

CMHS GPO Checklist for Orienting New Grantees to SPARS

CMHS Grant Program: _____ Grant ID: _____

Grantee Project Director (or designee): _____

Center for Mental Health (CMHS) Government Project Officers (GPOs) can use this checklist to track the progress new grantees are making to integrate their grant activities into SAMHSA's Performance Accountability and Reporting System (SPARS), to learn the SPARS-CMHS data reporting requirements, and to prepare to enter and utilize their data. GPOs should revisit this checklist to help assess whether grantees are prepared to submit data in SPARS.

The Grantee Project Director (or designee) has completed the New Grantee Information form and submitted it to the SPARS Help Desk (855-322-2747; SPARS-Support@rti.org)

All grantee staff have opened SPARS user accounts and confirmed they have the expected access for their role

Grantee staff have accessed the SPARS Resource Library and reviewed all essential SPARS-CMHS guidance documents that are available for download via the CMHS page

- 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 Client-Level Services Tool (*if applicable*)

- CMHS Client-Level Services Measure Question-by-Question Guide (*if applicable*)

- CMHS Services Frequently Asked Questions (FAQs; *if applicable*)

Grantee staff have attended and viewed SPARS online trainings

- SPARS CMHS Overview for New Grantees

- AGB and IPP Overview for CMHS Grantees

- Services Overview for CMHS Grantees (*if applicable*)

- Services Adult or Child Data Collection for CMHS Grantees (*if applicable*)

Grantee staff have submitted Annual Goals and Budget estimates for GPO review within 90 days of the start of the grant

Grantee staff have begun submitting IPP results to SPARS for GPO review in accordance with grant guidelines

If applicable, grantee staff of programs providing direct services have begun submitting consumer-level assessment data to SPARS in accordance with grant guidelines

