

SPARS CSAP Summary Reports User Guide



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Overview

This User Guide describes how Center for Substance Abuse Prevention (CSAP) Project Officers (POs) can use and interpret the SPARS CSAP Summary Reports. The SPARS CSAP Summary Reports allow POs to view the relevant CSAP data in a graphical form with supportive tabular data and provide filters to create the desired output. These summary reports are only available to CSAP POs.

The summary reports include:

- ◆ Opioid Cost and Distribution Report
- ◆ HIV/Viral Hepatitis (VH) Testing Implementation Report

NOTE: The data displayed in the reports are based on the data entered on or before the prior business day.

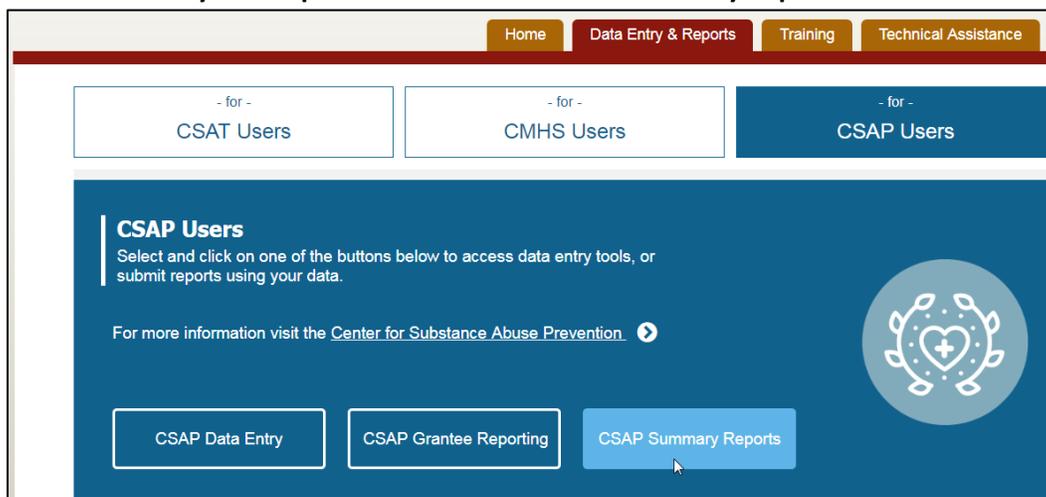
This User Guide describes how to access, run, and interpret the SPARS CSAP Summary Reports.

Accessing the Summary Reports

Users will access the summary reports using their SPARS single-sign-on account. POs will have access to the data associated with their programs and grants.

To access the summary reports:

1. Access the SPARS website at <https://spars.samhsa.gov/> and log in.
2. Select **Data Entry and Reports > CSAP Users > CSAP Summary Reports**.



NOTE: The CSAP Summary Reports button will display an "Access Denied" error if accessed by CSAP grantees.

3. The summary reports open automatically, defaulting to the Opioid Cost and Distribution report.

Using the Filters

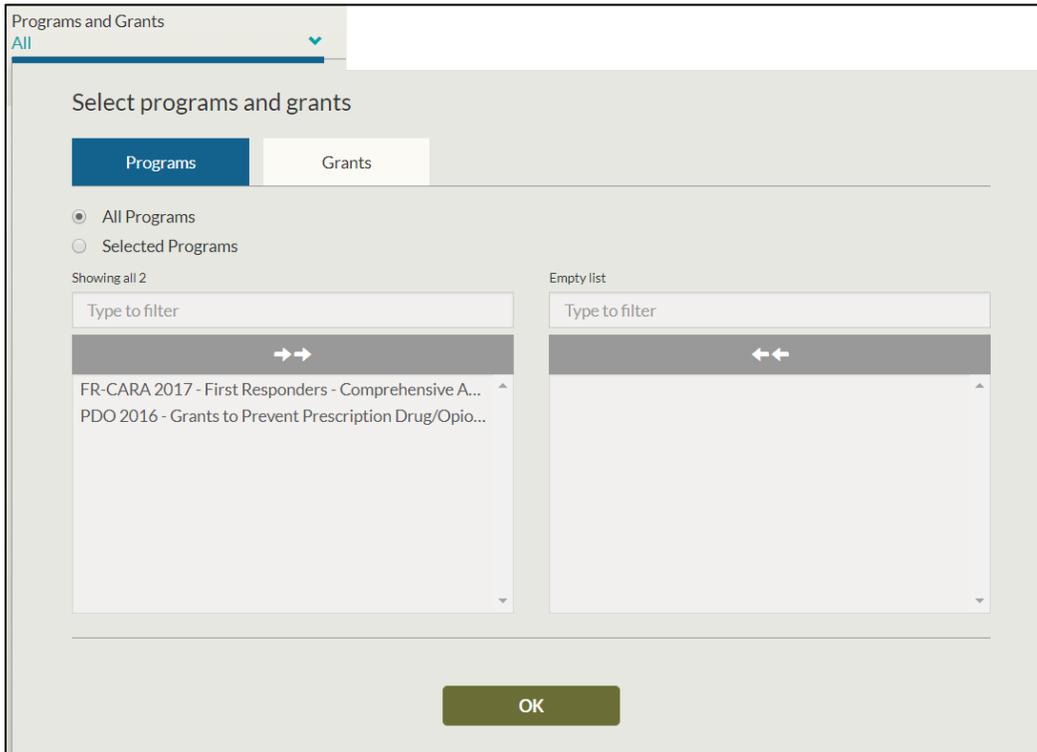
All summary reports have filters at the top to limit the results. The filters have the “All” option pre-selected for each.

To change a filter:

1. Click the down arrow next to the filter field.



2. An expandable filter box displays.



NOTE: The programs listed in the above screenshot may differ from what you see.

3. Select the appropriate value(s). In the example above:
 - a. Click the Programs tab and select the “All Programs” or “Selected Programs” radio button. Alternatively, click the Grants tab and select the “All Grants” or “Selected Grants” radio button.
 - b. If you select the “Selected Programs” or “Selected Grants” radio button, click one or more entries in the list on the left and use the arrows to move them to the list on the right.
 - c. If necessary, use the Filter box above the list boxes to search for a specific program or grant.

4. Click **OK** when your selections are complete.

Using the Summary Report Features

Each summary report provides additional features to help you view and analyze the data. These features include:

- ◆ Print the report
- ◆ Reset the filters
- ◆ View the filter details
- ◆ View a chart tool tip

Print the Report

Click the Print icon (🖨️) in the upper-right of the results to print the filters selected, the chart(s), and the table(s) for the summary report.

Reset the Filters

Click the “Reset Chart” link in the upper-right corner of the page to reset the filters to the defaults (All).



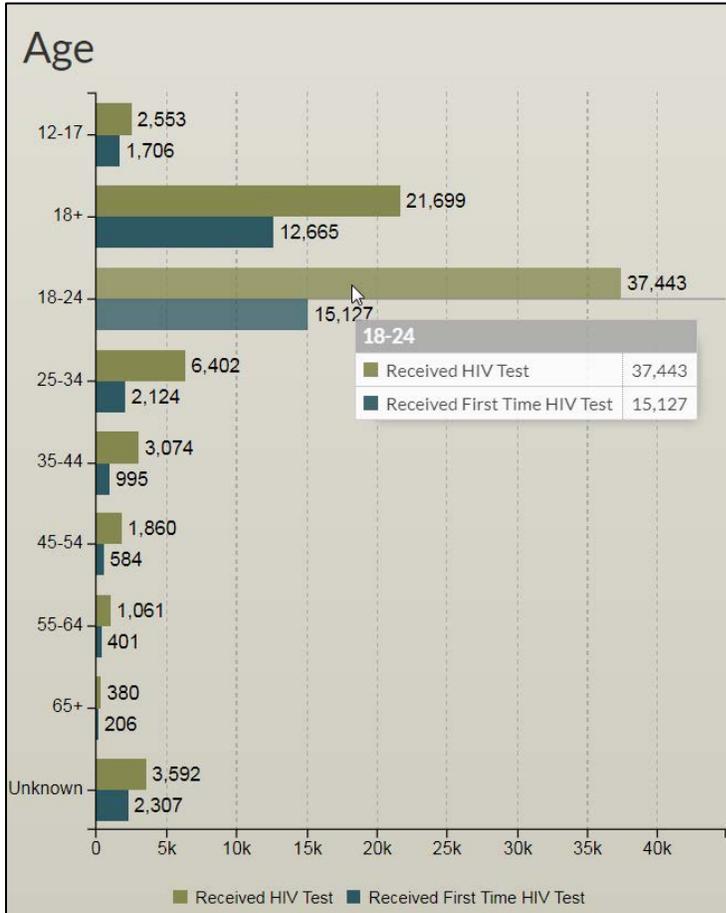
View the Filter Details

Click the “See Filter Details” link under the results title to view the filter details. Click “Hide Filter Details” to collapse the details box.



View a Chart Tool Tip

Hover over an area on the charts to view a tool tip for the highlighted area. For example, on the HIV/Viral Hepatitis Testing Implementation report, hover over a bar on the chart to view data in grid form for that category, as shown below:



Opioid Cost and Distribution Report

The Opioid Cost and Distribution report displays by default when you access the CSAP Summary Reports. This report provides summary tables related to the Naloxone costs and distributions provided in PDO and FR-CARA Progress Reports. The results include summary tables for:

- ◆ Summarized Naloxone Cost and Distribution Totals
- ◆ Naloxone Cost and Distribution Summary by Kit Type
- ◆ Administrative Events Summary

The tables display automatically using the default filters, but they can be filtered further by following the steps in the section below.

Running the Report

To run the Opioid Cost and Distribution report:

1. Click the **Opioid** tab. The Opioid Cost and Distribution report displays.

SPARS Center for Substance Abuse Prevention

User: [Settings] [Reset Chart](#)

Opioid | HIV/VH Testing

Programs and Grants: All | Reporting Period: All | Regions: All

Filter

Opioid Cost and Distribution Report

[See Filter Details](#)

Summarized Naloxone Cost and Distribution Totals

Total amount of grant funds spent on the purchase of naloxone products	\$1,498,471
Total kits distributed	29,411
From funds in the grant	28,497
From funds from other sources	914

Naloxone Cost and Distribution Summary by Kit Type

Kit Type	Funds Spent	Number Purchased	Number Distributed	Number Administered
Nasal Spray Kits	\$1,504,436	19,920	19,764	444
Injectable (intramuscular) Kits	\$235,279	8,944	8,691	3,422
Auto Injector Kits	\$72	33	16	93
Total	\$1,739,787	28,897	28,471	3,959

2. Select one or more **Programs and Grants** for which you want to run the report and click **OK**. Only the PDO and FR-CARA programs are available for this report.

Programs and Grants
All

Select programs and grants

Programs Grants

All Programs
 Selected Programs

Showing all 2

Type to filter

FR-CARA 2017 - First Responders - Comprehensive A...
PDO 2016 - Grants to Prevent Prescription Drug/Opio...

Empty list

Type to filter

OK

NOTE: POs can only see the active programs (cohorts) and grants for which they are assigned.

3. Select a **Reporting Period**. Options include FFY (Federal Fiscal Year) and Biannual Month (October or April).

Select a Fiscal Year and Biannual Month

FFY
All

Biannual Month
All

OK

NOTE: The reporting period is biannual, not quarterly, so only two reporting periods display in each fiscal year (October and April).

- Select all appropriate **Regions**. A map of the regions displays to aid in your selection. Click **OK** when you are done making your selections.



- Click the **Filter** button to update the report with the selected filters. See the “Understanding the Report” section below for more information about understanding the report results.

Understanding the Report

The report has 3 sections:

- Summarized Naloxone Cost and Distribution Totals
- Naloxone Cost and Distribution Summary by Kit Type
- Administrative Events Summary

Summarized Naloxone Cost and Distribution Totals

This section shows the total funds spent and the total number of Naloxone kits distributed. Naloxone products refers to opioid reversal drugs/devices.

- ◆ The “Total amount of grant funds spent on purchase of naloxone products” number sums the reported values from all selected grants.
- ◆ The “Total kits distributed” number is the sum of kits distributed on behalf of all partner organizations in the grant.

Summarized Naloxone Cost and Distribution Totals	
Total amount of grant funds spent on the purchase of naloxone products	\$1,498,471
Total kits distributed	29,411
From funds in the grant	28,497
From funds from other sources	914

Naloxone Cost and Distribution Summary by Kit Type

This section shows the funds spent and numbers purchased, distributed, and administered per kit type. These amounts are summarized at the grant level.

Kit Type	Funds Spent	Number Purchased	Number Distributed	Number Administered
Nasal Spray Kits	\$1,504,436	19,920	19,764	444
Injectable (intramuscular) Kits	\$235,279	8,944	8,691	3,422
Auto Injector Kits	\$72	33	16	93
Total	\$1,739,787	28,897	28,471	3,959

Administrative Events Summary

This section shows the total number of administrative events and the event counts by dosage, location, and outcome. An example of an “administrative event” is the administering of a kit to a person. The “Total number of administrative events” value is the sum of administrative events for all partner organizations in the grant.

NOTE: For grantees that entered data for the same partner organization multiple times within the same progress report, only data from the first entry is being summarized in this report.

	Number of Administrations
Total number of administration events	6,073
Type of Dosage	
Single Dose Per Unit	2,872
Multiple Dose Per Unit	2,225
Unknown Doses	976
Total	6,073
Type of Location	
Private Residence	3,449
Public Outdoor	925
Public Indoor	270
Location Unknown	1,423
Total	6,067
Type of Outcome	
Overdose Reversal	5,671
Death	70
Not Likely an Opioid Overdose	51
Unknown Outcome	281
Total	6,073

Note: For grantees that entered data for the same partner organization multiple times within the same progress report, only data from the first entry is being summarized in this report.

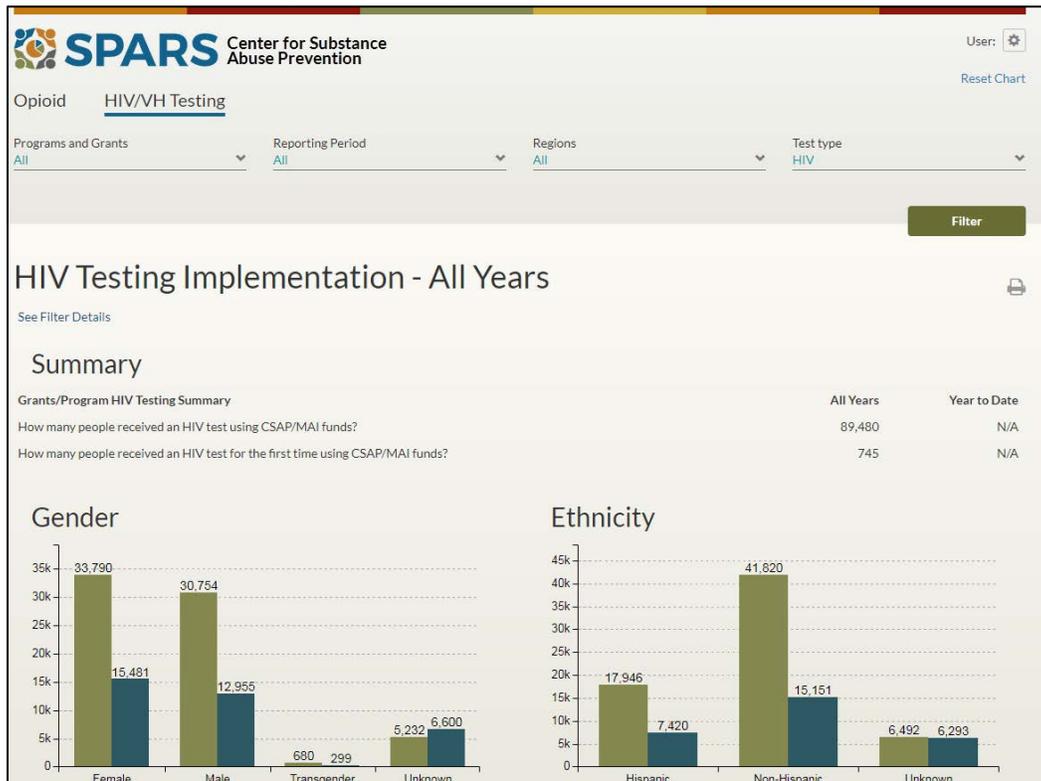
HIV/Viral Hepatitis Testing Implementation Report

The HIV/Viral Hepatitis (VH) Testing Implementation report displays information about the testing activities that took place within specific Progress Report time periods. The activities are for either HIV (Human Immunodeficiency Virus) or Viral Hepatitis and only apply to HIV CBI, MSI CBO, and Prevention Navigator grants. The charts and tables display automatically using the default filters, but they can be filtered further by following the steps in the section below.

Running the Report

To run the HIV/Viral Hepatitis Testing Implementation report:

1. Click the **HIV/VH Testing** tab. The HIV/Viral Hepatitis Testing report displays.



2. Select the **Programs and Grants** for which you want to run the report and click **OK**. For details on using this filter, please refer to the “Using the Filters” section. CSAP programs in this report include HIV CBI, MSI CBO, and Prevention Navigator grants.

The screenshot shows a dialog box titled "Programs and Grants" with a dropdown menu set to "All". Below the title is the heading "Select programs and grants". There are two tabs: "Programs" (selected) and "Grants". Under the "Programs" tab, there are two radio buttons: "All Programs" (selected) and "Selected Programs". Below the radio buttons, there are two sections: "Showing all 6" and "Empty list". The "Showing all 6" section has a search box labeled "Type to filter" and a list of six items: "HIV CBI 2015 - Capacity Building Initiative for Substa...", "HIV CBI 2016 - Capacity Building Initiative for Substa...", "MSI CBO 2013 - Minority Serving Institutions (MSI) P...", "MSI CBO 2014 - Minority Serving Institutions (MSI) P...", "MSI CBO 2015 - Minority Serving Institutions (MSIs) P...", and "Prevention Navigator 2017 - Prevention Navigator Pr...". The "Empty list" section also has a search box labeled "Type to filter" but is currently empty. At the bottom of the dialog box is an "OK" button.

NOTE: POs can only see the active programs (cohorts) and grants for which they are assigned.

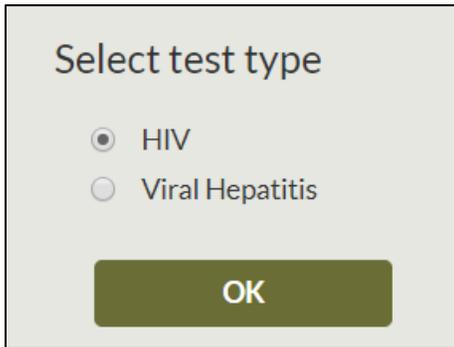
3. Select the **Reporting Period**. Options include FFY (Federal Fiscal Year) and Quarter.

The screenshot shows a dialog box titled "Select a Federal Fiscal Year (FFY) and/or Quarter". It contains two dropdown menus: "FFY" with "All" selected and "Quarter" with "All" selected. At the bottom of the dialog box is an "OK" button.

4. Select all appropriate **Regions**. A map of the regions displays to aid in your selection. Click **OK** when you are done making your selections.



5. Select the **Test Type**. Options include HIV and Viral Hepatitis (HIV by default).



6. Click the **Filter** button to update the chart with the selected filters. See the “Understanding the Report” section below for more information about understanding the report results.

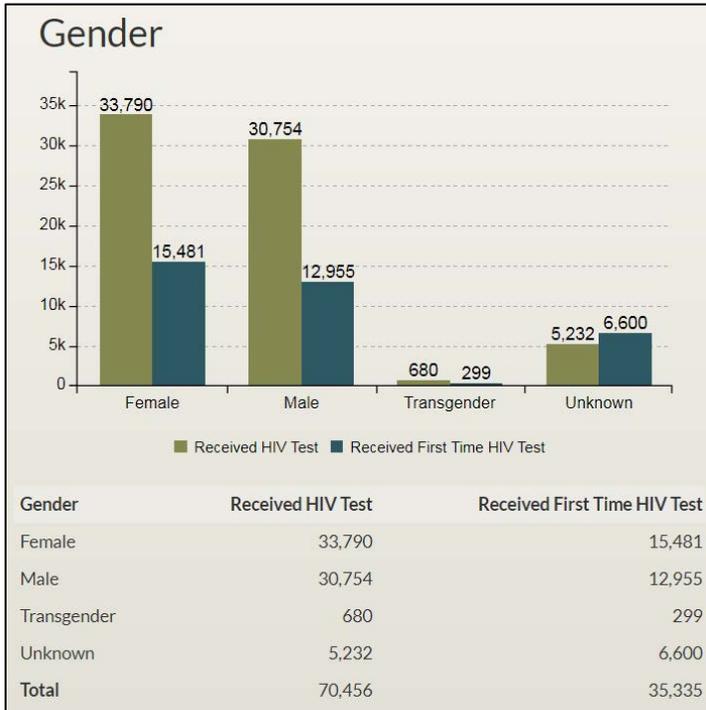
Understanding the Report

The HIV/Viral Hepatitis Testing Implementation report results include:

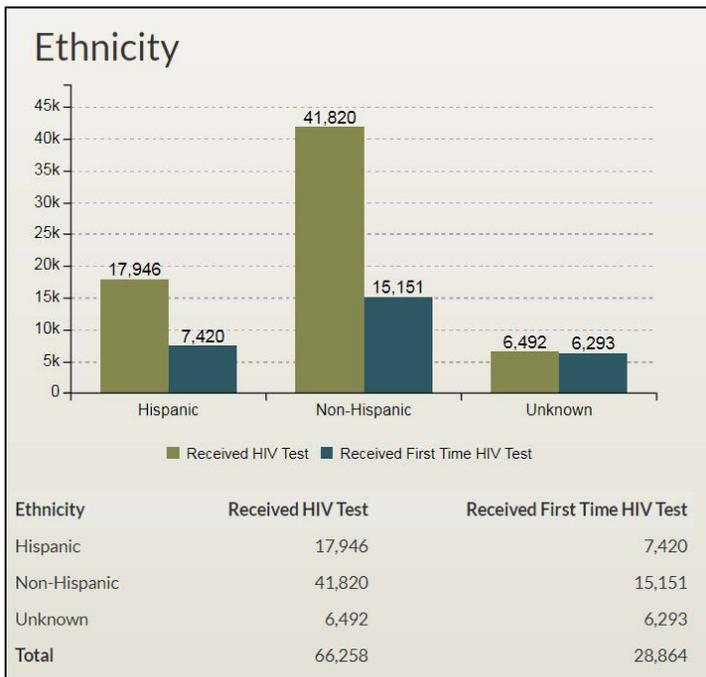
- ◆ Summary table of grants/program HIV/Viral Hepatitis testing

Summary		
Grants/Program HIV Testing Summary	All Years	Year to Date
How many people received an HIV test using CSAP/MAI funds?	89,480	N/A
How many people received an HIV test for the first time using CSAP/MAI funds?	745	N/A

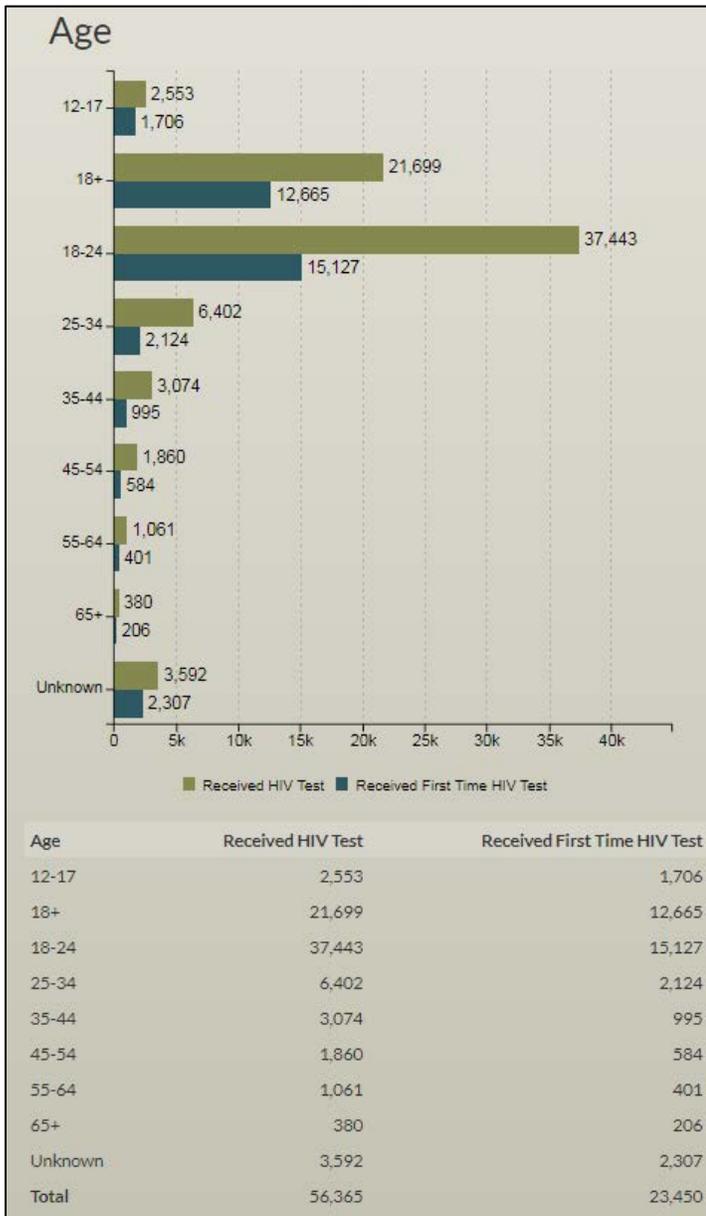
◆ Bar chart and data table for Gender



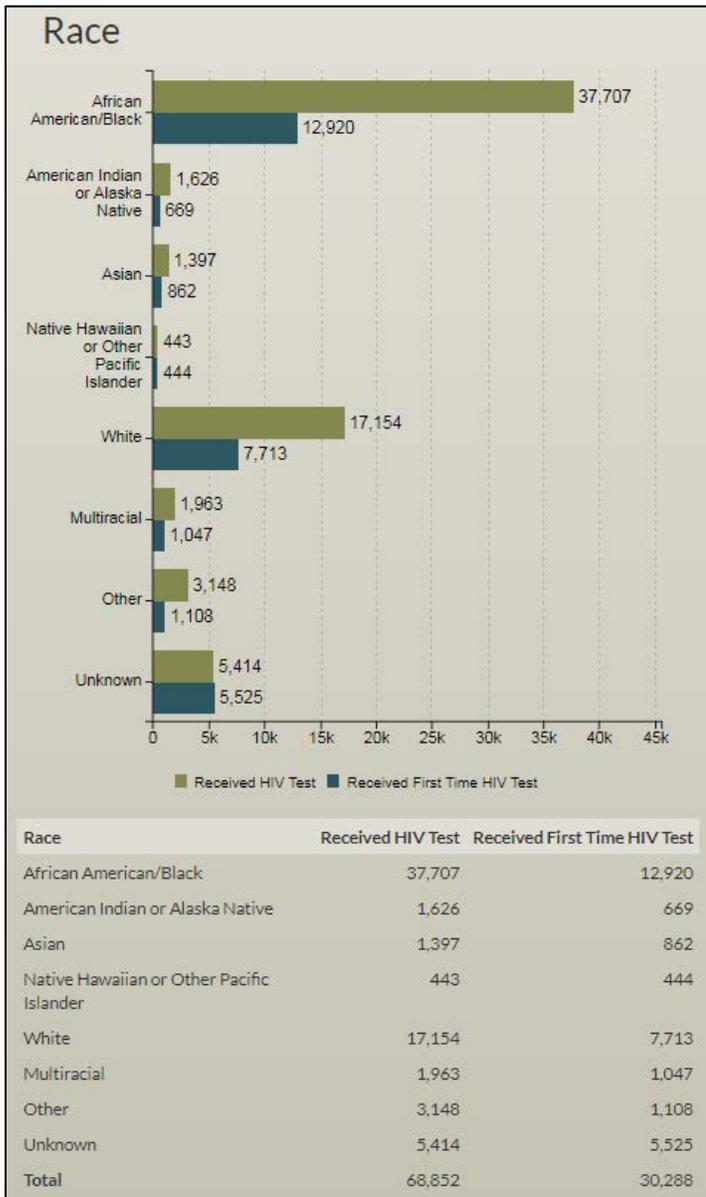
◆ Bar chart and data table for Ethnicity



- ◆ Bar chart and data table for Age



◆ Bar chart and data table for Race



◆ Summary table of:

- Total number of people who received an HIV/Viral Hepatitis test using CSAP/MAI funds
- HIV testing purchase/cost

Summary		
Of Total Number of People Who Received an HIV Test Using CSAP/MAI Funds:	All Years	Year to Date
How many were homeless or unstably housed?	2,537	N/A
How many were tested directly by the grantee organization or partner organization?	71,809	N/A
How many tested positive for HIV?	881	N/A
How many were informed of their HIV status?	25,885	N/A
Of those who tested positive for HIV, how many were referred to treatment?	745	N/A
HIV Testing Purchase/Cost Summary	All Years	Year to Date
Number of HIV Test kits purchased	126,925	N/A
Total HIV testing dollars spent	\$4,174,277	N/A