MAI—Cohorts Funded 2018 and Later: SPARS Reporting Requirements

Program Monitoring and Evaluation Data

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 Annual 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 one	November 30
	Needs Assessment	Once, year one	March 31
	Capacity Building	Once, year one	March 31
	Strategic Plan	Once, year one	March 31
Progress Report	Annual Progress Report	Annually	December 30**
Participant-Level Data (PDL)	Adult and Youth Questionnaires	Biannually	May 1 November 1

** Grantees should follow the deadlines in their Notice of Award (NOA). Deadlines may vary slightly by cohort.

- **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:** (user name/password required)
  - *Minority AIDS Initiative (MAI) Progress Report Training:* https://spars-lc.samhsa.gov/course/view.php?id=197
  - *Participant-Level Data Training (Adult & Youth Questionnaires):* https://spars-lc-samhsa.gov/course.view.php?id=198

Guidance for Participant-Level Data: Adult and Youth Questionnaires

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

Service Duration	Length of Service	Required Questionnaire Sections	Data Collection Time Point(s)
Single Session**	No longer than a single day	Sections 1 & 2	Baseline
Multiple Session Brief	2–29 days	Sections 1 & 2	Baseline and exit
Multiple Session Long	30+ days	Sections 1, 2, & 3 (Full Instrument)	Baseline, exit, and 90-day post-exit follow-up

** No participant-level data collection is required if the participant is only 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. An example form for testing services is available on the SPARS website (see Data Collection Tools).

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; 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 Data		X
SPARS training and webinars		X
SPARS resource library: *provides all instruments, training materials, and guidance manuals*		X