Welcome to SPARS

Center for Substance Abuse Treatment (CSAT)
GPO Checklist for Orienting New Grantees to SPARS

New to SPARS

REVIEW THE SECTIONS:

Getting Started

Entering Data

Accessing and Using Reports

Finding Additional Resources

Getting Help

WHAT IS SPARS?

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

CSAT Government Project Officers (GPOs) can use this checklist to assess and track the progress new grantees are making in getting started with using SPARS.
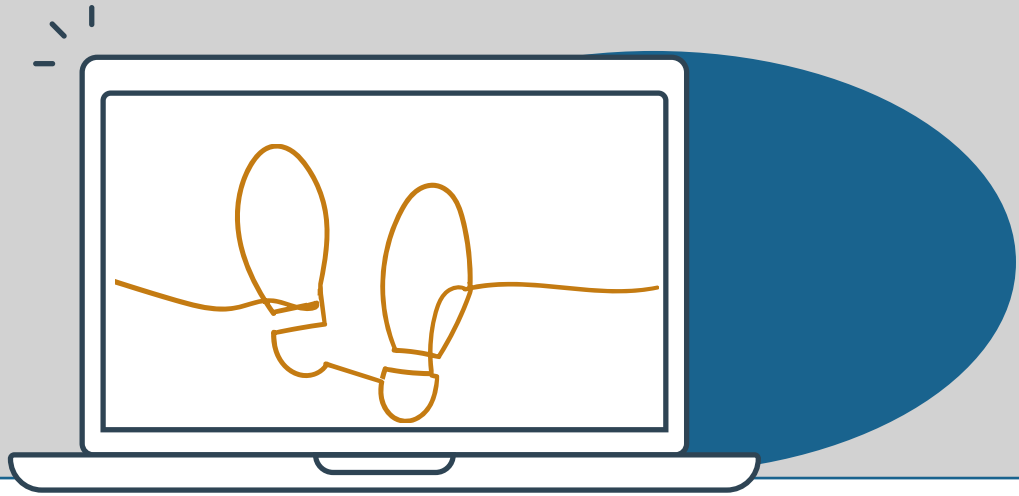
Watch a video introducing the SPARS website 🔒

🔒 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)/Authorized CSAT Representative

- ☐ Identify staff that will submit data into 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. Ongoing grantees should also use this form to request or update staff changes.

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

- ☐ Log into SPARS user account and confirm expected access for grant role.
- ☐ Watch a video introduction for CSAT grantees 🔒 and Five Tips for Managing Your SPARS Account. 🔒
- ☐ Read their SPARS emails and check the website's homepage announcements for updates!

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ENTERING DATA

Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs Tool (GPRA Tool) *(if applicable)*

CSAT client-level data includes the Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs Tool (GPRA Tool) for data collection. CSAT GPRA Tool interviews must be conducted with clients at intake/baseline, discharge, and 6-month follow-up. Some CSAT-designated programs are also required to conduct a 3-month follow-up interview.

- ☐ Watch an introductory video on CSAT Services GPRA Tool Data Entry.
- ☐ Review the latest resources including the CSAT GPRA Client-Level Services Tool and its Codebook, CSAT Quick Reference Guide, Question-by-Question Guide, Crosswalk of Expiring Tool to New Tool, Section H Information Sheet, GPRA Client-Level Measures Tool Training, 🔒 and Section H Training Video. 🔒
- ☐ Use the CSV batch upload method to enter multiple GPRA records into SPARS at once. An instructional video, and training slides are available for grantees. Review the CSAT GPRA CSV Upload Template.

ENTERING DATA (continued)

State Opioid Response/Tribal Opioid Response (SOR/TOR) Program Instrument *(if applicable)*

Some CSAT grantees are also required to collect program-level data. State Opioid Response (SOR) and Tribal Opioid Response (TOR) grantees collect services and program-level data which is reported on a quarterly basis. The Notice of Award (NOA) and the grant's GPO will outline these requirements (if applicable.

- ☐ Watch the CSAT SOR/TOR Program Instrument Training 🔒 for a walkthrough of the Program Instrument and its requirements.
- ☐ Review the SOR/TOR Program Instrument SPARS Data Entry Training 🔒 to learn where to submit program data.

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ACCESSING AND USING REPORTS

The grantee has reviewed the CSAT 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 Resources area.

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FINDING ADDITIONAL RESOURCES

GPOs should encourage grantees to utilize 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 area of SPARS offers a range of helpful materials including Tools, Codebooks, Question-by-Question Guides, FAQs, Newsletters, and more!

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GETTING HELP

- GPOs should ensure grantees are aware the SPARS Help Desk (SPARSHelpDesk@mathematica-mpr.com or 1-800-685-7623) can help with fixing account issues, finding information on how to use data entry and reporting features in SPARS, solving problems with the website, and locating resources.
- GPOs should ensure grantees are aware that they can submit Technical Support Request System (TSRS) requests using the Technical Support tab on the homepage. Examples of technical support include requests for improving follow-up rates, using data in reports, or creating graphics to promote grant programs. Learn more about TSRS requests in the GPO 🔒 and Grantee User Guide. 🔒
- The grantee is aware they can reach out to their GPO for other questions.