**ADCES DEAP INITIAL APPLICATION SUPPORTING DOCUMENTATION CHECKLIST**

**STANDARD 1:**

Letter of support from sponsor organization dated within 6 months of initial and/or renewal application **OR**

*In cases where DSMES services are delivered and/or sponsored by a solo healthcare professional, the letter will come from a referring physician/qualified healthcare professional who will champion and refer to DSMES services*

**STANDARD 2:**

Description of the diabetes related demographics and additional considerations including SDOH and other barriers that impact the target population

**STANDARD 3:**

Description of the Quality Coordinator’s role and responsibilities within and outside the DSMES team

**Credentialed DSMES team members** provide current licensure, registration and/or certification. (RDN, RN, Pharmacist, CDCES, BC-ADM, etc.)

Evidence of at least 15 hours of diabetes-related continuing education each year for all DSMES team members OR evidence of current/unexpired CDCES or BC-ADM credential

***if applicable*** *and involved in direct delivery of DSMES:*

*Evidence that Diabetes Community Care Coordinator has the* ***training and/or experience*** *related to their specific role on the team*

**STANDARD 4:**

**Curriculum:** Evidence that Quality Coordinator and team has access to - and is familiar with - a published and up to date curriculum applicable to their target population. Attestation that QC and all team members have reviewed for content and application to current organizational practices

**Delivery and Design of DSMES Services**: Evidence that DSMES team reviews overall DSMES services offered to ensure content is current with practice and meeting the needs and preferences of the target population and reflects current evidence, practice guidelines and cultural appropriateness at least annually.

**STANDARD 5:**

Description of how the **assessment process** is administered and informs a collaborative person-centered plan for the DSMES intervention. Include how the participant is involved throughout the DSMES plan and overall intervention

One completely de-identified participant chart from your electronic medical recocrd within the last 12 months as documented in the medical record

**STANDARD 6:**

Initial applicants will provide a plan for collecting outcome data for evaluation and improvement of overall DSMES services and reporting to ADCES as part of Annual Status Report (2 Outcome Measures chosen)