

**Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Submitting Required Key Measure (RKM) Data**

Last Updated: February 2019

Method: RPMS to WebAudit to SOS | **Time Period:** FY 2019 Baseline (Required)

Due: March 15, 2019

Step	Description	Resources	Completed?
1.1	Review your program’s FY 2019 SDPI application (Project Narrative – Part F). Note the Best Practice selected and Target Group information.	Your program’s FY 2019 SDPI application	
1.2	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	
1.3	Enter Best Practice and Target Group information into the SOS using the <i>Best Practice/Target Group Info</i> tool. Tip: Ensure 2019 is selected as the year.	SOS webpages ¹	
1.4	Using RPMS (or other EHR), identify and create a list of your Target Group members. Tips: <ul style="list-style-type: none"> - In RPMS this can be a register or template of patients. - Your Target Group for FY 2019 may be different from FY 2018. Be sure to use the correct register or template. - Include SDPI and 2019 in the name of your register or template. 	SOS webpages ¹	
1.5	Using RPMS (or other EHR), create an Audit export (data) file for your FY 2019 Target Group , which contains RKM data for your Target Group members. Tips: <ul style="list-style-type: none"> - Use the Audit 2018 or 2019 tools (DM18 or DM19 in RPMS). - Use 12/31/2018 as the Audit Date. - The Audit Export File is a text file (.txt). 	RPMS Audit webpages ²	

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

² <https://www.ihs.gov/diabetes/audit/>

Step	Description	Resources	Completed?
1.6	<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. - Select “Data Processing” from the left-hand menu or main page, the select “Upload Data”. - Select “Interim Audit” as the Audit Type. - Select the Audit year that matches the Audit version you used in step 1.5 (i.e., 2018 if you used DM18 or 2019 if you used DM19). - Follow the instructions to locate and upload your Audit Export File. 	<p>Audit webpages²</p>	
1.7	<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 “Pull from WebAudit” under “Submit RKM Data” in the left-hand menu. - Ensure 2019 is selected as the year, regardless of whether you used 2018 or 2019 in the WebAudit. - Follow the instructions for pulling in the RKM result from your Interim Diabetes Audit. 	<p>SOS webpages¹</p>	
1.8	<p>Run and review your program’s FY 2019 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 2019 is selected as the year. - Click on the “RKM Data Summary Report” link under “SDPI OUTCOMES SYSTEM REPORTS MENU”. - Review your result(s), with particular attention to: <ul style="list-style-type: none"> ○ Is the correct value marked as Baseline? If not, contact the SDPI team. ○ Is your baseline value 90-100%? Contact your Area Diabetes Consultant³ to discuss. ○ Is your Denominator “very” different from your Target Group Number? If so, check that your baseline Audit was run on the correct registry/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 Consultant³ or the SDPI Team at sdpi@ihs.gov. 	<p>SOS webpages¹</p>	

³ <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>