

# SPARS CMHS Checklist for New Grantees

CMHS Grant Program: \_\_\_\_\_ Grant ID: \_\_\_\_\_

Government Project Officer (GPO) Name: \_\_\_\_\_ Email: \_\_\_\_\_

New Center for Mental Health Services (CMHS) grantees can use this checklist to track the progress they are making to set up their grant in SAMHSA's Performance Accountability and Reporting System, known as SPARS; integrate their grant activities into SPARS; set up staff user accounts; learn SPARS CMHS data reporting requirements, and prepare to enter and use their data.

- The Grantee Project Director—or designee—completed the New Grantee Information form and submitted it to the SPARS Help Desk [Contact: (855) 322-2747; [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org)].
- All grantee staff have opened SPARS user accounts and confirmed that they have the expected access for their role. [Grantee staff can contact the SPARS Help Desk at (855) 322-2747 or [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org) to set up new user accounts.]
  - The Grantee Project Director has identified who will submit consumer-level services data into SPARS
- Grantee staff have accessed the [SPARS Resource Library](#) and reviewed all essential SPARS-CMHS guidance documents that are available for download from the CMHS page, including—
  - CMHS Annual Goals and Budget (AGB) Information Guide for Grantees
  - Infrastructure Development, Prevention and Mental Health Promotion (IPP) Indicators by Program Matrix
  - CMHS IPP Overview of Indicators Guide
  - CMHS IPP Frequently Asked Questions (FAQs)
  - CMHS Adult or Child Client-Level Services Tool [if applicable]
  - CMHS Adult or Child Client-Level Services Measures Question by Question (QxQ) Guide [if applicable]
  - CMHS Services Frequently Asked Questions (FAQs) [if applicable]
- Grantee staff have attended or viewed live or archived SPARS CMHS online trainings, including—
  - SPARS CMHS Overview for New Grantees
  - AGB and IPP Overview for CMHS Grantees
  - Services Overview for CMHS Grantees [if applicable]
  - Adult or Child Data Collection for CMHS Grantees On-Demand Modules [if applicable]
- Grantee staff have submitted Annual Goals and Budget estimates to SPARS for GPO review within 90 days of the grant's start.
- Grantee staff have begun submitting IPP results to SPARS for GPO review in accordance with grant guidelines.
- Grantee staff of programs providing direct services have begun submitting consumer-level assessment data to SPARS in accordance with grant guidelines. [If applicable]