



# SDPI

## The Project Narrative and Needs/Resource Assessment

June 23, 2020

# SDPI – Commonly Used Abbreviations

- ADC = Area Diabetes Consultant
- Audit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice for FY 2016-2020
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- EHR = Electronic Health Record System
- GMS = Grants Management Specialist
- NoA = Notice of Award for your SDPI Grant
- PO = Project Officer
- RKM = Required Key Measure
- SDPI = Special Diabetes Program for Indians
- SOS = SDPI Outcomes System

# The Project Narrative is a Planning Tool

Program Name:

Indian Health Service  
Special Diabetes Program for Indians  
2021 Continuation Application Project Narrative

Save Print

### Instructions

- Retrieve and review the following documents:
  - Your program's 2020 application, including the completed Project Narrative.
  - Your program's 2020 Notice of (Grant) Award.
  - Your local clinic's 2019 and 2020 Diabetes Care and Outcomes Audit Reports.
  - Your program's 2020 SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report.
- Download a copy of this Project Narrative template to your desktop before entering information.
- Ensure [Adobe Acrobat Reader](#)<sup>4</sup> is used to complete this Project Narrative.
- Complete ALL pertinent items in this Project Narrative electronically (do not handwrite) by selecting a response from a list or typing the requested information.
- Review your completed Project Narrative to ensure that all required items – outlined in red – are filled in.
- Submit your completed Project Narrative into your [GrantSolutions.gov](#) application using the "IHS Division of Diabetes Project Narrative" Enclosure or via email to your GMS if submitting after the application due date. Browse to and upload the original completed Project Narrative; do not merge with other documents or submit a scanned copy of a printed document.

### Additional Information

- Form fields. Free text fields are not limited to the space you see on the form. Additional text that you enter can be seen by clicking on the plus sign in the lower right-hand corner of the field.
- Grantees with subgrantees must submit a separate Project Narrative for the primary and each subgrantee.
- Commonly used abbreviations. Below is a list of commonly used abbreviations that may be found and/or can be used throughout this Project Narrative. Any other abbreviation you use should be spelled out and explained the first time they are used.
  - ADC = Area Diabetes Consultant
  - IHS = Indian Health Service
  - I/T/U = Indian/Tribal/Urban
  - NoA/NGA = Notice of (Grant) Award
  - PDF = Portable Document Format (access using Adobe Acrobat Reader or Pro)
  - SDPI = Special Diabetes Program for Indians
  - SOS = SDPI Outcomes System
  - RKM = Required Key Measure
  - RPMS = Resource and Patient Management System
- Contact your [Area Diabetes Consultant](#)<sup>2</sup> or the SDPI team ([sdpi@ihs.gov](mailto:sdpi@ihs.gov)) if you have any questions or problems.

# What is an Assessment?

- A way to identify key diabetes-related issues in your community.
- Plays an essential role in starting an improvement process.
- Helps prioritize activities/services your program may provide with SDPI funds.
- Assists in selecting an SDPI Diabetes Best Practice based on priorities identified in the needs assessment

# Why is an Assessment Important?

- To identify priorities and align with the resources available.
- To document needs and ensure your SDPI application reflects these needs.
- To provide accountability to funders, Tribal leaders, and your community members.

# Talk With Others

- SDPI Team –Key staff
- Tribal Leaders/Council
- Local Health Board
- Diabetes Advisory Group
- Administrative Staff
- Health Facility Staff
- Grant Writers (if used)



# Gathering Information

- Get the 2020 grant application:
  - Best Practice
  - Required Key Measure
  - SDPI Outcomes System (SOS) data
- 2020 Review Summary
- 2019 and 2020 Diabetes Audit Reports
- Grant application support
- Community input
- Area Diabetes Consultant (ADC)

# Project Narrative

- Tips for preparing a successful (and complete) Project Narrative:
- Download (Save) a copy of the Project Narrative template to your computer.
- Ensure that all contributors are using Adobe Reader or Pro software to complete.
- Save the completed document – do not print and/or scan
- Proofread to ensure all fields are completed and to minimize grammatical/spelling errors.

# Program Identifiers

- Person completing the Project Narrative.
- SDPI program:
  - clinic-based
  - community-based
  - both

# Review of Diabetes Audit Reports

- Provide 2-3 items/elements that need to be improved based on the Audit Reports for 2019 and 2020.

Audit Items	Audit 2019 Result (%)	Audit 2020 Result (%)
1.		
2.		
3.		

# Diabetes Audit Reports

- Review your Audit Reports:
  - 2019 (Audit data for calendar year 2018)
  - 2020 (Audit data for calendar year 2019)
    - Draft Report for 2020 Audit is acceptable
- If you are not able to get a copy contact:
  - local clinic/facility
  - Area Diabetes Consultant

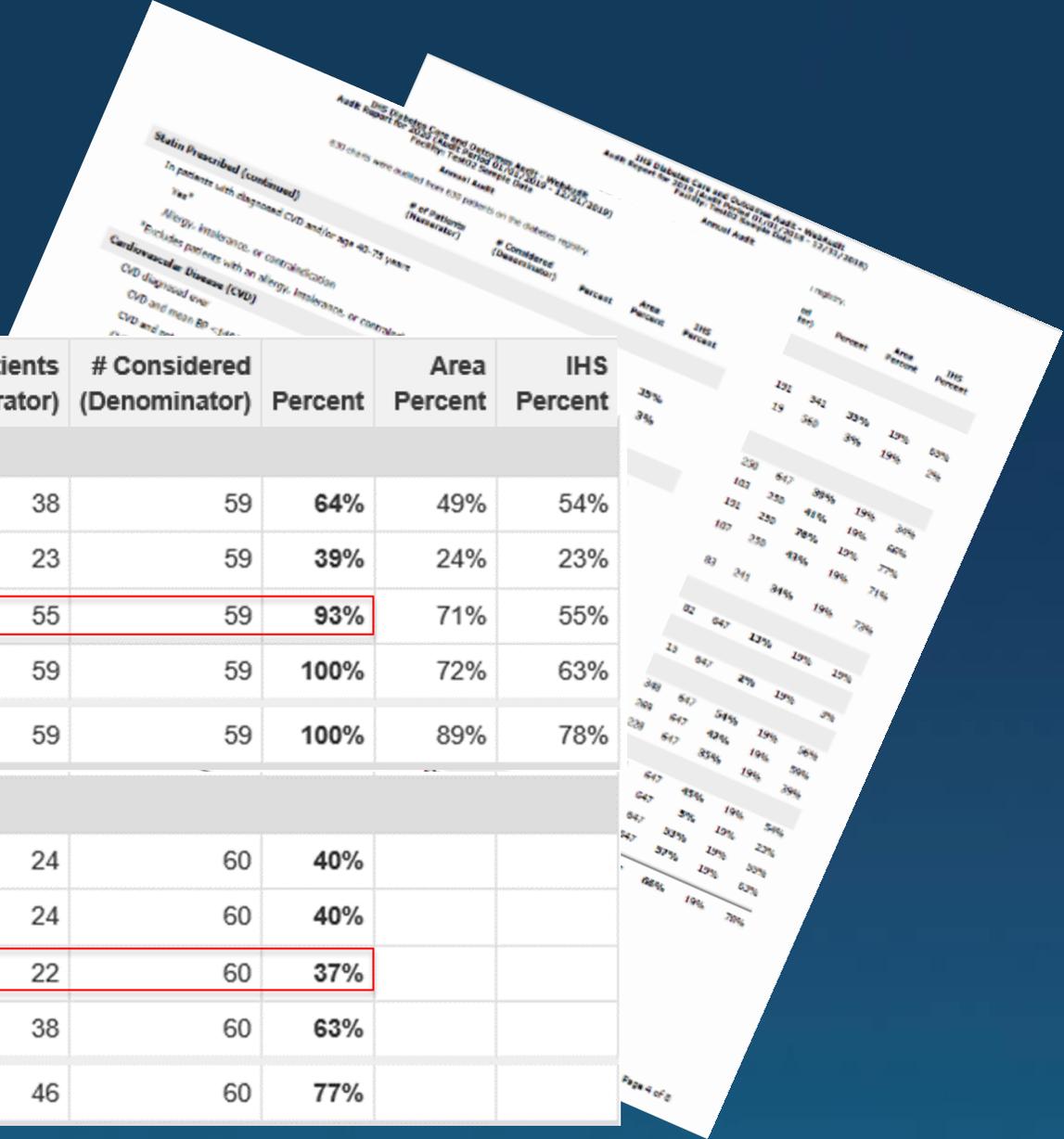
# Comparing Audit Reports

2019 →

	# of Patients (Numerator)	# Considered (Denominator)	Percent	Area Percent	IHS Percent
<b>Diabetes-Related Education</b>					
Nutrition – by any provider (RD and/or other)	38	59	64%	49%	54%
Nutrition – by RD	23	59	39%	24%	23%
Physical Activity	55	59	93%	71%	55%
Other diabetes education	59	59	100%	72%	63%
Any of above	59	59	100%	89%	78%

2020 →

	# of Patients (Numerator)	# Considered (Denominator)	Percent	Area Percent	IHS Percent
<b>Diabetes-Related Education</b>					
Nutrition – by any provider (RD and/or other)	24	60	40%		
Nutrition – by RD	24	60	40%		
Physical Activity	22	60	37%		
Other diabetes education	38	60	63%		
Any of above	46	60	77%		



# Poll Question



What do you think caused the decrease in Physical Activity education?

- A. New staff who didn't know where or how to document
- B. Limited access to data entry in Electronic Health Records systems
- C. Change in Electronic Health Records systems
- D. All of the above
- E. None of the above

# How Can Your Program Assist with Improving the Audit Items Identified?

- **Describe** how your program will work with your local I/T/U health clinic to address **each** of these Audit items.
- Be specific.
- For example:
  1. Diabetes education (physical activity).
  2. A1C < 8%.

# Training and Meetings in Your Area

- Trainings/meetings offered by ADC, Area Tribal Organizations or Tribal Epidemiology Center.
- List those you attended so far during 2020.
- Focus is area training and meetings.
- Use Tracking Tool to list DDTP trainings.

[https://www.ihs.gov/sites/sdpi/themes/responsive2017/display\\_objects/documents/2020SDPI\\_Trng\\_Tracking\\_Tool.pdf](https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/2020SDPI_Trng_Tracking_Tool.pdf)

# Leadership Support

## Tribal Leader or Organization Administrator:

- Name and role/position
- Describe involvement with SDPI Program
  - Within the past year
  - Upcoming grant year



# List All Key Personnel

- List Key Personnel involved with your program's activities/services for the new grant year:
  - Name
  - Title and credentials
  - Paid with SDPI funds (yes/no)
  - How long involved with your program
- Ensure **new** key personnel prepare a brief resume/biographical sketch that reflects current position.

# Brief Biographical Sketch or Resume

Purpose: Tie education/experience of key personnel to their current role in SDPI.

There are **two methods** to submit:

1. Use the NIH form (optional).

OR

2. Submit information on a separate word document.

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**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

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NAME:

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**eRA** COMMONS USER NAME (credential, e.g., agency login):

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POSITION TITLE:

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EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

**NOTE: The Biographical Sketch may not exceed five pages. Follow instructions below.**

**A. Personal Statement**

Briefly describe why you are well-suited for your role(s) in this project. The relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields. Note the following additional instructions:

# Partnerships and Collaborations

- List any **new or discontinued** partnerships and collaborations:
  - partner name.
  - briefly describe services provided/primary focus of partnership.
- If discontinued, briefly describe why.



# Summary: Project Narrative is a Planning Tool

- First part of the Project Narrative and Needs Assessment
- Best Practice and Target Group
- Other Activities/Services
- Budget



# Application Resources

- [SDPI Application webpage](#): Instructions, templates, checklist, webinar access, and recordings.
- [GrantSolutions.gov](#) – Web-based system where application will be submitted.
- [DGM website](#) – policies, forms, GrantSolutions webinars.
- Connect with a human
  - [ADC Directory](#) – detailed or program-specific questions, program plan
  - DDTP – SDPI Team ([sdpi@ihs.gov](mailto:sdpi@ihs.gov)) for questions on SOS, Project Narrative. WebAudit Team ([diabetesaudit@ihs.gov](mailto:diabetesaudit@ihs.gov)) for questions on Annual Diabetes Audit Reports.
  - [Grants Management Specialist](#) – budget narrative, forms, GrantSolutions.