

Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Submitting Required Key Measure (RKM) Data
Last Updated: June 2025

Method: Electronic Medical Record (EMR) to WebAudit to SOS
Time Period: 2025 Mid-Year: January 1 – June 30, 2025 **(Optional)**

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 2025 RKM result(s) in the SOS. Steps: <ul style="list-style-type: none"> - Log into the SOS. - Click on "Submit RKM Data". - Click on "Pull from WebAudit". - Ensure 2025 is selected as the year (click "Go" next to the year). - Baseline RKM result should be displayed in the section "Review/Reference: RKM Results Submitted for FY 2025". 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: <ul style="list-style-type: none"> - In RPMS, this can be a register or search template of patients. - Be sure to select the register, search template or list for your 2025 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>Create a new Audit Data File for your 2025 Target Group, which will contain RKM data for your Target Group members. The Audit Data File is a delimited text file (.txt).</p> <p>Tips:</p> <ul style="list-style-type: none"> - In RPMS <ul style="list-style-type: none"> ○ Go to the Diabetes Management System (DMS) Main Menu. ○ Select AR - Audit Reporting AR ○ Select DM25 – 2025 Diabetes Audit ○ Select Register to be used if a Register has been created. ○ Enter Audit Date: 12/31/2025. ○ Select S – Search Template or C – Members of a CMS Register. ○ At prompts // – use all defaults: hit ENTER. ○ Select: 2 Create AUDIT EXPORT file ○ Name text: [your initials]_2025 MidYear_RKM (example) ○ At prompts // – use all defaults: hit ENTER. ○ Queue time and date, if needed. (Audit data file will be created in the background) ○ Alert IT/CAC that Audit Data File is being created and to make available to you. - Other EMR (non-RPMS): work with your IT department to create an Audit Data File that meet 2025 WebAudit specifications. 	Audit webpages ⁴	
5	<p>Upload the new Audit Data 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 2025 as the Audit year. - Follow the instructions to locate and upload your Audit Data File. 	Audit webpages ⁴	

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

Step	Description	Resources	Completed?
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 "Submit RKM Data". - Click on "Pull from WebAudit". - Ensure 2025 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	
7	<p>Run and review your program's 2025 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 2025 is selected as the year (click "Go" next to the year). - 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. - Click on "PDF Version" to the right of the results to download a copy of your report. <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. 	SOS webpages ¹	