Program Name:

<div align="center">

Indian Health Service
Special Diabetes Program for Indians

2023 Annual Progress Report
Last updated: November 2023

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Timeline: This Report covers grant activities and information from Jan 1 to Dec 31, 2023.

Submission Due Date: March 30, 2024. **Note:** March 30th is a Saturday. Plan to submit by March 29th.

Additional Information: See the SDPI 2023 Annual Progress Report webpage[1].

Instructions for completing and submitting this report:

1. This template is provided as an option for grantees to use to submit the required information. Alternatively, all required information from this template can be provided in a separate document.

2. **Retrieve and review** the following:

    a. Your program's 2023 Notice of Award (NoA). This document can be retrieved from GrantSolutions.

    b. Annual Diabetes Audit Reports[2] for 2023 and 2024, if available. These can be retrieved from the WebAudit (see link above).

    c. Your program's 2023 grant application, including completed Project Narrative. Application documents can be retrieved from GrantSolutions (Grant History).

    d. Documents used to track attendance at SDPI-related trainings over the past year, including the SDPI Training Tracking Tool[3], if used.

    e. 2023 SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report[4]. This report should contain, at minimum, baseline and final data.

3. **If using this template,**

    a. **Save** the template on your computer for your records and to complete offline.

    b. **Ensure** that all contributors to this report download and use the latest version of Adobe Reader[5] to complete this template.

    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 have responses. Required items have fields that are outlined in red.

4. **Submit** the following:

    a. 2023 Annual Progress Report[1]
    b. SOS 2023 Data Summary Report[4]
    c. SF-425 Federal Financial Report[6] (Submit as a separate grant note).

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[1] 2023 Annual Progress Report:https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/

[2] Audit: https://www.ihs.gov/diabetes/audit/

[3] SDPI Training Tracking Tool:
https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/2023SDPI_TrngTrackingTool.pdf

[4] SOS: https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/

[5] Adobe Reader download: http://get.adobe.com/reader/otherversions/

[6] Federal Financial Report forms/instructions: https://www.ihs.gov/dgm/forms/

Program Name:

5. **Notify** your [Area Diabetes Consultant](#)[7] 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: Diabetes Audit Review

Review your 2023 Project Narrative (Item B.1.2) and Audit Reports to provide information for this section.

B1.1   List the two to three items/elements from your 2021 and 2022 *Annual IHS Diabetes Care and Outcomes Audit* identified as needing improvement. In addition, provide the results for these items from your [Annual 2023 Audit](#)[2] and 2024 Audit (if available).

a. Audit Item/Element	b. Audit 2021 Result	c. Audit 2022 Result	d. Audit 2023 Result	e. Audit 2024 Result (Optional)
1.				
2.				
3.				

B1.2   Describe how your program has addressed the items/elements from your 2021 and 2022 *Annual IHS Diabetes Care and Outcomes Audit* identified as needing improvement (B1.1), including how you. worked with your local facility to address them.

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[7] ADC Directory: https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/

Program Name:

Part C: Training and Networking

C1.1   Refer to your records or completed [SDPI Training Tracking Tool](#)[3] and indicate if one or more staff from your program attended the trainings below (live and/or recorded) as of December 31, 2023.

Required Webinar

A. Title	B. Presenter(s)	C. Date Attended	D. Attended By (Names)	E. Other Comments (optional)
Required Webinar #1 **SDPI 2024 Grant Application Kickoff** Presented on: July 20, 2023	M. Knight			

Optional Webinars - Complete this section if staff from your program attended any of these webinars.

A. Title	B. Presenter(s)	C. Date Attended	D. Attended By (Names)	E. Other Comments (optional)
Optional Webinar #1 **SOS 2022 Required Key Measure (RKM) Data Submission and Review** Presented on: January 24, 2023	M. Knight			
Optional Webinar #2 **Welcome to SDPI, Here's the Basics for 2023 and Beyond** Presented on: February 21, 2023	M. Knight			
Optional Webinar #3 **Best Practice and Target Group Overview** Presented on: August 1, 2023	M. Knight			
Optional Webinar #4 **SDPI Outcomes System (SOS) Overview** Presented on: September 7, 2023	M. Knight			
Optional Webinar #5 **Using Individual Entry Tools in the SOS for Tracking Target Group and Required Key Measure (RKM) Data** Presented on: September 28, 2023	M. Knight			
Optional Webinar #6 **Using Electronic Medical Record (EMR) System/WebAudit for SOS RKM Data Submission** Presented on: October 19, 2023	D. Wiley-Bradley			
Optional Webinar #7 **SOS 2023 Final RKM Data Submission and Review** Presented on: December 14, 2023	M. Knight			

Program Name:

SDPI Grantee Showcase Webinars - Complete this section if staff from your program attended any of these webinars.

A. Title	B. Presenter(s)	C. Date Attended	D. Attended By (Names)	E. Other Comments (optional)
SDPI Grantee Showcase Webinar #1 Alaska Native Tribal Health Consortium: Diabetes Program Virtual Health Aide Course and Alaska Blanket Exercise (ABE) Presented on: April 27, 2023	Teresa Hicks, RD, CDCES Panikaa Teeple, BSW Luz Smeenk, MS, RD			
SDPI Grantee Showcase Webinar #2 Meet the Tucson Area SDPI Grantees Presented on: May 23, 2023	Kevin Fortuin Veronica Boone, MSW Victoria C. Ramirez			
SDPI Grantee Showcase Webinar #3 What's Cooking: Cooking Programs and Other Activities from Alamo Navajo and Taos Pueblo Presented on: June 29, 2023	Laura Hartung, MA, RDN, LD Chris Aloia, MPH			
SDPI Grantee Showcase Webinar #4 Choctaw Nation of Oklahoma and the Diabetes Prevention Program Presented on: July 27, 2023	Lee Ann Sherrill, RN, CDE			
SDPI Grantee Showcase Webinar #5 SDPI Grantee Showcase: Gallup Service Unit Diabetes Care and Education Program (DMP) Presented on: September 14, 2023	Aimee Reinhard, PharmD			
SDPI Grantee Showcase Webinar #6 Tulalip and the ADA Native American Curriculum, "What can I eat" Presented on: December 12, 2023	Veronica Leahy, DCCC Howard Johnson, PharmD, BC-ADM Natasha LeVee, PharmD, BC-ADM Dawson Amerman, RD AnneCherise Ramsey			

Program Name:

C1.2   Optional: List other trainings relevant to your SDPI grant that your program staff attended during calendar year 2023 (include name and sponsor of training).

Part D: Leadership and Key Personnel

D1.1   Have there been any changes in leadership/staff or new positions filled since you completed your 2023 Project Narrative (See Part C)?

   a.   If yes, briefly describe.

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

E1. Tracking RKM

E1.1   How did you track RKM data for your 2023 Best Practice? Select all that apply.

   a.   IHS Diabetes Care and Outcomes Audit

   b.   Resource and Patient Management System (RPMS)

   c.   Other electronic health 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:

Program Name:

E2. Access to Medical Record System

E2.1 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

E3. People Served

E3.1 In 2023, 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 (e.g., community events, education classes, fitness activities, clinical services, etc.).

Part F: Best Practice and RKM Data for 2023

F1.1   Obtain a copy of your RKM Data Summary Report for 2023 from the [SOS](#)[4] 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](#)[7] or email sdpi@ihs.gov if you are having difficulty submitting the required information.

F1.2   Review the RKM Data Summary Report for 2023. 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?

Program Name:

      b.   List any steps/tips for your team for next year's RKM data submission (optional).

F1.3   **Completed Activities/Services related to your Best Practice:** List all proposed activity(ies)/service(s) from your 2023 Project Narrative (See Part D). 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 additional information in <u>Part H, Additional Program Information</u>, of this Annual Report.

a. **Major Activity/Service listed in 2023 application**	b. **Date(s) Completed**	c. **Comments**
1.		
2.		
3.		
4.		
5.		

Program Name:

a. **Major Activity/Service listed in 2023 application**	b. **Date(s) Completed**	c. **Comments**
6.		
7.		
8.		
9.		
10.		

Program Name:

Part G: 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 2023 funds. If you did not provide additional activities/services, skip to Part H. Activities/services reported here should be based on the following criteria:

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

G1. Activity/Service #1

G1.1   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?

G1.2   **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.

G1.3   How did you evaluate whether improvements resulted from implementing this activity/service?

G1.4   Were improvements observed? If so, describe. If not, describe barriers to improvement.

Program Name:

G2. Activity/Service #2

G2.1   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?

G2.2   **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.

G2.3   What improvements resulted from implementing this activity/service?

G2.4   How did you evaluate whether these improvements occurred?

Program Name:

G3. Activity/Service #3

G3.1   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?

G3.2   **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.

G3.3   What improvements resulted from implementing this activity/service?

G3.4   How did you evaluate whether these improvements occurred?

Program Name:

G4. Activity/Service #4

G4.1   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?

G4.2   **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.

G4.3   What improvements resulted from implementing this activity/service?

G4.4   How did you evaluate whether these improvements occurred?

Program Name:

G5. Activity/Service #5

G5.1   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?

G5.2   **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.

G5.3   What improvements resulted from implementing this activity/service?

G5.4   How did you evaluate whether these improvements occurred?

Program Name:

Part H: Additional Program Information (Optional)

H1. Other Information

H1.1 Provide any other information you would like to share about your SDPI program, including additional program staff, partnerships, and/or activities.

You have completed your 2023 Annual Progress Report. Next Steps:

1. **Review** your reports 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 Repor**t for 2023 as PDF documents in GrantSolutions, under "Grant Notes".~~

4. **Notify** your Area Diabetes Consultant[7] to inform them that the reports have been submitted in GrantSolutions.

The SF-425 Federal Financial Report[6] is also due at this time. Check with your local fiscal office and/or your Grants Management Specialist[8] to ensure that this report is submitted for your program.

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[8] GMS Contacts: https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONCTACTINFO