



Module 6

NOMS Data Collectors, SPARS Users and Login Information



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

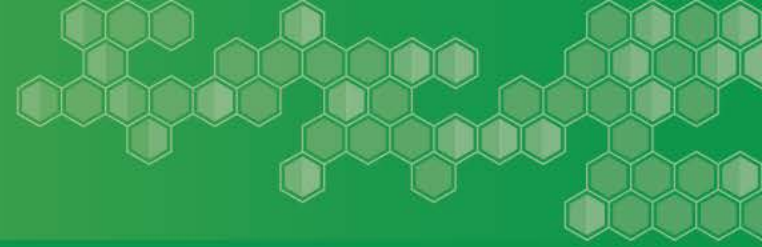
- Who collects the NOMS in each LEA?
- Who enters the data into SPARS?
- Setting up SPARS for new users
- Directions for logging into SPARS

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

Who collects the NOMS in each LEA?

- Archuleta
 - School Staff
- Ignacio-
 - Social Worker
- Colorado Springs D11
 - Diversus Health
 - ThriveWorks
- Littleton Public Schools
 - AllHealth
 - Moving Counseling and Wellness
 - School-based therapist

Who enters the data into SPARS?



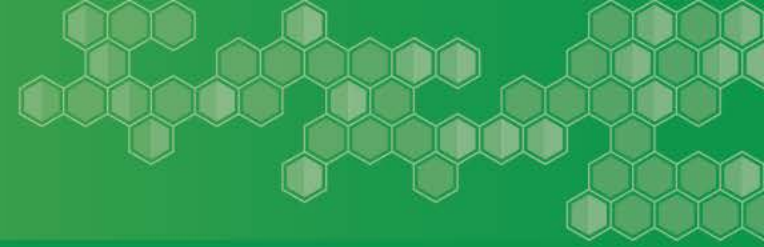
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Setting Up SPARS Accounts for New Users

LEA Project Coordinators-

- For each person that needs an account, enter their information (name, email, etc.) into the [Project AWARE Roster](#). This file is located on the Project AWARE-LEA Docs Google Drive.
- Let Mario or Morgan know so that a SPARS Form for New Grantees can be completed and sent to the SPARS Help Desk.

Directions for Logging into SPARS



- In a web browser, go to the [SPARS](#) website
- To login the steps are:
 1. Click on the Data Entry & Reports tab
 2. Hover over CMHS Users, then click on CMHS Data Entry
 3. Enter your Username or email and Password, click the Log In Button
 4. From the Data Entry menu on the left, click on Services, which will open the Find Grant screen
 5. Select AWARE-SEA, then click the “>” button to move it to the Selected Programs box
 6. Click on the Find button
 7. At the bottom of the screen, click on Select to choose GrantID SM83647 (see example on the next slide)
 8. You are now logged into SPARS



Directions for Logging into SPARS

On the Find Grant screen, select GrantID SM83647.

Services

Home > Data Entry > Services

Print | Cancel | Save | Previous | Next

Find Grant

Available Programs: [Empty] Selected Programs: AWARE-SEA

GrantID: [Empty]

Organization Name: [Empty]

City: [Empty]

State: [Empty]

Find

	Program	GrantID	Organization Name	City/State/Zip
Select	AWARE-SEA	SM61884	Colorado State Department of Education	Denver/Colorado/80203
Select	AWARE-SEA	SM83647	Colorado State Department of Education	Denver/Colorado/80203



Once logged in you should see this screen-

The screenshot displays the SPARS web application interface. At the top left is the SPARS logo, and to its right is the text "Center for Mental Health Services" with a "Home" link. The user information "User: Mario Rivera Roles: PD" and a settings gear icon are in the top right. A dark red banner below the header contains the text "Interview Selection". Below this banner 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 navigation sidebar on the left includes "My Grants", "Data Entry", "Services" (highlighted), "IPP", and "Data Download". The main content area is titled "Find Interview" and contains three input fields: "Consumer ID:", "Baseline Date:", and "Episode:" with a dropdown menu set to "Show Current & Previous Records". A "Find" button is located at the bottom right of this section. Below the search area is a "Consumer Records" section with a table and an "Add Baseline" link. The table has columns for "Actions", "Site ID", "Consumer ID", "Baseline Date", "Updated Date", and "Episode".

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

Interview Selection

Home > Data Entry > Services > Interview Selection

Print | Cancel | Save | Previous | Next

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

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



