SAMHSA'S PERFORMANCE ACCOUNTABILITY AND REPORTING SYSTEM (SPARS)

Training and Technical Assistance (TTA)

DATA ENTRY GUIDE

February 2024

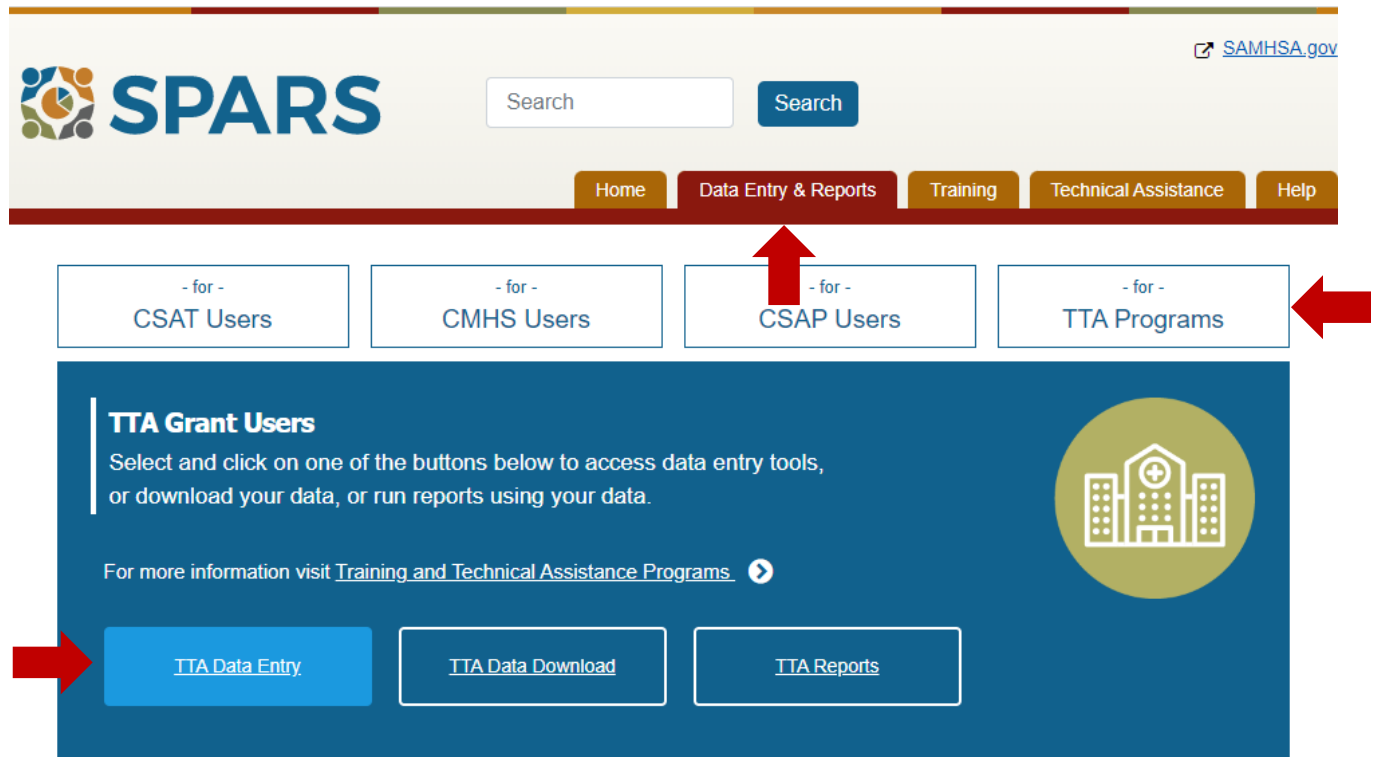# Table of Contents

GENERAL OVERVIEW

This Data Entry Guide provides an overview of the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Performance Accountability and Reporting System (SPARS) online data entry and reporting website for Training and Technical Assistance (TTA) programs. Topics include:

- Logging into SPARS
- Adding, viewing, deleting, and editing data
- Downloading data and,
- Contacting the SPARS Help Desk

Section A: TTA DATA ENTRY

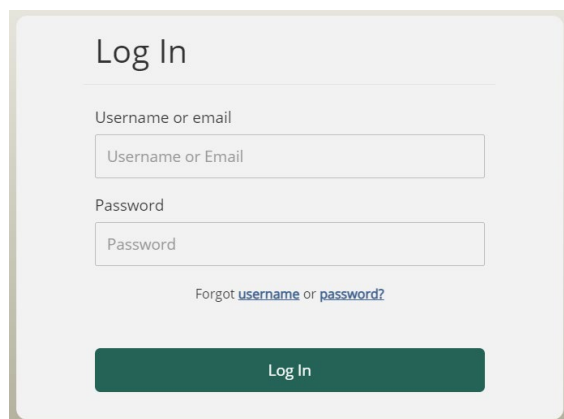**Step 1: Log In to Access the TTA Grants Data Portal**

From the SPARS homepage, select the **Data Entry & Reports** tab. Hover over the - **for - TTA Programs** option, and click **TTA Data Entry.**

Alternatively, select **TTA Programs** under the Quick Links section on the SPARS homepage.

Enter an active SPARS username and password in the Log In prompt shown to proceed.

TTA Programs: Data Entry Guide

TTA grantees arrive at the **TTA Grants data portal** following log-in. To enter TTA data, select **Data Entry** from the menu on the left side of the page.

Step 2: Find a Grant

The **Grant Selection** page allows TTA grantees to select the specific grant associated to their TTA data.

To select a grant from a list of grants available to the TTA grantee, click the blue **Find** button at the top of the page.

Alternatively, TTA grantees can enter search criteria in the **Grant Selection** fields to filter the display of available grants.

TTA grantees can search for their grant by Guidance for Application, or **GFA**. Select the relevant name from the list in the **GFA** box on the left, and then click on the **">"** button to move the desired program to the **Selected GFAs** box on the right. If the incorrect program was moved, click the **"<"** button to return it to the GFA box on the left.

TTA grantees can also search for a grant by **Grant #, Grantee Name, City,** or **State**; enter this information in the corresponding box(es).

Once satisfied with the selection(s), click the blue **Find** button at the top of the page; SPARS lists all available grants that match the entered criteria in the table below.

Locate the row in the table below the Grant Selection panel devoted to the relevant grant and click **Select** under the **Actions** column to advance to that grant's Data Entry Summary page.

Actions	GFA	Grantee	Grant No	City	State
Select	Technology Transfer Centers				
Select	Technology Transfer Centers				

Step 3: Enter an Event Description Form

On the Data Entry Summary page, select the **TTA Event** hyperlink in the **Select an Event Form Type** section.

Click **Add New Event** to log a new event in the table below using Event Description Form data.

TTA grantees can enter Event Description Form data on this screen. The Event Description Form data is required and must be submitted in SPARS prior to entering and submitting corresponding Post-Event and Follow-Up Form data for that event.

Required data entry fields are highlighted in yellow. SPARS doesn't allow users to proceed to subsequent data entry sections or submit a record until valid responses are entered in all required fields.

SPARS produces distinct error messages when datais missing or invalid. **Error messages appear in red font at the top of the page and data entry fields with invalid responses are highlighted in red.**

Some data fields feature a **blue information button** next to their field name. TTA grantees can click this button for more information about the respective data field. TTA grantees can also refer to the TTA Question-by-Question Guide or the TTA Tool Data Entry Training for additional detail on entering data for each field.

Once all data is entered into the respective data fields, click **Finish** to submit data and return to the Event Summary Screen. The **Print** button allows for records to be printed. Click **Cancel** to discard all data entry and return to the Event Summary Screen.

Upon clicking **Finish**, TTA grantees return to the Data Entry Summary Screen. TTA grantees can edit TTA Event data derived from the Event Description Form at any time following data entry and submission in SPARS. TTA grantees can edit date by locating the row in the TTA Events table devoted to the relevant event and select **Edit** under the **Actions** column to return to data entry for that Event Description Form.

Note: Neither TTA grantees nor the SPARS Help Desk can edit the **Event Code** or the **Event Date** associated with a TTA Event previously entered in SPARS. To edit this data, contact the SPARS Help Desk and request to remove the TTA Event record previously entered in SPARS so that the Event Description Form for this event can be re-entered with the correct Event Code and/or Event Date and resubmitted in SPARS. Removing a TTA Event record also removes all associated participant Post-Event and Follow-Up Form records.

Step 4: Enter a Post-Event Record

Once a TTA Event record is created in SPARS, TTA grantees can enter and submit participant-level Post-Event Form data for that event in SPARS. Locate the row in the TTA Events table devoted to the relevant event and select **Post Event** to access the Event page and begin entering or modifying a participant record. For more information about the Post-Event Form, review the [TTA Frequently Asked Questions (FAQs)](#) and [TTA Question-by-Question Guide](#) located in the SPARS Resources area.

Scroll down to the bottom of the Event page and select **Add New Post Event Record** to log a new participant in the table below using Post-Event Form data.

TTA grantees can enter Post-Event Form data on this page.

The header summarizes important information about the associated TTA Event, including the **Grant #**, **Event Date**, **Event Code**, and **Description**.

Required data entry fields are highlighted in yellow. SPARS allows a "MISSING DATA" response for any prompt left unanswered by the participant. Therefore, TTA grantees can enter data for every question even when a participant returns the Post-Event Form without responding to one or more prompts.

The Post-Event Evaluation panel is divided into multiple sections in SPARS; click **Next** to advance to the next section.

Continue entering Post-Event Form data for each section; click **Next** to advance to the subsequent section. To revise data entered in the preceding section, click **Previous**. Do not use the web browser's back button to return to the preceding section, as doing so will not save data entered on the current page.

Note: SPARS automatically logs users out after 20 minutes of inactivity. When entering data, it is important to complete and save each record to prevent data loss. SPARS doesn't save partially completed records.

Once all data is entered into the respective data fields, TTA grantees arrive at the TTA Post Event Summary page. TTA grantees can review the data entered for any errors prior to submission and click **Previous** to make any edits. TTA grantees must return to the TTA Post Event Summary page and select the **Finish** button to submit the data entered and save the record.

The **Print** button allows TTA grantees to print records. Click **Cancel** to discard all data entry and return to the Event page.

Upon clicking **Finish**, TTA grantees return to the Event page. The participant's Post-Event record is saved and now appears in the table at the bottom of the screen. SPARS has automatically generated a Post-Event Record ID in the respective column.

Note: SPARS generates a Post-Event Participant ID automatically for each Post-Event Form record upon submission. Post-Event and Follow-Up Form records for a single participant each have distinct Participant IDs in SPARS and are not linked.

Step 5. Enter a Follow-Up Record

Similar to Post-Event Form data, TTA grantees can enter and submit participant-level Follow-Up Form data **for TTA Events lasting over three hours** once that event is added in SPARS. Locate the row in the TTA Events table devoted to the relevant event and select **Follow-up Event** to access the Event page and begin entering or modifying a participant record. For more information about the Follow-Up Form, review the TTA Frequently Asked Questions (FAQs) and TTA Question-by-Question Guide located in the SPARS Resources area.

Scroll down to the bottom of the Event page and select **Add New Follow-Up Record** to log a new participant in the table below using Follow-Up Form data.

Note: Follow-Up records are only required for TTA Events lasting three or more hours. TTA grantees that click **Follow-up** on TTA Events that were under three hours are notified by SPARS on the corresponding Event page that these records are not necessary and cannot be entered in SPARS.

Follow-up forms are not completed for events less than three hours.

TTA grantees can enter Follow-Up Form data on this page.

The header summarizes important information about the associated TTA Event, including the **Grant #**, **Event Date**, **Event Code**, and **Description**.

Required data entry fields are highlighted in yellow. SPARS allows a "MISSING DATA" response for any prompt left unanswered by the participant. Therefore, TTA grantees can enter data for every question even when a participant returns the Follow-Up Form without responding to one or more prompts.

The Follow-Up Evaluation panel is divided into multiple sections in SPARS; click **Next** to advance to the next section.

Once all data are entered in respective data fields, TTA grantees arrive at the TTA Follow-Up Summary page. TTA grantees can review the data entered for any errors prior to submission and click **Previous** to make any edits. TTA grantees must return to the TTA Follow-Up Summary page and select the **Finish** button to submit the data entered and save the record.

The **Print** button allows TTA grantees to print records. Click **Cancel** to discard all data entry and return to the Event page.

Section B: TTA DATA EDITS

The TTA Events table appears on the Data Entry Summary page after clicking **TTA Event**. Here, TTA grantees can add or edit a TTA Event record, and add, edit, or view Post-Event and Follow-Up records associated with each TTA Event.

All TTA data entered in SPARS can be modified before and after a record is submitted. To modify a TTA Event record, click the **Edit** button under **Actions** to return to data entry for the Event Description Form for the respective TTA Event.

To modify a participant-level record, click the **Post Event** or **Follow-up Event** button under **Actions** to advance to the Event page.

Scroll down to the bottom of the Event page to view saved participant-level records for the respective TTA Event. Select **Edit** in the right column of the respective participant-level record to return to data entry for the Post-Event or Follow-Up Form for that participant.

If a record was mistakenly entered under the wrong event, contact the SPARS Help Desk to request the record be removed. TTA grantees must then reenter the record under the correct event.

Section C: TTA DATA DOWNLOAD

In addition to entering new TTA data and editing submitted data, TTA grantees with SPARS access can download previously entered SPARS data associated with one or more available grants. TTA grantees are not required to download data; this feature is available to grantees that may wish to conduct their own data analysis.

To download TTA data, select **Data Download** from the menu on the left side of any page within the TTA Grants data portal.

As with **Data Entry**, TTA grantees navigate to the Grant Selection panel to select the appropriate grant for data download.

Click the blue **Find** button at the top of the page to display a list of all available grants for TTA data download. Alternatively, search by Grant Number or GFA using the corresponding data fields; click **Find** to show only the grant(s) that fit these criteria in the grant list below.

Locate the row in the table below the Grant Selection panel devoted to the relevant grant and select the checkbox associated with the appropriate grant. Then click **Continue to Download** to advance to that grant's **Data Download: Discretionary Services** page.

Grant Selection

🖨 Print   [Find]

▸ **Data Entry**

▸ **Reports**

Data Download

Grant Selection

○ **Grant Number Search**

Grant # [   ]

◉ **GFA Search**

GFA (Select 1)

Selected GFAs

Addiction Peer Recovery Center of Excellence
Centers of Excellence for Behavioral Health Disparities
Expansion of Practitioner Education
Family Support Technical Assistance Center
Historically Black Colleges and Universities Center for Ex

Technology Transfer Centers

[>]

[<]

Grantee Name [   ]

City [   ] State [▾]

Continue to Download

☐	GFA	Grantee	Grant No	City	State
☑	Technology Transfer Centers	University of Nevada Reno	TI024229	Reno	NV

25

TTA grantees select data download criteria here. These criteria determine the specific data to include in the download file.

TTA grantees can utilize the provided drop-down menus to configure these settings, allowing for a customized and targeted data file.

The following data download criteria are available:

- **Select a Data Collection Point** and **Select an Event Type** — These selections download data associated with a specific data collection point and event type. Only one data collection point (and event type) at a time can be selected for download. "TTA Event Description" is selected by default.

Data Collection Point	Available "Event Types" Criteria	Time Period Used
TTA Event Description	TTA	07/01/2022 - present
TTA Post-Event		
TTA Follow-Up		
Event Description	TA	2019 and older
	Meeting	
	Training	
Post-Event	TA	
	Meeting	
	Training	
Follow-Up	TA	
	Meeting	
	Training	
TTC Event Description	TTC	2019 - 06/30/2022
TTC Post-Event		
TTC Follow-Up		

- **FFY** — This selection downloads data associated with any specific Federal Fiscal Years (FFYs) dating back to 1999 or all available FFYs.

- **FFQ** — This selection downloads data associated with a specific Federal Fiscal Quarter (FFQ) or all available FFQs.

- **Month** — This selection downloads data associated with a specific month or all available months.

- **Select Download Format** — This selection downloads data to either an Excel or HTML formatted file.

Select the desired criteria and then click the **Download** button.

SPARS displays the number of records included in the data download based on the selected criteria. Click **Yes** to proceed with data download. Click **No** to return to the previous page and modify the criteria selections.

The **Print** button allows TTA grantees to print the data download.

Note: The TTA Codebook is available via the SPARS Resources area. The codebook has information about how SPARS codes data and associated variable names.

ACCESSING HELP

For technical support or questions about SPARS, contact the SPARS Help Desk.

Telephone: 800-685-7623

Email: SPARSHelpDesk@mathematica-mpr.com

Hours: Monday to Friday, 9:00 AM–8:00 PM (EST)