



Special Diabetes Program for Indians (SDPI)

SDPI Outcomes System (SOS) Overview

IHS Division of Diabetes
September 7, 2023

SDPI – Commonly Used Abbreviations

- ADC = Area Diabetes Consultant
- Audit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- EMR = Electronic Medical Record
- NoA = Notice of Award
- PHI = Protected Health Information
- PII = Personally Identifying Information
- RKM = Required Key Measure
- SDPI = Special Diabetes Program for Indians
- SOS = SDPI Outcomes System

What we'll be talking about today:

1. Recap of SDPI Best Practices/Target Group/RKM
2. Explain the purpose of the SOS
3. Locate resources necessary for using the SOS
4. Identify 3 methods for submitting RKM data into the SOS
5. Generate and use SOS reports of RKM results

Timing of SOS Data Submission

- Focus of today's webinar is for 2024. Due dates (approximate):
 - Baseline = Feb 2024
 - Final = Jan 2025
- 2023 due dates:
 - Baseline = Feb 2023
 - Final = Jan 2024

SDPI 2024 Application

1. Best Practice Requirements:

- i. Select one Best Practice
- ii. Describe proposed activities/services
- iii. Describe and determine size of Target Group

2. Guidance - Select a Best Practice that:

- i. Address needs identified in your community
- ii. You could “move the needle on”, show improvement

3. Optional: Implement other activities/services not related to your Best Practice, as resources allow

SDPI Best Practices

- 20 different Best Practices
- Each Best Practice includes the following components:
 - Importance
 - One Required Key Measure (RKM)
 - Target Group Guidance
 - Resources and Tools
- Resources
 - [Best Practice webpages](#)
 - [Best Practice and Target Group Webinar](#)

SDPI 2024 Diabetes Best Practices

SDPI Diabetes Best Practices

- [Aspirin or Other Antiplatelet Therapy in Cardiovascular Disease](#)
- [Blood Pressure Control](#)
- [Chronic Kidney Disease Screening and Monitoring](#)
- [Dental Exam](#)
- [Depression Screening](#)
- [Diabetes Prevention](#)
- [Diabetes-related Education](#)
- [Eye Exam – Retinopathy Screening](#)
- [Foot Exam](#)
- [Glycemic Control](#)
- [Hepatitis C Screening](#)
- [Immunizations: Hepatitis B](#)
- [Immunizations: Influenza](#)
- [Immunizations: Pneumococcal](#)
- [Immunizations: Tetanus/Diphtheria](#)
- [Lipid Management in Cardiovascular Disease](#)
- [Nutrition Education](#)
- [Physical Activity Education](#)
- [Tobacco Use Screening](#)
- [Tuberculosis Screening](#)

Best Practice Webpage for Diabetes-Related Education

[About IHS](#) / [Special Diabetes Program for Indians \(SDPI\)](#) / [SDPI Community-Directed Grant Program](#) / [Diabetes Best Practices](#) / Diabetes-related Education

Special Diabetes Program for Indians (SDPI)	<h2>Diabetes-related Education</h2> <h3>Importance</h3> <p>Diabetes education helps reduce the risk for developing diabetes and its complications.</p> <h3>Required Key Measure</h3> <p>Must be reported by grantees that select this Best Practice.</p> <p>Number and percent of individuals in your Target Group who receive education on any diabetes topic*, either in a group or individual setting.</p> <p>* Includes nutrition education, physical activity education, and any other diabetes education.</p> <ul style="list-style-type: none">• Improvement: Increasing the number and percent of individuals in your Target Group who achieve this measure shows improvement.• Timeframe: The timeframe for collecting data on the Required Key Measure will be January 1st to December 31st.• Data Collection: For more information on data collection and reporting, see the SDPI Outcomes System (SOS). <h3>Target Group Guidance</h3> <p>Select your Target Group from adults and/or youth with diabetes and/or at risk for developing diabetes.</p> <p>You are required to report Required Key Measure data for one Target Group for your selected Best Practice. A Target Group is the largest number of patients/participants that your grant program can realistically serve. The following should be considered in selecting your Target Group:</p> <p>4. The size and characteristics (e.g., age, health status, setting) of the community population that your program intends to serve.</p>
Search SDPI and DDTP	
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Division of Diabetes Treatment and Prevention (DDTP)	



Target Group Guidance for Diabetes-Related Education

Target Group Guidance

Select your Target Group from adults and/or youth with diabetes and/or at risk for developing diabetes.

You are required to report Required Key Measure data for one Target Group for your selected Best Practice. A Target Group is the largest number of patients/participants that your grant program can realistically serve. The following should be considered in selecting your Target Group:

1. The size and characteristics (e.g., ages, health status, settings) of the community or patient population that you are going to draw your Target Group from
2. Intensity of the activities/services you plan to do
3. SDPI funding and other resources available to provide activities/services

For information and examples on selecting a Target Group, see the [SDPI Diabetes Best Practice and Target Group](#) recorded webinar.

Required Key Measure for Diabetes-Related Education

Required Key Measure

Must be reported by grantees that select this Best Practice.

Number and percent of individuals in your Target Group who receive education on any diabetes topic*, either in a group or individual setting.

* Includes nutrition education, physical activity education, and any other diabetes education.

- **Improvement:** Increasing the number and percent of individuals in your Target Group who achieve this measure shows improvement.
- **Timeframe:** The timeframe for collecting data on the Required Key Measure will be January 1st to December 31st.
- **Data Collection:** For more information on data collection and reporting, see the [SDPI Outcomes System \(SOS\)](#).

Why is submission of RKM data required?

- To promote quality improvement efforts at each grant site
- To show national results of SDPI activities
- To show stakeholders the good work that's being done.
 - You can share your overall results with your Tribal leaders, community members, and others.

Your program's RKM data

- Will not be shared with anyone other than DDTP, DGM, and ADCs
- Will not be used to determine whether or not you will receive future SDPI funding
- Will not evaluate activities/services that are not related to your Best Practice
 - Evaluate these activities/services as described in your Application Project Narrative

RKM Data - Baseline

- Where you are starting from
- How many and what percent of your Target Group members had achieved the RKM **before** you start your 2024 activities
 - Even if you didn't work directly with your Target Group last year, some probably achieved the RKM as part of their regular diabetes care or services offered in your community.
- Due Date: Submit by February 29, 2024

RKM Data – Baseline (continued)

- Use data from an electronic medical record system (RPMS or other EMR)
 - Based on information for your Target Group for Jan 1-Dec 31, 2023
 - Baseline data should reflect most recent clinical value or whether service/activity was provided during the year
- Examples
 - Glycemic control: During 2023, 25% of your Target Group members had A1C<8% (most recent measurement during the year).
 - Diabetes-related education: During 2023, 30% of your Target Group members received diabetes-related education at any time during the year.

RKM Data – Baseline (continued)

If it is not possible to get RKM baseline data for your Target Group members from RPMS, another EMR, or another source:

- Assume no Target Group members achieved the RKM in 2023 (Jan 1-Dec 31, 2023)
- Number and percent of Target Group members who achieved the RKM at baseline will be 0 and 0%.

RKM Data - Final

➤ Final:

- What you achieve by the end of your 2024 budget period
- Number and percent of Target Group members who achieve the RKM by the end of the budget period (Dec 31, 2024)
- Due Date: Submit in January 2025

➤ **Compare your baseline and final RKM numbers** to see how much improvement was made

How to collect and submit RKM data

Step 1a: Select Target Group members

- Determine Target Group members on or around your budget period start date.
- Follow the same Target Group members through Dec 31, 2024.
 - Don't add members.
 - Don't remove members, unless there are special circumstances (e.g., death, relocation).

➤ **Some grantees**

- Will add Target Group members throughout the budget period. May know who some are at the beginning and can add others later.
 - Example: Best Practice is physical activity education. Grantee is providing community-based education sessions, so they can't identify the entire group they are drawing from. They will add members as they hold sessions.
- For more information about Target Groups, watch the [Best Practice and Target Group Overview webinar](#).

How to collect and submit RKM data

Step 1b: Set up a list of Target Group members

1. **RPMS:** Create a new registry/register or template that is separate from your main diabetes register, unless you already have an existing one with just your Target Group members in it.
2. **Other EMR:** Consult with local IT/support staff.

How to collect and submit RKM data

Step 1b: Set up a list of Target Group members

3. Manually:

- a. Create a list of Target Group members using Excel, other software, or paper.
- b. Enter members into SOS.
 - i. Only non-identifiable information about each Target Group member.
 - ii. SOS provides a unique, internal identification number for each person.
- c. Note:
 - i. Chart numbers, full dates of birth, and other identifiers cannot be entered or stored in the SOS.
 - ii. The number assigned by the SOS is just a number. There is no way to connect it with identifying information about an individual within the SOS. Your program must be able to connect information in your local file/list with the SOS, using the SOS number.
 - iii. Since your local file/list will contain personal identifiers, be sure to store it in an appropriately secure location on your computer or network.
 - iv. Be sure that more than one team member knows where your local file/list is stored and has access to it.

How to collect and submit RKM data

Step 2: Gather baseline RKM data for Target Group members

- Determine if each Target Group member achieved RKM in 2023 (Jan 1-Dec 31, 2023)
- **If above is not possible, assume no Target Group members achieved RKM in 2023 (Jan 1-Dec 31, 2023)**

What is the SOS?

- Web-based data system for SDPI Grant Programs.
- Grantees use this system to enter, check, and download Required Key Measure (RKM) data for their Target Group for their selected [Diabetes Best Practice](#).
- Grantees can also run reports of their RKM results.

Why was the SOS developed?

- Leverage Diabetes Audit resources in RPMS and the WebAudit
- Provide a method of data submission for those without access to Audit resources
- Accommodate the flexibility grantees have in their programs
- Track information for **one** Best Practice and Target Group
- Collect only information necessary to determine RKM result

Audit and the SOS work together

- If Target Group is clinic patients (with or without diabetes) WebAudit tools can be used and data can be pulled into the SOS
 - If Target Group is all diabetes patients, Annual Audit can be used for baseline RKM data.
 - If Target Group is not all diabetes patients, Interim Audit must be used.
- WebAudit tools, including graphs, are available for all Annual and Interim Audits
- If not clinical group, options for SOS are:
 - Individual Entry (“snapshot feature”)
 - Aggregate Entry (baseline only)

Why is the SOS Important?

- To collect data for SDPI so improvements can be trended over time.
- For grantee project improvement work.
- To have national data on SDPI activities and outcomes.

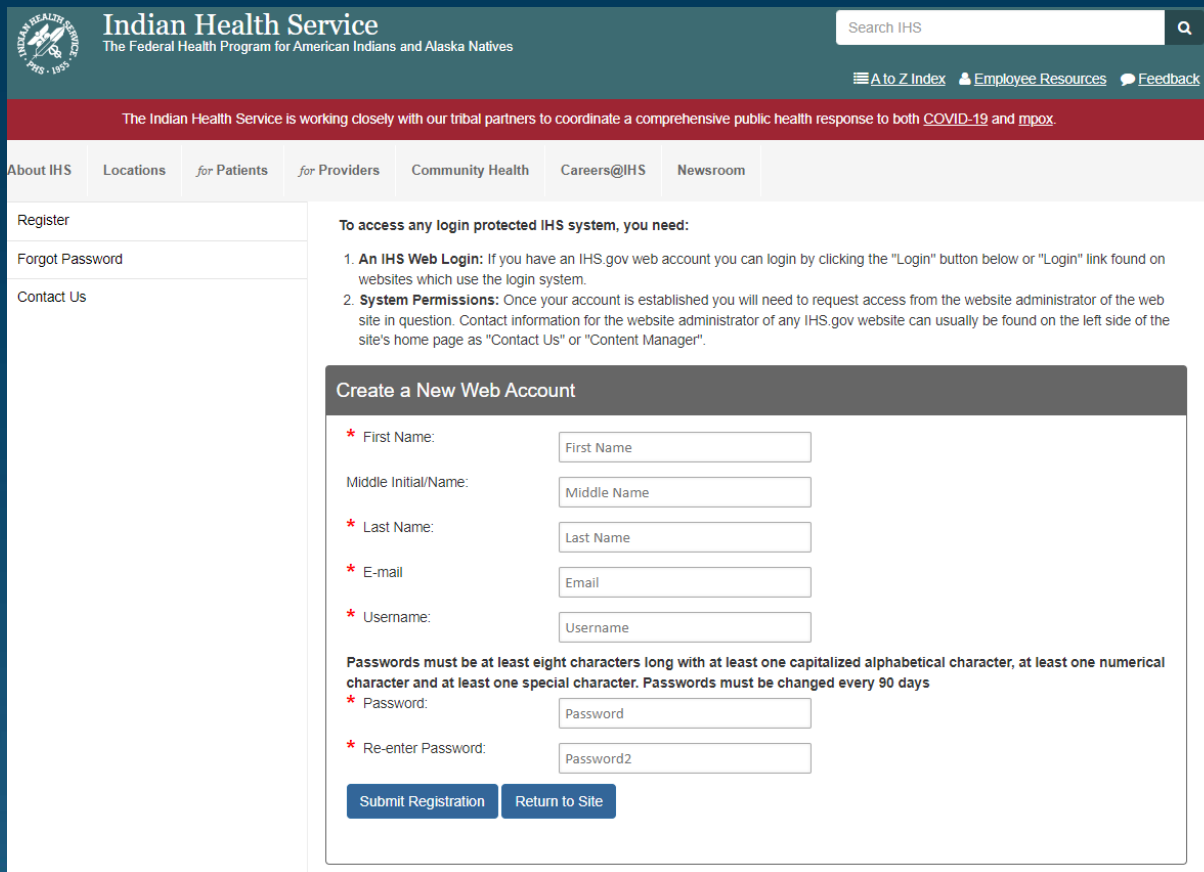
Purpose of the SOS

- To show the national results of SDPI activities.
 - Are improvements being made?
 - How big are the improvements?
 - How many people are receiving Best Practice related activities/services?
- To show stakeholders the good work that's being done.
 - Aggregate (not individual program) RKM results will be shared with IHS leadership, Tribal leaders, and others.

How to collect and submit RKM data

Step 3: Get access to SOS

A. Register for an *IHS Web Account*, if you don't already have one.



The screenshot shows the Indian Health Service website's registration page. At the top, there is a search bar and navigation links for 'A to Z Index', 'Employee Resources', and 'Feedback'. A red banner below the navigation states: 'The Indian Health Service is working closely with our tribal partners to coordinate a comprehensive public health response to both COVID-19 and mpox.' The main navigation menu includes 'About IHS', 'Locations', 'for Patients', 'for Providers', 'Community Health', 'Careers@IHS', and 'Newsroom'. On the left side, there are links for 'Register', 'Forgot Password', and 'Contact Us'. The central content area is titled 'To access any login protected IHS system, you need:' and lists two steps: 1. 'An IHS Web Login: If you have an IHS.gov web account you can login by clicking the "Login" button below or "Login" link found on websites which use the login system.' 2. 'System Permissions: Once your account is established you will need to request access from the website administrator of the web site in question. Contact information for the website administrator of any IHS.gov website can usually be found on the left side of the site's home page as "Contact Us" or "Content Manager".' Below this is a 'Create a New Web Account' form with the following fields: First Name, Middle Initial/Name, Last Name, E-mail, Username, Password, and Re-enter Password. A password requirement note states: 'Passwords must be at least eight characters long with at least one capitalized alphabetical character, at least one numerical character and at least one special character. Passwords must be changed every 90 days'. At the bottom of the form are two buttons: 'Submit Registration' and 'Return to Site'.

Indian Health Service
The Federal Health Program for American Indians and Alaska Natives

Search IHS

A to Z Index Employee Resources Feedback

The Indian Health Service is working closely with our tribal partners to coordinate a comprehensive public health response to both [COVID-19](#) and [mpox](#).

About IHS Locations for Patients for Providers Community Health Careers@IHS Newsroom

Register

Forgot Password

Contact Us

To access any login protected IHS system, you need:

- An IHS Web Login:** If you have an IHS.gov web account you can login by clicking the "Login" button below or "Login" link found on websites which use the login system.
- System Permissions:** Once your account is established you will need to request access from the website administrator of the web site in question. Contact information for the website administrator of any IHS.gov website can usually be found on the left side of the site's home page as "Contact Us" or "Content Manager".

Create a New Web Account

* First Name:

Middle Initial/Name:

* Last Name:

* E-mail:

* Username:

Passwords must be at least eight characters long with at least one capitalized alphabetical character, at least one numerical character and at least one special character. Passwords must be changed every 90 days

* Password:

* Re-enter Password:

Submit Registration Return to Site

How to collect and submit RKM data

Step 3: Get access to SOS

B. Request SOS access: Type in the username and password for your *IHS Web Account* and follow the instructions.

SDPI Outcomes System (SOS)

SDPI Outcomes System (SOS)

Data Systems

Contact Us

SDPI Outcomes System (SOS)

Request Access

To request access to the SDPI Outcomes System for your grant program:

1. Select the IHS Area in which your program is located below, then click on Go.
2. Complete the form that appears below.
3. Click on the **Submit Request** button at the bottom of the form.

Most access requests will be approved in 48 hours or less. You will receive an email message when your request is approved.

Contact the Division of Diabetes SDPI team via email at ihssdtspdpcommunity@ihs.gov if you have any questions or problems.

Following is the status of your prior request(s):

Grants Requested	Submitted On	Comments	Status
Test 1 Tucson - H1D1IHS9999	12/03/2020	Testing comment pop-up	Pending

Please use the form below to submit a request for grant access to the SDPI system:

Select an Area:

California

Select the grant for which you are requesting access:

Test 1 California H1D1IHS9999

Comments:

For SOS Overview Webinar.

How to collect and submit RKM data

Step 3: Get access to SOS

- C. Check your email for a message stating that your SOS account request was approved, usually in 2 days or less.

From: ihsddtpsdpicommunity@ihs.gov [<mailto:ihsddtpsdpicommunity@ihs.gov>]

Sent: Wednesday, February 10, 2016 7:53 AM

To: Your email address

Subject: SDPI Access Request Approved

Your request for access to the following grant has been approved:

H1D1IHS9999 - Your Grant Name

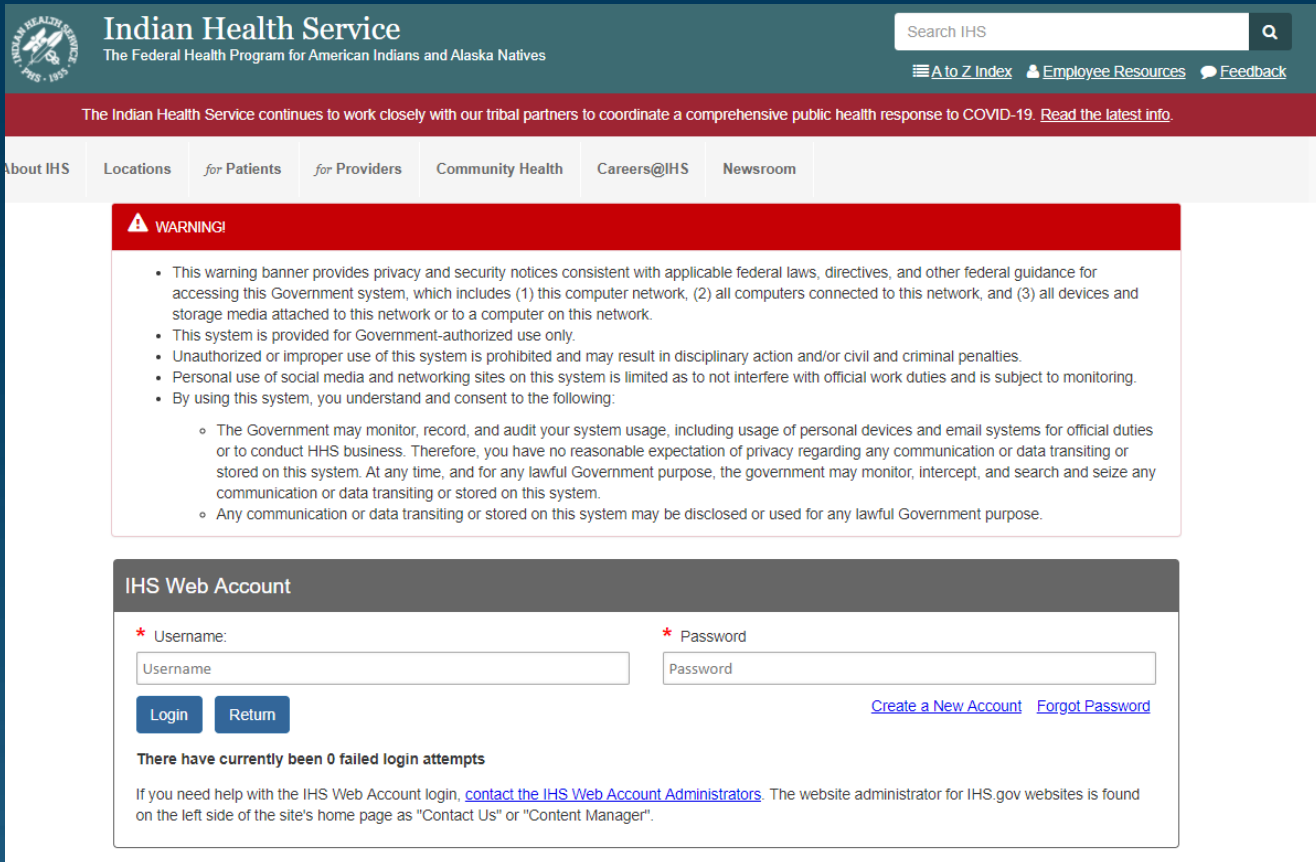
[Click here](#) to access the SDPI system.

Thank you!

How to collect and submit RKM data

Step 3: Get access to SOS

D. Log in to the SOS



The screenshot shows the Indian Health Service website. At the top left is the IHS logo with the text "INDIAN HEALTH SERVICE" and "1955 • 1987". To its right is the text "Indian Health Service" and "The Federal Health Program for American Indians and Alaska Natives". A search bar labeled "Search IHS" is on the right. Below the search bar are links for "A to Z Index", "Employee Resources", and "Feedback". A red banner below the navigation bar reads: "The Indian Health Service continues to work closely with our tribal partners to coordinate a comprehensive public health response to COVID-19. [Read the latest info.](#)"

The main content area features a red warning banner with a triangle icon and the text "WARNING!". Below this is a list of bullet points:

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Below the warning banner is the "IHS Web Account" login section. It contains two input fields: "Username" and "Password", both marked with a red asterisk. Below the "Username" field are "Login" and "Return" buttons. Below the "Password" field are links for "Create a New Account" and "Forgot Password". Below the login fields is a status message: "There have currently been 0 failed login attempts". At the bottom of the login section is a paragraph: "If you need help with the IHS Web Account login, [contact the IHS Web Account Administrators](#). The website administrator for IHS.gov websites is found on the left side of the site's home page as 'Contact Us' or 'Content Manager'."

About SOS Accounts and Access

- Anyone can create an *IHS Web Account*.
 - *IHS Web Accounts* are completely separate from IHS **email** accounts.
 - You do **not** need to have an IHS email account to get an *IHS Web Account*.
- More than one person from the same program can have SOS access.
 - Each person who needs to use the SOS should request access using their own *IHS Web Account*.
 - *IHS Web Accounts* are directly linked to the email address provided by the user.
- Users do **not** need to have access to RPMS or the WebAudit to get SOS access.
 - If users **do** have access to the WebAudit, they need to use the same *IHS Web Account* for accessing the SOS.
 - If users **do not** have access to the WebAudit, they need to request an *IHS Web Account* before they can get access to the SOS.
- See SOS website for additional information and to submit request for access.

Tips for SOS Accounts and Access

- Ensure you are using your work-based email to register/request access.
- If you are new, provide this update in the comments and/or send an intro email to sdpi@ihs.gov.
 - Include your position/role.
 - If email, copy ADC, if known.
 - If email, copy current SDPI staff.

How to collect and submit RKM data

Step 4: Enter Best Practice & Target Group information into SOS

- Enter the information from your 2024 Application (Project Narrative and/or approved revisions).
 - Best Practice
 - Number in Target Group
 - Brief description of Target Group
- Same process regardless of how you will submit RKM data into the SOS.

How to collect and submit RKM data

Step 5: Enter RKM data into SOS

- Use one of three methods:
 1. Pull from WebAudit
 2. Enter Individual
 3. Enter Aggregate
- ***Choice of method should depend on whether your program has access to RPMS (or other EMR) and/or WebAudit.***
- You do not have to use the same method to submit data each time (baseline, final, optional).

Submit RKM data into SOS

Method 1: Pull from WebAudit

➤ Requirements:

- Access to RPMS (or other EMR) and/or WebAudit.
- Create registry or template of Target Group members in RPMS or other EMR.
- Timely and accurate entry of data for RKM into RPMS or other EMR (e.g., if information has to be entered manually from paper forms).
- Upload data file with Target Group members created in RPMS into WebAudit.

➤ Pros:

- Once Target Group is set up in RPMS/other EMR, data can automatically be pulled into a data file. In RPMS, use the Diabetes Management System (DMS).
- Does not require separate entry of RKM data for each Target Group member into SOS.
- RPMS and WebAudit tools can be used for your Target Group, including reports and graphs.

➤ Cons:

- Not available if program does not have RPMS/other EMR or WebAudit access.
- If data are not accurate or entered into RPMS/other EMR in a timely manner, RKM data will not be current or correct.

Submit RKM data into SOS

Method 2: Enter Individual

➤ Requirements:

- Local system for initial tracking of Target Group and RKM.
- Entry of information for each Target Group member into SOS.

➤ Pros: Does not require access to any EMR system.

➤ Cons:

- Each individual has to be manually entered.
- No PII can be entered.
- Must keep track of Target Group members outside of SOS.

Submit RKM data into SOS

Method 3: Enter Aggregate

➤ Requirements:

- Local system for keeping track of Target Group and RKM.
- For RKM, submit into SOS only:
 1. Denominator (number of people in your Target Group)
 2. Numerator (number in Target Group that achieve the RKM)
- ***For final RKM data, a waiver will be required to use this method because there is no way to verify source data.***

Other Considerations

- Your program can only submit RKM data for your **one** selected Best Practice and Target Group.
- RKM data can only be submitted for the Target Group as a whole; it cannot be submitted separately for sub-groups.
 - For example, if your Best Practice is Physical Activity Education and your Target Group includes both elders and youth, the RKM data have to be submitted for all of them together – not separately for elders and youth.

Resources

- SDPI website: <https://www.ihs.gov/sdpi/>
- SOS webpages: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>
- Diabetes Audit website: <https://www.ihs.gov/diabetes/audit/>
- RPMS website: <https://www.ihs.gov/RPMS/>