

**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:** December 2024

**Method:** SOS Individual Entry

**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</b> 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 <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</b> into the SOS system using the <i>Best Practice/Target Group Info</i> tool. <b>Tip:</b> Ensure 2025 is selected as the year.	<a href="#">SOS webpages</a> <sup>1</sup>	
4	<b>If Target Group IS KNOWN at Baseline (if not known, go to Step 7):</b> Identify and create a list of your Target Group members locally, using Excel, a paper list, or other process. <b>Tip:</b> 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.	<a href="#">SOS webpages</a> <sup>1</sup>	

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

Step	Description	Resources	Completed?
5	<p><b>Enter information for each Target Group member into the SOS</b> using the <i>Submit RKM Data/Enter Individual</i> tool.</p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the SOS.</li> <li>- Click on “Submit RKM Data” from the left-hand menu and then click on "Enter Individual".</li> <li>- Ensure 2025 is selected as the year. Click “Go” next to the year.</li> <li>- Enter information for each Target Group member, including their baseline RKM Value.</li> </ul> <p><b>Tip:</b> Add the SOS Participant Identifier for each member to your local list as you enter their information.</p>	<a href="#">SOS webpages<sup>1</sup></a>	
6	<p><b>Review and submit your RKM result in the SOS</b> (<i>Submit RKM Data/Enter Individual</i> tool) after you have entered baseline information for all members.</p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “Submit RKM Data” from the left-hand menu and then click on "Enter Individual".</li> <li>- 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.</li> </ul> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>-Ensure 2025 is selected as the year. Click “Go” next to the year.</li> <li>-The first RKM result you submit will automatically be marked as Baseline Data.</li> </ul>	<a href="#">SOS webpages<sup>1</sup></a>	
7	<p><b>If Target Group IS NOT KNOWN at Baseline:</b></p> <p><b>Enter baseline information into the SOS System</b> using the <i>Submit RKM Data/Enter Aggregate Data</i> tool.</p> <ul style="list-style-type: none"> <li>- Source: 2025 Application</li> <li>- Numerator= 0</li> <li>- Denominator= Number in your Target Group</li> </ul> <p><b>Tip:</b> Ensure 2025 is selected as the year.</p>	<a href="#">SOS webpages<sup>1</sup></a>	

Step	Description	Resources	Completed?
8	<p><b>Run and review your program’s 2025 RKM Data Summary Report in the SOS.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “SOS Grantee Reports” from 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 Does the exact same result appear more than once? If so, contact the SDPI Team to remove duplicates.</li> <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>2</sup> to discuss.</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>2</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> <p><a href="#">Area Diabetes Consultant</a><sup>2</sup></p>	

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