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Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Submitting Required Key Measure (RKM) Data for 2020

Last Updated: December 2020

Method: EHR to WebAudit to SOS
Time Period: 2020 Final **(Required)**
Due: January 29, 2021

Step	Description	Resources	Completed?
1	**Request access to the SOS**, if you do not already have it. If you have accessed the SOS previously, but cannot remember your username, contact the SDPI team at sdpi@ihs.gov.	SOS webpages[1]	☐
2	**Review your program's previously submitted 2020 RKM results in the SOS.** **Steps:** - Log into the SOS. - Click on "Pull from WebAudit" in the left-hand menu. - Ensure 2020 is selected as the year (click "Go" next to the year). - Baseline RKM result should be displayed in the section "RKM RESULTS SUBMITTED FOR FY 2020". Other (optional) results may also be displayed. If baseline RKM result cannot be found or is not correct, contact your Area Diabetes Consultant[2] or the SDPI Team at sdpi@ihs.gov.	SOS webpages[1]	☐
3	**Review the list of your Target Group members in RPMS (or other EHR)**. **Tips:** - In RPMS this can be a register or template of patients. - Be sure to select the register or template for your **2020** Target Group. - The number in the Target Group should be the same as the denominator for your baseline RKM result (Step 1).	Best Practices[3]	☐

[1] https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/
[2] https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/
[3] https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/

Step	Description	Resources	Completed?
4	**Use the Diabetes Audit 2020 tools to create an Audit Export file for your 2020 Target Group**. This file will contain the RKM data for your Target Group members. **Tips:** - Use the Audit 2020 tools (DM20 in RPMS). - Use 12/31/2020 as the Audit Date. - The Audit Export File is a text file (.txt).	Audit webpages[4]	☐
5	**Upload the Audit export file into the WebAudit as an Interim Audit.** **Steps:** - Log into the WebAudit. - Click on "Upload Data" under "Data Processing" in the left-hand menu. - Select "Interim Audit" as the Audit Type. - Select 2020 as the Audit year. - Follow the instructions to locate and upload your Audit Export File.	Audit webpages[4]	☐
6	**Pull the RKM data from the WebAudit into the SOS system**. **Steps:** - Log in to the SOS. - Click on "Pull from WebAudit" under "Submit RKM Data" in the left-hand menu. - Ensure 2020 is selected as the year (click "Go" next to the year). - Follow the instructions for pulling in the RKM result from the Interim Diabetes Audit that you uploaded in Step 5.	SOS webpages[1]	☐
7	**Lock your RKM data in the SOS for 2020.** **Steps:** - Click on "Lock SOS Data" in the left-hand menu. - Ensure 2020 is selected as the year (click "Go" next to the year). - Click the "Lock Data" button. **Tip:** Locking data is not the same as submitting RKM results. Refer to steps above to ensure your final RKM result is submitted before locking your data.		☐

[4] https://www.ihs.gov/diabetes/audit/

Step	Description	Resources	Completed?

8	**Run and review your program's 2020 RKM Data Summary Report in the SOS.**
	Steps:
	- Click on "SOS Grantee Reports" in the left-hand menu.
	- Ensure 2020 is selected as the year, then click "Go" next to the year.
	- Click on the "RKM Data Summary Report" link under "SDPI OUTCOMES SYSTEM REPORTS MENU".
	- Review your results, with particular attention to:
	  ○ Is the exact same value in there more than once? If so, contact the SDPI team to remove one of the values.
	  ○ Are the correct values marked as Baseline and Final? If not, contact the SDPI team and tell them what to change.
	  ○ Is your baseline result 100% or close to that? If so, contact your ADC to discuss.
	  ○ What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your Area Diabetes Consultant[2] to discuss.
	  ○ Are any of your Denominators "very" different from your Target Group Number or from each other? If so, check that your Interim Audit was run on the correct registry/list (Steps 4 and 5). Repeat these steps if necessary.
	Tips:
	- If this report cannot be found or you have any other problems or questions, contact your Area Diabetes Consultant[2] or the SDPI Team at sdpi@ihs.gov.
	- Ensure that a copy of this report is submitted with your 2020 Annual Progress Report.
		SOS webpages[1]	☐