MAI: SPARS Reporting Requirements

Program Monitoring and Participant-Level Data Collection

Minority AIDS Initiative–Management and Reporting Tool (MAI-MRT)

The MAI-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/.*

Requirement	Description	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparity Impact Statement (DIS)	Once, Year 1	November 30
	Needs Assessment	Once, Year 1	January 31
	Strategic Plan	Once, Year 1	January 31
	Capacity Building	Once, Year 1	January 31
Progress Reports	Quarterly Progress Report (QPR)	Quarterly	January 31, April 30, July 31, October 31
Participant-Level Instruments	Adult and Youth Questionnaires	Biannually	May 1, November 1

- **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 and SPARS Training Registration:** https://spars-lc.samhsa.gov/ *(user name/password required)*

Guidance for Participant-Level Instruments—Adult and Youth Questionnaires

The guidance below is for the revised participant-level instruments that were released in March 2019.

Service Duration	Required Questionnaire Sections	When to Administer Questionnaires Baseline (1st Data Collection Point)[1]	When to Administer Questionnaires Exit (2nd Data Collection Point)[2]	When to Administer Questionnaires Follow-up (3rd Data Collection Point)[2]
Single-Day (Single) Session	• Section 1: Facts About You • Section 2: Attitudes and Knowledge	Collect at the first service encounter; ideally, before you begin the intervention.	N/A	N/A
2–29 Days (Multiple Session, Brief)	• Section 1: Facts About You • Section 2: Attitudes and Knowledge	Collect at the first service encounter; ideally, before you begin the intervention.	Within 10 days after program exposure has ended (i.e., after the final service encounter)	N/A

Service Duration	Required Questionnaire Sections	When to Administer Questionnaires Baseline (1st Data Collection Point)[1]	When to Administer Questionnaires Exit (2nd Data Collection Point)[2]	When to Administer Questionnaires Follow-up (3rd Data Collection Point)[2]
30 days or longer (Multiple Session, Long)	• Section 1: Facts About You • Section 2: Attitudes and Knowledge • Section 3: Behavior (full instrument)	Collect at the first service encounter; ideally, before you begin the intervention.	Within 10 days after program exposure has ended (i.e., after the final service encounter)	90 days after program exit

[1] No participant-level data collection is required if the participant is receiving only HIV/VH testing and testing-related counseling services. Grantees are required to keep records of the individuals receiving testing services for purposes of aggregate reporting as part of their progress reports.
[2] Participants taking the survey at the second or third time point (exit or follow-up) should receive sections corresponding to their service duration. Participants should receive the same sections of the tool at each time point.

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—*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*	X	
Disparity Impact Statement, Needs Assessment, Strategic Plan, Capacity Building, and Progress Report content and approval	X	
SPARS access issues—*account access, passwords, system issues*		X
Data entry and submission into SPARS—Work Plans, Progress Reports, and Participant-Level Instruments		X
SPARS training and webinars		X
SPARS resource library—*provides all instruments, training materials, and guidance manuals for the progress report and participant-level instruments*		X