



Module 5

NOMS Data Collection Timelines and SPARS Data Entry Deadlines



Helpful information about the National Outcome Measures (NOMS) and the SPARS web-based system for data entry and data management

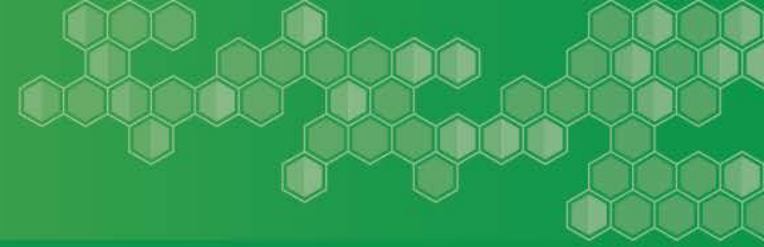
What's covered in this module

Timelines and deadlines for the data collection points:

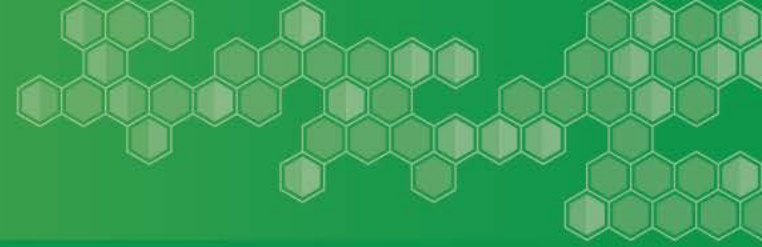
- Baseline
- Reassessment
- Clinical Discharge
- SPARS System Lock Dates- the Deadlines
- A Summary Table of Timelines and Deadlines

In the [NOMS Question-By-Question Instruction Guide](#) see pages 8-11 for detailed information.

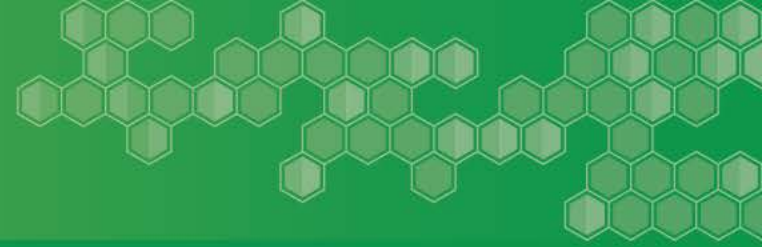




- Baseline – complete this within 7 calendar days after Tier 3 services begin
 - Record Management- For question 2 (Was the interview conducted?), if you select No and choose “Consumer refused all interviews”, then a reassessment will not be due later.
- SPARS Data Entry Deadline - Enter baseline data into SPARS within 30 calendar days of the interview date



- Reassessment –
 - Complete this every 6 months (180 calendar days) after the baseline interview date.
 - Continue doing it until a consent issue prohibits it or the student is discharged.
 - Complete this within 30 days before or after the interview due date.
- SPARS Data Entry Deadline - Enter reassessment and administrative reassessment data into SPARS within 30 calendar days of the interview due date.
- Successfully completing these will be important for the reassessment interview rate (Module 8).



- Clinical Discharge- complete when a student is discharged from Tier 3 services
 - **If there has not been any contact with the student for more than 90 calendar days**, enter an administrative clinical discharge into SPARS.
- SPARS Data Entry Deadline - Enter clinical discharge data into SPARS within 30 calendar days of the interview date

SPARS System Lock Dates- the Deadlines

- Data cannot be entered or edited after these system lock dates

Service Data collected during this period	Grantee should enter (interviews & admins)	System lock date
Quarter 1: October 1 to December 31	Within 30 days of the interview date or when the interview was due OR Within 30 days of the discharge	April 1
Quarter 2: January 1 to March 31		July 1
Quarter 3: April 1 to June 30		October 1
Quarter 4: July 1 to September 30		January 1

- CDE will email reminders a month in advance of the system lock dates

A Summary Table of Timelines and Deadlines

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 the discharge	Data cannot be entered or edited after the end of the quarter following when data were collected
Reassessment	<ul style="list-style-type: none"> 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		



**“How wonderful it is that nobody
need wait a single moment before
starting to improve the world.”**

— Anne Frank