

Welcome to SPARS

CMHS GPO Checklist for Orienting New Grantees to SPARS



New to SPARS

REVIEW THE SECTIONS:

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WHAT IS SPARS?

SPARS is SAMHSA's Performance Accountability and Reporting System. It supports grantees in reporting timely and accurate data to SAMHSA.

CMHS Government Project Officers (GPOs) can use this handout and its checklist items to assess and track the progress new grantees are making in getting started with using SPARS.

[Watch a video introducing the SPARS website](#) 

 This icon indicates resources or tasks that require the user to be logged into SPARS.

Note: Resource lists and their online locations are subject to change. This document will be updated periodically.

NEW to SPARS

Getting Started and Entering Data



GETTING STARTED

Grant Project Director (PD)/Alternate Project Director (APD)

- Identified who will submit client-level services data to SPARS.
 - Requested a new SPARS account and/or added applicable staff to the grant by sending a completed [Add or Remove Users Form](#) to the SPARS Help Desk at SPARSHelpDesk@mathematica-mpr.com.

All grantee staff who will be accessing and entering grantee data in SPARS

- Opened new SPARS user account or logged in to existing account and confirmed expected access for grant role.
- [Watched a video introduction for CMHS grantees](#) and [Five Tips for Managing Your SPARS Account](#).
- Caught up on the latest webinars from September 2022 – [IPP Indicators Training](#) and [NOMs Client-Level Measures Tool Training](#) (if applicable).
- Reviewed the latest document resources including the [Quick Reference Guide](#); [FAQ on Transition to New NOMs Tool & IPP Indicators](#); [IPP Indicators](#) and their [Codebook](#); [IPP Overview Guide](#); [IPP Indicator requirements by Program and Cohort](#); [CMHS NOMs Client-Level Services Tool \(new as of 12/10/22\)](#) and its [Codebook](#), [Question by Question Guide](#), [Crosswalk of Expiring Tool to New Tool](#); and [Section G Information Sheet](#).
- Read SPARS emails and checked the website's home page announcements for more resources coming soon!

ENTERING DATA

CMHS data includes: 1) Annual Goals, 2) Infrastructure Development, Prevention, and Mental Health Promotion (IPP) indicators, and 3) NOMs Client-level Measures (Services).

Annual Goals

- [Watched an instructional video on CMHS Annual Goals Data Entry](#)
- Entered Annual Goals into SPARS within 90 days of the grant's start date (listed in the Notice of Award) for GPO review and approval.

Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

- [Watched an instructional video on CMHS IPP Data Entry](#)
- Begun entering IPP Indicator results and viewed and/or edited existing results.
- Reviewed the new CMHS Annual Goals and IPP Request Form [Coming Soon!] to be aware of its uses for requesting the deletion of IPP Results and unlocking Annual Goals.

Data Entry, Reports, and Additional Resources



ENTERING DATA (continued)

NOMs Client-level Measures (Services) (if applicable)

- [Watched a walkthrough of the CMHS NOMs Client-Level Services Tool](#)
- Watched an introductory video on CMHS NOMs Data Entry [Coming Soon!]
- Grantee staff of programs providing direct services have prepared to collect and submit client-level data to SPARS in accordance with grant guidelines. This includes interview and administrative data (Baseline, Reassessment, and Clinical Discharge).



The new [Batch Upload](#) feature launches January 19, 2023!



An instructional video, written guide, data upload template, and other materials are coming soon.

ACCESSING AND USING REPORTS


The grantee has checked out the [CMHS data visualization](#) homepage where they can select from a range of reports and filters to generate charts and information based on their data. Reports reflect new data within 24-48 hours after data entry. For additional guidance about reports, grantees will find report guides in the [SPARS Resource Library](#). For example, grantees may find the [Overview of CMHS Reports](#) to be a helpful resource.

- Watch an introductory video on Accessing and Using Reports for CMHS Grantees [Coming Soon!]

FINDING ADDITIONAL RESOURCES

The grantee has checked out the range of resources available on SPARS by visiting the [Training](#)  tab! Grantees can learn about navigating SPARS, conducting client-level interviews, collecting program-level information, entering data, and accessing and using reports. Short instructional videos, recorded webinars, training slides with speaker's notes, and other types of materials are available. The [SPARS Resource Library](#)  and [Data Collection Tool Resources](#) areas of SPARS offer a range of helpful materials including Tools, Codebooks, Question-by-Question Guides, FAQs, Newsletters, and more!

GETTING HELP

- The grantee is aware the SPARS Help Desk (SPARSHelpDesk@mathematica-mpr.com or 1-800-685-7623) can help with account issues, information on how to use data entry and reporting features in SPARS, problems with the website, and locating resources.
- The grantee is aware TSRS requests can be submitted for improving enrollment and follow-up rates, using data in reports, or creating graphics to promote grant programs. Learn more about TSRS requests in the [Grantee User Guide](#) .
- The grantee is aware they can reach out to their Government Project Officers (GPO) for other questions.