

Program Name:

## Indian Health Service Special Diabetes Program for Indians

### 2022 Final Progress Report

Last updated: April 2023

**Timeline:** This Report covers grant activities and information from Jan 1 to Dec 31, 2022 (calendar year 2022).

**Due Date:**

- April 30, 2023: if No Cost Extension (NCE) not requested. **Note:** April 30th is a Sunday. Plan to submit by Friday, April 28th.
- July 31, 2023: if approved a 3-month NCE.
- Otherwise: 120 Days after last day of NCE period

**Additional Information:** See the [SDPI 2022 Final Progress Report](#)<sup>1</sup> webpage.

**Instructions for completing and submitting this report:**

1. This template is provided as an option for submitting the required information. Alternatively, all required information for this template can be provided in a separate document, utilizing a different format.
2. **Retrieve and review** the following documents from your program:
  - a. 2022 Notice of Award (NoA). This document can be retrieved from GrantSolutions.
  - b. [Annual Diabetes Audit Reports](#)<sup>2</sup> for 2022 and 2023, if available. These can be retrieved from the WebAudit.
  - c. 2022 grant application, including completed [Project Narrative](#)<sup>3</sup>. These documents can be retrieved from GrantSolutions (Grant History).
  - d. Documents used to track SDPI-related trainings during calendar year 2022, including the [SDPI Training Tracking Tool](#)<sup>4</sup>, if used.
  - e. [2022 SDPI Outcomes System \(SOS\) Required Key Measure \(RKM\) Data Summary Report](#)<sup>5</sup> – This report should contain, at minimum, baseline and final RKM results.
3. **If using this template,**
  - a. **Save** the template on your computer and complete it offline.
  - b. **Ensure** that all contributors download and use the latest version of [Adobe Reader](#)<sup>6</sup>.
  - c. **Complete** ALL pertinent items by selecting a response from a pull-down list or entering the requested information. Failure to provide all required information will result in an incomplete Report.
  - d. **Review** to ensure all required items (outlined in red) have responses.

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<sup>1</sup> 2022 Final Progress Report: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

<sup>2</sup> Audit: <https://www.ihs.gov/diabetes/audit/>

<sup>3</sup> 2022 Project Narrative: [https://www.ihs.gov/sites/sdpi/themes/responsive2017/display\\_objects/documents/SDPIFY22\\_ProjNarr.pdf](https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPIFY22_ProjNarr.pdf)

<sup>4</sup> SDPI Training Tracking Tool: [https://www.ihs.gov/sites/sdpi/themes/responsive2017/display\\_objects/documents/2022SDPI\\_TrngTrackingTool.pdf](https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/2022SDPI_TrngTrackingTool.pdf)

<sup>5</sup> SOS: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

<sup>6</sup> Adobe Reader download: <http://get.adobe.com/reader/othersversions/>

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4. **Submit** the following in GrantSolutions under [Grant Notes](#)<sup>7</sup>:
  - a. [2022 Final Progress Report](#)<sup>1</sup>
  - b. [SOS 2022 Data Summary Report](#)<sup>5</sup>
  - c. [SF-425 Federal Financial Report](#)<sup>8</sup> (Primary grants only; submit as a separate grant note)
  - d. Review your latest 2022 Notice of Award for any further closeout guidance.

Subgrantees should check with their primary grantee on due date and submission preferences.

5. **Notify** your [Area Diabetes Consultant](#)<sup>9</sup> that the report has been submitted in GrantSolutions.

### Part A: Program Information

- A1.1 Date:
- A1.2 IHS Area:
- A1.3 Program Name (include Tribal or facility name):
- A1.4 Grant Number:
- A1.5 Name/Title of person completing Report:
  - a. Email address:
  - b. Phone number:

### Part B: Program Resources

Provide the funding information below, which can be obtained from your local fiscal office. If you are a subgrantee, provide funding information specific to your program.

- B1.1 What is the amount of cumulative, unobligated funds for the project (**all** SDPI grant years) through December 31, 2022?  
\$

### Part C: Diabetes Audit Review

Review your [2022 Project Narrative](#)<sup>3</sup> (Item B.1.2) to answer the following questions.

- C1.1 List the two to three items/elements from your 2020 and 2021 *Annual IHS Diabetes Care and Outcomes Audit* identified as needing improvement. In addition, provide the results for these items from your [Annual 2022 Audit](#)<sup>2</sup> and 2023 Audit (if available).

a.Audit Item/Element	b.Audit 2020 Result	c.Audit 2021 Result	d.Audit 2022 Result	e. Audit 2023 Result (Optional)
1.				
2.				
3.				

<sup>7</sup> Submission information: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/#SUBMISSION>

<sup>8</sup> Federal Financial Report forms/instructions: <https://www.ihs.gov/dgm/forms/>

<sup>9</sup> ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

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C1.2 Describe how your program has addressed the items/elements from your 2020 and 2021 *Annual IHS Diabetes Care and Outcomes Audit* identified as needing improvement (B1.3). Describe how your program worked with your local facility to address them.

**Part D (OPTIONAL): Training and Networking**

D1.1 Refer to your records or [SDPI Training Tracking Tool](#)<sup>4</sup> and indicate if one or more staff from your program attended the trainings below (live and/or recorded) as of December 31, 2022.

**DDTP Informational Webinars**

A. Title	B. Presenter(s)	C. Date Attended	D. Attendee(s) name(s)	E. Other Comments (optional)
<b>Optional Webinar #1</b> SDPI Required Key Measure (RKM) Baseline Data For 2022 Presented on: January 19, 2022	M. Knight			
<b>Optional Webinar #2</b> Get Ready for the SDPI 2023 Application Process Presented on: January 26, 2022	M. Knight C. Hardin K. Sheff			
<b>Optional Webinar #3</b> Basics of SDPI Presented on: February 24, 2022	D. Richter M. Narayanan			
<b>Optional Webinar #4</b> Planning, Implementation, and Evaluation (PIE) and how to it relates to SDPI Presented on: March 22, 2022	M. Knight K. Sheff			
<b>Optional Webinar #5</b> Organization Registration for SDPI Presented on: April 13, 2022	N. Haugen			
<b>Optional Webinar #6</b> Needs and Resource Assessment and SDPI Presented on: May 3, 2022	M. Knight			
<b>Optional Webinar #7</b> SDPI Grant Writing Basics and Budget Presented on: May 24, 2022	M. Knight			

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A. Title	B. Presenter(s)	C. Date Attended	D. Attendee(s) name(s)	E. Other Comments (optional)
<b>Optional Webinar #8 Creative Options for your SDPI Activities/Services Presented on: June 21, 2022</b>	J. Towne N. Haugen			
<b>Optional Webinar #9 Best Practice and Target Group Overview for SDPI Presented on: June 28, 2022</b>	M. Knight			
<b>Optional Webinar #10 SDPI 2023 Grant Application Kickoff Presented on: August 16, 2022</b>	M. Knight			
<b>Optional Webinar #11 SDPI 2022 No-Cost Extension and Grant Closeout Presented on: October 20, 2022</b>	D. Clark			
<b>Optional Webinar #12 SDPI 2022 SOS Final Data Submission and Review Presented on: December 12, 2022</b>	M. Knight			

D1.2 List other trainings relevant to your SDPI grant that your program staff attended during calendar year 2022 (include name and sponsor of training).

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## Part E: Leadership and Key Personnel

E1.1 Have there been any changes in leadership/staff, or new positions filled, since you completed your [2022 Project Narrative](#)<sup>3</sup> (See Part D)?

- a. If yes, briefly describe.

## Part F: Tracking RKM, Access to Medical Record System, and People Served

### F1. Tracking RKM

F1.1 How did you track RKM data for your 2022 Best Practice? Select all that apply.

- a. IHS Diabetes Care and Outcomes Audit
- b. Resource and Patient Management System (RPMS)
- c. Other electronic medical record system (e.g., NextGen, Cerner)
- d. SDPI Outcomes System
- e. Microsoft Excel or other electronic spreadsheet
- f. Microsoft Access Database
- g. Pen and Paper
- h. Other – please specify:

### F2. Access to Medical Record System

F2.1 What type of medical record system is used at your local facility? Select all that apply.

- a. RPMS (includes IHS EHR and PCC)
- b. Other electronic medical record system(s) – specify:
- c. Paper charts

### F3. People Served

F3.1 In 2022, approximately how many **total** people received services or participated in any activities funded by your SDPI grant program? Include people that participated in all types of activities/services (include Best Practices and Other Activities - e.g., community events, education classes, fitness activities, clinical services, etc.).

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**Part G: Best Practice and RKM Data for 2022**

G1.1 Submit a copy of your RKM Data Summary Report for 2022 from the [SOS](#)<sup>5</sup> into GrantSolutions. This report must include the following:

- Your program’s selected Best Practice
- Target Group number
- Target Group description
- RKM baseline data
- RKM final data

Contact your [Area Diabetes Consultant](#)<sup>9</sup> or email [sdpi@ihs.gov](mailto:sdpi@ihs.gov) if you are having difficulty submitting the required information.

G1.2 Review the RKM Data Summary Report for 2022. Was there an improvement from baseline to final?

- a. Based on discussion with your team, why do you think your RKM did/did not improve?

G1.3 **Completed Activities/Services related to your Best Practice:** List all proposed activity(ies)/service(s) from your 2022 Project Narrative (See Part F, Section 2). Provide date completed and any additional comments, such as if the activity/service was reoccurring (and if so, how often) or why it was not completed. If there are more than ten activities, provide this information in [Part I, Additional Program Information](#), of this Annual Report.

a. Major Activity/Service listed in 2022 application	b. Date(s) Completed	c. Comments
1.		

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a. Major Activity/Service listed in 2022 application	b. Date(s) Completed	c. Comments
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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## **Part H: Activities/Services not related to selected Best Practice (Optional)**

Provide information for up to five major activities/services not related to your selected Best Practice that you implemented using 2022 funds. If you did not provide additional activities/services, skip to [Part I](#).

Activities/services reported here should be based on the following criteria:

- Utilize the most grant funding and program time.
- Address significant needs/challenges.

### **H1. Activity/Service #1**

H1.1 What activity/service did you provide with your SDPI funds (not including your activity/service that implemented your Best Practice) to reduce risk factors for diabetes and related conditions?

H1.2 **Target Group for this activity/service:**

- a. What was the number of patients/participants in your Target Group for this activity/service?
- b. Describe your Target Group for this activity/service.

H1.3 What improvements resulted from implementing this activity/service?

H1.4 How did you evaluate whether these improvements occurred?



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**H2. Activity/Service #2**

H2.1 What activity/service did you provide with your SDPI funds (not including your activity/service that implemented your Best Practice) to reduce risk factors for diabetes and related conditions?

H2.2 **Target Group for this activity/service:**

- a. What was the number of patients/participants in your Target Group for this activity/service?
  
- b. Describe your Target Group for this activity/service.

H2.3 What improvements resulted from implementing this activity/service?

H2.4 How did you evaluate whether these improvements occurred?

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**H3. Activity/Service #3**

H3.1 What activity/service did you provide with your SDPI funds (not including your activity/service that implemented your Best Practice) to reduce risk factors for diabetes and related conditions?

H3.2 **Target Group for this activity/service:**

- a. What was the number of patients/participants in your Target Group for this activity/service?
  
- b. Describe your Target Group for this activity/service.

H3.3 What improvements resulted from implementing this activity/service?

H3.4 How did you evaluate whether these improvements occurred?

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**H4. Activity/Service #4**

H4.1 What activity/service did you provide with your SDPI funds (not including your activity/service that implemented your Best Practice) to reduce risk factors for diabetes and related conditions?

H4.2 **Target Group for this activity/service:**

- a. What was the number of patients/participants in your Target Group for this activity/service?
- b. Describe your Target Group for this activity/service.

H4.3 What improvements resulted from implementing this activity/service?

H4.4 How did you evaluate whether these improvements occurred?

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**H5. Activity/Service #5**

H5.1 What activity/service did you provide with your SDPI funds (not including your activity/service that implemented your Best Practice) to reduce risk factors for diabetes and related conditions?

H5.2 **Target Group for this activity/service:**

- a. What was the number of patients/participants in your Target Group for this activity/service?
  
- b. Describe your Target Group for this activity/service.

H5.3 What improvements resulted from implementing this activity/service?

H5.4 How did you evaluate whether these improvements occurred?

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## Part I (OPTIONAL): Additional Program Information

### 11. Program/Facility Website

11.1 If available, share a website link of your program/facility to share.

### 12. Other Information

12.1 If there is any other information you would like to share about your SDPI program, including additional program staff or partnerships, provide it here.

## You have completed your 2022 Final Progress Report. Next Steps:

1. **Review** your report for completeness and accuracy.
2. **If using this template, save** on your computer for your records. Response fields should be editable.
3. **Submit this completed template (or equivalent) and SOS RKM Data Summary Report** for 2022 as PDF documents in GrantSolutions, under “Grant Notes”. **Note:** Subgrantees should check with their primary grantee on due date and submission preferences.
4. **Notify** your [Area Diabetes Consultant](#)<sup>9</sup> to inform them that the report has been submitted in GrantSolutions.

The [SF-425 Federal Financial Report](#)<sup>8</sup> is also due at this time. Check with your local fiscal office and/or your [Grants Management Specialist](#)<sup>10</sup> to ensure that this report is submitted for your program. Also check your latest 2022 Notice of Award for any further closeout guidance.

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<sup>10</sup> GMS Contacts: <https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONTACTINFO>