

Welcome to SPARS

Center for Substance Abuse Prevention (CSAP) Grantee Checklist



New to SPARS

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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.

CSAP 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)

- Identify who will submit client-level service 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 log in to existing account and confirm expected access for grant role.
- [Watch a video introduction for CSAP grantees](#) and [Five Tips for Managing Your SPARS Account](#).
- Review document resources including [CSAP Frequently Asked Questions](#), [CSAP Resource Guide](#), and [SPARS CSAP Summary Reports User Guide](#).
- Read your SPARS emails and check the website's [homepage announcements](#) for more resources coming soon!

ENTERING DATA for DSP-MRT GRANTS

The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) Division of State Programs (DSP) requires grantees to complete work plans, progress reports, and annual outcomes throughout the life of their grant. The DSP-MRT captures information about grantees' project planning and progress in implementing their projects. Work plans include Disparity Impact Statement (DIS), Strategic Plan, and Evaluation Plan. If you are unsure of what work plans are required for your grant, consult with your GPO or NOA.

DSP-MRT Training and Tools

- [DSP-MRT Reporting Tool Training](#)
- [DSP-MRT Reporting Tool](#)
- [DSP-MRT Supplement \(OD Tx and Related Grants\)](#)
- [DSP-MRT Supplement \(STOP Act\)](#)
- [DSP-MRT Supplement \(SPF Rx\)](#)
- [DSP-MRT Supplement \(PFS\)](#)
- [DSP-MRT Supplement \(PDO, FR-CARA\)](#)

DSP-MRT Reporting Requirements (most recent grant year listed – refer to the Resources section of SPARS for additional grant years)

- [FR-CARA](#)
- [OD Treatment Access](#)
- [PDO and Cross-Site Evaluation](#)
- [PFS 2020](#)
- [SPF-Rx and Cross-Site](#)
- [STOP Act](#)

Data Entry, Reports, and Additional Resources



CSAP DSP-MRT (cont.)

- View [slides](#) and watch an instructional video on CSAP DSP-MRT Opioid-Related grants (PDO,FR-CAR, and OD Tx) [Coming Soon!]

ENTERING DATA for MINORITY AIDS INITIATIVE and PREVENTION NAVIGATOR GRANTS

SAMHSA CSAP Minority AIDS Initiative (MAI) and Prevention Navigator grantees are required to complete progress reports throughout the life of their grant. Grantees use SAMHSA's Performance Accountability and Reporting System (SPARS) to complete progress reports that follow the steps of SAMHSA's Strategic Prevention Framework (SPF).

- Watch [CSAP Minority AIDS Initiative \(MAI\) Tool Training](#)
- [MAI Quarterly Progress Report](#)
- [CSAP MAI Quarterly Progress Report Question-by-Question \(QxQ\) Guide](#)
- [Youth Questionnaire](#) and [Adult Questionnaire](#)
- [HIV Youth Questionnaire Codebook](#), [HIV Adult Questionnaire Codebook](#)
- [HIV CBI SPARS Reporting Requirements](#)
- [Prevention Navigator 2021 SPARS Reporting Requirements](#)

ENTERING DATA for HARM REDUCTION GRANTS

- Watch CSAP's Harm Reduction Annual Targets Data Collection Training [Coming Soon!]
- [Harm Reduction Annual Targets and Quarterly Progress Reporting Tool](#)
- [Harm Reduction Grant Reporting Tool Question by Question Guide](#)
- Refer to [CSAP's Frequently Asked Questions](#) Document
- Reviewed [CSAP Harm Reduction Reporting Requirements](#)

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 [Resources](#) section of SPARS offers 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.