# 2017 Diabetes in Indian Country Conference

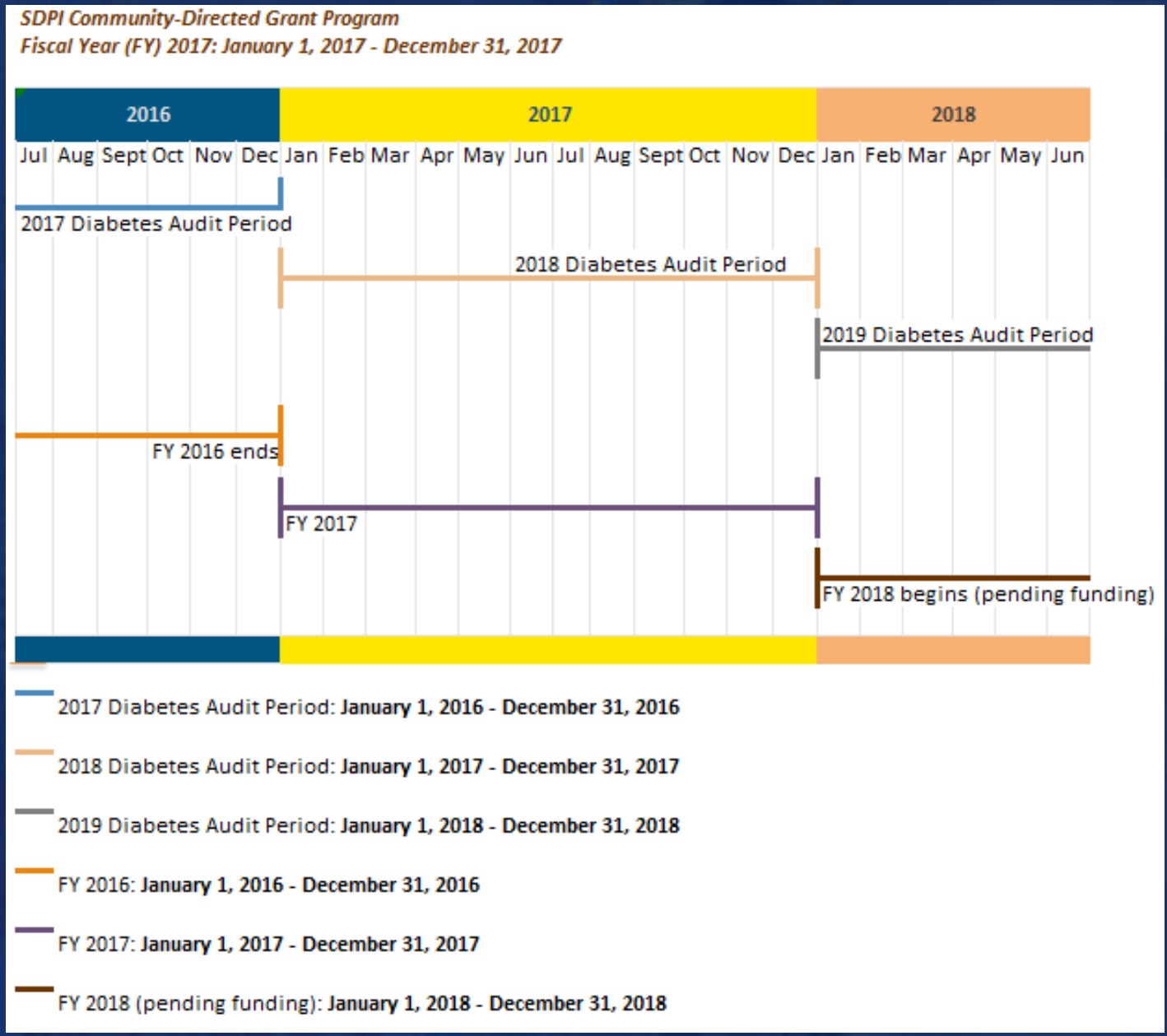
## Community-Directed Reporting Requirements: Programmatic

Melanie Knight, SDPI Project Manager
IHS Division of Diabetes Treatment and Prevention
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



# 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

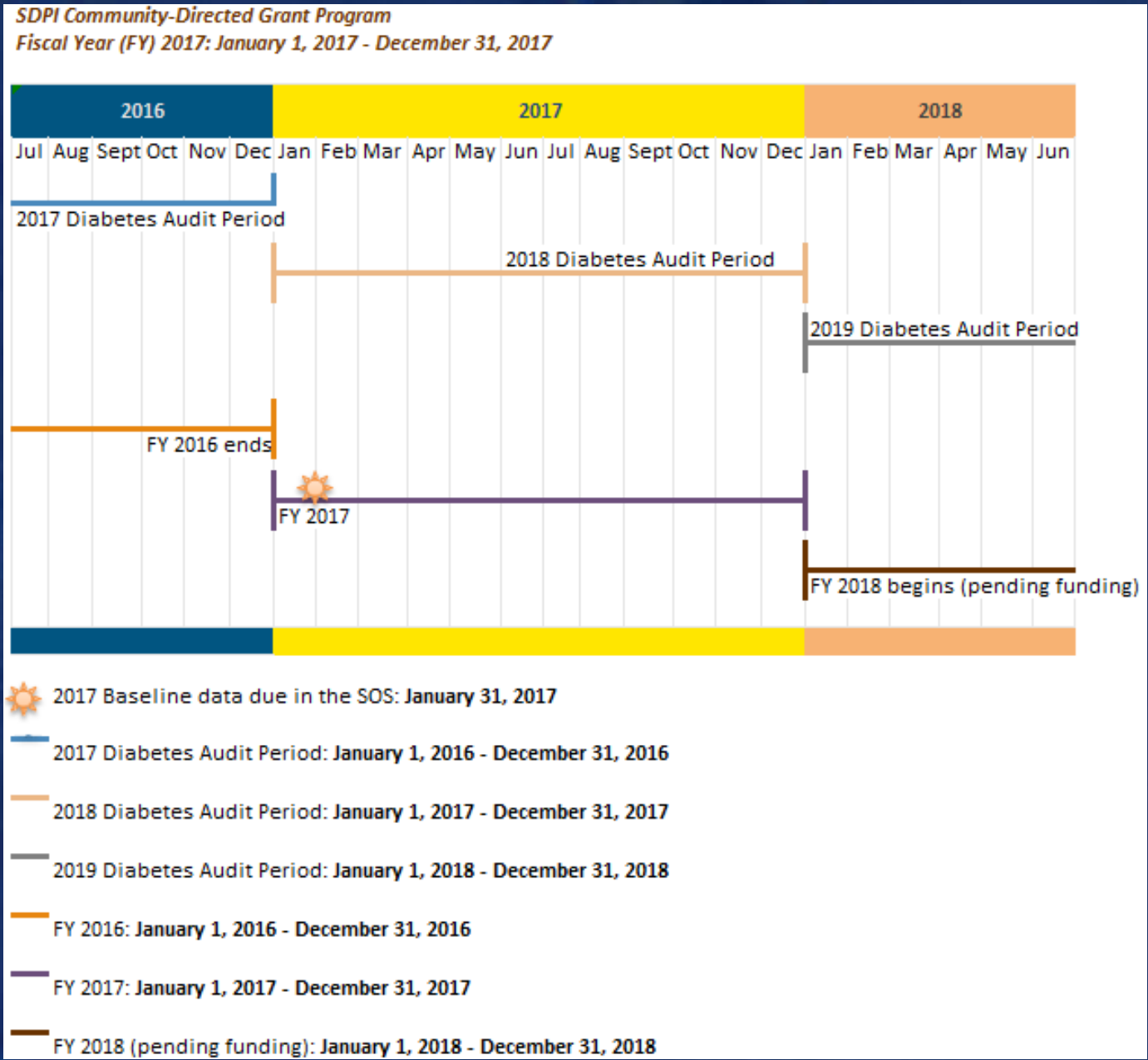
- What?
  - Best Practice Required Key Measure data captured at the beginning of the year in which you plan to improve on for the remainder of the year.
    - Can be data from previous year (Target Group known, pulling from WebAudit)
    - Can be "clean slate" – zero (Target Group unknown, previous year's 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): ihsddtpsdpicommunity@ihs.gov
- When?
  - Annually, due by end of January
  - Submit copy with Continuation Application

# SOS Baseline Data on Timeline



# Reports: January - December

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

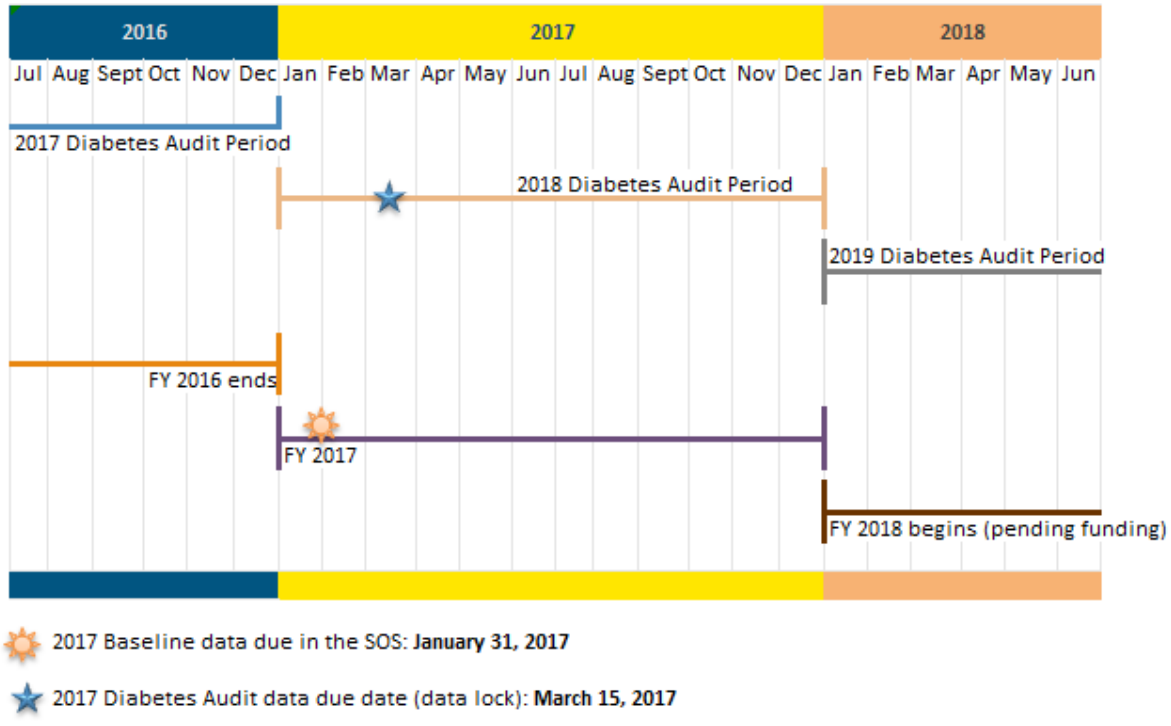
    OR
  - RPMS/EHR (patch release, txt file) → WebAudit

# 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, 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**

# 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

| Report | FY 2015 | FY 2016 | FY 2017 (NOW) | FY 2018 IF FUNDED |
|---|---|---|---|---|
| Semi-annual Progress Report | Mid-year Required | Cancelled | Mid-year RKM data submission - Optional | Similar to 2017 |
| Annual Progress Report | Required | Required | Required | Similar to 2017 |

# 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

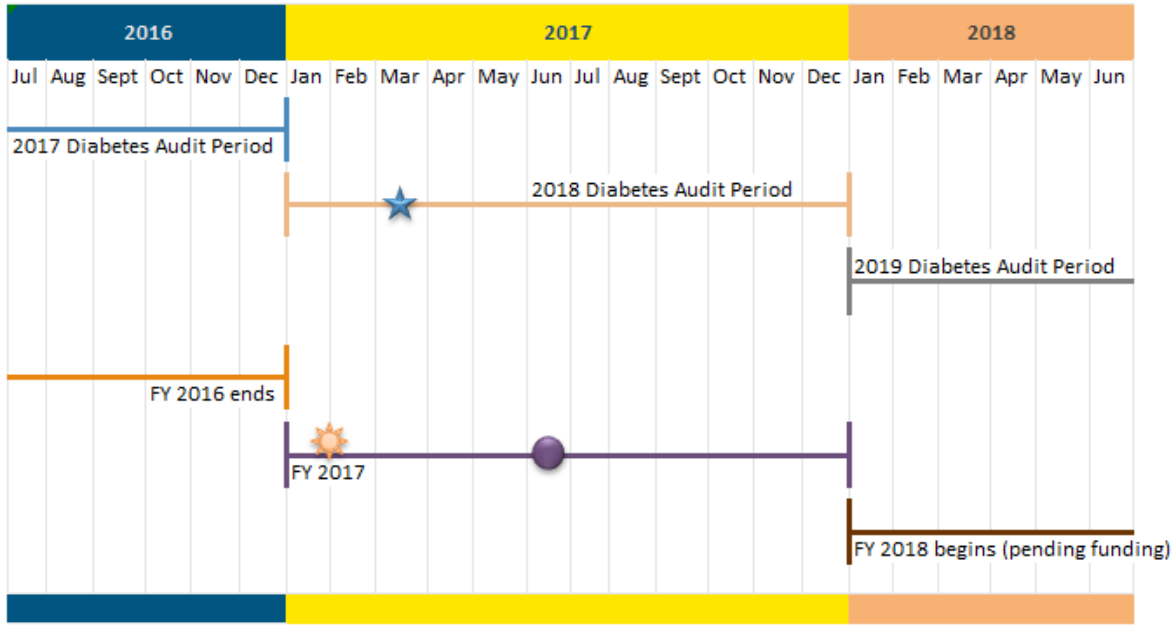
    OR
  - RPMS/EHR → WebAudit → SOS

# 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): ihsddtpsdpicommunity@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*




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**

# 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)

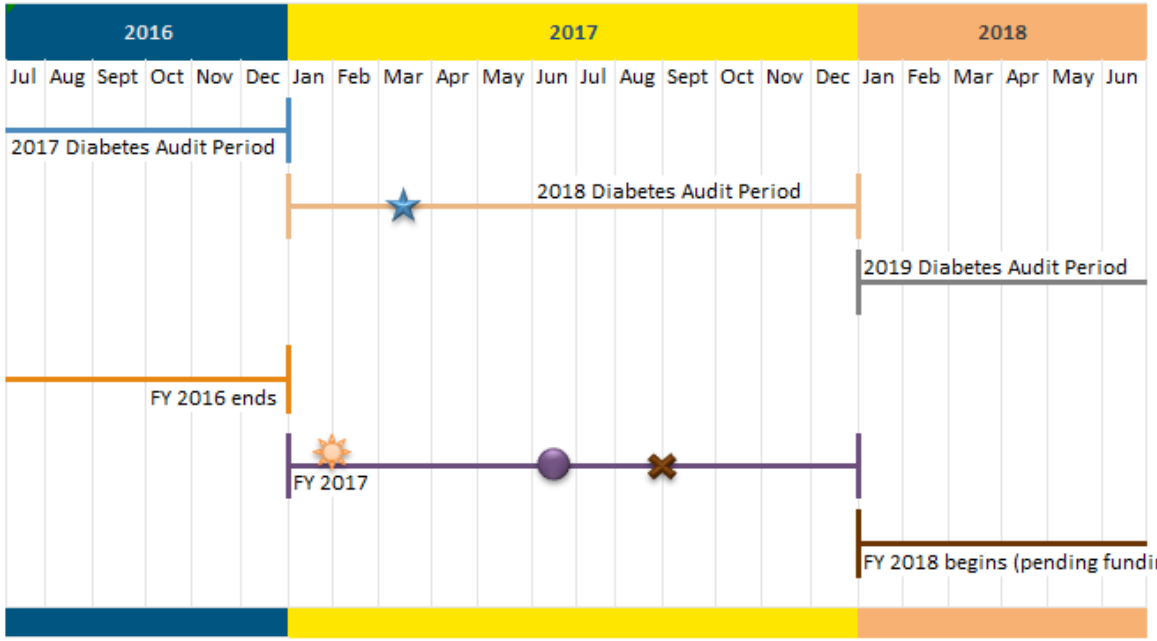
- How?
  - Via GrantSolutions.gov
  - Standard forms, SOS RKM Data Summary Report, and Project/Budget Narratives are key elements
  - Other documents provide supporting information and may include staff bio sketches, financial audits, and Diabetes Audit reports depending on application type
- Where?
  - 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: https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/**
- **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*

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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**

# 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

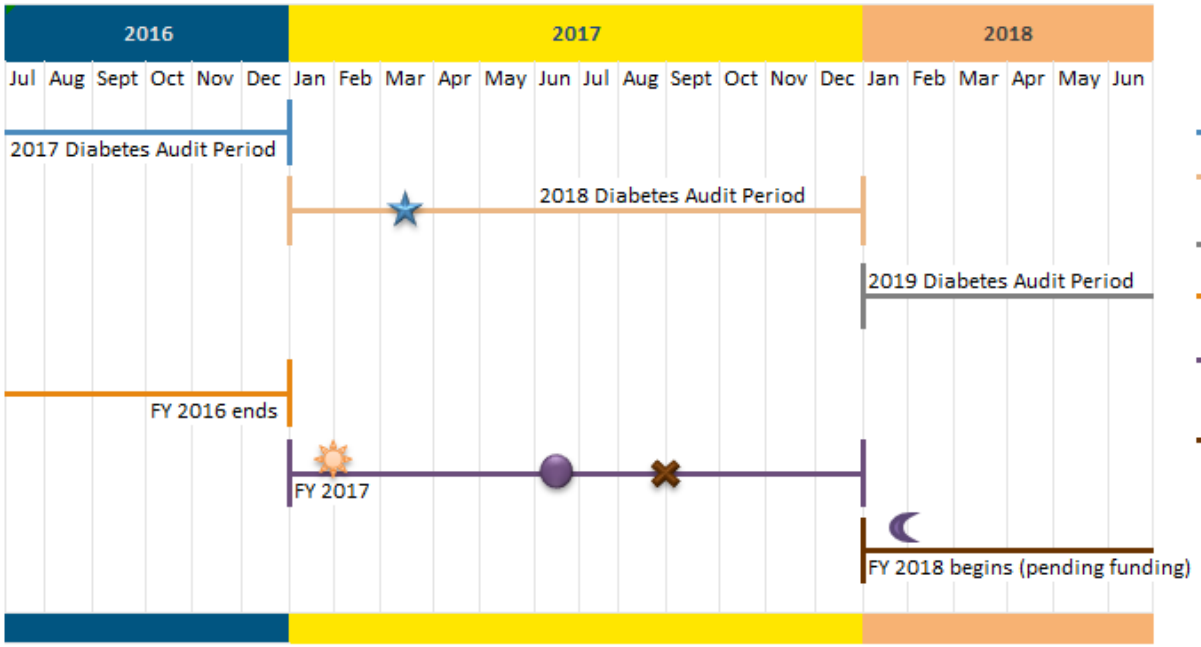
    OR
  - RPMS/EHR → WebAudit → SOS

# Report: SOS Final Data (cont'd)

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

# SOS Final Data on Timeline

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

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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**

# Reports: January - December

- SOS Baseline Data
- Diabetes Annual Audit
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- SOS Final Data
- **Annual Progress Report**

# Report: Annual Progress Report

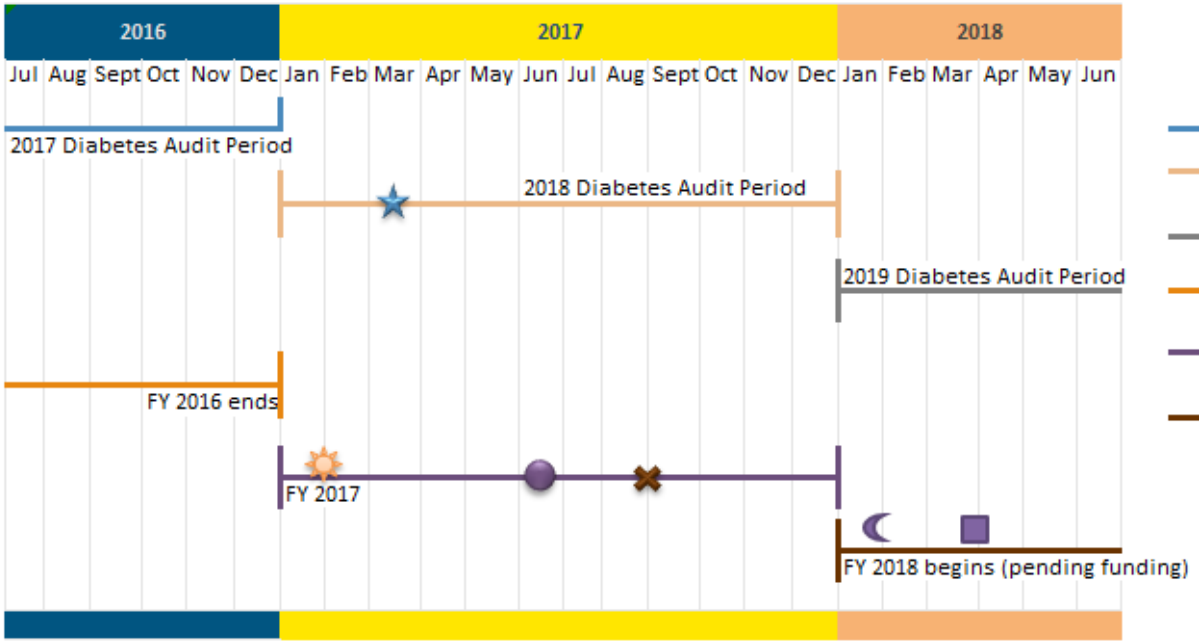
- What?
  - Report providing final updates summarizing your grant year
  - Review of your program plan (project narrative) – have all activities/services been implemented and budget been spent?
  - Submission of final data for the year
- Why?
  - Reporting requirement by DGM and DDTP
- How?
  - Submit report documents as a grant note in GrantSolutions.
  - Ensure your local finance office submits Annual Federal Financial Report in Payment Management System.

# 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*

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- 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

https://www.ihs.gov/sdpi/includes/themes/newihstheme/display_objects/documents/SDPI_CDAppRepDatesFY17-18.pdf

**Special Diabetes Program for Indians**
**Community-Directed Grant Program Application and Report Due Dates**

**Fiscal Year (FY) 2017 – 2018**
**Note: All dates are tentative and subject to change (updated Aug 2017)**

| Date | Activity |
|---|---|
| | **2017** |
| 01/01/2017 | 2017 Beginning of budget year |
| 01/01/2017 | 2018 Beginning of Audit Year |
| **01/31/2017 – Due** | 2016 Required Key Measure (RKM)[1] final data lock in SDPI Outcomes System (SOS)[2] |
| **02/28/2017 – Due** | 2017 RKM Baseline data into SOS |
| **03/15/2017 – Due** | 2017 Diabetes Audit data lock in WebAudit[3] |
| **03/31/2017 – Due** | 2016 Annual Progress Report[4] for all primary grantees in GrantSolutions[5] |
| 04/29/2017 | 2018 Continuation Application[6] information available on the DDTP website |
| 06/30/2017 – Due | Mid-year SOS data entry: encouraged, but not required for 2017 |
| **09/02/2017 – Due** | 2018 Continuation Application in GrantSolutions |
| 09/19/2017 – 09/21/2017 | 2017 Diabetes in Indian Country Conference in Albuquerque, NM |
| 12/13/2017 | 2017 Annual Progress Report information available on the DDTP website |
| 12/31/2017 | 2017 End of budget year |
| 12/31/2017 | 2018 End of Audit year |
| | **2018** |
| 01/01/2018 | 2018 Beginning of budget year (pending Congressional funding) |
| 01/01/2018 | 2019 Beginning of Audit year |
| 01/31/2018 – Due | 2018 RKM Baseline data in SOS (pending Congressional funding) |
| 01/31/2018 – Due | 2017 RKM data lock in SOS (pending Congressional funding) |
| **03/15/2018 – Due** | 2018 Diabetes Audit data lock in WebAudit |
| **03/31/2018 – Due** | 2017 Annual Progress Report for all grantees in GrantSolutions |

[1] SDPI Diabetes Best Practices: https://www.ihs.gov/sdpi/sdpi-community-directed/diabetes-best-practices/
[2] SDPI Outcomes System (SOS): https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/
[3] IHS Diabetes Care and Outcomes Audit: https://www.ihs.gov/diabetes/audit/
[4] SDPI Community-Directed FY 2016 Annual Progress Report: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/
[5] GrantSolutions: http://www.grantsolutions.gov
[6] SDPI Applications and Reports: https://www.ihs.gov/sdpi/sdpi-community-directed/

# Questions?

# Thank you!