

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

DSP-MRT Supplement for STOP
Act Grants

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB control number for this project is 0930-0354. Public reporting burden for this collection of information is estimated to average 3 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Substance Abuse and Mental Health Services Administration (SAMHSA) Reports Clearance Officer, 5600 Fishers Lane, Room 15E57B, Rockville, MD 20857.

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Note: This document is intended as a supplement to the Division of State Programs–
Management Reporting Tool (DSP-MRT) for the Sober Truth on Preventing Underage
Drinking Act (STOP Act) grant programs. Please refer to the DSP-MRT document for
progress report details.

Evidence-Based Practices, Policies, and Programs (EBPPPs)

Use this section to report Evidence-Based Practices, Policies, and Programs (EBPPPs) and the numbers served and reached through your prevention interventions. **EBPPPs** are interventions that come from a federal registry, were reported as being effective for your target substance in a published scientific journal article, were based on a documented theory of change, or were deemed effective by a panel of experts. A **panel of experts** may include qualified prevention researchers, local prevention practitioners, and key community leaders (e.g., law enforcement and education representatives, elders within indigenous cultures).

Data Item	Response Options
Did you or your subrecipients <u>actively deliver</u> any Prevention Interventions that are evidence-based programs, policies, or practices (EBPPP) during the last fiscal year?	<ul style="list-style-type: none"> ▪ Yes ▪ No
If no, explain why?	Free text

In the DSP-MRT, there will be an “Add/Edit” button to add or edit EBPPPs.
 Add/Edit Evidence-Based Practice, Policy, or Program (EBPPP)

Grantee-Level Evidence-Based Practices, Policies, and Programs

Data Item	Response Options
Status of Intervention	<ul style="list-style-type: none"> ▪ Active ▪ Inactive
Prevention Intervention Name	Drop-down menu with prevention intervention names
Was this EBPPP intervention actively implemented in this community prior to receiving funding for this grant?	<ul style="list-style-type: none"> ▪ Yes ▪ No
Target of the Intervention [Note: You should only report on EBPPPs that target substances appropriate for the grant program you are reporting on.]	<ul style="list-style-type: none"> ▪ Alcohol ▪ Prescription Drug Misuse ▪ Marijuana ▪ Opioids ▪ Other
Other (Please specify)	Free text

Data Item	Response Options
Number Served ¹	Open-ended numerical response
Number Reached ²	Open-ended numerical response

REMINDER: After completing the required information, select “Add EBPPP” to add the entry to your list, then select “Save.” After you add the EBPPP, it will appear on the EBPPP main screen. If you need to edit your entry, click on the “edit” button.

¹ **Number Served:** Refers to individual-based prevention strategies or services directly delivered to individuals, either on a one-on-one basis or in a group format. Typically, the service provider and the participant are at the same location during the service encounter. Because providers have direct interaction with these individuals, they are able to keep accurate counts and in many cases, to collect data about the characteristics and outcomes of these participants through attendance lists and pre-post surveys. Examples include training sessions and educational classes.

² **Number Reached:** Refers to population-based prevention strategies aimed at impacting an entire population. Because there is no direct interaction with the populations affected by the services, counts of people reached are typically estimates obtained from sources such as the census (the population of the targeted community) or media outlets (estimated readership or audience size).

Community Outcomes

Grantees will use this section to enter community outcome data. Once you add records, you will be able to view previously added records.

Community outcomes data include survey and administrative data:

- **Survey data** are data collected from individuals, usually a sample of the population, by asking questions either in person, on paper, by phone, or online. Examples of survey data include the National Survey of Drug Use and Health (NSDUH), Youth Risk Behavior Survey (YRBS), and Behavioral Risk Factor Surveillance System (BRFSS).
- **Administrative data** refers to information collected primarily for administrative—not research—purposes. Government departments and other organizations often collect this type of data for the purposes of registration, transaction, and record keeping, and often the data include program outcome indicators. Examples of administrative data include educational records, client information from financial institutions, and hospital records of patient visits and health outcomes.

Note: STOP Act 2016 and 2017 grantees should already have obtained approval for their data and should not need to submit a data request. STOP Act 2019 and later grantees will need to obtain approval before entering and submitting Community Outcomes data. Use the Data Request workplan to submit a request for review and approval.

When you navigate to the Community-Level Outcome Data page, you will see an Export Data button. You can export your data by clicking on the Export Data button.

In the DSP-MRT, there will be an “Export Data” button.

Export Data

Survey Data

Survey data are data collected from individuals by asking questions either in person, on paper, by phone, or online. Examples of survey data include NSDUH, YRBS, and BRFSS.

To enter Survey Data, select “Add Data Source,” enter the name of the survey, and select “Save.” The data source will then show up in the list of Survey Data sources. To add the remaining information on the outcome measure, select “Add Outcome Measure.”

Outcome Measure

Data Item	Response Options
Data Source Name	<ul style="list-style-type: none"> ▪ Free text
Specified Substance	<ul style="list-style-type: none"> ▪ Alcohol ▪ Prescription drugs ▪ Other
Other (If “Other” is selected for Specified Substance)	Free text
Outcome Measure	<p>Alcohol Outcome Measure Response Options</p> <ul style="list-style-type: none"> ▪ 30-day use ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other <p>Prescription Drug Outcome Measure Response Options</p> <ul style="list-style-type: none"> ▪ 30-day use ▪ Past 12-month use ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other

Data Item	Response Options
	Other Substance Outcome Measure Response Options <ul style="list-style-type: none"> ▪ 30-day use ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other
Other Outcome Measure	Free text
Survey Item	Free text
Response Option(s)	Free text
Reported Outcome Description	Free text

- To add a baseline record, select “Add Baseline Response Data.”
- Click on “Add Follow-up Data” to add follow-up data for a previously entered baseline record.
- To edit existing records, click “Edit” next to the Survey Item name.

Response Data

Data Item	Response Options
Data Collection Date	Date Field
Population Parameters	<ul style="list-style-type: none"> ▪ Age range ▪ Grades
Age Range Minimum (If “Enter age range” is selected for Population Parameters)	Numerical
Age Range Maximum (If “Enter age range” is selected for Population Parameters)	Numerical
Grades (If “Enter grade[s]” is selected for Population Parameters) (Check all that apply)	<ul style="list-style-type: none"> ▪ K ▪ 1 ▪ 2 ▪ 3 ▪ 4 ▪ 5 ▪ 6 ▪ 7 ▪ 8 ▪ 9 ▪ 10 ▪ 11 ▪ 12 ▪ College

Data Item	Response Options
Other Sample Descriptors	Free Text
Description of Sampling Design	<ul style="list-style-type: none"> ▪ Census ▪ Convenience sample ▪ Random sample ▪ Stratified random sample
Multiple-Year Pooled Estimate	<ul style="list-style-type: none"> ▪ Yes ▪ No
Multiple Year Estimate Description: (If “Yes” is selected)	Free Text
Value Type	<ul style="list-style-type: none"> ▪ Percentage ▪ Mean ▪ Other
Other (Please specify)	Free Text
Calculated Value	Numerical
Standard Error	Numerical
Standard Deviation	Numerical
Survey Item Valid N	Numerical
Comments	Free Text

Administrative Data

Administrative data is data collected for the purposes of registration, transaction, and record keeping, but often also includes indicators of program outcomes. Examples of administrative data include educational records, client information from financial institutions, and hospital records of patient visits and health outcomes.

To enter Administrative Data, select “Add Data Source,” enter the name of the new data source, and select “Save.” The data source will then show up in the list of Administrative Data sources. To add the remaining information on the outcome measure, select “Add Outcome Measure.”

Outcome Measure

Data Item	Response Options
Data Source Name	Free Text
Specified Substance	<ul style="list-style-type: none"> ▪ Alcohol ▪ Prescription drugs ▪ Other
Other Substance (If “Other” is selected)	Free text

Data Item	Response Options
Outcome Measure	<p>Alcohol Outcome Measure Response Options</p> <ul style="list-style-type: none"> ▪ 30-day use ▪ Binge drinking ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other <p>Prescription Drug Outcome Measure Response Options</p> <ul style="list-style-type: none"> ▪ 30-day use ▪ Past 12-month use ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other <p>Other Substance Outcome Measure Response Options</p> <ul style="list-style-type: none"> ▪ 30-day use ▪ Perception of parental disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Substance-related car crashes and injuries ▪ Substance-related crime ▪ Family communication ▪ Substance-related emergency room visits ▪ Other
Other Outcome Measure	Free text
Reported Outcome/Measure Calculation Description	Free text

- To add a baseline record, select “Add Baseline Response Data.”
- Click on “Add Follow-up Data” to add follow-up data for a previously entered baseline record.
- To edit existing records, click “Edit.”

Response Data

Data Item	Response Options
Data Source Time Frame Begin Date	Date Field

Data Item	Response Options
Data Source Time Frame End Date	Date Field
Population Parameters	<ul style="list-style-type: none"> ▪ Age Range ▪ Grade(s)
Age Range Minimum (If “Enter age range” is selected for Population Parameters)	Numerical
Age Range Maximum (If “Enter age range” is selected for Population Parameters)	Numerical
Grades (If “Enter grade[s]” is selected for Population Parameters) (Check all that apply)	<ul style="list-style-type: none"> ▪ K ▪ 1 ▪ 2 ▪ 3 ▪ 4 ▪ 5 ▪ 6 ▪ 7 ▪ 8 ▪ 9 ▪ 10 ▪ 11 ▪ 12 ▪ College
Other Sample Descriptors	Free Text
Number of Events	Numerical
Denominator Definition	Free Text
Denominator Value	Numerical
Value Type	<ul style="list-style-type: none"> ▪ Percentage ▪ Rate per 1,000 ▪ Rate per 10,000 ▪ Rate per 100,000 ▪ Other
Other Value Type* (If “Other” is selected)	Free Text
Calculated Value	Numerical
Comments	Free Text

Data Request

STOP Act grantees should use this section to get approval for all four of the required outcome measures. **Note:** SAMHSA requires grantees to submit a data request for measures that they are using to meet outcome measure requirements (see SAMHSA's Performance Accountability and Reporting System (SPARS) Question by Question (QxQ) guide for details on the requirement). You do not need to submit a data request for any other/additional measures you plan to submit.

To begin the data request approval process:

1. Decide whether SAMHSA is likely to approve your proposed outcome measure. If you believe they will, gather the required documentation and follow the steps below to submit a data request.

STOP Act does not have a list of pre-approved measures.

2. To submit a Data Request through SPARS, go to your SPARS Dashboard and select the plus sign (+) next to Data Request in the Work Plans section, then select "View" to open the section.

Data Request Detail

When you navigate to the Data Request page, you will see an Export Data button. You can export your data by clicking on the Export Data button.

In the DSP-MRT, there will be an "Export Data" button.

Export Data

To submit a Data Request for Survey Data, select the arrow next to Survey Data and then select "Add Data Source." To submit a request for Administrative Data, select the arrow next to Administrative Data and then select "Add Data Source."

Data Item	Response Options
Label of the Outcome Measure(s) indicator for which a STOP Act grantee is requesting approval	<p>Survey Data Response Options</p> <ul style="list-style-type: none"> ▪ 30-day alcohol use ▪ 30-day prescription drug misuse and abuse ▪ Past-year prescription drug misuse and abuse ▪ Binge drinking ▪ Perception of parental or peer disapproval/attitude ▪ Perception of peer disapproval/attitude ▪ Perceived risk/harm of use ▪ Family communication around drug use ▪ Other <p>Administrative Data Response Options</p> <ul style="list-style-type: none"> ▪ School attendance and enrollment ▪ Alcohol- and/or drug-related car crashes and injuries ▪ Alcohol- and drug-related crime ▪ Alcohol- and prescription drug-related emergency room visits
Data source name	Free text
Exact wording of the item and response options	Free text
Exact wording of the outcome that will be reported to SAMHSA/CSAP	Free text
Formulas for calculating or deriving the prevalence estimate (reported outcomes)	Free text
Agency/organization responsible for data collection	Free text
Were there validity and reliability tests of the survey items constituting the substitute measure?	<ul style="list-style-type: none"> ▪ Yes ▪ No
Description of the reliability/validity study(ies): (If Yes is chosen)	Free text
Are there any published validity/reliability studies for this instrument?	<ul style="list-style-type: none"> ▪ Yes ▪ No
Bibliographic Information (If Yes is chosen)	Free text
Data Source Request Supporting Document	Upload feature

- Select “Save” to add your data source. Your outcome measure will then appear in the list of data sources.
- Select “Add Response Data Collection Detail” to complete additional items for the Data Request.

Response Data Collection Detail

Data Item	Response Options
Do the data approximate the community (e.g., county, city, town, school) where interventions are delivered?	<ul style="list-style-type: none"> ▪ Yes ▪ No
If no, indicate how they differ (If “No” is selected)	Free Text
Most recent month and year for which data are available?	Date Field
Is there a data point collected at least 6 months prior to the implementation of grant-funded interventions in the community? (i.e., a baseline prevalence estimate)	<ul style="list-style-type: none"> ▪ Yes ▪ No
Is the data collection repeated every year?	<ul style="list-style-type: none"> ▪ Yes ▪ No
Frequency of data collection (If “No” is selected)	Free Text
Are trend data available?	<ul style="list-style-type: none"> ▪ Yes ▪ No
Start year of trend data (If “Yes” is selected)	Date Field

Additional Fields for Survey Data Sources Only

Data Item	Response Options
Date of Data Collection	Date Field
Sample Size	Numerical
Sampling Ratio	Free Text
What type of sampling strategy was used to select respondents?	<ul style="list-style-type: none"> ▪ Census ▪ Convenience sample ▪ Random sample ▪ Stratified random sample
If “Random sample” or “Stratified random sample” is selected:	
Stratified Sampling—Identify each stratum	Free Text
Cluster Sampling—Identify the clustering unit	Free Text
Multistage design—Identify the unit sampled at each stage	Free Text
Potential sources of bias in the sample design	Free Text

Data Item	Response Options
Method of Administration	<ul style="list-style-type: none">▪ Mail-in▪ Telephone▪ Face-to-Face▪ Self-administered: school-based▪ Self-administered: survey site other than school▪ Other
Other Method (Specify) (If “Other” is selected)	Free text
Was this a computer-assisted interview?	<ul style="list-style-type: none">▪ Yes▪ No
What was the survey response rate?	Free text

Once your Data Request data entry is complete, return to your Dashboard in SPARS, select the gear icon under “Actions” next to Data Request, and select “Submit to Project Officer.” Enter your information in the submission form that appears and select “Submit.”