



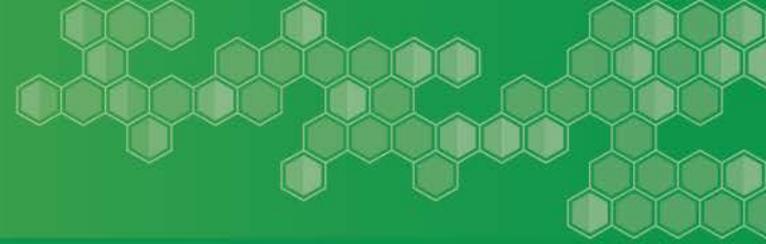
Module 7

Entering NOMS Data into SPARS



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



- Enter a Baseline Interview
- Record Management (Recap)
- Data Entry
- Enter a Reassessment or a Clinical Discharge
- Edit a Previously Entered Interview

The SPARS [Data Entry Guide](#) may be a good resource for more information.

Add a Baseline Interview

When you have NOMS data to enter and you are logged in, you should see this screen. Click the Add Baseline link.

SPARS Center for Mental Health Services
User: Mario Rivera Roles: PD

Interview Selection

Home > Data Entry > Services > Interview Selection

Program Code: AWARE-SEA | Grant #: SM83647 | Org Name: Colorado State Department of Education | Tool Type: Child

Find Interview

Consumer ID:

Baseline Date:

Episode:

Find

Consumer Records

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode

Add Baseline



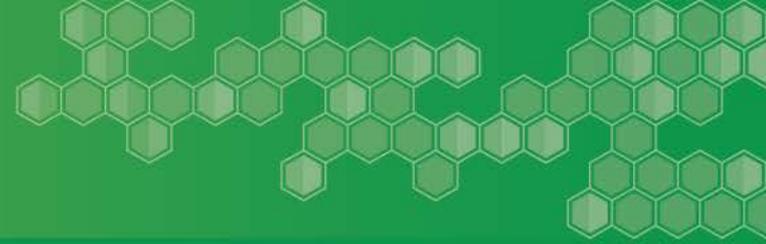
Record Management (Recap)

- Enter the Consumer ID (Note: the Consumer ID should have been created when the NOMS was given to the student)
- Select the Site ID

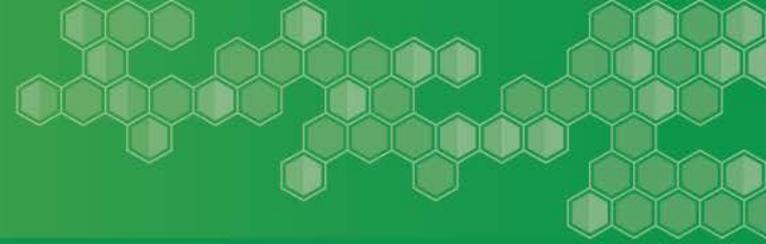
Site ID	LEA
CSDE_ASD	Archuleta School District
CSDE_CSD11	Colorado Springs D11 School District
CSDE_ISD	Ignacio School District
CSDE_LPS	Littleton Public Schools

The SPARS [Data Entry Guide](#) may be a good resource for more information. See page 6.

Record Management (Recap)



- Answer Questions 1 through 3:
 1. Assessment- When did the consumer first receive services under the grant for this episode of care?
Enter the month and year
 2. Was the interview conducted?
If yes, enter the date when it was conducted
If no, select the reason why it was not conducted
 3. Was the respondent the child or the caregiver?
- Click the Next button



- Enter the data from the NOMS for each section
- SPARS will provide error messages if:
 - data are inconsistent (e.g., invalid date format)
 - a required field is left blank
- When data entry is complete, you can print the Summary if you would like a hard copy for your records
- Be sure to click on the Finish button

The SPARS [Data Entry Guide](#) may be a good resource for more information. See pages 6-10.

The [NOMS Question-By-Question Instruction Guide](#) provides detailed information regarding collecting [NOMS](#) data from students.

Enter a Reassessment or a Clinical Discharge

When you have reassessment or a clinical discharge to enter and you are logged in, you should see this screen. Click the Find button.

The screenshot shows the SPARS web application interface. At the top left is the SPARS logo. To its right is the text "Center for Mental Health Services" and a "Home" link. On the top right, the user information "User: Mario Rivera" and "Roles: PD" is displayed next to a settings gear icon. Below this is a dark red header bar with the text "Interview Selection". Underneath the header is a breadcrumb trail: "Home > Data Entry > Services > Interview Selection". To the right of the breadcrumb are buttons for "Print", "Cancel", "Save", "Previous", and "Next". A left-hand navigation menu contains several items: "My Grants", "Data Entry", "Annual Goals", "Services", "IPP", and "Data Download". The main content area shows "Program Code: AWARE-SEA | Grant #: SM82647 | Org Name: Colorado State Department of Education | Tool Type: Child". Below this is a yellow message box stating "2 record(s) found for the query criteria." The "Find Interview" section contains three input fields: "Consumer ID:", "Baseline Date:", and "Episode:" (with a dropdown menu set to "Show Current & Previous Records"). A blue "Find" button is located at the bottom right of this section, circled in red with a red arrow pointing to it. Below the "Find Interview" section is a "Consumer Records" section with a table and an "Add Baseline" link.

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode
Show Interviews	CSDE_DS	1001	08/02/2021	08/02/2021	Current
Show Interviews	CSDE_DS	1002	08/15/2021	08/17/2021	Current



Enter a Reassessment or a Clinical Discharge

- You can narrow down the list of consumer records that display by entering search criteria.

Find Interview

Consumer ID:

Baseline Date:

Episode:

Consumer Records

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode	Add Baseline
Show Interviews	CSDE_DS	1001	08/02/2021	08/02/2021	Current	
Show Interviews	CSDE_DS	1002	08/15/2021	08/17/2021	Current	

- When you find the Student's Consumer ID that you want, click on the Show Interviews link

The SPARS [Data Entry Guide](#) may be a good resource for more information. See pages 11-12.

Enter a Reassessment or a Clinical Discharge

- Click on the Add Reassessment or click on the Add Clinical Discharge link

SPARS Center for Mental Health Services
User: Mario Rivera Roles: PD

Interview Selection

Home > Data Entry > Services > Interview Selection

Program Code: AWARE-SEA | Grant #: SM83647 | Org Name: Colorado State Department of Education | Tool Type: Child

Print | Cancel | Save | Previous | Next

Interviews for 1002

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	8/15/2021	08/17/2021	Yes

Navigation menu: My Grants, Data Entry, Annual Goals, Services, IPP, Data Download

Edit a Previously Entered Interview

- For a previously entered interview, you can click on View, Edit, Delete or Print

SPARS Center for Mental Health Services
User: Mario Rivera Roles: PD

Interview Selection

Home > Data Entry > Services > Interview Selection

Program Code: AWARE-SEA | Grant #: SM83647 | Org Name: Colorado State Department of Education | Tool Type: Child

Print | Cancel | Save | Previous | Next

My Grants
Data Entry
Annual Goals
Services
IPP
Data Download

Interviews for 1002

Add Reassessment Add Clinical Discharge

	Assessment	Interview Date	Updated Date	Conducted?
View Edit Del Print	Baseline Assessment	8/15/2021	08/17/2021	Yes

“Do the best you can
until you know better.
Then, when you know
better, do better.”

- Maya Angelou