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
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.

<table>
<thead>
<tr>
<th>Audit Items</th>
<th>Audit 2019 Result (%)</th>
<th>Audit 2020 Result (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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

### 2020

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

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.
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.
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) for questions on SOS, Project Narrative. WebAudit Team (diabetesaudit@ihs.gov) for questions on Annual Diabetes Audit Reports.
  - Grants Management Specialist – budget narrative, forms, GrantSolutions.