ADCES DEAP binders should be updated each year to reflect any changes in DSMES programming related to accreditation requirements and continuing education (CE) for the DSMES team. As a best practice, the quality coordinator should set a reminder at the end of each calendar year or around the accreditation anniversary date to make sure the binder is updated with the correct information from the past and upcoming accreditation year.

**New program- 2022 Standards**

1. Create the main folder for the ADCES DEAP Binder
2. Create folders for the initial application and for each accreditation year

   ADCES DEAP Binder 2022_2026

   - Initial Application Year
   - Accreditation Year 1
   - Accreditation Year 2
   - Accreditation Year 3
   - Accreditation Year 4

3. Create sub folders for each standard in each accreditation year

   ADCES DEAP Binder 2022_2026 > Initial Application Year

   - Standard 1
   - Standard 2
   - Standard 3
   - Standard 4
   - Standard 5
   - Standard 6

   ADCES DEAP Binder 2022_2026 > Accreditation Year 1

   - Standard 1
   - Standard 2
   - Standard 3
   - Standard 4
   - Standard 5
   - Standard 6
Every year you will track all updates for each standard under that accreditation year. It is recommended to set a reminder each year to do so.

4. **For standard 3** you will create a subfolder for each member of the DSMES team including the quality coordinator to track their 15 CEU hours each year or save their CDCES or BC-ADM certificate.

5. **To stay audit-ready for standard 5** you will upload 5 complete de-identified charts each year into the DEAP binder.

Note: In some cases, the documents will not change from year to year and can be copied from one year to the next. In other cases, such as team member CEs, updates must be included each year.
Finally, to reduce the stress around potential audits from ADCES or CMS, be sure to upload the entire electronic DEAP binder into the DEAP Dashboard every year to ensure your program is audit-ready at all times. ADCES recommends that you do this near the end of each calendar year, because the audit season can run from January through November, in general, and this ensures you have all of your accreditation documentation ready for the upcoming year.

- Navigate to the DEAP dashboard
- Select “Manage Application” under “Existing Applications”
- Under “Additional Documents” upload accreditation year files

**Existing Applications**

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**Additional Documents**

- **Document**: Accreditation Yr 1_Stds 1-6.pdf
  - **Document Name**: Accreditation Year 1_Stds 1-6
  - **Upload Date**: 07/06/2022