

SPF-Rx: SPARS and Cross-Site Evaluation 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	November 30
	Strategic Plan	Once	October 31
	Public Education Plan	Once	November 30
	Evaluation Plan	Once	December 31
Progress Report	Quarterly Progress Report <i>* Data reported through the Disparities tab are due with your April 30 and October 31 submissions.</i>	Quarterly	January 31, April 30*, July 31, October 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 and SPARS Training Registration:** <https://spars-lc.samhsa.gov/> (user name/password required)

Cross-Site Evaluation

Program Evaluation for Prevention Contract (PEP-C)

The tools below are submitted to the PEP-C team through the PEP-C system as part of the cross-site evaluation.

Data Collection Tool	Frequency of Submission	Due Date
Annual Implementation Instrument (All)	Annually	January 15, 2020
Grantee-Level and Community-Level Outcomes	Annually	January 15, 2020
Phone Interviews	Two times over the grant period	April/May 2021

- **PEP-C Website:** <https://pepc.samhsa.gov/spfrx>
- **PEP-C Help Desk:** (877) 439-1211; PEPC@AbtAssoc.com
- **Documentation and Resources:** “resource portal” to be added to PEP-C website

Reference Guide: Where to Refer Questions

See above for contact information for the SPARS and the PEP-C Help Desks.

If the question is about please contact		
	Project Officer	SPARS Help Desk	PEP-C 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; SPF steps, including sustainability and cultural competency</i>	X		
DIS, Strategic Plan, Public Education 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 for Work Plans and Progress Reports</i>		X	
PEP-C access issues— <i>account access, passwords, system issues</i>			X
Data entry and submission into PEP-C: Annual Implementation Instrument (All), Community Outcomes, and Substitute Data Source requests			X
PEP-C trainings and webinars			X
PEP-C resources— <i>provides all instruments, training materials, and guidance manuals for cross-site evaluations</i>			X
Cross-site evaluation questions			X
Evaluation Plans			X