



## Special Diabetes Program for Indians (SDPI)

# Using Individual Entry Tools in the SDPI Outcomes System (SOS) for Tracking Target Group and RKM Data

IHS Division of Diabetes Treatment and Prevention  
September 30, 2020

# SDPI – Commonly Used Abbreviations

- ADC = Area Diabetes Consultant
- Audit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DMS = RPMS Diabetes Management System
- EHR = Electronic Health Record (System)
- PHI = Protected Health Information
- PII = Personally Identifying Information
- RKM = Required Key Measure
- RPMS = Resource and Patient Management System
- SDPI = Special Diabetes Program for Indians
- SOS = SDPI Outcomes System

# Agenda

- Review RKM concepts and due dates
- Overview of three methods for submitting Required Key Measure (RKM) data into the SDPI Outcomes System (SOS)
- Describe two approaches for using SOS Individual Entry tools
- Demonstration

# Target Audience

## SDPI Programs that:

- Are considering using “Individual Entry” tools to submit RKM data into SOS
  - Usually applicable to programs that selected one of the Education Best Practices:
    - Diabetes-related Education
    - Physical Activity Education
    - Nutrition Education

# Timing of SOS Data Submission

- Focus of today's webinar is for 2021. Due dates (approximate):
  - Baseline = Feb 2021
  - Final = Jan 2022
- 2020 due dates
  - Baseline = Feb 2020
  - Final = Jan 2021
- Review the [SDPI Timetable](#) for further details.

# SDPI 2021 Application: Target Group Information (Project Narrative Part F, Section 2)

## Section 2: Best Practice, Target Group number and description, and Activities for 2021

F2.1 SDPI Diabetes Best Practice selected:

Choose One

a. Briefly describe why you selected this Best Practice.

b. Is this is a different Best Practice than the one your program selected for 2020?

Select

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

# SDPI 2021 Application: Target Group Information (Project Narrative Part F, Section 2)

F2.4 Is your 2021 Target Group different from 2020?

F2.5 Based on the steps provided above, what is the number of patients/participants in your 2021 Target Group?

F2.6 Describe your 2021 Target Group (see Steps one and two above).

F2.7 Briefly describe how your program's Target Group number was determined.

# RKM Data Concepts

- RKM data can:
  - Provide outcomes for some SDPI activities/services
  - Show stakeholders the good work that's being done
  - Be shared with DGM, IHS leadership, Tribal leaders, and others (aggregate only, not individual program)
- RKM data will not:
  - Evaluate activities/services that are not related to your Best Practice
    - Your program should evaluate activities/services not related to your Best Practice as described in your application.
  - Be used to determine whether or not you will receive future SDPI funding



# RKM Data - Baseline

- **Due: February 26, 2021**
- Baseline = Where you are starting from
- How many and what percent of your Target Group members had achieved the RKM before you started your 2021 activities
  - Based on information for your Target Group for Jan 1-Dec 31, 2020.
  - Baseline data should reflect most recent clinical value or whether service/activity was provided during the year.
  - Even if you didn't work directly with your Target Group last year, some probably achieved the RKM as part of their regular diabetes care or services offered in your community.
- If it is not possible to get RKM baseline data for your Target Group members from RPMS, another EHR, or another source:
  - Assume no Target Group members achieved the RKM in 2020 (Jan 1-Dec 31, 2020)
  - Number and percent of Target Group members who achieved the RKM at baseline will be 0 and 0%

# RKM Data - Final

- **Due Date: January 2022**
- Final = What you achieve by the end of your 2021 budget period
- Number and percent of Target Group members who achieve the RKM by the end of the budget period (Dec 31, 2021)
- **Compare your baseline and final RKM numbers** to see how much improvement was made

# How to collect and submit RKM data for your Target Group

- Use one of three methods:
  1. Pull from WebAudit
  2. Enter Individual
  3. Enter Aggregate
- **Choice of method depends primarily on whether your program has access to RPMS (or other EHR) and/or the WebAudit.**
- You do not have to use the same method to submit data for all time periods (baseline, final, optional). For example, you could use “Enter Individual” for baseline and “Pull from WebAudit” for final.
- For each time period, you can only use one method. For example, for baseline, all data have to be submitted using a single method.



# Individual Entry: Two approaches

1. Target Group members known at baseline
  - Example: Best Practice is Physical Activity Education.
    - Grantee is providing bi-monthly community-based physical activity classes.
    - Target Group members will be seniors aged 60+ who sign up in January to participate throughout the year.
    - They will know all Target Group members in January.
2. Target Group members NOT known at baseline
  - Example: Best Practice is Physical Activity Education.
    - Grantee is providing monthly community-based education sessions to enhance awareness of physical activity resources and opportunities.
    - Target Group members will be community members who attend any of the sessions.
    - They can't identify the entire group they are drawing from. They will add Target Group members as they hold sessions.

## Steps you will take

### Approach 1: Target Group members known at baseline

1. Review your SDPI 2021 application – look at the selected Best Practice and Target Group information you provided.
2. Identify Target Group members.
3. Create a list of Target Group members.
4. By **2/26/2021**, enter into the SOS System for Target Group members (**Tool: Individual Information Entry**):
  - a. Individual information (month and day of birth; gender). Note SOS Participant Identifier and add to your list.
  - b. RKM information (yes or no): Baseline
5. As activities/services are provided, update RKM information for Target Group members in the SOS through **12/31/2021 (Tool: Individual RKM Data Entry)**.

**NOTE:** Do not add Target Group members and only remove members if there are special circumstances (e.g., death, relocation).

## Steps you will take

### Approach 2: Target Group members not known at baseline

1. Review your SDPI 2021 application – look at the selected Best Practice and Target Group information you provided.
2. By **2/26/2021**, enter into the SOS System (**Tool: Enter Aggregate Data**):
  - a. Source: 2021 Application
  - b. Numerator=0
  - c. Denominator=Number in your Target Group
3. Set up a list to keep track of Target Group members locally.
4. As activities/services are provided and Target Group members are added through **December 31, 2021**, enter into SOS System (Individual Entry):
  - a. Individual information (month and day of birth; gender). Note SOS Participant Identifier and add to your list. (**Tool: Individual Information Entry**)
  - b. RKM information=Yes (individual achieved RKM) (**Tool: Individual RKM Data Entry, but can also be entered in Individual Information Entry**)

**NOTE:** Depending on how closely your program is able to keep track of participants, some people may be counted as Target Group members more than once. While this situation should be avoided or minimized as much as possible, a small number of duplicates is generally okay.

# Set up a list of Target Group members and enter into SOS

1. Use Excel, other software, or paper to keep track of member information locally.
2. Enter members into SOS.
  - a. Only non-identifiable information about each Target Group member can be entered.
  - b. SOS provides a unique, internal identification number (“Participant Identifier”) for each person.
3. Add SOS participant identifier number to your local list.
4. Notes:
  - a. Since your local file/list will contain personal identifiers, be sure to store it in an appropriately secure location on your computer or network and follow your facility’s policies for collecting and sharing personal information.
  - b. Chart numbers, full dates of birth, and other identifiers cannot be entered or stored in the SOS.
  - c. The participant identifier assigned by the SOS is just a number. There is no way to connect it with identifying information about an individual within the SOS. Your program must be able to connect information in your local file/list with the SOS, using the SOS participant identifier.
  - d. Be sure that more than one team member knows where your local file/list is stored and has access to it.

# Demonstration

- **Best Practice:** Physical Activity Education
- **Required Key Measure:** Number and percent of individuals in your Target Group who receive physical activity education.
- **Target Group:** Two examples/approaches
  1. Target Group members known at baseline
    - Number: 25
    - Brief description: Seniors aged 60+ who sign up in January to participate throughout the year.
    - RKM data submission method:
      - Baseline: Individual Entry
      - Final: Individual Entry
  2. Target Group members NOT known as baseline
    - Number: 200
    - Brief description: Adult community members
    - RKM data submission method:
      - Baseline: Aggregate Entry
      - Final: Individual Entry



# Example 3: Foot Exam Best Practice

## Program Background

Program is a small health center that has a podiatrist on site once a month. Program keeps paper charts and participates in the Annual Audit by doing a manual chart audit (sample size).

# Example 3: Foot Exam Best Practice

## 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

Guidance: Select your Target Group from adults and/or youth with diabetes.

All adult patients at the program's health center with diabetes = 70.  
30 patients received a foot exam in the previous year (2020).

Program knows their Target Group and Foot Exam status from the previous year.

To enlarge your screen, click on the four arrows.

The screenshot shows an Adobe Connect meeting window titled "Special Diabetes Program for Indians - Adobe Connect". The main content area displays a slide titled "Upcoming SDPI Webinars" with a table of upcoming webinars. A red circle highlights the "Full Screen" button in the top right corner of the meeting window, with a red arrow pointing upwards towards it.

Date	Time	Topic
Wednesday September 30, 2020	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	<b>Optional Webinar</b> Using Individual Tools for SOS Data Submission
Tuesday October 27, 2020	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	<b>Optional Webinar</b> Using RPMS/WebAudit for SOS Data Submission

All upcoming webinars also available on [SDPI Training](#) and [Application](#) webpages.

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# Demonstration



# Conclusion and Resources

- Work with your team.
  - Review what your program said it would do (2021 Application).
  - Discuss and decide how you will choose and track your Target Group members and RKM data.
- Ask questions as they arise. Resources:
  - [Area Diabetes Consultant](#) for your Area
  - SDPI Team (SOS & general questions): [sdpi@ihs.gov](mailto:sdpi@ihs.gov)



# Questions