

**SAMHSA's Performance Accountability Reporting
System (SPARS)
Center for Mental Health Services**

**Infrastructure Development, Prevention and
Mental Health Promotion**

**HOW TO ENTER RESULTS GUIDE
For Grantees**



August 2017
SPARS Version 1.0

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GENERAL OVERVIEW

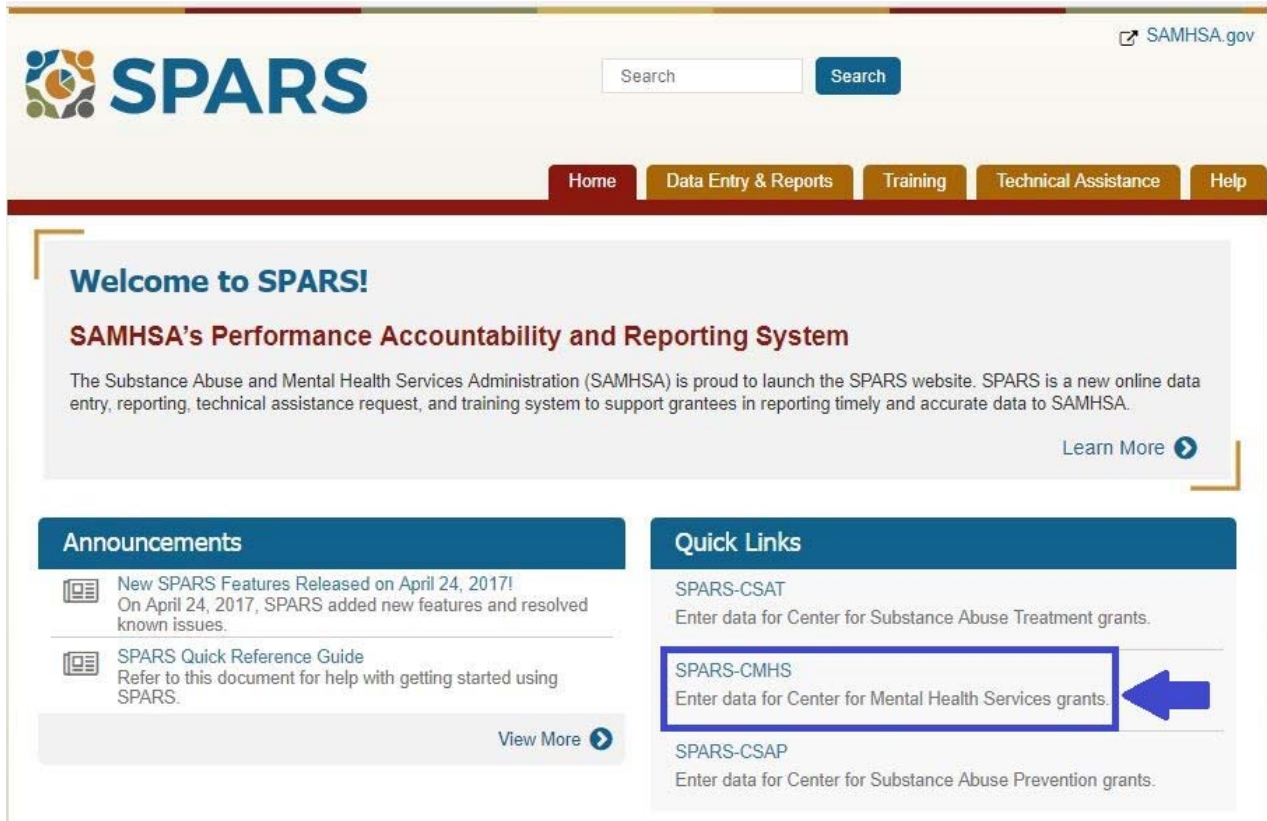
This guide provides an overview of SAMHSA's Performance Accountability Reporting System (SPARS) online data entry and reporting system for the Infrastructure Development, Prevention and Mental Health Promotion (IPP) Indicators. SPARS provides a platform for CMHS grantees to enter Results for the required IPP indicators for each quarter; view Results that have been entered; see Results that have been reviewed by a Government Project Officer (GPO); and edit Results as necessary.

For specific instructions on each IPP category and indicator, please refer to the Infrastructure Development, Prevention and Mental Health Promotion (IPP) **Overview of Indicators Guide** located on the CMHS Page of the SPARS Resource Library. You can access the SPARS Resource Library by selecting the Help tab on SPARS's Home Page:
<https://spars.samhsa.gov/>.

IPP DATA ENTRY

ACCESS THE DATA ENTRY SYSTEM

To access the CMHS Data Entry page, select SPARS-CMHS from the Quick Links section of the SPARS home page (<https://spars.samhsa.gov/>).



Once you log in to SPARS-CMHS, you will see a menu bar on the left side of the CMHS home screen that allows for navigation. To enter IPP data, select **Data Entry** from the left menu.

SPARS Center for Mental Health Services
Home User: Amy White Roles: Grantee

Print

My Grants
Data Entry
Data Download

President Obama signed into law the Government Performance and Results Modernization Act of 2010 on January 4, 2011. The GPRA Modernization Act updated some aspects of the Government Performance and Results Act (GPRA) of 1993, which established strategic planning, performance planning, and performance reporting as ways for federal agencies to communicate progress in achieving their missions.

The mission of the Government Performance and Results Modernization Act of 2010 is to improve the confidence of the American people in the capability of the federal government by holding all federal agencies accountable for achieving program results. As part of this federal mandate, all SAMHSA grantees are required to collect and report performance data using approved measurement tools.

In order to better meet these GPRA expectations, SAMHSA has established National Outcome Measures (NOMs) to promote the use of consistent measures across its programs. The NOMs are comprised of ten domains that embody meaningful, real life outcomes for people who are striving to attain and sustain recovery; build resilience; and work, learn, live, and participate fully in their communities.

Center for Mental Health Services (CMHS) grantees must comply with the Government Performance Results and Modernization Act of 2010. Tools are available for all CMHS programs for collecting GPRA Modernization Act outcome measures data.

For more information about CMHS GPRA, please contact the SPARS Help Desk.

Select **IPP** from the left menu.

SPARS Center for Mental Health Services
Home User: Amy White Roles: Grantee

Data Entry

Home > Data Entry Print

My Grants
Data Entry
Annual Goals & Budget
Services
IPP
Data Download

Welcome to the SPARS CMHS Data Entry system. Use this system to enter new or modify existing CMHS data related to:

- Annual Goals and Budget
- NOMs Adult and Child Consumer-level Measures (Services)
- Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

Annual Goals and Budget

When a grant is awarded, grantees' annual performance goals and budget information will be used in SPARS CMHS reports as well as for performance management and oversight. Using this system, Project Directors enter and view their goals and budget information and Government Project Officers (GPOs) view and approve goals and budget information that Project Directors set.

NOMs Adult and Child Consumer-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. Using this system, grantees enter de-identified consumer-level interview and administrative data (Baseline, Reassessment, and Clinical Discharge) and view and edit existing interviews and administrative data.

Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Using this system, Federal Program Directors can view and/or select which IPP Indicators their program(s) collect, grantees enter IPP Indicator results and can view and/or edit existing results, and Government Project Officers (GPOs) can view the grantees' results.

ADD/FIND RESULTS

You will be taken to the **ADD/FIND RESULTS** screen. This screen allows you to enter new results and search your existing results. The screen has two sections. The top section is for adding new results and the bottom section is where you can find existing results.

Home > Data Entry > IPP > Results List Print | Cancel Save Previous Next

My Grants
Data Entry
Annual Goals & Budget
Services
IPP
Results List
Data Download View Glossary

ADD/FIND RESULTS

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

ADD NEW RESULT

To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Result button.

Program:

Grant:

FIND RESULTS

To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

Available Priority Types

Selected Priority Types

Available Status

Selected Status

FFY Quarter:

Available Indicators

Selected Indicators

ADD NEW RESULT

To enter data (including “No New Results”) click **Add New Result**. If you have access to more than one grant you can only enter data for one grant at a time; you will need to select a grant from the dropdown before clicking the **Add New Result** button as shown below.

ADD/FIND RESULTS

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

ADD NEW RESULT
To enter a new result, select the Program and Grant (if applicable) and then click on the Add New Result button.

Program: Primary & Behavioral Health Care ▼

Grant: SM000003 - RTI TRAC Test Organization ▼ **Add New Result**

A blank **Result Record** will appear as shown below. The fields you need to complete for each indicator are shaded in yellow.

The screenshot shows the 'New Result Record' interface. At the top, there's a breadcrumb trail: Home > Data Entry > IPP > Results List > New Result Record. Below this, there are navigation buttons: Print, Cancel, Save, Previous, and Next. A sidebar on the left contains a menu with 'My Grants', 'Data Entry', 'Annual Goals & Budget', 'Services', 'IPP', 'Results List', and 'Data Download'. The main content area is titled 'Result Record' and includes the following elements:

- Program: PBHCI | Cohort: PBHCI | FFY: 0 | FFQ: 0 | Grant ID: SM000003 | Org Name: RTI TRAC Test Organization
- Buttons: Save - Add New, Save - Finish
- Text: (OMB Number: 0930-0285; Expiration Date: 03/31/2020)
- Instructions: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.
- Grant Number: SM000003 (CMHS Test Grant 3)
- Date Range Result Was Completed: [Drop-down menu]
- Indicator: [Drop-down menu]
- Footnote: ¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)
- Checkbox: If there were no new results, check this box:
- Result Name: [Text field]
- Result Description: (Do not exceed 550 characters.) [Text area]
- Buttons: Save - Add New, Save - Finish

Date Range Result Was Completed

The field “Date Range Result Was Completed” will be a drop-down list and you will need to select the appropriate FFY and Quarter. Only the quarters that are open for data entry will appear in the drop-down list.

Indicator

The Indicator will be a drop-down list and you must select the appropriate Indicator for which you are entering a result. Only the indicators that are required for your grant will appear in the drop-down list.

Result Name

Enter a name for the Result in the **Result Name** field. This is limited to 100 characters. You should give each Result a unique but meaningful name. You cannot have the same name more than once within a quarter, but you may reuse names for another quarter. Do not use the result name or result definition as the result name.

Result Description

Enter a brief description of the completed activity in the **Result Description** field. This field is limited to 550 characters. Please do not use acronyms in your description. Do not use the result name or result definition as your result description. Your result description should allow a reader to understand what specific activity was completed.

Number

Enter the appropriate data into the **Number** field. This field does not apply to the following indicators: PD1, F1, F2, F3, WD4, OC1, NAB1 and AC1. For indicators PD1, F2, WD4 and OC1 the system will auto-fill in the number 1 as you will only enter one result per result record. (Please see the Overview of Indicators Guide for more guidance on the indicators.)

Indicators A4, NAB1, and AC1

For these indicators, the system calculates a percentage from the data you enter in the numerator and denominator fields. Please see the screen shot on the next page for an example.

Numerator

Enter the appropriate data into the **Numerator** field. This field is only for the following indicators: A4, NAB1, and AC1. (See example for AC1 below.) Note: The numerator should be less than or equal to the denominator.

Denominator

Enter the appropriate data into the **Denominator** field. This field is only for the following indicators: A4, NAB1, and AC1. (See example for AC1 below.) Note: The denominator should be greater than or equal to the numerator.

Percentage

Once you click on the **Save** button, SPARS will calculate the percentage from your numerator and denominator and will auto-fill the **Percentage** field.

The screen below shows an example of the Numerator, Denominator, and Percentage fields.

Home > Data Entry > IPP > Results List > New Result Record

Program: PBHCI | Cohort: PBHCI | FFY: 0 | FFQ: 0 | Grant ID: SM000003 | Org Name: RTI TRAC Test Organization

View Glossary

Result Record
(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 3 (Apr. 1 2017 – Jun. 30 2017)

Indicator: Access - AC1

AC1 - The number and percentage of individuals receiving mental health or related services after referral.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: Mental Health Referrals

Result Description:(Do not exceed 550 characters.) Of the 12 individuals referred this quarter for mental health or related services, 8 are receiving services.

Numerator: 8

Denominator: 12

Percentage:

Save - Add New Save - Finish

Indicators F1 and F3

Enter the appropriate data into the **Funding Amount** field. Enter whole dollar amounts. This field is only for the following indicators: F1 and F3.

The screen below shows an example of the Funding Amount field.

The screenshot displays the 'New Result Record' form. The breadcrumb trail is 'Home > Data Entry > IPP > Results List > New Result Record'. The program information is 'Program: PBHCI | Cohort: PBHCI | FFY: 0 | FFQ: 0 | Grant ID: SM000003 | Org Name: RTI TRAC Test Organization'. The left sidebar contains navigation options: 'My Grants', 'Data Entry' (with sub-options 'Annual Goals & Budget', 'Services', 'IPP', 'Results List', and 'Data Download'), and 'Data Download'. The main content area is titled 'Result Record' with '(OMB Number: 0930-0285; Expiration Date: 03/31/2020)'. It includes 'Save - Add New' and 'Save - Finish' buttons. The 'INSTRUCTIONS' state: 'Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.' The 'Grant Number' is 'SM000003 (CMHS Test Grant 3)'. The 'Date Range Result Was Completed' is 'FFY 2017 Quarter 3 (Apr. 1 2017 - Jun. 30 2017)'. The 'Indicator' is 'Financing - F1'. The description for F1 is: 'The amount of additional funding obtained for specific mental health-related practices/activities that are consistent with the goals of the grant.' A footnote defines quarters: ¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30). A checkbox for 'If there were no new results, check this box:' is unchecked. The 'Result Name' is 'Peer Support Coalition'. The 'Result Description' is 'Our program supported our state Peer Support Coalition in crafting language and defining the scope of work for a contractual agreement with a managed care organization. This new funding will fund the organization's provision of peer support training and mentoring.' The 'Funding Amount' field is highlighted with a blue box and contains the value '70,000'. 'Save - Add New' and 'Save - Finish' buttons are at the bottom right.

NO NEW RESULT

To enter “No New Result” for an indicator check the box as shown below on the result record and the rest of the fields for the record will prefill. You should do this when you have no completed activities for an indicator. You only enter one “No New Result” per indicator per quarter. It is understood by CMHS that not every indicator will have activity every quarter. You do not need to enter any other information. Click on Save-Add New or Save-Finish to complete the entry.

Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Save - Add New

Save - Finish

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 3 (Apr. 1 2017 – Jun. 30 2017) ▼

Indicator: Policy Development - PD1 ▼

PD1 - The number of policy changes completed as a result of the grant.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: No New Result

Result Description:(Do not exceed 550 characters.)

Number:

Save - Add New

Save - Finish

SAVING A RESULT RECORD

Once you have entered all of the information for the completed Result or selected the no new results box, click either the **Save-Add New** or the **Save-Finish** button. These buttons appear at the top and the bottom of the screen. The **Save-Add New** button will save this result and take you to a new Result Record screen so you can continue entering complete results. The **Save-Finish** button will save this record and take you to the Result List screen.

New Result Record

Home > Data Entry > IPP > Results List > New Result Record

Program: PBHCI | Cohort: PBHCI | FFY: 0 | FFQ: 0 | Grant ID: SM000003 | Org Name: RTI TRAC Test Organization

View Glossary

Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 3 (Apr. 1 2017 - Jun. 30 2017)

Indicator: Workforce Development - WD2

WD2 - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: Intensive services training

Result Description:(Do not exceed 550 characters.) Three vocational rehabilitation specialists were trained on how to improve intensive services.

Number: 3

GOAL CHECK

Once you click on Save-Add New or Save-Finish, the system will check your entry against the annual goal you have set for the indicator. If the amount entered is higher than your annual goal the following warning message is displayed:

Note: The funding amount entered [number displayed] is greater than the [indicator] goal for all of FFY[current year] ([annual goal for current FFY]). If this is okay, please continue with saving the record. Otherwise, revise the funding amount and resubmit.

Here is a screenshot with an example of the warning message:

The screenshot shows a web interface for entering results. At the top, there is a breadcrumb trail: "Results List > New Result Record". To the right of this are navigation buttons: "Print" (with a printer icon), "Cancel" (with an 'X' icon), "Save" (green), "Previous" (blue), and "Next" (grey). Below the breadcrumb is a metadata line: "Program: PBHCI | Cohort: PBHCI | FFY: 0 | FFQ: 0 | Grant ID: SM000003 | Org Name: RTI TRAC Test Organization". On the right side, there is a link "View Glossary". A yellow warning box contains the following text: "• Note: The funding amount entered (\$70000) is greater than the WD2 goal for all of FFY2017 (\$25). If this is okay, please continue with saving the record. Otherwise, revise the funding amount and resubmit." Below the warning box is the section "Result Record" with the text "(OMB Number: 0930-0285; Expiration Date: 03/31/2020)". At the bottom right of this section are two blue buttons: "Save - Add New" and "Save - Finish".

FIND RESULTS

If you have access to only one grant, to search your existing results, click the **Find Results** button. All the criteria shown under **Find Results** will be prefilled, but you can choose to only look at certain **Priority Types**, **Status** or **Indicators**. The default for **FFY Quarter** is **Current + Previous** and **all indicators** for **Indicators**.


FIND RESULTS
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

Available Priority Types		Selected Priority Types
<input type="text"/>	<input type="button" value=">"/> <input type="button" value="<"/>	Time-Sensitive (deadline <= 30 days) Non-Time-Sensitive
Available Status	<input type="button" value=">"/> <input type="button" value="<"/>	Incomplete - Pending GPO or Admin Review Incomplete - Pending Grantee Revision or Miss Complete - GPO or Admin Disagreed Complete - Agreed
FFY Quarter:	<input type="text" value="Current + Previous"/>	
Available Indicators	<input type="button" value=">"/> <input type="button" value="<"/>	PD1 WD2 WD3 WD5

If you have access to multiple grants, to search your existing results, you will first need to select criteria shown in the blue box below. You will need to make selections for **Program**, **Cohort**, and **Grant**. **Priority Types**, **Status**, **FFY Quarter**, and **Indicators** will default to all available options and can be modified as needed. Click the **Find Results** button and you will be taken to the **Results List** screen.

FIND RESULTS
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

Grants status: Active Only Active and Inactive

Program: 

Available Cohorts <input type="text" value="7/1/2013 - PBHCI06"/> <input type="text" value="9/1/2011 - PBHCI04"/> <input type="text" value="9/30/2009 - PBHCI01"/> <input type="text" value="9/30/2010 - PBHCI02"/>	<input type="button" value=">"/> <input type="button" value="<"/>	Selected Cohorts <input type="text" value="9/30/2015 - PBHCI08"/>
Available Grants <input type="text" value="SM062366 - Care Plus NJ, Inc"/> <input type="text" value="SM62159 - St. Clair County Community Menta"/> <input type="text" value="SM62161 - Firelands Regional Medical Center"/> <input type="text" value="SM62163 - Riverbend Community Mental Heal"/>	<input type="button" value=">"/> <input type="button" value="<"/>	Selected Grants <input type="text" value="SM000003 - RTI TRAC Test Organization"/>
Available Priority Types <input type="text"/>	<input type="button" value=">"/> <input type="button" value="<"/>	Selected Priority Types <input type="text" value="Time-Sensitive (deadline <= 30 days)"/> <input type="text" value="Non-Time-Sensitive"/>
Available Status <input type="text"/>	<input type="button" value=">"/> <input type="button" value="<"/>	Selected Status <input type="text" value="Incomplete - Pending GPO or Admin Review"/> <input type="text" value="Incomplete - Pending Grantee Revision or Miss"/> <input type="text" value="Complete - GPO or Admin Disagreed"/> <input type="text" value="Complete - Agreed"/>
FFY Quarter: <input type="text" value="Current + Previous"/>		
Available Indicators <input type="text"/>	<input type="button" value=">"/>	Selected Indicators <input type="text" value="PD1"/> <input type="text" value="WN7"/>

RESULTS LIST

The **Results List** will appear displaying a list of all required indicators and any Results that have been entered by quarter and the status of each. The list will also show which required indicators do not have results entered or have incomplete data. It is updated based on actions by both you and your GPO.

Result List

Home > Data Entry > IPP > Results List > Result List

Print | Cancel Save Previous Next

- ▶ My Grants
- ▼ Data Entry
 - Annual Goals & Budget
 - Services
 - ▼ IPP
 - ▼ Results List
- ▶ Data Download

View Glossary

Results List

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Add New Result

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
A6	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Peer Ambassadors	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees
A4	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Advisory Workgroup Membership	2017 Q2(1/1/2017 - 3/31/2017)	Pending GPO Review
PC1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Catholic Charities and Salvation Army MOAs	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees
AC1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Completed Referrals	2017 Q2(1/1/2017 - 3/31/2017)	Pending Grantee's Revision
R1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Neurology	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees
S1	Edit	Del	Print	SM000003	RTI TRAC Test	Mental Health Screening	2017	GPO Agrees

From the Result List screen, you can:

- Add a new result, including a No New Result,
- Edit a Result,
- Delete a Result, and
- Print a Result record.

Add

The **Add** link will appear next to any indicator for which results have not yet been entered for the selected quarter. For new grants or at the beginning of a new quarter the **Add** link will appear next to each indicator; **Missing Data-Add a record** will show under Result Name; and the Status shown will be **Incomplete-Pending Grantee Revision or Missing Data**.

To add a new result, you can click the **Add** link next to an indicator or click the **Add New Result** button at the top right of the screen. If you have access to multiple grants and selected multiple grants on the **Find Results** screen you will not see the **Add New Result** button and will need to return to the **Add/Find Results** screen to select one grant and add new results.

Edit

When applicable, the **Edit** link will allow you to edit a previously entered Result Record. Click on the Edit link to go to that specific Result Record to make necessary edits. The Result Name cannot be changed, but all other fields can be changed. This function will be removed for previous records after the system lock date.

Delete

If you need to delete a result, click on the **Del** link for the result in question.

Print

If you need to print a result you can print from the **Print** link on the row for the result you want to print or you can print from the result record view.

Result Name

Click the **Result Name** column heading to toggle the sort order between ascending and descending alphabetically. If you click on the named Result in the table, you are taken to that Result Record which will be grayed out. If No New Results is indicated, No New Results is displayed in this column.

FFY Quarter

This is the quarter the grantee selected as the date of completion for a Result. If no data is entered for an indicator this is the current or previous quarter.

Status

Status indicates where an individual Result Record is in the process. The following Status options can be selected from the ADD/FIND screen:

Incomplete-Pending Grantee Revision or Missing Data: Indicates that you need to make a revision or enter data for the indicator.

Incomplete -Pending GPO Review: Indicates the GPO has not reviewed the Result Record initially or after a grantee has edited the item.

Complete -Agreed: Indicates the Result Record was agreed to by GPO after edits. No action necessary.

Complete - GPO Disagreed: Indicates the Result Record was disagreed to by GPO. No action necessary.

FIND RESULTS
To search results that need an action by you or to review previously entered results, complete the selection criteria below and click on the Find Results button.

Available Priority Types Selected Priority Types

Time-Sensitive (deadline <= 30 days)
Non-Time-Sensitive

Available Status Selected Status

Incomplete - Pending GPO or Admin Review
Incomplete - Pending Grantee Revision or Missi
Complete - GPO or Admin Disagreed
Complete - Agreed

FFY Quarter:

Available Indicators Selected Indicators

PD1
WD2
WD3
WD5

Find Results

Once you have the Results List pulled up you will see the individual result status codes.

The result status codes are as follows:

- **Pending GPO Review:** Result data was entered and the GPO needs to review.
- **GPO Agrees:** GPO agreed to the result record. No further action necessary.
- **GPO Disagrees:** GPO disagreed to the result record. No further action is needed.
- **Pending Grantee Revision for GPO:** GPO disagreed to the result record and requested edits to be made by the grantee.
- **GPO Agrees after Edits:** GPO agreed to the result after the grantee made edits. No further action necessary.

GPO REVIEW OF RESULTS

Each Result entered is reviewed by a Government Project Officer (GPO). The GPO will enter an agreement or disagreement for each Result. You will then need to go into SPARS to review and edit that Result Record.

If the GPO disagrees with a Result and requires you to edit it, **Pending Grantee's Revision** will appear in the Status column. Click **Edit** to view and edit the Result and read the GPO's remarks.

Results List

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

[Add New Result](#)

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
A6	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Peer Ambassadors	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees
A4	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Advisory Workgroup Membership	2017 Q2(1/1/2017 - 3/31/2017)	Pending GPO Review
PC1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Catholic Charities and Salvation Army MOAs	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees
AC1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Completed Referrals	2017 Q2(1/1/2017 - 3/31/2017)	Pending Grantee's Revision
R1	Edit	Del	Print	SM000003	RTI TRAC Test Organization	Neurology	2017 Q2(1/1/2017 - 3/31/2017)	GPO Agrees

Once you are on the Result Record screen, scroll down to see the GPO's remarks.

Reason for Disagreement:

<input type="checkbox"/> Coding error
<input type="checkbox"/> More information is needed; not enough detail
<input type="checkbox"/> Result doesn't qualify

Recommended Action:

<input type="checkbox"/> Grantee should revise and resubmit
<input type="checkbox"/> Grantee should contact project officer
<input type="checkbox"/> No action required by grantee - disagreement

Explanation:

Reason for Disagreement

A GPO can select all or any combination of these categories. Response categories are as follows:

- **Coding error** (i.e., data entered into wrong indicator; or description talks about 5 organizations, but the number entered for the result is something else)
- **More information needed, not enough detail**
- **Result doesn't qualify**

Recommended Action

The GPO will select from the following categories:

- * **Grantee should review and resubmit**
- * **Grantee should contact project officer**
- ** **No action required by grantee – disagreement**

* These two categories can be checked individually or together.

** This category is a final Result. It can only be checked on its own.

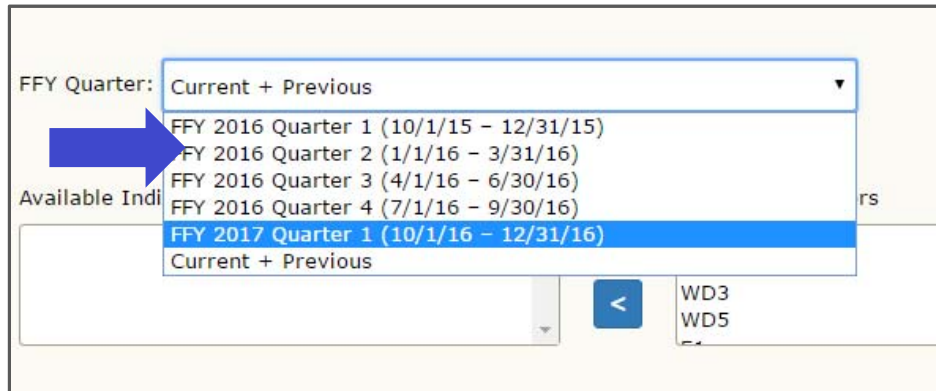
Explanation

The GPO will provide an explanation in this box which should include information on the reason for disagreement and the recommended action to fix the problem.

APPLY TO A NEW QUARTER

One of the functions in the IPP module is the ability to copy a previously entered result and paste it into a new quarter. This is helpful if you have activities that you conduct regularly. You can copy and paste the result already entered into the new quarter and edit the necessary text before saving it to the new quarter.

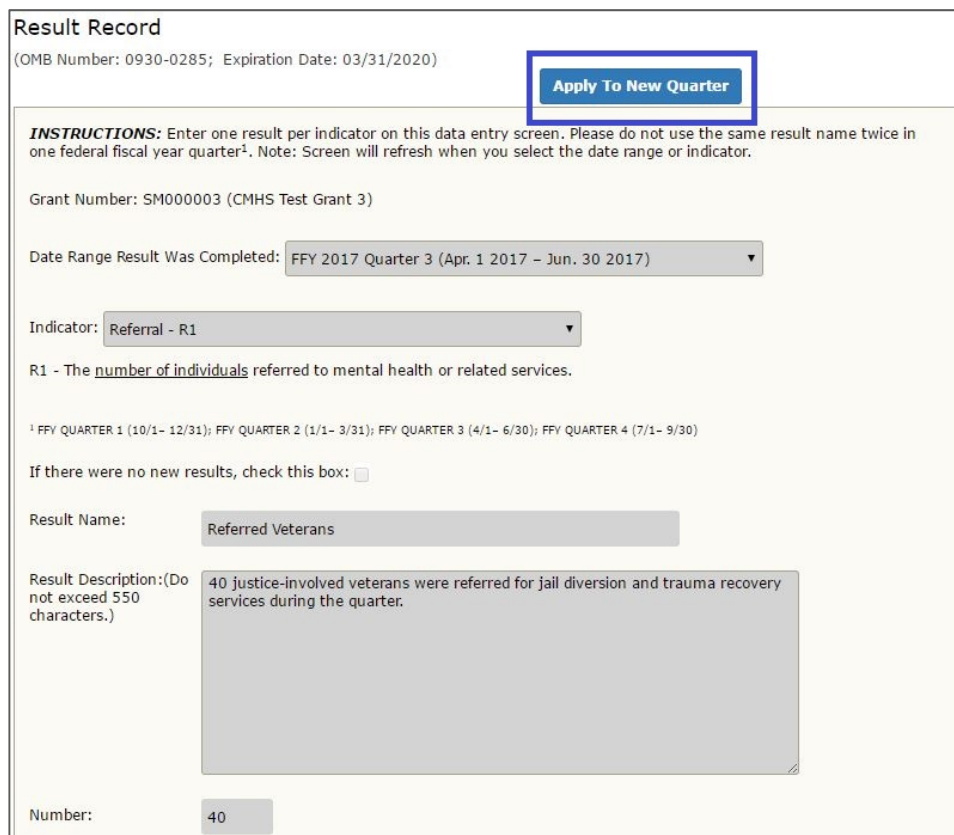
From the **Find Results** screen, select the quarter from the **FFY Quarter** drop-down box. Then go to the **Results List** for that quarter to find the result you wish to copy.



FFY Quarter: Current + Previous

- FFY 2016 Quarter 1 (10/1/15 - 12/31/15)
- FFY 2016 Quarter 2 (1/1/16 - 3/31/16)
- FFY 2016 Quarter 3 (4/1/16 - 6/30/16)
- FFY 2016 Quarter 4 (7/1/16 - 9/30/16)
- FFY 2017 Quarter 1 (10/1/16 - 12/31/16)**
- Current + Previous

Once you are on the **Results List** for the quarter you selected, go to the **Result Record** you want to apply to the new quarter. At the top of the result click on the **Apply to New Quarter** button as shown in the screen shot below.



Result Record
(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Apply To New Quarter

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 3 (Apr. 1 2017 - Jun. 30 2017)

Indicator: Referral - R1

R1 - The number of individuals referred to mental health or related services.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: Referred Veterans

Result Description:(Do not exceed 550 characters.)
40 justice-involved veterans were referred for jail diversion and trauma recovery services during the quarter.

Number: 40

SPARS will paste the **Result Name**, **Result Description** and **Number** into a new **Result Record**. You will need to select the correct **Date Range Result Was Completed** from the drop-down box. Only open quarters will be available in the drop-down box. Edit the **Result Description** and **Number** as needed. These areas will be highlighted in yellow. You cannot change the **Indicator** or the **Result Name**. Then click on **Save-Finish** to complete the process. The result will be saved in the quarter selected.

Result Record

(OMB Number: 0930-0285; Expiration Date: 03/31/2020)

Save - Add New **Save - Finish**

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: SM000003 (CMHS Test Grant 3)

Date Range Result Was Completed: FFY 2017 Quarter 2 (Jan. 1 2017 – Mar. 31 2017)

Indicator: Referral - R1

R1 - The number of individuals referred to mental health or related services.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: Referred Veterans

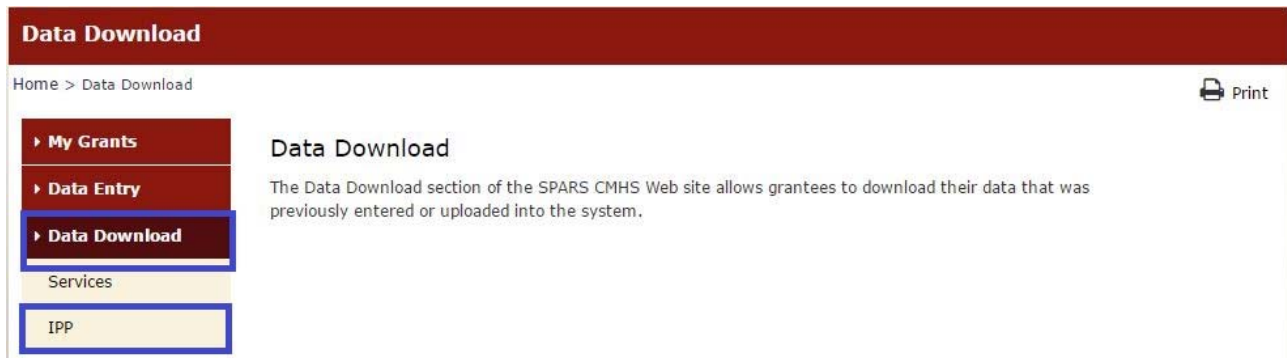
Result Description: (Do not exceed 550 characters.)
40 justice-involved veterans were referred for jail diversion and trauma recovery services during the quarter.

Number: 40

Save - Add New **Save - Finish**

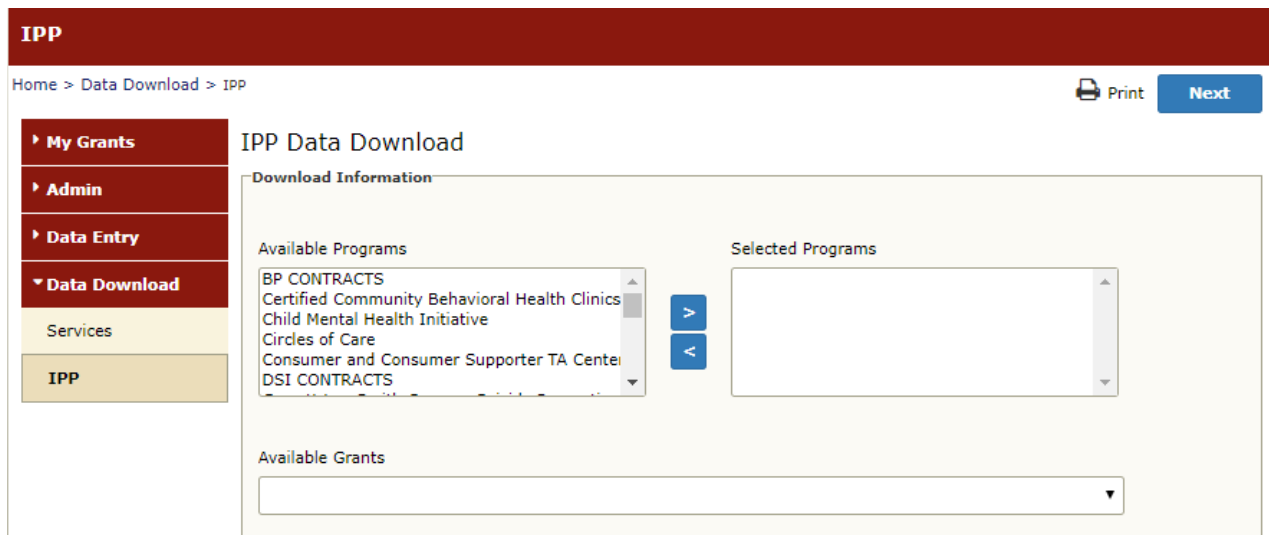
IPP DATA DOWNLOAD

To download data for a grant, select **Data Download** from the left menu bar. Under Data Download select **IPP** to access the IPP Data Download screen. You are not required to download data; this is available only as an option should you wish to do your own data analysis.



The IPP Codebook may be used to understand the variable names and coding of the downloaded data. The codebook is in the SPARS CMHS Resource Library.

If you have access to more than one CMHS grant, the grants you have access to will be in the drop-down menu under **Available Grants**. Select the grant you want to download data for then select the **Next** button.



Once you select a grant, the system will display the download criteria screen.

IPP Selection

Home > Data Download > IPP > IPP Selection

Print Previous Next

My Grants

Data Entry

Data Download

Services

IPP

IPP Data Download

Download Criteria

Note: When a specific Federal Fiscal Year or Quarter is selected, only records for that period will be included in your download. To analyze your full data, please leave to their default selections.

GrantID: **SM000003**

Select a Data Collection Point: With GPO Comments

FFY: All Years

FFQ: All Quarters

Select Download Format: Excel

On this screen, you can choose to download data for the following specific criteria:

- **Select a Data Collection Point** – There are two available data collection points: With GPO Comments and Without GPO Comments
- **FFY** – This selection produces data for a Federal Fiscal Year or all the years available
- **FFQ** – This selection produces data for a particular Federal Fiscal Quarter or all the quarters available
- **Select Download Format** – This selection produces the data download in either Excel or HTML formats

Select the criteria you want, and then select Next.

The system will display the number of records to be downloaded and require you to respond **Yes** or **No** before proceeding to the data download. You may **Print** or **Save** the data output as desired.

IPP Selection

Home > Data Download > IPP > IPP Selection

Print Previous Next

My Grants

Data Entry

Data Download

Services

IPP

IPP Data Download

Download Confirmation

You are about to download 82 records. Are you sure you want to continue?

Yes No

LOG OUT

It is important to log out of SPARS while away from your desk for security reasons. Logging out of SPARS will block unauthorized users from viewing or modifying data in SPARS.



To exit SPARS from SPARS-CMHS, click on the gear icon next to your user name on the top right of the screen and select **Log out**. You will return to the main SPARS screen.

TIMELINES

IPP Results Completed During this Period:	Grantees should enter IPP results no later than:	GPO review and grantee revisions must be completed no later than:	System-Lock Date: No further data entry, GPO review, or grantee revisions will be allowed.
Quarter 1: October 1 to December 31	January 31	March 31	April 1
Quarter 2: January 1 to March 31	April 30	June 30	July 1
Quarter 3: April 1 to June 30	July 31	September 30	October 1
Quarter 4: July 1 to September 30	October 31	December 31	January 1

System-Lock Date: The system-lock dates are necessary as a quality control measure to ensure that the Center for Mental Health Services can report accurate and consistent performance data. All reporting of results, review of results, and revisions must be completed prior to the system-lock date for that quarter. On the system-lock date, no further data entry, GPO review, or grantee revisions will be allowed.

ACCESSING HELP

For technical support or questions about SPARS, please contact the SPARS Help Desk.

Telephone: 1-855-322-2746

Email: SPARS-support@rti.org

Hours: Monday to Friday 8:00 AM – 7:00 PM ET