

Welcome to SPARS

CMHS Grantee Checklist



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 grantees can use this handout and its checklist items to learn about and track their progress in getting started with using SPARS.

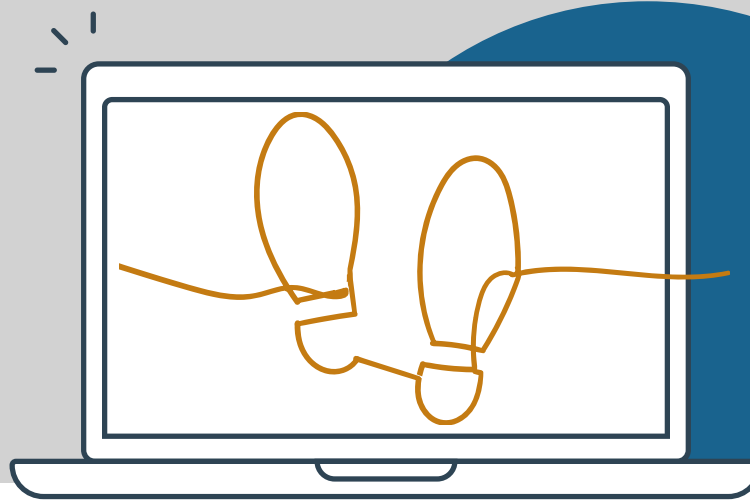
[Watch a video introducing the SPARS website](#) 

 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)

- Identify who will submit client-level services data to SPARS.
 - Request a new SPARS account and/or add 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

- Open new SPARS user account or login to existing account and confirm expected access for grant role.
- [Watch a video introduction for CMHS grantees](#) and [Five Tips for Managing Your SPARS Account](#).
- Catch up on the latest webinars from September 2022 – [IPP Indicators Training](#) and [NOMs Client-Level Measures Tool Training](#) (if applicable).
- Review the latest document resources including a [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 your SPARS emails and check 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

- [Watch an instructional video on CMHS Annual Goals Data Entry](#)
- Enter Annual Goals into SPARS within 90 days of the grant's start date (listed in the Notice of Award). Once submitted, the assigned Government Project Officer (GPO) will review the goals and either approve them or request that the grantee revise and resubmit for approval.

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

- [Watch an instructional video on CMHS IPP Data Entry](#)
- Enter IPP Indicator results and view and/or edit existing results.
- Review 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)

- [Watch a walkthrough of the CMHS NOMs Client-Level Services Tool](#)
- Watch an introductory video on CMHS NOMs Data Entry [Coming Soon!]
- Grantee staff of programs providing direct services are 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 [CMHS data visualization](#) homepage is where grantees 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

Check 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 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.
- 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](#). 
- Grantees can reach out to their Government Project Officers (GPO) for other questions.