Standard 1

Internal Structure:

The provider(s) of DSMES services will define and document a mission statement and goals. The DSMES services are incorporated within the organization — large, small, or independently operated.

AADE Interpretive Guidance:

Standard one relates to your program’s formalized internal structure.

The Organizational Chart is a graphic or narrative depiction of formal relationships within the Organization that identifies areas of responsibility, accountability relationships and channels of communication.

The mission statement is a brief description of the program’s fundamental purpose. It answers the question, “Why do we exist?” This statement broadly describes the program’s present capabilities, customer focus, and activities. The audience is identified in the mission statement.

The Goals identify the intended activities needed to accomplish the mission.

AADE will review the program’s mission statement, goals and letter of support from your sponsoring organization. If your program is small and you are the sponsoring organization please write a statement of support for the DSMES program demonstrating the program’s commitment to the people with diabetes in your community.
**Documentation Requirements for Standard 1:**

<table>
<thead>
<tr>
<th>The components for this standard are:</th>
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<tbody>
<tr>
<td>☐ Clearly documented organizational structure</td>
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<tr>
<td>☐ Mission statement, program goals</td>
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<tr>
<td>☐ Letter of support from leadership (dated)</td>
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**Organizational Structure**
1. Where the DSMES services fit into the larger organization
2. Clear channels of communication to the DSMES from sponsorship
3. All DSMES team members listed.

**Mission Statement**
1. A brief description of the program’s fundamental purpose
2. Answers the question “Why do we exist?”
3. Broadly describes the program’s current capabilities, customer focus and services.

**Goals**
The intended activities needed to accomplish the mission.

**Letter of support from sponsoring organization/owner**
1. Must come from level of administration that the Quality Coordinator and DSMES Program report to
2. Should demonstrate the program’s commitment to the people with diabetes in the community