

FR-CARA: SPARS Reporting Requirements

Program Monitoring and Outcome Measures

Division of State Programs–Management and Reporting Tool (DSP-MRT)

The DSP-MRT tools below are submitted to Substance Abuse and Mental Health Services Administration (SAMHSA) Project Officers through SAMHSA’s Performance Accountability and Reporting System (SPARS). Note that the *Disparity Impact Statement (DIS)* and *Progress Reports* should also be submitted through eRA commons, <https://era.nih.gov/>.

Type of SPARS Submission	Description	Cohort	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparities Impact Statement (DIS)	All	Once, Year 1	November 30
	Evaluation Plan	2017–18	Once, Year 1	August 15
Progress Reports	Biannual Progress Report <i>Data reported through the Disparities tab are due with both submissions; data reported through the Annual Outcomes tab are due October 31.</i>	2017	Biannually	April 30, October 31
	Annual Progress Report <i>Data reported through the Disparities tab and through the Annual Outcomes tab are due December 31.</i>	2018	Annually	December 31

- **SPARS Website:** <https://spars.samhsa.gov/>
- **SPARS Help Desk:** 855-322-2746, SPARS-Support@rti.org
- **Data Collection Tools:** <https://spars.samhsa.gov/content/data-collection-tool-resources>
- **Recorded SPARS Webinars:** <https://spars-lc.samhsa.gov/enrol/index.php?id=158>
(user name/password required)

Reference Guide: Where to Refer Questions

See above for contact information for the SPARS Help Desk.

If the question is about please contact	
	Project Officer	SPARS Help Desk
Ability to meet program requirements	X	
Increasing grantee capacity— <i>needs assessment; preparing and mobilizing prevention workforce; strategic planning; selecting and implementing evidence-based strategies; Strategic Prevention Framework (SPF) steps, including sustainability and cultural competency</i>	X	
Work Plan and Progress Report content and approval	X	
SPARS access issues— <i>account access, passwords, system issues</i>		X
Data entry and submission into SPARS—Work Plans and Progress Reports		X
SPARS training and webinars		X
SPARS resource library— <i>provides all instruments, training materials, and guidance manuals</i>		X