

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

Last Updated: January 2024

Method: SOS Individual Entry

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 system using the <i>Best Practice/Target Group Info</i> tool. Tip: Ensure 2024 is selected as the year.	SOS webpages ¹	
4	If Target Group IS KNOWN at Baseline (if not known, go to Step 7): Identify and create a list of your Target Group members locally, using Excel, a paper list, or other process. Tip: Only Month, Year of Birth, and Gender can be entered into the SOS. You may choose to collect other information that is stored outside of the SOS for local use.	SOS webpages ¹	

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

Step	Description	Resources	Completed?
5	<p>Enter information for each Target Group member into the SOS using the <i>Submit RKM Data/Enter Individual</i> tool.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the SOS. - Click on “Submit RKM Data” from the left-hand menu and then click on "Enter Individual". - Ensure 2024 is selected as the year. Click “Go” next to the year. - Enter information for each Target Group member, including their baseline RKM Value. <p>Tip: Add the SOS Participant Identifier for each member to your local list as you enter their information.</p>	SOS webpages¹	
6	<p>Review and submit your RKM result in the SOS (<i>Submit RKM Data/Enter Individual</i> tool) after you have entered baseline information for all members.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “Submit RKM Data” from the left-hand menu and then click on "Enter Individual". - Review "Submit RKM Current Result" section. If result matches your records and the individual data entered, click on the "Submit RKM Results" button. If not, edit Target Group member information as needed or contact the SDPI Team. <p>Tips:</p> <ul style="list-style-type: none"> -Ensure 2024 is selected as the year. Click “Go” next to the year. -The first RKM result you submit will automatically be marked as Baseline Data. 	SOS webpages¹	
7	<p>If Target Group IS NOT KNOWN at Baseline:</p> <p>Enter baseline information into the SOS System using the <i>Submit RKM Data/Enter Aggregate Data</i> tool.</p> <ul style="list-style-type: none"> - Source: 2024 Application - Numerator= 0 - Denominator= Number in your Target Group <p>Tip: Ensure 2024 is selected as the year.</p>	SOS webpages¹	

Step	Description	Resources	Completed?
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” from 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 Does the exact same result appear more than once? If so, contact the SDPI Team to remove duplicates. 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 Consultant² to discuss. <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 Consultant² or the SDPI Team at sdpi@ihs.gov. - Do NOT lock your RKM data for 2024. 	<p>SOS webpages¹</p> <p>Area Diabetes Consultant²</p>	

² <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>