

**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: June 2024**

Method: SOS Individual Entry
Time Period: 2024 Mid-Year **(Optional)**
Goal Submission Date: June 28, 2024

Step	Description	Resources	Completed?
1	<p>Request access to the SOS, 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 sdpi@ihs.gov.</p>	SOS webpages ¹	
2	<p>Review your program’s previously submitted 2024 RKM result(s) in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the SOS. - Click on “Submit RKM Data”. - Click on "Enter Individual Data". - Ensure 2024 is selected as the year (click “Go” next to the year) - Baseline RKM result should be displayed in the section “Review/Reference: RKM Results Submitted for FY 2024”. Other (optional) results may also be displayed. <p>If baseline RKM result cannot be found or is not correct, contact your Area Diabetes Consultant² or the SDPI Team at sdpi@ihs.gov.</p>	SOS webpages ¹	
3	<p>Collect and review current data for individuals in your Target Group. You will need the following information for each individual:</p> <ul style="list-style-type: none"> - SOS Participant Identifier (previously entered individuals only) - Month and year of birth - Gender - Whether or not the RKM was met 	Local records Best Practices ³	

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

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

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

Step	Description	Resources	Completed?
4	<p>For individuals already entered in the SOS, update RKM, as needed.</p> <ul style="list-style-type: none"> - Click on "Submit RKM Data". - Click on "Enter Individual". - Ensure 2024 is selected as the year (click "Go" next to the year) - Scroll to the bottom of the webpage and click on "+Edit Target Group Members RKM Data" bar to expand. - Review and Edit the RKM Value for individual Target Group Members by clicking on the Individual Participant Identifier number link, as needed. <p>For any new Target Group members, Enter Individual Information and RKM Value.</p> <ul style="list-style-type: none"> - Click on "Submit RKM Data". - Click on "Enter Individual Data". - Ensure 2024 is selected as the year (click "Go" next to the year) - Under "Add a New Target Group Member", select data values for the new individual, then click on the "Add Member" button. Repeat for each new member. 	<p>Local records SOS webpages¹</p>	
5	<p>Submit RKM Current Result.</p> <ul style="list-style-type: none"> - Click on "Submit RKM Data". - Click on "Enter Individual". - Ensure 2024 is selected as the year (click "Go" next to the year) - Review the "Submit RKM Current Result" section. If result matches your records and the individual data entered, click on the "Submit RKM Results" button. If not, update individual information as needed or contact the SDPI team at sdpi@ihs.gov. <p>Note: Do not lock your data in the SOS at this time.</p>	<p>Local records SOS webpages¹</p>	

Step	Description	Resources	Completed?
6	<p>Run and review your program’s 2024 RKM Data Summary Report in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “SOS Grantee Reports” on the side navigation menu. - Ensure 2024 is selected as the year (click “Go” next to the year). - Review your results, with particular attention to: <ul style="list-style-type: none"> ○ Is the most recent result provided in the report? If not, revisit previous steps. ○ Is the exact same result in there more than once? If so, contact the SDPI team to remove one of the duplicates. ○ Is the correct value marked as Baseline? If not, contact the SDPI team and tell them what to change. ○ What is the change from Baseline to Mid-Year? Is it consistent with your local data? If not, contact your Area Diabetes Consultant² to discuss. ○ Is the number of individuals entered “much” smaller than your Target Group Number? If so, determine if additional individuals need to be entered at this time. ○ Is the number of individuals entered “much” bigger than your Target Group Number? Contact your Area Diabetes Consultant² to discuss. - Click on “PDF Version” to the right of the results to download a copy of your report. <p>Tip:</p> <ul style="list-style-type: none"> - If this report cannot be found or you have any other problems or questions, contact your Area Diabetes Consultant² or the SDPI Team at sdpi@ihs.gov. 	<p>SOS webpages¹</p>	