Abbreviations

- AI/AN = American Indian/Alaska Native
- ADC = Area Diabetes Consultant
- AOR = Authorized Organization Representative
- 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
- DUNS = Data Universal Numbering System

- 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
- UIO = Urban Indian Organization

Getting Ready To Apply Early

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 your stakeholders including IHS, Tribal leaders, partners, and your community members.

The Big Picture and What's Realistic in 2023

Gather Information

- Documents
- Reports
- Previous SDPI Applications
- Clinical Data
- Other Assessments

Talk with Others

- Your Team
- Tribal Leaders / Council
- Community Members
- Area Diabetes Consultants
- Advisory Groups
- Health Administrators

Assess

- Where is your program now?
- Where do you want to go in the future?
- What is realistic?
- What are the needs?
- What are your resources?
- What are the gaps?
- What would it take to meet your goals?

Write

- Ready to write project narrative?

Needs and Resource Assessment for SDPI

Gather Information

Assessment and Resources In Your Planning Process

Gathering Information

Gathering the Information (1 of 2)

- 2016 and 2022 grant application:
  - Best Practice
  - Required Key Measure
  - SDPI Outcomes System (SOS) data

- Review Summaries from previous applications
- 2021 and 2022 Diabetes Audit Reports
- Other diabetes-related clinical data
- Grant application support
- Community input

Indian Health Service
Division of Diabetes Treatment and Prevention

Assessment and Resources
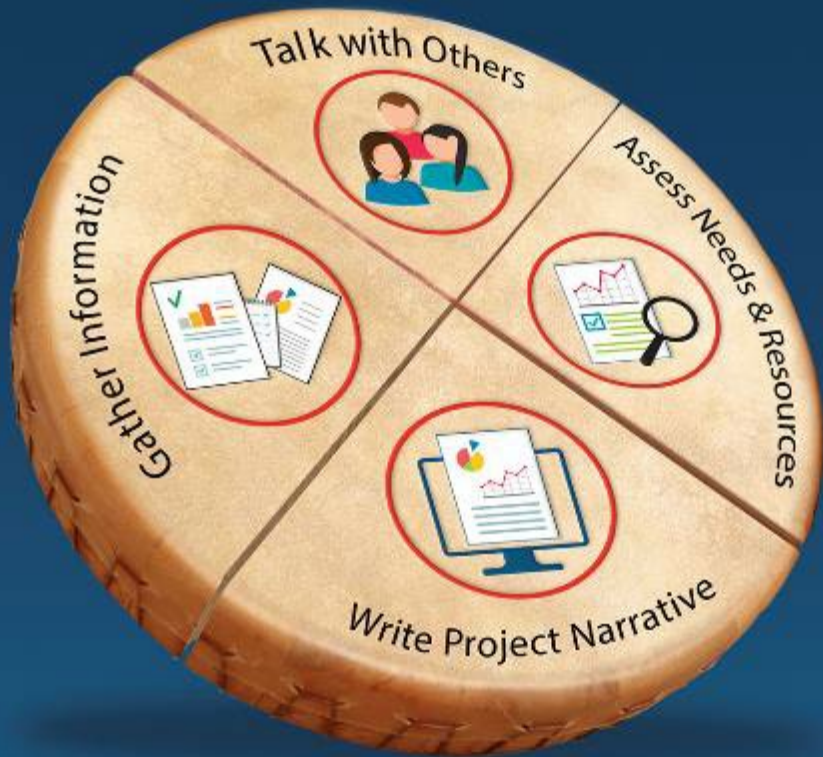# In Your Planning Process

Gathering the Information (2 of 2)

- Area Diabetes Consultant (ADC)

- Quality Improvement projects

- Community health assessments

- Other grant awards addressing diabetes
  Example: CDC Good Health and Wellness
  in Indian Country

- Identify resources

Indian Health Service
Division of Diabetes Treatment and Prevention

Talk With Others

Talk with Others

- SDPI Team
- Tribal Leaders/Council
- Local Health Board
- Diabetes Advisory Group
- Health Facility Staff
- Administrative Staff
- Grant Writers (if used)

SALLY SELVIDGE HEALTH CENTER

Needs and Resource Assessment for SDPI

Assess Needs and Resources

Assess the Needs

Assess Needs & Resources

- Identify diabetes-related health issues
  - –Review Diabetes Audit Reports
  - –Review the SOS
  - –Describe program challenges

Identify Diabetes-Related Health Issues

- Health issues for people with diabetes or those at risk for developing diabetes.
- Examples of areas that may need improvement:
  - Gaps in treatment for people with diabetes.
  - Availability of safe environments for physical activity.
  - Access for healthy and affordable food.
- Gather input from people in your community:
  - Include Tribal leaders, health board, community members, partners, and clinic/program staff.
  - Be prepared to briefly summarize for your SDPI application.

Review Diabetes Audit Reports

- Get a copy of your Audit Reports:
    - 2021 (Audit data for calendar year 2020)
    - 2022 (Audit data for calendar year 2021)
        - Draft Report for 2022 Audit is acceptable

- If you are not able to get a copy…contact your ADC.

Review of Diabetes Audit Reports

- Provide 2-3 items/elements that need to be improved based on the Audit Reports for 2021 and 2022. (If you were not able to obtain these Reports, provide 2-3 issues based on the needs assessment that need improvement).

Audit Items	Audit 2021 Result (%)	Audit 2022 Result (%)
1. Foot Exams	59%	46%
2. A1C <8%	71%	63%
3. Physical Activity	93%	37%

Comparing Audit Reports

	# of Patients (Numerator)	# Considered (Denominator)	Percent	Area Percent	IHS Percent
2021 → Diabetes-Related Education					
Nutrition – by any provider (RD and/or other)	38	59	**64%**	49%	54%
Nutrition – by RD	23	59	**39%**	24%	23%
Physical Activity	55	59	**93%**	71%	55%
Other diabetes education	59	59	**100%**	72%	63%
Any of above	59	59	**100%**	89%	78%
2022 → Diabetes-Related Education					
Nutrition – by any provider (RD and/or other)	24	60	**40%**		
Nutrition – by RD	24	60	**40%**		
Physical Activity	22	60	**37%**		
Other diabetes education	38	60	**63%**		
Any of above	46	60	**77%**		
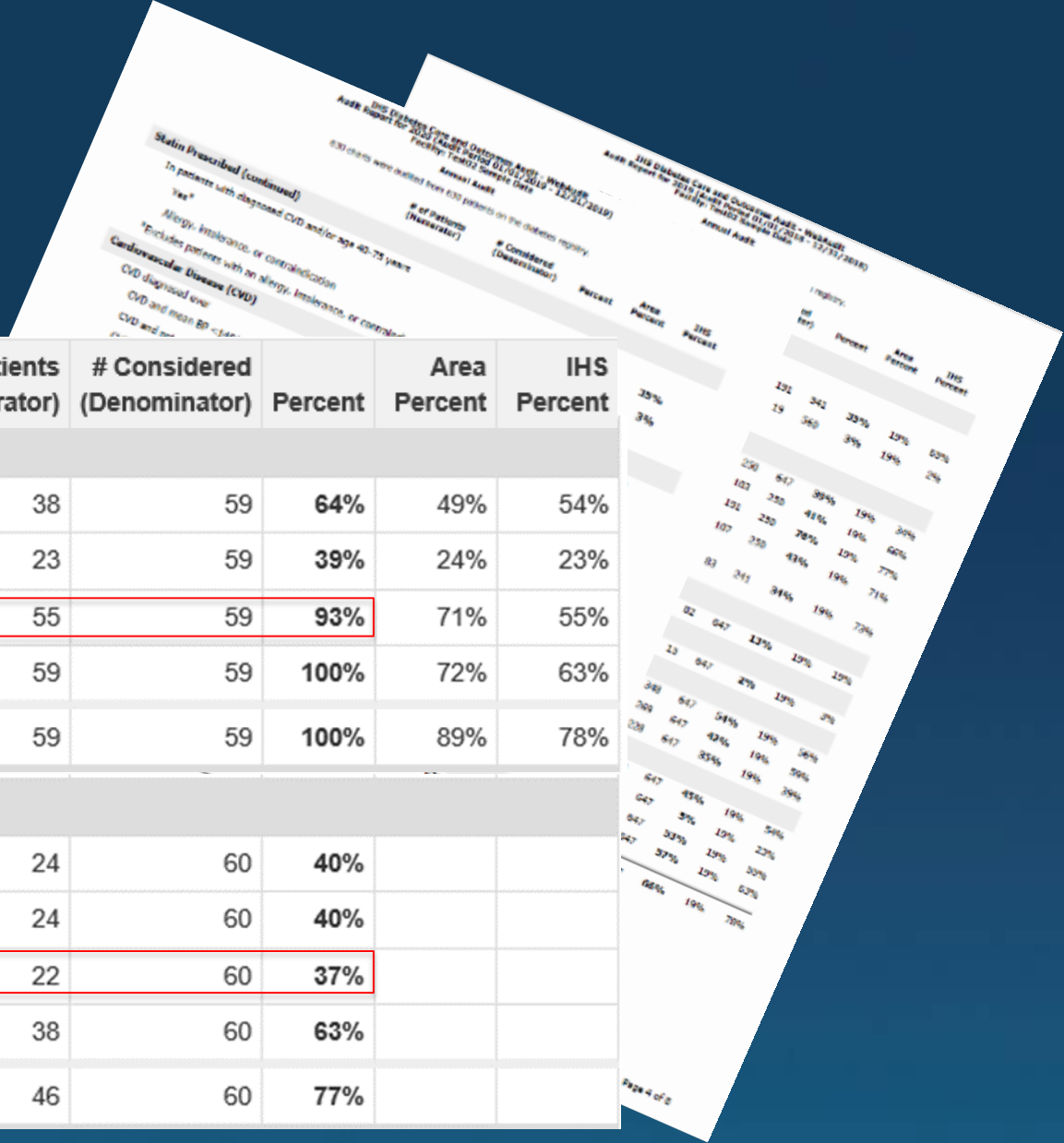
Review SDPI Outcomes System (SOS)

IHS Special Diabetes Program for Indians
SDPI Outcomes System
Grantee: Test10

RKM Data Summary Report for 2022

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: 30
Description: MDS Community members.

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
10	30 Number entered into SOS: 10	33%	33% [Increase]	04/26/2022	mknight	Individual Entry
0	30	0%	N/A	01/19/2022 **BASELINE DATA**	melamonreg	Aggregate: Sign-up list

Describe Program Challenges

Assess Needs & Resources

- ❑ COVID
- ❑ Staff recruitment/retention
- ✅ Patient/participant recruitment and/or retention
- ❑ Lack of staff training opportunities
- ❑ Lack of resources
- ❑ Transportation
- ❑ Location (e.g., remote, urban)
- ✅ Perception of diabetes in the community
- ❑ Other:

Assess Resources

- Resources that are required:
  - Program Coordinator
  - Personnel/contract staff
  - Equipment and Supplies
- Additional resources that may be needed:
  - Space
  - Electronic Medical Record (EMR) system

Assess Needs & Resources

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Needs and Resource Assessment for SDPI

Write the Project Narrative

The Project Narrative is a 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.

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 these 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!**

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, competitive application process resources
  - Steps to register your organization
- Division of Grants Management
  - policy training tools webpage

Education Materials and Resources

DDTP Online Catalog:

https://www.ihs.gov/Diabetes/education-materials-and-resources/

– Culturally relevant materials for patients and clients.

– Tip sheets, A River Runs Through Us 90-Day Journal for Wellness, My Native Plate, and more!

– Order or download Free copies!

Diabetes Education Lesson Plans:

https://www.ihs.gov/diabetes/clinician-resources/diabetes-education-lesson-plans/

Questions?

**Type questions in the box below titled
"Enter Questions Here!"**

Thank you!

www.ihs.gov/diabetes/

www.ihs.gov/sdpi/