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

Last Updated: January 2020

Method: SOS Individual Entry
Time Period: 2019 Final **(Required)**
Due: January 31, 2020

Step	Description	Resources	Completed?
1.1	**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]	☐
1.2	**Review your program's previously submitted 2019 RKM results in the SOS.** **Steps:** - Log into the SOS. - 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, then click "Go" next to the year. - Baseline RKM result should be displayed in the section "RKM RESULTS SUBMITTED FOR FY 2019". 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]	☐
1.3	**Collect and review current data for individuals in your Target Group.** You will need the following information for each individual: - SOS Participant Identifier (previously entered individuals only) - Month and year of birth - Gender - Whether or not the RKM was met	Local records 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?
1.4	**For individuals already entered in the SOS, update RKM Value, as needed.** - 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, then click “Go” next to the year. - Review and Edit the RKM Value for individual Target Group Members, as needed. **For any new Target Group members, Enter Individual Information and RKM Value.** - Click on “Enter Individual”. - Click on “Individual Information Entry”. - Ensure 2019 is selected as the year (click “Go” next to the year). - Under “ADD A NEW MEMBER”, select data values for the first new individual, then click on “Save”. Repeat for each new individual.	Local records SOS webpages[1]	☐
1.5	**Submit RKM Current Result.** - 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 at sdpi@ihs.gov.	Local records SOS webpages[1]	☐
1.6	**Lock your RKM data in the SOS for 2019.** **Steps:** - Click on “Lock SOS Data” on the side navigation menu. - Ensure 2019 is selected as the year (click “Go” next to the year). - Click the “Lock Data” button. **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.		☐

Step	Description	Resources	Completed?

1.7	**Run and review your program's 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.**
	  ○ **Are the correct values marked as Baseline and Final? If not, contact the SDPI team and tell them what to change.**
	  ○ **Is your baseline result 100% or close to that? If so, contact your ADC to discuss.**
	  ○ **What is the change from Baseline to Final? Is it consistent with your local data? If not, contact your Area Diabetes Consultant[2] to discuss.**
	  ○ **Is the number of individuals entered "much" smaller than your Target Group Number? If so, determine if additional individuals need to be entered.**
	  ○ **Is the number of individuals entered "much" bigger than your Target Group Number? This is generally not a problem, but your Area Diabetes Consultant[2] may contact you to discuss.**
	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.**
	- **Ensure that a copy of this report is submitted with your 2019 Annual Progress Report.**
		SOS webpages[1]	☐