

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

Method: EHR to WebAudit to SOS
Time Period: 2022 Mid-Year **(Optional)**
Goal Submission Date: June 30, 2022

Step	Description	Resources	Completed?
1	<p>Request access to the SOS, 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 sdpi@ihs.gov.</p>	SOS webpages ¹	
2	<p>Review your program’s previously submitted 2022 RKM result(s) in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the SOS. - Click on "Pull from WebAudit" from the left-hand menu. - Ensure 2022 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 2022”. Other (optional) results may also be displayed. <p>If baseline RKM result cannot be found or is not correct, contact your Area Diabetes Consultant² or the SDPI Team at sdpi@ihs.gov.</p>	SOS webpages ¹	
3	<p>Review the list of your Target Group members in your EMR (RPMS or other).</p> <p>Tips:</p> <ul style="list-style-type: none"> - In RPMS this can be a register or template of patients. - Be sure to select the register or template for your 2022 Target Group. - The number in the Target Group should be the same as the denominator for your baseline RKM result (Step 2). 	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	<p>Using your EMR, create a new Audit Export File for your 2022 Target Group, which will contain RKM data for your Target Group members.</p> <p>Tips:</p> <ul style="list-style-type: none"> - In RPMS, use the Audit 2022 tools (DM22) in the Diabetes Management System (DMS). - Use 12/31/2022 as the Audit Date. - The Audit Export File is a text file (.txt). 	Audit webpages ⁴	
5	<p>Upload the new Audit Export File into the WebAudit as an <i>Interim Audit</i>.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the WebAudit. - Click on “Data Processing” in the left-hand menu and then select “Upload Data”. - Select “Interim Audit” as the Audit Type. - Select 2022 as the Audit year. - Follow the instructions to locate and upload your Audit Export File. 	Audit webpages ⁴	
6	<p>Pull the RKM result from the WebAudit into the SOS system.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log in to the SOS. - Click on “Pull from WebAudit” under “Submit RKM Data” in the left-hand menu. - Ensure 2022 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 uploaded in Step 5. <p>Note: Do not lock your data in the SOS at this time.</p>	SOS webpages ¹	

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

Step	Description	Resources	Completed?
7	<p>Run and review your program’s 2022 RKM Data Summary Report in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “SOS Grantee Reports” on the side navigation menu. - Ensure 2022 is selected as the year (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: <ul style="list-style-type: none"> o Is the exact same value in there more than once? If so, contact the SDPI team to remove one of the values. o Is the correct value marked as Baseline? If not, contact the SDPI team and tell them what to change. o What is the change from Baseline to Mid-Year? Is it consistent with your local data? If not, contact your Area Diabetes Consultant² to discuss. o Is your Denominator “very” different from your Target Group Number? If so, check that your baseline Audit was run on the correct registry/patient list. Rerun and resubmit if necessary. o Is the denominator the same as (or close to) your baseline denominator? If not, check that your Audits were run on the correct registry/patient list. Rerun and resubmit if necessary. <p>Tips:</p> <ul style="list-style-type: none"> - If this report cannot be found or you have any other problems or questions, contact your Area Diabetes Consultant² or the SDPI Team at sdpi@ihs.gov. 	<p>SOS webpages¹</p>	