GPO – Quick Guide to See Who Has Entered Data

The IPP Performance Report provides information to a GPO as to whether their grantees are meeting their set IPP indicator goals, and can also be used for the following purposes:

- To allow a GPO to view which grantees have entered data for each quarter;
- To let a GPO know when they have IPP data to review; and
- To help a GPO determine which grantees have not yet submitted their quarterly Results data when a data entry deadline is approaching.

Please use the following steps to generate the IPP Performance Report.

From the **Main** screen:

1. Log into SPARS.
2. From the top navigation bar, select "Data Entry & Reports," then select "for CMHS Users."
3. Select "CMHS Reports" to open the SPARS CMHS Reports page.

On the **Reports** screen:

1. Select **IPP Performance** from the Report List on the left.
2. Select **Program List** or **Grant List.**
    - Select Grant List if you are interested in certain grants and wish to select from the list of grants you are responsible for or have access to in the system.
    - Select Program List if you have access to more than one program and do not wish to select only certain grants.
3. Choose filters.
    - Output as: HTML, PDF, RTF, or Excel (default is PDF)
    - Report by: All Combined, By Program, By Cohort, By Grant (default is By Grant)
    - Include Summary Data: Cohort and Program, Cohort Only, Program Only, No Summary (default is Cohort and Program)
    - Goal Approval Status: Approved Goals Only, Approved and Unapproved Goals (default is Approved Goals Only)
    - Grant Status: Active Grants Only, All Grants (default is Active Grants Only)
    - Federal Fiscal Year: Select the Federal Fiscal Year of interest
    - Show Glossary: No, Yes (default is No)
    - Indicators: Select the indicators to include on the report.
    - Program or Grant
        - If Program List is selected, select the programs to include in the report if you have access to more than one.
        - If Grant List is selected, select the grants to include in the report if you have access to more than one.

IPP Performance Report 19
Selected Program(s): Campus Sui
Grant(s): All Available Grants
Selected Period*: FFY 2013
Goal Approval Status: Approved and Unapproved Goals
Data entered as of: January 10, 2013 7:09 AM EST

Program=Campus Sui

Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4			
SM60540	Wartburg College Waverly, IN 08/01/2012-07/31/2015	WD2	X				3	66	4.5 %
		PC1	X				0	0	N/A
		AW1	X				1,162	1,668	69.7 %
		TR1	X				86	385	22.3 %
SM60544	Century College White Bear Lake, MN 08/01/2012-07/31/2015	WD2					N/A	N/A	N/A
		PC1					N/A	N/A	N/A
		AW1					N/A	N/A	N/A
		TR1					N/A	N/A	N/A
	Program Summary: 74	WD2	13	0	0	0	622	2,879	20.5 %
		PC1	12	0	0	0	5	98	3.1 %
		AW1	15	1	0	0	234,095	1,175,177	19.8 %
		TR1	13	0	0	0	820	15,416	5.3 %

The example above is from the last page of the report from Campus Suicide Prevention grant programs. The program summary was selected. You can see for FFY 2013, for the two grants showing, the first grant (SM60540) has submitted some data for Federal Fiscal Quarter 1. This is noted by the "X" in the column. The second grant (SM60544) shown on the screen has not yet entered any data as noted by the blank columns. The program summary row shows for FFY Quarter 1 how many grants out of the 74 total grants have entered data for each Quarter.