

SAMHSA'S PERFORMANCE ACCOUNTABILITY AND REPORTING SYSTEM (SPARS)

Training and Technical Assistance (TTA)

DATA ENTRY GUIDE

February 2024

Table of Contents

GENERAL OVERVIEW.....	3
Section A: TTA DATA ENTRY	3
Step 1: Log In to Access the TTA Grants Data Portal.....	3
Step 2: Find a Grant	5
Step 3: Enter an Event Description Form	8
Step 4: Enter a Post-Event Record.....	12
Step 5. Enter a Follow-Up Record	17
Section B: TTA DATA EDITS.....	21
Section C: TTA DATA DOWNLOAD	23
ACCESSING HELP.....	29

GENERAL OVERVIEW

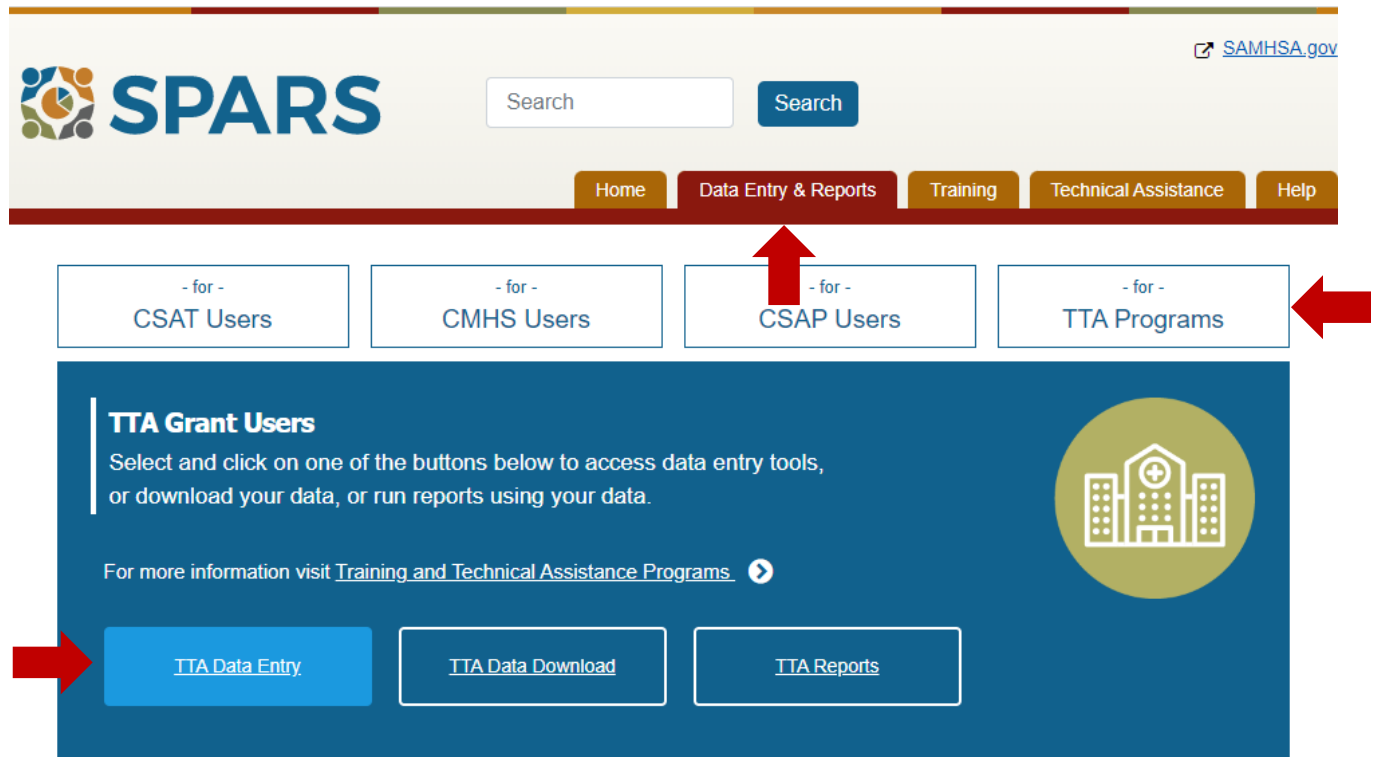
This Data Entry Guide provides an overview of the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Performance Accountability and Reporting System (SPARS) online data entry and reporting website for Training and Technical Assistance (TTA) programs. Topics include:

- 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

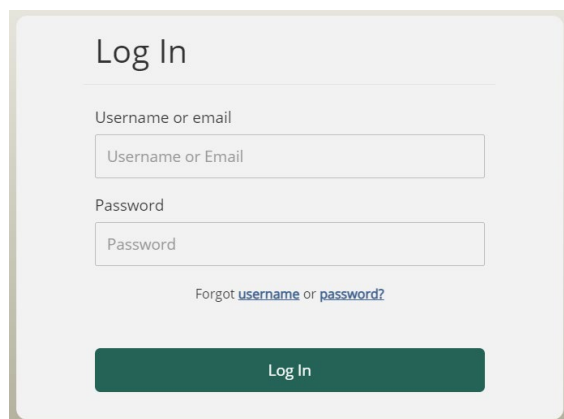
From the [SPARS homepage](#), select the **Data Entry & Reports** tab. Hover over the **- for - TTA Programs** option, and click **TTA Data Entry**.



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

The screenshot shows the SPARS homepage. At the top left is the SPARS logo. To its right is a search bar with a 'Search' button. Further right is a link to 'SAMHSA.gov'. Below the logo and search bar is a navigation menu with buttons for 'Home', 'Data Entry & Reports', 'Resources', 'Training', 'Technical Support', and 'Help'. The main content area features a 'Welcome to SPARS' section with a sub-header 'SAMHSA's Performance Accountability and Reporting System' and a paragraph of introductory text. Below this are two columns: 'Announcements' and 'Quick Links'. The 'Quick Links' column contains five items: 'SPARS-CSAT', 'SPARS-CMHS', 'SPARS-CSAP', 'TTA Programs', and 'TTA Programs' (with a 'New!' tag). A red arrow points to the 'TTA Programs' link with the 'New!' tag.

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



Log In

Username or email

Password

[Forgot username or password?](#)

Log In

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.



SPARS Training and Technical Assistance (TTA) Programs

Home

Print

Training and Technical Assistance Grants

▸ **Data Entry**

▸ Reports

Data Download

President Obama signed into law the Government Performance and Results Modernization Act of 2010 on January 4, 2011. The GPRA Modernization Act updated some aspects of the Government Performance and Results Act (GPRA) of 1993, which established strategic planning, performance planning, and performance reporting as ways for federal agencies to communicate progress in achieving their missions.

The mission of the Government Performance and Results Modernization Act of 2010 is to improve the confidence of the American people in the capability of the federal government by holding all federal agencies accountable for achieving program results. As part of this federal mandate, all SAMHSA grantees are required to collect and report performance data using approved measurement tools.

All SAMHSA grantees must comply with the Government Performance Results and Modernization Act of 2010. Tools are available for all Training and Technical Assistance programs to collect GPRA Modernization Act data.

For more information, please [contact the SPARS Help Desk](#).

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.

SPARS Training and Technical Assistance (TTA) Programs

Home

Grant Selection

Print Find

Grant Selection

GFA

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

Selected GFAs

Grant # Grantee Name

City State

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.

SPARS Training and Technical Assistance (TTA) Programs

Home

Grant Selection

Print Find

▼ Data Entry

Batch Upload

▸ Reports

Data Download

Grant Selection

GFA

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

Grant # Grantee Name

City State

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.

SPARS Training and Technical Assistance (TTA) Programs

Home

Print

▼ Data Entry

Summary

Batch Upload

▸ Reports

Data Download

Grant Event and Targets Summary

Grant Number: T100008

Program Event Target: Participant Target:

Annual Event Targets: Annual Participant Targets:

Event Target-to-Date: 0 Participant Target-to-Date: 0

Select an Event Form Type

Current (as of 7/1/2022) TTA Event

Previous (prior to 7/1/2022) TTC Event

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

TTA Events

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Add New Event

Actions	Event Code	Event Title	Event Dates
---------	------------	-------------	-------------

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.

The screenshot shows the 'Data Entry' section of the SPARS interface. On the left is a navigation menu with 'Data Entry', 'Batch Upload', 'Reports', and 'Data Download'. The main content area is titled 'Event Information' and contains the following fields: 'Grant Number' (SM081709), 'Event Code' (highlighted in yellow), 'Date of Event' (highlighted in yellow), 'Event Title' (highlighted in yellow), 'Event Format' (Virtual), and 'Other (please specify)'. A red arrow points to the 'Event Code' field. At the top right, there are links for 'Print', 'Cancel', and 'Finish'. The header shows 'Grant #: SM081709', 'Event Date:', 'Event/ATTC Code: /', and 'Desc:'.

SPARS produces distinct error messages when data is 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.**

The screenshot shows the same 'Data Entry' section as above, but with error messages. A large red arrow points to a red box at the top containing the following error messages: 'Event Code No.' is a required field., 'Date' is a required field., 'Event Title' is a required field., 'Total # of Participants' is a required field., and 'Contact Hours' is a required field. The 'Event Code' field is now highlighted in red, and a red arrow points to it. The 'Date of Event' field is also highlighted in red. The error messages are in red font. The rest of the interface, including the navigation menu and header, remains the same.

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.

Batch Upload

- ▶ Reports
- Data Download**

Event Information

Grant Number: TI00008

Event Code i

Date of Event

Event Title

Event Format

Other (please specify)

Event Type i

Event Primary Audience i

Event primary audience – the primary audience the event was created for. This information is used for the purpose of SAMHSA reporting obligations.

Professionals or organizations – practicing professional and paraprofessional healthcare providers, including substance use and mental health prevention, treatment, recovery, and peer support services, or staff of local, state, tribal, and other healthcare organizations; counselors; social workers; case managers; faith leaders; and criminal justice/law

Selected Audience(s)

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.

Data Entry

- Batch Upload
- ▶ Reports
- Data Download**

Grant #: SM081709

Event Date:

Event/ATTC Code: /

Desc:

Event Information

Grant Number

Event Code i

Date of Event

Event Title

Event Format

Other (please specify)

Print | Cancel | **Finish**

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 data 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.

▼ Data Entry

Summary

Batch Upload

▶ Reports

Data Download

Grant Event and Targets Summary

Grant Number:	T100008	Participant Target:	
Program Event Target:		Annual Event Targets:	
Annual Participant Targets:		Event Target-to-Date:	0
		Participant Target-to-Date:	0

Select an Event Form Type

Current (as of 7/1/2022)	Previous (prior to 7/1/2022)
TTA Event	TTC Event

TTA Events [Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Actions	Event Code	Event Title	Event Date
<div style="display: flex; align-items: center;"> Edit Post Event Follow-up Event </div>	TTATraining	SPARS Training Event	9/1/2023

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.

Select an Event Form Type

Current (as of 7/1/2022)	Previous (prior to 7/1/2022)
TTA Event	TTC Event

TTA Events [Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Actions	Event Code	Event Title	Event Dates
Edit Post Event Follow-up Event	TTATraining	SPARS Training Event2 hours	9/1/2023

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.

Additional Information

BP Code: T100008

Total # of participants ⓘ : Contact Hours:

Total # of participants consenting to follow-up:

Participants [Add New Post Event Record](#)

Post-Event Record ID	Date Created	Post Event

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.

The screenshot displays the 'TTA Event' data entry interface. At the top, a dark red header bar contains the text 'TTA Event'. Below this, a white box displays event details: 'Grant #: TI00008', 'Event Date: 9/1/2023', 'Event/ATTC Code: TTATraining/TI00...', and 'Desc: SPARS Training Event'. To the right of this box are 'Print' and 'Cancel' icons, and a blue 'Next' button with a red arrow pointing to it from the right. On the left, a sidebar contains navigation options: 'Data Entry' (expanded), 'Summary', 'TTA' (expanded), 'Post Event', 'Batch Upload', 'Reports', and 'Data Download'. The main area is titled 'Post-Event Evaluation: Section 1' and contains six questions with corresponding input fields. Questions 1-4 have dropdown menus, and questions 5 and 6 have text input areas. The dropdown menus for questions 1-4 are highlighted in yellow.

Grant #: TI00008
Event Date: 9/1/2023
Event/ATTC Code: TTATraining/TI00...
Desc: SPARS Training Event

Print | Cancel Next

TTA Event

▼ Data Entry

Summary

▼ TTA

Post Event

Batch Upload

► Reports

Data Download

Post-Event Participant ID:

1. How satisfied were you with the overall quality of this event?

2. I expect this event to benefit me and/or my community.

3. I expect this event will improve my ability to work effectively.

4. I would recommend this event to a friend/colleague.

5. What about the event was most useful to you?

6. How could this event be improved?

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.

TTA Event

Grant #: T100008
 Event Date: 9/1/2023
 Event/ATTC Code: TTATraining/T100...
 Desc: SPARS Training Event

Print | Cancel | **Previous** | **Next**

Data Entry

Summary

TTA

Post Event

Batch Upload

Reports

Data Download

Post-Event Evaluation: Section 2

7. What do you consider yourself to be?

Other (please specify)

8. Are you Hispanic, Latino/a, or Spanish origin?

Select all that apply: Central American, Cuban, Dominican, Mexican, Puerto Rican, South American

Ethnic group(s) selected:

Other (please specify)

9. What is your race?

Select all that apply: White, American Indian, Alaska Native, Asian Indian, Chinese

Race(s) selected:

Other (please specify)

10. Do you think of yourself as...

Other (please specify)

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 screenshot displays the 'TTA Post Event Summary' page. At the top, a dark red header contains the text 'TTA Event'. Below this, a navigation sidebar on the left lists options: 'Data Entry', 'Summary', 'TTA', 'Post Event', 'Batch Upload', 'Reports', and 'Data Download'. The main content area shows 'Post-Event Evaluation: Section 1' with a 'Post-Event Record ID' field. Below this are four numbered questions with corresponding radio button options: 1. 'How satisfied were you with the overall quality of this event?' (Dissatisfied, Neutral, Disagree, No); 2. 'I expect this event to benefit me and/or my community.'; 3. 'I expect this event will improve my ability to work effectively.'; 4. 'I would recommend this event to a friend/colleague.'; 5. 'What about the event was most useful to you?' (with a large text input area). In the top right corner, there are buttons for 'Print', 'Cancel', 'Finish', and 'Previous'. A red arrow points to the 'Previous' button. Metadata at the top right includes: Grant #: T100008, Event Date: 9/1/2023, Event/ATTC Code: TTA Training/T10..., and Desc: Training.

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.

Grant #: TI00008

Event Date: 8/31/2023

Event/ATTC Code: TTATraining/TI00...

Desc: TTATraining4

Print | Cancel | Finish

▼ Data Entry

Batch Upload

► Reports

Data Download

Event Information

Grant Number: TI00008

Event Code:

Date of Event:

Event Title:

Event Format:

Other (please specify):

Event Type:

Event Primary Audience:

- Students or educators
- Community members
- American Indian and Alaska Native
- Hispanic and Latino Communities
- Rural Communities

Selected Audience(s):

- Professionals or organizations

Additional Information

BP Code: TI00008

Total # of participants: Contact Hours:

Total # of participants consenting to follow-up:

[Add New Post Event Record](#)

Post-Event Record ID	Date Created	Post Event
222284	11/8/2023	View Edit Delete



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.

Select an Event Form Type

Current (as of 7/1/2022)	Previous (prior to 7/1/2022)
TTA Event	TTC Event

TTA Events [Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Actions	Event Code	Event Title	Event Date
Edit Post Event Follow-up Event	TTATraining	SPARS Training Event2 hours	9/1/2023

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.

Additional Information



BP Code	T100008		
Total # of participants ⓘ	60	Contact Hours	4.00
Total # of participants consenting to follow-up	50		

Participants [Add New Follow-Up Record](#)

Follow-Up Record ID	Date Created	Follow-Up

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.

Additional Information

BP Code	SM081709	
Total # of participants 	<input type="text" value="30"/>	Contact Hours <input type="text" value="2.00"/>
Total # of participants consenting to follow-up	<input type="text"/>	

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.

The screenshot displays the 'TTA Event' data entry page. At the top, a dark red header bar contains the text 'TTA Event'. Below this, a summary box (highlighted with a red border in the image) lists the following information: Grant #: TI00008, Event Date: 8/31/2023, Event/ATTC Code: TTATraining/TI00..., and Desc: TTATraining4. To the right of the summary box are buttons for 'Print', 'Cancel', and 'Next'. A red arrow points to the 'Next' button. On the left side, there is a vertical sidebar with navigation options: 'Data Entry' (selected), 'Summary', 'TTA', 'Follow-Up', 'Batch Upload', 'Reports', and 'Data Download'. The main content area is titled 'Follow Up Evaluation: Section 1' and contains six numbered questions, each followed by a dropdown menu. The dropdown menus are highlighted in yellow. The questions are: 1. Prior to participating in this event, I felt there was a need for me, my organization, and/or my community to make a change related to the topic of the event. 2. The information from this event has benefited or met a need for me, my family and/or community. 3. The information from this event has benefited me professionally. 4. I have used the information gained from this event to make changes in my practice or to help my family and/or my community. 5. I expect to continue using the information from this event in the future. 6. I have shared the information gained from this event with my family, community, or colleagues.

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.

Grant #: TI00008
Event Date: 8/31/2023
Event/ATTC Code: TTATraining/TI00...
Desc: TTATraining4

Print | Cancel | Finish

Previous

TTA Follow Up Summary

Follow Up Evaluation: Section 1

Follow-Up Record ID: [?](#)

1. Prior to participating in this event, I felt there was a need for me, my organization, and/or my community to make a change related to the topic of the event.
2. The information from this event has benefited or met a need for me, my family and/or community.
3. The information from this event has benefited me professionally.
4. I have used the information gained from this event to make changes in my practice or to help my family and/or my community.
5. I expect to continue using the information from this event in the future.
6. I have shared the information gained from this event with my family, community, or colleagues.

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.

▼ Data Entry

Summary

Batch Upload

► Reports

Data Download

Grant Event and Targets Summary

Grant Number:	T100008		
Program Event Target:		Participant Target:	
Annual Event Targets:		Annual Participant Targets:	
Event Target-to-Date:	0	Participant Target-to-Date:	0

Select an Event Form Type

Current (as of 7/1/2022)

[TTA Event](#)

Previous (prior to 7/1/2022)

[TTC Event](#)

TTA Events

[Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Actions	Event Code	Event Title	Event Date
Edit Post Event Follow-up Event	TTA Training	Training	9/1/2023

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

- ▼ Data Entry
- Summary
- Batch Upload
- Reports
- Data Download

Grant Event and Targets Summary

Grant Number:	TI00008	Participant Target:	
Program Event Target:		Annual Event Targets:	
Annual Participant Targets:		Annual Participant Targets:	
Event Target-to-Date:	0	Participant Target-to-Date:	0

Select an Event Form Type

<i>Current (as of 7/1/2022)</i> TTA Event	<i>Previous (prior to 7/1/2022)</i> TTC Event
--	--

TTA Events

[Add New Event](#)

Events using the new TTA instrument are displayed here. To view past events entered using the old instrument, please click on the appropriate event type (TTC, Meeting, Training, or Technical Assistance) of the previously completed event.

Actions	Event Code	Event Title	Event Date
Edit Post Event Follow-up Event	TTA Training	Training	9/1/2023

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.

Additional Information

BP Code	TI00008	Contact Hours	4.00
Total # of participants i	50		
Total # of participants consenting to follow-up	30		

Participants

[Add New Post Event Record](#)

Post-Event Record ID	Date Created	Post Event
222324	12/1/2023	View Edit Delete

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.

Grant Selection

Print **Find**

- Data Entry
- Reports
- Data Download

Grant Selection

Grant Number Search

Grant #

GFA Search

GFA (Select 1)

- Addiction Peer Recovery Center of Excellence
- Centers of Excellence for Behavioral Health Disparities
- Comprehensive Addiction and Recovery Act: Building C
- Expansion of Practitioner Education
- Family Support Technical Assistance Center

Selected GFAs

- Technology Transfer Centers

Grantee Name

City State

[Continue to Download](#)

	GFA	Grantee	Grant No	City	State

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](#)

<input type="checkbox"/>	GFA	Grantee	Grant No	City	State
<input checked="" type="checkbox"/>	Technology Transfer Centers	University of Nevada Reno	TI024229	Reno	NV

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.

SPARS Training and Technical Assistance (TTA) Programs

Data Download: Discretionary Services

Print Download Previous

▶ Data Entry
 ▶ Reports
Data Download

Select a Data Collection Point: TTA Event Description

Select an Event Type: TTA

FFY: All Years FFQ: All Month: All Months

Select Download Format: Excel

GFA	Grantee	Grant No	City	State	Status
Technology Transfer Centers	Test Grant 12021	T100008		NC	Active

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.

Data Download: Discretionary Services

Select a Data Collection Point: TTA Event Description

Select an Event Type: TTA

FFY: All Years FFQ: All Month: All Months

Select Download Format: Excel

GFA	Grantee	Grant No	City	State	Status
Technology Transfer Centers	Test Grant 12021	TI00008		NC	Active

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.

You are about to download 1 records. Are you sure that you want to proceed?

Yes No

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)