

**Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Submitting Required Key Measure (RKM) Data**

Last Updated: January 2024

Method: Electronic Medical Record (EMR) to WebAudit to SOS

Time Period: 2024 Baseline **(Required)**

Due: February 29, 2024

Step	Description	Resources	Completed?
1	Review your program’s 2024 SDPI application (Project Narrative – Part E). Note the Best Practice selected and Target Group information.	Your program’s 2024 SDPI application	
2	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	
3	Enter Best Practice and Target Group information into the SOS using the <i>Best Practice/Target Group Info</i> tool. Tip: Ensure 2024 is selected as the year.	SOS webpages ¹	
4	Using RPMS (or other EMR), identify and create a list of your Target Group members. Tips: <ul style="list-style-type: none"> - In RPMS this can be a register or template of patients. - Your Target Group for 2024 may be different from 2023. Be sure to use the correct register or template. - Include SDPI and 2024 in the name of your register or template. 	SOS webpages ¹	
5	Using RPMS (or other EMR), create an Audit Export (Data) file for your 2024 Target Group , which contains RKM data for your Target Group members. Tips: <ul style="list-style-type: none"> - Use the Audit 2023 or 2024 tools (DM23 or DM24 in RPMS). - Use 12/31/2023 as the Audit Date. - The Audit Export file is a text file (.txt). 	RPMS Audit webpages ²	

¹ <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

² <https://www.ihs.gov/diabetes/audit/>

Step	Description	Resources	Completed?
6	<p>Upload the Audit Export file into the WebAudit as an Interim Audit.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the WebAudit. - Click “Data Processing” from the left-hand menu or main page and then click “Upload Data”. - Select “Interim Audit” as the Audit Type and then click “Go”. - Select the Audit year that matches the Audit version you used in Step 5 (i.e., 2023 if you used DM23 or 2024 if you used DM24). - Follow the instructions to locate and upload your Audit Export file. 	<p>Audit webpages²</p>	
7	<p>Pull the RKM data from the WebAudit into the SOS system.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log in to the SOS. - Click on “Pull from WebAudit” under “Submit RKM Data” in the left-hand menu. - Ensure 2024 is selected as the year, regardless of whether you used 2023 or 2024 in the WebAudit. - Follow the instructions for pulling in the RKM result from the Interim Audit you uploaded in Step 6. 	<p>SOS webpages¹</p>	
8	<p>Run and review your program’s 2024 RKM Data Summary Report in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “SOS Grantee Reports” in the left-hand menu. - Ensure 2024 is selected as the year (click “Go” next to the year). - Review your result(s), with particular attention to: <ul style="list-style-type: none"> o Is the correct value marked as Baseline? If not, contact the SDPI team. o Is your baseline value relatively high (>50%)? If so, contact your Area Diabetes Consultant³ to discuss. o Is your Denominator “very” different from your Target Group Number? If so, check that the Audit in Step 5 above was run on the correct registry/list. Rerun and resubmit if necessary. <p>Tips:</p> <ul style="list-style-type: none"> - If this report cannot be found or you have any other problems or questions, contact your Area Diabetes Consultant³ or the SDPI Team at sdpi@ihs.gov. - Do NOT lock your RKM data for 2024. 	<p>SOS webpages¹</p>	

³ <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>