Indian Health Service

Division of Diabetes Treatment and Prevention

2024 Annual Progress Report Overview

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IHS Division of Diabetes Treatment and Prevention

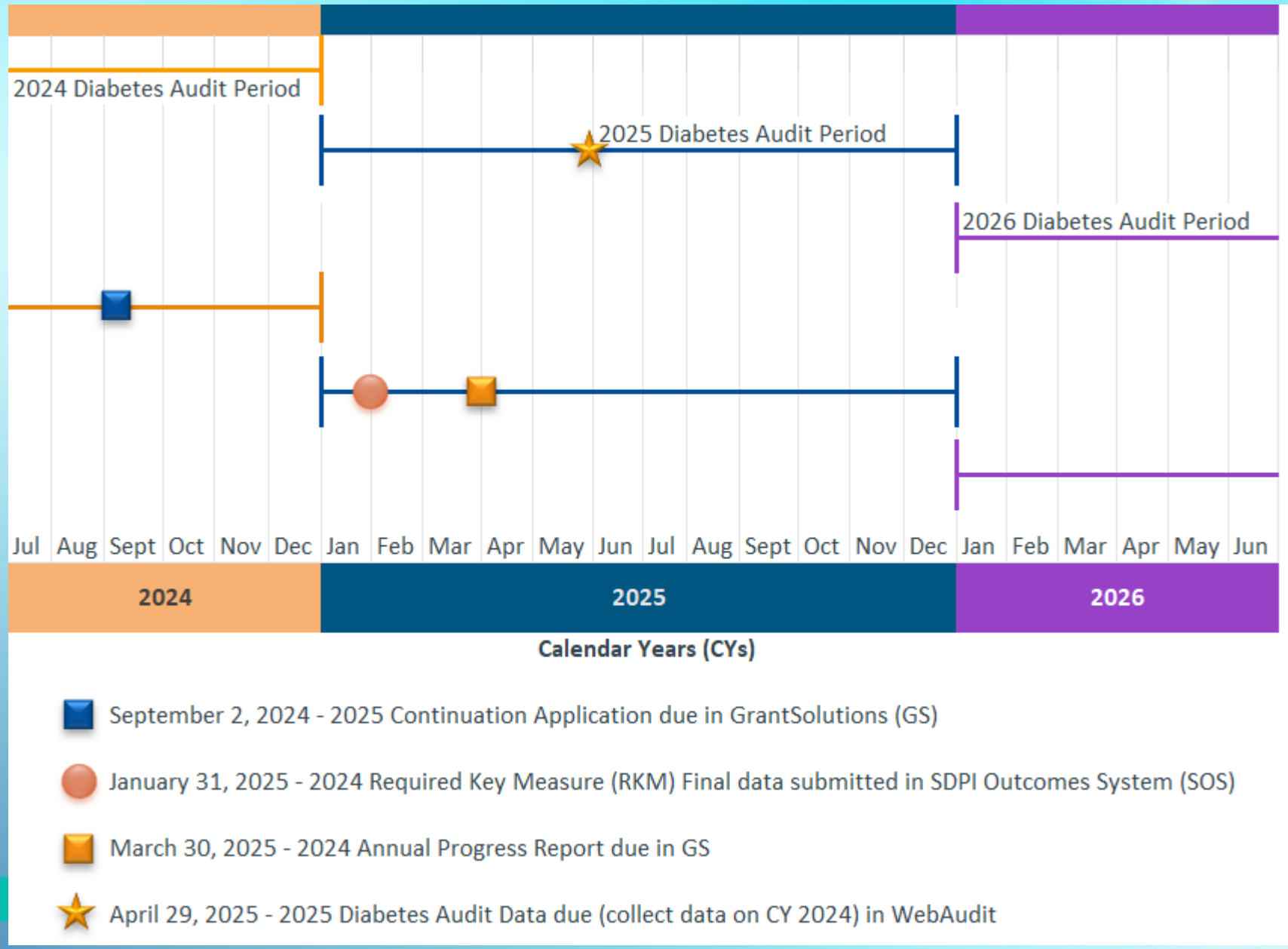
SDPI – Commonly Used Abbreviations

- ADC = Area Diabetes Consultant
- Audit/WebAudit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice
- CY = Calendar Year
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- EMR = Electronic Medical Record
- GMS = Grants Management Specialist
- GS = GrantSolutions
- NoA = Notice of Award for your SDPI Grant
- PHI = Protected Health Information
- PII = Personally Identifying Information
- PPR = Performance Progress Report
- RKM = Required Key Measure
- SDPI = Special Diabetes Program for Indians
- SOS = SDPI Outcomes System

Objectives

1. Highlight SDPI reports due around this timeline.
2. Review purpose of the 2024 Annual Progress report.
3. Indicate where further information for each report can be found.
4. Prep for timeline changes for next year.

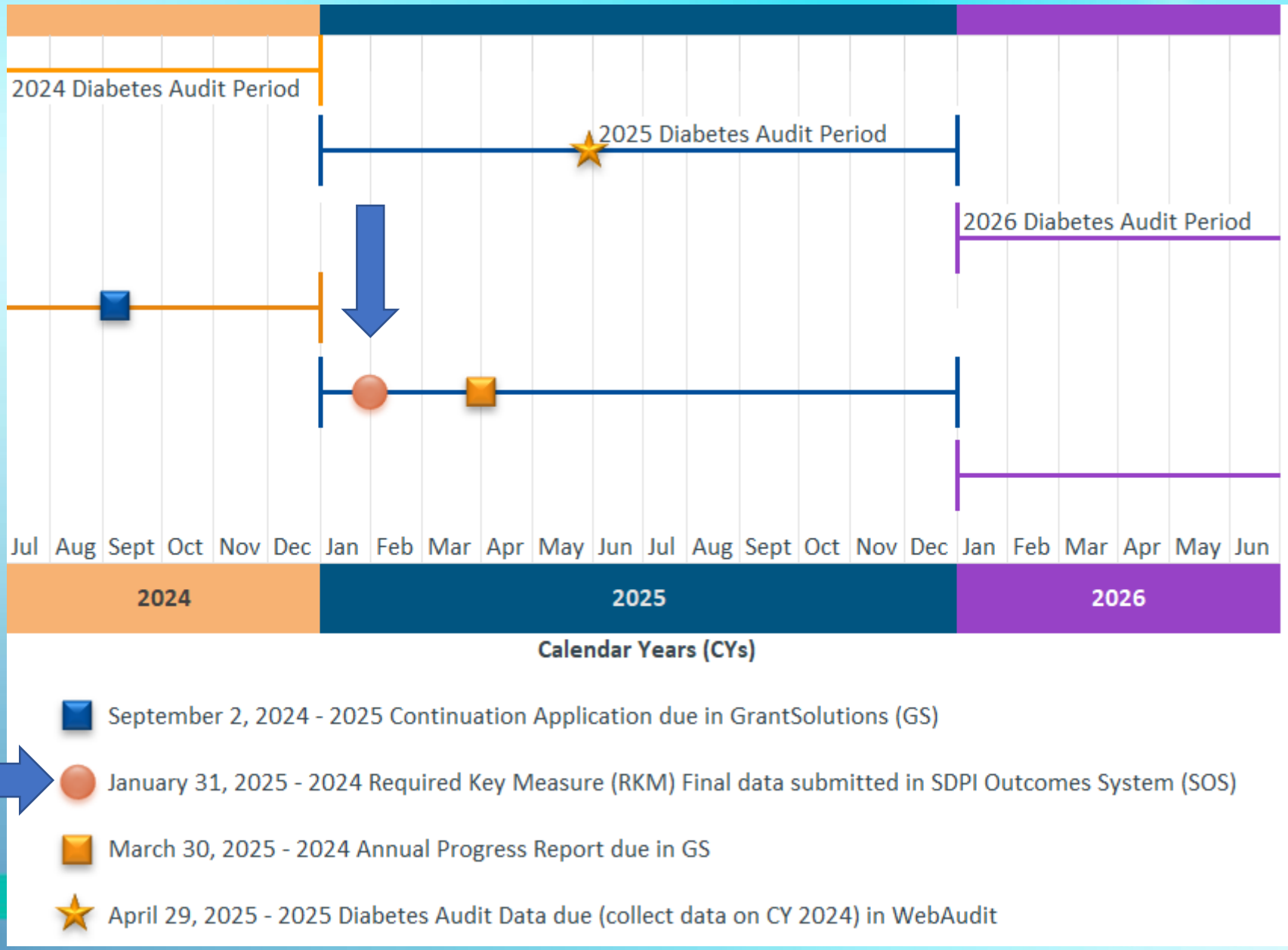
2024 Timeline



2024 Annual Progress Report Overview:

2024 SOS Final RKM Data Submission

SOS Final Data on Timeline



Report: SOS Final Data

- **What?**
  - Best Practice Required Key Measure data captured at the end of the year to see if data improved.
    - Avoid aggregate for final data (or will need waiver).
    - Time of the year to “lock” your data.
- **Why?**
  - Data reporting requirement.
- **How?**
  - local records → SOS

    OR
  - RPMS/EMR → WebAudit → SOS

SOS Requirement

- The SOS is a web-based data system for SDPI programs to enter, check, and download RKM data for their Target Group for their selected Diabetes Best Practice.

- This report must include the following:
  - Your program's selected Best Practice.
  - Target Group number.
  - Target Group description.
  - RKM baseline data for 2024.
  - RKM final data for 2024.

Report: SOS Final Data (cont'd)

- **Where?**
  - SOS webpages: https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/
- **Who?**
  - Division of Diabetes (SDPI Team): sdpi@ihs.gov
- **When?**
  - Annually, due by end of January of the next year.
  - Covers data from the previous year.

2024 Annual Progress Report Overview:

2024 Annual Progress Report

Report: Annual Progress Report

- **What?**
  - Report providing final updates summarizing your grant year.
  - Review of your program plan (project narrative) – have all activities/services been implemented and budget been spent?
  - Submission of final data for the year (from SOS).
- **Why?**
  - Reporting requirement by DGM and DDTP.
- **How?**
  - Submit report documents in GrantSolutions, in the **Performance Progress Report (PPR)**.
  - Ensure your local finance office submits Annual Federal Financial Report in Payment Management System.

2024 Annual Progress Report Template

Template access: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/

The template is provided as an option for submitting the required information. Alternatively, all required information from the template can be provided on a separate document.

Tips for using template to prepare a successful (and complete) Annual Progress Report:

- Download (Save) a copy of the template to your computer.
- Ensure that all contributors are using Adobe Reader or Pro software to complete.
- Save the completed document – do not print and/or scan.
- Proofread to ensure all fields are completed and to minimize grammatical/spelling errors.

Annual Progress Report Submission (PPR)

Submission Steps:

1. Log into GrantSolutions.
2. Look for your SDPI grant. Click on the arrow or grant number to access "Grant Details" screen.
3. Click on the Reports tab.
4. Use the *Report Type* drop-down to find and start your Annual PPR with 01/01/2024 – 12/31/2024 Reporting Period.
5. Click on the Start Report button.
6. Follow the guidance provided in the PPR to upload report requirements and submit the report.
7. Notify your Area Diabetes Consultant that the report has been submitted in GrantSolutions.

Annual Progress Report Submission (cont'd)

More information

- Review 1/16/2025 Grant Message in GrantSolutions.
- Click on the graduation cap icon in GrantSolutions for Interactive Training and Support and Documentation.
- Contact your Grants Management Specialist or contact the GrantSolutions Help Desk.

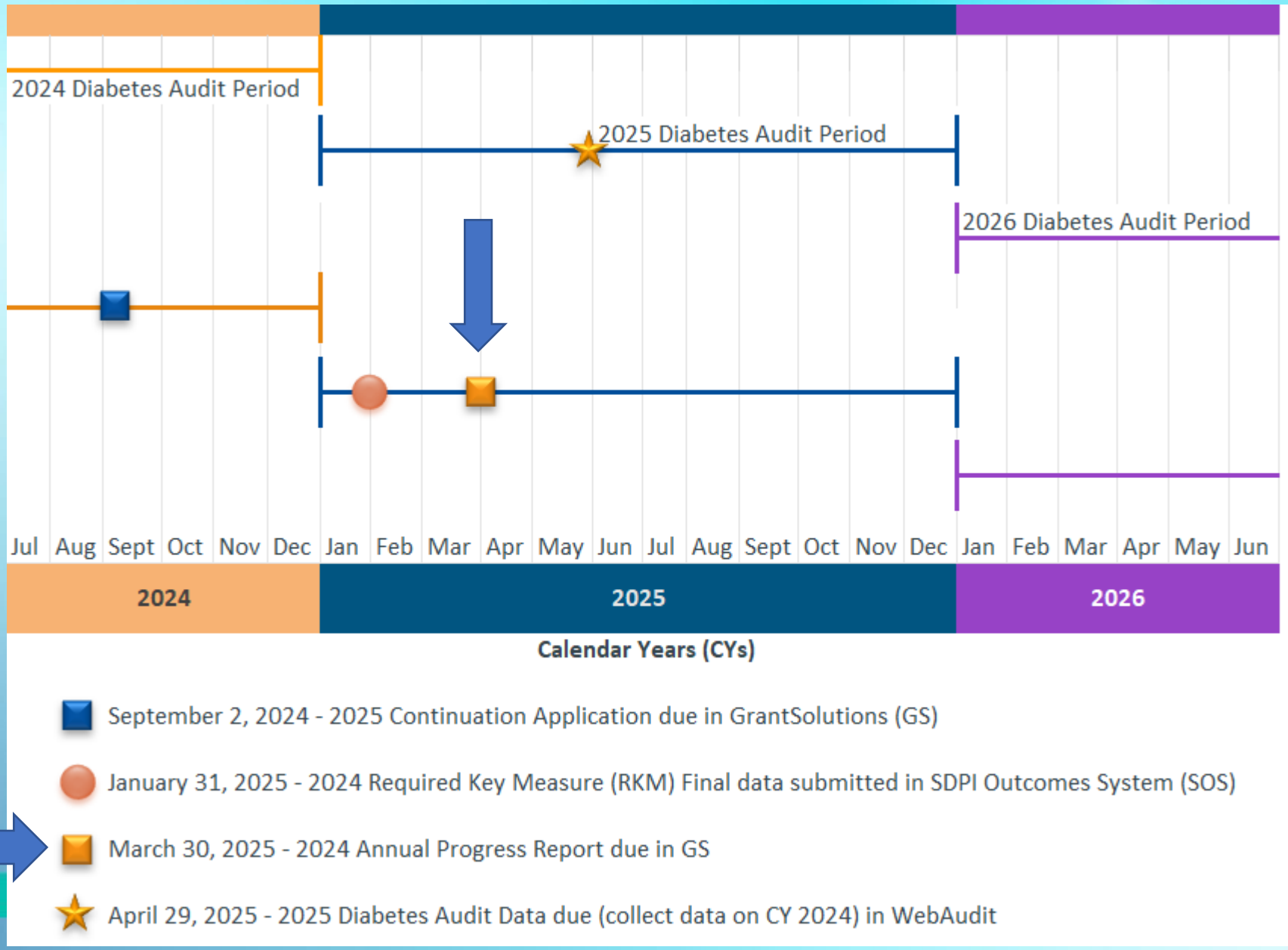
Annual Progress Report Review

- Review will be provided by your ADC or Area Support Staff (PO), or DDTP.
- Review will be part of the PPR.
  - Your PPR may be sent back to you for revisions.

Report: Annual Progress Report (cont'd)

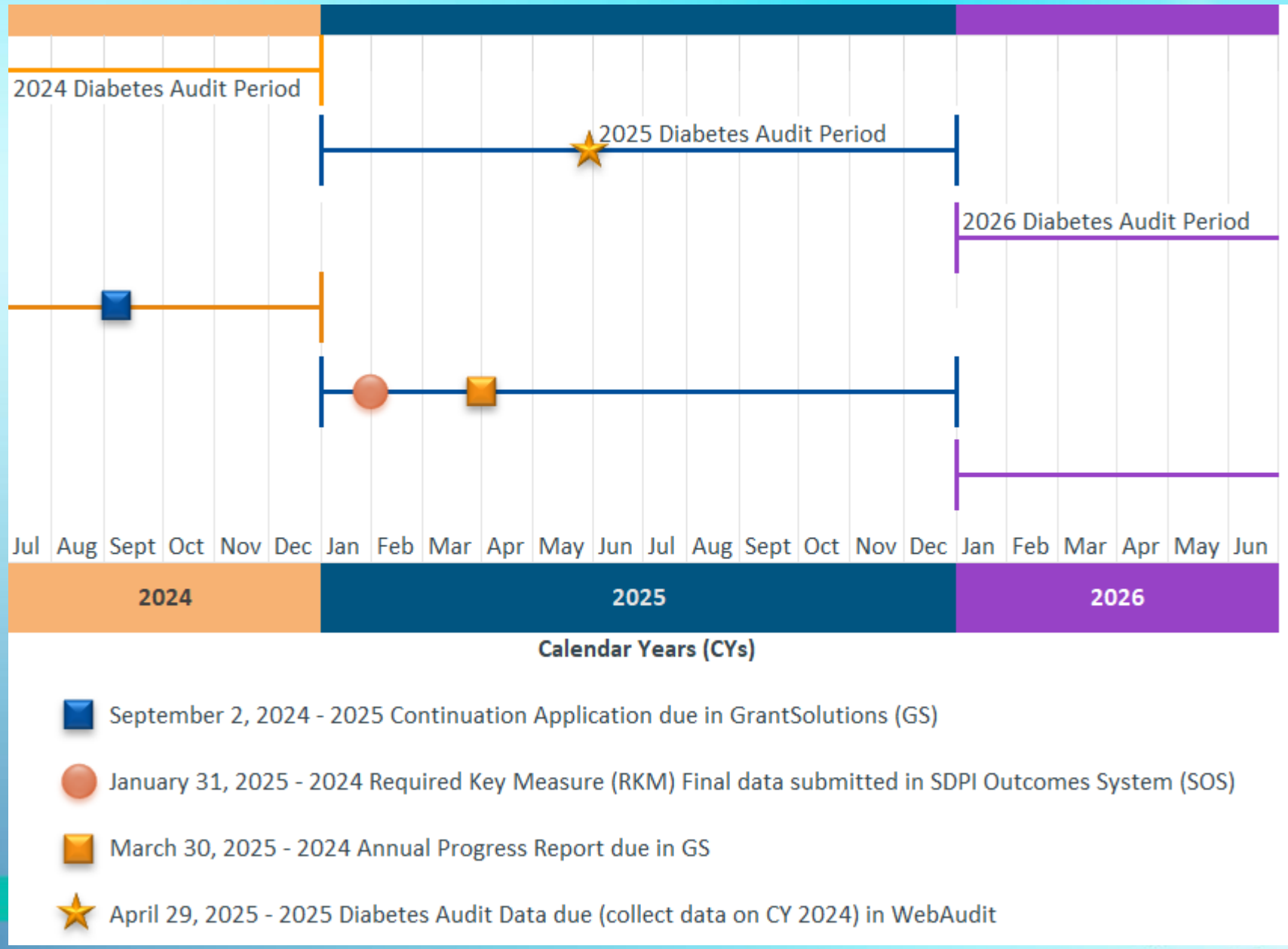
- **Where?**
  - GrantSolutions: https://home.grantsolutions.gov/home/
  - SDPI Reports and Application webpage: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/
    - » Report information available December- April.
- **Who?**
  - Division of Diabetes (SDPI Team): sdpi@ihs.gov
  - Division of Grants Management: https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONCTACTINFO
- **When?**
  - Annually, due by end of March (2024 only).
  - Covers activities/outcomes from the previous year.

Annual Progress Report on Timeline

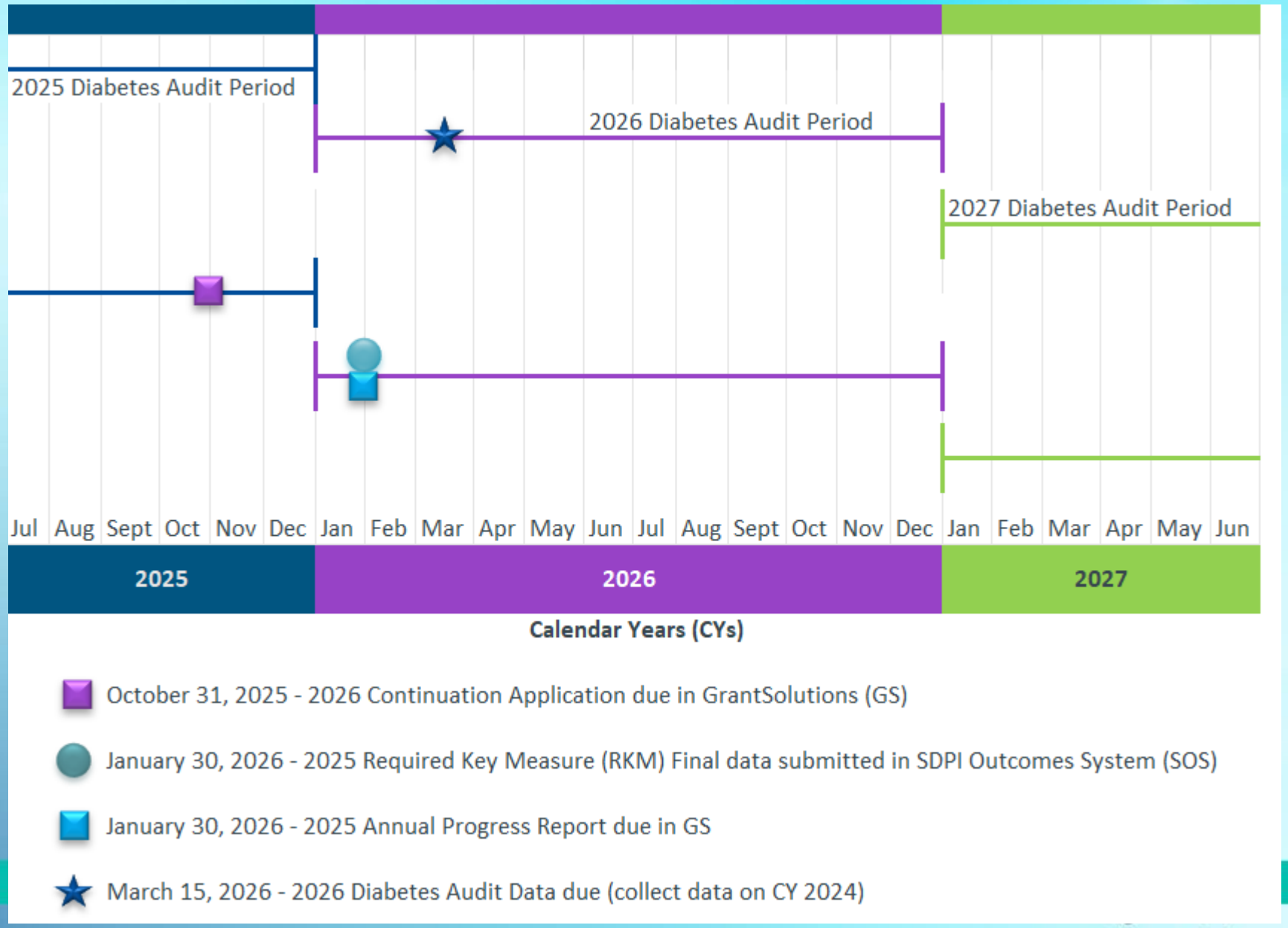


Changes for Next Year

2024 Timeline



2025 Timeline



Resource: SDPI Grant Program Application and Report Due Dates Table

Special Diabetes Program for Indians (SDPI)

Important Dates for 2025 Budget Period

Updated February 2025

Notes:

- 2025 funds are contingent on Congressional Appropriations.
- All dates are tentative and subject to change.

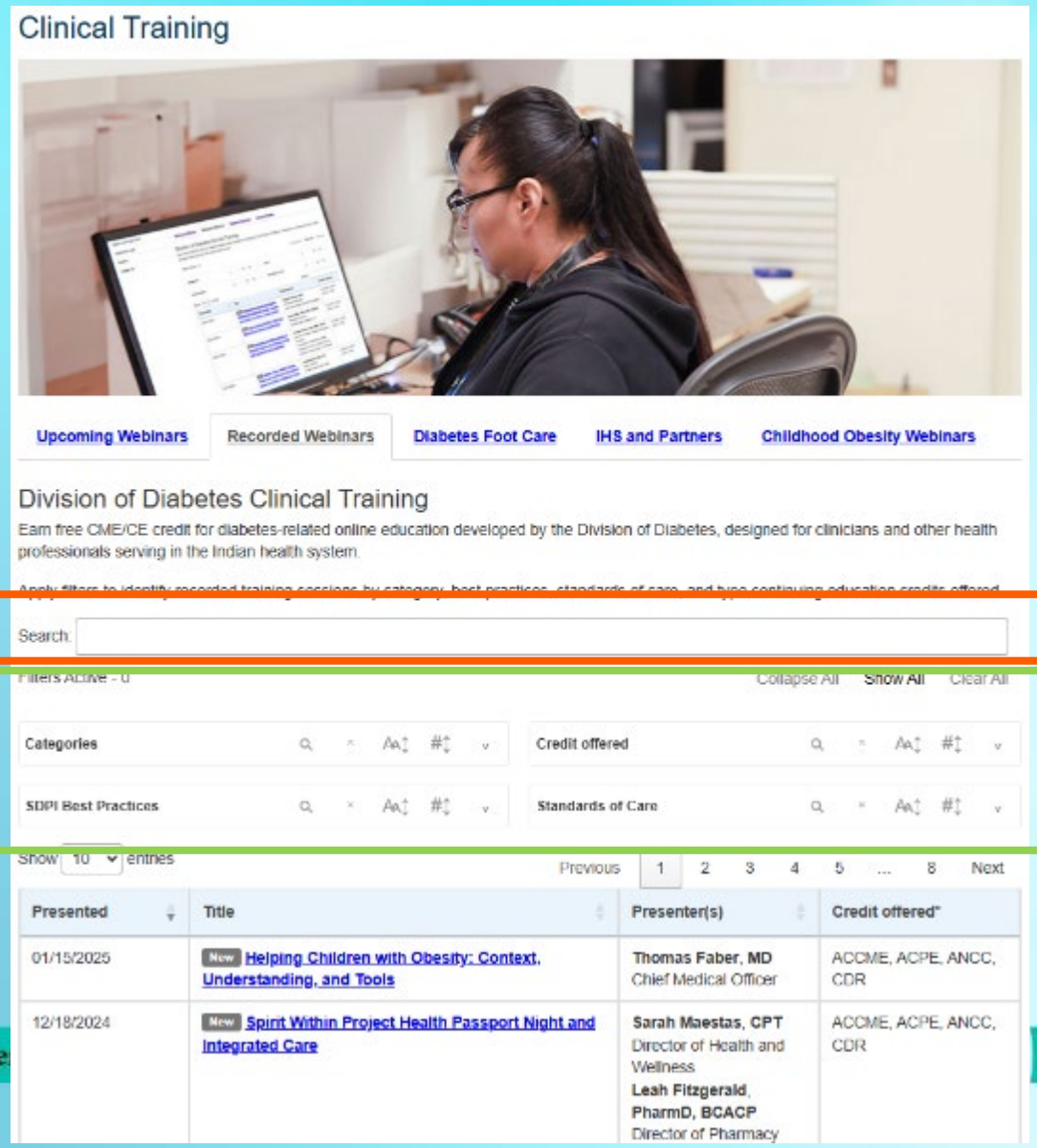
Date	Activity
	2025
01/01/2025	Beginning of SDPI 2025 budget year.
01/31/2025 - Due	2024 Required Key Measure (RKM)[1] Final Data submitted and locked in the SDPI Outcomes System (SOS)[2].
02/28/2025 - Due	2025 RKM Baseline Data submitted in the SOS[2].
03/30/2025 - Due	2024 Annual Progress Report completed and submitted in GrantSolutions[3]. **Note**: March 30th is a Sunday. Plan to submit by Friday, March 28th.
04/29/2025 - Due	2025 Annual Diabetes Care and Outcomes Audit data submitted and locked in WebAudit[4]. Audit period: Jan 1-Dec 31, 2024
06/30/2025 - Due	2025 RKM Mid-Year Data submitted in the SOS[2] Encouraged but not required.
09/02/2025	2026 Continuation Application information available on the SDPI website[5].
10/31/2025 - Due	2026 Continuation Application due in GrantSolutions[3].
11/15/2025	2025 Annual Progress Report information available on the SDPI website[5].
12/31/2025	End of SDPI 2025 budget year.
	2026
01/30/2026 - Due	2025 RKM Final Data submitted & locked in the SOS[2].
01/30/2026 - Due	2025 Annual Progress Report completed and submitted in GrantSolutions[3].

Updates

Clinical Training: New Look and Features!

Recorded Webinars

- New look
- Search feature
- Filters



Childhood Obesity Webinar Series Launches April 2025

This series REQUIRES registration!

Indian Health S

Evaluation and Treatment of Childhood Obesity

Indian Health Service Division of Diabetes Treatment & Prevention

SIX Sessions in this Series:

3pm ET/2pm CT/1pm MT/12pm PT/11am AKT

March 6, 2025	Evaluation of Obesity
March 13, 2025	Evaluation & Initial Management of Obesity Comorbidities
April 3, 2025	Motivational Interviewing
April 10, 2025	Goal Setting
May 1, 2025	Health Behavior & Lifestyle Treatment
May 8, 2025	Pharmacotherapy & Bariatric Surgery

Course Series Objectives:

1. Identify strategies for implementing the Academy of American Pediatrics (AAP) Clinical Practice Guidelines (CPG) on evaluation and treatment of childhood obesity into practice in the primary care setting.
2. Describe evidence-based treatments, including motivational interviewing, health behavior lifestyle change, and pharmacological and surgical management.
3. Discuss the complex etiology of obesity, including the role of social drivers of health, impact of weight bias, and the role of the primary care clinician in the assessment of obesity and its comorbidities.

Scan or click the QR Code to register today.
LIMITED SPACE AVAILABLE!

For more information, please contact Wendy Castle at **wendy.castle@ihs.gov**

Target Audience
Physicians, Pharmacists, Nurse Practitioners, Physician Assistants, Physical Therapists, Nurses, Registered Dietitians, and Behavioral Health Providers

Continuing Education
In support of improving patient care, IHS Clinical Support Center is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

JOINT ACCREDITATION

Planning Committee
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Thomas Faber, MD, MPH, FAAP
Sandra Hassink, MD, MS, FAAP
Wendy Castle, MPH, RD, LD, CDCES

the Chickasaw Nation

Check Out This New Material:

TRACK YOUR STEPS

Follow in the Footsteps of Your Ancestors

Our ancestors led active, healthy lifestyles. Tracking steps makes it easy to monitor activity and know if targets are reached. Getting the recommended steps per day can help reduce blood sugar, blood pressure, and body fat.

SET A DAILY STEP COUNT GOAL

Consider your age, health, and fitness level when setting a daily step goal. Consult your health care provider or fitness professional for guidance.

USE A FITNESS TRACKER

- Use a smartphone, smartwatch, or pedometer to track your steps.
- Use the same fitness tracker to monitor and compare your step count.
- Fit smartphones firmly in your pocket for an accurate step count.
- Fit pedometers to your waistband or belt over the mid-line of either leg.

Cell phones and smartwatches automatically reset to zero overnight.

HOW TO SET A STEP GOAL

Track your daily step count for several days before starting your program.

Is your step count below 3,000 per day? If yes, increase to 5,000 steps steadily over 2-3 weeks.

Next, build your step count to at least 8,000 steps per day.

Increase your steps for more health benefits. Getting to 10,000 steps most days of the week is optimal.

A good walking pace is at least 100 steps per minute. One mile is about 2,000 steps.

For more information visit:
Do You Need To Walk 10,000 Steps a Day?

https://www.ihs.gov/diabetes/education-materials-and-resources/

Navajo Area: New Interim ADC

- **Navajo Area**

  Adeline June, MPH
  PO Box 9020
  Window Rock, AZ
  86515
  Phone: 928-871-1371

Indian Health Service

Division of Diabetes
Treatment and Prevention

Questions?

Thank you!

Contact Info: DGM

- IHS Division of Grants Management
  - Website: www.ihs.gov/dgm
  - Email: dgm@ihs.gov

IHS Division of Grants Management – Grants Management Specialists (GMS)		
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