

SPARS Data Entry Resource Guide for PIPBHC and CCBHC-E Grantees Providing Direct Services to Both Adults and Children

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) team created this resource document for Promoting Integration of Primary and Behavioral Health Care (PIPBHC) and Certified Community Behavioral Health Clinic Expansion (CCBHC-E) grantees who provide direct services to **both adults and children**—and therefore use both the National Outcome Measures (NOMs) Adult and Child/Adolescent/Caregiver client-level tools.¹

If you have any questions about this guide, SPARS Help Desk staff are available Monday–Friday, 8:00 am–7:00 pm EDT, and can be reached by calling (855) 322-2746 (toll-free) or emailing SPARS-Support@rti.org. Please contact your Government Project Officer (GPO) for programmatic questions or questions about your grant's reporting requirements.

Step 1: SPARS will create two grant profiles for you to enter data if your program provides services to both adults and children.

For you to enter data in SPARS for both the Adult and Child/Adolescent/Caregiver NOMs client-level tools, SPARS Help Desk staff will need to create two grant profiles for you. Specifically, we will create a PIPBHC or CCBHC-E grant profile for you to enter adult client-level data as well as a PIPBHC-C or CCBHC-E-C grant profile for you to enter child client-level data. The “-C” added to the end of PIPBHC or CCBHC indicates that this is the “child” grant profile.

Step 2: Enter your grant's Annual Goals

- Enter the number of adults your grant program will serve each year based on your grant proposal application (unless revised numbers were approved by your GPO) into the PIPBHC or CCBHC-E profile (the adult account).
- Enter the number of children/adolescents your grant program will serve each year based on your grant proposal application (unless revised numbers were approved by your GPO) into the PIPBHC-C or CCBHC-E-C profile (the child account).
- Enter all other annual Infrastructure Development, Prevention, and Mental Health Promotion (IPP) goals into both the PIPBHC or CCBHC-E profile and the PIPBHC-C or CCBHC-E-C profile. The IPP goals and estimates should be for all program activities and services provided to *both adults and children*.
- When developing your IPP estimates, please refer to your program-specific guidance, or consult with your GPO.

¹ PIPBHC and CCBHC-E grantees that provide direct services to children only—and therefore only use the NOMs Child/Adolescent/Caregiver client-level tool—should follow these steps instead: (1) notify the Help Desk that your program provides direct services to children only and request that one PIPBHC-C or CCBHC-E-C grant profile be created in SPARS so that you can enter child client-level data (the “-C” added to the end of PIPBHC or CCBHC indicates that this is a “child” grant profile); (2) enter your annual goals estimates within the PIPBHC-C or CCBHC-E-C grant profile; and (3) submit your IPP results each quarter within the same PIPBHC-C or CCBHC-E-C grant profile. Additionally, we suggest that you run the CMHS Performance Report (TPR) periodically to track your grant program's performance in SPARS.

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- *Note: Effective October 1, 2019, CMHS grantees are no longer required to enter and/or update Annual Budget Information in SPARS. If the budget screens are available, grantees should enter zero(s) in all budget categories on the Budget Information data entry screen in the PIPBHC and CCBHC-E grant profiles.*

Step 3: Once you submit your Annual Goals for both the adult and child grant profiles, your GPO will review, approve, or request revisions for each.

Estimates are due annually during the first quarter of every Federal Fiscal Year (FFY; October 1–December 31). For each grant profile, your GPO will review, approve, or request revisions at any time during this update period or up until one quarter afterward (March 31).

Step 4: Submit your IPP results each quarter within the PIPBHC or CCBHC grant profile only (adult account).

Step 5: Run CMHS reports periodically to track your grant program's performance in SPARS.

Number of Consumers Served Report: Run the Number of Consumers Served Report separately under the PIPBHC or CCBHC-E (adult) and PIPBHC-C or CCBHC-E-C (child) profiles. To calculate the total number of consumers served by your grant, add these two numbers together.

CMHS Performance Report (TPR): When you run the TPR report under each grant profile, data within the “Grantee has served at least 70% of Services goal for FFY” column will be accurate for both the adult and child profiles. However, data within the “Grantee has entered results for all required indicators in each quarter for FFY” and “Grantee has achieved at least 70% of IPP goals for FFY” columns will be accurate under the PIPBHC or CCBHC-E (adult) profile but missing under the PIPBHC-C or CCBHC-E-C (child) profile.