Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Tracking and Submitting Target Group and Required Key Measure (RKM) Data for 2023
Last Updated: November 2023

Method: SOS Individual Entry
Time Period: 2023 Final **(Required)**

Step	Description	Resources	Completed?
1	**Request access to the SOS**, if you do not already have it. If you have accessed the SOS previously, but cannot remember your username, contact the SDPI Team at sdpi@ihs.gov.	SOS webpages[1]	
2	**Review your program's previously submitted 2023 RKM results in the SOS.** **Steps:** - Log into the SOS. - Click on "Submit RKM Data". - Click on "Enter Individual" or "Enter Individual Data". - Ensure 2023 is selected as the year, then click "Go" next to the year. - Baseline RKM result should be displayed in the section "Review/Reference: RKM Results Submitted for FY 2023". Other (optional) results may also be displayed. If baseline RKM result cannot be found or is not correct, contact your Area Diabetes Consultant[2] or the SDPI Team at sdpi@ihs.gov.	SOS webpages[1]	
3	**Collect and review current data for individuals in your Target Group.** You will need the following information for each individual: - SOS Participant Identifier (previously entered individuals only) - Month and year of birth - Gender - Whether or not the RKM was met	Local records SDPI Best Practices[3]	

---

[1] https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/
[2] https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/
[3] https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/

Step	Description	Resources	Completed?
4	**For individuals already entered in the SOS, update RKM Value, as needed.** - Click on "Submit RKM Data". - Click on "Enter Individual" or "Enter Individual Data". - Ensure 2023 is selected as the year, then click "Go" next to the year. - Scroll down to "Edit Target Group Members RKM Data" section (bottom of the page, click on the + sign to expand), review and click on the Participant Identifier numbers to edit the RKM values for individual Target Group Members, as needed. **For any new Target Group members, Enter Individual Information and RKM Value.** - Click on "Submit RKM Data". - Click on "Enter Individual" or "Enter Individual Data". - Ensure 2023 is selected as the year, then click "Go" next to the year. - Scroll down to "Add a New Target Group Member" section and utilize drop-downs to enter individuals. - Add Participant Identifier to your local records.	Local records SOS webpages[1]	
5	**Submit RKM Current Result.** - Click on "Submit RKM Data". - Click on "Enter Individual" or "Enter Individual Data". - Ensure 2023 is selected as the year, then click "Go" next to the year - Review "Submit RKM Current Result" section. If result matches your records, click on the "Submit RKM Results" button. If not, update individual information as needed or contact the SDPI Team at sdpi@ihs.gov.	Local records SOS webpages[1]	
6	**Lock your 2023 RKM data.** **Steps:** - Click on "Lock SOS Data" in the left-hand menu. - Ensure 2023 is selected as the year (click "Go" next to the year). - Click the "Lock Data" button. **Tip:** Locking data is not the same as submitting RKM results. Refer to steps above to ensure your final RKM result is submitted before locking your data.		

Step	Description	Resources	Completed?

7	**Run and review your program's 2023 RKM Data Summary Report in the SOS.**
	
	Steps:
	- Click on "SOS Grantee Reports" in the left-hand menu.
	- Ensure 2023 is selected as the year (click "Go" next to the year).
	- Review your results with particular attention to:
	  o Does the exact same result appear more than once? If so, contact the SDPI Team to remove duplicates.
	  o Are the correct values marked as Baseline and Final? If not, contact the SDPI Team and tell them what to change.
	  o Is your baseline result 100% or close to that? If so, contact your ADC to discuss.
	  o What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your Area Diabetes Consultant[2] to discuss.
	  o Is the number of individuals entered "much" smaller than your Target Group Number? If so, determine if additional individuals need to be entered.
	  o Is the number of individuals entered "much" bigger than your Target Group Number? This is generally not a problem, but your Area Diabetes Consultant[2] may contact you to discuss.
	
	Tips:
	- If this report cannot be found or you have any other problems or questions, contact your Area Diabetes Consultant[2] or the SDPI Team at sdpi@ihs.gov.
	- Ensure that a copy of this report is submitted with your 2023 Annual Progress Report[4] (Click on "PDF Version" link and download.).
		SOS webpages[1]	

---

[4] SDPI Application/Report: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/