



Southeast (HHS Region 4)

MHTTC

Mental Health Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

# Understanding SAMSHA National Outcome Measures for AWARE Grantees

## Session 2: SPARS Data Reporting, Monitoring, and Data Use

May 19, 2022, 12-1:30 EST

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# DISCLAIMER

The views, opinions, and content expressed in this presentation do not necessarily reflect the views, opinions, or policies of the Center for Mental Health Services (CMHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), or the U.S. Department of Health and Human Services (HHS).



Southeast (HHS Region 4)

MHTTC

Mental Health Technology Transfer Center Network

Funded by Substance Abuse and Mental Health Services Administration

**The Southeast MHTTC** is located at Emory University in the Rollins School of Public Health.

**Our Mission:** To promote the implementation and sustainability of evidence-based mental health services in the Southeastern United States.

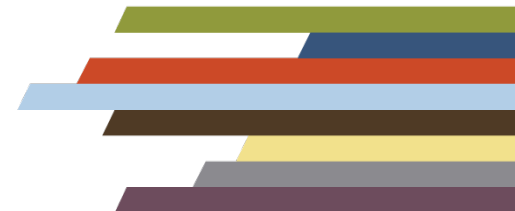
**Our Vision:** Widespread access to evidence-based mental health services for those in need.

**Our Services:** We use a public health approach to build leadership capacity and to provide mental health trainings and resources to providers, agencies, and communities across the Southeast.



**SAMHSA**

Substance Abuse and Mental Health  
Services Administration



## Purpose

The purpose of this session is to provide an overview of SAMHSA's Performance Accountability and Reporting System (SPARS). The session provides guidance on how to access SPARS and how and when to enter NOMs data, how to use SPARS monitoring tools and reporting functions, and how to export and analyze data to support local project implementation.

## Learning Objectives

- ✓ Understand how to access and enter data into SPARS
- ✓ Clarify SPARS data reporting timelines
- ✓ Explore SPARS reporting functions and tools to facilitate monitoring and reassessment
- ✓ Anticipate barriers or challenges to data reporting and use and explore potential solutions.

# **SAMHSA's Performance Accountability and Reporting System (SPARS)**

## SPARS Data Entry Timelines

- Baseline and reassessment data should be entered into SPARS within 30 calendar days of completing an interview or 30 days from the scheduled interview date if the consumer cannot be located (administrative interview).
- Discharge data should be entered into SPARS within 30 days of the discharge date.
- The system lock date is the cutoff point when data can no longer be entered or edited. The system lock date is one full quarter after the timeframe when interviews were completed.

Quarter	Data Collection Timeframe	System Lock Dates
1	October 1 to December 31	April 1
2	January 1 to March 31	July 1
3	April 1 to June 30	October 1
4	July 1 to September	January 1

## Getting Started

- The AWARE Project Director completes the New Grantee Information form and submits it to the SPARS Help Desk [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org) to request new user accounts and to establish Site IDs.
- AWARE grantees should identify who will be responsible for entering NOMs data into SPARS (e.g., clinical providers, administrative staff, program evaluators) before initiating data collection.
- All grantee staff should review the set-up of their SPARS user accounts to confirm they have the expected access for their role.
- Users navigate to the SPARS homepage to log-in:

**SPARS**

<https://spars.samhsa.gov/>



# Navigating the SPARS Website

- From the SPARS homepage, select the 'Data Entry & Reports' tab or select the SPARS-CMHS hyperlink under Quick Links.

The screenshot shows the SPARS website homepage. At the top, there is a search bar and a navigation menu with tabs: Home, Data Entry & Reports, Training, Technical Assistance, and Help. The 'Data Entry & Reports' tab is circled in red. Below the navigation menu, a welcome message reads 'Welcome to SPARS!' and 'SAMHSA's Performance Accountability and Reporting System'. It states that SAMHSA provides the SPARS website for online data entry, reporting, technical support, and training. A 'Learn More' link is provided. Below this, there are two main sections: 'Announcements' and 'Quick Links'. The 'Quick Links' section contains three links: 'SPARS-CSAT' (Enter data for Center for Substance Abuse Treatment grants), 'SPARS-CMHS' (Enter data for Center for Mental Health Services grants), and 'SPARS-CSAP' (Enter data for Center for Substance Abuse Prevention grants). The 'SPARS-CMHS' link is circled in red. At the bottom, there is a 'Need Help?' button.

**SPARS**

Search

Search

Home Data Entry & Reports Training Technical Assistance Help

**Welcome to SPARS!**

**SAMHSA's Performance Accountability and Reporting System**

The Substance Abuse and Mental Health Services Administration (SAMHSA) is proud to provide the SPARS website - an online data entry, reporting, technical support request, and training system to support grantees in reporting timely and accurate data to SAMHSA.

[Learn More](#)

**Announcements**

- Now Available: SPARS SOR/TOR Program Instrument Training Materials**  
SOR/TOR Program Instrument training recordings, slides, and transcripts are available on SPARS
- Grantees and GPOs can use TSRS to request data-related training and technical support**  
Grantees and GPOs from all centers can use TSRS to request data training and technical support
- New CSAP Minority AIDS Initiative (MAI) Tool and HIV Adult and Youth Questionnaires**  
The new versions of the MAI Tool and related questionnaires are available for data entry in SPARS
- Release of New CSAP Minority AIDS Initiative (MAI) Tool and HIV Adult and Youth Questionnaires**  
Updated PDF versions of the MAI Tool, HIV Adult and Youth Questionnaires are available on SPARS
- New SPARS SOR/TOR Program Instrument – PDF English and Spanish Versions Available**  
The new PDF versions of the SOR/TOR Program Instrument are available on the SPARS website

[View More](#)

**Quick Links**

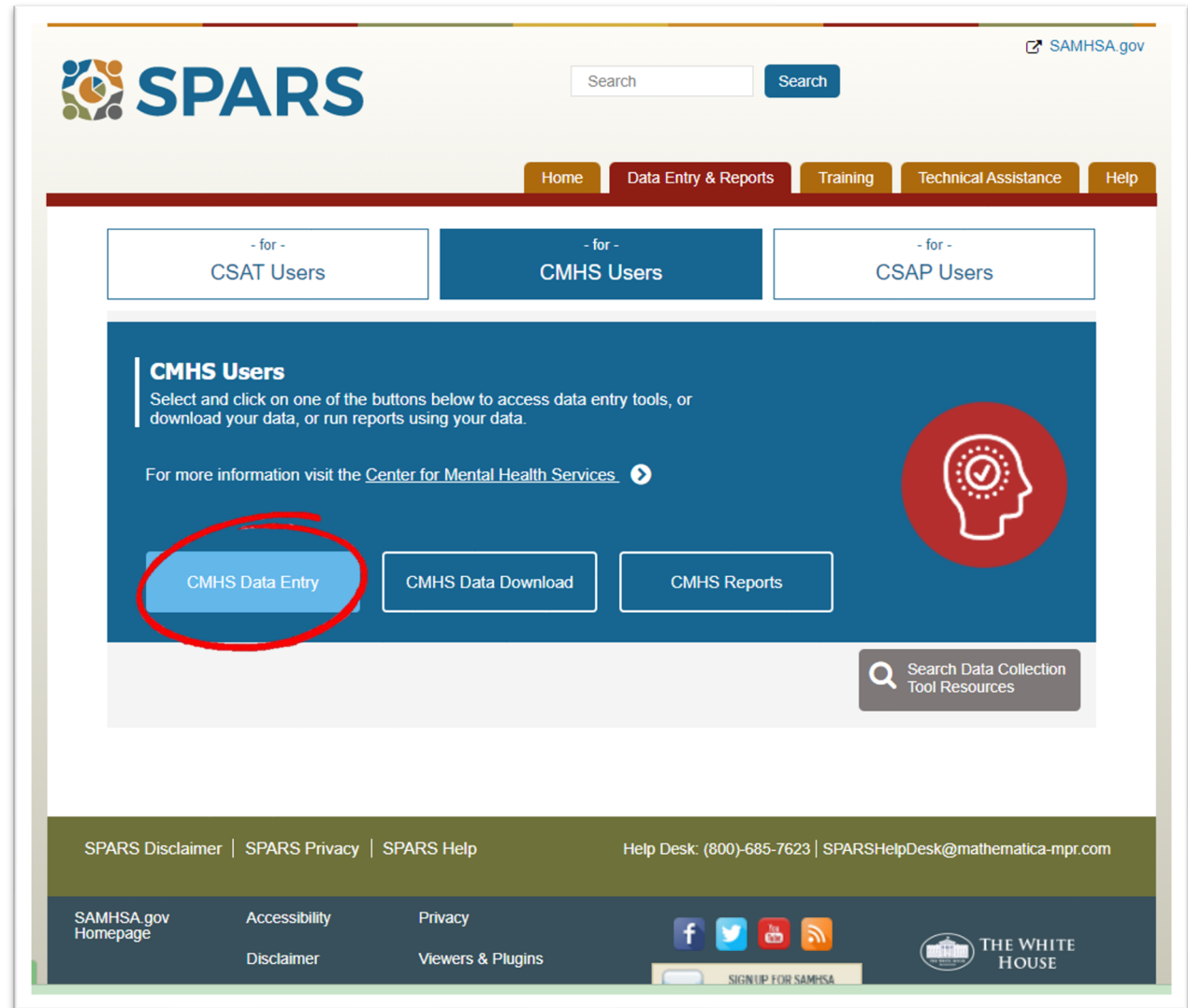
- SPARS-CSAT**  
Enter data for Center for Substance Abuse Treatment grants.
- SPARS-CMHS**  
Enter data for Center for Mental Health Services grants.
- SPARS-CSAP**  
Enter data for Center for Substance Abuse Prevention grants.

**Need Help ?**



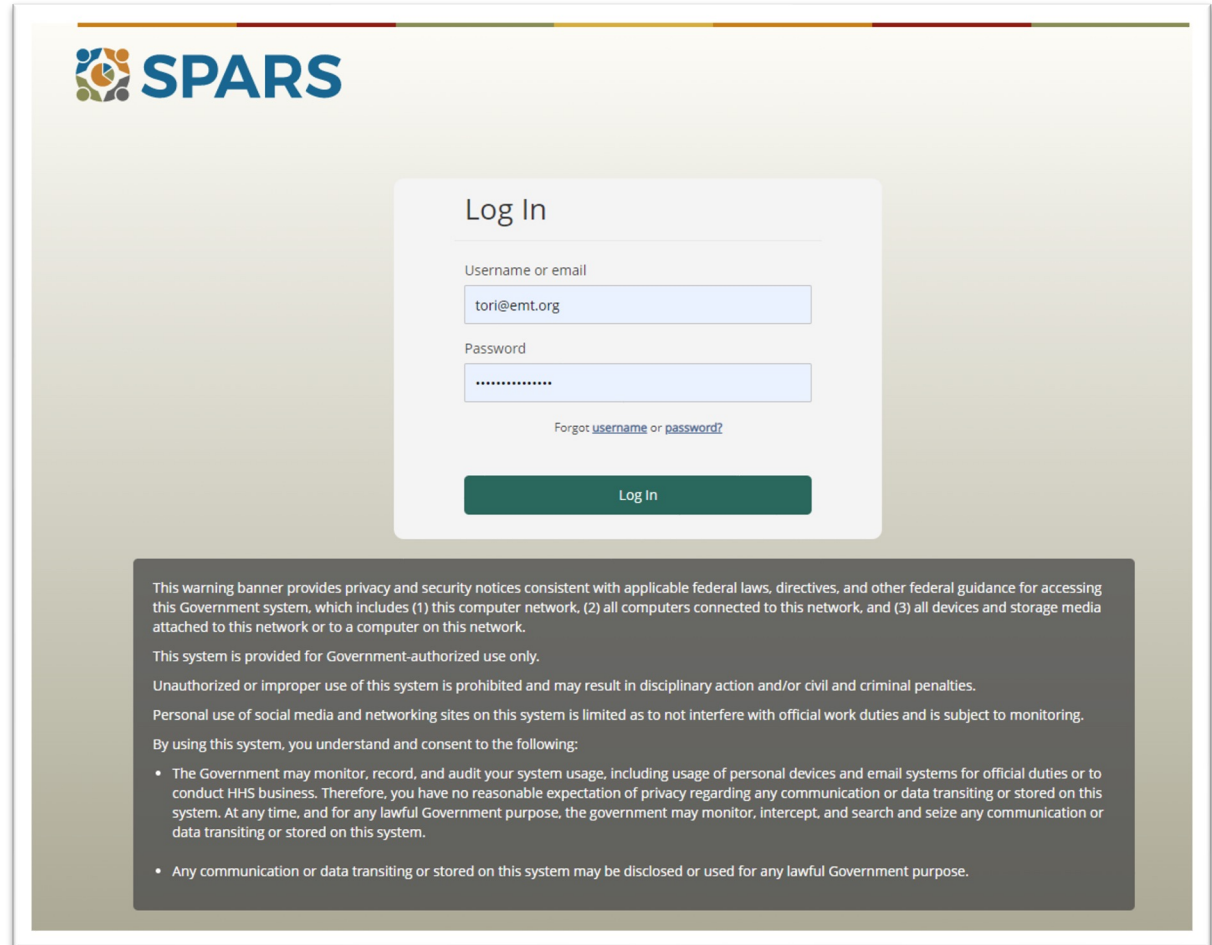
# Navigating the SPARS Website (continued)

- After selecting 'Data Entry & Reports' hover over the button labeled '-for- CMHS Users'.
- Select the 'CMHS Data Entry' button under CMHS Users. This step will open the Log-In screen which will prompt you to enter a username and password.



# Navigating the SPARS Website (continued)

- Enter the username or email and password for the SPARS account and click the 'Log In' button to enter the site.
- System users will be expected to change their SPARS password regularly. Select a password that can be easily updated.



**SPARS**

### Log In

Username or email

Password

[Forgot username or password?](#)

**Log In**

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

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Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

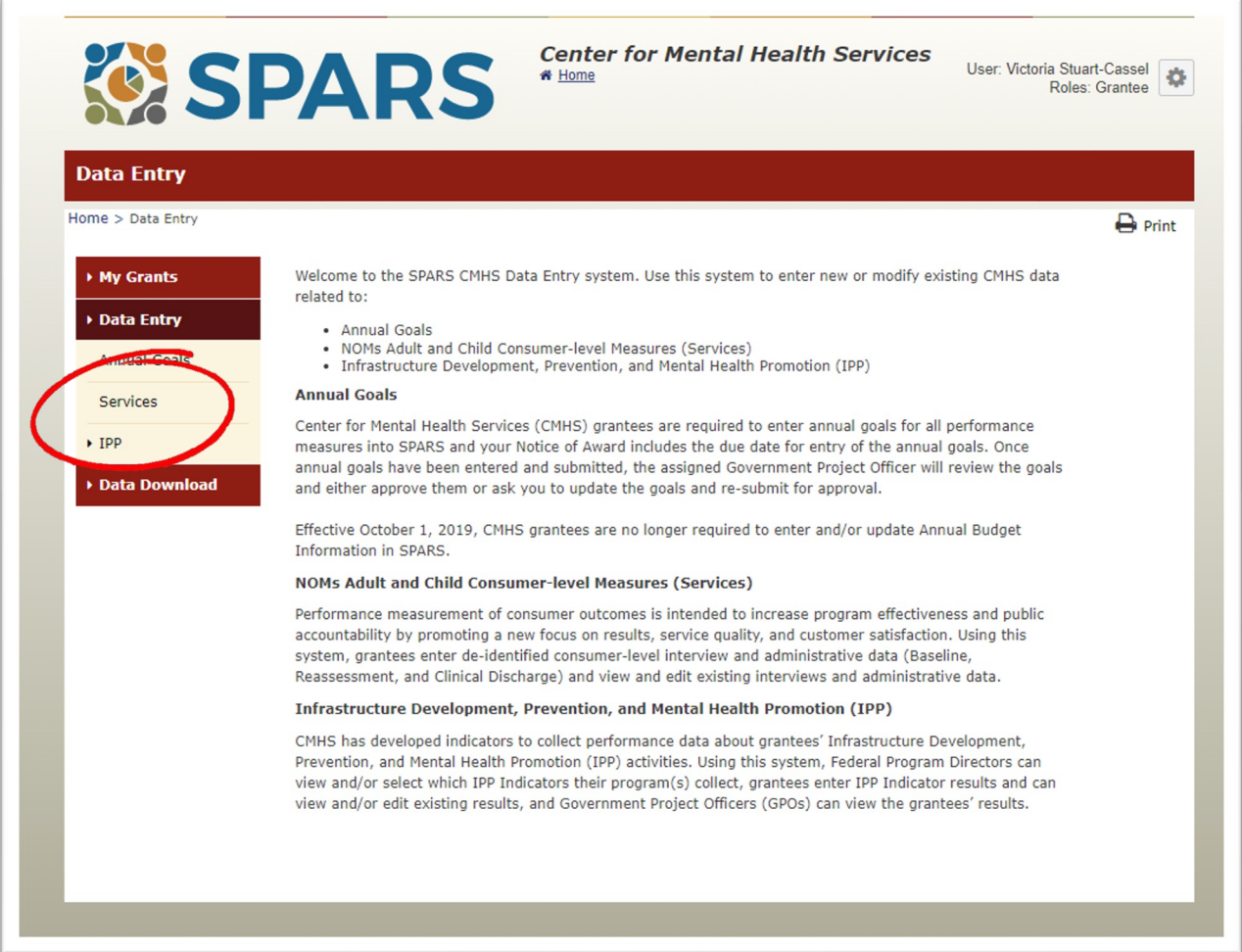
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- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

# Navigating the SPARS Website (continued)

- Once you have logged-in, the system will take you to the main Data Entry screen.
- Select 'Data Entry' from the menu on the left, and click on 'Services', which will open the Find Grant screen.



The screenshot displays the SPARS website interface. At the top, the SPARS logo is on the left, and the text "Center for Mental Health Services" is on the right, along with a "Home" link and user information: "User: Victoria Stuart-Cassel" and "Roles: Grantee". A settings gear icon is also present.

The main header is "Data Entry". Below it, a breadcrumb trail shows "Home > Data Entry". A "Print" button is in the top right corner.

On the left sidebar, the menu items are: "My Grants", "Data Entry", "Annual Goals", "Services", "IPP", and "Data Download". The "Data Entry" item is highlighted, and the "Services" item is circled in red.

The main content area contains the following text:

Welcome to the SPARS CMHS Data Entry system. Use this system to enter new or modify existing CMHS data related to:

- Annual Goals
- NOMs Adult and Child Consumer-level Measures (Services)
- Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

**Annual Goals**

Center for Mental Health Services (CMHS) grantees are required to enter annual goals for all performance measures into SPARS and your Notice of Award includes the due date for entry of the annual goals. Once annual goals have been entered and submitted, the assigned Government Project Officer will review the goals and either approve them or ask you to update the goals and re-submit for approval.

Effective October 1, 2019, CMHS grantees are no longer required to enter and/or update Annual Budget Information in SPARS.

**NOMs Adult and Child Consumer-level Measures (Services)**

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. Using this system, grantees enter de-identified consumer-level interview and administrative data (Baseline, Reassessment, and Clinical Discharge) and view and edit existing interviews and administrative data.

**Infrastructure Development, Prevention, and Mental Health Promotion (IPP)**

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Using this system, Federal Program Directors can view and/or select which IPP Indicators their program(s) collect, grantees enter IPP Indicator results and can view and/or edit existing results, and Government Project Officers (GPOs) can view the grantees' results.

# Navigating the SPARS Website (continued)

- On the Find Grant Screen, select 'AWARE-SEA' from the list of Available Programs, then click the ">" button to move AWARE-SEA to the Selected Programs box.
- Click the 'Find' button in the bottom corner of the screen to generate the list of grant programs.

**SPARS** Center for Mental Health Services  
User: Victoria Stuart-Cassel Roles: Grantee

**Services**

Home > Data Entry > Services

Print | Cancel Save Previous Next

**Find Grant**

Available Programs: AWARE-SEA

Selected Programs:

GrantID:

Organization Name:

City:

State:

**Find**

# Navigating the SPARS Website (continued)

- After selecting 'Find' under Find Grant, a new table will appear at the bottom of the screen.
- Choose the correct GrantID (e.g., SM85326) for your AWARE program, and click 'Select' in the far-left column.
- This step will take you to the Interview Selection screen.

**SPARS** Center for Mental Health Services  
Home

User: Victoria Stuart-Cassel  
Roles: Grantee

### Services

Home > Data Entry > Services

Print | Cancel Save Previous Next

2 record(s) found for the query criteria.

#### Find Grant

Available Programs Selected Programs

GrantID: Organization Name: City: State:

Find

	Program	GrantID	Organization Name	City/State/Zip
Select	AWARE-SEA	SM81974	Tennessee State Department of Education	Nashville/Tennessee/37243
Select	AWARE-SEA	SM85326	Tennessee State Department of Education	Nashville/Tennessee/37243

# Entering a Baseline Interview into SPARS

- The Interview Selection screen is the starting point for entering or modifying a record.
- Under Find Interview you can search for an existing consumer, or view all stored interviews associated with a given Consumer ID.
- Under Consumer Records, you can **add a new baseline interview** by clicking on 'Add Baseline' at the top right-hand side of the table.

**SPARS** Center for Mental Health Services  
User: Victoria Stuart-Cassel Roles: Grantee

### Interview Selection

Home > Data Entry > Services > Interview Selection

Program Code: AWARE-SEA | Grant #: SM85326 | Org Name: Tennessee State Department of Education | Tool Type: Child

Print | Cancel | Save | Previous | Next

**Find Interview**

Consumer ID:

Baseline Date:

Episode:

**Find**

**Consumer Records**

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode

**Add Baseline**

# Entering a Baseline Interview into SPARS (continued)

- From the Record Management screen, you can begin entering baseline interview data into SPARS.
- Enter the student's Consumer ID, Site ID, and date that services were initiated.
- Record whether an interview was conducted and the interview date (or the reason it was not conducted). Enter the type of respondent.

The screenshot shows the SPARS (System for Program Assessment and Reporting System) interface. At the top, the SPARS logo is displayed next to the text "Center for Mental Health Services". The user is identified as "Victoria Stuart-Cassel" with the role of "Grantee". The main heading is "Record Mgmt". Below this, a breadcrumb trail reads "Home > Data Entry > Services > Record Mgmt". Action buttons for "Print", "Cancel", "Save", "Previous", and "Next" are visible. A sidebar on the left contains navigation links: "My Grants", "Data Entry" (with sub-links for "Annual Goals", "Services", "Record Mgmt", "IPP", and "Data Download"), and "Data Download". The main content area is titled "RECORD MANAGEMENT" and contains the following fields:

- Consumer ID: [Yellow input field]
- Grant ID (Grant/Contract/Cooperative Agreement): SM85326
- Site ID: [Yellow dropdown menu]
- 1. Assessment: Baseline Assessment [Dropdown menu]
- When did the consumer first receive services under the grant for this episode of care? [Yellow input field] mm/yyyy
- 2. Was the interview conducted? [Yellow dropdown menu]
- [IF YES] When? [Grey input field] mm/dd/yyyy
- [IF NO] Why was the interview not conducted? [Grey dropdown menu]
- 3. Was the respondent the child or the caregiver? [Grey dropdown menu]



## Entering a Baseline Interview into SPARS (continued)

- SPARS screens follow the exact structure of the NOMs tool to facilitate data entry.
- All required data entry fields are highlighted in yellow. SPARS will not allow users to proceed to the next screen until data for all required fields have been entered.



- SPARS includes options for recording data as 'Missing' or 'Refused'. This allows the user to complete every section of the data entry screen even if the respondent did not answer a question. These options are only available for questions completed by the respondent. Sections completed by the grantee (e.g., record management, services section) must have valid data to continue.



# Entering Data into SPARS (continued)

- SPARS will produce an error message when a required field is left blank or when data are inconsistent (e.g., invalid format).
- Once data have been entered, click the 'Finish' button to submit the baseline interview.
- SPARS allows you to print a Summary of the entry to retain a copy for your records.

The screenshot displays the SPARS web application interface. At the top, the SPARS logo is on the left, and the text "Center for Mental Health Services" is on the right, along with a "Home" link and user information: "User: Victoria Stuart-Cassel" and "Roles: Grantee". Below this is a red header bar labeled "Record Mgmt". A breadcrumb trail reads "Home > Data Entry > Services > Record Mgmt". To the right of the breadcrumb are buttons for "Print", "Cancel", "Save", "Previous", and "Next". On the left side, there is a vertical menu with options: "My Grants", "Data Entry" (selected), "Annual Goals", "Services", "Record Mgmt" (highlighted), "IPP", and "Data Download". The main content area shows an error message in a pink box: "The following error(s) occurred:" followed by a list of required fields: "Consumer ID", "Site ID", "First Service Received Date", "Interview Date", and "Respondent". Below the error message is the "RECORD MANAGEMENT" form. It contains several fields: "Consumer ID" (empty), "Grant ID (Grant/Contract/Cooperative Agreement)" (SM85326), "Site ID" (dropdown menu), "1. Assessment" (Baseline Assessment dropdown), "When did the consumer first receive services under the grant for this episode of care?" (date field, mm/yyyy), "2. Was the interview conducted?" (Yes dropdown), "[IF YES] When?" (date field, mm/dd/yyyy), "[IF NO] Why was the interview not conducted?" (dropdown menu), and "3. Was the respondent the child or the caregiver?" (dropdown menu).

# Entering a Reassessment or Discharge Interview

- To enter a Reassessment or Discharge Interview, begin on the Interview Selection screen under Find Interview to locate an existing record.
- Search for a Consumer ID or use the Episode drop down to view all existing records. Click 'Find' to generate a list of records stored in the system.

**SPARS** Center for Mental Health Services  
User: Victoria Stuart-Cassel Roles: Grantee

**Interview Selection**

Home > Data Entry > Services > Interview Selection

Program Code: AWARE-SEA | Grant #: SM85326 | Org Name: Tennessee State Department of Education | Tool Type: Child

**Find Interview**

Consumer ID:

Baseline Date:

Episode:

**Find**

**Consumer Records**

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode

Add Baseline

# Entering a Reassessment or Discharge Interview

- Select 'Show Interviews' from the list of consumer records. This will generate a list of all interviews completed for a given consumer.
- To add a new reassessment or discharge interview, select 'Add Reassessment' or 'Add Clinical Discharge.'
- SPARS will prompt you to verify ('yes') that you would like to enter a new record for the consumer.

Consumer Records

					Add Baseline
Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode
Show Interviews	9999-999-99	2999	09/12/2016	03/19/2017	Current/Discharged
Show Interviews	9999-999-99	3001	03/16/2017	03/16/2017	Current
Show Interviews	9999-999-99	3003	02/15/2017	03/19/2017	Current

**Interview Selection**

Home > Data Entry > Services > Interview Selection

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

Program Code: PBHCI | Grant #: SM000003 | Org Name: RT1 TRAC Test Organization | Tool Type: Adult

**My Grants**

**Data Entry**

Annual Goals & Budget

**Services**

IPP

**Data Download**

Interviews for 3001

		Assessment	Interview Date	Updated Date	Conducted?		
View	Edit	Del	Print	Baseline Assessment	3/16/2017	03/16/2017	Yes

Add Reassessment Add Clinical Discharge

# Additional Notes on Data Entry

- Interview records can be viewed or modified before the system lock date. To view a record, change a record, or delete a record, use the View, Edit, or Delete hyperlinks. The Edit or Delete links will be greyed out if the system locked date has already passed.

The screenshot shows a web application interface titled "Interview Selection". The breadcrumb trail is "Home > Data Entry > Services > Interview Selection". There are buttons for "Print", "Cancel", "Save", "Previous", and "Next". The left sidebar has a menu with "My Grants", "Data Entry", "Annual Goals & Budget", "Services", "IPP", and "Data Download". The main content area shows "Interviews for 3001" with a table of records. The table has columns: Assessment, Interview Date, Updated Date, and Conducted?. The first row shows "Baseline Assessment", "3/16/2017", "03/16/2017", and "Yes". Above the table are links for "Add Reassessment" and "Add Clinical Discharge". Below the table, the "View" and "Edit" buttons are highlighted with a red box, and a red arrow points to the "View" button.

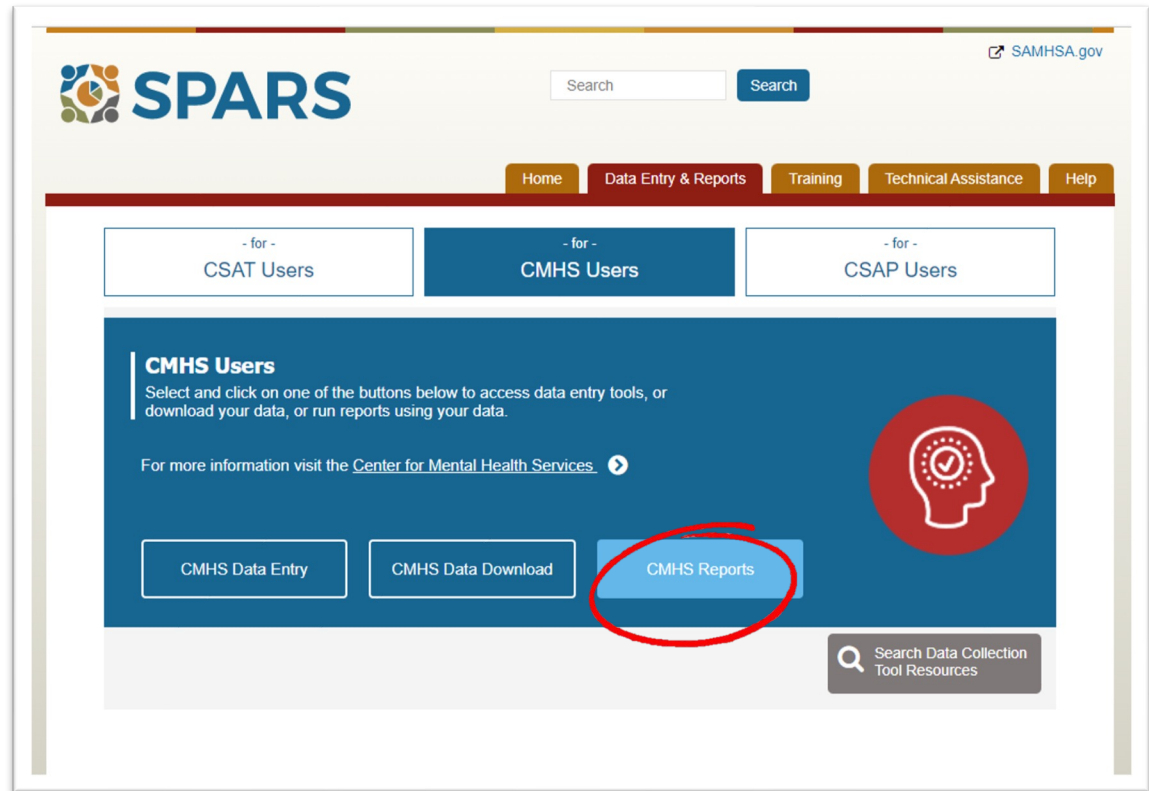
Assessment	Interview Date	Updated Date	Conducted?
Baseline Assessment	3/16/2017	03/16/2017	Yes

- SPARS will automatically log out after 20 minutes of inactivity and will not save partial records. It is important to complete and save each record in the same session to avoid data loss.

# SPARS Reporting Tools

# Using SPARS Reporting Tools

- The SPARS CMHS Reports dashboard summarizes Services data and includes several reporting tools that are useful for monitoring data collection progress.
- To access reports, select 'Data Entry & Reports', hover over the button labeled '-for- CMHS Users', and select the 'CMHS Data Reports' button under CMHS Users.
- Enter a username and password to log-in to the site and access the CMHS Reports section.



# Reassessment Interview Rate and Notification Reports

- Two useful tools for monitoring data entry processes are the Reassessment Interview Rate and the Notification Report.
- From the CMHS reports dashboard, click on 'Reassessments' to view the reporting options and click the preferred report to navigate to the download screens.
- Use the drop-down menus to set the criteria for reporting (e.g., date range, output format) and click the Download Report button.

The screenshot displays the SPARS Center for Mental Health Services dashboard. At the top, the logo and name are on the left, and the user name 'User: Victoria Stuart-Cassel' with a settings icon is on the right. A navigation bar contains several tabs: Demographics, Consumers Served, Reassessments, Performance, Outcomes, Frequency, Discharge, and Section H. The 'Reassessments' tab is selected and highlighted. Below this, a dark blue panel contains three report options. The first two, 'Reassessment Interview Rate' and 'Notification', are circled in red. The third, 'Quarterly Health Indicators Reassessment Interview Rate', is not. Below the reports, there are two dropdown menus: 'Active/Inactive' with 'Active' selected, and 'Record Type' with 'Conducted Interview' selected. At the bottom right, there are three buttons: 'Filter' (blue), 'Reset' (light gray), and a download icon (blue square with a white document icon).

**SPARS** Center for Mental Health Services

User: Victoria Stuart-Cassel

Demographics Consumers Served **Reassessments** Performance Outcomes Frequency Discharge Section H

**Reassessment Interview Rate**  
Data summarizing information of the number of reassessments conducted compared to how many reassessments were due, and the rate of completion

**Notification**  
Report for grantees to track upcoming reassessments that are due after the baseline interview

**Quarterly Health Indicators Reassessment Interview Rate**  
For CMHS grant programs collecting data quarterly, this report summarizes information of the number of reassessments conducted compared to how many reassessments were due, and the rate of completion

Active/Inactive  
Active

Record Type  
Conducted Interview

Filter Reset

## Reassessment Interview Rate and Notification Reports (continued)

- The Reassessment Interview Rate Report summarizes information on the number of AWARE reassessments conducted compared to how many reassessments were due, and the rate of completion.
- The report monitors the AWARE grantee's progress toward meeting the 80% goal completion rate for conducting reassessment interviews on time.

$$\text{Reassessment Interview Rate} = \frac{\# \text{ Reassessments Completed}}{\# \text{ Reassessments Due}} \times 100$$

- The Notification Report tracks when reassessment interviews, administrative reassessments, and administrative discharges are due after the baseline interview.
- AWARE grantees may also choose to develop internal tracking systems that use email notifications and reminders.



## Reminders About Administrative Assessments

- Administrative assessments only record information for selected sections of the Services Tool.
- Completed administrative reassessments do not count toward the reassessment interview rate calculation.

<b>Data Collection Timepoint</b>	<b>Required Sections</b>
Baseline assessment	Record management, demographics
Reassessment	Record management, reassessment status, services received
Clinical Discharge	Record management, clinical discharge status, services received

# Downloading SPARS Data

- AWARE grantees can also download their program's data from the SPARS site to use for local analyses.
- The codebook for the Child/Adolescent/Caregiver NOMs tool is available on the SPARS website to help users interpret variable names and values in the downloaded data file.
- To download SPARS data, select Data Download from the left-hand menu bar under data entry. Select 'Services' to navigate to the Services Data Download screen.
- Select the grant program and then select the 'Next' button to navigate to the download criteria screen.
- Users can set preferences for their download, including Data Collection Point, Federal Fiscal Year (FFY), FFY Quarter, Month, and Download Format (i.e., Excel or html formats).
- The system will prompt you to confirm the download ('Yes' or 'No') and will display the number of records to be downloaded.

# Analyzing and Interpreting Data

AWARE grantees and their evaluators can use NOMs Services data to fulfill several potential purposes, including:

- Identifying gaps in school and community-based services and systems;
- Identifying disparities for populations of focus related to service access, use and outcomes;
- Highlighting the need for mental health promotion and intervention services;
- Assisting state and local education agencies in demonstrating the need for supportive resources;
- Demonstrating the effectiveness of school mental health services integration; and,
- Supporting continuous quality improvement of grant funded services and supports.

# **Additional Resources**

## **SPARS CMHS Checklist for New Grantees**

<https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/08Mar18CmhsChecklistNg.pdf>

## **SAMHSA's Performance Accountability and Reporting System (SPARS) NOMs Client-level Measures for Discretionary Programs Providing Direct Services, Data Entry Guide**

[https://spars.samhsa.gov/sites/default/files/Ref-379\\_CMHS\\_Child\\_Client-Level\\_Services\\_Measure\\_QxQ\\_Guide.pdf](https://spars.samhsa.gov/sites/default/files/Ref-379_CMHS_Child_Client-Level_Services_Measure_QxQ_Guide.pdf)

## **SPARS Help Desk**

Hours: Monday–Friday, 8:00 a.m.–7:00

p.m. (ET) Phone: (855) 322-2746 Email:

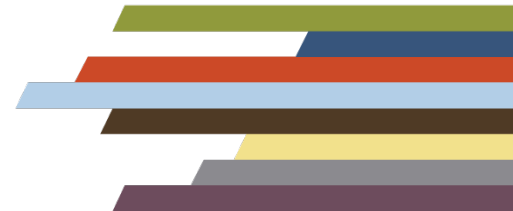
SPARS-Support@rti.org

# **Discussion of Anticipated Barriers or Challenges**

# THANK YOU!

- Our funding comes from SAMHSA, which requires us to evaluate our services. We appreciate your feedback about this event, which will provide information to SAMHSA and assist us in planning future meetings and programs. Your feedback counts!
- Please click on the link to complete the SAMHSA required survey:

<https://ttc-gpra.org/P?s=349766>



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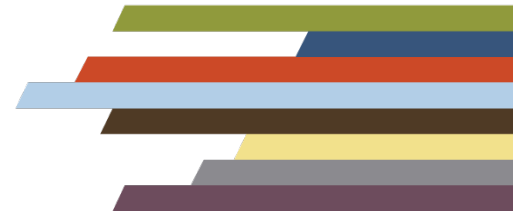
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