National Strategy for Suicide Prevention Cohort 2

SAMHSA's Center for Mental Health Services (CMHS) collects data from National Strategy for Suicide Prevention (NSSP) Cohort 2 Grantees on their Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Every quarter, grantees must report on these *eleven* IPP indicators in SAMHSA's Performance Accountability and Reporting System (SPARS):

1. **Policy Development (PD1):** The number of policy changes completed as a result of the grant.
2. **Policy Development (PD2):** The number of organizations or communities that demonstrate improved readiness to change their systems in order to implement mental health-related practices that are consistent with the goals of the grant.
3. **Partnership/Collaborations (PC1):** The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.
4. **Accountability (A3):** The number of communities that establish management information/information technology system links across multiple agencies in order to share service population and service delivery data as a result of the grant.
5. **Accountability (A4):** The number and percentage of work group/advisory group/council members who are consumers/family members.
6. **Types/Targets of Practices (T2):** The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant.
7. **Outreach (O1):** The number of individuals contacted through program outreach efforts.
8. **Outreach (O2):** The number of contacts made through program outreach efforts.
9. **Screening (S1):** The number of individuals screened for mental health or related interventions.
10. **Referral (R1):** The number of individuals referred to mental health or related services.
11. **Access (AC1):** The number and percentage of individuals receiving mental health or related services after referral.

This program guidance helps NSSP grantees meet their IPP data reporting requirements in SPARS. The guide provides information on:

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

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.

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.

Data Entry 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 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* it was completed. 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.

o Contact your GPO for additional guidance about your IPP indicators.

o 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.

Policy Development (PD1)

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

Definitions of Key Terms

o   **Policy:** A written document directing an action or event that is administrative or legislative in origin.

o   **Change:** The creation of a policy that did not previously exist, the documentation of a policy that existed in an undocumented form, or the elimination or alteration of a policy that previously existed and had already been documented.

o   **Completed:** Exists in its final form and the party (or parties) with authority to do so has approved or passed the policy.

Examples of Policies

o   Directives

o   Guidance

o   Clinical practice guidelines

o   Regulations

o   Statutes

o   Operations manuals

o   Procedures

o   Bylaws

o   Strategic plans

o   Mission statements

o   Written decisions

o   Standards

Guidelines for Entering PD1 Results

On the Result Form, enter the following information in the quarter when the policy change is complete.

o   **Result Name:** Enter the name/title of the changed policy.

o   **Result Description:** Enter a description of who changed the policy and what the policy entailed.

o   **Result Number:** Report one policy change per result record.

If you have no activity to report for PD1, you must record this by checking "If there were no new results, check this box" on the Result Form.

Examples of PD1 Result

Scenario 1.

o   **Result Name:** County statute

o   **Result Description:** The county put a policy in place that all community centers must implement a national suicide plan.

o   **Result Number:** 1

Scenario 2.

o   **Result Name:** Clinical Practice Guidelines

o   **Result Description:** Our organization put procedures in place to implement clinical practice guidelines regarding children's residential services.

o   **Result Number:** 1

What to Report

o   **Report** on all policy changes completed in the quarter as a result of the grant.

o   **Report** each policy change once and only when the change is complete.

o   **Do not report** the policy change if discussions about the policy have only begun and the change is not complete or approved.

o   You may **report** the policy change before its implementation.

Policy Development (PD2)

PD2 is the number of organizations or communities that demonstrate improved readiness to change their systems in order to implement mental health-related practices that are consistent with the goals of the grant.

Definitions of Key Terms

o **Organizations:** Federal, state, local, and tribal agencies; programs; departments; nonprofit agencies, grassroots organizations, or other entities providing mental health and related services.

o **Communities:** a group of people living in the same locality and under the same district or government.

o **Improved readiness to change:** To change a system over time. This process generally occurs in stages and the organization or community can make improvement in readiness by moving from one stage to another. You can use Prochaska and DiClemente's stages of change model; the stages are pre-contemplation, contemplation, preparation, action, maintenance, and termination.

o **Systems:** A network of services and supports at the state, local, or tribal level organized to meet the needs of children, youth, and adults.

Examples of Organizations

o State agencies, bureaus, departments, or other major subdivisions
o Counties
o Cities
o Tribal agencies
o Bureaus, departments, or agencies providing mental health or related services to people who have or are at risk for developing mental health needs, including consumer-, youth-, or family member-run organizations
o Private provider entities
o Nongovernmental organizations

Guidelines for Entering PD2 Results

On the Result Form, enter the following information in the quarter when you demonstrate the readiness to change.

o **Result Name:** Enter the way that you demonstrated readiness to change.
o **Result Description:** Enter a description of who demonstrated readiness to change and how they demonstrated readiness to change.
o **Result Number:** Enter the total number of organizations or communities demonstrating readiness to change.

If you have no activity to report for PD2, you must record this by checking "If there were no new results, check this box" on the Result Form.

Examples of PD2 Result

Scenario 1.
o **Result Name:** Community Readiness Assessment
o **Result Description:** Two communities in our program demonstrated readiness to change by increasing their scores on the Community Readiness Assessment this quarter.
o **Result Number:** 2

Scenario 2.
o **Result Name:** Comprehensive State Plan
o **Result Description:** As outlined in our Request for Proposal, our organization demonstrated improved readiness to change by completing our comprehensive state plan this quarter.
o **Result Number:** 1

What to Count

o **Count** the number of organizations or communities.
o **Do not count** the number of changes to a system.
o For example, if an organization makes two changes to its system this quarter, count the organization once.
o You must have a way to measure improved readiness to change, such as a measurement instrument or program criteria, already in place.

Partnership/Collaborations (PC1)

PC1 is the number of organizations that entered into formal written inter- or intra-organizational agreements (e.g., memoranda of understanding or memoranda of agreement) to improve mental health-related practices or activities that are consistent with the goals of the grant. The agreement must be final, not in the planning stages.

Definitions of Key Terms

o **Organizations:** Federal, state, local, and tribal agencies; programs; departments; nonprofit agencies, grassroots organizations, or other entities providing mental health and related services.

o **Formal written inter- or intra-organizational agreements:** A written document between organizations that specifies how parties will work together on an agreed upon project or objective. Representatives of both organizations must sign the document.

o **Mental health-related:** Pertaining to mental health or the population of people with or at risk of mental illness; term also includes people with co-occurring substance use disorders.

Examples of Organizations

o State agencies, bureaus, departments, or other major subdivisions
o Counties
o Cities
o Tribal agencies
o Bureaus, departments, or agencies providing mental health or related services to people who have or are at risk for developing mental health needs, including consumer-, youth-, or family member-run organizations
o Private provider entities
o Nongovernmental organizations

Examples of Subject Areas Considered to Be Mental Health-Related

o Physical health
o Co-occurring disorders
o Housing
o Employment
o Criminal or juvenile justice involvement
o Child welfare
o Education
o Social and family relationships
o Independent living skills
o Peer support
o Financial well-being

Guidelines for Entering PC1 Results

On the Result Form, enter the following information in the quarter when the organizations finalized the agreement. Use one result record per agreement.

o **Result Name:** Enter the names of the organizations involved in the agreement and the type of agreement.
o **Result Description:** Enter a description of the agreement, what it accomplishes, and who entered into the partnership.
o **Result Number:** Enter the total number of organizations involved in the agreement. Do not count your organization in the result number.

If you have no activity to report for PC1, you must record this by checking "If there were no new results, check this box" on the Result Form.

Example of PC1 Result

o **Result Name:** MOA between the State University and Community Suicide Hotline
o **Result Description:** This quarter, we finalized a formal agreement with the State University. Our suicide hotline refers people to the State University crisis service center.
o **Result Number:** 1

What to Count

o **Count** the number of organizations that entered into formal written agreements.
o If one organization has several agreements, **count** the organization once per agreement in the quarter when the organization finalized the agreement.
o **Do not count** your organization.

Accountability (A3)

A3 is the number of communities that establish a management information system (MIS) or information technology (IT) system that links across multiple agencies in order to exchange service population and service delivery data as a result of the grant.

Definitions of Key Terms

o **Service population and service delivery data:** Quantitative or qualitative information collected through specified methods and procedures regarding the population served and services provided by this grant.

o **Links:** To join, connect, or unite.

o **IT system:** The study, design, development, implementation, support, or management of computer-based information systems, particularly software applications and computer hardware.

o **MIS system:** A planned system of collecting, processing, storing, and disseminating data in the form of information needed to carry out the functions of management.

Guidelines for Entering A3 Results

On the Result Form, enter the following information in the quarter when you first start the activity.

o **Result Name:** Enter the type of data that the agency is sharing.

o **Result Description:** Enter a description of the community or communities sharing the data, the type of data the community is sharing, and the organizations that are sharing the data.

o **Result Number:** Enter the total number of communities, not the number of links or number of agencies that are linking to the community.

If you have no activity to report for A3, you must record this by checking "If there were no new results, check this box" on the Result Form.

Example of A3 Result

o **Result Name:** Child Mental Health Data Sharing

o **Result Description:** Our grant community created a joint database accessible to local juvenile justice, child welfare, and mental health agencies.

o **Result Number:** 3

What to Count

o **Count** the number of communities.

o **Do not count** the number of links.

o **Do not count** the number of agencies that are linking to the community.

Accountability (A4)

A4 is the number and percentage of work group, advisory group, or council members who are consumers or family members.

The intent of A4 is to capture the number of consumers or people using services and their family members who participate in work groups, advisory groups, or councils because of the grant.

Definitions of Key Terms

o **Work groups, advisory groups, or councils:** Groups of individuals working toward a common goal.
o **Consumers:** Adults, older adults, children, or youth who currently receive mental health services, have received mental health services in the past, or are eligible to receive mental health services but choose not to. SAMHSA understands and respects the fact that many people who meet one or more of these criteria may choose to identify with a term other than *consumer*.
o **Family members:** Members of a consumer's immediate or extended family, family networks, or "adopted" family members (for example, *familismo* in Hispanic culture). Family members also may be friends, co-workers, or neighbors of an adult or child/youth, or non-family caregivers of a child/youth.

Guidelines for Entering A4 Results

On the Result Form, enter the following information.

o **Result Name:** Enter the name of the work group, advisory group, or council.
o **Result Description:** Enter a two- or three-sentence description of the work group, advisory group, or council, including its general purpose and membership.
o **Numerator:** Enter the total number of people who are *both* a member of a work group, advisory group, or council *and* a consumer or family member.
o **Denominator:** Enter the total number of people who are work group, advisory group, or council members.
o **Percentage:** The percentage is automatically calculated in SPARS after entering the numerator and denominator and saving the record.

If you have no activity to report for A4, you must record this by checking "If there were no new results, check this box" on the Result Form.

Example of A4 Result

o **Result Name:** Evaluation Review Committee Membership
o **Result Description:** We have an Evaluation Review Committee to ensure that local evaluation activities are culturally competent, family-driven, and youth-guided. The committee consists of community members with some being consumers or family members. During this quarter, 10 (numerator) of the members were consumers or family members; the total membership was 25 (denominator).
o **Numerator:** 10
o **Denominator:** 25
o **Percentage:** 40%

What to Count

o **Count** the numerator and denominator. The numerator should be *less than* or *equal to* the denominator.
o The **numerator** is the number of people who are both a member of a work group, advisory group, or council *and* a consumer or family member.
o The **denominator** is the total number of people who are work group, advisory group, or council members.
o **Count** the number of consumers who serve in a mental health-related position per quarter because of the grant. The consumer can be a paid worker or an unpaid volunteer.

- o If the group is sustaining or ongoing, **report** the numbers each quarter while the group is in existence.
- o Enter **No New Result** if you have work groups, advisory groups, or councils that do not have consumers or family members participating.

Types/Targets of Practices (T2)

T2 is the number of programs, organizations, or communities that implemented evidence-based mental health-related practices or activities as a result of the grant.

Definitions of Key Terms

o **Programs:** Providing mental health or related services for distinct groups of consumers. Often, grantees allocate specific staff and resources to a specific program.

o **Organizations:** Federal, state, local, and tribal agencies; programs; departments; nonprofit agencies, grassroots organizations, or other entities providing mental health and related services.

o **Evidence-based mental health-related practices or activities:** Rigorously tested interventions that yield consistent, replicable results, and that are proven safe, beneficial, and effective for most people diagnosed with mental illness.

Examples of Organizations

o State agencies, bureaus, departments, or other major subdivisions

o Counties

o Cities

o Tribal agencies

o Bureaus, departments, or agencies providing mental health or related services to people who have or are at risk for developing mental health needs, including consumer-, youth-, or family member-run organizations

o Private provider entities

o Nongovernmental organizations

Guidelines for Entering T2 Results

On the Result Form, enter the following information.

o **Result Name:** Enter the name/title of the program, organization, or community that implemented the evidence-based practice.

o **Result Description:** Enter a brief description of the implemented evidence-based practice.

o **Result Number:** Enter the total number of programs, organizations, or communities that implemented the evidence-based practice or activity.

If you have no activity to report for T2, you must record this by checking "If there were no new results, check this box" on the Result Form.

Example of T2 Result

o **Result Name:** Drug Court Program

o **Result Description:** Our organization implemented *Integrated Treatment for Co-occurring Disorders* for use in association with our drug court program.

o **Result Number:** 1

What to Count

o **Count** the number of programs, organizations, or communities that implemented evidence-based mental health practices or activities as a result of the grant during the quarter.

Outreach (O1)

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

The intent of O1 is to capture information on one-on-one contacts with individuals using outreach or other strategies to increase participation in and access to treatment services for the population of focus as a result of the grant.

Definitions of Key Terms
o   **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.
o   **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.

o   **Result Name:** Enter the name of the outreach effort.
o   **Result Description:** Enter a brief description of the outreach effort.
o   **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 Result
o   **Result Name:** Riverwalk Effort
o   **Result Description:** As a result of the grant and during this quarter, we spoke with 50 individuals experiencing homelessness to encourage program participation by potential service recipients.
o   **Result Number:** 50

Who to Count
o   **Count** the number of individuals.
o   **Do not count** the number of contacts.
o   For example, if a program contacts a person experiencing homelessness five times, count the individual once.
o   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 in a while.
o   **Do not count** individuals contacted for general appointment reminders or as part of service provision.

Outreach (O2)

O2 is the number of contacts made through program outreach efforts.

The intent of O2 is to capture information on total contacts made using outreach or other strategies to increase participation in and access to treatment services for the population of focus as a result of the grant.

Definitions of Key Terms

o **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.

o **Outreach:** Strategy designed to increase access to and participation in treatment services for the population of focus.

Guidelines for Entering O2 Results

On the Result Form, enter the following information in the quarter when the program made contacts.

o **Result Name:** Enter the name of the outreach effort.

o **Result Description:** Enter a brief description of the outreach effort.

o **Result Number:** Enter the total number of contacts made through the program outreach effort.

If you have no activity to report for O2, you must record this by checking "If there were no new results, check this box" on the Result Form.

Example of O2 Result

o **Result Name:** Meals on Wheels

o **Result Description:** Through Meals on Wheels, this quarter we made 45 contacts with older adults with serious mental illnesses who were otherwise not engaged in services.

o **Result Number:** 45

What to Count

o **Count** the number of contacts made.

o **Do not count** the number of individuals.

o For example, if a program contacts a person experiencing homelessness five times, count this outreach as five contacts.

o Outreach to further engage individuals who are already enrolled in services can also **count,** such as an individual who started services but the program has not seen in a while.

o **Do not count** contacts for general appointment reminders or as part of service provision.

Screening (S1)

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

The intent of S1 is to capture information on the number of individuals screened for mental health or related interventions because of the grant in the given quarter, not the number of interventions.

Definitions of Key Terms
o **Screening:** The initial identification of individuals who may need a specific intervention and the screening is not for monitoring or assessment.
o **Mental health-related:** Mental health or the population of people with or at risk of mental illness; term also includes people with co-occurring substance use disorders.
o **Interventions:** Treatment, rehabilitation, prevention, mental health-related promotion, and supportive services.

Examples of Screenings
o Patient Health Questionnaire 2, 3, or 9
o Ages & Stages Questionnaire (ASQ)

o Columbia Suicide Severity Rating Scale – *Screener Version*
o Behavioral Health Screen

Examples of Interventions
o Evidence-based practices
o Consumer-operated services (such as family-driven or youth-guided services)

o Culturally specific practices
o Suicide prevention programs
o Rural telehealth programs

Guidelines for Entering S1 Results
On the Result Form, enter the following information in the quarter when the program screened the individual.

o **Result Name:** Enter the name or title of the screening provided.
o **Result Description:** Enter a brief description of who received the screening and the type of screening provided.
o **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
o **Result Name:** Patient Health Questionnaire 9
o **Result Description:** Because of the grant, we administered the Patient Health Questionnaire 9 to 116 individuals at participating primary care practices this quarter.
o **Result Number:** 116

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

Referral (R1)

R1 is the number of individuals referred to mental health or related services as a result of the grant in the quarter.

Definitions of Key Terms
o **Referred:** Recommending an individual for mental health or related services.
o **Mental health-related:** Mental health or the population of people with or at risk of mental illness; term also includes people with co-occurring substance use disorders.

Examples of Related Treatment, Rehabilitation, Prevention, or Support Services
o Physical health
o Mental health outpatient services
o Mental health inpatient services
o Criminal or juvenile justice involvement
o Child welfare
o Education
o Independent living skills
o Peer support

Guidelines for Entering R1 Results
On the Result Form, enter the following information in the quarter when the grantee referred the individuals.

o **Result Name:** Enter *Referred Individuals*.
o **Result Description:** Enter a brief description of who received referral information and the types of mental health or related services referrals provided.
o **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
o **Result Name:** Referred Individuals
o **Result Description:** As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. Because of the screening, we referred 21 individuals for mental health services this quarter.
o **Result Number:** 21

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

Access (AC1)

AC1 is the number and percentage of individuals receiving mental health or related services after referral.

Key Point

Develop a protocol to track all early identification, referral, and follow-up information.

You can use a variety of methods:

o   Single point of contact
o   Multiple information sources
o   Data sharing agreement
o   Establish a relationship with the service provider who can supply you with the number of individuals who are receiving services

Definitions of Key Terms

o   **Referral:** Recommending an individual for mental health or related services.
o   **Mental health-related:** Mental health or the population of people with or at risk of mental illness; term also includes people with co-occurring substance use disorders.

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

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

Guidelines for Entering AC1 Results

On the Result Form, enter the following information.

o   **Result Name:** Enter *Program Referrals*.
o   **Result Description:** Enter a brief description of the program referral effort.
o   **Numerator:** Enter the total number of individuals referred by the program who are receiving mental health or related services.
o   **Denominator:** Enter the total number of individuals referred.
o   **Percentage:** The percentage is automatically calculated in SPARS after entering the numerator and denominator and saving the record.

If you have no activity to report for AC1, you must record this by checking "If there were no new results, check this box" on the Result Form.
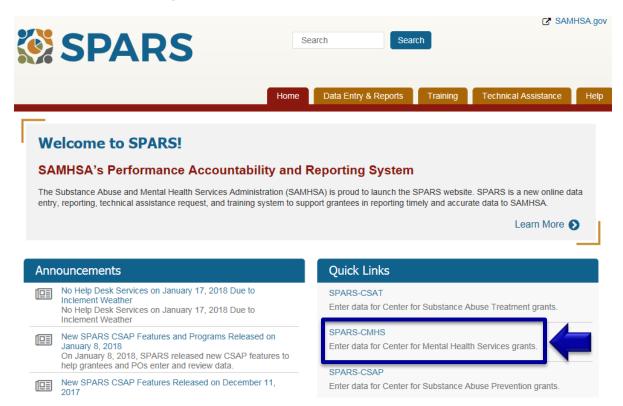
Example of AC1 Result

o   **Result Name:** Program Referrals
o   **Result Description:** As a result of the grant, out of 21 individuals flagged by the Patient Health Questionnaire 9 and referred this quarter, 9 of them are receiving services.
o   **Numerator:** 9
o   **Denominator:** 21
o   **Percentage:** 42.86%

Who to Count

o   **Count** the number and percentage of individuals receiving mental health or related services after the referral.
o   **Do not count** the number of services.

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.

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.

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.

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.