



Special Diabetes Program for Indians (SDPI)

SDPI 2021 Continuation Application Submission and Resources

**IHS Division of Diabetes Treatment and Prevention
August 4, 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

Overview: Recommendations for Continuation Application Process

- Start with your program's 2020 (last year's) Continuation Application and review.
- Access 2021 Application kit available in GrantSolutions.gov
- Instructions, templates, and trainings are available on [SDPI 2021 Continuation Application](#) webpage.
- Review the application checklist. For 2021, there are two checklists available.

Accessing your 2020 Application

1. Log into GrantSolutions.
2. Click on “Grant History”
3. Click on application for your 2020 grant year
 - a. H1DXIHSXXX-23-00
4. Download whole application (“Original Submission”) or individual documents/forms

Accessing your 2020 Review

1. Log into GrantSolutions.
2. Click on “Grant Notes”
3. Review Summaries are usually labeled “FY 2020 Continuation Application Review Summary”
4. View Note/View Attachment

Accessing the 2021 Application Kit

Continuation applications must be accessed and submitted using GrantSolutions.gov:

1. Log into GrantSolutions.
2. Click on “Apply for Non Competing Award”; this link will be available under “My Grants List”.
3. Complete online forms and upload file attachments for each enclosure in the application kit.
4. Once forms and uploads are complete, Verify, then submit your application using the buttons and prompts provided on the GrantSolutions screen.

SOS RKM Data Summary Report

1. Log into the [SOS](#).
2. Click on “SOS Grantee Reports” in the left-hand menu.
3. Click on “PDF Version” under “Print Versions”.
4. Download the PDF report to your computer.
5. Upload the PDF report into your application.

SOS RKM Data Summary Report

IHS Special Diabetes Program for Indians
SDPI Outcomes System
Grantee: Test02

RKM Data Summary Report for 2020

Best Practice: Diabetes-related Education

Required Key Measure: Number and percent of individuals in your Target Group who receive education on any diabetes topic*, either in a group or individual setting.

*Includes nutrition education, physical activity education, and any other diabetes education.

Target Group Information:

Guidance: Adults and/or youth with diabetes and/or at risk for developing diabetes

Number of Members: 120

Description: Adults in our community who have diabetes or are at risk for diabetes.

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
5	120 Number entered into SOS: 5	4%	4% [Increase]	02/25/2020	mknight	Individual Entry
0	120	0%	N/A	01/23/2020 BASELINE DATA	melamonreg	Aggregate: 2020 Application

Audit Reports

1. Log into [WebAudit](#).
2. Click on “Reports” on the menu.
3. Click on “Audit Reports”.
4. Select “Annual Audit” and then click “Go”.
5. Ensure 2019 or 2020 is selected as the year (depending on report you are retrieving) and “Annual Audit Report” is checked.
6. Click on “View Report(s)”.
7. Click on “Download PDF Version”.

Audit Reports

2019

2020

IHS Diabetes Care and Outcomes Audit - WebAudit
Audit Report for 2019 (Audit Period 01/01/2018 - 12/31/2018)
Facility: Test02 Sample Data

Annual Audit

647 charts were audited from 648 patients on the diabetes registry.

	# of Patients (Numerator)	# Considered (Denominator)	Percent	Area Percent	IHS Percent
Gender					
Male	305	647	47%	19%	44%
Female	342	647	53%	19%	56%
Age					
< 20 years	2	647	0%	19%	1%
20-44 years	110	647	17%	19%	17%
45-64 years	278	647	43%	19%	49%
≥ 65 years	257	647	40%	19%	33%
Diabetes Type					
Type 1	8	647	1%	19%	1%
Type 2	639	647	99%	19%	99%
Duration of Diabetes					
< 1 year	20	647	3%	19%	4%
< 10 years	255	647	39%	19%	44%
≥ 10 years	375	647	58%	19%	44%
Diagnosis date not recorded	17	647	3%	19%	12%
Body Mass Index (BMI) Category					
Normal (BMI < 25.0)	23	647	4%	19%	9%
Overweight (BMI 25.0-29.9)	88	647	14%	19%	23%
Obese (BMI ≥ 30.0)	313	647	48%	19%	66%
Height or weight missing	223	647	34%	19%	2%

DRAFT IHS Diabetes Care and Outcomes Audit - WebAudit
Audit Report for 2020 (Audit Period 01/01/2019 - 12/31/2019)
Facility: Test02 Sample Data

Annual Audit

630 charts were audited from 630 patients on the diabetes registry.

	# of Patients (Numerator)	# Considered (Denominator)	Percent	Area Percent	IHS Percent
Gender					
Male	300	630	48%		
Female	330	630	52%		
Age					
< 20 years	2	630	0%		
20-44 years	111	630	18%		
45-64 years	269	630	43%		
≥ 65 years	248	630	39%		
Diabetes Type					
Type 1	9	630	1%		
Type 2	621	630	99%		
Duration of Diabetes					
< 1 year	19	630	3%		
< 10 years	227	630	36%		
≥ 10 years	387	630	61%		
Diagnosis date not recorded	16	630	3%		
Body Mass Index (BMI) Category					
Normal (BMI < 25.0)	21	630	3%		
Overweight (BMI 25.0-29.9)	86	630	14%		
Obese (BMI ≥ 30.0)	301	630	48%		
Height or weight missing	222	630	35%		

SDPI 2021 Application Due Date

Due to the demands of the COVID-19 pandemic, there are two options for submitting the SDPI continuation application for 2021.

- 1. Option 1 – Submit all documents and forms by September 2, 2020 via GrantSolutions.**
- 2. Option 2 – Submit in two parts:**
 - **By September 2, 2020:** Submit the SF-424 and a brief written statement of continuation via GrantSolutions.
::AND::
 - **By December 15, 2020:** Submit the remaining application documents in GrantSolutions as a grant note.

You may submit your program's continuation application documents as soon as they are completed, even if that's earlier than the dates noted above.

Questions?





SDPI Application Tips

Tips To Strengthen Your Application

- Read questions carefully.
- Identify who, where, what and when for the Best Practice activities and services. Be specific.
- Be consistent –the budget narrative should reflect all program activities and services, Best Practice related and, if applicable, other.
- Review the entire application to ensure accuracy and completeness.
- Use the Application Checklist.
- Invite others to proofread the application.

10 Questions for a Successful Grant Application

Does your Program:

1. Address diabetes prevention and/or treatment?
2. Align with stated funding priorities and eligibility guidelines?
3. Offer new or innovative ideas or does it build upon past success?
4. Have the ability and/or experience necessary to accomplish the proposed project?
5. Have the leadership that supports the local SDPI program's goals and objectives?

10 Questions for a Successful Grant Application

Does your program:

6. Provide a clear plan of action?
7. Budget reflect an accurate, reasonable, and consistent plan that aligns with the project narrative?
8. Identify plans for collaborating and forming partnerships?
9. Identify and describe a reasonable target group?
10. Have all application documents completed?

Common Reasons for Revisions are Required

- Missing information
- Inconsistent or unclear project focus
- Missing attachments such as:
 - Resumes for new key personnel
 - SOS RKM Data Summary Report
 - Diabetes Audits
 - Budget

Activities to Prepare for the Application Process

- Attend training opportunities offered by Division of Diabetes, DGM, your ADC.
- Upcoming Trainings offered by Division of Diabetes will be available on the [SDPI Training webpage](#).
- DGM offers trainings and resources on their [policy training tools webpage](#).
- Stay in touch with your [ADC](#) for any trainings they may offer.

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.

Contact Info: DGM

IHS Division of Grants Management

- Website: www.ihs.gov/dgm
- Main line: 301-443-0243

IHS Division of Grants Management – Grants Management Specialists (GMS)

IHS Area	GMS	GMS Email	GMS Phone
Albuquerque, Nashville, Navajo, Phoenix, Tucson	John Hoffman	John.hoffman@ihs.gov	301-443-2116
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Alaska, Bemidji, Billings	Patience Musikikongo	Patience.musikikongo@ihs.gov	301-443-2059
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Questions?

Thank you

www.ihs.gov/diabetes/

www.ihs.gov/sdpi/