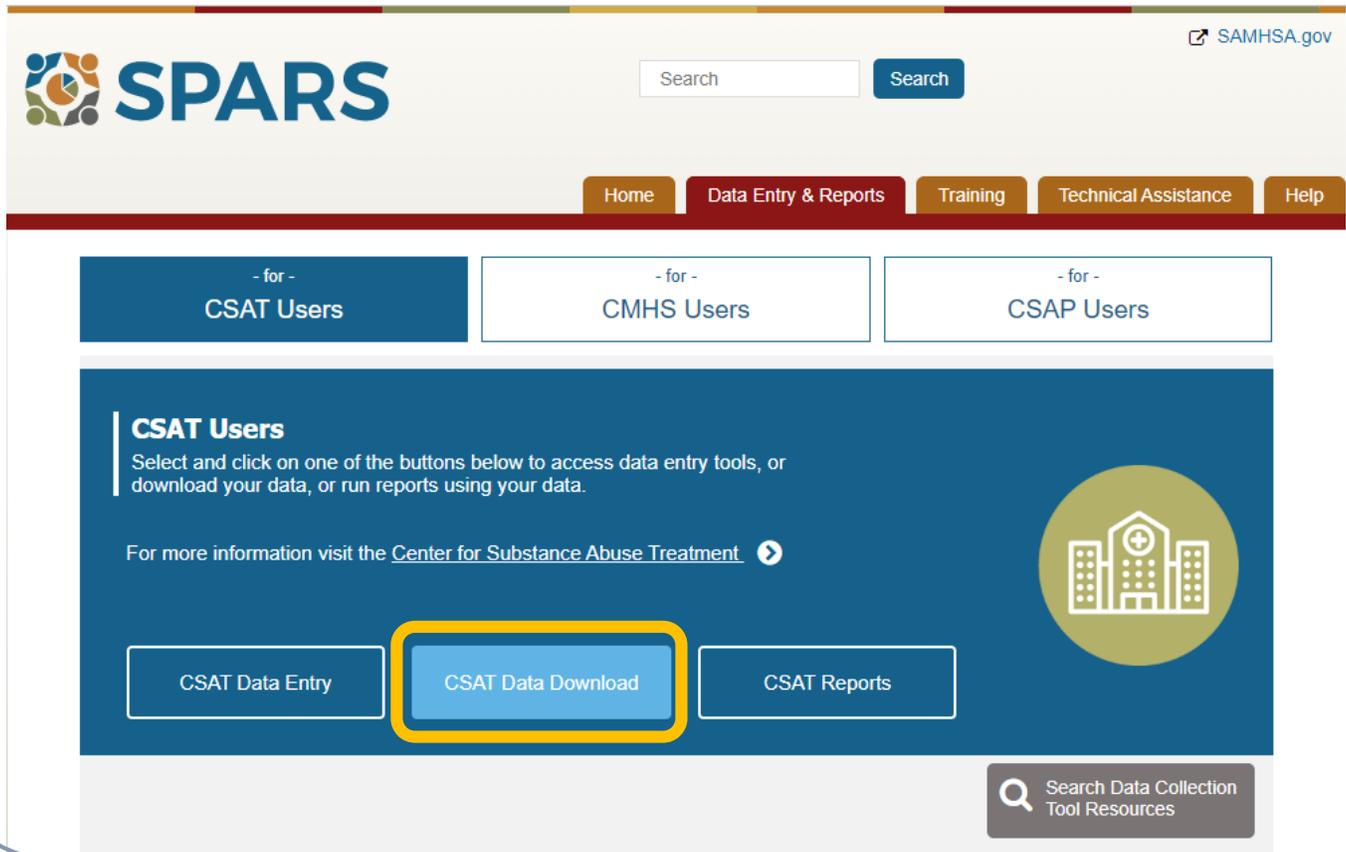


SOR GPRA Data Download Guide

If you are interested in using the SOR GPRA data submitted by your treatment site, you may download it from the SPARS Portal following the steps outlined below. In order to proceed with data downloads, you must be signed into your SPARS account.

Step 1: Navigate to the SPARS Portal for CSAT Users

- Select the CSAT Data Download option.



The screenshot shows the SPARS portal interface. At the top right, there is a link to SAMHSA.gov. Below the logo is a search bar with a 'Search' button. A navigation bar contains tabs for Home, Data Entry & Reports, Training, Technical Assistance, and Help. Underneath, there are three buttons for user roles: '- for - CSAT Users', '- for - CMHS Users', and '- for - CSAP Users'. The CSAT Users button is highlighted in dark blue. Below this, a section titled 'CSAT Users' provides instructions: 'Select and click on one of the buttons below to access data entry tools, or download your data, or run reports using your data.' It also includes a link to the 'Center for Substance Abuse Treatment'. Three buttons are displayed: 'CSAT Data Entry', 'CSAT Data Download' (which is highlighted with a yellow border), and 'CSAT Reports'. At the bottom right, there is a search bar labeled 'Search Data Collection Tool Resources'.

CSAT GPRA Client Outcome Measures Codebook

As you proceed with the data download, please note that it may be helpful to also download the codebook for the SOR GPRA survey. It is available for download:

https://spars.samhsa.gov/sites/default/files/CSATGPRAClientOutcomeMeasuresCodebook_07-31-19.xls

Step 2: Select "Services" on the Data Download Drop-Down Menu

Data Download

 Print

▸ Data Entry

▸ Reports

▾ Data Download

Services

This CSAT Data Download page allows grantees to download their data that was previously entered into the system. Data downloads can be performed for:

- Services - Download all the sections for a grant or only the record management and demographic sections for a grant.
- Best Practices - Download data related to Best Practices grants.

Step 3: Find the State Opioid Response Grant on the Grant Selection Page

- Select "GFA Search" and move "State Opioid Response" to the selected GFAs box.
- Once you select "Find," "State Opioid Response" will appear in the table at the bottom of the page.
- Before you can "Continue to Download," make sure "State Opioid Response" is selected in the table.

Grant Selection

 Print [Find](#)

▸ Data Entry

▸ Reports

▾ Data Download

Services

Grant Selection

Grant Number Search

Grant #

GFA Search

GFA (Select 1)

Selected GFAs

State Opioid Response-C

Grantee Name

City

State

[Continue to Download](#)

<input checked="" type="checkbox"/>	GFA	Grantee	Grant No	City	State
<input checked="" type="checkbox"/>	State Opioid Response-C	Colorado State Department of Human Services	T1081702	Denver	CO

Step 4: Enter Desired Data Filters and Download

- Note that SOR GPRA data collection began in FFY 2019 (June through September 2019) and continues into FFY 2020 (October 2019 through September 2020).

Data Download: Discretionary Services

Print Download Previous

▸ Data Entry

▸ Reports

▾ Data Download

Services

Select a Data Collection Point: All Sections

FFY: All Years FFQ: All Month: All Months

Select Download Format: Excel

GFA	Grantee	Grant No	City	State	Status
State Opioid Response-C	Colorado State Department of Human Services	TI081702	Denver	CO	Active

Step 5: Clean the Data Download

The data download will contain the entire SOR GPRA data set, including intake, follow-up, and discharge data for all SOR treatment sites across the state. Therefore, you will need to clean the data set so that it only contains data for your treatment site. This can be completed following the steps below:

- Insert a column to the left of the "Client ID" column and name it "Site ID."
- Insert the left trim formula (`=LEFT(C2, 6)`) into the first cell in the Site ID column. Drag the formula in this cell so that it copies for the entire data set. This will create a column of Site IDs, which is the first six digits of every client ID.
- Then, you can then insert a filter and filter by your assigned site ID.

B	C
Site ID	ClientID
<code>=LEFT(C2, 6)</code>	150368176927

→

B	C
Site ID	ClientID
150368	150368176927

You may notice that the data set contains records for client IDs that do not following the required SOR GPRA Client ID Convention. Incorrect client IDs will affect the integrity of the data. In order to complete accurate data downloads, it is important that all GPRA intake surveys are submitted using a correct client ID that follows the designated client ID convention.

For more information about the client ID convention, please visit the Providers' Resources page on the SOR Colorado website or click the link below:

<https://www.sorcolorado.org/wp-content/uploads/2019/09/OTP-License-Numbers.xlsx>

Questions?



For questions about SOR GPRA data downloads, please contact Allyssa Mastroni at GPRA@SORColorado.org.