

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

**Method:** Electronic Medical Record (EMR) to WebAudit to SOS  
**Time Period:** 2024 Mid-Year **(Optional)**  
**Goal Submission Date:** June 28, 2024

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 result(s) 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 2024 is selected as the year (click "Go" next to the year).</li> <li>- Baseline RKM result should be displayed in the section "Review/Reference: 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 your EMR (RPMS or other).</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, search template or list for your <b>2024</b> Target Group.</li> <li>- The number in the Target Group should be the same as the denominator for your baseline RKM result (Step 2).</li> </ul>	<a href="#">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>Create a new Audit Data File for your 2024 Target Group</b>, which will contain RKM data for your Target Group members. The Audit Data File is a delimited text file (.txt).</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- In <b>RPMS</b> <ul style="list-style-type: none"> <li>○ Go to the Diabetes Management System (DMS) Main Menu.</li> <li>○ Select <b>AR</b> - Audit Reporting AR</li> <li>○ Select DM24 – 2024 Diabetes Audit</li> <li>○ Select Register to be used if a Register has been created.</li> <li>○ Enter Audit Date: 12/31/2024.</li> <li>○ Select S – Search Template or C – Members of a CMS Register.</li> <li>○ At prompts // – use all defaults: hit ENTER.</li> <li>○ Select: Create Audit Export file</li> <li>○ Name text: [your initials]_2024 MidYear_RKM (example)</li> <li>○ At prompts // – use all defaults: hit ENTER.</li> <li>○ Queue time and date, if needed. (Audit data file will be created in the background)</li> <li>○ Alert IT/CAC that Audit Data File is being created and to make available to you.</li> </ul> </li> <li>- <b>Other EMR (non-RPMS):</b> work with your IT department to create an Audit Data File that meet WebAudit specifications.</li> </ul>	<a href="#">Audit webpages<sup>4</sup></a>	
5	<p><b>Upload the new Audit Data File into the WebAudit as an <i>Interim Audit</i>.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the WebAudit.</li> <li>- Click on “Data Processing” in the left-hand menu and then select “Upload Data”.</li> <li>- Select “Interim Audit” as the Audit Type.</li> <li>- Select 2024 as the Audit year.</li> <li>- Follow the instructions to locate and upload your Audit Data File.</li> </ul>	<a href="#">Audit webpages<sup>4</sup></a>	

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

Step	Description	Resources	Completed?
6	<p><b>Pull the RKM result 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 2024 is selected as the year (click "Go" next to the year).</li> <li>- Follow the instructions for pulling in the RKM result from the Interim Diabetes Audit uploaded in Step 5.</li> </ul> <p><b>Note:</b> Do not lock your data in the SOS at this time.</p>	<a href="#">SOS webpages</a> <sup>1</sup>	
7	<p><b>Run and review your program's 2024 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" on the side navigation menu.</li> <li>- Ensure 2024 is selected as the year (click "Go" next to the year).</li> <li>- Review your results, with particular attention to: <ul style="list-style-type: none"> <li>o Is the exact same value in there more than once? If so, contact the SDPI team to remove one of the values.</li> <li>o Is the correct value marked as Baseline? If not, contact the SDPI team and tell them what to change.</li> <li>o What is the change from Baseline to Mid-Year? Is it consistent with your local data? If not, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> <li>o Is your Denominator "very" different from your Target Group Number? If so, check that your baseline Audit was run on the correct registry/patient list. Rerun and resubmit if necessary.</li> <li>o Is the denominator the same as (or close to) your baseline denominator? If not, check that your Audits were run on the correct registry/patient list. Rerun and resubmit if necessary.</li> </ul> </li> <li>- Click on "PDF Version" to the right of the results to download a copy of your report.</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> </ul>	<a href="#">SOS webpages</a> <sup>1</sup>	