

SPARS: CSAT Resource Guide

Center for Substance Abuse Treatment (CSAT) Discretionary Services Grantees

Documents

Data Collection Tool

- CSAT Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs
 - Who uses this tool: All CSAT Services grantees will use this tool for data collection.
 - What is this tool: This tool contains client-level data items that have been selected from widely used data collection instruments. Outcome measures include substance use, criminal activity, mental and physical health, family and living conditions, education/employment status, and social connectedness.
 - When is this tool collected: CSAT GPRA tool interviews must be conducted with clients at baseline, discharge, and 6-month follow-up. Some CSAT-designated programs are also required to conduct a 3 month follow-up interview.
 - Where can I find the tool:
 - English: <https://spars.samhsa.gov/sites/default/files/CSATGPRATool1.pdf>
 - Spanish: <https://spars.samhsa.gov/sites/default/files/CSATGPRAToolSP.pdf>



QxQs

- CSAT GPRA Client Outcome Measures for Discretionary Programs Question-by-Question (QxQ) Instruction Guide
 - Who uses this QxQ: Any CSAT Services grantee with questions about the CSAT GPRA data collection tool.
 - What is this QxQ: This QxQ provides detailed instructions on the time points at which the CSAT GPRA 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.samhsa.gov/sites/default/files/SPARSCSATGPRAQxQ.pdf>
 - Spanish: <https://spars.samhsa.gov/sites/default/files/SPARSCSATGPRAQxQSP.pdf>

Other Key Documents

- CSAT GPRA New Grantee Essentials—Introduction to GPRA
 - Who uses this document: Any new CSAT Services grantee who is not familiar with GPRA data collection.
 - What is this document: This document provides a broad introduction to the CSAT GPRA Client Outcome Measures for Discretionary Programs Tool, including an overview of SAMHSA and CSAT, SPARS, the importance of GPRA data reporting, tips for improving data collection efforts, how to use GPRA data, data collection timepoints, and follow-up requirements.
 - Where can I find this document: [https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-44 CSAT New Grantee%20Essentials Introduction to GPRA.pdf](https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-44%20CSAT%20New%20Grantee%20Essentials%20Introduction%20to%20GPRA.pdf)

SPARS: CSAT Resource Guide

- GPRA Client Outcome Measures Frequently Asked Questions (FAQs) for Discretionary Services Programs
 - Who uses this document: Any CSAT Services grantee with questions about the CSAT GPRA data collection tool.
 - 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 CSAT grantees, what GPRA data are used for, questions pertaining to the various data collection points, and follow-up and discharge timing issues.
 - Where can I find this document:
<https://spars.samhsa.gov/sites/default/files/CSATGPRAClientOutcomeMeasFAQ.pdf>
- CSAT Technical Assistance (TA) Request System User Guide
 - Who uses this document: Any CSAT Services grantee who is new to the TA Request System.
 - What is this document: This document provides information on the purpose of the TA Request System, an overview of the TA Request Submission Process, and step-by-step instructions for accessing, submitting, viewing, and processing a TA Request.
 - Where can I find this document: https://spars-ta.samhsa.gov/Content/Document/SPARS_CSAT_TA_Request_System_User_Guide.pdf
- A Guide to GPRA Data Collection Using Trauma-Informed Interviewing Skills
 - Who uses this document: Any CSAT Services grantee who requires assistance with asking sensitive CSAT GPRA tool questions to their clients.
 - What is this document: This document provides an overview of trauma-informed, person-centered, and recovery-oriented frameworks of care and how to utilize this framework while conducting the GPRA interview with CSAT clients.
 - Where can I find this document: https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/GPRA_Data_Collection_Using_Trauma-informed_Interviewing_Skills.pdf 
- Staying in Touch: A Fieldwork Manual of Tracking Procedures—Third Edition
 - Who uses this document: Any CSAT Services grantee who is experiencing challenges, or who anticipates experiencing challenges, with locating clients for CSAT GPRA follow-up interviews.
 - What is this document: This document provides strategies and techniques to assist CSAT grantees in staying in touch with and locating participants for program evaluation and government reporting processes.
 - Where can I find this document: https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-604_Staying%20in%20Touch%20Manual_Third%20Edition.pdf 
- SPARS CSAT Data Visualization User Guide
 - Who uses this document: Any CSAT grantee and GPO who would like to view their grant's performance data in graphical form.
 - What is this document: This document provides CSAT grantees and GPOs with an overview of how to view CSAT GPRA data in a graphical form with supportive tabular data. Data visualizations are supplemental to existing CSAT reports, including: Demographics, Intake Coverage Rate, Follow-up Rate, and Outcome Change

SPARS: CSAT Resource Guide

Reports. Please note that although the guide states only GPOs have access to the data visualizations, CSAT grantees now have access as well.

- Where can I find this document: <https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/SPARS-CSATDataVisualUserGuide.pdf> ↗

Codebook

- CSAT GPRA Client Outcome Measures for Discretionary Programs—Codebook for Data Download
 - Who uses this document: Any CSAT Services grantee who downloads their GPRA data for analysis.
 - What is this document: This document contains a comprehensive list of GPRA data variables, question numbers, questions, value definitions, and codebook warnings or skip logic for each variable.
 - Where can I find this document:
https://spars.samhsa.gov/sites/default/files/CSATGPRAClientOutcomeMeasuresCodebook_07-31-19.pdf

Trainings

- CSAT New Grantee Overview
 - Who views this training: Any new CSAT Services and Best Practices grantees.
 - What is this training: This training provides grantees that are new SPARS users with an introduction and overview of CSAT data requirements and demonstrates how to navigate SPARS. The training covers system features, including how to access and register for trainings, how to submit a technical assistance request, and how to locate various resources and training materials. The training also demonstrates how to access and use the CSAT-specific areas of the SPARS website for submitting data and viewing system-generated reports.
 - Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=151>
- CSAT GPRA Tool On-Demand Course
 - Who views this training: Any CSAT Services grantee with questions about the CSAT GPRA data collection tool.
 - What is this training: This is a self-paced course for grantees to learn about the GPRA tool questions and data collection requirements. The course includes a QxQ review of the CSAT GPRA Client-Level Services tool, however, it does not include recent updates to the tool, including Behavioral Health Diagnoses, Opioid Use Disorder/Alcohol Use Disorder questions, and program-specific Section H information.
 - Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=90>
- CSAT Introduction to Follow-Up Training
 - Who views this training: Any CSAT Services grantee with questions about follow-up interviews.
 - What is this training: This training focuses on the importance of conducting follow-up interviews with clients and highlights ethics and confidentiality issues that may arise. Presents different strategies that grantees can use to locate clients for the GPRA tool interview and also best practices for staying in touch with clients between intake and follow-up interviews.

SPARS: CSAT Resource Guide

- Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=182>
- CSAT Advanced Follow-Up Training
 - Who views this training: Any CSAT Services grantee with questions about follow-up interviews.
 - What is this training: The training provides best practices that can be used for specific client populations, such as adolescents or people experiencing homelessness, and presents advanced follow-up strategies, including door knocking and using database search services.
 - Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=181>

Data Entry

- CSAT Data Entry
 - Who accesses this SPARS feature: Any CSAT Services grantee who will be entering GPRA data into SPARS.
 - What is this feature: This is the section of the SPARS website where CSAT services grantees enter GPRA data. Select “CSAT Data Entry,” then select “Services” to enter CSAT GPRA Client Outcome Measures for Discretionary Services Programs Tool data into SPARS.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataEntry>

Reports and Data Download

- CSAT Reports
 - Who accesses this SPARS feature: Any CSAT Services grantee who generates and analyzes SPARS CSAT reports.
 - What is this feature: From the SPARS Home Page, CSAT grantees can access their SPARS CSAT reports by selecting “CSAT Reports” and then selecting “Services.” A list of available reports and detailed descriptions of each report are listed for grantees to access.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=Reports>
- CSAT Data Download
 - Who accesses this SPARS feature: Any CSAT Services grantee who downloads their CSAT GPRA data.
 - What is this feature: From the SPARS Home Page, CSAT grantees can download their data by selecting “CSAT 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.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataDownload>

SPARS: CSAT Resource Guide

Center for Substance Abuse Treatment (CSAT) Best Practices Non–Technology Transfer Center (Non-TTC) Grantees

Documents

Data Collection Tools

- **Best Practices (Non-TTC) Event Description Form**
 - Who uses this form: All CSAT Best Practices (non-TTC) grantees will use this form for data collection.
 - What is this form: This form must be completed for each event implemented or sponsored by a Best Practices grant. Information collected includes date, location, grant ID, event title, and code. The form also collects the number of participants—and, if applicable, the number of participants who consented to follow-up interviews and the number of follow-up surveys distributed.
 - Where can I find this form: <https://spars.samhsa.gov/sites/default/files/BPEventDescriptionFormV3.pdf>
- **Best Practices (Non-TTC) GPRA Post-Event Form**
 - Who uses this form: All CSAT Best Practices (non-TTC) grantees will use this form for data collection.
 - What is this form: This form collects information from event participants regarding their demographics and their satisfaction with the Best Practices event. The form should be used for all events (training, technical assistance, and meetings) regardless of the length of the event.
 - When is this form collected: This form is collected at the end of an event.
 - Where can I find this form: <https://spars.samhsa.gov/sites/default/files/BPPostEventFormV3.pdf>
- **Best Practices (Non-TTC) GPRA Follow-up Form**
 - Who uses this form: All CSAT Best Practices (non-TTC) grantees will use this form for data collection.
 - What is this form: Collects follow-up data for events lasting at least 3 hours (or more) in length. The form collects information from event participant on application and usefulness of the information gained during the Best Practices event.
 - When is this form collected: This form is collected 30 days after an event.
 - Where can I find this form: <https://spars.samhsa.gov/sites/default/files/BPFollowUpFormV3.pdf>

Other Key Document

- **GPRA Frequently Asked Questions (FAQs) for Best Practices (Non-TTC) Programs**
 - Who uses this document: Any CSAT Best Practices (non-TTC) grantee with questions about the data collection tools.
 - What is this document: This document lists questions frequently asked by Best Practices grantees and their corresponding answers. Topics include questions about the Government Performance and Results Act, instruction on how to access the SPARS data entry training, Best Practices tools, data entry, and reports.
 - Where can I find this document: https://spars.samhsa.gov/sites/default/files/BPFAQ_v5.pdf

SPARS: CSAT Resource Guide

Codebook

- Codebook for Best Practices (Non-TTC) Events
 - Who uses this document: Any CSAT Best Practices (non-TTC) grantee who downloads their GPRA data for analysis.
 - What is this document: The Codebook for Best Practices (Non-TTC) events provides variables, question numbers, value definitions, and codebook warnings or skip logic for each variable.
 - Where can I find this document: https://spars.samhsa.gov/sites/default/files/BP-TTC_Codebook_0.xls

Training

- Data Collection Tools Overview for TTC Grantees
 - Who views this training: Any CSAT Best Practices grantee with questions about the data collection tools.
 - What is this training: Although the title of this training includes TTC, this training provides both Best Practices TTC and non-TTC grantees with an overview of the new data collection tools, identifies data collection and reporting guidelines, and instructs grantees on how to access the tools, enter data, and generate reports in SPARS.
 - Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=199>

Data Entry

- CSAT Data Entry
 - Who accesses this SPARS feature: Any CSAT Best Practices (non-TTC) grantee who will be entering GPRA data into SPARS.
 - What is this feature: This is the section of the SPARS website where CSAT Best Practices (TTC and Non-TTC) grantees enter data. Grantees will select “CSAT Data Entry” and then select “Best Practices” to enter their Best Practices Event Description, GPRA Post-Event, or GPRA Follow-up forms into SPARS.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataEntry>

Reports and Data Download

- CSAT Reports
 - Who accesses this SPARS feature: Any CSAT Best Practices (non-TTC) grantee who generates and analyzes SPARS CSAT reports.
 - What is this feature: From the SPARS Home Page, CSAT grantees can access their SPARS CSAT reports by selecting “CSAT Reports” and then selecting “Best Practices.” A list of available reports and detailed descriptions of each report are listed for grantees to access.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=Reports>

SPARS: CSAT Resource Guide

- CSAT Data Download
 - Who accesses this SPARS feature: Any CSAT Best Practices (non-TTC) grantee who downloads their CSAT GPRA data.
 - What is this feature: From the SPARS Home Page, CSAT grantees can download their data by selecting CSAT Data Download and then selecting “Best Practices.” 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.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataDownload>

SPARS: CSAT Resource Guide

Center for Substance Abuse Treatment (CSAT) Best Practices Technology Transfer Center (TTC) Grantees

Documents

Data Collection Tools

- TTC Contact Information Form
 - Who uses this form: All CSAT Best Practices TTC grantees will use this form for data collection.
 - What is this form: This form collects contact information from each TTC event participant.
 - When is this form collected: This form is used during an event.
 - Where can I find this form: https://spars.samhsa.gov/sites/default/files/Attach9TTCContactInfoForm_0.pdf

- TCC Event Description Form
 - Who uses this form: All CSAT Best Practices TTC grantees will use this form for data collection.
 - What is this form: This form must be completed for each event implemented or sponsored by a TTC grant. Information collected includes date, location, grant ID, event title, and code. The form also collects the number of participants—and, if applicable, the number of participants who consented to follow-up interviews and the number of follow-up surveys distributed.
 - Where can I find this form: https://spars.samhsa.gov/sites/default/files/TTCEventDescriptionFormV2_0.pdf

- TTC GPRA Post-Event Form
 - Who uses this form: All CSAT Best Practices TTC grantees will use this form for data collection.
 - What is this form: This form collects information on participants' demographics and their satisfaction with the TTC event. The form should be used for all events, regardless of the length of the event.
 - When is this form collected: This form is collected at the end of an event.
 - Where can I find this form:
https://spars.samhsa.gov/sites/default/files/Att2TTCPostEventFormDomestic_0.pdf

- TTC GPRA Follow-Up Form
 - Who uses this form: All CSAT Best Practices TTC grantees will use this form for data collection.
 - What is this form: This form collects follow-up data from event participants for events lasting at least 3 hours (or more) in length. The form collects information on application and usefulness of the information gained during the TTC event.
 - When is this form collected: This form is collected 30 days after an event.
 - Where can I find this form:
https://spars.samhsa.gov/sites/default/files/Att4TTCFollowUpFormDomestic_0.pdf

SPARS: CSAT Resource Guide

Other Key Document

- GPRAs Frequently Asked Questions (FAQs) for TTC Programs
 - Who uses this document: Any CSAT Best Practices TTC grantee with questions about the data collection tools.
 - What is this document: This document lists questions frequently asked by TTC grantees and their corresponding answers. Topics include questions about GPRAs, TTC tools, data entry, and reports.
 - Where can I find this document: <https://spars.samhsa.gov/sites/default/files/TTCFAQ.pdf>

Codebook

- Best Practices and TTC Event and Participant Codebook for Data Download
 - Who uses this document: Any CSAT Best Practices TTC grantee who downloads their GPRAs data for analysis.
 - What is this document: The Codebook for TTC events provides variables, question numbers, value definitions, and codebook warnings or skip logic for each variable.
 - Where can I find this document: https://spars.samhsa.gov/sites/default/files/BP-TTC_Codebook_0.xls

Training

- Data Collection Tools Overview for TTC Grantees
 - Who views this training: Any CSAT Best Practices grantee with questions about the data collection tools.
 - What is this training: Although the title of this training includes TTC, this training provides both Best Practices TTC and non-TTC grantees with an overview of the new data collection tools, identifies data collection and reporting guidelines, and instructs grantees on how to access the tools, enter data, and generate reports in SPARS.
 - Where can I find this training: <https://spars-lc.samhsa.gov/course/view.php?id=199>

Data Entry

- CSAT Data Entry
 - Who accesses this SPARS feature: Any CSAT Best Practices grantee who will be entering GPRAs data into SPARS.
 - What is this feature: This is the section of the SPARS website where CSAT Best Practices (TTC and Non-TTC) grantees enter data. Grantees will select “CSAT Data Entry” and then select “Best Practices” to enter their Best Practices Event Description, GPRAs Post-Event, or GPRAs Follow-up forms into SPARS.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataEntry>

SPARS: CSAT Resource Guide

Reports and Data Download

- CSAT Reports
 - Who accesses this feature: Any CSAT Best Practices TTC grantee who generates and analyzes SPARS CSAT reports.
 - What is this feature: From the SPARS Home Page, CSAT grantees can access their SPARS CSAT reports by selecting “CSAT Reports” and then selecting “Best Practices.” A list of available reports and detailed descriptions of each report are listed for grantees to access.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=Reports>

- CSAT Data Download
 - Who accesses this feature: Any CSAT Best Practices TTC grantee who downloads their CSAT GPRA data.
 - What is this feature: From the SPARS Home Page, CSAT grantees can download their data by selecting CSAT Data Download and then selecting “Best Practices.” 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.
 - Where can I find this feature: <https://spars-csat.samhsa.gov/System.aspx?Ref=DataDownload>