

**SAMHSA'S PERFORMANCE ACCOUNTABILITY
AND REPORTING SYSTEM (SPARS)**

Training and Technical Assistance (TTA)

DATA ENTRY GUIDE

Updated June 2022

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GENERAL OVERVIEW

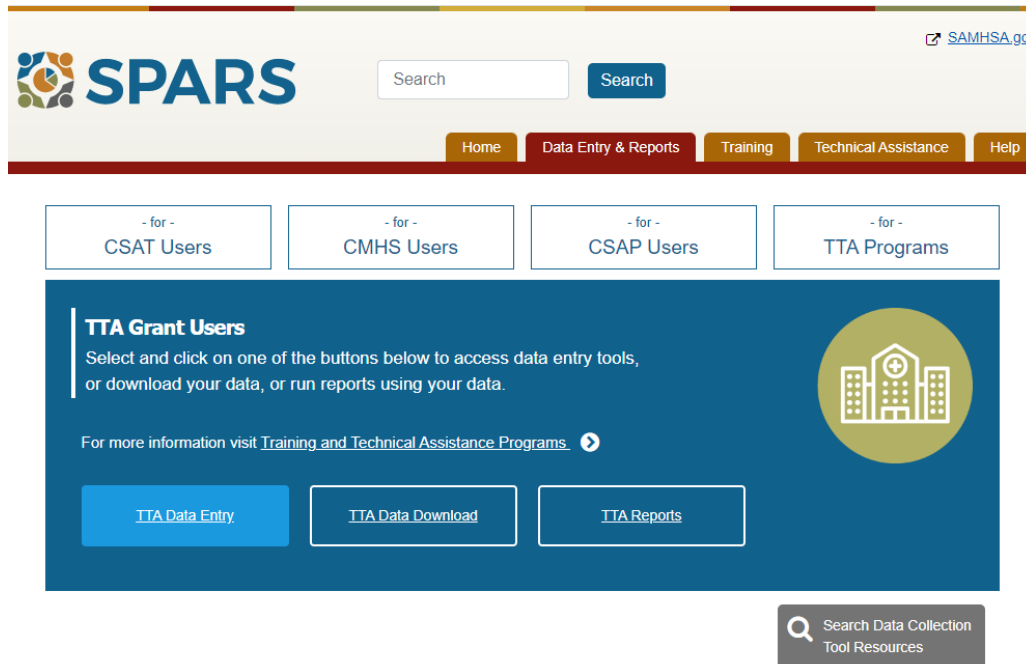
This Data Entry Guide will provide you with an overview of the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) online data entry and reporting website. Topics include logging into SPARS; adding, viewing, deleting, and editing data; downloading data; logging out of SPARS; and how to contact the SPARS Help Desk.

The Technology Transfer Center Tools have been re-named to the Training and Technical Assistance Tools. The process below applies to all Technology Transfer Center (TTC) Best Practices grantees and non-TTC grantees.

SECTION A: TTA DATA ENTRY

Step 1: Log In to Access the TTA Data Entry System

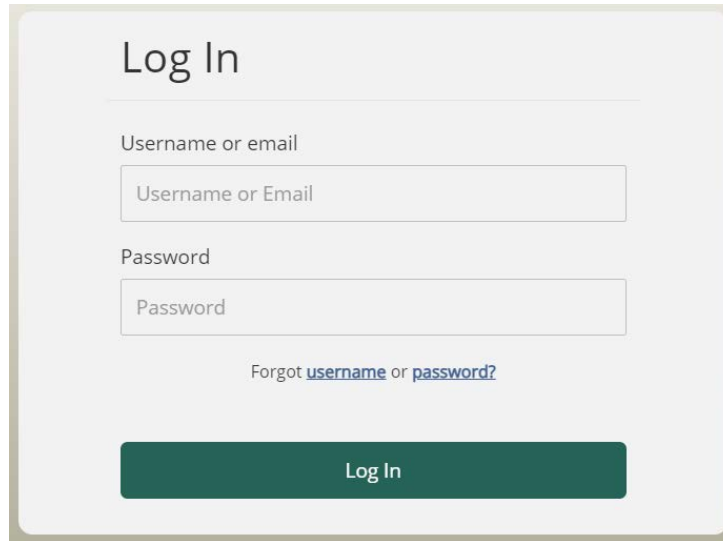
From the SPARS home page, select the **Data Entry & Reports** tab. Hover over for **TTA Programs**, and click on **TTA Data Entry**.



Alternatively, you can also select **TTA Programs** under the Quick Links section on the SPARS home page.



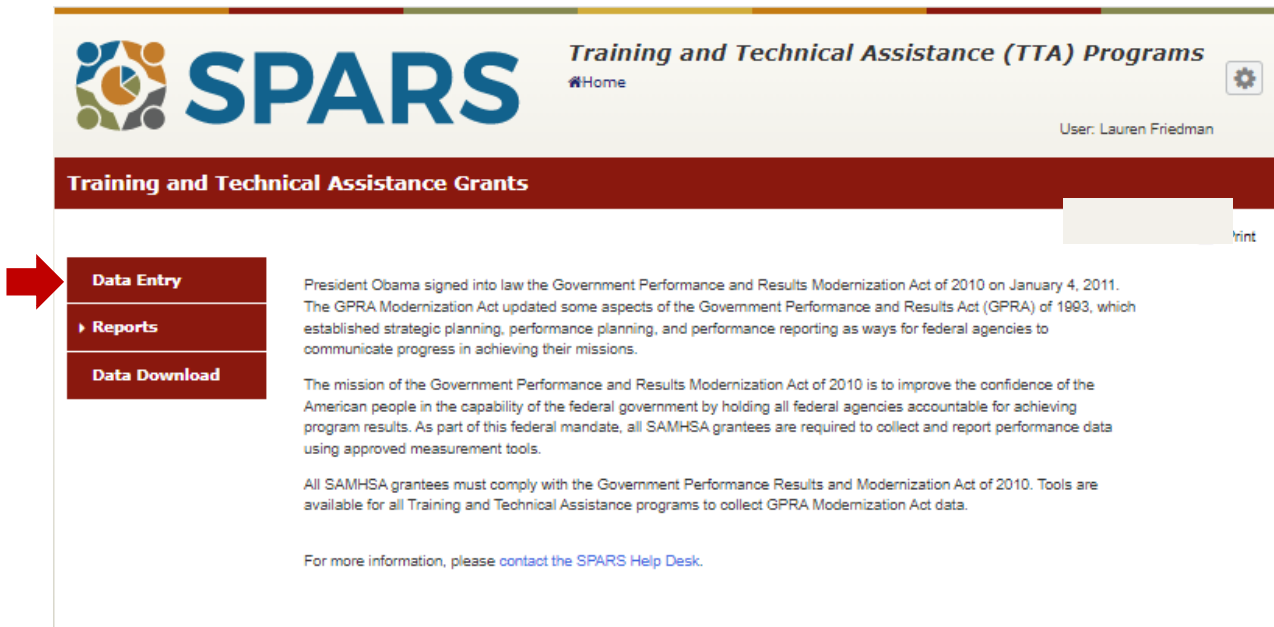
To access the Data Entry section of SPARS, you will be required to enter your username and password.



The image shows a 'Log In' form with the following elements:

- Title: Log In
- Label: Username or email
- Input field: Username or Email
- Label: Password
- Input field: Password
- Link: Forgot [username](#) or [password?](#)
- Button: Log In

Once you have logged in, you will see the **Data Entry** overview screen. To enter data, select **Data Entry** from the left hand menu.





The image shows the SPARS Training and Technical Assistance Grants overview screen. The header includes the SPARS logo, the title 'Training and Technical Assistance (TTA) Programs', a 'Home' link, a settings gear icon, and the user name 'User: Lauren Friedman'. The main content area is titled 'Training and Technical Assistance Grants' and features a left-hand navigation menu with three items: 'Data Entry', 'Reports', and 'Data Download'. A red arrow points to the 'Data Entry' menu item. The main content area contains text about the Government Performance and Results Modernization Act of 2010, its purpose, and a link to the SPARS Help Desk.

Step 2: Find a Grant

If you have access to multiple grants, you will see the **Grant Selection** screen. **TIP: If you leave the Grant Selection form blank and select the Find button, the system will display a list of all grants that you can access.**

Other ways to find a grant include the following:

- To search by Guidance for Applicants (GFA), click on the GFA name in the GFA box on the left, and then click on the “>” button to move the desired program from the GFA side to the Selected GFAs side. If the incorrect program was chosen, click the “<” button to move it back. After your program(s) has been selected, click the blue **Find** button at the top of the screen, and the appropriate grant(s) will appear in the grant list. **TIP: hold down the Ctrl key on your keyboard (for Windows users) or the Command (or Cmd) key (for Mac users) while clicking GFAs to select multiple GFAs at once.**
- You can also search for a grant by Grant #, Grantee Name, City, or State by entering this information into the appropriate boxes and then clicking **Find**. SPARS will list all records that match the criteria you entered.

 Print
  Find

Data Entry

▶ Reports

Data Download

Grant Selection

GFA

Addiction Peer Recovery Center of Excellence
 Centers of Excellence for Behavioral Health Disparities
 Comprehensive Addiction and Recovery Act: Building C
 Expansion of Practitioner Education
 Family Support Technical Assistance Center

>
<

Selected GFAs

Grant #

City

Grantee Name

State

Actions	GFA	Grantee	Grant No	City	State

Step 3: Create a TTA Event

To create a TTA event in SPARS, on the Grant Summary page, select the **TTA Event** hyperlink from the **Select an Event Form Type** field, and then select the **Add New Event** hyperlink.

The screenshot shows the 'Grant Event and Targets Summary' page. On the left is a navigation menu with 'Data Entry', 'Summary', 'Reports', and 'Data Download'. The main content area has a 'Print' icon in the top right. Below the summary is the 'Select an Event Form Type' section, which is divided into 'Current (as of 7/1/2022)' and 'Previous (prior to 7/1/2022)'. Under 'Current', the 'TTA Event' link is highlighted with a red box and a red arrow points to it from the right. Under 'Previous', there are links for 'TTC Event', 'Meetings', 'Trainings', and 'Technical Assistance'. Below this section is the 'TTA Events' heading, followed by a paragraph of text and an 'Add New Event' button, which is also highlighted with a red box and a red arrow points to it from the right. At the bottom is a table with four columns: 'Actions', 'Event Code', 'Event Title', and 'Event Date'.

The **Add New Event** hyperlink opens the Event Description Form.

Grantees can enter information about the event here. To see additional information and definitions of terms used, grantees can click on the blue information buttons next to individual questions. Once grantees have completed the form, they can click **Finish** to submit data. The **Print** button allows for records to be printed. An event must be entered and saved into SPARS before creating a participant ID number and entering a participant’s corresponding post-event and follow-up evaluations.

Print | Cancel | Finish

Data Entry

Reports

Data Download

Event Information

Grant Number

Event Code

Date

Event Title

Event Format Virtual

Other (please specify)

Event Type Presentation or Training

Primary Audience

- Professionals or organizations
- Students or educators
- Community members
- American Indian and Alaska Native
- Hispanic and Latino Communities
- Rural Communities

>

<

Selected Audience(s)

Additional Information

BP Code

Total # of participants Contact Hours

Total # of participants consenting to follow-up

Participants

Person ID	Pre-Event	Post Event	Follow-Up

To edit an event after it has been entered into the system, select the **Edit** hyperlink for the event found in the **Actions** column on the Grant Summary page. Neither you nor the SPARS Help Desk can edit the event code number or the date from the Event Description page. If you need any of these data changed, please contact the SPARS Help Desk with the request to remove the event so that you can reenter the event with the correct data. To remove an event, the SPARS system will need to remove all corresponding participant post-event and follow-up evaluations as well.


Select an Event Form Type

<i>Current (as of 7/1/2022)</i>	<i>Previous (prior to 7/1/2022)</i>
TTA Event	TTC Event
	Meetings
	Trainings
	Technical Assistance

TTA Events

[Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.



Actions	Event Code	Event Title	Event Date
Edit Participant Records Delete	TTATrain	SPARS Training Event	6/21/2022

Step 4: Enter Post-Event and Follow-Up Forms

After an event is created, select the **Add Post Event for New Participant** hyperlink in the Event Description screen to begin entering or modifying a participant record. For information about these evaluations, please review the *Frequently Asked Questions (FAQs)* and *Question-by-Question Guides* located on the Resource Library on the SPARS website.

Event Information

Grant Number

Event Code i

Date

Event Title

Event Format

Other (please specify)

Event Type i

Event Primary Audience i

Primary Audience

- Community members
- American Indian and Alaska Native
- Hispanic and Latino Communities
- Rural Communities

Selected Audience(s)

- Professionals or organizations
- Students or educators

Additional Information

BP Code


Total # of participants i

Contact Hours

Total # of participants consenting to follow-up

Participants

Person ID	Post Event	Follow-Up
734036172BRI	View Edit Delete	Add New

Add Post Event for New Participant 

The system will then display the Post-Event Evaluation data entry screen.

The **Print** button allows for records to be printed. The Next button allows grantees to advance to the next section. Once grantees have completed the form, they can click **Finish** to submit data.

Add Follow-Up Evaluations: To add a follow-up evaluation, select the **Add New** hyperlink in the Follow-Up column. Grantees can only enter a Follow-Up Form after they have entered a Post-Event Form for a participant.

Event Information

Grant Number

Event Code ⓘ TTATrain

Date 6/21/2022

Event Title SPARS Training Event

Event Format Virtual ▾

Other (please specify)

Event Type ⓘ Presentation or Training ▾

Event Primary Audience ⓘ

Primary Audience

- Community members
- American Indian and Alaska Native
- Hispanic and Latino Communities
- Rural Communities

Selected Audience(s)

- Professionals or organizations
- Students or educators

Additional Information

BP Code SM081721

Total # of participants ⓘ 50

Contact Hours 100.00

Total # of participants consenting to follow-up 44

Participants [Add Post Event for New Participant](#)

Person ID	Post Event	Follow-Up
734036172BRI	View Edit Delete	Add New



The system will then display the Follow-Up Evaluation data entry screen.

Follow Up-Event Evaluation: Section 1

- | | |
|---|----------------------|
| 1. Prior to participating in this event, I felt there was a need for me, my organization, and/or my community to make a change related to the topic of the event. | <input type="text"/> |
| 2. The information from this event has benefited or met a need for me, my family and/or community. | <input type="text"/> |
| 3. The information from this event has benefited me professionally. | <input type="text"/> |
| 4. I have used the information gained from this event to make changes in my practice or to help my family and/or my community. | <input type="text"/> |
| 5. I expect to continue using the information from this event in the future. | <input type="text"/> |
| 6. I have shared the information gained from this event with my family, community, or colleagues. | <input type="text"/> |

Step 5: Find a Participant Record

The Event Description screen is the main screen for entering and modifying a participant record. This screen is accessed from the Grant Summary page, where you can add or edit an event and select participant records entered under an event. The Event Description screen will allow you to add a new participant (by entering post-event evaluation data) and view all existing post-event and follow-up evaluations associated with a participant.

Event Information

Grant Number

Event Code ⓘ

Date

Event Title

Event Format

Other (please specify)

Event Type ⓘ

Event Primary Audience ⓘ

Primary Audience

- Community members
- American Indian and Alaska Native
- Hispanic and Latino Communities
- Rural Communities

>
<

Selected Audience(s)

- Professionals or organizations
- Students or educators

Additional Information

BP Code

Total # of participants ⓘ Contact Hours

Total # of participants consenting to follow-up

Participants

[Add Post Event for New Participant](#)

Person ID	Post Event	Follow-Up
734038172BRI	View Edit Delete	Add New

All participant data entered in SPARS can be modified before a record is saved. After a record is saved, all data can still be edited. To change a record on the Event Description screen, click **Edit**. If a participant record was mistakenly entered under the wrong event, please contact the SPARS Help Desk with the request to remove the record. You will then need to reenter the participant record under the correct event.

Step 6: Enter Data

This section describes how to enter participant data in the TTA tools for the post-event and follow-up evaluations. Once you select which evaluation you are entering, SPARS takes you to the appropriate data entry screens and questions.

There are several data entry screen features that allow for easy use and quick data entry.

The header summarizes important information. For easy reference, the text in the header just above the data entry screen includes the Grant # Event Date, Event Code, and Description.

The screenshot shows the TTA Event data entry interface. At the top, there is a dark red header with the text "TTA Event". Below the header, on the right side, are three buttons: "Print" (with a printer icon), "Cancel" (with an 'X' icon), and "Next" (in a blue box). On the left side, there is a vertical menu with several items: "Data Entry" (with a dropdown arrow), "Summary", "TTA" (with a dropdown arrow), "Post Event" (which is bolded and highlighted with a red box), "Reports", and "Data Download". The main content area is titled "Post-Event Evaluation: Section" (highlighted with a red box and a red arrow pointing to it). Below this title, there is a "Personal Code" field (a yellow input box). Underneath it is a note: "Uppercase letters only. Provide the last 3 digits of your personal zip code; last 4 digits of your phone number; 2 digit birth year; first 3 letters of preferred name. Ex. 734036172BR". Below the note is a question: "1. What do you consider yourself to be?" with a yellow dropdown menu. Below the question is a text box labeled "Other (please specify)" containing the text "Not Applicable".

The current screen location is bolded—the name of the screen in which data are being entered will always appear in the menu bar highlighted on the left side of the screen. For this example, **Post Event** is bolded.

The SPARS screens match the TTA Tools—SPARS screens match the sections and the fields on the Best Practices tools. For this example, the section being entered is **Post-Event Evaluation: Section 1**.

Controls—there are many different types of fields or controls on each data entry screen.

- *Textbox*—textboxes are designed to allow you to enter data and participant comments manually.
- *Dropdown box*—a dropdown box is used where only one entry may be selected from a list of values.
- *Mover box*—a mover box is used where more than one entry may be selected from a list of values. Selections are made from one box and moved to another box by using arrows. Items may also be deselected.

Required data entry fields are highlighted—fields highlighted in yellow are required. The system will not allow you to proceed to the next screen until all required fields are entered.

Missing data—SPARS allows the missing response option to be entered for any question that was not answered by the participant. Every question in the TTA Tools can therefore be answered in the data entry system even if an answer is left blank by the participant. **A missing response option is not available for questions answered directly by grantee staff (i.e., questions in the Event Description screen or the post-event Personal Code assigned to participants).**

Command buttons—command buttons are in the upper right portion of the screens. The following buttons are available:

- *Next*—select to move to the next data entry screen.
- *Previous*—select to move to the previous data entry screen.
- *Finish*—saves the record and brings you back to the Event Information screen; only applicable in the Summary screen at the end of your data entry.
- *Print*—prints the current page.
- *Cancel*—cancels your entry when creating a new record; cancels changes made since the last save. You will receive the following prompt: “Are you sure you want to cancel?”

Error messages: required fields left blank—the system will not allow you to move to the next screen until information is entered in required fields; if a required field is left blank, an error message appears in red at the top of the screen.

Error messages: inconsistent data—if inconsistent data are entered, an error message appears in red at the top of the screen.

Both types of error messages are shown in the examples below.

TTA Event

Print | Cancel **Next**

▼ Data Entry

Summary

▼ TTA

Post Event

▶ Reports

Data Download

• 'Person ID' is a required field.

Post-Event Evaluation: Section 1

Personal Code

Uppercase letters only. Provide the last 3 digits of your personal zip code; last 4 digits of your phone number; 2 digit birth year; first 3 letters of preferred name. Ex. 734036172BRI

1. What do you consider yourself to be?

Other (please specify)

2. Are you Hispanic, Latino/a, or Spanish origin?

TTA Event

Print | Cancel **Next**

▼ Data Entry

Summary

▼ TTA

Post Event

▶ Reports

Data Download

• Please enter a valid Personal code.

Post-Event Evaluation: Section 1

Personal Code

Uppercase letters only. Provide the last 3 digits of your personal zip code; last 4 digits of your phone number; 2 digit birth year; first 3 letters of preferred name. Ex. 734036172BRI

1. What do you consider yourself to be?

Other (please specify)

2. Are you Hispanic, Latino/a, or Spanish origin?

Summary—SPARS displays a summary review sheet once all data are entered for a client. You can make changes to the online TTA Tools by clicking the **Previous** button at the top of the screen. Once changes are made, it is important to select the **Finish** button to save the record.

The Summary page can be printed if you wish to retain a secure paper record.

Summary

▼ TTA

Post Event

► Reports

Data Download

TTA Post Event Summary

Post-Event Evaluation: Section 1

Personal Code

Uppercase letters only. Provide the last 3 digits of your personal zip code; last 4 digits of your phone number; 2 digit birth year; first 3 letters of preferred name. Ex. 734036172BRI

1. What do you consider yourself to be?

Other (please specify)

2. Are you Hispanic, Latino/a, or Spanish origin?

Select all that apply Ethnic group(s) selected

What ethnic group do you consider yourself?

Central American
Cuban
Dominican
Mexican
Puerto Rican
South American

Ethnic group(s) selected

Other (please specify)

SPARS will automatically log out a user after 20 minutes of inactivity. When entering data, it is important that you complete and save the record, or the data will be lost when SPARS times out. SPARS will not save partial records.

Step 7: Download Data (Optional)



To download data for a grant, select **Data Download** from the left menu bar, below Data Entry. You are not required to download data; this feature is available as an option should you wish to do your own data analysis.

Project directors, alternate project directors, and grantee staff can download data. Your access to data through the data download function on SPARS is related to your role. CSAT staff cannot download data.

A codebook for the TTA Tools is available in the Resource Library via the SPARS website. The codebook can be used to understand the variable names and coding of downloaded data.

If you have more than one grant, select the grant for which you want to download data. To select a grant, either type the grant number in the Grant # field or select the button next to GFA Search and then select the GFA(s) from the GFA box. Click on “>” to place the selected GFA(s) in the Selected GFAs box. Click Find in the top right corner. The grants you have access to will appear in the table at the bottom of the page.

Grant Selection

 Print  Find

Data Entry

▶ Reports

Data Download

Grant Selection

Grant Number Search

Grant #

GFA Search

GFA (Select 1) Selected GFAs

Addiction Peer Recovery Center of Excellence

Centers of Excellence for Behavioral Health Disparities

Comprehensive Addiction and Recovery Act: Building C

Expansion of Practitioner Education

Family Support Technical Assistance Center

>

<

Technology Transfer Centers

Grantee Name

City State

[Continue to Download](#)


	GFA	Grantee	Grant No	City	State

Select the grant for which you want to download data, and then click the **Continue to Download** hyperlink.

Once you select a grant and **Continue to Download**, the system will display the download criteria screen. On this screen, you can choose to download data for a specific data collection point, event type, Federal Fiscal Year (FFY), Federal Fiscal Quarter (FFQ), and Month. You also have the option to download the data in either Excel or HTML format. The criteria you can select are the following:

- **Select a Data Collection Point**—There are six available data collection points: event description, post-event, follow-up, Best Practices event description, Best Practices post-event, or Best Practices follow-up. The first three data collection points include the data collected from the old Best Practices tools used prior to September 30, 2019.
- **Select an Event Type**—There are three event types: Technical Assistance (TA), Meeting, or Training.
- **FFY**—This selection produces data for a particular FFY or for all the years available.
- **FFQ**—This selection produces data for a particular FFQ or for all the quarters available.
- **Month**—This selection produces data for a particular month or for all the months available.
- **Select Download Format**—This selection produces the data download in either Excel or HTML format.

Select the criteria you want, and then click the **Download** button.

 Print
 [Download](#)
[Previous](#)

Data Entry

▶ Reports

Data Download

Select a Data Collection Point: TTA Event Description ▼

Select an Event Type: TTA ▼

FFY: All Years ▼ FFQ: All ▼ Month: All Months ▼

Select Download Format: Excel ▼

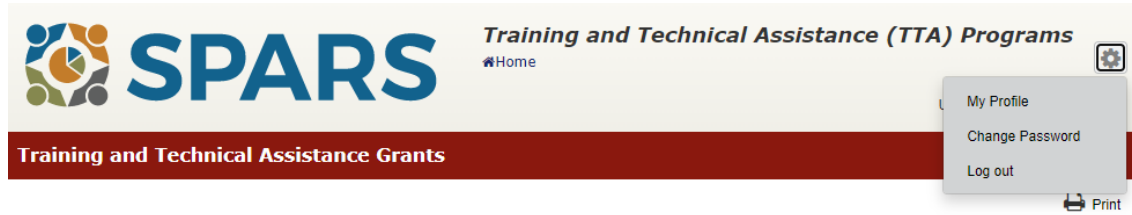
GFA	Grantee	Grant No	City	State	Status
Rural Opioids Technical Assistance Grants	Utah State University	TI081890		UT	Active

The system will display the number of records to be downloaded and require you to respond “**Yes**” or “**No**” before proceeding to the data download.

You may Print or Save the data output as desired.

Step 8: Log Out

To exit SPARS, click on the gear icon in the top right of the screen, and select **Log out**.



For security reasons, it is important to log out of SPARS while away from your desk. Logging out of SPARS will block unauthorized users from viewing or modifying data.

ACCESSING HELP

For technical support or questions about SPARS, please contact the SPARS Help Desk.

Telephone: 800-685-7623

Email: SPARSHelpDesk@mathematica-mpr.com

Hours: Monday to Friday, 9:00 AM–8:00 PM (EST)