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 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. 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 some Quick Links to sections of this Instructional Guide:

Renewals ........................................................................................................................................3
Getting Started .............................................................................................................................3
Terms and Conditions ..................................................................................................................5
Program/Site Information ............................................................................................................6
Changing the Program Name .......................................................................................................7
Sponsor Information ......................................................................................................................7
Program Demographics ...............................................................................................................8
DSMES Team ..................................................................................................................................9
Additional Locations ...................................................................................................................13
Standards and Documents ............................................................................................................14
Leaving an application and returning ..........................................................................................19
Complete Application .................................................................................................................21
Submit Payment ..........................................................................................................................21
Renewals

Every four years you are required to apply for reaccreditation. The first step is to complete that year’s annual status report.

Getting Started

Submitting your Reaccreditation Application through the online DEAP Dashboard.
1. Go to https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/currently-deap-accredited and click the Manage Your Program button.

2. You will be asked for your username and password. Enter it in the left side.

The system will then take you to the DEAP Dashboard.

To begin the Reaccreditation process click “Manage Application”. This will take you to your program profile.

Complete your annual status report by clicking the plus sign and entering all the required information.

See detailed annual status instructions here: https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/annual-status
After you have completed the Annual Status report, press the “Reaccreditation” Button.

Terms and Conditions
The first section is the terms and conditions. Please read through the terms and click on the checkbox to accept and press the “Continue” button.
Program/Site Information
Verify that your program name is correct. Press Save and Continue when finished.
Changing the Program Name
If you need to change the name of the program, please click on the words: “Change Program Name”. Note there is an additional fee if the program name is changed.
This should show on your payment screen.

Sponsor Information
Verify the sponsor information and press “Save and Continue”.
If you need to change the Sponsor Info – click on “Change Sponsor Information”.

Program Demographics
Verify your program demographics and enter next year’s Target Percentage Goals. These were formerly called benchmarks and are the percentage of achievement of behavioral goals that you hope your participants will achieve by participating in your program over the next year.
DSMES Team

Verify your DSMES Team. If all is correct, press Save and Continue.
This will provide a pop up for you to enter in your team member. Enter the information and press “save”.

You will then see the team member listed on the screen and you can then upload documents for that team member.
For Professional Instructors, you need to upload the License, Certificate and Proof of Continuing Education.

For Other Healthcare Workers, you need to upload the Resume, Proof of Training and Proof of Continuing Education.

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.
More work on the DSMES Team

On this screen you can now:

- Add DSMES Team Member
- Upload more documents for a team member.
- Edit a team member
- Delete a team member
- Or delete a document you have uploaded.
- 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

Review the location screen. If all is ok, press “Save and Continue”.

It is important to identify if your locations are Branch location or a Community site.
Consult the chart on this page [https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/additional-sites](https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/additional-sites) for more information.

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”.

**Standards and Documents**
Another new feature is the ability to add documents to each individual standard. This section has a secondary menu and lists each standard for which documents must be submitted.

When you complete a specific Standard, it will also have 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 do all the documentation at once. You can “Save and Exit” and return to the application at another time.
You do not have to enter all the documentation for all the sub-standards in a Standard at once.

If you press “Save and Continue”, whatever 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.

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.

Note: You can still go look at the full dashboard for the application by pressing “Manage Application”.

To continue with your re-accreditation, click the “Continue Application” button you will be taken to the Application Profile screen:
DEAP Program Profile | Chapel Hill

Program Coordinator(s): Crystal
Status: Started
Create Date: 07/13/2019
Term: 07/13/2019 - 07/12/2023

Terms and Conditions

Program Site Information
Program Site Name: Chapel Hill
Program Site Type: Hospital/Health Care System
Program Coordinator: Crystal Brin, BS

Sponsor Information
Name: Chapel Hill
Address: 23788 Heatherlode Dr, Deer Park IL 60010

Program Demographics

EME II Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Credentials</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Anybody</td>
<td>Other Health Care Worker</td>
<td></td>
<td>CDE</td>
</tr>
<tr>
<td>Stanley Dog</td>
<td>Professional Instructor</td>
<td>RN</td>
<td>CDE</td>
</tr>
<tr>
<td>Suzie Sunshine</td>
<td>Professional Instructor</td>
<td>PA</td>
<td>CDE</td>
</tr>
</tbody>
</table>

Additional Locations

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Ave</td>
<td>Community</td>
<td>5108 Michigan Ave, Nashville TN 53103</td>
<td>(123)456-7890</td>
</tr>
</tbody>
</table>

Standards & Documents

- Standard 2: Stakeholder Input
- Standard 7: Individualization
- Standard 10: Quality Improvement

Complete Application

Payment
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 print copy before you submit. You cannot change the application once it has been submitted.

Submit Payment

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”.
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 that your application has been received.