

# ***AADE DEAP POLICY***

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**POLICY NUMBER: 5**

**TITLE: COMPLIANCE ENFORCEMENT**

## **POLICY**

Once DSMT programs achieve accreditation from AADE, it is expected that the National Standards for Diabetes Self-Management Education Programs (NSDSMEP) Quality Standards will be maintained on an ongoing basis. To ensure maintenance of these standards, accredited DSMT programs will submit information periodically for review by AADE and may be randomly selected for an on-site audit as often as AADE deems necessary.

## **PROCEDURE**

### **Status and Performance Measurement Report**

A Status and Performance Measurement Report will be submitted annually and include the following information:

- Sponsoring organization name
- Program name
- Program ID number
- Address
- Coordinator
- Data contained in the Annual Status and Performance Measurement Report will allow AADE to monitor the extent to which accredited DSMT programs are implementing NSDSMEP Quality Standards in a continuous manner. Programs will be required to report data:
  - Identify and describe their target population
  - Number of participants in the DSMT programs offered
  - Program changes to address changes in the population targeted
  - Some program evaluation/CQI and outcomes measurement standards will be required
- Information about program performance measures (behavior change goal achievement and clinical and/or other post intermediate long-term outcome measure).
- Annual Status Reports are due on the anniversary date of your program accreditation. This will occur every year after initial accreditation throughout your four-year accreditation cycle. There will be a sixty-day window in which you can submit your report. Example: If your program's anniversary is June 30<sup>th</sup>, then your report will be due after May 30<sup>th</sup> and no later than July 30<sup>th</sup>. Non-compliance with this report may result in loss of accreditation status.
- This report is mandatory. It is the responsibility of the program to notify AADE immediately if the DSMT program will not be able to comply within the designated

timeframe. If your report is not received, a certified letter will be sent with any actions that you need to complete and a warning date of when you may be in jeopardy of losing your accredited status.

### **Change of Status Form**

DSMT programs will submit a *Change of Status* form to notify AADE of any of the following changes within thirty days.

- Change in ownership and/or transfer of accreditation status
- Change in program coordinator or instructors
  - Resumes of new staff along with license, registration and certification of the program coordinator and instructors, will be submitted
- Contact information change (phone, fax, e-mail, address)
- Change in program name
- Significant change in organizational structure
  - Program merges
- Addition of additional sites where education is provided

### **Program Components**

A program component is defined as a specialized area of self-management service that provides a basis for developing staff expertise and an appropriately focused educational process. Program components may also be synonymous with “target population” particularly when it refers to diabetes type. Examples of program components: continuous glucose monitoring, intensive insulin management/insulin pump training, pattern management, gestational diabetes, pre-diabetes, pediatrics, type 2 diabetes (youth).

The procedure statement, “no fewer than one record from each program component” means that if the DSMT program includes specialized components, at least one record from that component should be part of the sample of records reviewed. The rationale for including at least one record from each component is to stratify the random sampling process so that the sample is adequately representative of all program services provided.

### **On-site audits**

All accredited DSMT programs will be subject to selection for an on-site audit annually, using a random process.

- If a program is selected for an on-site audit the program coordinator will be notified ten working days prior to the audit date by telephone followed by written or fax notification.
- The letter will include an overview of what the on-site audit will entail and what materials the program should have available for review.
- One or two auditors shall conduct the review process which will begin with an interview with the coordinator and instructional staff.
  - The primary function of the auditors is to collect information related to NSDSMEP Quality Standards compliance and this will be done by using the following methods:
    - Interviews with staff
    - Participant record review (minimum of five – and no fewer than one from each program component)



# RANDOM ON-SITE AUDIT PROCESS

