

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

Last Updated: December 2024

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

Time Period: 2025 Baseline (Required)

Due: February 28, 2025

| Step | Description  | Resources   | Completed? |
|------|--|---|------------|
| 1    | <b>Review</b> your program’s 2025 SDPI application (Project Narrative – Part E). Note the Best Practice selected and Target Group information.   | Your program’s 2025 SDPI application                |            |
| 2    | <b>Request access to the SOS</b> , if you do not already have it.<br>If you have accessed the SOS previously, but cannot remember your username, contact the SDPI team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a> .   | <a href="#">SOS webpages</a> <sup>1</sup>           |            |
| 3    | <b>Enter Best Practice and Target Group information into the SOS</b> using the <i>Best Practice/Target Group Info</i> tool.<br><b>Tip:</b> Ensure 2025 is selected as the year.  | <a href="#">SOS webpages</a> <sup>1</sup>           |            |
| 4    | <b>Using RPMS (or other EMR), identify and create a list of your Target Group members.</b><br><b>Tips:</b> <ul style="list-style-type: none"> <li>- In RPMS this can be a register or template of patients.</li> <li>- Your Target Group for 2025 may be different from 2024. Be sure to use the correct register or template.</li> <li>- Include SDPI and 2025 in the name of your register or template.</li> </ul> | <a href="#">SOS webpages</a> <sup>1</sup>           |            |
| 5    | <b>Using RPMS (or other EMR), create an Audit Export (Data) file for your 2025 Target Group</b> , which contains RKM data for your Target Group members.<br><b>Tips:</b> <ul style="list-style-type: none"> <li>- Use the Audit 2024 or 2025 tools (DM24 or DM25 in RPMS).</li> <li>- Use 12/31/2024 as the Audit Date.</li> <li>- The Audit Export file is a text file (.txt).</li> </ul>                           | RPMS<br><a href="#">Audit webpages</a> <sup>2</sup> |            |

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

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

| Step | Description   | Resources   | Completed? |
|------|---|---|------------|
| 6    | <p><b>Upload the Audit Export file into the WebAudit as an Interim Audit.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the WebAudit.</li> <li>- Click “Data Processing” from the left-hand menu or main page and then click “Upload Data”.</li> <li>- Select “Interim Audit” as the Audit Type and then click “Go”.</li> <li>- Select the Audit year that matches the Audit version you used in Step 5 (i.e., 2024 if you used DM24 or 2025 if you used DM25).</li> <li>- Follow the instructions to locate and upload your Audit Export file.</li> </ul>   | <p><a href="#">Audit webpages</a><sup>2</sup></p> |            |
| 7    | <p><b>Pull the RKM data from the WebAudit into the SOS system.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log in to the SOS.</li> <li>- Click on “Pull from WebAudit” under “Submit RKM Data” in the left-hand menu.</li> <li>- Ensure 2025 is selected as the year, regardless of whether you used 2024 or 2025 in the WebAudit.</li> <li>- Follow the instructions for pulling in the RKM result from the Interim Audit you uploaded in Step 6.</li> </ul>   | <p><a href="#">SOS webpages</a><sup>1</sup></p>   |            |
| 8    | <p><b>Run and review your program’s 2025 RKM Data Summary Report in the SOS. Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “SOS Grantee Reports” in the left-hand menu.</li> <li>- Ensure 2025 is selected as the year (click “Go” next to the year).</li> <li>- Review your result(s), with particular attention to: <ul style="list-style-type: none"> <li>o Is the correct value marked as Baseline? If not, contact the SDPI team.</li> <li>o Is your baseline value relatively high (&gt;50%)? If so, contact your <a href="#">Area Diabetes Consultant</a><sup>3</sup> to discuss.</li> <li>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.</li> </ul> </li> </ul> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- If this report cannot be found or you have any other problems or questions, contact your <a href="#">Area Diabetes Consultant</a><sup>3</sup> or the SDPI Team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</li> <li>- Do NOT lock your RKM data for 2025.</li> </ul> | <p><a href="#">SOS webpages</a><sup>1</sup></p>   |            |

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