

## Keeping Track Tool

It is critical for diabetes programs to collect good information, measure and document it to show what has been accomplished. Use the following tool to work through these questions. You will need to review these at each of your diabetes team meetings and adjust as needed.

1. Who and how will you keep track of how the money was used? Do you have a person to keep track of how the funds are being used? (For example, accountant, payroll, services provided, purchases made.)

2. Who will be responsible for collecting and keeping track of the data? Who monitors the **IHS Diabetes Care and Outcomes Audit** data?  
<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit> (For example, you need someone who has good detail or analytical skills.)

3. How and when will you collect data? (For example, you should collect data before and after each activity you do or examine the audit data before and after your activities.)

4. How will you document results? (For example, use before and after measures to track changes in learning, behavior and/or policies.)

5. How will you know the impacts of your efforts? (For example, use GPRA data or diabetes outcomes and audit data to track trends over time.)

6. How will you keep track of things that are working well and those that are not working well? How will you use this information to improve what you are doing? (For example, use your audit data to monitor changes.)

7. How will you keep track of potential outside influences that could enhance or hinder the activities? (For example, a change in hiring or decrease in funding could have a negative impact.)

**Use this area for extra notes:**