

## SPARS Data Entry Resource Guide for TIEH Grantees Providing Services to Both Adults and Young Adults/Children

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) Performance Accountability and Reporting System (SPARS) team created this resource document for Treatment for Individuals Experiencing Homelessness (TIEH) Grantees who provide services to **both adults and young adults/children**; these TIEH Grantees can therefore use both the National Outcome Measures (NOMs) Adult and Child/Adolescent/Caregiver client-level tools.

If you have any questions about this guide, SPARS Help Desk staff are available Monday–Friday, 8:00 am–7:00 pm ET, and can be reached by calling (855) 322-2746 (toll-free) or emailing [SPARS-Support@rti.org](mailto: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 children/adolescents and young adults.**

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 TIEH grant profile for you to enter adult client-level data as well as a TIEH-C grant profile for you to enter young adult/child client-level data. The “-C” added to the end of TIEH indicates that it is the “child” grant profile. In general, when deciding which tool works best for each client, use the child tool (i.e., TIEH-C grant profile) for individuals under 16 years of age, and use the adult tool (i.e., TIEH grant profile) for individuals 16 years of age and older.

### **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 TIEH profile (the adult account).
- Enter the number of young adults and children your grant program will serve each year based on your grant proposal application (unless revised numbers were approved by your GPO) into the TIEH-C profile (the young adult/child account).
- Enter all other annual Infrastructure Development, Prevention, and Mental Health Promotion (IPP) goals into the TIEH profile (the adult account).
- When developing your IPP estimates, please refer to your program-specific guidance, or consult with your GPO.
- *Note: Effective October 1, 2019, Center for Mental Health Services (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.*

## SPARS Data Entry Resource Guide for TIEH Grantees Providing Services to Both Adults and Young Adults/Children

**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 TIEH grant profile only (the adult account).**

**Step 5: Run the CMHS Performance Report (TPR) periodically to track your grant program's performance in SPARS.**

When you run the TPR 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 TIEH (adult) profile but missing under the TIEH-C (young adult/child) profile.