

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

Method: Electronic Medical Record (EMR) to WebAudit to SOS
Time Period: 2023 Final **(Required)**

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 2023 RKM results in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the SOS. - Click on “Submit RKM Data”. - Click on "Pull from WebAudit”. - Ensure 2023 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 2023”. 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 RPMS (or other EMR).</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 2023 Target Group. - The number in the Target Group should be the same as the denominator for your baseline RKM result (Step 2). 	SDPI 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>Use the Diabetes Audit 2023 tools to create an Audit Export (Data) file for your 2023 Target Group. This file will contain the RKM data for your Target Group members.</p> <p>Tips:</p> <ul style="list-style-type: none"> - Use the Audit 2023 tools (DM23 in RPMS). - Use 12/31/2023 as the Audit Date. - The Audit Export file is a text file (.txt). 	Audit webpages⁴	
5	<p>Upload the Audit Export file into the WebAudit as an Interim Audit.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log into the WebAudit. - Click on “Data Processing”. - Click on “Upload Data”. - Select “Interim Audit” as the Audit Type, then click “Go”. - Ensure or Select 2023 as the Audit year, then click “Go” next to the year. - Select “Add New Session” under “Select Session then click ‘Go’”. - Enter name for New Interim Audit Session. Tip: Include “SOS 2023 Final” in the name. - Follow the instructions to locate and upload your Audit Export file. 	Audit webpages⁴	
6	<p>Pull the RKM data from the WebAudit into the SOS system.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Log in to the SOS. - Click on “Submit RKM Data”. - Click on “Pull from WebAudit”. - Ensure 2023 is selected as the year (click “Go” next to the year). - Select Audit Session created in Step 5 from the drop-down then click the “Go” button. Review data under “Pull and Submit RKM Data from the WebAudit” section to confirm if correct session was selected. If so, then click the “Submit” button. If not, make a new selection. 	SOS webpages¹	

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

Step	Description	Resources	Completed?
7	<p>Lock your 2023 RKM data.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “Lock SOS Data” in the left-hand menu. - Ensure 2023 is selected as the year (click “Go” next to the year). - Click the “Lock Data” button. <p>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.</p>		
8	<p>Run and review your program’s 2023 RKM Data Summary Report in the SOS.</p> <p>Steps:</p> <ul style="list-style-type: none"> - Click on “SOS Grantee Reports” in the left-hand menu. - Ensure 2023 is selected as the year, then click “Go” next to the year. - Review your results, with particular attention to: <ul style="list-style-type: none"> o Does the exact same result appear more than once? If so, contact the SDPI Team to remove duplicates. o Are the correct values marked as Baseline and Final? If not, contact the SDPI Team and tell them what to change. o Is your baseline result 100% or close to that? If so, contact your ADC to discuss. o What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your Area Diabetes Consultant² to discuss. 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). Repeat these steps 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. - Ensure that a copy of this report is submitted with your 2023 Annual Progress Report⁵. 	<p>SOS webpages¹</p>	

⁵ SDPI Application/Report: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>