Special Diabetes Program for Indians (SDPI)

Using Individual Entry Tools in the SDPI Outcomes System (SOS) for Tracking Target Group and RKM Data

IHS Division of Diabetes Treatment and Prevention
September 28, 2023

Indian Health Service
Division of Diabetes Treatment and Prevention

SDPI – Commonly Used Abbreviations

- ADC = Area Diabetes Consultant
- Audit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DMS = RPMS Diabetes Management System
- EMR = Electronic Medical Record (System)
- PHI = Protected Health Information
- PII = Personally Identifying Information
- RKM = Required Key Measure
- RPMS = Resource and Patient Management System
- SDPI = Special Diabetes Program for Indians
- SOS = SDPI Outcomes System
- TG = Target Group

Agenda

- Review RKM concepts and due dates
- Overview of three methods for submitting Required Key Measure (RKM) data into the SDPI Outcomes System (SOS)
- Describe approaches for using SOS Individual Entry tools
- SOS Demonstration

Target Audience

SDPI Programs that are considering using "Individual Entry" tools to submit RKM data into SOS

- Usually applicable to programs that selected one of the following Best Practices:
  - Diabetes-Related Education
  - Physical Activity Education
  - Nutrition Education
  - Diabetes Prevention
- Programs that may not have direct or only have limited access to their local EMR system

Timing of SOS Data Submission

➢ Focus of today's presentation is for 2024. Due dates (approximate):

- Baseline = Feb 2024

- Final = Jan 2025

➢ 2023 due dates (will be used for demonstration):

- Baseline = Feb 2023

- Final = Jan 2024

Section 2: 2024 Best Practice, Target Group Number and Description, and Activities

E2.1   SDPI Diabetes Best Practice selected:

Choose One

a. Briefly describe why your program selected this Best Practice.

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[3] Funding Opportunity Description: https://www.federalregister.gov/d/2022-16264/p-47
[4] SDPI Diabetes Best Practices: https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/
[5] Best Practices Summary Table:
https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/bestpractices/SDPI_FY16_BP_Summary.pdf

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Program Name:

b. Is this is a different Best Practice than the one your program selected for 2023?

Select

E2.2   **Required Key Measure (RKM)**: Review the Best Practices summary table[5]. Enter the RKM for your selected Best Practice as it appears in the table.

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SDPI 2021 Application: Target Group Information (Project Narrative Part E, Section 2)

E2.4   Based on the steps provided above, what is the number of patients/participants in your 2024 Target Group?

E2.5   Describe your 2024 Target Group (see Steps one and two above).

E2.6   Briefly describe how your program's Target Group number was determined.

RKM Data Concepts

- RKM data can:
  - Provide outcomes for <u>some</u> SDPI activities/services
  - Show stakeholders the good work that's being done
  - Be shared with DGM, IHS leadership, Tribal leaders, and others (aggregate only, not individual program)
- RKM data will not:
  - Evaluate activities/services that are <u>not</u> related to your Best Practice
    - Your program should evaluate activities/services <u>not</u> related to your Best Practice as described in your application
  - Be used to determine whether or not you will receive future SDPI funding

RKM Data - Baseline

- **Due: February 29, 2024 (Leap year!)**
- Baseline = Where you are starting from
- How many and what percent of your Target Group members had achieved the RKM <u>before</u> you start your 2024 activities
  - Based on information for your Target Group for Jan 1-Dec 31, 2023
  - Baseline data should reflect most recent clinical value or whether service/activity was provided during the year
  - Even if you didn't work directly with your Target Group last year, some probably achieved the RKM as part of their regular diabetes care or services offered in your community
- If it is not possible to get RKM baseline data for your Target Group members from RPMS, another EMR, or another source:
  - Assume no Target Group members achieved the RKM in 2023 (Jan 1-Dec 31, 2023)
  - Number and percent of Target Group members who achieved the RKM at baseline will be 0 and 0%

RKM Data - Final

- **Due Date: January 2025**
- Final = Number and percent of Target Group members who achieve the RKM by the end of the budget period (Dec 31, 2024)
- **Compare your baseline and final RKM numbers** to see if improvement was made, and if so, how much

How to collect and submit RKM data for your Target Group

- Use one of three methods:
  1. Pull from WebAudit
  2. Enter Individual
  3. Enter Aggregate

- **Choice of method depends primarily on whether your program has access to RPMS (or other EMR) and/or the WebAudit.**

- You do <u>not</u> have to use the same method to submit data for all time periods (baseline, final, optional). For example, you could use "Enter Aggregate" and "Enter Individual" for baseline and "Pull from WebAudit" for final

- For each time period, you can only use one method. For example, for baseline, all data have to be submitted using a single method

Individual Entry: Two approaches

1. Target Group members and RKM known at baseline
   - Example: Best Practice is Physical Activity Education
     - Grantee is providing bi-monthly community-based physical activity classes
     - Target Group members will be seniors aged 60+ who sign up in January to participate throughout the year
     - They will know all Target Group members in January

Individual Entry: Two approaches

2. Target Group members and RKM NOT known at baseline

   - Example: Best Practice is Physical Activity Education.
     - Grantee is providing monthly community-based education sessions to enhance awareness of physical activity resources and opportunities
     - Target Group members will be community members who attend any of the sessions
     - They can't identify the entire group they are drawing from. They will add Target Group members as they hold sessions

Steps you will take
Individual Method for Baseline Data Submission

1. Review your SDPI 2024 application – look at the selected Best Practice and Target Group (TG) information you provided
2. Determine if you can identify your Target Group members and whether or not they achieved the RKM in 2023 (previous year)
3. By 2/29/2024, enter into the SOS System **(Tool: Enter Aggregate Data):**
   a. If TG and RKM data known (see #2 above), TG and RKM Data Source: System used to identify TG and RKM Data (EMR system, medical records)
      i. Numerator=# who achieved RKM in 2023
      ii. Denominator=Number in your Target Group
   b. If TG and RKM data unknown (see #2 above), Target Group and RKM Data Source: 2024 application
      i. Numerator=0
      ii. Denominator=Number in your Target Group
4. Click on "Calculate" to calculate the percentage, then "Save"

NOTE: While aggregate tool is fine to use for baseline data submission, Individual or WebAudit Tools should be used for mid-year and final data submission. For final RKM data, a waiver will be required to use aggregate because there is no way to verify source data

Aggregate Tool View

Grantee Name: Test01

Fiscal Year: 2023

Selected Best Practice: Diabetes-related Education

Enter RKM Aggregate Data

Required Key Measure:

Number and percent of individuals in your Target Group who receive education on any diabetes topic*, either in a group or individual setting.

*Includes nutrition education, physical activity education, and any other diabetes education.

Source: (required) ❶	Numerator: (required) ❶	Denominator: (required) ❶	Percent (Calculated)
		120	TBD

Calculate

Steps you will take
Individual Method for Data Submission

1. Set up a list to keep track of Target Group members locally

2. As activities/services are provided and Target Group members are added through December 31, 2024, enter into SOS System **(Tool: Enter Individual)**:

   a. Individual information (month and year of birth; gender). Note SOS Participant Identifier and add to your list. **(See section: Add a New Target Group Member)**

   b. RKM information=Yes (individual achieved RKM) **(See section: Edit Target Group Members RKM Data, but can also be entered in Add a New Target Group Member section)**

   NOTE: Depending on how closely your program is able to keep track of participants, some people may be counted as Target Group members more than once. While this situation should be avoided or minimized as much as possible, a small number of duplicates is generally okay

Individual Tool View

Selected Best Practice: Diabetes-related Education
Number in Target Group: 90
Target Group Description: People in my MDS community.
Number of Members Entered: 3

Required Key Measure: Number and percent of individuals in your Target Group who receive education on any diabetes topic*, either in a group or individual setting.
*Includes nutrition education, physical activity education, and any other diabetes education.

Review/Reference: RKM Results Submitted for FY 2023 ⓘ

Numerator ⓘ	Denominator ⓘ	Percent (Calculated)	Source	Date Submitted	Submitted By
0	90	0%	Aggregate: 2023 application	09/07/2023 **BASELINE DATA**	melamonreg

Submit RKM Current Result

Numerator ⓘ	Denominator ⓘ	Percent (Calculated)
3	90	3%

Submit RKM Results

Add a New Target Group Member

*Required Field

Participant Identifier:	1004
*Month of Birth: enter or select	Choose one... ⌄
*Year of Birth: enter or select	Choose one... ⌄
*Gender: enter 1 for male, 2 for female or select 3 for unknown	Choose one... ⌄
Was the Required Key Measure met for this Target Group Member?	2 - No ⌄

Add Member

― Edit Target Group Members RKM Data

☒ Download Target Group Member List [XLS]

Participant Identifier ⓘ	Birth Month/Year	Gender	RKM Response	RKM Response Submitted	Member Added	Added By
1003	4/1966	1 - Male	1 - Yes	09/07/2023	09/07/2023	melamonreg

Set up a list of Target Group members and enter into SOS

1. Use Excel, other software, or paper to keep track of member information locally

2. Enter members into SOS

    a. Only non-identifiable information about each Target Group member can be entered

    b. SOS provides a unique, internal identification number ("Participant Identifier") for each person

3. Add SOS participant identifier number to your local list

Set up a list of Target Group members and enter into SOS

4. Notes:

   a. Since your local file/list will contain personal identifiers, be sure to store it in an appropriately secure location on your computer or network and follow your facility's policies for collecting and sharing personal information

   b. Chart numbers, full dates of birth, and other identifiers <u>cannot</u> be entered or stored in the SOS

   c. The participant identifier assigned by the SOS is just a number. There is no way to connect it with identifying information about an individual within the SOS. Your program must be able to connect information in your local file/list with the SOS, using the SOS participant identifier

   d. Be sure that more than one team member knows where your local file/list is stored and has access to it

Conclusion and Resources

- Work with your team.
  - Review your program's 2024 Application.
  - Discuss and decide how you will choose and track your Target Group members and RKM data
- Ask questions as they arise. Resources:
  - [Area Diabetes Consultant](#) for your Area
  - SDPI Team (SOS & general questions): sdpi@ihs.gov