PFS—Cohorts Funded 2018 and Later: SPARS Reporting Requirements

Program Monitoring

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 Disparities Impact Statement (DIS) and Progress Reports should also be submitted through eRA commons:* https://era.nih.gov/.

Type of SPARS Submission	Description	Frequency of Submission	Due Date
Work Plans (Document Uploads)	Disparities Impact Statement (DIS)	Once, Year 1	November 30
	Strategic Plan (Implementation Tool)	Optional Submission	N/A
	Needs Assessment (Implementation Tool)	Optional Submission	N/A
Progress Reports	Annual Progress Report *<<Please remember to update Populations of Focus data on the Disparities tab with each submission.>>*	Annually	December 31**
	Annual Outcome Measures: *Community Outcomes and Evidence-Based Practices, Policies, and Programs (EBPPPs)*	Annually	October 31

** 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)
  - *PFS DSP-MRT Data Entry Training (Progress Report):* https://spars-lc.samhsa.gov/enrol/index.php?id=118
  - *Community Outcomes Module and Evidence-Based Practices, Policies, and Programs (EBPPPs) for PFS Grantees:* https://spars-lc.samhsa.gov/course/view.php?id=190

Note to PFS 18 Grantees: The PFS Feasibility Study was discontinued as of August 2019. Grantees are still expected to report Community Outcomes using the SPARS module, but at this time, there is no formal study around these data. If anything changes, SAMHSA will let you know.

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	
Progress Report and Work Plan content and approval	X	
SPARS access issues: *account access, passwords, system issues*		X
Data entry and submission into SPARS: Work Plans, Progress Reports, Community Outcomes, and EBPPPs		X
SPARS training and webinars		X
SPARS resource library: *provides all instruments, training materials, and guidance manuals*		X