

**Special Diabetes Program for Indians (SDPI)  
SDPI Outcomes System (SOS)  
Checklist for Submitting Required Key Measure (RKM) Data for 2024  
Last Updated: October 2024**

**Method:** Electronic Medical Record (EMR) to WebAudit to SOS  
**Time Period:** 2024 Final **(Required)**

Step	Description	Resources	Completed?
1	<p><b>Request access to the SOS</b>, if you do not already have it.</p> <p>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>.</p>	<a href="#">SOS webpages</a> <sup>1</sup>	
2	<p><b>Review your program’s previously submitted 2024 RKM results in the SOS.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the SOS.</li> <li>- Click on “Submit RKM Data”.</li> <li>- Click on "Pull from WebAudit".</li> <li>- Ensure <b>2024</b> is selected as the year (click “Go” next to the year).</li> <li>- Baseline RKM result should be displayed in the section “RKM Results Submitted for FY 2024.” Other optional results may also be displayed.</li> </ul> <p>If baseline RKM result cannot be found or is not correct, 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>.</p>	<a href="#">SOS webpages</a> <sup>1</sup>	
3	<p><b>Review the list of your Target Group members in RPMS (or other EMR).</b></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- In RPMS this can be a register or search template of patients.</li> <li>- Be sure to select the register or search template for your <b>2024</b> Target Group.</li> <li>- The number in the Target Group should be the same (or can be a little bit lower) as the denominator for your baseline RKM result (Step 2).</li> </ul>	<a href="#">SDPI Best Practices</a> <sup>3</sup>	

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

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

<sup>3</sup> <https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/>

Step	Description	Resources	Completed?
4	<p><b>Use the Diabetes Audit 2024 tools to create an Audit Export (Data) file for your 2024 Target Group.</b> This file will contain the RKM data for your Target Group members.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- Use the Audit 2024 tools (DM24 in RPMS).</li> <li>- Use 12/31/2024 as the Audit Date.</li> <li>- The Audit Export (data) file is a text file (.txt).</li> </ul>	<a href="#">Audit webpages</a> <sup>4</sup>	
5	<p><b>Upload the Audit Export (data) 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 on “Data Processing.”</li> <li>- Click on “Upload Data.”</li> <li>- Select “Interim Audit” as the Audit Type then click “Go”.</li> <li>- Ensure or Select <b>2024</b> as the Audit year then click “Go” next to the year.</li> <li>- Select “Add New Session” under “Select Session” then click “Go.”</li> <li>- Enter name for New Interim Audit Session. <b>Tip:</b> Include “SOS 2024 Final” in the name.</li> <li>- Follow the instructions to locate and upload your Audit Export (data) file.</li> </ul>	<a href="#">Audit webpages</a> <sup>4</sup>	
6	<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 “Submit RKM Data.”</li> <li>- Click on “Pull from WebAudit.”</li> <li>- Ensure <b>2024</b> is selected as the year (click “Go” next to the year).</li> <li>- Select the Audit Session created in Step 5 from the drop-down menu, then click the “Go” button. Review data under “Pull and Submit RKM Data from the WebAudit” section to confirm if correct session was selected. If so, then click the “Submit” button. If not, make a new selection.</li> </ul>	<a href="#">SOS webpages</a> <sup>1</sup>	

<sup>4</sup> <https://www.ihs.gov/diabetes/audit/>

Step	Description	Resources	Completed?
7	<p><b>Lock your 2024 RKM data.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “Lock SOS Data” in the left-hand menu.</li> <li>- Ensure 2024 is selected as the year (click “Go” next to the year).</li> <li>- Click the “Lock Data” button.</li> </ul> <p><b>Tip:</b> Locking data is not the same as Submitting RKM results. Refer to steps above to ensure your Final RKM result is submitted before locking your data.</p>	<p><a href="#">SOS webpages</a><sup>1</sup></p>	
8	<p><b>Download a copy of your Report for review/submission</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “SOS Grantee Reports” in the left-hand menu.</li> <li>- Ensure 2024 is selected as the year (click “Go” next to the year).</li> <li>- You can review the results on the webpage or download a copy by clicking on the “PDF Version” link on the upper right-hand corner of the “RKM Results Submitted for FY 2024” table.</li> </ul>	<p><a href="#">SOS webpages</a><sup>1</sup></p>	
9	<p><b>Run and review your program’s 2024 RKM Data Summary Report in the SOS.</b></p> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>○ Does the exact same result appear more than once? If so, contact the SDPI Team to remove duplicates.</li> <li>○ Are the correct values marked as Baseline and Final? If not, contact the SDPI Team and tell them what to change.</li> <li>○ Is your baseline result 100% or close to that? If so, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> <li>○ What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> <li>○ Are any of your Denominators very different from your Target Group Number or from each other? If so, check that your Interim Audit was run on the correct registry/list (Steps 4 and 5). Repeat these steps if necessary.</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>- Ensure that a copy of this report is submitted with your <a href="#">2024 Annual Progress Report</a><sup>5</sup>.</li> </ul>	<p><a href="#">SOS webpages</a><sup>1</sup></p>	

<sup>5</sup> SDPI Application/Report: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>