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

Method: Electronic Medical Record (EMR) to WebAudit to SOS
Time Period: 2023 Mid-Year **(Optional)**
Goal Submission Date: June 30, 2023

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 2023 RKM result(s) in the SOS.** **Steps:** - 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. 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 your EMR (RPMS or other).** **Tips:** - 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).	Best Practices[3]	

Step	Description	Resources	Completed?
4	**Using your EMR, create a new Audit Data File for your 2023 Target Group**, which will contain RKM data for your Target Group members. **Tips:** - In RPMS, use the Audit 2023 tools (DM23) in the Diabetes Management System (DMS). - Use 12/31/2023 as the Audit Date. - The Audit Data File is a text file (.txt).	[Audit webpages](#)[4]	
5	**Upload the new Audit Data File into the WebAudit as an *Interim Audit*.** **Steps:** - 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 2023 as the Audit year. - Follow the instructions to locate and upload your Audit Data File.	[Audit webpages](#)[4]	
6	**Pull the RKM result from the WebAudit into the SOS system**. **Steps:** - 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). - Follow the instructions for pulling in the RKM result from the Interim Diabetes Audit uploaded in Step 5. **Note:** Do not lock your data in the SOS at this time.	[SOS webpages](#)[1]	

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

Step	Description	Resources	Completed?

7	**Run and review your program's 2023 RKM Data Summary Report in the SOS.**
	
	Steps:
	- Click on "SOS Grantee Reports" on the side navigation menu.
	- Ensure 2023 is selected as the year (click "Go" next to the year).
	- Review your results, with particular attention to:
	    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 Consultant[2] 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.
	- Click on "PDF Version" to the right of the results to download a copy of your report.
	
	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.
		SOS webpages[1]	