

**Special Diabetes Program for Indians (SDPI)  
SDPI Outcomes System (SOS)  
Checklist for Submitting Required Key Measure (RKM) Data for 2022  
Last Updated: January 2023(2)**

**Method:** Electronic Medical Record (EMR) to WebAudit to SOS  
**Time Period:** 2022 Final (Required)  
**Due:** January 31, 2023

Step	Description	Resources	Completed?
1	<p><b>Request access to the SOS</b>, if you do not already have it.</p> <p>If you have accessed the SOS previously, but cannot remember your username, contact the SDPI team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</p>	<a href="#">SOS webpages</a> <sup>1</sup>	
2	<p><b>Review your program’s previously submitted 2022 RKM results in the SOS.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the SOS.</li> <li>- Click on "Pull from WebAudit" in the left-hand menu.</li> <li>- Ensure 2022 is selected as the year (click “Go” next to the year).</li> <li>- Baseline RKM result should be displayed in the section “RKM RESULTS SUBMITTED FOR FY 2022”. Other (optional) results may also be displayed.</li> </ul> <p>If baseline RKM result cannot be found or is not correct, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> or the SDPI Team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</p>	<a href="#">SOS webpages</a> <sup>1</sup>	
3	<p><b>Review the list of your Target Group members in RPMS (or other EMR).</b></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- In RPMS this can be a register or template of patients.</li> <li>- Be sure to select the register or template for your <b>2022</b> Target Group.</li> <li>- The number in the Target Group should be the same as the denominator for your baseline RKM result (Step 2).</li> </ul>	<a href="#">Best Practices</a> <sup>3</sup>	

<sup>1</sup> <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

<sup>2</sup> <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

<sup>3</sup> <https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/>

Step	Description	Resources	Completed?
4	<p><b>Use the Diabetes Audit 2022 tools to create an Audit Export (Data) file for your 2022 Target Group.</b> This file will contain the RKM data for your Target Group members.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- Use the Audit 2022 tools (DM22 in RPMS).</li> <li>- Use 12/31/2022 as the Audit Date.</li> <li>- The Audit Export File is a text file (.txt).</li> </ul>	<a href="#">Audit webpages</a> <sup>4</sup>	
5	<p><b>Upload the Audit Export file into the WebAudit as an Interim Audit.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log into the WebAudit.</li> <li>- Click on “Upload Data” under “Data Processing” in the left-hand menu.</li> <li>- Select “Interim Audit” as the Audit Type.</li> <li>- Select 2022 as the Audit year, then click “Go” next to the year.</li> <li>- Follow the instructions to locate and upload your Audit Export File.</li> </ul>	<a href="#">Audit webpages</a> <sup>4</sup>	
6	<p><b>Pull the RKM data from the WebAudit into the SOS system.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Log in to the SOS.</li> <li>- Click on “Pull from WebAudit” under “Submit RKM Data” in the left-hand menu.</li> <li>- Ensure 2022 is selected as the year (click “Go” next to the year).</li> <li>- Follow the instructions for pulling in the RKM result from the Interim Diabetes Audit that you uploaded in Step 5.</li> </ul>	<a href="#">SOS webpages</a> <sup>1</sup>	
7	<p><b>Lock your RKM data in the SOS for 2022.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “Lock SOS Data” in the left-hand menu.</li> <li>- Ensure 2022 is selected as the year (click “Go” next to the year).</li> <li>- Click the “Lock Data” button.</li> </ul> <p><b>Tip:</b> 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.</p>		

<sup>4</sup> <https://www.ihs.gov/diabetes/audit/>

Step	Description	Resources	Completed?
8	<p><b>Run and review your program’s 2022 RKM Data Summary Report in the SOS.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “SOS Grantee Reports” in the left-hand menu.</li> <li>- Ensure 2022 is selected as the year, then click “Go” next to the year.</li> <li>- Click on the “RKM Data Summary Report” link under “SDPI OUTCOMES SYSTEM REPORTS MENU”.</li> <li>- Review your results, with particular attention to: <ul style="list-style-type: none"> <li>o Is the exact same value in there more than once? If so, contact the SDPI team to remove one of the values.</li> <li>o Are the correct values marked as Baseline and Final? If not, contact the SDPI team and tell them what to change.</li> <li>o Is your baseline result 100% or close to that? If so, contact your ADC to discuss.</li> <li>o What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> <li>o 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 above). Repeat those steps if necessary.</li> </ul> </li> </ul> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- If this report cannot be found or you have any other problems or questions, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> or the SDPI Team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</li> <li>- Ensure that a copy of this report is submitted with your 2022 SDPI Annual Progress Report.</li> </ul>	<a href="#">SOS webpages</a> <sup>1</sup>	