

SAMHSA's Performance Accountability and Reporting System (SPARS)

Center for Mental Health Services (CMHS)

Annual Goals Information

GUIDE FOR GRANTEEES



*October 2020
SPARS Version 4.0*

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INTRODUCTION

This guide provides instructions for Center for Mental Health Services (CMHS) grantees on how to use the Substance Abuse and Mental Health Services Administration’s (SAMHSA’s) Performance Accountability and Reporting System (SPARS) to enter Annual Goals data. SPARS provides a platform for grantees to enter, review, and update their annual performance goals, as required by CMHS.

Annual Goals are used by CMHS to support ongoing performance management and oversight activities. CMHS grantees are required to enter their Annual Goals within 90 days after grant award. For subsequent grant years, SPARS is unlocked and annual goals can be revised, in consultation with your Government Project Officer (GPO), during the first quarter of each fiscal year (i.e., October–December), regardless of the original project start date.

Annual update period:	Grantees enter any updates by:	GPO review and any grantee edits completed by:	System will lock on:
October 1– December 31	December 31	March 31	April 1

After you enter your Annual Goals, your CMHS GPO will review and either approve the goals or request revisions, based on their consistency with grant program objectives, the activities proposed in your application, and requirements in the Funding Opportunity Announcement (FOA) and Notice of Award (NoA).

SECTION A: KEY TERMS

This section presents brief definitions of terms used throughout the *Annual Goals Information Guide*.

Annual Goal for *Services Indicator*: If your grant has been designated as a services grant, you will need to enter an annual goal for one performance measure: The number of consumers receiving direct services (that are impacted by grant funds) for each grant year.

Annual Goals for *Infrastructure Development, Prevention and Mental Health Promotion (IPP) performance measures*: The number of IPP measures varies from program to program, depending on what SPARS IPP indicators that have been established for your grant program.

Consumer: A person who is actively in treatment with a CMHS-funded program. Consumers are also occasionally called clients or patients.

Federal Fiscal Year (FFY): The accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and is commonly referred to as “FFY.” For example, FFY 2021 began October 1, 2020, and ends September 30, 2021.

Grant Year: A 12-month period that is specific to each grant program, depending on the project start date (i.e., award date). If a grant was awarded on October 31, the grant year would be October 31 to October 30 of the following year.

Infrastructure Development, Prevention and Mental Health Promotion (IPP): Grant-funded activities pertaining to infrastructure development, prevention of mental illness, and promotion of mental health.

IPP Categories and Indicators: CMHS program leads designate the IPP indicators that grantees must collect data for and report into SPARS on a quarterly basis. Indicators are organized by category (for example, Policy Development or Workforce Development). See Appendix A, “IPP Indicators,” for a list of categories and indicators.

Services Activities: Grant-funded provision of treatment, or direct services, to consumers.

SECTION B: SETTING YOUR ANNUAL GOALS

Each CMHS grantee is required to set Annual Goals for what they intend to achieve in each grant year. The purpose of establishing Annual Goals—and, subsequently, reporting data—is to quantify what you were planning to accomplish with your SAMHSA grant, not to make you add new activities beyond what you originally proposed.

CMHS program leads designate the IPP and/or Services indicator(s) for which grantees must collect and report data into SPARS. Appendix A provides a list of all IPP indicators. Grantees should only enter IPP Annual Goals for the specific indicators required by their grant program, and Annual Goals need to be set for all IPP indicators. For Services grants, the only annual goal that needs to be entered is for the number of consumers receiving direct services (that are impacted by grant funds) for each grant year. Annual Goals should be consistent with grant program objectives, the activities proposed in your application, and requirements in your FOA and NoA.

Key steps for setting your Annual Goals are as follow:

- 1. Identify the IPP indicators for which you are required to collect and report data. Determine if you are also required to collect and report data on the one Services measure.** Review the specific requirements for your program, based on your FOA and NoA. Additionally, review your grant application and the objectives and activities described therein. This will help in identifying for which IPP indicators you are required to collect and report data and also if you will also be reporting data on the one Services indicator. You should consult with your GPO if you are not sure for which indicators you will need to enter annual goals.
- 2. Read the definitions of each of your grant program’s required IPP indicators** in the CMHS IPP [CMHS IPP Overview of Indicators Guide](#), which is available in the CMHS section of the SPARS Resource Library. A brief description of each IPP indicator is also provided in Appendix A. You will still be required to collect and report data for all other project objectives in your performance report.
- 3. For each indicator, estimate what you will reasonably be able to accomplish in each grant year and by the end of the entire grant project period.** Your goals should be realistic, tied to your work plan, and aligned with your budget. You must enter goals for each indicator for each 12-month grant year.
- 4. Enter your Annual Goals in SPARS.** For IPP activities, set a goal for each of the grant years for each indicator. For Services, set a goal for the number of consumers you plan to serve each grant year and a goal for the cumulative, unduplicated number of consumers to be served during the entire project period.

SPARS will not let you submit your goals for GPO review and approval if any fields are left blank.

If you do not have any IPP or Services activities planned for a given grant year, you can enter an Annual Goal of zero (0). However, please discuss this with your GPO before entering a zero (0) for any goal.

- 5. GPO Review of Annual Goals.** After you enter and submit your Annual Goals, your GPO will review and either approve the goals you have set or request revisions, based on their consistency with grant program objectives, the activities proposed in your application, requirements in your FOA and NoA, and any approved modifications to your planned activities. If revisions are requested, you must go back into SPARS, revise the annual goals, and then re-submit for GPO review and approval.

SECTION C: ENTERING ANNUAL GOALS INFORMATION

STEP 1: LOG INTO SPARS AND ACCESS THE DATA ENTRY SYSTEM

To enter your Annual Goals, you will first need to log into SPARS and navigate to the Annual Goals Data Entry screen within the CMHS section of SPARS.

The web address for SPARS is <https://spars.samhsa.gov/>. Creating a bookmark enables easy access to the website. Click **SPARS-CMHS** under the **Quick Links** section of the SPARS home page to get started.

SPARS [SAMHSA.gov](#)

[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 launch the SPARS website. SPARS is a new online data entry, reporting, technical assistance request, and training system to support grantees in reporting timely and accurate data to SAMHSA.

[Learn More](#)

Announcements

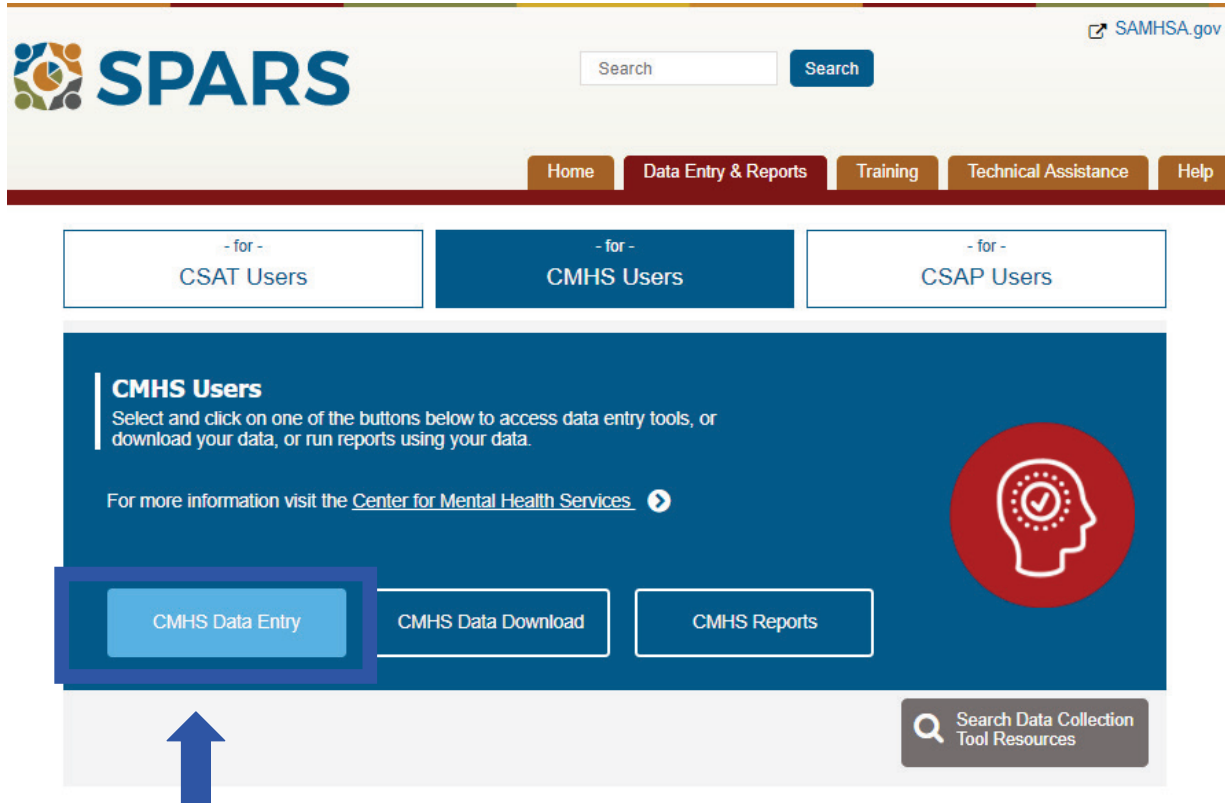
- New CSAP and CSAT Data Visualization Improvements Released on August 31, 2020**
Improvements to the CSAP and CSAT data visualizations were released on August 31.
- Service Impact: Microsoft August Security Patch Updates**
SPARS will be impacted on August 21st, starting at 5:30pm EST, by SAMHSA patching servers.
- New CSAT Data Visualization and CSAP Improvements Released on July 31, 2020**
A new CSAT Best Practices data visualization and CSAP improvements were released on July 31.

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.

Alternatively, from the SPARS home page, select the **Data Entry & Reports** tab, hover over **CMHS Users**, and click **CMHS Data Entry**.

At this point, you will be prompted to log into SPARS if you have not already done so.



Next, click on **Data Entry**, and then click **Annual Goals**.

The screenshot shows the SPARS web application interface. At the top left is the SPARS logo, and to its right is the text "Center for Mental Health Services" with a "Home" link. On the top right, it displays "User:" and "Roles: Admin" next to a gear icon. A dark red banner at the top contains the text "Data Entry". Below this banner, a breadcrumb trail reads "Home > Data Entry" and a "Print" icon is visible. On the left side, there is a vertical navigation menu with several items: "My Grants", "Admin", "Data Entry", "Annual Goals", "Services", "IPP", and "Data Download". The "Data Entry" item is highlighted with a blue border, and a blue arrow points upwards from the "Services" item to the "Data Entry" item. The main content area on the right contains a welcome message: "Welcome to the SPARS CMHS Data Entry system. Use this system to enter new or modify existing CMHS data related to:" followed by a bulleted list: "Annual Goals", "NOMs Adult and Child Consumer-level Measures (Services)", and "Infrastructure Development, Prevention, and Mental Health Promotion (IPP)". Below the list, there are three sections: "Annual Goals" with a paragraph explaining the requirement to enter annual goals; "NOMs Adult and Child Consumer-level Measures (Services)" with a paragraph about performance measurement; and "Infrastructure Development, Prevention, and Mental Health Promotion (IPP)" with a paragraph about performance indicators.

STEP 2: SELECT PROGRAM(S) OR GRANT(S)

If you are only associated with one grant, the system will bring you directly to the first Data Entry screen.

If you have access to multiple grants, you will first see the **Find Grant** screen. If you leave the **Find Grant** form blank and select the **Find** button, the system will display a list of all grants to which you have access.

- To search by program, click on the program name in the left box and then click on the “>” button to move the desired program from the **Available Programs** side to the **Selected Programs** side. If the incorrect program was chosen, click the “<” button to move it back. After your program(s) has been selected, click the **Find** button at the bottom of the screen, and the appropriate grant(s) appear in the grant list.
- You can also search for a grant by Grant ID, Organization Name, City, and/or State by entering information you know into the appropriate boxes and then clicking on the **Find** button. SPARS will list all records that matched the criteria you entered.

Next, select the grant for which you want to enter Annual Goals.

STEP 3: ENTER YOUR GOALS

SPARS will only display the goals that are required for the grant. After completing a section, click on the **Save** button at the top of each screen. It is not necessary to complete all Annual Goals sections in one sitting; you can save your work and return to complete them later.

At the beginning of each Goals page there are onscreen instructions that provide details for how to complete the section.

SERVICES

This section only applies to grants that provide data on CMHS National Outcome Measures (NOMs) Client-level Measures (Services Activities). SPARS will display each grant year in the grant's performance period. If your grant does not provide Services Activities, then these screens will not be available.

For every grant year, enter the number of consumers that you plan to serve. Enter a zero (0) if you think your grant will not serve any consumers in a given grant year. You cannot leave any field blank.

If you anticipate that some consumers will be served in multiple years, count them in each relevant year. For example:

- A grant that plans to serve the same 10 consumers every year for five years would enter "10" for each of the five grant years.
- A grant that plans to serve 10 different consumers every year for five years would also enter "10" for each of the five grant years.

Enter the cumulative, unduplicated number of consumers to be served during the entire performance period of your grant. If you plan to serve the same consumers in different years, count them only once in your cumulative total. For example:

- A grant that plans to serve the same 10 consumers every year for five years would enter "10" for its cumulative total.
- A grant that plans to serve 10 different consumers every year for five years would enter "50" for its cumulative total.

Please note: After you have entered your Services activity goal, click the **Save** button at the top of the screen. If you do not click the **Save** button, your goal will not be saved in the system. Click on the **Next** button to move to the next screen.

Services

Home > Data Entry > Annual Goals > Services Print | Cancel **Save** Previous **Next**

Grant #: SM8

Services
(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:
For your current grant year and all future grant years, please enter the goal for the number of consumers to be served, then the unduplicated cumulative goal of consumers to be served during the grant performance period. Once complete, please select "Save" to save the data; select "Next" to go to the next screen.

Cumulative Goal: This is the unduplicated goal of all consumers for the total grant period. This is different than adding up all the annual goals of each grant year, since that figure may contain duplicated consumers.

	Previous Year	Current Year	Next Year

Grant Year	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)	(9/30/2021 - 9/29/2022)		Cumulative
Not a training grant (9/30/2018 - 9/29/2022)	<input type="text" value="40"/>	<input type="text" value="120"/>	<input type="text" value="160"/>	<input type="text" value="160"/>	<input style="background-color: #ccc;" type="text"/>	<input type="text" value="280"/>

IPP INDICATORS

This section only applies to grants that provide data on IPP activities. SPARS will list the IPP indicators that are required for each grant year in your grant's performance period. Please review Appendix A for a complete list of infrastructure categories and the definition of each indicator. For additional information, refer to the [IPP Overview of Indicators Guide](#) on the SPARS website.

For each IPP indicator, you will need to enter a goal for each grant year. Enter a zero (0) if you think your grant will not conduct one of the activities in a given grant year. However, please consult with your GPO before entering "0" for any annual goal. You cannot leave any field blank. Unlike the Services activities goal, you do not need to enter a cumulative goal for IPP indicators.

Infrastructure Indicators

Home > Data Entry > Annual Goals > Infrastructure Indicators Print | Cancel **Save** Previous **Next**

▶ My Grants

▶ Admin

▶ Data Entry

Annual Goals

Services

▶ IPP

▶ Data Download

Grant #: SM6

Infrastructure Indicators

(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:

For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then "Next" to go to the next screen.

	Previous Year	Current Year	Next Year
Categories & Indicators	(9/30/2015 - 9/29/2016)	(9/30/2016 - 9/29/2017)	(9/30/2017 - 9/29/2018)
Workforce Development			
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	<input type="text" value="80"/>	<input type="text" value="80"/>	<input type="text" value="80"/>
Partnership/Collaboration			
PC2 - The <u>number of organizations</u> collaborating/coordinating/sharing resources with other organizations as a result of the grant.	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
Accountability			
A4 - The <u>number and percentage of work group/advisory group/council members</u> who are consumers/family members.	<input type="text" value="25"/> %	<input type="text" value="26"/> %	<input type="text" value="29"/> %

Please note: After you have entered your IPP annual goals, click the **Save** button at the top of the screen. If you do not click the **Save** button, your goals will not be saved in the system. Click the **Next** button at the top of the screen to move to the next applicable screen.

Prevention and Mental Health Promotion Indicators

Home > Data Entry > Annual Goals > Prevention and Mental Health Promotion Indicators Print | Cancel **Save** **Previous** **Next**

Grant #: SM8

Prevention and Mental Health Promotion Indicators

(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:

For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then select "Next" to go to the next screen.

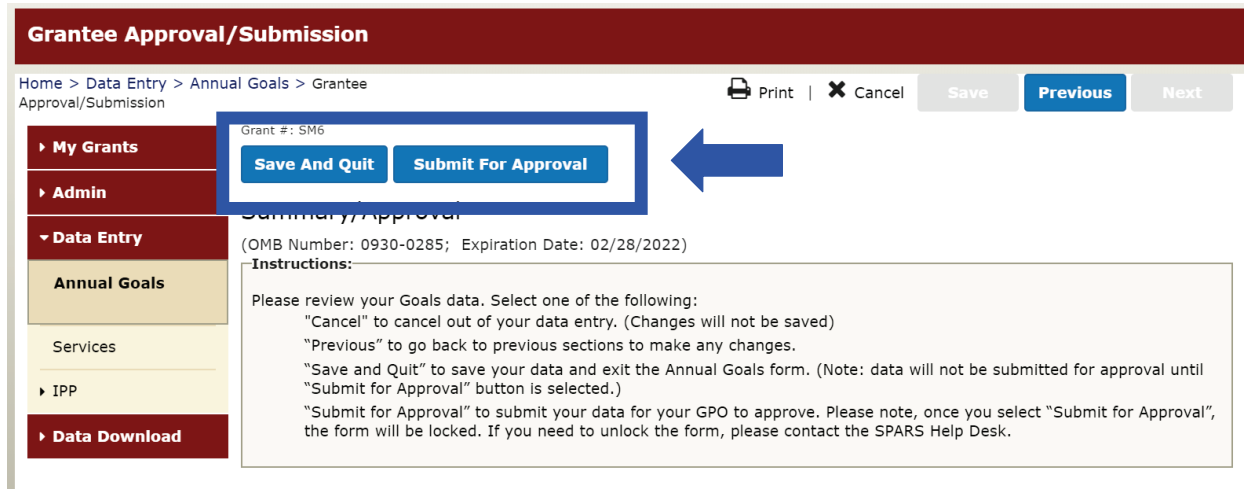
	Previous Year	Current Year	Next Year
Categories & Indicators	(9/30/2018 - 9/29/2019)	(9/30/2019 - 9/29/2020)	(9/30/2020 - 9/29/2021)
Screening			
S1 - The number of individuals screened for mental health or related interventions.	<input type="text" value="130"/>	<input type="text" value="280"/>	<input type="text" value="280"/>
Outreach			
O1 - The number of individuals contacted through program outreach efforts.	<input type="text" value="500"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
Referral			
R1 - The number of individuals referred to mental health or related services.	<input type="text" value="40"/>	<input type="text" value="80"/>	<input type="text" value="80"/>

Please note: After you have entered your prevention and mental health promotion goals, click the **Save** button at the top of the screen. If you do not click the **Save** button, your goals will not be saved in the system. Click on the **Next** button to move to the next applicable screen.

SECTION D: GRANTEE APPROVAL/SUBMISSION

Once all Annual Goals are entered, the system will display the Grantee Approval/Submission screen. This screen provides a summary of all the Annual Goals data entered for the grant.

Review the data for accuracy. To make any edits, click on the **Previous** button at the top of the screen to go back to the appropriate screen(s). If you make an edit, be sure to click on the **Save** button before returning to the **Grantee Approval/Submission** screen.



If you are not ready to submit your data for approval, click on the **Save And Quit** button. This button will save your data and take you back to the Find Grant screen.

Note: If you click the **Cancel** option next to **Print**, you will leave the page, and your changes will not be saved.

When you are ready to submit your Annual Goals to your GPO for approval, click the Submit For Approval button—your GPO will not be able to review your goals unless you have clicked this button. The **Submit For Approval** button will only be enabled when all your required goals are saved in SPARS. Once you click this button, the data entry screen will lock, and you will not be able to edit your Annual Goals data until the first quarter (October–December) of the following fiscal year.

Please contact the SPARS Help Desk if you accidentally submit your Annual Goals for GPO review and approval but need to revise your information.

GPO REVIEW AND APPROVAL OF ANNUAL GOALS

Your GPO will review your Annual Goals after you have clicked on the Submit for Approval button. An email will be sent to you when your GPO has either approved your Annual Goals or has not approved one or more of the Annual Goals.

If you receive notification that your GPO did not approve your Annual Goals, you must go back into SPARS and view the Annual Goals and any GPO comments. Once you review, you should edit the information and then select the **Submit For Approval** button again to resubmit your Annual Goals data for GPO.

SECTION E: UPDATING YOUR ANNUAL GOALS INFORMATION

During the first quarter of each fiscal year (i.e., October–December), SPARS allows you to unlock your Annual Goals for review and revision as needed. If the information you entered into SPARS under Annual Goals is in a status of **Update and Resubmit** or **Approved**, you will be able to unlock the information for the current and future grant years to make revisions, as shown in the screenshot below. GPOs can review and recommend edits at any time during the first quarter of each FFY and for one quarter after the update period (i.e., January 1–March 30).

Annual update period:	Grantee enters any updates by:	GPO reviews updates and grantee makes any requested revisions by:	System locks on:
October 1–December 31	December 31	March 31	April 1

If you have previously submitted Annual Goals data, you will see the screen below that allows you to unlock your previous entries for revision. To revise your previous entries, select **Yes, unlock my Annual Goals Information**, and click the blue **Next** button in the upper right corner.

If you are a new grantee, or if you did not fully complete the Annual Goals process last year, you will not see the screen below. Instead, you will be taken directly to the data entry screens.

Reset Annual Goals

Home > Data Entry > Annual Goals > Reset Annual Goals Print | Cancel | Save | Previous | **Next**

Grant #: 5M81

Annual Goals Information
(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:

UPDATES ARE DUE BY December 31st.

You may now unlock and update any grant year that overlaps with the current and future federal fiscal years.
NOTE: All Annual Goals data that are disapproved by your GPO will remain unlocked until you have made your updates and resubmitted.

Suggestion: Review your data first and print each screen before unlocking your current and future years' data.

Do you want to unlock your current/future Annual Goals Information? Select one of the following below then click on Next:

"No, I want to review my data" (read-only mode). You can unlock your data at a later time to make revisions if needed.

"Yes, unlock my Annual Goals Information".

Click "Cancel" to exit this data entry screen.

Please note that if you unlock your information, your GPO will have to review and approve it, even if you do not make revisions. Therefore, it might be a good idea to review your information first and then unlock it only if you need to make changes.

If you click **No, I want to review my data**, you will be taken to the first data entry screen in a read-only mode. Once you have reviewed your data, you can come back to this screen and unlock the information later if needed.

If you click **Yes, unlock my Annual Goals Information**, you will be taken to the warning screen indicating that the data will be unlocked for editing.

Annual Goals Information

(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Warning

If you select "YES", the current grant year and all future grant years will be unlocked for editing. You will need to click on "Submit for Approval" which will require your GPO to review and approve all current and future information, whether or not changes are made. Choose "Yes" only if changes are required.

If you click **No** on this screen, you will just see the screens in read-only mode.

If you click **Yes**, you will be taken to the data entry screens with the current and future year fields editable. Please note:

- Any information that was set to **Disagree** by your GPO from previous years will be highlighted in yellow and will be editable, as shown in the image below (indicated with the blue arrows).

	Previous Year	Current Year	Next Year	
Categories & Indicators	(9/30/2018 - 9/29/2019)	(9/2 - 9/2)	(9/2 - 9/2)	(9/30/2022 - 9/29/2023)
Outreach				
O1 - The number of individuals contacted through program outreach efforts.	45	* 20	* 20	20
	Agree	Agree	Agree	Agree
	Disagree	Disagree	Disagree	Disagree
Access				
AC1 - The number and percentage of individuals receiving mental health or related services after referral.	5 %	5 %	5 %	5 %
	Agree	Agree	Agree	Agree
	Disagree	Disagree	Disagree	Disagree

LOG OUT

To exit SPARS, click on the gear icon next to your username on the upper right of the screen, and select **Log out**. You will return to the main SPARS screen.



It is important to log out of SPARS while away from your desk for security reasons. Logging out of SPARS will block unauthorized users from viewing or modifying data in SPARS.

ACCESSING HELP

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

Telephone: (855) 322-2746 (Toll-Free)

Email: SPARS-Support@rti.org

Hours: M–F, 8:00 AM–7:00 PM (Eastern Time)

APPENDIX A: INFRASTRUCTURE DEVELOPMENT, PREVENTION AND MENTAL HEALTH PROMOTION (IPP) INDICATORS

The following appendix includes all IPP indicator definitions.

INFRASTRUCTURE DEVELOPMENT INDICATORS

POLICY DEVELOPMENT (PD)

- PD1. The number of policy changes completed as a result of the grant
- PD2. The number of organizations or communities that demonstrate improved readiness to change their systems in order to implement mental health–related practices that are consistent with the goals of the grant

WORKFORCE DEVELOPMENT (WD)

- WD1. The number of organizations or communities implementing mental health–related training programs as a result of the grant
- WD2. The number of people in the mental health and related workforce trained in mental health–related practices/activities that are consistent with the goals of the grant
- WD3. The number of people credentialed/certified to provide mental health–related practices/activities that are consistent with the goals of the grant
- WD4. The number of changes made to credentialing and licensing policies in order to incorporate expertise needed to improve mental health–related practices/activities
- WD5. The number of consumers/family members who provide mental health–related services as a result of the grant

FINANCING (F)

- F1. The amount of additional funding obtained for specific mental health–related practices/activities that are consistent with the goals of the grant
- F2. The number of financing policy changes completed as a result of the grant
- F3. The amount of pooled, blended, or braided funding used for mental health–related practices/activities that are consistent with the goals of the grant

ORGANIZATIONAL CHANGE (OC)

- OC1. The number of organizational changes made to support improvement of mental health–related practices/activities that are consistent with the goals of the grant

PARTNERSHIP/COLLABORATIONS (PC)

- PC1. The number of organizations that entered into formal written inter-/intra-organizational agreements (e.g., Memorandums of Understanding/Memorandums of Association) to improve mental health–related practices/activities that are consistent with the goals of the grant
- PC2. The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant

ACCOUNTABILITY (A)

- A1. The number of organizations making changes to accountability mechanisms in order to improve mental health–related practices/activities that are consistent with the goals of the grant
- A2. The number of organizations that regularly obtain, analyze, and use mental health–related data as a result of the grant
- A3. The number of communities that establish management information/information technology system links across multiple agencies in order to share service population and service delivery data as a result of the grant
- A4. The number and percentage of work group/advisory group/council members who are consumers/family members
- A5. The number of consumers/family members representing consumer/family organizations who are involved in ongoing mental health–related planning and advocacy activities as a result of the grant
- A6. The number of consumers/family members who are involved in ongoing mental health–related evaluation oversight, data collection, and/or analysis activities as a result of the grant

TYPES/TARGETS OF PRACTICES (T)

- T1. The number of programs/organizations/communities that implemented specific mental–health related practices/activities that are consistent with the goals of the grant
- T2. The number of programs/organizations/communities that implemented evidence-based, mental health–related practices/activities as a result of the grant
- T3. The number of people receiving evidence-based, mental health–related services as a result of the grant
- T4. The number of programs/organizations/communities that implemented adaptations of evidence-based practices (EBPs) to incorporate the special needs of unique populations or settings as a result of the grant

PREVENTION AND MENTAL HEALTH PROMOTION INDICATORS

AWARENESS (AW)

AW1. The number of individuals exposed to mental health awareness messages

TRAINING (TR)

TR1. The number of individuals who have received training in prevention or mental health promotion

KNOWLEDGE/ATTITUDES/BELIEFS (NAB)

NAB1. The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion

SCREENING (S)

S1. The number of individuals screened for mental health or related interventions

OUTREACH (O)

O1. The number of individuals contacted through program outreach efforts

O2. The total number of contacts made through program outreach efforts

REFERRAL (R)

R1. The number of individuals referred to mental health or related services

ACCESS (AC)

AC1. The number and percentage of individuals receiving mental health or related services after referral