Special Diabetes Program for Indians (SDPI)

Program Planning, Implementation, and Evaluation (PIE) and the Special Diabetes Program for Indians (SDPI)

IHS Division of Diabetes Treatment and Prevention
3/22/2022

Indian Health Service
Division of Diabetes Treatment and Prevention

Abbreviations

- AI/AN = American Indian/Alaska Native

- ADC = Area Diabetes Consultant

- AOR = Authorized Organization Representative

- COI = Conflict of Interest

- DDTP = IHS Division of Diabetes Treatment and Prevention

- DGM = IHS Division of Grants Management

- DTLL = Dear Tribal Leader Letter

- DUIOLL = Dear Urban Indian Organization Letter

- EMR = Electronic Medical Records

- IHS = Indian Health Service

- MOA = Memorandum of Agreement

- NOFO = Notice of Funding Opportunity (also known as FOA)

- ORC = Objective Review Committee

- SAM.gov = System for Award Management

- SDPI = Special Diabetes Program for Indians

- TLDC = Tribal Leaders Diabetes Committee

- UEI = Unique Entity Identifier

What do these activities have in common?

PIE!

Objectives

1. **Describe the steps in program planning, implementation, and evaluation (PIE).**

2. **Understand how PIE concepts apply to SDPI.**

3. **Identify resources and data sources that can be used for PIE for SDPI.**
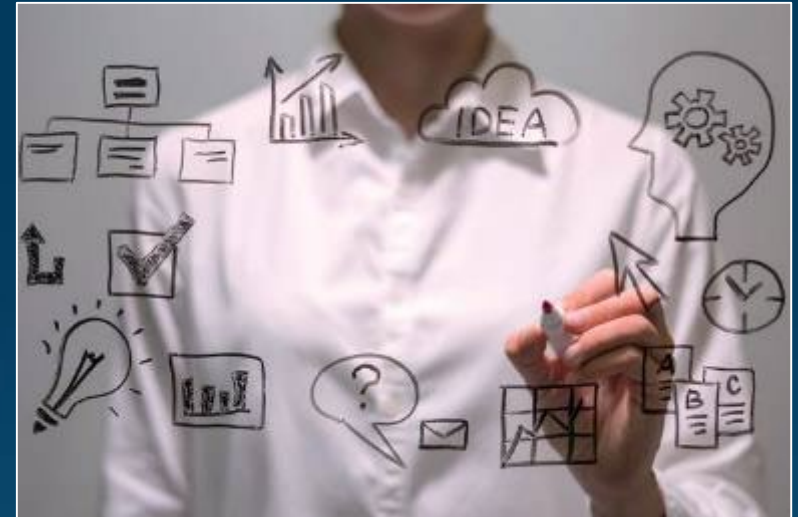
A few caveats

1. **This presentation was prepared using 2019 - 2022 materials, including the SDPI Project Narrative and outcomes.**

2. **Application materials for 2023 are not yet available. We do not anticipate any changes to the SDPI Best Practices for 2023.**

Planning

Identify:

- Needs in your community or clinic
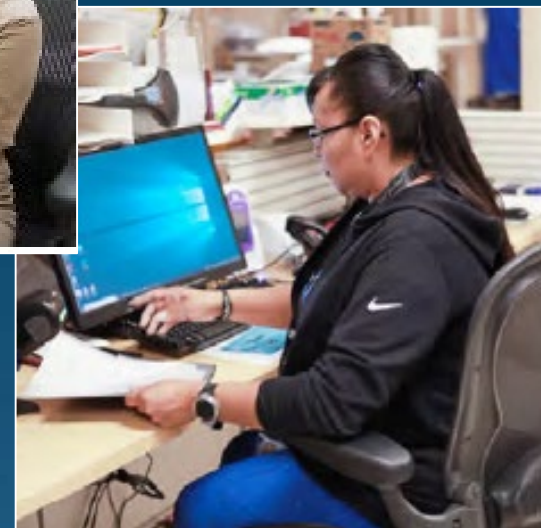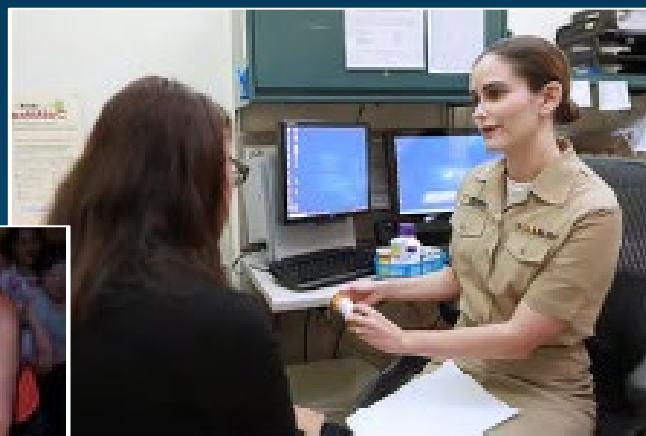- Resources available to address these needs

Decide:

- What need(s) you will address and how
- Who your program will serve
- How you will collect information (data)

Implementation

- **Provide services and/or activities according to your plan**
- **Collect data**

Evaluation

Use your data to determine if:

- You have been able to do what you planned

- What you did resulted in improvement

- You need to make changes to your plan

IHS Special Diabetes Program for Indians
SDPI Outcomes System
Grantee: Test08

RKM Data Summary Report for 2021

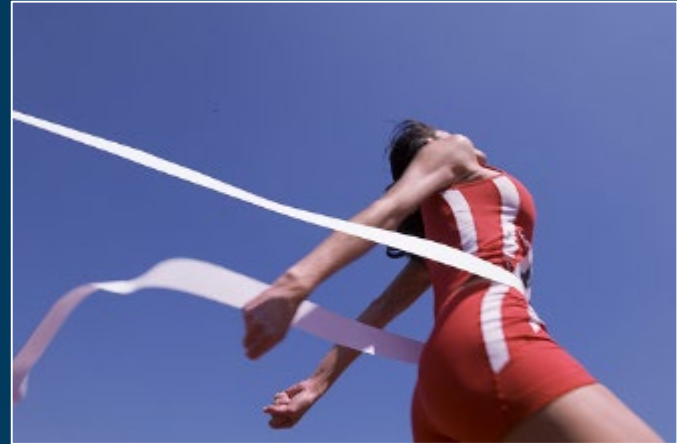**Best Practice:** Nutrition Education

Required Key Measure: Number and percent of individuals in your Target Group who receive nutrition education.*
*Performed by a Registered Dietitian or other health or wellness program staff.

Target Group Information:

Guidance: Adults and/or youth with diabetes and/or at risk for developing diabetes
Number of Members: 30
Description: Newly diagnosed DM pts from 2021.

Numerator (Number of individuals in your Target Group who achieved the RKM)	Denominator (Number of individuals in your Target Group)	Percent (Calculated)	Change from Baseline	Date Submitted	Submitted By	Source
22	30 Number entered into SOS: 30	73%	73% [Increase]	03/11/2022 **FINAL DATA**	mknight	Individual Entry
0	30 Number entered into SOS: 30	0%	N/A	01/19/2022 **BASELINE DATA**	melamonreg	Individual Entry

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Why is PIE so important?

A carefully developed plan that considers both implementation and evaluation can help your program:

- Address needs that are a priority for your community
- Make realistic decisions about what to do and with whom
- Promote teamwork, engagement, and commitment
- Collect good information about what you accomplish
- Provide feedback for ongoing improvement

Key People

- **Leadership**
- **Program Coordinator**
- **SDPI team**
- **Stakeholders**
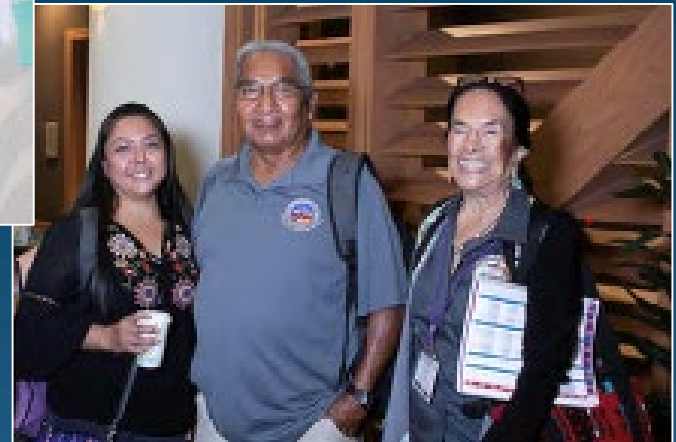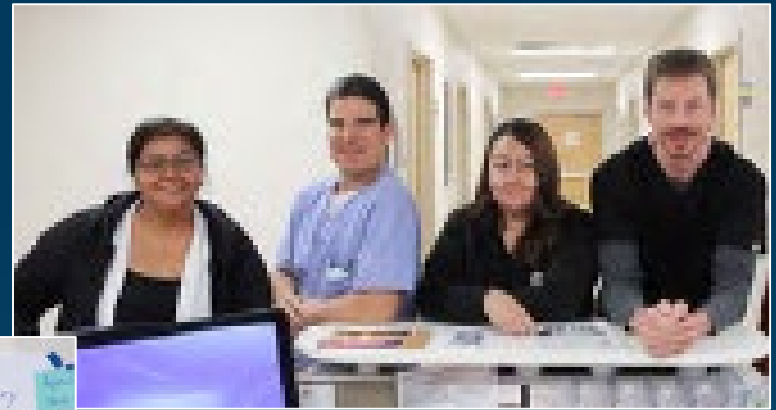
Planning

For SDPI
Project Narrative = Planning tool

Program Name: _____

Indian Health Service
Special Diabetes Program for Indians
2022 Grant Application Project Narrative

Instructions

1. This template is provided as an option for grantees to use to submit the required information below.

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

   a. Your program's 2021 application, including the completed Project Narrative.
   b. Your program's 2021 Notice of (Grant) Award.
   c. Your local clinic's 2020 and 2021 Diabetes Care and Outcomes Audit Reports.
   d. Your program's 2021 SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report.

3. **If using this template,**

   a. **Download** a copy of this Project Narrative template to your desktop before entering information.

   b. **Ensure** Adobe Acrobat Reader[1] is used to complete this Project Narrative.

   c. **Complete** ALL pertinent items in this Project Narrative by selecting a response from a list or typing the requested information.

   d. **Review** your completed Project Narrative to ensure that all required items – outlined in red – are filled in.

4. **Submit** your completed Project Narrative (or equivalent) as instructed.

Additional Information

1. **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.

2. **Grantees with subgrantees** submit a separate Project Narrative for the primary and each subgrantee.

3. **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.

   a. ADC = Area Diabetes Consultant
   b. IHS = Indian Health Service
   c. I/T/U = Indian/Tribal/Urban
   d. NoA/NGA = Notice of (Grant) Award
   e. PDF = Portable Document Format (access using Adobe Acrobat Reader or Pro)
   f. SDPI = Special Diabetes Program for Indians
   g. SOS = SDPI Outcomes System
   h. RKM = Required Key Measure
   i. RPMS = Resource and Patient Management System

4. Contact your Area Diabetes Consultant[2] or the SDPI team (sdpi@ihs.gov) if you have any questions or problems.

Identify Needs

GAPS
1. RPMS/EHR Training
2. Develop Predm Registry
3. ~~Life~~ life coach Trainings
   – Resources
4. Job Descriptions / Salary Ranges

Exams

Foot exam - comprehensive	338	630	54%
Eye exam - dilated or retinal imaging	265	630	42%
Dental exam	225	630	36%

Diabetes Audit

Input from stakeholders – community, clinical, tribal leaders
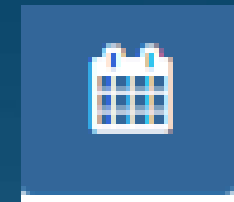
Needs assessment webinar for SDPI grantees – 5/03/22

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Division of Diabetes Treatment and Prevention

2 Identify Resources

SDPI

Community

Clinical

Supplies

3 Decide What Need Will Be Addressed and How

SDPI Diabetes Best Practices

- Aspirin or Other Antiplatelet Therapy in Cardiovascular Disease
- Blood Pressure Control
- Chronic Kidney Disease Screening and Monitoring
- Dental Exam
- Depression Screening
- Diabetes-related Education

- Eye Exam – Retinopathy Screening
- Foot Exam
- Glycemic Control
- Hepatitis C Screening
- Immunizations: Hepatitis B
- Immunizations: Influenza
- Immunizations: Pneumococcal

Diabetes Information for You and Your Family
Keeping Your Feet Healthy

Check your feet every day.
Donna Cordova, Santo Domingo Pueblo, NM

to take care of ourselves depend on them daily. e them to walk familiar in traditions, such as dances and ceremonies. For people with diabetes, controlling blood sugars is important to keep feet healthy. Here are three things you can do to take care of your feet:

1. Check your feet every day.
- Look at your foot for cuts, sores, red or swollen areas, and blisters.
- Check for infected or ingrown toenails.
- If you need help checking your feet, use a mirror or ask a family member to help you.

2. Get help if you find a foot problem.
- If you find any problems during your daily foot checks, contact your health care team right away.
- Getting help early can keep small problems from becoming bigger problems.

3. Quit using commercial tobacco or never start.
- Tobacco use reduces blood flow to your feet.
- Ask your health care team about things you can do to quit using commercial tobacco.
- Call 1-800-QUIT-NOW (1-800-784-8669) for free help.
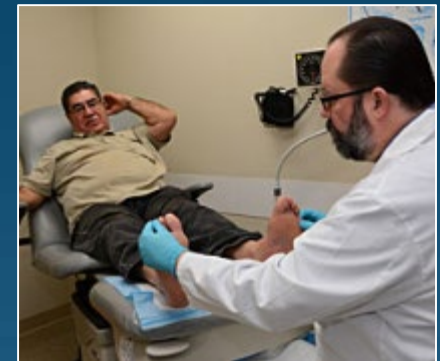- Avoid being around others who are smoking, including in the car.

At each clinic visit, take off your shoes and socks.
Ask a member of your health care team to:
- Check your feet.
- Show you how to care for your feet.
- Trim your toenails or take care of corns and calluses, if needed.
- Suggest special shoes or inserts to help protect your feet.

What are other ways you can keep your feet healthy?
Wear shoes indoors and outdoors. Do not go barefoot.
- Wear comfortable shoes that fit well and protect your feet.
- Shoes should have round toes and low heels.

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4 Decide Who Your Program Will Serve

1) People with diabetes

2) People with diabetes age 50+

3) **Target Group: People with diabetes aged 50+ who did not have a foot exam last year**
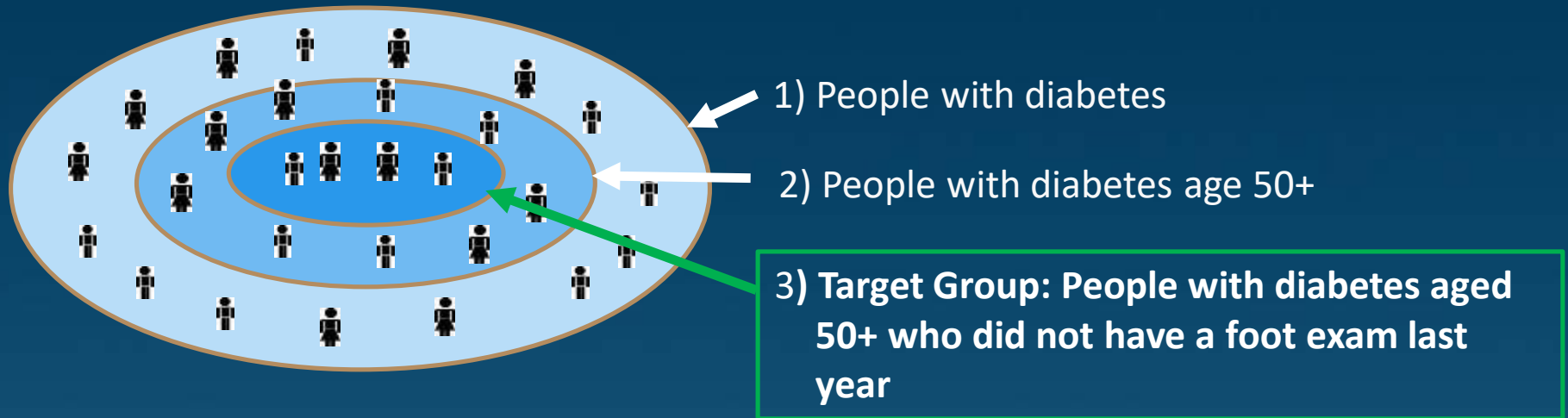
5 Decide How You Will Collect Data

Required Key Measure (RKM)

Spreadsheet

EMR

RPMS

Others
- Paper and pen
- Local database

SDPI Outcomes System (SOS)

Division of Diabetes Treatment and Prevention

Implementation

1 Review

Review your plan with the entire team before getting started.

SDPI Project Narrative - Best Practice: Which one did your program choose and why?

Best Practice, Target Group number and description, and Activities for 2022

F2.1   SDPI Diabetes Best Practice selected:

Foot Exam

a. Briefly describe why you selected this Best Practice.

Based on review of our Diabetes Audit, less than 25% of our diabetes patients received a foot exam in the past year. We hope to reduce the risk of amputations by increasing regular foot exams.

Implement your activities/services. Follow your plan!

Implement

2

SDPI Project Narrative - Proposed Activities/Services: What activity(ies)/service(s) do you propose to implement in 2022 that would improve the RKM for your program's Best Practice?

b. Is this is a different Best Practice than the one your program selected for 2021?

Yes

F2.2 **Required Key Measure (RKM)**: Review the summary table[5]. Enter the RKM for your selected Best Practice as it appears in the table.

Number and percent of individuals in your Target Group who receive a comprehensive foot exam.*
*A foot exam includes assessment of sensation and vascular status.

F2.3 **Proposed Activities/Services**: What activity(ies)/service(s) do you propose to implement in 2022 that would improve the RKM for your program's Best Practice? List each major activity/service planned and provide a brief description. If there are more than ten activities, provide this information in Part H, Other Information of this Project Narrative.

a. **Major Activities** (List each activity/service planned and provide a brief description)	b. **Timeframe** (When will this activity be implemented?)
1. Provide foot care training to clinic staff.	Q1 of 2022
2. Provide foot care education to diabetes patients annually.	2022

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3

Collect Data

Using the method in your plan. Options include:

- EMR (RPMS or other)
- Local system (spreadsheet or database)
- Pen and paper

4 Review

Review progress on a regular basis.

Are you able to do the things you planned? ✅

Do your data show improvement? ❌

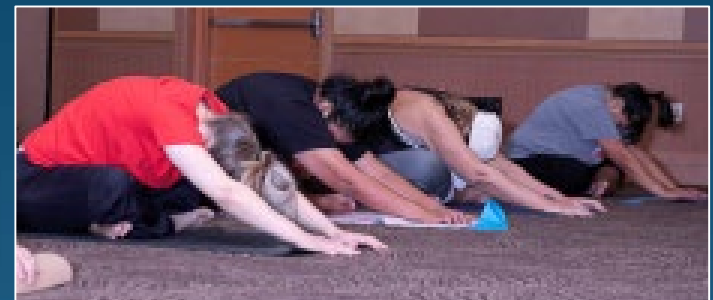| Percent (Calculated)	Change from Baseline
7%	-36% [Decrease]

5 **Adjust**

Make adjustments to your plan to address challenges.

If you are not seeing improvement in your results, work with your team to understand why and make changes in what you are doing.

Evaluation

Evaluate

For SDPI
SDPI Outcomes System (SOS) = Evaluation tools for Best Practice

Division of Diabetes Treatment and Prevention
Leading the effort to treat and prevent diabetes in American Indians and Alaska Natives

Tuesday, March 24, 2020

SDPI Outcomes System (SOS)

WebAudit

DDTP Website

CONTACT US
sdpi@ihs.gov

data

Karen S,

Welcome to the DDTP Data Systems Main Menu. Click on an item in the list below or the left-hand menu to proceed.

IHS DIVISION OF DIABETES DATA SYSTEMS MAIN MENU

SDPI Outcomes System (SOS) – Tools for SDPI grantees to submit Required Key Measure data for the Best Practice

WebAudit – Tools for conducting IHS Diabetes Audits

IHS Web Account – Edit profile

Logoff

IHS Special Diabetes Program for Indians
SDPI Outcomes System
Grantee: Demo

RKM Data Summary Report for 2019

Best Practice: Foot Exam

Required Key Measure: Number and percent of individuals in your Target Group who receive a comprehensive foot exam.*
*A foot exam includes assessment of sensation and vascular status.

Target Group Information:

Guidance: Adults and/or youth with diabetes
Number of Members: 401
Description: All patients diagnosed with diabetes who utilize the Demo Health Center and are active in the Demo Diabetes Program.

Numerator (Number of individuals in your Target Group who achieved the RKM)	Denominator (Number of individuals in your Target Group)	Percent (Calculated)	Change from Baseline	Date Submitted	Submitted By	Source
311	381 This number is different from the number in your Target Group.	83%	52% [Increase]	02/13/2020 FINAL DATA	jdoe	WebAudit: Demo HC -2019 Interim -
123	401	31%	N/A	03/01/2019 BASELINE DATA	jode	WebAudit: Demo HC -2019 Annual

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Division of Diabetes Treatment and Prevention

Why Evaluate?

To determine if:
- You did what you planned to do
- What you did resulted in improvement
- There are areas that still need improvement

1 Collect Data

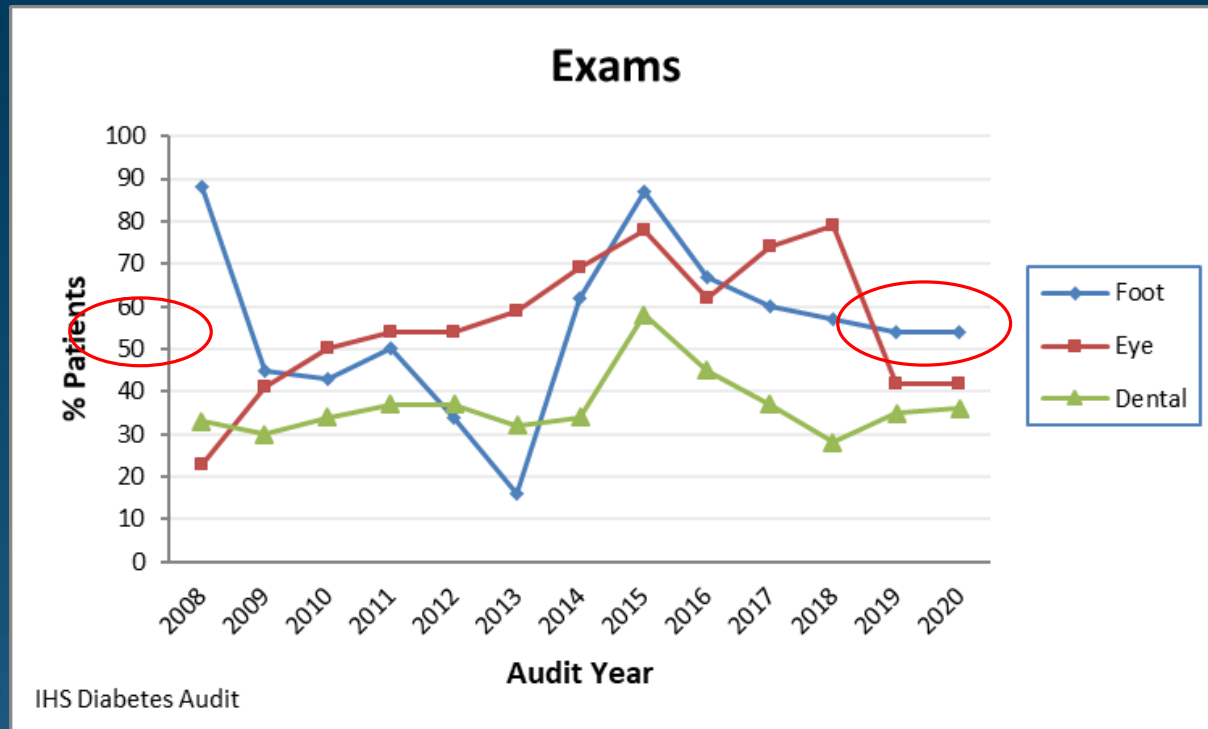Using the method in your plan. Options include:

- EMR (RPMS or other)
- Local system (spreadsheet or database)
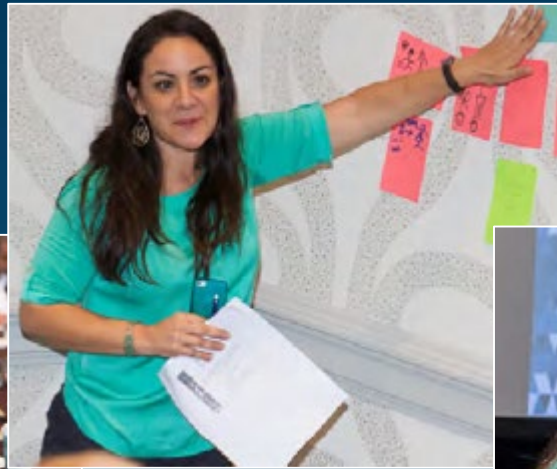- Pen and paper

Review Your Data and Results Regularly

IHS Diabetes Audit

3

Share Results With Your Stakeholders

When to Collect Data and Review Results

Common Challenges

- Competing priorities
- Limited resources
- Communication

Possible Solutions for Common Challenges

Competing priorities

✓ Plan ahead as much as possible.
✓ Be aware of required activities and their due dates.

Limited resources

✓ Be realistic about what your program can do, how many people you can serve, and what data you can collect.
✓ Be creative about finding existing resources in your clinic or community.
✓ Look for additional resources outside of your community, such as other grants and awards.
✓ Consider virtual options for delivery of services

Possible Solutions for Common Challenges

Communication

- ✓ Share program information, including your SDPI Project Narrative and Audit Reports, with all team members.
- ✓ Have at least one backup person that can access local data.
- ✓ Provide new team members with an orientation to your program.
- ✓ Hold regular, brief, focused team meetings.
- ✓ Share information about your program with stakeholders, including Tribal leaders.
- ✓ Considerations with use of Telehealth

Resources

- Slides and handout for this presentation
- SDPI website
  - Check often for grant updates and upcoming webinars
  - SDPI Training webpage
  - SOS website
- Audit website
- Grants.gov Website
  - Registration Information, application process resources
  - Steps to register your organization
- Division of Grants Management
  - policy training tools webpage

What to do NOW to prepare for the 2023 Application Process

- **Items to check with your organization's grant/financial office NOW:**
  1. **SAM.gov: Ensure your organization's SAM.gov is current.**
  2. **AOR: Ensure your organization has an Authorized Organization Representative (AOR) and make sure they can submit the SDPI application. Also keep track of your AOR.**
  3. **Grants.gov: Ensure your organization is registered in Grants.gov.**
     - **Grants.gov is the site used to submit your 2023 applications.**
  4. **Review your 2016 and 2022 applications.**
  5. **Attend Training Opportunities.**

- All current grantees had 1-3 above in place to apply for and receive an SDPI grant for the 2016 grant cycle .
  - **Please be sure that these are now (and remain) up-to-date throughout the 2023 application process!**

Effective Beginning April 4, 2022 Unique Entity ID (UEI)

- The Office of Management and Budget (OMB) will be replacing the DUNS number with another unique identifier. This mandated change is scheduled to occur on April 4, 2022.
  - This change simplifies the process of registering your organization to do business with the federal government.
    - Entities will be assigned an identifier during registration or can request one at SAM.gov without needing to register.
    - **You will not need to go to a third party to obtain an identifier or to get help.**

- To get more information about this change, such as what it will look like and how it will impact SDPI grantees, please view the recorded informational online session titled, "New Unique Entity ID (SAM)"—dated November 18, 2021.
  - This session can be accessed at: https:/www.cfo.gov/financial-assistance/resources/innovation-exchanges.html.

Stay in Touch

- SDPI Grantee email list
  - send a request to be added to sdpi@ihs.gov
  - Emails will provide latest updates, webinars, and resources.
- [ADC Directory](#)
  - Stay in touch with your ADC for guidance and local training opportunities/resources.
- [Division of Grants Management/Grants Management Specialist](#)
  - May provide further guidance on the competitive application process.