



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# Diabetes Management System

Announcement and Agenda

FY 2015

Office of Information Technology (OIT)  
Division of Information Resource Management

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## 1.0 General Information

### 1.1 Purpose of Training

The purpose of this course is to provide an overview of the tools in RPMS that are available to Diabetes Program staff for patient and program management. Both RPMS and Visual DMS will be used to review patient management options including adding new patients to a register, altering the status of patients in the register, recording case comments and register diagnosis, generating individual audits, and customized letters. Class participants are shown how to create custom letters, customize flowsheets, and health summaries, as well as how to set up bulletins for identifying newly diagnosed patients. Diabetes Management System reports are run for identifying patients with specific follow up needs as well as reports for program management including the Diabetes Audit. In addition, an overview of QMan is provided in order to run ad hoc reports for patient and program management.

The course consists of lecture with overheads, demonstration of the tools, and hands-on exercises utilizing individual computer terminals for each student and a simulated patient database.

### 1.2 Intended Audience

This course is designed for Diabetes Coordinators, health care providers, facility and program managers, medical records personnel, planners and epidemiologists, data entry staff, and information system personnel. Basic RPMS skills are highly recommended.

### 1.3 Course Material and References

#### 1.3.1 At the IHS Training FTP Site

The following materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/rpms-training/DiabetesManagementSystem/>

- Course Agenda (this document)
- Diabetes Management System Overview (PowerPoint)
- GUI Log In (PowerPoint)
- QMan for DMS (PowerPoint)
- CMS Overview 2015 (PowerPoint)
- Tools for Diabetes Management Training Manual 2015
- IHS Diabetes Care and Outcomes Audit, 2015 (PDF)

- Letter Management (PDF)

### 1.3.2 Other Reference Materials

- Diabetes Audit 2015 Instructions:  
[http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/Audit/Audit2015\\_Instructions\\_508c.pdf](http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/Audit/Audit2015_Instructions_508c.pdf)
- Diabetes Audit 2015 Form:  
[http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/Audit/Audit2015\\_Form\\_508c.pdf](http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/Audit/Audit2015_Form_508c.pdf)
- Diabetes Management System Addendum to User Manual Version 2.0 Patch 8:  
[http://www.ihs.gov/RPMS/PackageDocs/BDM/bdm\\_0200.08o.pdf](http://www.ihs.gov/RPMS/PackageDocs/BDM/bdm_0200.08o.pdf)
- Screening and Monitoring of Chronic Kidney Disease in Diabetes:  
[http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Tools/ClinicalGuidelines/CKD\\_FAQ\\_Jul2014.pdf](http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Tools/ClinicalGuidelines/CKD_FAQ_Jul2014.pdf)
- Diabetes Management System Version 2.0 User's Guide:  
[http://www.ihs.gov/rpms/PackageDocs/bdm/bdm\\_020u.pdf](http://www.ihs.gov/rpms/PackageDocs/bdm/bdm_020u.pdf)
- Documentation Guide for RPMS Health Factor and Exam Codes:  
[http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.07o\\_aum.pdf](http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.07o_aum.pdf)
- QMan User's Manual Volumes II and III:  
[http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u\\_amqq\\_db.pdf](http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u_amqq_db.pdf)  
[http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u\\_amqq\\_pu.pdf](http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u_amqq_pu.pdf)

## 2.0 Learning Objective

Upon completion of the course, students will be able to:

1. Establish and maintain a diabetes register.
2. Generate reports from the register.
3. Perform ad hoc retrievals of data for register patients.
4. Setup taxonomies required for the system.
5. Execute an automated diabetes audit.
6. Utilize proper techniques for recording required diabetes-related data in the RPMS/EHR.

## 3.0 Detailed Agenda

### 3.1 Day 1

| Topic   | Duration |
|---|----------|
| <b>Welcome:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review Agenda and Training Materials</li> <li>• Objectives</li> </ul>   | 15 min.  |
| <b>Overview of the Diabetes Management System (PowerPoint)</b>  | 75 min.  |
| <b>Demonstration of the DMS Menu Items</b>  | 30 min.  |
| <b>Break</b>  | 15 min.  |
| <b>Adding Patients to the Register (Hands-on)</b>   | 15 min.  |
| <b>The Patient Management Menu (Hands-on)</b> <ul style="list-style-type: none"> <li>• Edit Register Data</li> <li>• Case Comments</li> <li>• Health Summary</li> <li>• Last Visit</li> <li>• Medications</li> <li>• Laboratory Tests</li> <li>• Face Sheet</li> <li>• Audit</li> <li>• Flow sheet</li> <li>• Letter</li> </ul>       | 90 min.  |
| <b>Lunch</b>  | 60 min.  |
| <b>The Diabetes Audit (Hands-On)</b> <ul style="list-style-type: none"> <li>• Establishing taxonomies required for the audit</li> <li>• Creating a random sample of patients for the audit</li> <li>• Running the Audit report</li> <li>• Running the Audit export</li> <li>• Loading and editing the data in the WebAudit</li> </ul> | 75 min.  |
| <b>Break</b>  | 15 min.  |
| <b>Visual DMS (PowerPoint)</b>  | 15 min.  |
| <b>Visual DMS (Hands-On)</b> <ul style="list-style-type: none"> <li>• Patient Management</li> <li>• Graphing data</li> <li>• Establishing taxonomies</li> <li>• Running the Audit Report</li> <li>• Running the Audit Export</li> <li>• Graphing data</li> </ul>  | 90 min.  |
| <b>Questions and Adjourn</b>  | 15 min.  |

### 3.2 Day 2

| Topic  | Duration |
|--|----------|
| <b>Day Two Overview:</b> <ul style="list-style-type: none"> <li>Review from Day One</li> <li>Questions</li> <li>Day Two Objectives</li> </ul>  | 15 min.  |
| <b>Entering Diabetes Related Data (Exercise)</b>   | 60 min.  |
| <b>Creating Follow-up Letters (Hands-On)</b>   | 30 min.  |
| <b>Break</b>   | 15 min.  |
| <b>Setting up the Diabetes Flow Sheet</b>  | 15 min.  |
| <b>Customizing the Health Summary</b>  | 15 min.  |
| <b>Lunch</b>   | 60 min.  |
| <b>Case Management (PowerPoint)</b>  | 15 min.  |
| <b>Creating a New Register</b> <ul style="list-style-type: none"> <li>Adding Data Elements</li> <li>Adding Authorized Users</li> <li>Adding Patients</li> </ul>  | 75 min.  |
| <b>Break</b>   | 15 min.  |
| <b>Diabetes Management System Reports</b> <ul style="list-style-type: none"> <li>Follow-up Reports</li> <li>Lab and Medication Report</li> <li>Patient with no Date of Onset Recorded</li> <li>Patients with no documented TB Treatment</li> <li>Register General Retrieval</li> </ul> | 90 min.  |
| <b>Questions, and Adjourn</b>  | 15 min.  |

### 3.3 Day 3

| Topic  | Duration |
|--|----------|
| <b>Day Three Overview:</b> <ul style="list-style-type: none"> <li>Review from Day Two</li> <li>Questions</li> <li>Day Three Objectives</li> </ul>          | 15 min.  |
| <b>Use of QMan to Retrieve Data (PowerPoint)</b>   | 45 min.  |
| <b>QMan Exercises (Hands-On)</b> <ul style="list-style-type: none"> <li>Register as the Subject</li> <li>Demographic versus Clinical Attributes</li> </ul> | 30 min.  |
| <b>Break</b>   | 15 min.  |

| <b>Topic</b>  | <b>Duration</b> |
|---|-----------------|
| <b>QMan Exercises (continued)</b> <ul style="list-style-type: none"><li>• Finding Inactive Patients on the Register</li><li>• Finding Patients who should not be on the Register</li><li>• Finding Patients who should be on the Register</li><li>• Finding Patients with Comorbid Conditions</li></ul> | 105 min.        |
| <b>Lunch</b>  | 60 min.         |
| <b>QMan Exercises (continued)</b> <ul style="list-style-type: none"><li>• Age Distribution Reports</li><li>• Incidence Reports</li><li>• Prevalence Reports</li></ul>   | 90 min.         |
| <b>Break</b>  | 15 min.         |
| <b>Body Mass Index Reports</b>  | 30 min.         |
| <b>VGen Reports</b> <ul style="list-style-type: none"><li>• Exporting a delimited file to Excel</li></ul>   | 45 min.         |
| <b>Final Questions, Evaluation, and Adjourn</b>   | 30 min.         |