

Garrett Lee Smith Campus Suicide Prevention Cohort 11 Grantees

SAMHSA’s Center for Mental Health Services (CMHS) collects data from Garrett Lee Smith (GLS) Campus Suicide Prevention Cohort 11 Grantees on their Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Every quarter, grantees must report on these *four* IPP indicators in SAMHSA’s Performance Accountability and Reporting System (SPARS):

- **Workforce Development (WD2):** The number of people in the mental health and related workforce trained in mental health-related practices and activities consistent with the goals of the grant.
- **Training (TR1):** The number of individuals who received training in prevention or mental health promotion.
- **Partnerships/Collaborations (PC2):** The number of organizations collaborating, coordinating, exchanging resources with other organizations because of the grant.
- **Awareness (AW1):** The number of individuals exposed to mental health awareness messages.

This program guidance helps GLS Campus Suicide Prevention Cohort 11 Grantees meet their IPP data reporting requirements in SPARS. The guide provides information on:

- IPP operational definitions and criteria
- IPP quarterly reporting requirements and deadlines
- Data entry tips and resources

IPP Reporting Requirements and Deadlines

Grantees must report IPP data in SPARS during each quarter of the Federal fiscal year (FFY) calendar (October 1, 2017–September 30, 2018), 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.

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, 2017	January 31, 2018	February 28, 2018	March 31, 2018	April 1, 2018
2nd	January 1–March 31, 2018	April 30, 2018	May 31, 2018	June 30, 2018	July 1, 2018
3rd	April 1–June 30, 2018	July 31, 2018	August 30, 2018	September 30, 2018	October 1, 2018
4th	July 1–September 30, 2018	October 31, 2018	November 30, 2018	December 31, 2018	January 1, 2018

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

Data Entry Requirements and Resources

Every quarter, SAMHSA requires grantees to do the following for each indicator by the due date:

1. Go to SPARS online data entry/reporting system at <http://spars.samhsa.gov> to enter your data on the Result Record Form.
 2. Submit data only on *completed* activities and trainings *in the quarter* when you completed them. You can access SPARS at any time to enter your quarterly IPP results by the due date list 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, however, 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. 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.
 - 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 1 (855) 322-2746 (toll free) or email SPARS-Support@rti.org.

Workforce Development (WD2)

WD2 is the number of people in the mental health and related workforce trained in mental health-related practices and activities that are consistent with the goals of the grant.

The intent of WD2 is to capture information on improvements in the workforce in addressing mental health conditions related to suicide prevention through trainings funded by the grant.

Definitions of Key Terms

- **Mental Health-Related Workforce:** People who provide mental health prevention and treatment services, and people in the related workforce who provide ancillary primary care services, mental health and behavioral health support services, and emergency care and crisis response.
- **Training:** A process guided by a curriculum—syllabus, agenda, training manual—within a structured timeframe and with an identified trainer or training method. The goal of the training is to improve skills, knowledge, behaviors, and public awareness of suicide prevention. Workshops and educational seminars that meet this intention and definition also qualify.

Examples of Trainings

- Gatekeeper training
- Policy/crisis response protocol
- Screening procedures/protocol
- Suicide risk assessment and management
- Assessment and referral
- Suicide intervention training
- Peer educator training
- Postvention training
- General awareness training

Examples of Mental Health and Related Workforce

- Students and staff with mental health, psychological, or health education affiliation
 - School of Social Work
 - Nursing School
 - Medical School
 - School of Public Safety or Emergency Management
 - Athletic trainers in Health Department
- Campus center counselors and clinicians
- Hotline/Helpline crisis line staff
- Emergency care and crisis response workers
- Peer counselors
- Student health workers
- Mental health and substance abuse providers and counselors
- Other health professionals
- Primary care (physical/student health) providers
- Police or public safety workers
- Campus police/safety
- Clergy or religious advisor

Guidelines for Entering WD2 Results

On the Result Form, enter the following information in the quarter when the workforce completed training.

- **Result Name:** Enter the name/title of the training provided.
- **Result Description:** Enter a two- to three-sentence description of who received training, type of training provided, and type of skills learned.
- **Result Number:** Enter the total number of mental health workforce members trained.

If you have no activity to report for WD2, you must record this by checking “If there were no new results, check this box” on the Result Form.

Example of WD2 Result

- **Result Name:** QPR Training for Counseling/Wellness Center
- **Result Description:** Counseling center staff received Gatekeeper Training.
- **Result Number:** 5

Who to Count

- **Count** the number of people who completed the training, *not* the number of trainings.
- **Count** individuals who are mental health professionals and/or involved in related mental health workforce.
- **Do not count** individuals reported under TR1 (that is, the number of individuals who received training in Prevention or Mental Health Promotion).
- **Do not count** the number of trainings.
- **Do not count** trainings funded outside the grant or funded by other agencies.

Training (TR1)

TR1 is the number of individuals who received training in prevention or mental health promotion.

The intent of TR1 is to capture information on the number of individuals from the public who are not mental health professional and/or involved in the mental health-related workforce and who have received training in prevention or mental health promotion in each quarter. The grant funds these trainings, which are usually outside of the individual's typical job duties.

Definitions of Key Terms

- **Training:** A process guided by a curriculum—syllabus, agenda, training manual—within a structured timeframe and with an identified trainer or training method. The goal of the training is to improve skills, knowledge, behaviors, and public awareness of suicide prevention. Workshops and educational seminars that meet this intention and definition also qualify.
- **Prevention and Mental Health Promotion Trainings:** Enhance public awareness, knowledge, attitude, skills, and behavior of mental health promotion, anti-stigma, and information or referral.

Examples of Trainings

- Gatekeeper training
- Policy/Infrastructure
- Crisis response protocol
- Screening procedures
- Information and referral
- Postvention training
- General awareness training

Examples of Individuals to Count

- Campus administrative personnel: Admissions, Student life, Registrar, Library, Clerical, Nutrition, Academic Affairs, Financial Aid
- Teachers, faculty, and students
- Faculty support staff
- Research Assistants
- Residence hall advisors
- Student government
- Dean/Provost
- Student/Academic advisors
- Researchers/Evaluators
- Student Affairs
- Student outreach workers
- Athletic coaches/Athletes
- Facilities maintenance staff
- Custodial/Cafeteria staff
- Greek Life and other student clubs
- Tutors/Learning Specialists
- Family members/Caregivers
- Community group members

Guidelines for Entering TR1 Results

On the Result Form, enter the following information in the quarter when you completed the training:

- **Result Name:** Enter the name/title of training provided.
- **Result Description:** Enter a two- to three-sentence description of who received training, type of training provided, and type of skills learned.
- **Result Number:** Enter total number of individuals trained.

If you have no activity to report for TR1, record this by checking “If there were no new results, check this box” on the Result Form.

Example of TR1 Result

- **Result Name:** QPR Training for Residence Hall Advisors at East and West Dormitory buildings
- **Result Description:** Residence Advisors received Gatekeeper training, a 2-hour training that included suicide prevention information and referral resources to use with students in their hall
- **Result Number:** 270

Who to Count

- **Count** the number of individuals who complete the training, not the number of trainings.
- **Count** trainings funded by the grant.
- **Do not count** individuals reported under WD2 (the number of people in the mental health and related workforce trained in specific mental health-related practices or activities).
- **Do not count** the number of trainings.
- **Do not count** trainings funded outside the grant or funded by other agencies.

Partnerships/Collaborations (PC2)

PC2 is the number of organizations collaborating, coordinating, sharing resources with other organizations because of the grant. The intent of PC2 is to report information on new relationships and partnerships developed because of the grant.

Definitions of Key Terms

- **Collaborating/Coordinating:** Process where two or more organizations work in partnership together toward a common goal.
- **Organizations:** On/off campus providers of behavioral health, mental health and related services; state/local agencies, consumer-, youth-, or family member-run organizations; academic departments, campus groups, student-run groups, committees, coalitions, advisory boards, task forces.
- **Sharing Resources:** Allowing others to use the means available to an organization to increase outcomes or attain goals. Resources may include personnel time, facilities, equipment, information.

Guidelines for Entering PC2 Results

On the Result Form, enter this information in the quarter when the collaboration(s) took place:

- **Result Name:** Enter the name/type of partnership.
- **Result Description:** Enter a description of the names of the organizations and what they are collaborating on.
- **Result Number:** Enter the total number of organizations that participated in the collaboration.

If you have no activity to report for PC2, you must record this by checking “If there were no new results, check this box” on the Result Form.

Example of PC2 Result

Scenario 1.

- **Result Name:** Faith-Based Taskforce
- **Result Description:** Because of the grant and during this quarter, project met with five local area faith organizations to establish a new taskforce on suicide prevention awareness.
- **Result Number:** 5

Scenario 2.

- **Result Name:** Suicide Response Protocol MOU
- **Result Description:** Because of the grant and during this quarter, we entered an MOU with area hospital and local community mental health providers to conduct risk assessment and intervention for at-risk students.
- **Result Number:** 2

Who to Count

- **Ask the question** “What are the new relationships that have been created because of the grant?”
- **Count** the number of organizations in the collaboration but do not count yourself, the grant project.
- **Count** new collaborations that only developed because of the grant. If you add a new organization to an existing collaboration, **count** only the new organization.
- **Count** the number of organizations that come together because of the grant, even if the grantee is not involved in the collaboration.
- If one organization shares several resources, **count** the organization once.
- If one organization collaborates on several different partnerships, **count** that organization once.
- **Count** formal interagency agreements, MOUs, etc.
- **Do not count** yourself, the grant project.
- **Do not count** the number of resources exchanged or the number of meetings held.
- **Do not count** the collaborations that existed before the grant award.
- **Do not count** organizations that you reported in previous quarters.

Awareness (AW1)

AW1 is the number of individuals exposed to mental health awareness messages.

The intent of AW1 is to capture information on individuals exposed to mental health awareness messages presented as part of social marketing campaigns because of the grant. The intent is not to increase the awareness of your grant, but rather to increase awareness of suicide prevention.

Definition of Key Term

- **Exposed:** Education through media campaigns, websites, print materials, public service announcements, billboards, assemblies, orientations, social media.

Examples of Mental Health Awareness Message Strategies

- Public awareness campaigns
- Screening programs
- Presentations and meetings
- Outreach and awareness activities and events:
 - Table-top displays, Booths
 - Wellness and life skills development activities
 - Health fairs, prevention awareness walks
- Outreach and awareness products
 - Hotline and helpline materials
 - Orientations for parents and students
 - Print media: Brochures, Posters, Flyers, Newsletters, Magnets
- Outdoor media: Billboards, Bus signs
- Mass Media: Facebook, Twitter, MySpace, Mobile technology

Guidelines for Entering AW1 Results

On the Result Form, enter the information in the quarter when you completed the awareness strategy.

- **Result Name:** Enter the name/title of type of awareness strategy.
- **Result Description:** Enter a three- to four-sentence description of the type of awareness strategy, its goals and elements, and the target audience.
- **Result Number:** Enter the estimated total number of individuals exposed.

If you have no activity to report for AW1, record this by checking “If there were no new results, check this box” on the Result Form.

Example of AW1 Result

- **Result Name:** Campus News4U Promotional Video Ads
- **Result Description:** Closed circuit TV system ran video ads on Depression Screening targeted to students. Strategically placed large screen displays in 6 high-traffic areas on campus. Number of viewers conservatively calculated based on estimated foot traffic.
- **Result Number:** 3,000

Who to Count

- **Count** the number of individuals exposed to messages.
- **Do not count** the number of awareness messages.

How to Calculate Estimated Number of Individuals Exposed

Methods for estimating the number of individuals exposed will vary depending on the type of messaging process used. *Estimates* are percentages, averages, or proportions of individuals exposed to messages. Contact the billboard vendors, local television and radio station, newspaper, and other sources to gather information on the following:

- Average car traffic for number for number of drivers that saw a billboard
- Average viewing population of local television station area
- Average number of listeners of a radio show exposed during a specific timeframe
- Average number of subscribers of newspaper (readership)

You can also base estimates on:

- Number of new Facebook friends, followers, or subscribers
- Number of hits on website
- Number of participants on attendance lists, sign-in sheets, registrations
- Number of visitors who approach booth or table-top display
- Percentage of students attending event
- Number of students in campus' portal email system
- Number of times each podcast downloaded or played

SPARS Program Guidance on IPPs for Garrett Lee Smith Campus Suicide Prevention Cohort 11 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
- New SPARS CSAP Features and Programs Released on January 8, 2018
- New SPARS CSAP Features Released on December 11, 2017

Quick Links

- SPARS-CSAT
- SPARS-CMHS**
- SPARS-CSAP

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.

Center for Mental Health Services

IPP

Home > Data Entry > IPP

My Grants

Admin

Data Entry

- Annual Goals & Budget
- Services
- IPP**
- Data Download

IPP

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

CMHS has developed indicators to collect performance data about grantees' Infrastructure Deve Health Promotion (IPP) activities. All grantees conducting IPP activities are required to collect d CMHS system on a quarterly basis. Data collection requirements are program-specific based on the activities conducted within each program.

SPARS Program Guidance on IPPs for Garrett Lee Smith Campus Suicide Prevention Cohort 11 Grantees

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

Results List

Home > Data Entry > IPP > Results List

Print | Cancel | Save | Previous

- My Grants
- Admin
- Data Entry
 - Annual Goals & Budget
 - Services
 - IPP
 - Required Indicators
 - Results List**
 - Data Download

ADD/FIND RESULTS

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

ADD NEW RESULT

To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Result

Program: Garrett Lee Smith Campus Suicide Prevention Grant Progrz

Grant: TR00015 - Name1575

Add New Result

FIND RESULTS

To search results that need an action by you or to review previously entered results, complete the select 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: 03/31/2020)

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 quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 3 (Apr. 1 2017 – Jun. 30 2017)

Indicator: Policy Development - PD1

PD1 - The number of policy changes completed as a result of the grant.

¹ 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