



Mendocino County Health & Human Services Agency
Healthy People, Healthy Communities
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HOME Team



SAMHSA Grants for the Benefit of Homeless Individuals

Finding Home

SPARS CSAT GPRA Data Guide for Sub Grantees

This brief sheet shall outline details specific to collection of SPARS GRPA Data for sub grantees in Mendocino County. The SAMHSA generic guide should answer most basic questions

Client ID

- 6 Characters
 - There could be less depending on length of client first and last name
- First letter is agency/site
 - A – The Arbor
 - C – Mendocino Coast Hospitality Center
 - D – RCS Day Center / Winter Shelter
 - F – Ford St Project
- Next three letters or the first three of client last name
 - KLO – Klovski
 - OBR – O’Brien
 - LI – Li
- Next two letters are the first two of client first name
 - BR – Brian
 - TC – T’Challa
- **Data delivery**
 - SPARS GPRA Data forms should be emailed to Klovskib@mendocinocounty.org every other Tuesday on odd numbered weeks
 - Filling out the forms digitally is preferred over handwritten & scanned

- **Sub Grantee Data Log**
 - Each agency is responsible for keeping and updating a simple data log. The log tracks:
 - Client ID
 - Last Name
 - First Name
 - DOB
 - Intake Date
 - Initials of worker who did the following assessments:
 - Intake
 - 6 Month Follow-up
 - Discharge
 - The log will be used to address Quality issues as well as easily track when follow up information should be collected
 - An example data log has been provided
- **GPRA Sections That Are Always Skipped**
 - Intake – Skip H – K (pages 25-40)
 - Intake, Update, and Discharge – Skip A4-A5 (page 7)
 - Update and Discharge – Skip A Planned Services – A6 (pages 8 – 11)
 - Update and Discharge - Skip H1, and H3 – H10 (pages 25, 27-36)
 - Only report on H2 for this grant.
 - Update – Skip J – K (pages 38-40)

Please contact Brian Kloviski for any questions.

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