

# Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P) Grant Program

The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services (CMHS) collects data from Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P) grantees on their Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Every quarter, grantees must report on these *three* IPP indicators in SAMHSA’s Performance Accountability and Reporting System (SPARS):

1. **Screening (S1):** The number of individuals screened for mental health or related interventions.
2. **Outreach (O1):** The number of individuals contacted through program outreach efforts.
3. **Referral (R1):** The number of individuals referred for mental health or related services.

This program guidance helps CHR-P grantees meet their IPP data reporting requirements in SPARS. The guide provides information on

- IPP reporting requirements and deadlines,
- IPP reporting tips and resources,
- Program guidance and examples for each IPP indicator, and
- How to submit IPP results in SPARS.

## IPP Reporting Requirements and Deadlines

Grantees must report IPP data in SPARS during each quarter of the Federal Fiscal Year (FFY) calendar (October 1–September 30), even if there are no new IPP results to report for a given indicator. For new grantees, data submission starts in the **second quarter** after the beginning of the grant. Once a grantee submits its IPP data, its government project officer (GPO) will review each indicator and either approve the results or request revisions. Grantees have until midnight of the grantee revision deadline (see “Grantee Deadline to Revise Data” column in Table 1) to submit revisions. After this deadline, the system does not allow data entry, GPO reviews, or grantee revisions.

**Table 1: Quarterly Reporting Periods and Deadlines for Submitting IPP Results**

Quarter	Quarterly Reporting Period	Grantee Deadline to Submit Data	GPO Review Deadline	Grantee Deadline to Revise Data	System Lock Date*
1st	October 1–December 31	January 31	February 28	March 31	April 1
2nd	January 1–March 31	April 30	May 31	June 30	July 1
3rd	April 1–June 30	July 31	August 30	September 30	October 1
4th	July 1–September 30	October 31	November 30	December 31	January 1

\* System does not accept data entry, GPO reviews, or grantee revisions after this date.

## IPP Reporting Tips and Resources

Every quarter, grantees are required to do the following for each indicator by the due date:

1. Go to SPARS online data entry/reporting system at <https://spars.samhsa.gov/> to enter your data on the Result Record form.
2. Submit data only on *completed* activities and trainings *in the quarter* they were completed. You can access SPARS at any time to enter your quarterly IPP results by the due date listed above.
3. DO NOT enter data on activities that are *in progress*, *in planning phase*, or *pending*.
4. CMHS understands that not every indicator will have a completed activity every quarter. If you have no activity to report for an indicator, you must enter a **No New Result** record in SPARS. To do so, select “If there were no new results, check this box” on the Result Record form, and then click the **Save - Add New** or **Save - Finish** button to complete the entry. The system will not accept a zero (0) result.
5. After you submit your data, your GPO will review and either approve, disapprove, or request revisions.
  - Contact your GPO for additional guidance about your IPP indicators.
  - For additional guidance on IPP indicators, refer to these practical resources accessible from either the SPARS Resource Library or Training Page:
    - CMHS IPP Overview of Indicators Guide,
    - CMHS IPP How to Enter Results Guide for Grantees,
    - CMHS Understanding Annual Goals: CMHS Reporting Requirements and Data Entry Training Recording, and
    - IPP Data Entry Clinic Recording.
  - The **SPARS Help Desk** is also available to provide technical support and answer questions about SPARS user accounts, passwords, or submitting data to SPARS. Call the SPARS Help Desk at (855) 322-2746 (toll-free), or email [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org).

## Screening (S1)

**S1 is the number of people screened for mental health or related interventions.**

### Definitions of Key Terms

- **Screening:** The initial identification of individuals who may need a specific intervention, and the screening is not for monitoring or assessment.
- **Mental health–related:** Pertaining to mental health or the population of people with or at risk of mental illness, including people with co-occurring substance use disorders. When people with or at risk of mental illness are the population of focus, a wide array of subject areas may be considered to be mental health–related by virtue of the connection with this population. Under such circumstances, mental health–related areas may include, but are not limited to, those pertaining to physical health, co-occurring disorders (mental illness and substance use disorders), housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, and financial well-being.
- **Interventions:** Treatment, rehabilitation, prevention, mental health–related promotion, and supportive services.

### Examples of Screenings

- Patient Health Questionnaire 2, 3, or 9
- Columbia Suicide Severity Rating Scale –  *Screener Version*
- Ages & Stages Questionnaire (ASQ)
- Behavioral Health Screen

### Examples of Interventions

- Evidence-based practices
- Consumer-operated services (such as family-driven or youth-guided services)
- Culturally specific practices
- Suicide prevention programs
- Rural telehealth programs

### Guidelines for Entering S1 Results

On the Result Record form, enter the following information in the quarter when you screened the individual.

- **Result Name:** Enter the name/title of the screening provided.
- **Result Description:** Enter a brief description of the individuals who received the screening and the type of screening provided.
- **Result Number:** Enter the total number of individuals screened.

If you have no activity to report for S1, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Example of S1 Result

- **Result Name:** Patient Health Questionnaire–9 (PHQ-9)
- **Result Description:** As a result of the grant, during this quarter we administered the PHQ-9 to 116 individuals at participating primary care practices.
- **Result Number:** 116

### Who to Count

- **Count** the number of individuals screened for initial identification of a need for intervention.
- **Do not count** the number of interventions.
- **Do not count** ongoing monitoring to assess individuals’ progress and status.

## Outreach (O1)

**O1 is the number of individuals contacted through program outreach efforts.**

### Definitions of Key Terms

- **Contacted:** Making a connection with individuals. Programs can make contacts on the streets, via telephone, in various program settings, at drop-in centers, or in community settings.
- **Outreach:** Strategy designed to increase access and participation in treatment service for the population of focus.

### Guidelines for Entering O1 Results

On the Result Form, enter the following information in the quarter when the outreach took place.

- **Result Name:** Enter the name of the outreach effort.
- **Result Description:** Enter a brief description of the outreach effort.
- **Result Number:** Enter the total number of individuals contacted through the program outreach effort.

If you have no activity to report for O1, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Example of O1 Results

- **Result Name:** Youth Center Family Fun Day
- **Result Description:** As a result of the grant and during this quarter, we spoke with 20 young people at a Family Fun Day event sponsored by the Youth Center and shared information about promoting mental wellness.
- **Result Number:** 20

### Who to Count

- **Count** the number of individuals.
- **Do not count** the number of contacts.
- For example, if a program contacts a person five times, count the individual once.
- Programs can also count outreach to further engage individuals already enrolled in services, such as an individual who started services although the program has not seen this individual for a while.
- **Do not count** individuals contacted for general appointment reminders or as part of service provision.

## Referral (R1)

**R1 is the number of individuals referred to mental health or related services.**

### Definitions of Key Terms

- **Referred:** Recommending an individual for mental health or related services.
- **Mental Health–Related:** Pertaining to mental health or the population of people with or at risk of mental illness; also includes people with co-occurring substance use disorders. When people with or at risk of mental illness are the population of focus, a wide array of subject areas may be considered to be mental health–related by virtue of the connection with this population. Under such circumstances, mental health–related areas may include (but are not limited to), for example, those pertaining to physical health, co-occurring disorders (mental illness and substance use disorders), housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, financial well-being, etc.

### Examples of Related Treatment, Rehabilitation, Prevention, or Support Services

- Physical health
- Mental health outpatient services
- Mental health inpatient services
- Criminal or juvenile justice involvement
- Child welfare
- Education
- Independent living skills
- Peer support

### Guidelines for Entering R1 Results

On the Result Form, enter the following information in the quarter when you referred the individuals.

- **Result Name:** Enter referral information for individuals.
- **Result Description:** Enter a brief description of the individuals who received referrals and the types of mental health or related services to which they were referred.
- **Result Number:** Enter the total number of individuals referred.

If you have no activity to report for R1, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Example of R1 Result

- **Result Name:** Mental Health Outpatient Referrals
- **Result Description:** As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicidal ideation. As a result of the screening, we referred 21 individuals for mental health outpatient services this quarter.
- **Result Number:** 21

### Who to Count

- **Count** the number of individuals referred to mental health or related services.
- **Do not count** the number of services.

# SPARS Program Guidance on Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P) Grantees

## How to Submit IPP Results in SPARS

To submit IPP results in SPARS, select **SPARS-CMHS** from the Quick Links section of the SPARS home page at <https://spars.samhsa.gov>.

**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**

- No Help Desk Services on January 17, 2018 Due to Inclement Weather
- No Help Desk Services on January 17, 2018 Due to Inclement Weather
- New SPARS CSAP Features and Programs Released on January 8, 2018
- On January 8, 2018, SPARS released new CSAP features to help grantees and POs enter and review data.
- New SPARS CSAP Features Released on December 11, 2017

**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.

After logging in, you will see a menu bar on the left side of the home screen. Select the dropdown menu **Data Entry** > **IPP** > **Results List**.

**SPARS** Center for Mental Health Services  
[Home](#)

**IPP**

Home > Data Entry > IPP Print

**My Grants**

**Admin**

**Data Entry**

- Annual Goals
- Services
- IPP**
- Required Indicators
- Results List**

**Data Download**

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

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. All grantees conducting IPP activities are required to collect data and submit data to the SPARS CMHS system on a quarterly basis. Data collection requirements are program-specific based on the Request for Application and the activities conducted within each program.

# SPARS Program Guidance on Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P) Grantees

To submit an IPP result in SPARS, click the **Add New Result** button to access the **Result Record**. The fields you need to complete for each indicator are shaded in yellow.

**SPARS** Center for Mental Health Services  
Home

**Results List**

Home > Data Entry > IPP > Results List

Print | Cancel Save Previous Next

View Glossary

**ADD/FIND RESULTS**  
(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

**ADD NEW RESULT**  
To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Result button.

Program: IPP Test

Grant: IPPTTEST2016 - Westat Test **Add New Result**

**FIND RESULTS**  
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

If you have no activity to report for an indicator, you must enter a **No New Result** record in SPARS. To do so, select “If there were no new results, check this box” on the Result Record, then click the **Save - Add New** or **Save - Finish** button to complete the entry.

## Result Record

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

**Save - Add New** **Save - Finish**

**INSTRUCTIONS:** Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter<sup>1</sup>. Note: Screen will refresh when you select the date range or indicator.

Grant Number: IPPTTEST2016 (IPP TEST 2016)

Date Range Result Was Completed: FFY 2020 Quarter 3 (Apr. 1 2020 - Jun. 30 2020)

Indicator: Workforce Development - WD3

WD3 - The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant.

<sup>1</sup> FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: No New Result