**DEAP Dashboard System**

AADE is one of two National Accrediting Organizations for CMS. As the only organization dedicated solely to diabetes education, AADE has the expertise and resources to support DSMES programs.

AADE’s DEAP includes program flexibility, multi-site accreditation, a simple fee structure and an online application with the ability to upload your supporting documents.

**What’s New in this Release?**

1. **Menus** – New menu system that tracks where you are in the process and allows the user to quickly go from one section of the application to another.
2. **Save and Exit** – Now the user can save the application at any step in the process and then return to complete later.
3. **Updated application forms** – easier interface with help text
4. **Updated renewal forms** – easier interface with help text
5. **Annual Status Report** – redesigned form and ability to print
6. **Improved document upload capabilities**

**Best Practices**

As you prepare to apply or re-apply for accreditation here are some things to consider:

Complete the online application and upload all of the supporting documents for the standards *individually* into the DEAP Dashboard. If you are not a member of AADE, you will need to create an account in the DEAP Dashboard. Under the “Sign In” tab, click on the link for the DEAP Dashboard. If you are already a member, or have an existing account, sign in with your email address and password. If you are a new user, enter your email address under “Create an Account” and follow the prompts. Have the following information ready:

- Name, address and phone number of your sponsoring organization (this would be the entity that owns your program)
- Name of your program (this will be the name on your accreditation certificate, so make sure it matches the name you plan to bill under)
- DSMES program Quality Coordinator name and email address
- Name, address, and phone number for any branch or community sites
- Names and credentials for all team members (professional instructors and community health workers)
Additionally, here are some things to consider:

1. Create a folder on your computer and upload all supporting documentation into that folder. Not only does this help you organize before you begin and allows you to easily upload your documents when you start the application, it is also a great place to keep that information if you need to provide it again at a later date.

2. New applications can be started at any time. Data is saved so you can return to the application to complete it when it works for you.

3. Payment can be made at any time. You do not have to complete the application before you make your payment.

4. You may wish to print the screens (right click from your mouse and choose print) and or take a screen print copy before you submit. You cannot change the application once it has been submitted.

5. You will receive an email receipt once the application has been submitted and received.

Here are quick links to the sections of this Instructional Guide:

- **Application** ................................................................. 2
- **Getting Started** ............................................................ 3
- **The New Application Menu** .......................................... 5
- **Creating a New Application** ........................................... 6
- **Terms and Conditions** .................................................... 6
- **Program/Site Information** ............................................. 7
- **Sponsor Information** ...................................................... 8
- **Program Demographics** .................................................. 9
- **DSMES Team** ............................................................... 11
- **Additional Locations** ..................................................... 13
- **Standards & Documents** ............................................... 15
- **Leaving an application and returning** ............................ 20
- **Complete Application** ................................................... 23
- **Submit Payment** ........................................................... 23
- **Program Profile** ............................................................ 26
- **View Invoice** ............................................................... 28
- **Additional Documents** .................................................. 29
- **Target Achievement Goals** ............................................ 30
- **Additional Team Members** ............................................. 30

**New Application**
Filling out your DEAP Application is easy by using the Online DEAP Dashboard.

The online system walks you step by step through the process.

**Getting Started**
Submitting your Application through the online DEAP Dashboard.

You will be asked for your username and password. If you have an AADE member username, enter it in the left side.

If you have never created an account – enter your email address on the right-hand side of the screen.

If you are creating an account, fill out the information and press the continue button.
You then need to create a password and press the continue button.

The system will then take you to begin your application.

The New Application Menu
One of the highlights of the new system is a menu system.

The menu system will always be on the left-hand side of the application and provides a visual queue as to where you are in the application, by showing checkmarks on any steps that are completed.

Each of the steps are clickable links, which means you can easily move between steps as you need to as you work on your application.

Also, you do not have to do the steps in the order listed, you can jump around and complete any section, and if you press “Save and Continue” or “Save and Exit”, when you return you’ll see that section completed and can go to another section.

Creating a New Application

Click on “Start New Application”.

Terms and Conditions
The first step in the application is the Terms and Conditions. Read through the terms and then click on the check box and “Continue”.
Program/Site Information
Enter in your program name and city and state and press search.

The system will then check to see if the program is already registered at AADE and bring back information about the program.

If a program is found, it will be displayed. If it is your application, you can continue the application.

If it is not your program, then click on the Add New Organization Button.
Enter the Program Name along with the required address and phone information, then press “Save & Continue”.

**Sponsor Information**

Enter in the Sponsor name and contact information and press “Save and Continue”.

You can use the x to delete what is prepopulated for the name and put in a different name if needed.
Program Demographics

The program demographics screen collects information about your program. Enter the information on the screen and press “Save and Continue”.
The 🔄 icon next to a field provides additional field help.

For example, in a multiple-choice field,

The help text reminds you that if you hold the control key while you click on items in the multiple-choice field, you can select multiple choices in that field.

Another enhancement is that you can identify your target achievement goals (previously known as benchmarks) at the time of application.

These will be saved and when you complete your annual status report a year later, you will then be able to compare achievement against these targets.
You can enter a the same or a different percentage for the Target Achievement Goal for each of the AADE7® self care behaviors.

The entries can be from 0-100, where 0 means that you are not reporting on that behavior and 100 means that you expect 100% of the participants who select a goal for that behavior will be successful with their goal.

**DSMES Team**

This screen allows you to enter information about each of your team members.

Start by pressing the “+Add DSMES Team Member” button.

This will provide a pop up for you to enter in your team member. Enter the information and press “save”.

---

### Target Percentage of Patient Goal Achievement for Next Year:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy Eating</td>
<td>50</td>
</tr>
<tr>
<td>Being Active</td>
<td>50</td>
</tr>
<tr>
<td>Monitoring</td>
<td>25</td>
</tr>
<tr>
<td>Taking Medication</td>
<td>25</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>50</td>
</tr>
<tr>
<td>Reducing Risk</td>
<td>25</td>
</tr>
<tr>
<td>Healthy Coping</td>
<td>90</td>
</tr>
</tbody>
</table>
You will then see the team member listed on the screen. Follow the instructions for uploading instructor documents in Standard 5.

More on the DSMES Team

On this screen you can now:

- Add DSMES Team Member
- Edit a team member
- Delete a team member
- When you are finished, Press “Save and Continue”.
Note: if you need to gather more documentation, you can press “Save and Exit” and return to this screen at a later time.

Additional Locations
This screen allows you to enter branch locations or community sites.

It is important to determine what type of site you are adding, so consult the chart on this page https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/additional-sites for more information.

There is a fee to add a branch location. It will appear on your payment screen. To start, press the “+Add Additional Locations” button.

You will then get the Location pop-up screen and can enter in information about the location.
Press “Save” when completed. You will then have the ability to add more locations, or edit/delete the locations you have already updated.

When you are finished, press “Save and Continue”.

---

DEAP Online Application | Additional locations

Consult the website to determine if the site you are adding is a community or branch location. A branch is an additional location from the main site that needs a separate accreditation certificate in order to bill. A community is an additional location from the main site that brings the program and instructions into a space in the community that does not need a certificate to bill.

<table>
<thead>
<tr>
<th>Locations</th>
<th></th>
<th></th>
<th></th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
<td>Type</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Faith Community Center</td>
<td>Community</td>
<td>15 Benjamin Street, Mt. Prospect IL 60056</td>
<td>847-577-0905</td>
<td></td>
</tr>
</tbody>
</table>
Standards & Documents

You will have the ability to add documents for each individual standard. You will not be able to submit your application without uploading at least one document for each standard.

You will be able to upload multiple documents for each standard if needed. This section has a secondary menu that lists each standard.

When you complete a specific Standard, you will see a checkbox so you can keep track of which ones you have done and what you still need to complete.

To start, simply click on a standard in the list.

Each standard is setup the same way.

The actual standard is listed and each of the sub-standard requirements are listed with some guidance as the type of documentation that is necessary to provide for that standard.
The documents that are uploaded are then displayed by each standard. When you have uploaded documents in each sub-standard, press “Save and Continue” to go to the next standard.

To begin, press the “+Upload Document” button.

You will be presented with the following pop-up screen:
In order to upload the document, press the browse button. This will bring up a file picker that will scan drives that you have access to.

Best Practice Tip: Put all documents for the application in one folder that is easily accessible from your computer so you can upload these files quickly.

Click on the file that you are uploading and press the “Open” button.
When you have given the document a name, press the Save button.

Note: You do not have to upload all the documentation at once. You can “Save and Exit” and return to the application at another time.

You do not have to upload all the documentation for all the sub-standards in a Standard at once.

If you press “Save and Continue”, what ever you have uploaded will be saved and will be displayed when you return.

When you press “Save” you will then see your document listed under the specific standard.
For each Sub Standard you will need to upload at least one document. Once you have done this for each substandard a check mark will appear next to the Standard number indicating that you have completed each upload and satisfied the requirements of that standard.

1.1 - Organizational chart (Required)
Please upload an organizational chart showing where the DSMES services fit into the organization

1.2 - Mission statement and program goals (Required)
Please upload your mission statement and program goals

1.3 - Signed letter of support (Required)
Please upload a signed letter of support from your sponsoring organization/owner(s)

You can add multiple documents – simply click the upload document button again to add another document.

You will then see both documents listed under the specific standard.
Leaving an application and returning
If you decide to “Save and Exit” and return later, when you return to the DEAP dashboard, you will see any applications that you have in process listed in the dashboard.

When you click the “Continue Application” button you will be taken to the Application Profile screen:
From here you can click on any orange heading and be taken back into that part of the application to continue.
Again, the checkmarks are displayed so you can follow your progress.

When all standards are completed, you will see all the checkboxes completed on the standards menu.
Complete Application

When all steps have been completed, press the “Submit Application” button. The “Submit Application” button will not appear unless every section of the application is completed.

Best Practice: You may wish to print the screens (right click from your mouse and choose print) and or take a screen shot before you submit. You cannot change the application once it has been submitted.

Submit Payment
You can submit payment any time. However, your application will not be sent to review until both the application with supporting documents AND the payment have been submitted.

To submit payment for your application, press the submit payment button.
The payment invoice for the application will be presented on your screen.

Press the “Add to Cart” button to proceed.
The full shopping cart will display, press “Check out” to enter payment information.

Enter your payment information and press “Continue”. You can pay online with a credit card or click “I have sent payment” if sending a check.
The final screen will be shown for your review. Press “Submit for Review”.

You will receive a completion screen and the process is complete.

You will also receive an email receipt.

Program Profile
This dashboard allows you to see all the information about your program and to update various areas.
DEAP Program Profile | Chapel Hill

Program Coordinator: Bojz Crystal
Status: Approved
Create Date: 06/21/2019
Term: 07/11/2015 - 07/12/2019

Action Lists
- Reprint DEAP Certificate
- Change Program Name
- Adding/Deleting Locations
- Change Program Coordinator
- Change Sponsor Information
- Change Program/Branch Contact Information

Annual Status Report

<table>
<thead>
<tr>
<th>Year</th>
<th>Status</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Submitted</td>
<td>07/08/2019</td>
</tr>
</tbody>
</table>

Target Achievement Goal

<table>
<thead>
<tr>
<th>Year</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>07/08/2019</td>
</tr>
<tr>
<td>2020</td>
<td>07/01/2019</td>
</tr>
</tbody>
</table>

Additional Documents

- No Additional Document provided

Annual Review

- No Annual Review Data

Terms and Conditions

Program/Site Information
Program/Site Name: Chapel Hill
Program/Site Type: Hospital/Health Care System
Program Coordinator: Bojz Crystal

Sponsor Information
Name: Chapel Hill
Address: 23788 Healthside Dr, Dear Park IL 60010

Program Demographics

DSME Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Credentials</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annabelle Anybody</td>
<td>Other Healthcare Worker</td>
<td>Other-volunteer</td>
<td></td>
</tr>
<tr>
<td>Stanley Dog</td>
<td>Professional Instructor</td>
<td>RN, CDE</td>
<td></td>
</tr>
<tr>
<td>Susie Sunshine</td>
<td>Professional Instructor</td>
<td>PA, CDE</td>
<td></td>
</tr>
</tbody>
</table>

Addison Locations

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Ave Clinic</td>
<td>Community</td>
<td>5100 Michigan Ave, Nashville TN 37203</td>
<td>3125551221</td>
</tr>
</tbody>
</table>
View Invoice
One of the new features is the ability to view and print the invoice for the application from the profile page.

Click on the Invoice in the payment section of the profile, and it will open a PDF copy of the invoice.
Additional Documents

Another new feature is to add additional documents at any time during the year. You might need to provide clarification for a review of your application or an audit – you can do that from the Profile page under the Additional Documents section.
Target Achievement Goals
Another new feature is the ability to add next year’s Target Achievement Goals and go back to update them at any time until you complete your Annual Status Report.

The Target Achievement Goals are your benchmarks you are comparing your outcomes to in your Annual Status Report.

In this new version, you set your Targets for the next year at the time you complete your annual status report.

Additional Team Members
You can also add additional team members throughout the year.
Or add additional documents for team members (like additional certifications or proof of training).