

ADCES DEAP Initial Application Supporting Documentation Checklist

Standard 1:

- Clearly documented organizational structure
- Mission statement, program goals
- Letter of support from leadership (date)

Standard 2:

- Evidence of a documented process for seeking input outside of the DSMES services and a list of identified stakeholders and their roles. Stakeholders must be identified by name and role
- Evidence of **outreach to** and **feedback from** community stakeholders including:
 - Initiation of the stakeholder group to inform the DSMES service goals
 - Responses from stakeholders showing feedback or support
 - Review of CQI Plan for upcoming year

Standard 3:

- Documentation of community demographics for the area where DSMES services are provided
- Documented allocation of resources to meet population specific needs
- Documentation of actions taken to overcome access-related problems

Standard 4:

- Evidence of coordinator's resume and/or CV
- Evidence of documentation that the quality coordinator provides oversight of DSMES services (see interpretive guidance)
- Documentation that the Quality Coordinator obtained a minimum of 15 hours of CE credits within 12 months prior to accreditation and annually throughout the accreditation 4-year cycle OR maintain current CDE or BC-ADM certification.

Standard 5:

Professional Team Members:

- Documentation explaining a mechanism for ensuring participant needs are met if needs are outside of the diabetes professional or paraprofessional's scope of practice and expertise
- Document that at least one of the team members is an RN, RDN or pharmacist with training and experience pertinent to DSMES, OR a member of a health care discipline that holds certification as a CDCES or BC-ADM
- Evidence of current credentials for every professional team member including valid licensure, registration and/or certification
- Evidence of at least 15 hours of diabetes-related continuing education annually for all professional team members OR evidence of current CDE or BC-ADM credential.

Paraprofessional Team Members:

- Evidence of previous experience or training, in diabetes, chronic disease, health and wellness, community health, community support, healthcare, and/or education methods either through a resume or certificate.
- Evidence of at least 15 hours of diabetes-related continuing education annually specific to the role they serve within the team
- Documentation that the diabetes paraprofessional directly reports to the quality coordinator (if a healthcare professional) or one of the professional DSMES team members

Standard 6:

- Documentation of an evidence-based curriculum that is reviewed at least annually and updated as appropriate to reflect current evidence, practice guidelines and cultural appropriateness (see Interpretive Guidance for core content areas)

Standard 7:

- Completely de-identified participant chart must include evidence of ongoing DSMES planning based on collaboratively identified participant needs and behavioral goal setting (see standard 9 for documentation of follow up on goal progress).
- Evidence that assessment includes health status, psychosocial adjustment, learning level and lifestyle practices in order to prepare the education plan

Standard 8:

- Fully de-identified DSMES chart must also include documentation of ongoing self-management support options specific to the community where the DSMES services are delivered, with participant preferences noted

Standard 9:

- De-identified chart must also show evidence of:
 - a. Follow up of at least one behavioral goal with measured achievement documented in the individual participant chart.
 - b. Evidence of at least one clinical outcome measure to evaluate the effectiveness of the educational intervention documented in the individual participant chart.
- For all Medicare Providers: communication back to the referring provider including the education provided and the participant outcomes.

Standard 10:

- Evidence of a procedure for combining data to use for analysis of clinical, behavioral and process outcomes of the overall DSMES services
- Documentation of a CQI project measuring the effectiveness and impact of the DSMES services that identifies areas of improvement through the evaluation of process and outcome data and is reviewed and reported annually