2017 Diabetes in Indian Country Conference

Community-Directed Reporting Requirements: Programmatic

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September 20, 2017
Objectives

1. Highlight SDPI reports due throughout the year.
2. Review purpose of each report.
3. Indicate where further information for each report can be found.
Basic Timeline

SDPI Community-Directed Grant Program
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

2016

- 2017 Diabetes Audit Period
- FY 2016 ends

2017

- 2018 Diabetes Audit Period
- FY 2017

2018

- FY 2018 begins (pending funding)

2017 Diabetes Audit Period: January 1, 2016 - December 31, 2016

2018 Diabetes Audit Period: January 1, 2017 - December 31, 2017

2019 Diabetes Audit Period: January 1, 2018 - December 31, 2018

FY 2016: January 1, 2016 - December 31, 2016

FY 2017: January 1, 2017 - December 31, 2017

FY 2018 (pending funding): January 1, 2018 - December 31, 2018
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
- Semi-Annual Progress Report
- Continuation Application
- SOS Final Data
- Annual Progress Report
Report: SOS Baseline Data

• What?
  - Best Practice Required Key Measure data captured at the beginning of the year in which you plan to improve on for the remainder of the year.
    » Can be data from previous year (Target Group known, pulling from WebAudit)
    » Can be “clean slate” – zero (Target Group unknown, previous year’s data for Target Group unknown, education Best Practices)

• Why?
  - Data reporting requirement

• How?
  - local records → SOS
  - OR
  - RPMS/EHR → WebAudit → SOS
Report: SOS Baseline Data (cont’d)

- Where
  - SOS webpages: https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/

- Who?
  - Division of Diabetes (SDPI Team): ihsddtpsdpticommunity@ihs.gov

- When?
  - Annually, due by end of January
  - Submit copy with Continuation Application
SOS Baseline Data on Timeline

SDPI Community-Directed Grant Program
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

- 2016
  - Jul
  - Aug
  - Sept
  - Oct
  - Nov
  - Dec
  - Jan
  - Feb
  - Mar
  - Apr
  - May
  - Jun
  - Jul
  - Aug
  - Sept
  - Oct
  - Nov
  - Dec

- 2017
  - Feb
  - Mar
  - Apr
  - May
  - Jun
  - Jul
  - Aug
  - Sept
  - Oct
  - Nov
  - Dec
  - Jan

- 2018
  - Feb
  - Mar
  - Apr
  - May
  - Jun

- 2019
  - Diabetes Audit Period

FY 2016 ends

FY 2017

FY 2018 begins (pending funding)

- 2017 Baseline data due in the SOS: January 31, 2017
- 2018 Diabetes Audit Period: January 1, 2017 - December 31, 2017
- 2019 Diabetes Audit Period: January 1, 2018 - December 31, 2018
- FY 2016: January 1, 2016 - December 31, 2016
- FY 2017: January 1, 2017 - December 31, 2017
- FY 2018 (pending funding): January 1, 2018 - December 31, 2018
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
- Semi-Annual Progress Report
- Continuation Application
- SOS Final Data
- Annual Progress Report
Report: Diabetes Audit Report

• What?
  ➢ The IHS Diabetes Care and Outcomes Audit is a process to assess care and health outcomes for American Indians and Alaska Natives with diagnosed diabetes. IHS, Tribal and Urban Indian health care facilities nationwide participate in this process each year by auditing medical records for their patients with diabetes.

• Why?
  ➢ Data reporting requirement
  ➢ Helpful tool for AI/AN clinics

• How?
  ➢ Manual Audit (random # paper charts) → WebAudit OR
  ➢ RPMS/EHR (patch release, txt file) → WebAudit
Report: Diabetes Audit Report (cont’d)

• Where?
  ➢ Diabetes Care and Outcomes Audit webpages: https://www.ihs.gov/diabetes/audit/

• Who?
  ➢ Division of Diabetes (WebAudit Team): ddtpwebauditadmins@ihs.gov

• When?
  ➢ Annually, due mid-March
  ➢ Covers data from the previous year
  ➢ Submit copy with Continuation Application
Diabetes Audit Report on Timeline

SDPI Community-Directed Grant Program
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

2017 Diabetes Audit Period: January 1, 2017 - December 31, 2017
2018 Diabetes Audit Period: January 1, 2018 - December 31, 2018
2019 Diabetes Audit Period: January 1, 2019 - December 31, 2019

FY 2016 ends: January 1, 2016
FY 2017 begins: January 1, 2017
FY 2018 begins (pending funding): January 1, 2018

2017 Baseline data due in the SOS: January 31, 2017
2017 Diabetes Audit data due date (data lock): March 15, 2017
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
- Semi-Annual Progress Report
- Continuation Application
- SOS Final Data
- Annual Progress Report
# SDPI Timeline Reporting Requirements

<table>
<thead>
<tr>
<th>Report</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017 (NOW)</th>
<th>FY 2018 IF FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-annual Progress Report</td>
<td>Mid-year Required</td>
<td>Cancelled</td>
<td>Mid-year RKM data submission - Optional</td>
<td>Similar to 2017</td>
</tr>
<tr>
<td>Annual Progress Report</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Similar to 2017</td>
</tr>
</tbody>
</table>
Optional: SOS Mid-Year Data

- **What?**
  - Best Practice Required Key Measure data captured at mid-year in which you plan to improve on for the remainder of the year.

- **Why?**
  - See improvements made since baseline was submitted
  - Revisit data and troubleshoot

- **How?**
  - Local records → SOS
  - OR
  - RPMS/EHR → WebAudit → SOS
Optional: SOS Mid-Year Data (cont’d)

• Where?
  ➢ SOS webpages: https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/

• Who?
  ➢ Division of Diabetes (SDPI Team): ihsdttpsdpticommunity@ihs.gov

• When?
  ➢ Annually, due end of June
  ➢ Covers data for roughly half a year (Jan – June)
  ➢ Submit copy with Continuation Application
SOS Mid-Year Data on Timeline

SDPI Community-Directed Grant Program
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

- 2018 Diabetes Audit Period: January 1, 2017 - December 31, 2017
- 2019 Diabetes Audit Period: January 1, 2018 - December 31, 2018
- FY 2016: January 1, 2016 - December 31, 2016
- FY 2017: January 1, 2017 - December 31, 2017
- FY 2018 (pending funding): January 1, 2018 - December 31, 2018

- 2017 Baseline data due in the SOS: January 31, 2017
- 2017 Diabetes Audit data due date (data lock): March 15, 2017
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
- Semi-Annual Progress Report
- Continuation Application
- SOS Final Data
- Annual Progress Report
Continuation Application

• What?
  ➢ Program plan (project narrative) and budget for the next fiscal year
    » Great time to make changes to your Best Practice and/or Target Group.
  ➢ Data collected so far (SOS RKM Data Summary Report, Audit Reports)
  ➢ Updates on personnel, partnerships, etc.

• Why?
  ➢ To let us (ADC, DDTP, DGM) know what your program plan is for next year.
  ➢ Required to receive continuation funds
Continuation Application (cont’d)

• How?
  - Via GrantSolutions.gov
  - Standard forms, SOS RKM Data Summary Report, and Project/Budget Narratives are key elements
  - Other documents provide supporting information and may include staff bio sketches, financial audits, and Diabetes Audit reports depending on application type

• Where?
  - GrantSolutions: https://home.grantsolutions.gov/home/
  - SDPI Reports and Application webpage: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/
    - Application information available April - October
Continuation Application (cont’d)

• Who?
  ➢ Division of Diabetes (SDPI Team):
    ihsddtpsdpicommunity@ihs.gov
  ➢ Division of Grants Management:
    https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONCTACTINFO
  ➢ Area Diabetes Consultant:

• When?
  ➢ Annually, due early September
  ➢ Covers your plan for the next year
Continuation Application on Timeline

**SDPI Community-Directed Grant Program**

*Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017*

- **FY 2016 ends:**
  - 2017 Diabetes Audit Period
- **FY 2017:**
  - 2018 Diabetes Audit Period
- **FY 2018 begins (pending funding):**
  - 2019 Diabetes Audit Period

- **2017 Baseline data due in the SOS:** January 31, 2017
- **2017 Diabetes Audit data due date (data lock):** March 15, 2017
- **FY 2017 Semi-Annual Progress Report (mid-year data submission - optional):** June 30, 2017
- **FY 2018 Application due (based on Division of Grants Management policy):** September 2, 2017
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
- Semi-Annual Progress Report
- Continuation Application
- SOS Final Data
- Annual Progress Report
Report: SOS Final Data

- **What?**
  - Best Practice Required Key Measure data captured at the end of the year to see if data improved.
    - Avoid aggregate for final data (or will need waiver)
    - Time of the year to “lock” your data

- **Why?**
  - Data reporting requirement

- **How?**
  - local records → SOS
  - OR
  - RPMS/EHR → WebAudit → SOS
Report: SOS Final Data (cont’d)

- **Where?**
  - SOS webpages: [https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/](https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/)

- **Who?**
  - Division of Diabetes (SDPI Team):
    - ihsddtpsdpicommunity@ihs.gov

- **When?**
  - Annually, due by end of January of the next year
  - Covers data from the previous year
SDPI Community-Directed Grant Program  
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

2017 Diabetes Audit Period

2018 Diabetes Audit Period

2019 Diabetes Audit Period

FY 2016 ends

FY 2017

FY 2018 begins (pending funding)

2017 Baseline data due in the SOS: January 31, 2017

2017 Diabetes Audit data due date (data lock): March 15, 2017


FY 2018 Application due (based on Division of Grants Management policy): September 2, 2017

2017 Final data due in the SOS: January 31, 2018
Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
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- Annual Progress Report
Report: Annual Progress Report

• What?
  ➢ Report providing final updates summarizing your grant year
  ➢ Review of your program plan (project narrative) – have all activities/services been implemented and budget been spent?
  ➢ Submission of final data for the year

• Why?
  ➢ Reporting requirement by DGM and DDTP

• How?
  ➢ Submit report documents as a grant note in GrantSolutions.
Report: Annual Progress Report (cont’d)

• Where?
  ➢ GrantSolutions: https://home.grantsolutions.gov/home/
  ➢ SDPI Reports and Application webpage: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/
    » Report information available November - April

• Who?
  ➢ Division of Diabetes (SDPI Team): ihsddtpsdpicommunity@ihs.gov
  ➢ Division of Grants Management: https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONCTACTINFO

• When?
  ➢ Annually, due by end of March
  ➢ Covers activities/outcomes from the previous year
Annual Progress Report on Timeline

SDPI Community-Directed Grant Program
Fiscal Year (FY) 2017: January 1, 2017 - December 31, 2017

- **2016**
- **2017**
- **2018**

**2017 Diabetes Audit Period:** January 1, 2016 - December 31, 2016
**2018 Diabetes Audit Period:** January 1, 2017 - December 31, 2017
**2019 Diabetes Audit Period:** January 1, 2018 - December 31, 2018

- **FY 2016:** January 1, 2016 - December 31, 2016
- **FY 2017:** January 1, 2017 - December 31, 2017
- **FY 2018:** pending funding: January 1, 2018 - December 31, 2018

**2017 Baseline data due in the SOS:** January 31, 2017

**2017 Diabetes Audit data due date (data lock):** March 15, 2017

**FY 2017 Semi-Annual Progress Report (Mid-year data submission - optional):** June 30, 2017

**FY 2018 Application due (based on Division of Grants Management policy):** September 2, 2017

**2017 Final data due in the SOS:** January 31, 2018

**FY 2017 Annual Progress and Financial Status Report due:** March 31, 2018
Resource: SDPI Community-Directed Grant Program Application and Report Due Dates Table

Questions?
Thank you!