

**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: June 2019**

**Method:** SOS Individual Entry  
**Time Period:** FY 2019 Mid-Year **(Optional)**  
**Due:** June 28, 2019

Step	Description	Resources	Completed?
1	<b>Request access to the SOS</b> , if you do not already have it. If you have accessed the SOS previously, but cannot remember your username, contact the SDPI team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a> .	<a href="#">SOS webpages</a> <sup>1</sup>	
2	<b>Review your program's previously submitted FY 2019 RKM result(s) in the SOS.</b> <b>Steps:</b> <ul style="list-style-type: none"> <li>- Log into the SOS.</li> <li>- Click on "Enter Individual" from the left-hand menu.</li> <li>- Click on "Individual RKM Data Entry" on the main page.</li> <li>- Ensure 2019 is selected as the year (click "Go" next to the year)</li> <li>- Baseline RKM result should be displayed in the section "RKM RESULTS SUBMITTED FOR FY 2019". Other (optional) results may also be displayed.</li> </ul> If baseline RKM result cannot be found or is not correct, contact your <a href="#">Area Diabetes Consultant</a> <sup>2</sup> or the SDPI Team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a> .	<a href="#">SOS webpages</a> <sup>1</sup>	
3	<b>Collect and review current data for individuals in your Target Group.</b> You will need the following information for each individual: <ul style="list-style-type: none"> <li>- SOS Participant Identifier (previously entered individuals only)</li> <li>- Month and year of birth</li> <li>- Gender</li> <li>- Whether or not the RKM was met</li> </ul>	Local records <a href="#">Best Practices</a> <sup>3</sup>	

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

<sup>2</sup> <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

<sup>3</sup> <https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/>

Step	Description	Resources	Completed?
4	<p><b>For individuals already entered in the SOS, update RKM, as needed.</b></p> <ul style="list-style-type: none"> <li>- Click on "Enter Individual" from the left-hand menu.</li> <li>- Click on "Individual RKM Data Entry" on the main page.</li> <li>- Ensure 2019 is selected as the year (click "Go" next to the year).</li> <li>- Review and Edit the RKM Value for individual Target Group Members, as needed.</li> </ul> <p><b>For any new Target Group members, Enter Individual Information and RKM Value.</b></p> <ul style="list-style-type: none"> <li>- Click on "Enter Individual".</li> <li>- Click on "Individual Information Entry".</li> <li>- Ensure 2019 is selected as the year (click "Go" next to the year).</li> <li>- Under "ADD A NEW MEMBER", select data values for the new individual, then click on "Save".</li> </ul> <p>Repeat for each new individual.</p>	<p>Local records  <a href="#">SOS webpages</a><sup>1</sup></p>	
5	<p><b>Submit RKM Current Result.</b></p> <ul style="list-style-type: none"> <li>- Click on "Enter Individual" from the left-hand menu.</li> <li>- Click on "Individual RKM Data Entry" on the main page.</li> <li>- 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 <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</li> </ul> <p><b>Note:</b> Do not lock your data in the SOS at this time.</p>	<p>Local records  <a href="#">SOS webpages</a><sup>1</sup></p>	

Step	Description	Resources	Completed?
6	<p><b>Run and review your program’s FY 2019 RKM Data Summary Report in the SOS.</b></p> <p><b>Steps:</b></p> <ul style="list-style-type: none"> <li>- Click on “SOS Grantee Reports” on the side navigation menu.</li> <li>- Ensure 2019 is selected as the year (click “Go” next to the year).</li> <li>- Click on the “RKM Data Summary Report” link under “SDPI OUTCOMES SYSTEM REPORTS MENU”.</li> <li>- Review your results, with particular attention to: <ul style="list-style-type: none"> <li>o Is the most recent result provided in the report? If not, revisit step 5.</li> <li>o Is the exact same result in there more than once? If so, contact the SDPI team to remove one of the duplicates.</li> <li>o Is the correct value marked as Baseline? If not, contact the SDPI team and tell them what to change.</li> <li>o What is the change from Baseline to Mid-Year? Is it consistent with your local data? If not, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> <li>o Is the number of individuals entered “much” smaller than your Target Group Number? If so, determine if additional individuals need to be entered at this time.</li> <li>o Is the number of individuals entered “much” bigger than your Target Group Number? Contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> to discuss.</li> </ul> </li> </ul> <p><b>Tip:</b></p> <ul style="list-style-type: none"> <li>- If this report cannot be found or you have any other problems or questions, contact your <a href="#">Area Diabetes Consultant</a><sup>2</sup> or the SDPI Team at <a href="mailto:sdpi@ihs.gov">sdpi@ihs.gov</a>.</li> </ul>	<p><a href="#">SOS webpages</a><sup>1</sup></p>	