Special Diabetes Program for Indians (SDPI)
SDPI Outcomes System (SOS)
Checklist for Tracking and Submitting Target Group and Required Key Measure (RKM) Data
Last Updated: February 2019

Method: SOS Individual Entry | **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 don't 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 system using the *Best Practice/Target Group Info* tool. **Tip**: Ensure 2019 is selected as the year.	SOS webpages[1]	
1.4	**If Target Group IS KNOWN at Baseline (if not known, go to step 1.7):** **Identify and create a list of your Target Group members locally,** using Excel, a paper list, or other process. **Tip**: Only gender and month and year of birth can be entered into the SOS. You may choose to collect other information that is stored outside of the SOS for local use.	SOS webpages[1]	
1.5	**Enter information for each Target Group member into the SOS** using the *Enter Individual/Information Entry* tool. - Click on "Enter Individual" from the left-hand menu. - Click on "Individual RKM Data Entry" on the main page. - Ensure 2019 is selected as the year (click "Go" next to the year). - Enter information for each Target Group member, including their baseline RKM Value. **Tip:** Add the SOS Participant Identifier for each member to your local list as you enter each member.	SOS webpages[1]	

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[1] https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/

Step	Description	Resources	Completed?
1.6	**Review and submit your RKM result in the SOS** (*Enter Individual/RKM Data Entry* tool) after you have entered baseline information for all members. - Click on "Enter Individual" from the left-hand menu. - Click on "Individual RKM Data Entry" on the main page. - Review "RKM CURRENT RESULT" section. If result matches your records and the individual data entered, click on the "Submit" button. If not, update individual information as needed or contact the SDPI team. **Tips:** -Ensure 2019 is selected as the year (click "Go" next to the year). -The first RKM result you submit will automatically be marked as baseline.	SOS webpages[1]	
1.7	**If Target Group IS NOT KNOWN at Baseline:** **Enter baseline information into the SOS System** using the *Enter* Aggregate Data tool. - Source: FY 2019 Application - Numerator=0 - Denominator=Number in your Target Group **Tip**: Ensure 2019 is selected as the year.	SOS webpages[1]	

1.8	**Run and review your program's FY 2019 RKM Data Summary Report in the SOS.**
	
	Steps:
	
	- **Click on "SOS Grantee Reports" on the side navigation menu.**
	- **Ensure 2019 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:**
	  - **Is the exact same value in there more than once? If so, contact the SDPI team to remove one of the values.**
	  - **Is the correct value marked as Baseline? If not, contact the SDPI team.**
	  - **Is your baseline value 90-100%? Contact your Area Diabetes Consultant[2] to discuss.**
	
	Tip: 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]
		Area Diabetes Consultant[2]	

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[2] https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/