMHS GPO Checklist for Orienting New Grantees to SPARS](#) 
 - Who uses this document: Any CMHS Government Project Officer (GPO) with new or existing grantees who are unfamiliar with their CMHS data collection or reporting requirements in SPARS uses this checklist.
 - What is this document: This document lists the tasks necessary to track the progress of new grantees as they set up grant information and activities in SPARS, set up staff user accounts, learn their CMHS reporting requirements, and enter and use their data.

Trainings



- [SPARS CMHS Demonstration Video](#)
 - Who views this training: Any CMHS user who is new to SPARS and wants to learn where to access information should view this training.
 - What is this training: This video provides a visual tour through the CMHS sections of SPARS, demonstrating how to access the Resource Library, Data Entry, Reports, and Data Download features.
- [SPARS CMHS Overview for New Grantees: Annual Goals, Infrastructure Development, Prevention, and Mental Health Promotion \(IPPs\), and Services](#)
 - Who views this training: CMHS grantees who are new to SPARS and who are responsible for overseeing grant data reporting requirements or who are responsible for submitting data to SPARS should view this training.
 - What is this training: This training provides an introduction and overview of CMHS data requirements and demonstrates how to navigate SPARS, submit data, view reports, and locate resources and materials.

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Center for Mental Health Services (CMHS)—Annual Goals Resources

Documents

Key Documents

- [CMHS Annual Goals Information Guide for Grantees](#) 
 - Who uses this document: Any CMHS grantee who is not familiar with the Annual Goals reporting requirement in SPARS uses this document.
 - What is this document: This document provides an overview of the Annual Goals information module in SPARS that grantees use to enter, review, and update their annual performance goals.
- [CMHS Annual Goals Information Review Process Guide for CMHS Staff](#) 
 - Who uses this document: Any CMHS staff who are not familiar with the Annual Goals reporting requirement uses this document.
 - What is this document: This document provides an overview of the Annual Goals information module in SPARS, including instructions on how CMHS staff can access the online Annual Goals GPO Approval screen, agree or disagree with the information provided by each grant, and submit these decisions to SPARS.

Program-Specific Guidance

- [Annual Goals Checklist for CMHS Campus Suicide Prevention Program](#) 
 - Who uses this document: Garrett Lee Smith Campus Suicide Prevention grantees, beginning with Cohort 10, use this document.
 - What is this document: This document is a checklist that Campus Suicide Prevention grantees can use when entering their annual program goals in SPARS.
- [Treatment for Individuals Experiencing Homelessness \(TIEH\) Resource Guide](#)
 - Who uses this document: TIEH grantees use this document.
 - What is this document: This document provides an overview for TIEH grantees on how to enter their data for their Annual Goals; IPP goals; and Services goals requirements.
- [Data Entry Resource Guides for Grantees Providing Direct Services to Adults and Children](#)
 - Who uses these documents: Grantees who serve both adults and children/adolescents as part of the following grant programs use these documents:
 - [Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis \(CHR-P\)](#) 
 - [Child Mental Health Initiative \(CMHI\)](#) 
 - [Treatment for Individuals Experiencing Homelessness \(TIEH\)](#) 
 - [Promoting Integration of Primary and Behavioral Health Care \(PIPBHC\) and Certified Community Behavioral Health Clinic Expansion \(CCBHC-E\)](#) 
 - What are these documents: These documents describe the steps that grantees should take to enter annual goals when they serve both adults and children/adolescents and therefore have two grant profiles in SPARS.

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Trainings

- [Understanding Annual Goals: CMHS Reporting Requirements and Data Entry](#)
 - Who views this training: CMHS grantees who are responsible for submitting and editing Annual Goals data in SPARS should view this training.
 - What is this training: This training provides details on the CMHS Annual Goals reporting requirements and demonstrates how to submit and edit estimates in SPARS. It goes into further detail regarding the Annual Goals requirements than the overview training listed above. The training also reviews the SPARS CMHS Resource Library and available resources.

Data Entry

- [CMHS Annual Goals Data Entry](#)
 - Who accesses this SPARS feature: All CMHS grantees who enter data into SPARS will use this feature.
 - What is this feature: This is the section of the SPARS website where CMHS grantees enter Annual Goals information. Select "Data Entry & Reports," then "CMHS Data Entry," and then "Annual Goals" to enter CMHS annual goals information into SPARS.

Reports





- [CMHS Performance Report \(TPR\)](#)
 - Who accesses this SPARS report: Any CMHS grantee who generates and analyzes SPARS CMHS reports will use this feature.
 - What is this report: The CMHS TPR is used to monitor how CMHS grants are doing in meeting their SPARS data entry requirements and program goals. This report includes information on whether grantees have entered their Services and IPP goals, the percentage at which they are achieving their goals, and their reassessment rate (if applicable).

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Center for Mental Health Services (CMHS)—Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

Documents

Key Documents

- [CMHS IPP Overview of Indicators Guide](#) 
 - Who uses this document: CMHS grantees who collect IPP indicators and CMHS staff use this guide.
 - What is this document: This document is an overview of the IPP reporting requirement. The guide includes data reporting deadlines and submission requirements, result record components, IPP categories and indicators, and indicator intent/key points, examples, and definitions.
- [CMHS IPP How to Enter Results Guide for Grantees](#) 
 - Who uses this document: CMHS grantees who collect and enter IPP indicators into SPARS use this document.
 - What is this document: This document provides steps for grantees to follow as they enter their IPP data into SPARS.
- [CMHS GPO Guide to View Who Entered Data](#) 
 - Who uses this document: CMHS GPOs who oversee grantees that collect and enter IPP indicators into SPARS use this document.
 - What is this document: This document provides a quick description of how to run the IPP Performance Report to view which grantees have entered data for each quarter, when GPOs have IPP data to review, and to help determine which grantees have not yet submitted their quarterly data.
- [Infrastructure Development, Prevention, and Mental Health Promotion \(IPP\): Frequently Asked Questions \(FAQs\)](#) 
 - Who uses this document: Any CMHS grantee with questions about IPP indicators uses this document.
 - What is this document: The FAQs address topics including descriptions of SPARS and information on IPPs and specific indicators.

Program-Specific Guidance

- [IPP Indicators: Program-Specific Guidance](#)
 - Who uses these documents: Grantees who collect and enter IPP data for the following grant programs use this guidance:
 - [Certified Community Behavioral Health Clinic—Expansion \(CCBHC-E\), Cohorts 1 and 2](#) 
 - [Certified Community Behavioral Health Clinic—Expansion \(CCBHC-E\), Cohort 3](#) 
 - [Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis \(CHR-P\)](#) 
 - [Garrett Lee Smith \(GLS\) Campus Suicide Prevention Program, Cohort 11](#) 
 - [Garrett Lee Smith \(GLS\) Campus Suicide Prevention, Cohorts 12–14](#) 

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- [Garrett Lee Smith \(GLS\) State/Tribal Suicide Prevention, Cohorts 10–12](#) ↗
 - [Garrett Lee Smith \(GLS\) State/Tribal Suicide Prevention, Cohorts 13 and 14](#) ↗
 - [Grants to Implement Zero Suicide in Health Systems, Cohorts 1 and 2](#) ↗
 - [Grants to Implement Zero Suicide in Health Systems, Cohort 3](#) ↗
 - [Mental Health Awareness Training \(MHAT\)](#) ↗
 - [Minority Fellowship Program \(MFP\) Traditional and Now Is the Time: Minority Fellowship Program–Youth \(NITT-MFP-Y\)](#) ↗
 - [National Child Traumatic Stress Initiative \(NCTSI\) Category I, II, and III](#) ↗
 - [National Strategy for Suicide Prevention \(NSSP\), Cohort 2](#) ↗
 - [Native Connections, Cohorts 1 and 2](#) ↗
 - [Native Connections, Cohorts 3–5](#) ↗
 - [Now Is the Time: Healthy Transitions \(NITT-HT\)](#) ↗
 - [Planning and Developing Infrastructure to Improve the Mental Health and Wellness of Children, Youth, and Families in American Indian/Alaska Native \(AI/AN\) Communities, Circles of Care Cohort VII](#) ↗
 - [Systems of Care Expansion and Sustainability Cooperative Agreement, Cohorts 1–4](#) ↗
 - [Systems of Care Expansion and Sustainability Cooperative Agreement, Cohort 5](#) ↗
- **What are these documents:** These documents describe required IPP indicators, including reporting requirements such as who or what to count, definitions of key terms, examples, and how to submit IPP results in SPARS.

Codebook

- [SPARS CMHS: Infrastructure Development, Prevention, and Mental Health Promotion Codebook](#) ↗
 - **Who uses this document:** Any CMHS grantee who downloads their IPP data for analysis uses this codebook.
 - **What is this document:** The CMHS IPP Codebook provides field names and, for each of them, explanations such as description, data type, character length for field, value description, business rules, and cross-check.

Training

- [IPP Data Entry Clinic](#)
 - **Who views this training:** CMHS grantees who are responsible for submitting IPP data to SPARS should view this training.
 - **What is this training:** This training provides details on the CMHS IPP data entry screens and engages participants in interactive activities and discussion. It provides further details more specific to IPP data entry than the overview described above.

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- [How to Use Quarterly IPP Results and Automated Reports to Measure Program Performance and Outcomes](#)
 - Who views this training: CMHS grantees and SAMHSA staff who are responsible for monitoring quarterly IPP data results should view this training.
 - What is this training: This training demonstrates how to use the IPP Performance Report, CMHS TPR, and IPP Data Download feature to monitor program performance and outcomes.

Data Entry

- [CMHS IPP Data Entry](#)
 - Who accesses this SPARS feature: All CMHS grantees who enter quarterly IPP results data into SPARS use this feature.
 - What is this feature: This is the section of the SPARS website where CMHS grantees enter IPP data. Select "Data Entry & Reports," then "CMHS Data Entry," and then "IPP" to enter IPP data into SPARS.

Reports and Data Download

- [CMHS Reports](#)
 - Who accesses this SPARS feature: Any CMHS grantee who would like more information about how to access and interpret CMHS reports available in SPARS uses this feature.
 - What is this feature: These documents provide detailed instructions on how to access, use, and interpret the CMHS reports available in SPARS, as well as technical details about how results are calculated. Guides are available for the following reports:
 - [CMHS Performance Report \(TPR\)](#)
 - [IPP Performance Report](#)
- [CMHS IPP Data Download](#)
 - Who accesses this SPARS feature: Any CMHS grantee who downloads their CMHS IPP data uses this feature.
 - What is this feature: From the SPARS Home Page, CMHS grantees can download their data by selecting CMHS Data Download and then selecting "IPP." Grantees can download all their data or select only a certain Federal Fiscal Year, Federal Fiscal Quarter, or Month. Data downloads are available in Excel or HTML formats.

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Center for Mental Health Services (CMHS)—National Outcome Measures (NOMs) Adult and Child Consumer-Level Measures and Services

Documents

Data Collection Tools

- **CMHS National Outcome Measures (NOMs) Client-Level Measures for Discretionary Programs Providing Direct Services for Adult Programs**
 - **Who uses this tool:** All CMHS Services grantees will use this tool for data collection with adult consumers.
 - **What is this tool:** This tool contains consumer-level data items that have been selected from widely used data collection instruments. Sections include (but are not limited to) records management, services received, demographic data, mental and physical health, family and living conditions, education/employment status, substance use, criminal justice status, social connectedness, and perceptions of care.
 - **When is this tool collected:** CMHS NOMs tool interviews must be conducted with consumers at baseline, clinical discharge, and 6-month reassessments within each episode of care. Some CMHS-designated programs are also required to conduct a 3-month reassessment interview.
 - **Where can I find the tool:**
 - English: <https://spars.samhsa.gov/sites/default/files/CMHSNOMSAAdultToolJune2019.pdf>
 - Spanish: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSNOMSAAdultToolSP.pdf>
- **CMHS National Outcome Measures (NOMs) Client-Level Measures for Discretionary Programs Providing Direct Services for Child/Adolescent or Caregivers**
 - **Who uses this tool:** All CMHS Services grantees will use this tool for data collection with child and adolescent populations.
 - **What is this tool:** This tool contains consumer-level data items that have been selected from widely used data collection instruments. Sections include (but are not limited to) records management, services received, demographic data, mental and physical health, family and living conditions, education status, substance use, criminal justice status, social connectedness, and perceptions of care.
 - **When is this tool collected:** CMHS NOMs tool interviews must be conducted with consumers at baseline, clinical discharge, and 6-month reassessments within each episode of care. Some CMHS-designated programs are also required to conduct a 3-month reassessment interview.
 - **Where can I find the tool:**
 - English: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSNOMSchildTool.pdf>
 - Spanish: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSNOMSchildToolSP.pdf>

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QxQs

- CMHS National Outcome Measures (NOMs) Client-Level Measures for Discretionary Programs Providing Direct Services Question-by-Question (QxQ) Instruction Guide for Adult Programs
 - Who uses this QxQ: Any CMHS Services grantee with questions about the CMHS NOMs data collection adult tool uses this QxQ.
 - What is this QxQ: This QxQ provides detailed instructions on the time points at which the CMHS NOMs Client Outcome Measures for Discretionary Programs Tool is to be administered, which sections are to be administered at each timepoint, and guidance for asking each question in the tool.
 - Where can I find the QxQ:
 - English: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSAdultClientLvSvcMeasQxQ.pdf> ↗
 - Spanish: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSAdultClientLvSvcMeasQxQSP.pdf> ↗
- CMHS National Outcome Measures (NOMs) Client-Level Measures for Discretionary Programs Providing Direct Services Question-by-Question (QxQ) Instruction Guide for Child/Adolescent Programs
 - Who uses this QxQ: Any CMHS Services grantee with questions about the CMHS NOMs data collection child/adolescent tool uses this QxQ.
 - What is this QxQ: This QxQ provides detailed instructions on the timepoints at which the CMHS NOMs Client Outcome Measures for Discretionary Programs Tool is to be administered, which sections are to be administered at each timepoint, and guidance for asking each question in the tool.
 - Where can I find the QxQ:
 - English: https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHS_ChildClient-Level_ServicesMeasure_QxQ%20Guide_v4.pdf ↗
 - Spanish: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/CMHSChildClientLvSvcMeasQxQSP.pdf> ↗


Other Key Documents

- Client Refusal Instructions ↗
 - Who uses this document: Any CMHS grantee who has questions about NOMs data collection and client refusal uses this document.
 - What is this document: This document provides data entry guidance for when a client refuses to participate in an assessment interview or to respond to individual questions within the interview.


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- [CMHS NOMs Client-Level Measures for Programs Providing Direct Services \(Services Activities\) Frequently Asked Questions \(FAQs\)](#) 
 - Who uses this document: Any CMHS Services grantee with questions about the CMHS NOMs data collection tool uses this document.
 - What is this document: This document lists questions frequently asked by grantees and their corresponding answers. Topics include what type of reports are included in SPARS for CMHS grantees, what Government Performance and Results Act (GPRA) data are used for, questions pertaining to the various data collection points, and follow-up and discharge timing issues.
- [Overview of Center for Mental Health Services \(CMHS\) Reports in SPARS](#) 
 - Who uses this document: Any CMHS Services grantee who is not familiar with Services reports available in SPARS uses this document.
 - What is this document: This document lists and describes each of the Services reports available in SPARS.
- [Report Guides](#)
 - Who uses these documents: Any CMHS Services grantee who would like more information about how to access and interpret CMHS reports available in SPARS uses these documents.
 - What are these documents: These documents provide detailed instructions for how to access, use, and interpret the CMHS reports available in SPARS, as well as technical details about how results are calculated. Guides are available for the following reports:
 - [Number of Consumers Served by Grant Year Report](#) 
 - [Services Notification Report](#) 
 - [Reassessment Interview Rate Report](#) 
 - [Services Discharge Report](#) 
 - [CMHS Performance Report \(TPR\)](#) 
 - [Services Outcome Measures Report](#) 
 - [Multi-Year Outcome Measures Report](#) 
 - [Services Consumer Level Outcome Measures Report](#) 
 - [Services Point in Time Report](#) 
 - [Primary and Behavioral Health Care \(PBHCI\) Client-Level Services Outcome Measures Report](#) 
 - [Quarterly Health Indicators Reassessment Interview Rate Report](#) 

Codebooks

- [Adult Client-Level Measures Codebook for Data Download](#) 
 - Who uses this document: Any CMHS grantee who downloads their NOMs data for analysis uses this codebook.
 - What is this document: The codebook provides variables, question numbers, value definitions, and codebook warnings or skip logic for each variable.

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- [Child Client-Level Measures Codebook for Data Download](#) 
 - Who uses this document: Any CMHS grantee who downloads their NOMs data for analysis uses this codebook.
 - What is this document: The codebook provides variables, question numbers, value definitions, and codebook warnings or skip logic for each variable.

Training

- [CMHS Client-level Services Overview and Data Reporting Requirements](#)
 - Who views this training: CMHS Services grantees responsible for submitting Services data to SPARS should view this training.
 - What is this training: This training reviews client-level Services data collection and entry timelines and demonstrates how to access and enter Services data and reports.
- [Reassessment Interview Rate: Overview and Strategies to Increase Your Rate](#)
 - Who views this training: CMHS Services grantees who oversee or are responsible for collecting consumer-level data and monitoring grant reassessment interview rates should view this training.
 - What is this training: This training provides an in-depth review of the CMHS Services Reassessment Interview Rate requirement, including how SPARS calculates the rate, how to use SPARS reports to monitor and track your grant's reassessment interviews, and strategies for increasing your rate.
- [CMHS Services Reports and Data Download](#)
 - Who views this training: CMHS Services grantees who are responsible for retrieving consumer-level NOMs data or reports from SPARS should view this training.
 - What is this training: This training provides information about the CMHS Services reports available in SPARS, instructions for how to access reports, and guidance on how to download and use the consumer-level data file.
- [How to Use Services Reports to Measure Consumer Outcomes](#)
 - Who views this training: Individuals responsible for monitoring CMHS consumer-level NOMs data should view this training.
 - What is this training: This training provides an explanation and demonstration of how grantees can use CMHS Services Outcomes Reports to measure and monitor consumer outcomes, including detailed information about the Services Outcome Measures, Multi-Year Outcome Measures, Point in Time, and Consumer Level Outcome Measures reports.
- [CMHS Adult Services Data Collection Course](#)
 - Who views these on-demand training modules: Any CMHS Services grantee who uses the tool for data collection with adult consumers.
 - What is this on-demand training: These on-demand training modules provide an overview of data collection requirements and timelines, the client-level measures interview tool for adult services, and specific guidelines for data collection using the tool. It is made up of 11 modules.

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- [CMHS Child Services Data Collection Course](#)
 - Who views these on-demand training modules: Any CMHS Services grantee who uses the tool for data collection with child/adolescent consumers.
 - What is this on-demand training: These on-demand training modules provide an overview of data collection requirements and timelines, the client-level measures interview tool for child services, and specific guidelines for data collection using the tool. It is made up of 11 modules.

Data Entry

- [CMHS Services Data Entry](#)
 - Who accesses this SPARS feature: Any CMHS grantee who will be entering NOMs data into SPARS should use this feature.
 - What is this feature: This is the section of the SPARS website where CMHS grantees enter data. Grantees will select "CMHS Data Entry" and then select "Services" to enter their NOMs interview into SPARS.

Reports and Data Download

- [CMHS Reports](#)
 - Who accesses this feature: Any CMHS grantee who generates and analyzes SPARS CMHS reports should use this feature.
 - What is this feature: From the SPARS Home Page, CMHS grantees can access their SPARS CMHS reports by selecting "CMHS Reports." From the CMHS Reports page, users can choose from a list of available reports that summarize grant and program data submitted to SPARS.
- [CMHS Services Data Download](#)
 - Who accesses this feature: Any CMHS grantee who downloads their CMHS NOMs data should use this feature.
 - What is this feature: From the SPARS Home Page, CMHS grantees can download their data by selecting CMHS Data Download and then selecting "Services." Grantees can download all of their data or select only a certain Federal Fiscal Year, Federal Fiscal Quarter, or Month. Data downloads are available in Excel or HTML formats.