

# Welcome to SPARS

## Center for Substance Abuse Treatment (CSAT) Grantee Checklist



## New to SPARS?

### REVIEW THESE SECTIONS:

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### WHAT IS SPARS?

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

Grantees can use this checklist to learn about and track their progress with important setup and onboarding steps that help with getting started in 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](mailto: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 the SPARS emails and check the website's [homepage](#) announcements for resource updates!
- .....

### 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](#).
- This new CSV method offers a simpler way for grantees to upload multiple GPRA records at once into SPARS. [An instructional video](#), and [training slides](#) are provided for grantees. [Review the CSV \(comma separated values\) Template](#)



## Data Entry, Reports, and Additional Resources

### 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.

### ACCESSING AND USING REPORTS

The [CSAT data visualization](#) homepage is where grantees can select the type of report and filters to generate reports. When data is entered into SPARS it will be reflected in reports 24-48 hours after data entry. For additional guidance about reports, grantees will find report guides in the [SPARS Resources](#) area.

### FINDING ADDITIONAL RESOURCES

Review 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 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](mailto: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.
- Technical Support Request System (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 GPO for other questions.