

## Native Connections – Cohort 4

SAMHSA's Center for Mental Health Services (CMHS) collects data from Native Connections Grantees on their Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. Every quarter, grantees must report on these *four* IPP indicators in SAMHSA's Performance Accountability and Reporting System (SPARS):

1. **Policy Development (PD1):** The number of policy changes completed as a result of the grant.
2. **Partnerships/Collaborations (PC2):** The number of organizations collaborating, coordinating, sharing resources with other organizations because of the grant.
3. **Types/Targets of Practices (T2):** The number of programs/organizations/communities that implemented tribal/evidence-based mental health-related practices/activities as a result of the grant.
4. **Types/Targets of Practices (T3):** The number of people receiving tribal/evidence-based mental health-related services as a result of the grant.

This program guidance helps Native Connections grantees meet their IPP data reporting requirements in SPARS. The guide provides information on:

- IPP operational definitions and criteria
- IPP quarterly reporting requirements and deadlines
- Data entry tips and resources

### IPP Reporting Requirements and Deadlines

Grantees must report IPP data in SPARS during each quarter of the Federal fiscal year (FFY) calendar (October 1, 2018–September 30, 2019), even if there are no new IPP results to report for a given indicator. For new grantees, data submission starts in the **second quarter** after the beginning of the grant. Once a grantee submits its IPP data, its government project officer (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) to submit revisions. After this deadline, the system does not allow data entry, GPO reviews, or grantee revisions.

### 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	October 1–December 31, 2018	January 31, 2019	February 28, 2019	March 31, 2019	April 1, 2019
2nd	January 1–March 31, 2019	April 30, 2019	May 31, 2019	June 30, 2019	July 1, 2019
3rd	April 1–June 30, 2019	July 31, 2019	August 30, 2019	September 30, 2019	October 1, 2019
4th	July 1–September 30, 2019	October 31, 2019	November 30, 2019	December 31, 2019	January 1, 2020

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

## Data Entry Requirements and Resources

Every Quarter, grantees are required to do the following for each indicator by the due date:

1. Go to SPARS online data entry/reporting system at <http://spars.samhsa.gov/> to enter your data on the Result Record Form.
  2. Submit data only on *completed* activities and trainings *in the quarter* it was completed. You can access SPARS at any time to enter your quarterly IPP results by the due date listed above.
  3. DO NOT enter data on activities that are *in progress, in planning phase, or pending*.
  4. CMHS understands that not every indicator will have a completed activity every quarter. If you have no activity to report for an indicator, you must enter a **No New Result** record in SPARS. To do so, select “If there were no new results, check this box” on the Result Record, then click the **Save – Add New** or **Save – Finish** button to complete the entry. The system will not accept a zero “0” result.
  5. After you submit your data, your GPO will review and either approve, disapprove, or request revisions.
- Contact your GPO for additional guidance about your IPP indicators.
  - For additional guidance on IPP indicators, refer to these practical resources accessible from either the SPARS Resource Library or Training Page:
    - IPP Overview of Indicators Guide
    - AGB & IPP Overview Training Recording
    - IPP Data Entry Training Recording
  - The **SPARS Help Desk** is also available to provide technical support and answer questions about SPARS user accounts, passwords, or submitting data to SPARS. Call the SPARS Help Desk at 1 (855) 322-2746 (toll free) or email [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org).

## Policy Development (PD1)

**PD1 is the number of policy changes completed as a result of the grant.**

The intent of PD1 is to report any policy changes completed because of the grant.

### Definitions of Key Terms

- **Policy:** A written document directing an action or event that is administrative or legislative in origin.
- **Change:** The creation of a policy that did not previously exist, the documentation of a policy that existed in an undocumented form, or the elimination or alteration of a policy that previously existed and had already been documented.
- **Completed:** Exists in its final form and the party (or parties) with authority to do so has approved or passed the policy.

### Examples of Policies

- Tribal Resolution
- Crisis Protocols
- Clinical practice guidelines
- Regulations
- Statutes
- Operations manuals
- Procedures
- Bylaws
- Strategic plans
- Mission statements
- Written decisions
- Standards

### Guidelines for Entering PD1 Results

On the Result Form, enter the following information in the quarter when the policy change is complete:

- **Result Name:** Enter the name/title of the changed policy.
- **Result Description:** Enter a description of who changed the policy and what the policy entailed.
- **Result Number:** Report one policy change per result record.

If you have no activity to report for PD1, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Examples of PD1 Results

#### *Scenario 1.*

- **Result Name:** County statute
- **Result Description:** The county put a policy in place that all community centers must implement a national suicide plan.
- **Result Number:** 1

#### *Scenario 2.*

- **Result Name:** Clinical Practice Guidelines
- **Result Description:** Our organization put procedures in place to implement clinical practice guidelines regarding children’s residential services.
- **Result Number:** 1

### What to Report

- **Report** on all policy changes completed in the quarter as a result of the grant.
- **Report** each policy change once and only when the change is complete.
- **Do not report** the policy change if discussions about the policy have only begun and the change is not complete or approved.
- You may **report** the policy change before its implementation.

## Partnerships/Collaborations (PC2)

**PC2 is the number of organizations collaborating, coordinating, or sharing resources with other organizations because of the grant.**

The intent of PC2 is to report information on new relationships and partnerships developed because of the grant.

### Definitions of Key Terms

- **Collaborating/Coordinating:** Process where two or more organizations work in partnership together toward a common goal.
- **Organizations:** State/local/tribal agencies, bureaus, counties, or other major subdivisions that provide behavioral health, mental health, and related services to your AI/AN youth up to age 24. Organizations may include consumer-, youth-, or family member-run organizations; private providers and nongovernmental organizations; schools, educational institutions, juvenile justice and foster care systems, and other child/youth serving organization; as well as committees, coalitions, advisory boards, and task forces.
- **Sharing Resources:** Allowing others to use the means available to an organization to increase outcomes or attain goals. Resources may include personnel time, facilities, equipment, and information.

### Guidelines for Entering PC2 Results

On the Result Form, enter the following information in the quarter when the collaboration(s) took place:

- **Result Name:** Enter the name/type of partnership.
- **Result Description:** Enter a description of the names of the organizations and on what they are collaborating.
- **Result Number:** Enter the total number of organizations that participated in the collaboration.

If you have no activity to report for PC2, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Examples of PC2 Results

#### *Scenario 1.*

- **Result Name:** Faith-Based Taskforce
- **Result Description:** Because of the grant and during this quarter, project met with five local area faith organizations to establish a new taskforce on suicide prevention awareness.
- **Result Number:** 5

#### *Scenario 2.*

- **Result Name:** Suicide Response Protocol MOU
- **Result Description:** Because of the grant and during this quarter, we entered an MOU with area hospital and local community mental health providers to conduct risk assessment and intervention for at-risk students.
- **Result Number:** 2

## Who to Count

- **Ask the question** “What are the new relationships that have been created because of the grant?”
- **Count** the number of organizations in the collaboration, but do not count yourself, the grant project.
- **Count** new collaborations that only developed because of the grant. If you add a new organization to an existing collaboration, **count** only the new organization.
- **Count** the number of organizations that come together because of the grant, even if the grantee is not involved in the collaboration.
- If one organization shares several resources, **count** the organization once.
- If one organization collaborates on several different partnerships, **count** that organization once.
- **Count** formal interagency agreements, MOUs, and so on.
- **Do not count** yourself, the grant project.
- **Do not count** the number of resources exchanged or the number of meetings held.
- **Do not count** the collaborations that existed *before* the grant award.
- **Do not count** organizations that you reported in previous quarters.

## Types/Targets of Practices (T2)

**T2 is the number of programs, organizations, or communities that implemented tribal/evidence-based mental health-related practices or activities as a result of the grant.**

The intent of T2 is to report programs, organizations, or communities that implemented tribal/evidence-based mental health-related practices or activities as a result of the grant.

### Definitions of Key Terms

- **Programs:** Providing mental health or related services for distinct groups of consumers. Often, grantees allocate specific staff and resources to a specific program.
- **Organizations:** Federal, state, local, and tribal agencies; programs; departments; nonprofit agencies, grassroots organizations, or other entities providing mental health and related services.
- **Tribal/Evidence-Based:** Interventions that yield consistent, replicable results, and that are proven safe, beneficial, and effective for most people diagnosed with mental illness.
- **Mental Health-Related:** Pertaining to mental health or the population of people with or at risk of mental illness; also includes people with co-occurring substance use disorders. When people with or at risk of mental illness are the population of focus, a wide array of subject areas may be considered to be mental health-related by virtue of the connection with this population. Under such circumstances, mental health-related areas may include, but are not limited to, those pertaining to physical health, co-occurring disorders (mental illness and substance use disorders), housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, and financial well-being.

### Examples of Organizations

- State agencies, bureaus, departments, or other major subdivisions
- Counties
- Cities
- Tribal agencies
- Private provider entities
- Bureaus, departments, or agencies providing mental health or related services to people who have or are at risk for developing mental health needs, including consumer-, youth-, or family member-run organizations
- Nongovernmental organizations

### Guidelines for Entering T2 Results

On the Result Form, enter the following information:

- **Result Name:** Enter the name or title of the program, organization, or community that implemented the evidence-based practice.
- **Result Description:** Enter a brief description of the implemented evidence-based practice.
- **Result Number:** Enter the total number of programs, organizations, or communities that implemented the tribal/evidence-based practice or activity.

If you have no activity to report for T2, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Example of T2 Results

- **Result Name:** Drug Court Program
- **Result Description:** Our organization implemented *Integrated Treatment for Co-occurring Disorders* for use in association with our drug court program.
- **Result Number:** 1

### Who to Count

- **Count** the number of programs, organizations, or communities that implemented evidence-based mental health practices or activities as a result of the grant during the quarter.

## Types/Targets of Practices (T3)

**T3 is the number of people receiving tribal/evidence-based mental health-related services as a result of the grant.**

The intent of T3 is to report the number of people receiving tribal/evidence-based mental health-related services as a result of the grant.

### Definitions of Key Terms

- **Tribal/Evidence-Based:** Interventions that yield consistent, replicable results, and that are proven safe, beneficial, and effective for most people diagnosed with mental illness.
- **Mental Health-Related:** Pertaining to mental health or the population of people with or at risk of mental illness, including people with co-occurring substance use disorders. When people with or at risk of mental illness are the population of focus, a wide array of subject areas may be considered to be mental health-related by virtue of the connection with this population. Under such circumstances, mental health-related areas may include, but are not limited to, those pertaining to physical health, co-occurring disorders (mental illness and substance abuse disorders), housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, and financial well-being.

### Guidelines for Entering T3 Results

On the Result Form, enter the following information:

- **Result Name:** Enter a name/title of the evidence-based service received or people receiving the service.
- **Result Description:** Enter a brief description of who received the evidence-based service and the types of mental health or related services provided.
- **Result Number:** Enter the total number of individuals who received the service.

If you have no activity to report for T3, you must record this by checking “If there were no new results, check this box” on the Result Form.

### Example of T3 Results

- **Result Name:** Tribal/Evidence-based Youth Substance Use Prevention Services
- **Result Description:** Seventy-five youth received evidence-based substance use prevention services this quarter.
- **Result Number:** 75

### Who to Count

- **Count** the number of individuals who received evidence-based mental health or related services.
- **Do not count** the number of services.

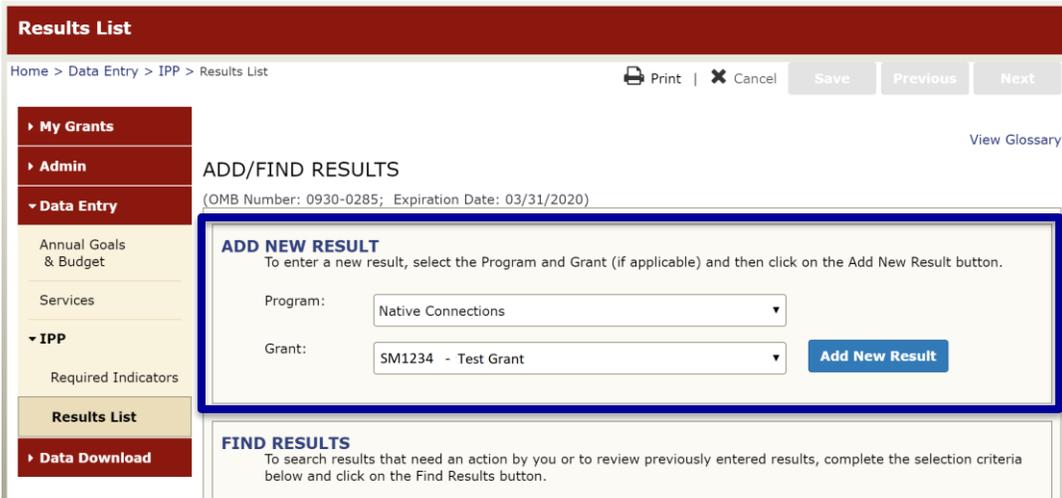
## How to Submit IPP Results in SPARS

To submit IPP results in SPARS, select **SPARS–CMHS** from the Quick Links section of the SPARS home page at <https://spars.samhsa.gov>.

After logging in, you will see a menu bar on the left side of the home screen. Select the dropdown menu **Data Entry** > **IPP** > **Results List**.

## SPARS Program Guidance on IPPs for Native Connections Grantees

To submit an IPP result in SPARS, click the **Add New Result** button to access the **Result Record**. The fields you need to complete for each indicator are shaded in yellow.



**Results List**

Home > Data Entry > IPP > Results List

Print | Cancel | Save | Previous | Next

My Grants

Admin

Data Entry

Annual Goals & Budget

Services

IPP

Required Indicators

Results List

Data Download

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: Native Connections

Grant: SM1234 - Test Grant

Add New Result

**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.

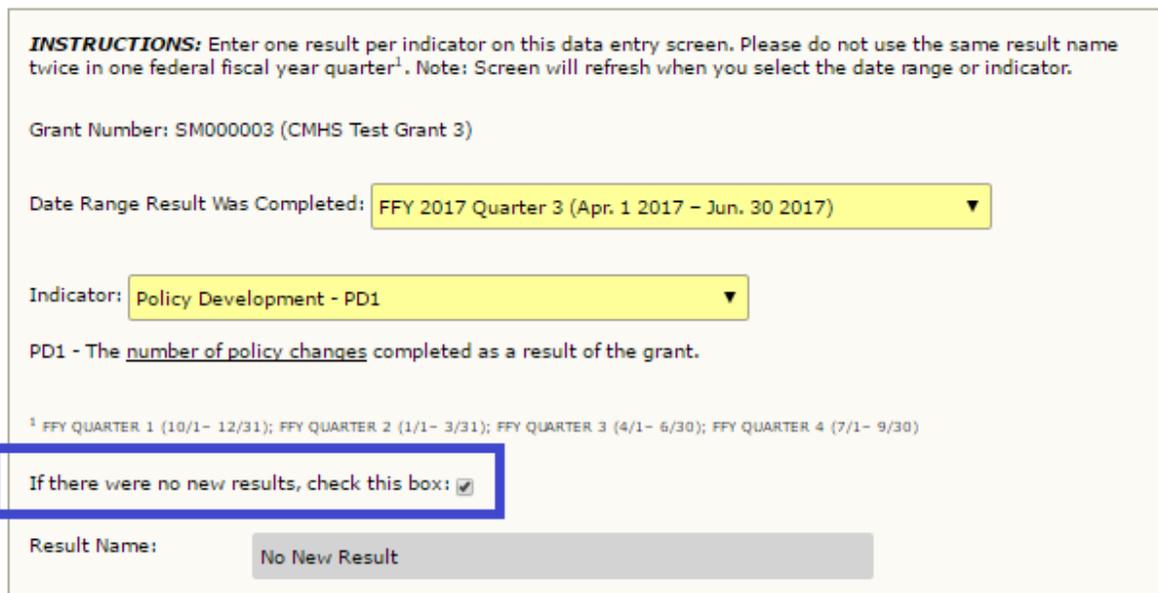
If you have no activity to report for an indicator, you must enter a **No New Result** record in SPARS. To do so, select “If there were no new results, check this box” on the Result Record, then click the **Save – Add New** or **Save – Finish** button to complete the entry.

### 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 quarter<sup>1</sup>. 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.

<sup>1</sup> 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