

# Partnerships for Success (PFS)

## Reference Guide for Annual Outcomes Data

Per the Funding Opportunity Announcement (FOA): All Substance Abuse and Mental Health Services Administration (SAMHSA) grant recipients are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010.<sup>1</sup>

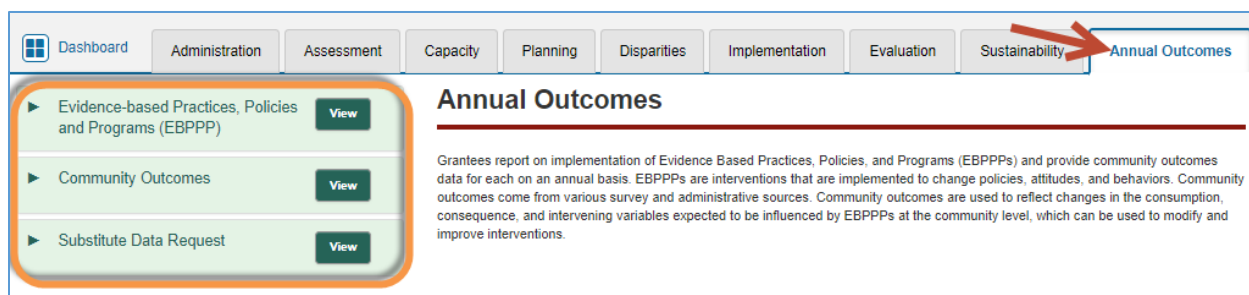
### **Performance Measures for PFS include, but are not limited to, the following:**

- Evidence-Based Practices, Policies, and Programs (EBPPPs)
- Community Outcomes (COs)

Together, these are considered the PFS Annual Outcomes data.

### **PFS Annual Outcomes data are entered into your PFS Progress Report in SAMHSA's Performance Accountability and Reporting System (SPARS, <https://spars.samhsa.gov/>):**

Data entry screens for EBPPPs and COs are found within the PFS Progress Report on the Annual Outcomes tab.



Substitute Data Requests are entered in the “Work Plan” section of SPARS but are visible in the Annual Outcomes tab of the Progress Report upon approval. Substitute Data Requests are only required if a grantee cannot report their Community Outcomes using preapproved measures (see “Training Materials” section below for additional details), and they are typically only submitted once at the beginning of the grant.

### **PFS Annual Outcomes data are due each year by October 31:**

- PFS 2013–2016 grantees **submit** Annual Outcomes by October 31 as part of their Q4 Progress Report
- PFS grantees **enter** Annual Outcomes by October 31 in their Progress Report, but they do not complete the steps to submit. PFS grantees should only submit their Progress Report upon completion, on or before December 31 each year.

Data should represent results from the previous federal Fiscal Year (October 1–September 30).

<sup>1</sup> See <https://www.samhsa.gov/grants/archive> for copies of the PFS FOAs.

## **Community Outcome Reporting Requirement**

**PFS 2014–2016:** Grantees must report an annual exact measure for underage drinking and an annual exact measure for prescription drugs. If you target priorities in addition to underage drinking and prescription drugs (such as marijuana), you are responsible for reporting one annual exact measure for each additional priority you target.

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**Note:** Grantees must provide an annual exact outcome measure or an approved substitute measure for both prescription drug and underage drinking, even if the community is only targeting one of those substances.

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**PFS grantees funded in 2018 and later:** Grantees must report one annual exact measure for underage drinking and one or two additional measures. These additional measures should be data-driven substance use prevention priorities (such as marijuana, cocaine, methamphetamine, prescription drugs) that align with the substances your program is targeting.

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**NOTE: PFS grantees** should review the *Substitute Data Request/Community Outcome instructions* closely. SAMSHA does not have approved measures for all substances covered by the new FOA. If an approved measure does not exist, the grantee is responsible for identifying and submitting a *Substitute Data Request* to SAMHSA. This should be done at least 1–2 months in advance of the October 31 submission deadline to ensure SAMHSA can approve the measure and the grantee can report results from that measure on time.

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### **Training Materials are available on the SPARS website:**

- SPARS Training Webinar, <https://spars-lc.samhsa.gov/course/view.php?id=190>
- SPARS Question-by-Question (QxQ) Guide (written instructions), <https://spars.samhsa.gov/sites/default/files/20Dec18CSAPDSPMRTPFQxQ.pdf>

### **One more thing . . . please update subrecipients' statuses!**

If a grantee enters Annual Outcomes data but forgets to change the subrecipients' status to "Active" (or "Deactivated," if that is the case), then the data appear to be missing and are excluded from the GPRA calculations. Grantees should review their subrecipients' statuses on the Administration tab of their Progress Report each year and update them as needed.

### **If you have questions after reviewing the training materials, please contact:**

- The SPARS Help Desk: (855) 322-2746 or [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org), for data entry, submission, or other technical issues
- Your Project Officer for policy or programmatic questions