**SPECIAL DIABETES PROJECT FOR INDIANS (SDPI) – HEALTHY HEART CASE MANAGEMENT PROGRAM**

**Medical Manual**

Taos-Picuris Service Unit

**PURPOSE:** To define the general structure and function of the Healthy Heart Case Management Program

**PROCEDURE:**

1. **Functional Statement**
   1. **The Special Diabetes Project for Indians is a grant funded program.**
   2. **It is designed to help reduce cardiac risks associated with Diabetes.**
   3. **It is also designed to promote improved understanding and better self-management skills for the patients served**
   4. **In order to accomplish these goals, the project has a director, case managers, program assistant and medical director**
   5. **This policy will define the project structure, communication processes, reporting compliance plan, and quality assurance.**
2. **Minutes**
   1. **All meeting minutes and correspondence will be recorded within one week of the meeting and maintained in the HH intranet files.**
3. **Information Flow**
   1. **Communication to outside agents will go thru the Project Director.**
   2. **Each Case Manager is responsible for his/her own programs.**
   3. **Various communication methods will be employed to include radio, verbal forums, printed and newsletter formats.**
4. **Reporting Requirements**
   1. **It will be the responsibility of each Case Manager to enter data obtained into the Coordinating Centers web-based programs.**
   2. **The Project Director will review all data and lock it to the system**
   3. **The Project Director may delegate Error Report Listing resolution to any Case Manager as needed to complete work.**
   4. **The Project Director will prepare** 
      1. **annual report to the TPSU Health Board**
      2. **biannual reports to TPSU Executive Leadership**
      3. **Medical Staff reports on an as needed basis**
      4. **Other reports/ presentations as directed**
   5. **Quality Assurance – The project director is responsible for developing a quality assurance program that meets external and internal requirements for evaluation of quality diabetes programming.**
   6. **Quality Assurance – Pharmacy medication review will be completed by the Pharmacy department. The Project Director will supply notification of monthly annual assessments due.**
5. **Standing Meetings**
   1. **There will be two Case Management meetings per month to include schedules, upcoming programs, status of funds, and patient management with provider. The medical director will participate in at least one meeting per month.**
6. **Group/Community Activities**
   1. **A calendar of events will be distributed at least one month prior to the on-coming month and include at least one physical activity, and two educational based programs per month.**