

SPARS Data Entry Resource Guide for CMHI Grantees Providing Direct Services to Both Children/Adolescents and Young Adults

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) team created this resource document for Children's Mental Health Initiative (CMHI) grantees who provide services to **both children/adolescents and young adults** with serious emotional disturbance (SED) or serious mental illness (SMI)—and therefore use both the Child/Adolescent/Caregiver and Adult National Outcome Measures (NOMs) client-level tools.

If you have any questions about this guide, SPARS Help Desk staff are available Monday through Friday from 8:00 am to 7:00 pm EST and can be reached by calling (855) 322-2746 (toll-free) or emailing SPARS-Support@rti.org. Please contact your Government Project Officer (GPO) for programmatic questions or questions about your grant's reporting requirements.

Step 1: SPARS will create two grant profiles for you to enter data if your program provides services to both children/adolescents and young adults.

For you to enter data in SPARS for both the Child/Adolescent/Caregiver and Adult NOMs client-level tools, SPARS Help Desk staff will need to create two grant profiles for you. Specifically, we will create a CMHI grant profile for you to enter child/adolescent client-level data as well as a CMHI-A grant profile for you to enter adult client-level data. The "-A" added to the end of CMHI indicates that it is the "adult" grant profile. In general, when deciding which tool works best for each client, use the child tool (i.e., CMHI grant profile) for individuals under 16 years of age, and use the adult tool (i.e., CMHI-A grant profile) for individuals 16 years of age and older.

Step 2: Enter your grant's Annual Goals

- Enter the number of young adults your grant program will serve each year based on your grant proposal application (unless revised numbers were approved by your GPO) into the CMHI-A profile (the adult account).
- Enter the number of children/adolescents your grant program will serve each year based on your grant proposal application (unless revised numbers were approved by your GPO) into the CMHI profile (the child account).
- Enter all other annual Infrastructure Development, Prevention, and Mental Health Promotion (IPP) goals into the CMHI profile.
- When developing your IPP estimates, please refer to your program-specific guidance, or consult with your GPO.
- *Note: Effective October 1, 2019, CMHS grantees are no longer required to enter and/or update Annual Budget Information in SPARS. If the budget screens are available, grantees should enter zero(s) in all budget categories on the Budget Information data entry screen in the CMHI profile.*

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Step 3: Once you submit your Annual Goals for both the child and adult grant profiles, your GPO will review, approve, or request revisions for each.

Estimates are due annually during the first quarter of every Federal Fiscal Year (FFY; October 1–December 31). For each grant profile, your GPO will review, approve, or request revisions at any time during this update period or up until one quarter afterward (March 31).

Step 4: Submit your IPP results each quarter within the CMHI grant profile only (child account).

Step 5: Run the CMHS Performance Report (TPR) periodically to track your grant program's performance in SPARS.

When you run the TPR report under each grant profile, data within the “Grantee has served at least 70% of Services goal for FFY” column will be accurate for both the child and adult profiles. However, data within the “Grantee has entered results for all required indicators in each quarter for FFY” and “Grantee has achieved at least 70% of IPP goals for FFY” columns will be accurate under the child profile but missing under the adult profile.