SPARS CMHS
Client-Level Services Overview

For CMHS Grantees
December 20, 2017

Webinar Instructions

- Webinar will last 60 minutes

- Participants are in "listen only" mode

- We will provide webinar audio through your computer speakers

- Submit questions and technical difficulties in the Question and Answer box

- Slides are available in File Share Pod

- You will have access to recorded version

- Please complete webinar satisfaction survey

Learning Objectives

- Describe reporting process for Services data
- Demonstrate how to navigate through Services data entry screens
- Describe Services-related reports
- Demonstrate how to use Services-related reports

Services Data Reporting Requirements

SPARS

CMHS Client-Level Measures

- Required for direct service activities
- Data collected throughout episode of care
- National Outcome Measures (NOMs) Client-Level Measures tool
  - Version for adult programs
  - Version for child programs
  - In English and Spanish

CMHS Direct Services Programs

- Assisted Outpatient Treatment (AOT)
- Minority AIDS Initiative – Continuum of Care (MAI–CoC)
- National Child Traumatic Stress Initiative (NCTSI) – Category III
- Now Is The Time Healthy Transitions (NITT–HT)
- Primary and Behavioral Health Care Integration (PBHCI)
- Promoting Integration of Primary and Behavioral Health Care (PIPBHC)
- Systems of Care Expansion and Sustainability (SOC–XS)
- Systems of Care Expansion Implementation (SOC–XI)
- Transforming Lives Through Supported Employment (SEP)

NOMs Client-Level Measures Tool

A. Demographic Data

B. Functioning

B. Military Family & Deployment

B. *Violence & Trauma*

C. Stability in Housing

D. *Education & Employment*

E. Crime & Criminal Justice Status

F. Perception of Care

G. Social Connectedness

H. Program-Specific Questions

I. Reassessment Status

J. Clinical Discharge Status

K. Services Received

SPARS

Client-Level Reporting Timeline

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		

Reassessment Interview Rates

- Goal: To conduct reassessment interviews with 100% of consumers

- The reassessment interview rate quantifies your grant's successful completion of reassessments within the required timeframe

$$Rate = \frac{\#}{\#} \times 100$$

- The SPARS CMHS Reassessment Interview Rate Report calculates your grant's rate for a specified Federal fiscal year and quarter

Administrative Assessments

- Administrative assessments include select sections of the client-level tool:
  - Baseline: Record Management, Demographics, Program-Specific Questions
  - Reassessment: Record Management, Program-Specific Questions, Reassessment Status, Services Received
  - Discharge: Record Management, Program-Specific Questions, Clinical Discharge Status, Services Received
- Completed administrative reassessments do not count as "received" in your reassessment interview rate calculation

SPARS

Key Services Resource Documents

Visit the SPARS CMHS Resource Library for:

- Client-Level Services Tools and Codebooks
- Question-by-Question (QxQ) Guides
- SPARS CMHS Report Guides

SPARS Services Grantee Trainings

- Adult and Child Services Data Collection for CMHS Grantees: Self-paced modules available on SPARS Training Site

- Services Data Entry for New Grantees Data Clinic: February 2018

- Reassessment Interview Rate: Strategies to Increase Your Rate: February 2018

- Services Reports and Data Download: March 2018

Live Demonstration of Services Data Entry & Data Download

SPARS

Center for Mental Health Services

⌂ Home

User: Amy White
Roles: Grantee

Interview Selection

Home > Data Entry > Services > Interview Selection

🖨 Print | ✖ Cancel | Save | Previous | Next

- ▸ **My Grants**
- ▾ **Data Entry**
  - Annual Goals & Budget
  - ▾ **Services**
  - ▸ IPP
- ▸ **Data Download**

Program Code: PBHCI | Grant #: SM000003 | Org Name: RTI TRAC Test Organization | Tool Type: Adult

Find Interview

Consumer ID: [   ]

Baseline Date: [   ]

Episode: [Show Current & Previous Records ▾]

Find

Consumer Records

Add Baseline

Actions		Site ID	Consumer ID	Baseline Date	Updated Date	Episode

Interviews for 10000000

Add Reassessment Add Clinical Discharge

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	1/23/2017	01/25/2017	Yes
View	Edit	Del	Print	6-Month Reassessment		09/06/2017	No

SPARS

Center for Mental Health Services

User: Amy White
Roles: Grantee

Interview Selection

Home > Data Entry > Services > Interview Selection

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

Find Interview

Consumer ID: [ ]

Baseline Date: [ ]

Episode: Show Current & Previous Records ▾

Find

Consumer Records

Add Baseline

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode

Interviews for 10000000

Add Reassessment Add Clinical Discharge

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	1/23/2017	01/25/2017	Yes
View	Edit	Del	Print	6-Month Reassessment		09/06/2017	No

SPARS

Services Data Download

Download Criteria

Please Note: When a specific Federal Fiscal Year, Quarter or Month is selected, only records for that period will be included in your download. If the episode of care for some consumers started before or extends beyond that period, you will not be able to analyze their full episode of care with this download. To analyze full episodes of care, please download All Years, All Quarters, and All Months.

GrantID: **SM12345**

Select a Data Collection Point: | All Sections   ▼ |

FFY: | All Years   ▼ |

FFQ: | All Quarters   ▼ |

Month: | All Months   ▼ |

Select Download Format: | Excel   ▼ |

Services Reports

CMHS Overview: Reports

- Access reports from the Data Entry & Reports tab

- Reports accessible to those with SPARS login credentials

- You can export reports into HTML, PDF, Excel, and Rich Text formats

- SPARS data are included in reports 24 to 48 hours after being entered

SPARS Services Reports

Report Name	Report Description
Outcome Measures Report	Presents outcome analyses for the Client-Level NOMs Measures for Discretionary Programs Providing Direct Services (Services Activities) module.
Multi-Year Outcome Measures Report	Presents outcome analyses for the Client-Level NOMs Measures for Discretionary Programs Providing Direct Services (Services Activities) module.
Notification Report	Tool for grantees to use when tracking assessments required for consumers after baseline.
Reassessment Interview Rate Report	Summarizes information about data collection of reassessments by programs and grants. Allows CMHS staff to assess whether CMHS grants are meeting the 80% completion rate goal for conducting reassessment interviews on time.

SPARS Services Reports

Report Name	Report Description
Number of Consumers Served by FFY Report	Summarizes information about the number of consumers served by CMHS grants. Lets CMHS staff assess how CMHS grants are doing in meeting the annual goal of the number of consumers served for Federal fiscal years.
Number of Consumers Served by Grant Year Report	Summarizes information about the number of consumers served by grant year. Grant year is specific to each grantee and is defined by the grant start date entered into SPARS. Lets CMHS staff assess how CMHS grants are doing in meeting the annual goal of the number of consumers served.
Point-in-Time Report	Shows a snapshot of the percentage of interviews that have a positive outcome for each NOM.
Consumer-Level Outcome Measures Report	Presents outcome analyses for the Client-Level NOMs Measures at the consumer level.

SPARS Services Reports

Report Name	Report Description
Cross Tabulation/ Frequency Report	Allows users to create frequencies or cross tabulations on any variable in the Services tool.
CMHS Performance Report (TPR)	Used to monitor grantee performance in reporting data and program goals in the following areas: Services, Infrastructure Development and Mental Health Prevention and Promotion (IPP), and Annual Goals and Budget (AGB), as applicable.
Discharge Report	Summarizes information about the number of discharges collected for a specified time (Federal fiscal year and/or quarter), as well as the percentages that are interviews versus administrative discharges.
PBHCI Section H Missing Data	Provides information regarding missing Section H data for PBHCI grants. Summarizes missing data by Federal fiscal year and quarter, indicator, consumer, and record type.

Key Services Reports Resources

Visit the SPARS CMHS Resource Library for:

- Multi-Year and Consumer Outcome Measures Report Guides

- Number of Consumers Served by Grant Year Report Guide

- Point-in-Time Report Guide

- Reassessment Interview Rate Report Guide

- Discharge Report Guide

- Notification Report Guide

- PBHCI Client-Level Services Outcome Measures Report Guide

Live Demonstration of Services Reports & Related Resources

Center for Mental Health Services
🏠 Home

SPARS Help Desk (855) 322-2746 (Toll Free)
✉ SPARS-Support@rti.org
User: Bethany Marcogliese

Logout

CMHS Reports

Report List

Outcome Measures

Outcome Measures (CMHS only)

Multi-Year Outcome Measures

Multi-Year Outcome Measures (CMHS only)

Outcome Measures (PBHCI only)

Notification

Reassessment Interview Rate

Number of Consumers Served by FFY

Number of Consumers Served by FFY (CMHS only)

Welcome to the SPARS Center for Mental Health Services (CMHS) Reports

To run a report, select a report from the list on the left, enter the appropriate criteria, and download the report.

If you need assistance, please contact the SPARS Help Desk at 855-322-2746 (toll-free) or SPARS-support@rti.org.

SPARS

Contacting the SPARS Team

SPARS Help Desk

Hours: Monday – Friday
8:00 a.m. to 7:00 p.m. (ET)

Phone: (855) 322-2746
E-mail: SPARS-support@rti.org

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