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