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
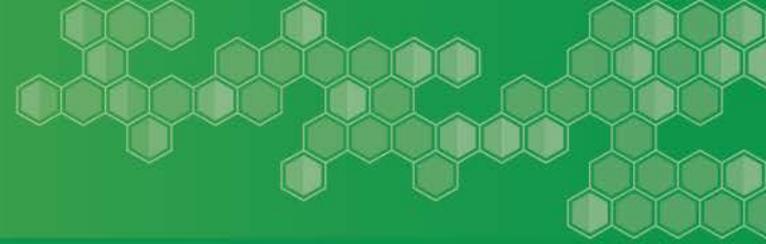
- Enter a Baseline Interview

- 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.

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.
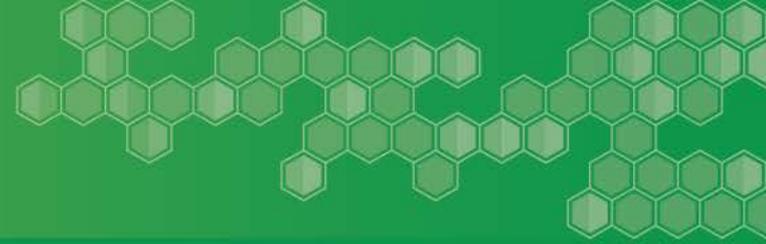
- Answer Questions 1 through 3:
  1. Assessment- When did the consumer first receive services under the grant for this episode of care? Enter the month and year

  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
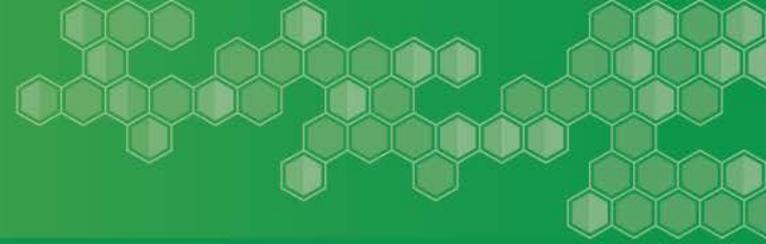
- Enter the data from the NOMS for each section

- 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.

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

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

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
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.

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

Edit a Previously Entered Interview

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

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

- Maya Angelou