SAMHSA's Performance Accountability and Reporting System (SPARS)

Center for Mental Health Services (CMHS)

CMHS PERFORMANCE REPORT (TPR) GUIDE

CMHS
Center for Mental Health Services
SAMHSA

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GENERAL OVERVIEW

The Center for Mental Health Services (CMHS) Performance Report (TPR) can be used by project directors, grantee staff, government project officers (GPOs), and CMHS staff to monitor how CMHS grants are doing in meeting their the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) data entry requirements and program goals. For the selected federal fiscal year (FFY), the report provides information on progress toward meeting both Client-Level Consumer Services and Infrastructure Development and Mental Health Prevention and Promotion (IPP) Indicators, as applicable.

This guide to the CMHS TPR provides the following information:

- a list of key terms you need to understand for this guide and the report,

- instructions for running the report and customizing it for your needs,

- a description of how to use the report, and

- an appendix of technical details.

SECTION A: KEY TERMS

This section presents brief definitions of terms used in the Center for Mental Health Services (CMHS) Performance Report (TPR) as well as in this guide.

Program: The *program* refers to the CMHS-assigned name for a group of grants according to the Funding Opportunity Announcement (FOA) as shown in the first column of this report.

Cohort: A *cohort* refers to the number assigned to the group of grants in each program that were awarded at the same time. (For example, grants awarded in 2019 could be Cohort 1, while those awarded in 2020 could be Cohort 2.)

Grant ID: The *grant ID* is the grant identification number assigned by CMHS.

Grant Org Information: The *Grant Org Information* provides the grant organization's name, state, grant start date, and grant end date.

Data entered as of: The *Date entered as of* is the cut-off date for this report. This report is updated once every 24 hours and includes all data entered as of the time they were last updated.

Federal Fiscal Year (FFY): The *Federal Fiscal Year* is 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 commonly is referred to as *FFY*. For example, FFY 2019 began October 1, 2018, and ends September 30, 2019.

Role: Your *role* in the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) governs what you can view and/or edit in SPARS. Example roles include project director, grantee staff, and Government Project Officer (GPO). The general rule is that you can run reports for the grant(s) and/or grant program(s) with which you are associated. For example, most grant project directors or grantee staff are associated with just one grant and can only see data for that grant.
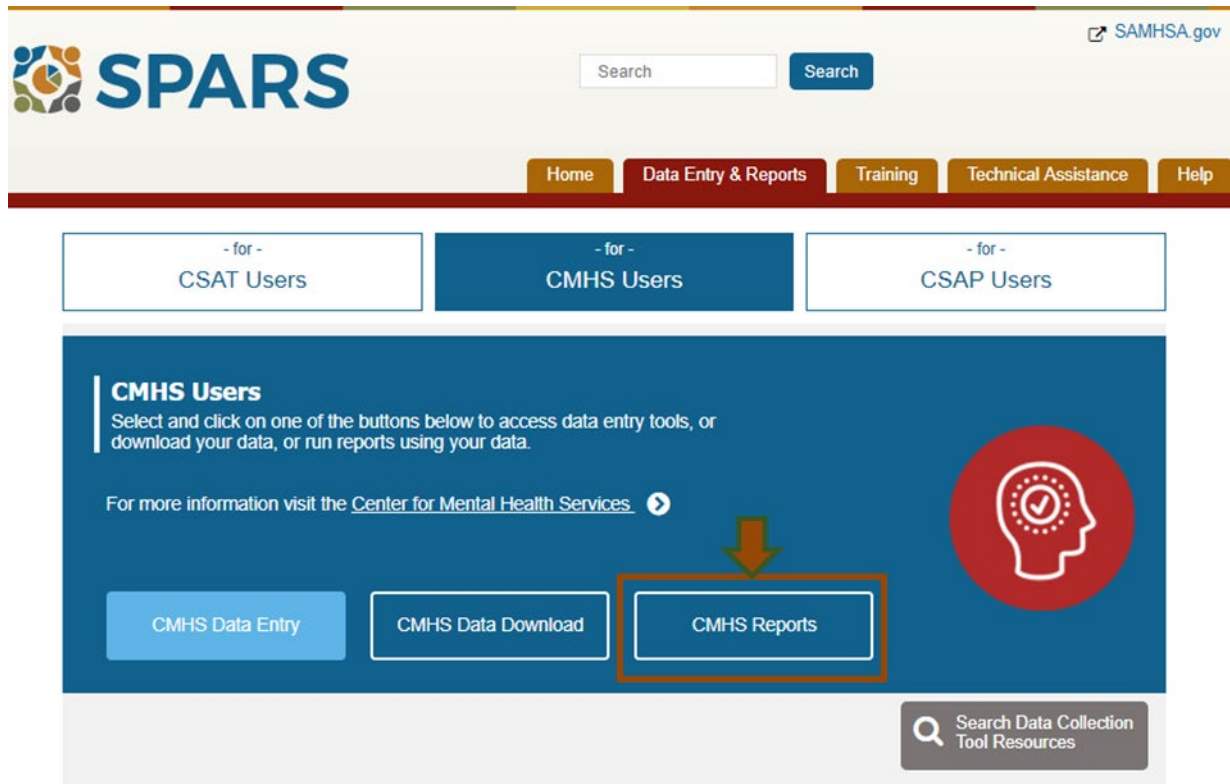
SECTION B: RUNNING THE REPORT

To run the **CMHS TPR**, there are three steps:

1. Navigate to the CMHS TPR.
2. Select the criteria for the reports you wish to view (optional).
3. View the report.

Step 1: Navigate to the Report

From the top navigation bar on the SPARS homepage, select **Data Entry & Reports**, and then select **for CMHS Users**.

Select **CMHS Reports** to open the SPARS CMHS Reports page.

From the left menu, select **CMHS Performance (TPR)**.

Under **Program or Grant List?** choose whether you want to run the program by Program List or Grant List.

- The Program List will let you run the report by all programs or specific programs (based on your access).

- The Grant List allows you to run the report for all grants or specific grants (based on your access).

Helpful hint: How to run a default report

You only need to select criteria if you want to customize your report by sorting or filtering data. To run a default report instead of a customized report, simply skip step 2 (selecting the criteria for the report) and click **Download Report**.

Step 2: Select Criteria (Optional)

You can set several criteria for the report. These criteria specify which data your report will include, allowing you to customize the output. In addition to Program or Grant List? described above, the following report criteria are available and described in more detail below:

- A. Output As
- B. Federal Fiscal Year
- C. Sort Order
- D. Grant Information Contains
- E. Review Board Status (TPR for CMHS Only)
- F. GPO Selection (TPR for CMHS Only)
- G. Sort By
- H. Program or Grant

A. Output As

You can output your report in HTML, PDF, RTF, or Excel. The default format is PDF.

B. Federal Fiscal Year

You can select the current FFY or the previous FFY. The default is the current FFY.

C. Sort Order

You can choose ascending (low to high) or descending (high to low) order for your sort. The default is ascending.

D. Grant Information Contains

You can enter text or keywords to filter the report's data. The default is blank, meaning that SPARS will not filter the report data by this criterion.

E. Review Board Status (TPR for CMHS Only)

You can select all eligible grants or grants referred to board. The default is all eligible grants.

F. GPO Selection (TPR for CMHS Only)

You can select all GPOs or any single GPO. The default is all GPOs.

G. Sort By

By default, the report will sort by grant or program information. To change how SPARS sorts report data, select from the pull-down menu. The choices are the following:

- Program, then Grant ID
- Grant ID
- Grant Org Info
- GPO
- Grantee has set Services goals
- Grantee has served at least 70% of Services goal
- Grantee reassessment rate is at least the CMHS rate of prior FFY
- Grantee has set IPP goals
- Grantee has entered results for all required indicators
- Grantee has achieved at least 70% of IPP goals
- Grantee has entered budget information
- Program, then Number of No's, then Grant ID
- Number of No's, then Program, then Grant ID

H. Program or Grant

This section lists the grants or programs for which you can run the report based on your access to SPARS. By default, SPARS selects all grants or programs to which you have access.

Step 3: View the Report

Click **Download Report** to generate the report.

The sample report below shows what the CMHS TPR looks like.

Report By: Program
FFY: 2019
Grant Information Contains: N/A Sort By: Program, then Grant ID Sort Order: Ascending
Selected Program(s): ProgA, ProgB
Grant(s): All Available Grants
Data entered as of: June 20, 2019 1:22 AM EDT

Notes:

[1] This report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time at the top of this report to see when it was last updated.

[2] If the grant does not apply to this module, then "Missing" will be displayed.

[3] Only grants with a goal status of "Ready for Approval" or "Approved" will be applicable. Other goal statuses will show as "Missing" because a value cannot be calculated.

[4] Grant has submitted Client-Level Consumer Services data to SPARS during any Grant Year (including interview-conducted or administrative-only data).

[5] For current FFYs, goals are prorated when calculating the rate.

[6] Reassessment Rate includes Reassessment Interviews completed both inside and outside the reassessment window.

[7] A result of "No New Results" is counted as a result.

[8] Only IPP results with the status of "Pending GPO Review," "GPO Agrees," or "GPO Agrees after Edits" will be included.

[9] An FFY Quarter will not be required if the deadline to enter results has not yet passed.

[10] The average of all required IPP indicators for the selected FFY should be equal to or greater than 70% of goal. If a program is only required to report one indicator, then the percent of goals achieved for only that indicator will be used. If two of these indicators are reported, the average of the two indicators will be used.
A "Missing" will be displayed if none of these indicators is required.

[11] Null values under the Budget Info entry fields are acceptable, as long as the sum of all annual budgets was at least 80% of the respective Total Annual Budget.

[12] The rate shown in the header is the cumulative reassessment rate achieved for all CMHS discretionary grant programs in the prior fiscal year.

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CMHS Performance Report (TPR)

Program	Cohort	Grant ID	Grant Org Info	GPO	Grantee has set services goals for FFY 2019 & all future years[2,3]	Grantee has served at least 70% of Services goal for FFY 2019[2,4,5]	Grantee reassessment rate is at least 60.0% in 2019[2,6,12]	Grantee has set IPP goals for FFY 2019 & all future years[2,3]	Grantee has entered results for all required indicators in each quarter for FFY 2019 (to Date)[2,7,8,9]	Grantee has achieved at least 70% of IPP goals for FFY 2019[2,5,8,10]	Grantee has entered budget information for FFY 2019 and all future years[3,11]
ProgA	1	SM0001	Grantee A – MD (09/30/2014-09/29/2019)	Aiden Barranco Smith	Yes	No Achieved: 60.5% PrGoal: 1074	No 43.3%	Yes	Yes	No 35.0%	No
ProgA	2	SM0002	Grantee B – MA (09/30/2014-09/29/2019)	Juan Perez	Yes	Missing	No 33.3%	Yes	Yes	No 45.6%	Yes
ProgB	1	SM00003	Grantee C – AR (09/30/2014-09/29/2019)	Julia Romano	Yes	Yes Achieved: 81.0% PrGoal: 502	Missing	Yes	No	Yes 100%	Yes
ProgB	2	SM00004	Grantee D – AK (09/30/2016-09/29/2020)	Kamala Craig	Yes	Yes Achieved: 76.6% PrGoal: 358	Yes 62.8%	Yes	Yes	Yes 77.3%	Yes

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SECTION C: USING THE REPORT

What information is shown?

Reading the report from *left to right*, the report displays the following pieces of information for your grant or program.

- The first five headings are the Program, Cohort, Grant ID, Grant Org Info, and GPO.

- Column 6: Yes or No for whether the grant has <u>set Services goals</u> for the selected FFY and all future years.

- Column 7: Yes or No for whether the grant has <u>served at least 70% of its Services goal</u> for consumers served for the selected FFY, the percentage of the goal that was met, and the prorated goal to date for the selected FFY.

- Column 8: Yes or No for whether the Services <u>reassessment interview rate</u> achieved for the selected FFY is at least 60% and the current reassessment interview rate for the selected FFY.

- Column 9: Yes or No for whether the grant has <u>set IPP goals</u> for the selected FFY and all future years.

- Column 10: Yes or No for whether the grant has <u>entered results for all required indicators</u> in each quarter for the selected FFY.

- Column 11: Yes or No for whether the grant has <u>achieved at least 70% of its IPP goals</u> for the selected FFY and the percentage of the IPP goals that were met (calculated as the average of the percentage of goal achieved for each IPP indicator).

- Column 12: Yes or No for whether the grant has <u>entered budget information</u> for the selected FFY and all future years.

Helpful Tips

A few points to keep in mind while using the report:

- All cells with "Yes" will be shaded green, and all cells with "No" will be shaded red.
- The actual rate for applicable columns is shown in the cells as well. For example, for the column "Grantee has served at least 70% of Services goals for FFY 2019," Yes Achieved: 77.3% will be displayed for a grant that has met the goal and has served 77.3% of its goal.
- The report is updated once every 24 hours and includes all data entered as of the time it was last updated. Check the date and time on the cover page of the report output to see when it was last updated.

"Missing" will be displayed in the cell if the column does not apply to the program or grant, and the cell will have gray shading.

THINGS TO REMEMBER/FREQUENTLY ASKED QUESTIONS

- If you do not change any criteria and simply view the report, the default report will show data for the current FFY.

- If you just created your SPARS user account, you may not have access to this report for up to 36 hours.

- Grants are included in the reports based on their start and end dates.

  - CMHS Performance (TPR): Only currently active grants that have been active at least 1 full year will be included in these reports (i.e., grants whose start dates occur in the same fiscal year as the selected FFY in the report will not be displayed).

  - The CMHS Performance (TPR for CMHS Only) is designed to include grants with consecutive years of data, either in the previous and current fiscal years, or in the current and following fiscal years. For reports run on the current FFY, only grants that are active in the current fiscal year and the entire next fiscal year are included. For previous FFY reports, only currently active grants that were active in the previous fiscal year and the entire current fiscal year are included.

  - For more information, please refer to Appendix A: Technical Details.

ACCESSING HELP

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

Telephone: 1-855-322-2746
Email: SPARS-Support@rti.org
Hours: Monday to Friday, 8:00 AM–7:00 PM (ET)

APPENDIX A: TECHNICAL DETAILS

This appendix provides technical details about how the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) uses data to generate the Center for Mental Health Services (CMHS) Performance (TPR) Report and also explains how SPARS defines data appearing in each column and how SPARS determines which grants to include in the reports.

Definitions

Grantee has set Services goals for Federal Fiscal Year (FFY) 20XX & all future years

"Yes" is displayed if the following are the case:

1. Grantee has set all Services goals (zero counts as setting a goal) for all FFY years from the selected FFY to the last FFY year in the grant period; and
2. Grant's goal status is one of the following:
   a. Ready for Approval
   b. Approved

Other goal statuses will show as "Missing" because a value cannot be calculated. If the grant does not apply to this module, then "Missing" will also be displayed.

Grantee has served at least 70% of Services goal for FFY 20XX

The 70% rate in the header is the CMHS services target for minimal performance that is used to decide if the grant needs to be reviewed by the Performance Review Board.

"Yes" is displayed if the number of consumers served for the selected FFY is greater than or equal to 70% of the set goal.

The grant's percent achievement toward the number of consumers served goal for the selected FFY will be displayed below "Yes" or "No"; it is rounded to the nearest tenth of a percent. Additionally, the prorated goal (PrGoal) to date for the selected FFY will also be displayed in the cell.

"Missing" is displayed if the grantee did not enter goal data for the selected FFY.

Note: Goals are prorated if the user selects the current FFY. To calculate the prorated goal: divide the current FFY's goal by 365 (days), and then multiply by the number of days that have passed between the first day of the current fiscal year and the date the report was generated.

Grantee reassessment rate is at least 60% in 20XX

"Yes" is displayed if the reassessment interview rate for the selected FFY is greater than or equal to the 60% CMHS target reassessment rate listed in the header.

The grant's reassessment interview rate for the selected FFY, rounded to the nearest tenth of a percent, is displayed below "Yes" or "No."

"Missing" is shown if no reassessments were due for the selected FFY.

For a reassessment to count as "received," it must be conducted within the window (30 calendar days before or after the "due date"), AND it cannot be an administrative interview. It must be a conducted interview. For more information about how the reassessment rate is calculated, please refer to the *CMHS Reassessment Interview Rate Report Guide*.

Grantee has set IPP goals for FFY 20XX & all future years

"Yes" is displayed if the following are the case:

1. Grantee has set *all required* IPP goals (zero counts as setting a goal) for all FFY years from the selected FFY to the last FFY year in the grant period; and
2. Grant's goal status is one of the following:
   a. Ready for Approval
   b. Approved

Other goal statuses (No Data Entered, Incomplete, Update and Resubmit for Approval) will show as "Missing" because a value cannot be calculated.

Grantee has entered results for all required indicators in each quarter for FFY 20XX (to date)

A result of "No New Results" is counted as a result.

"Yes" is displayed if at least one IPP result was entered for *every required IPP indicator* under the FFY Quarter. FFY Quarters that have not ended at the time the report was run will not be included as required.

   a. Example: If the report was generated on 4/15/2019 (during FFY 2019 Quarter 3), then only FFY 2019 Quarters 1 and 2 will be required because Quarter 3 has not yet ended.
   b. If none of the FFY quarters in the selected FFY apply, which would be the case during Quarter 1 of the current FFY, then "Missing" will be displayed.

If the grant does not apply to this module, then a "Missing" will be displayed.

For an IPP result to be included, its result status must be set to one of the following:

   a. Pending GPO Review
   b. GPO Agrees
   c. GPO Agrees after Edits

Grantee has achieved at least 70% of IPP goals for FFY 20XX

"Yes" is displayed if the grantee achieved an average rate of 70% or better of the set goal for all required IPP indicators (for the selected FFY).

For an IPP result to be included, its result status must be set to one of the following:

    a. Pending GPO Review
    b. GPO Agrees
    c. GPO Agrees after Edits

The grant's percent achievement toward the IPP goals for the selected FFY will be displayed below "Yes" or "No"; it is rounded to the nearest tenth of a percent.

"Missing" is displayed if the grantee did not enter goal data for the selected FFY.

Note: Goals are prorated if the user selected the current FFY. To calculate the prorated goal: divide the current FFY's goal by 365 (days), and then multiply by the number of days that have passed between the first day of the current fiscal year and the date the report was generated.

Grantee has entered budget information for FFY 20XX and all future years

"Yes" is displayed if the following are the case:

1. Grantee has accounted for at least 80% of its annual budget for all FFY years from the selected FFY to the last FFY year in the grant period; and
2. Grant's goal status is one of the following:
    a. Ready for Approval
    b. Approved

Inclusion Criteria based on Grant Start Date and Grant End Date

1. CMHS Performance (TPR): Only currently active grants that have been active at least 1 full year will be included in these reports. For example, *if the current fiscal year is 2020*:
    a. If the user selects the current FFY (2020) TPR, then grants are included only if Grant Start Date is less than or equal to 10/1/2019 AND Grant End Date is greater than or equal to 10/01/2019.
    b. If the user selects the previous FFY (2019) TPR, then grants are included only if Grant Start Date is less than or equal to 10/1/2018 AND Grant End Date is greater than or equal to 10/01/2018.
2. CMHS Performance (TPR for CMHS Only): For reports run on the current FFY, only grants that are active in the current fiscal year and the entire next fiscal year are included. For previous FFY reports, only currently active grants that were active in the previous fiscal year and the entire current fiscal year are included. For example, *if the current fiscal year is 2020*:
    a. If the user selects the current FFY (2020) TPR for CMHS only report, then grants are included only if Grant Start Date is less than 10/1/2019 AND Grant End Date is greater than or equal to 9/30/2021.
    b. If the user selects the previous FFY (2019) TPR for CMHS only report, then grants are included only if Grant Start Date is less than 10/1/2018 AND Grant End Date is greater than or equal to 9/30/2020.