Resource Guide for Treatment for Individuals Experiencing Homelessness (TIEH) Grantees using SAMHSA's Performance Accountability and Reporting System (SPARS)

Greetings!

Thank you for taking the time to read this guide. The SPARS Team created this document for Treatment for Individuals Experiencing Homelessness (TIEH) grantees. We hope that you find this information helpful. Please know that you can reach out to us at any time if you have questions about this guide or the information it contains. Contact information for our Help Desk is provided below. Please contact your government project officer (GPO) for programmatic issues or questions about your grant's reporting requirements.

Thank you, and we look forward to hearing from you!

Regards,
The SPARS Team

Getting Started in SPARS

You will need to have an active SPARS user account to start using SPARS. If you need to create a user account, or if you already have an account but are having trouble logging in, please contact the SPARS Help Desk by calling (855) 322-2746 (toll-free) or emailing *SPARS-Support@rti.org*. Help Desk staff are here to help you, and they are available Monday through Friday from 8:00 a.m. to 7:00 p.m. EST.

Once your user account is set up, we suggest that you get started in SPARS by watching a quick demonstration video. This *SPARS-CMHS Demonstration Video* is located on the SPARS Training Site. The video will show you how to access the Resource Library and the Data Entry, Reports, and Data Download sections of SPARS.

Reporting Requirements

TIEH grantees providing direct services to clients have three reporting requirements in SPARS: Annual Goals; Infrastructure Development, Prevention, and Mental Health Promotion (IPP) indicators; and the National Outcome Measures (NOMs) client-level measures. Essential information on each of these reporting requirements is provided in the sections below. We also identify SPARS resources to help you succeed at meeting these requirements and use your data for performance monitoring and improvement activities.

Annual Goals Estimates

Each Center for Mental Health Services (CMHS) grant must set annual goals for what it intends to achieve for each year of the grant. Goals should be realistic, tied to your work plans, and aligned with your budget. You only need to set goals for activities that are required by the grant program.

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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 TIEH profile.

Annual Goals estimates are due within 90 days of your grant's start date and annually during the first quarter of every federal fiscal year (FFY; the first quarter runs October 1–December 31). Your GPO will review and recommend edits at any time during this update period or up until one quarter afterward (until March 31). On April 1, no further edits can be made.

Key Resource:

- Understanding AGB Reporting Requirements and Data Entry in SPARS (Recorded Webinar)

Infrastructure Development, Prevention, and Mental Health Promotion Indicators

There is only **one** IPP indicator that TIEH grantees are required to report on:

Screening (S1)

- S1 is the number of people screened for mental health or related interventions

Definitions of Key Terms

- **Screened:** identifying or differentiating individuals who may be in need of specific interventions according to established criteria
- **Mental health-related:** mental health or the population of people with or at risk of mental health conditions; also includes people with co-occurring substance use disorders
- **Interventions:** treatment, rehabilitation, prevention, mental health-related promotion and supportive services

Examples

- Screened to identify individuals and families who are eligible to enroll in the grant program
- Screened for mental illness and/or substance use disorders
- Screened for appropriate treatment and intervention services
- Screened for appropriate referrals for housing and other benefit programs

Reporting Periods and Deadlines

TIEH grantees must report IPP data in SPARS during each quarter of the FFY calendar (October 1–September 30), even if there are no new IPP results to report for a given indicator. Once a grantee submits its IPP data, its GPO will review each indicator and either approve the results or request revisions. Grantees have until midnight of the grantee revision deadline (see "Grantee Deadline to

Revise Data" column in Table 1 below) to submit revisions. After this deadline, the system does not allow data entry, GPO reviews, or grantee revisions. The quarterly reporting periods and deadlines for submitting IPP results are presented below in Table 1.

Table 1. Quarterly Reporting Periods and Deadlines for Submitting IPP Results

Quarter	Quarterly Reporting Period	Grantee Deadline to Submit Data	GPO Review Deadline	Grantee Deadline to Revise Data	System Lock Date*
1st	Oct. 1–Dec. 31	Jan. 31	Feb. 28	Mar. 31	Apr. 1
2nd	Jan. 1–Mar. 31	Apr. 30	May 31	June 30	July 1
3rd	Apr. 1–June 30	July 31	Aug. 30	Sept. 30	Oct. 1
4th	July 1–Sep. 30	Oct. 31	Nov. 30	Dec. 31	Jan. 1

*System does not accept data entry, GPO reviews, or grantee revisions after this date

Key Resources

- CMHS Overview of IPP Indicators Guide (Located in the Resource Library)
- Understanding AGB Reporting Requirements and Data Entry in SPARS (Recorded Webinar)

Client-Level National Outcome Measures (NOMs)

Consult with your GPO to determine whether your program should administer the NOMs client-level tool for Children/Adolescents/Caregivers, Adults, or both, depending on the population that your grant serves. All consumers should be interviewed at baseline, reassessment(s), and clinical discharge. If a consumer is unable or unwilling to provide consent for the baseline interview, or if there are other reasons that the reassessment or discharge interview could not be conducted, you are still required to enter an administrative baseline, reassessment, or discharge in SPARS. The reporting periods and deadlines for submitting client-level NOMs data are provided in Table 2.

Table 2. Reporting Periods and Deadlines for Submitting Client-Level NOMs

Data Collection Points	Data Collected	Data Entered into SPARS	System Lock Date
Baseline Assessment	Complete interview within 7 calendar days of consumer entering treatment	Within 30 days of completing interview or when interview was due OR within 30 days of discharge	Grantee cannot enter or edit data after the end of the quarter following when it collected data
Reassessment	• Conduct interview every 180 days from baseline interview date for duration of consumer's treatment • Complete within 30 days before and after interview due date		
Clinical Discharge	Conduct interview same day as discharge		

Key Resources

- Child/Adolescent/Caregiver NOMs Tool
  - Tool–English
  - *Tool–Spanish*
  - *Question by Question (QxQ) Guide–English*
  - *Question by Question (QxQ) Guide–Spanish*
  - *Codebook*
- Adult NOMs Tool
  - Tool–English
  - *Tool–Spanish*
  - *QxQ Guide–English*
  - *QxQ Guide–Spanish*
  - Codebook
- Webinar Recordings
  - CMHS Overview for New Grantee Training
  - CMHS Services Overview
  - CMHS Services Outcome Reports Data Clinic
  - CMHS Crosstabulation and Frequency Report Data Clinic
  - Using SPARS CMHS Data for Program Performance and Sustainability
  - Strategies to Improve the Quality of Your SPARS CMHS Data Clinic

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Run Reports and Download Data

Go to the CMHS Reports and Data Download pages to analyze your data and conduct program performance monitoring and improvement activities. Guides for the various reports are posted in the SPARS Resource Library.

Resource Library

Navigate to the SPARS Resource Library to view additional CMHS documents and resource guides.

Training Site

Visit the SPARS Training Site to view recordings and slides from prior webinars.

Help Desk

The SPARS Help Desk is available to provide technical support and answer questions about user accounts, passwords, or submitting data to SPARS.

Call the SPARS Help Desk at (855) 322-2746 (toll-free) or email *SPARS-Support@rti.org*. For all other programmatic questions, please contact your GPO.

This guide was updated in June 2020. SPARS is constantly updating our materials. If any of the links embedded in this document no longer work, please go to the SPARS website for up-to-date materials or contact the SPARS Help Desk for additional assistance.