

**Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Tracking and Submitting Target Group and Required Key Measure (RKM) Data**

Method: SOS Individual Entry with Target Group Members Known at Baseline

Time Period: Baseline

April 2016

Step	Description	Resources	Timeframe	Completed?
1.1	Review your program's FY 2016 SDPI application (Project Narrative – Part D). Note the Best Practice selected and Target Group information.	Your program's FY 2016 SDPI application (Project Narrative – Part D).	On or around budget period start date	
1.2	Request access to the SOS.	SOS Account Request webpage ¹	On or around budget period start date	
1.3	Enter Best Practice and Target Group information into the SOS system using the <i>Best Practice/Target Group Info</i> tool.	SOS webpages ²	On or around budget period start date	
1.4	Identify and create a list of your Target Group members locally , using Excel, a paper list, or other process.	SOS training webinar ³	On or around budget period start date	
1.5	Enter information for each Target Group member into the SOS using the <i>Enter Individual/Information Entry</i> tool. -Add the SOS Participant Identifier for each member to your local list as you enter.	SOS training webinar ³	Due April 29, 2016	
1.6	Enter RKM data for each Target Group member into the SOS using the <i>Enter Individual/RKM Data Entry</i> tool.	SOS training webinar ³	Due April 29, 2016	
1.7	Lock your data in the SOS (<i>Lock Data</i> tool) when you are done entering all members and their baseline information.	SOS webpages ²	Due April 29, 2016	

¹ http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPISOS_acctreqinfo

² <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPISOS>

³ <http://ihs.adobeconnect.com/p4zf3texwa5/>