ANNUAL STATUS REPORT INSTRUCTIONS

Table of Contents

Submission Requirements .................................................................................................................................................. 1
CQI Results from reporting year.................................................................................................................................. 2
Attestations...................................................................................................................................................................... 2
Total number of participants seen in last 12 months.................................................................................................. 3
Breakdown of all DSMES participants by age, race/ethnicity, and type of diabetes............................................. 3
Pre and Post DSMES Data for outcome measures .................................................................................................. 5
..................................................................................................................................................................................... 6

Step-By-Step DEAP Dashboard Submission Guide (with pictures) .......................................................... 7-13

When is my Annual Status Report due?

All Association of Diabetes Care & Education Specialists (ADCES) Diabetes Education Accreditation Program (DEAP) programs are required to submit an annual status report within 30 days before or after accreditation date.

- Your accreditation date is found on your DEAP certificate and in the DEAP Dashboard.
- Accreditation is awarded for 4 years and expires on the date on your certificate.
- Please note that your Annual Status Report must be submitted with or before your renewal application every 4 years.
- Do not let your certificate expire. Medicare will deny claims after the expiration date passes!

How do I submit the Annual Status Report?

Submit the Annual Status Report online via the DEAP Dashboard. Instructions on how to do so are found below.

How is my program’s data used?

DEAP data is used to support and advocate for DEAP programs and DSMES in general. DEAP provides subsets of aggregated data to CMS as a National Accrediting Organization (NAO) for DSMT Certification and to CDC Division of Diabetes Translation.
**What else is required for my annual status report (ASR)?**

- Continuous Quality Improvement (CQI) Plan documentation for the reporting year:
  - Plan Overview
  - Related outcome data
  - Results of CQI
- Your CQI Project aims to measure the impact and effectiveness of the DSMES services and identify areas of improvement by conducting a systematic evaluation of process and outcome data.
- Three fundamental questions should be answered by the CQI Project:
  - What are we trying to accomplish?
  - How will we know a change is an improvement?
  - What changes can we make that will result in improvement?

For more details and templates to guide you through the CQI process, please review more detail in our DEAP Manual regarding Standard 6 [here](#).

- Attestations: you will be asked to attest by responding “yes” to confirm the following statements are true:
  - The quality coordinator has obtained the minimum of 15 hours of continuing education.
  - All instructors obtained the minimum 15 hours of continuing education in the field of Diabetes or they have current CDCES or BC-ADM certification.
  - Our DSMES team has reviewed our delivery content and format and updated as necessary.
  - All credentialed team members have maintained their license.

**What if I am unable to attest to some of the above?**

If you are unable to attest to one of the attestations, please email [deap@adces.org](mailto:deap@adces.org) and provide a timeline of when you are able to do so; you may be scheduled for a call with the DEAP director to discuss further. This could delay approval of your ASR. If you are at time of renewal this may also delay your renewal causing your program to expire and the potential for claims to be denied.

**What data am I required to submit?**

The following pages provide high level overview in addition to a data deep dive for those coordinating with IT departments to build spreadsheets or EMR solutions for data collection and reporting.
The following data must be reported to ADCES DEAP every year:

Total number of participants seen in the last 12 months for DSMES

- Track unique number of people who attended at least one DSMES encounter
- This includes individual and group participants
- This includes all patients seen, not just Medicare.

Total number of participants who attended more than one DSMES visit in the last 12 months

- Track unique number of people who attended at two or more DSMES encounters
- Programs can determine how many visits beyond 2 should be completed prior to being included in their own data set

Total number of referrals for DSMES received in the last 12 months: OPTIONAL

- Track unique number of people who attended at two or more DSMES encounters
- Programs can determine how many visits beyond 2 should be completed prior to being included in their own data set

Breakdown of ALL DSMES participants (as highlighted in bullet above) by: OPTIONAL

**Age:**
- 17 and under
- 18-24:
- 25-34:
- 35-44:
- 45-54:
- 55-64:
- 65+:

**Ethnicity:**
- Hispanic/Latino
- Not Hispanic/Latino
- Not reported

**Race:**
- American Indian or Alaska Native
- Asian or Asian American
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Not reported
Diabetes Type:
- Type 1:
- Gestational:
- Type 2:
- Prediabetes:
Accredited DSMES programs are required to track and aggregate at least 2 outcome measures. To evaluate and monitor the impact of DSMES services as a whole outcomes after engagement in DSMES services must be compared with a baseline. You must have a clear process for documenting these outcomes in order to easily report on them every year (minimum).

- Tracking and communication of participant outcomes must occur at appropriate intervals, for example, before and after engaging in DSMES.
- Each outcome measure will include two data points: Pre (at baseline) and Post (after DSMES).
- Outcome data may be gathered at follow-up visit, survey or phone call.
- Some outcome measures can be gathered through chart review at pre-determined timeframes after DSMES.

- Examples of other outcome data include, but are not limited to:
  - Participant satisfaction
  - Diabetes Distress
  - ER visits and/or Hospitalizations
  - Telehealth Usability
  - Referrals
  - Program attrition
  - Wait times

For more information see Standard 6 the National Standards and ADCES Interpretive Guidance:

### Table 1. DSMES Outcome Examples

<table>
<thead>
<tr>
<th>Outcome type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process outcomes</strong></td>
<td>Referral process</td>
</tr>
<tr>
<td></td>
<td>Attendance</td>
</tr>
<tr>
<td></td>
<td>Education mapping</td>
</tr>
<tr>
<td></td>
<td>Social determinants of health</td>
</tr>
<tr>
<td></td>
<td>Timing of education sessions (e.g., times that meet the PWD needs)</td>
</tr>
<tr>
<td><strong>Clinical outcomes</strong></td>
<td>A1C</td>
</tr>
<tr>
<td></td>
<td>Time in hypoglycemia</td>
</tr>
<tr>
<td></td>
<td>Pregnancy outcomes</td>
</tr>
<tr>
<td></td>
<td>LDL-cholesterol levels</td>
</tr>
<tr>
<td></td>
<td>Body mass index and body weight</td>
</tr>
<tr>
<td></td>
<td>Blood pressure</td>
</tr>
<tr>
<td></td>
<td>Time in range (TIR)</td>
</tr>
<tr>
<td><strong>Psychosocial and behavioral outcomes</strong></td>
<td>Healthy coping</td>
</tr>
<tr>
<td></td>
<td>Healthy eating</td>
</tr>
<tr>
<td></td>
<td>Being active</td>
</tr>
<tr>
<td></td>
<td>Taking medication</td>
</tr>
<tr>
<td></td>
<td>Monitoring</td>
</tr>
<tr>
<td></td>
<td>Reducing risk</td>
</tr>
<tr>
<td></td>
<td>Problem solving</td>
</tr>
<tr>
<td><strong>Patient-reported outcomes</strong></td>
<td>Health-related quality of life</td>
</tr>
<tr>
<td></td>
<td>Diabetes-related quality of life</td>
</tr>
<tr>
<td></td>
<td>Diabetes distress</td>
</tr>
<tr>
<td></td>
<td>Self-efficacy</td>
</tr>
<tr>
<td></td>
<td>Functional status</td>
</tr>
<tr>
<td></td>
<td>Patient satisfaction</td>
</tr>
<tr>
<td><strong>Patient generated health data</strong></td>
<td>Blood glucose trends</td>
</tr>
<tr>
<td></td>
<td>CGM glucose management indicator (GMI)</td>
</tr>
<tr>
<td></td>
<td>Weight, activity, steps</td>
</tr>
<tr>
<td></td>
<td>Food/beverage intake</td>
</tr>
<tr>
<td></td>
<td>Sleep</td>
</tr>
<tr>
<td></td>
<td>Blood pressure</td>
</tr>
</tbody>
</table>
How to Submit an Annual Status Report Via the DEAP Dashboard

1. Go to www.diabeteseducator.org

2. Hover your mouse over, “Practice” and double-click on, “Diabetes Education Accreditation Program (DEAP):”

   Practice > Prevention  Education  Living with Diabetes  Advocacy
   Repositioning the Specialty & Association
   Practice Documents
   Practice Tools
   Becoming a Diabetes Care and Education Specialist
   BC-ADM® & CDCES Information
   Career Center
   Diabetes Education Accreditation Program (DEAP)
   AADE 7 System®
   Ask the Reimbursement Expert
   Favorably Reviewed
   Provider Resources
   ADCES in Practice
   The Diabetes Educator

   Click on the red “DEAP Dashboard” button.

   Whether you’re trying to find out more about accreditation, you’ve done all the work and are ready to apply, or you have already been accredited and are looking for updates or resources, we have what you are looking for.
4. Log in with your program email address and password. Your program email address is the email that receives the automated Annual Status Report reminder emails.

**Sign-in or Create an Account**

Please sign-in or create a new user account. If your sign-in information is displayed below, then you are already signed in.

**Haven’t signed into our new system yet or having trouble?**

![Login Form]

5. Click on, “Manage Application” next to your **current** term date
6. Click on the plus sign to start an Annual Status Report.

Annual Status Report
If you are doing a Reaccreditation, please fill out your Annual Status report here first before starting the Reaccreditation process below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Status</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Submitted</td>
<td>11/23/2020</td>
</tr>
</tbody>
</table>

7. If you have already started an Annual Status Report, please click the pencil icon.

Annual Status Report
If you are doing a Reaccreditation, please fill out your Annual Status report here first before starting the Reaccreditation process below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Status</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Started</td>
<td>01/05/2021</td>
</tr>
</tbody>
</table>

7. Review and update all required fields, as necessary. Click, “Save and Continue” when you are done.
8. Respond to Attestations and provide Program level data. Click save and continue.
9. Fill in the outcome measures fields to the best of your ability. Please note: this page is optional. If you do not have this data, please click, “Save and Continue” to continue your Annual Status Report.

10. If you have additional sites, please enter how many patients have attended each site. Click, “Save and Continue” when you are done. If you do not have additional sites click, “Save and Continue” to move to the next page.
11. Enter pre and post DSMES data for at least TWO outcome measures. If the outcomes measure you tracked is not listed below, please use the Other field and include a brief description of the outcome measure.

### Annual Status Report | Aggregate Patient Clinical Outcomes Information

Accredited programs must track a minimum of TWO outcomes. Please only include patients who have completed at least two DSMES encounters in this data. For examples of outcomes, please refer to Standard 6 of the National Standards for DSMES.

<table>
<thead>
<tr>
<th>Clinical Outcome</th>
<th>Average Baseline Before DSMES</th>
<th>Average after completion of at least TWO DSMES encounters</th>
<th>Description of outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1C</td>
<td>0.01</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>Blood Pressure Systolic</td>
<td>0.01</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>Blood Pressure Diastolic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight in pounds (lbs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Patient Reported Outcomes (outcomes reported by patient directly as opposed to clinical/lab outcomes) on patients attending at least TWO DSMES encounters**

<table>
<thead>
<tr>
<th>Patient Report Outcomes</th>
<th>Number of patients who completed the exam in the 12 months prior to starting DSMES</th>
<th>Number of patients who had the exam completed after starting DSMES</th>
<th>Description of outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foot Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In each of 7 Self-Care Behaviors you will be asked to put the following information in: (Optional)

<table>
<thead>
<tr>
<th>Healthy Eating</th>
<th>Being Active</th>
<th>Monitoring</th>
<th>Taking Medication</th>
<th>Problem Solving</th>
<th>Reducing Risks</th>
<th>Healthy Coping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Patients who chose this Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of patients who achieved/met their goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Save and Continue] [Previous Step] [Save and Exit]
12. Upload at least one document for “Last Year Results” (the previous year’s CQI and the results of your CQI Plan from the past 12 months).
13. Enter your name and title. Check the box next to, “I am ready to submit this report”. To submit your report for final review, click, “Submit”.

Please do not hesitate to contact us with any questions or concerns!

Phone: 800-338-3633 x6

Email: deap@adces.org