ERP Virtual Symposium Packet

We encourage all attendees to review this and workbook packet by Sept 15, 2023, but it is not required – answers will be discussed during the symposium. No homework or CEUs credits will be granted for reviewing this section.

Please review the documents as if you are an ADA ERP Auditor reviewing current period operations. You will assume the audit date is Sept 15, 2023. Below is an explanation of what current period means for each of the six standards.

- **Standard 1, 2, 4, and 6:**
  - Documents dated up to 12 months prior to the audit date of Sept 15, 2023, will be acceptable for standards 1, 2, 4, and 6.

- **Standard 3:**
  - Professional team members’ credentials must be always current.
  - Professional team members who are not CDCES or BC-ADMs must have 15 hours of CEUs, and diabetes community care coordinators (DCCCs) formerly known as paraprofessional team members must have 15 hours of training and documentation reflecting, they are competent in the topics they teach annually. Since Sept 15th falls in the Anniversary year May 20, 2023-May 20, 2024, and the year is still not finished, documents of all 15 hours of CEUs from the previous DSMES service anniversary year, which is May 20, 2022, to May 20, 2023, will need to be present.

- **Standard 5:**
  - For the participant complete initial DSMES chart, at least one of the A – I DSMES cycle items must have occurred in the past 6 months of the audit date.
These are the questions that will be answered during the symposium. It may be beneficial to view and answer them ahead of time, but it is not required. An answer sheet, staff tracker and chart review form are provided to document your answer if you choose to use them.

1. Does the document on page 11 of the symposium workbook meet Standard 1’s indicator 1.1?
2. Does the document on page 11 of the symposium workbook meet Standard 1’s indicator 1.2?
3. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s A. a. requirement?
4. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s A. b. requirement?
5. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s A. c. requirement?
6. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s A. d. requirement?
7. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s B. 1 requirement?
8. Does the document on pages 13-14 of the symposium workbook meet Standard 2’s B. 2 requirement?
10. Does the documentation on page 17 of the symposium workbook meet Standard 4.C requirements?
11. Does the documentation on page 17 of the symposium workbook meet Standard 4.D. requirements?

Review the documents on pages 20 thru 41 and evaluate if they meet Standard 3’s requirements for the previous DSMES service year (May 20, 2022, to May 20, 2023). Filling out the DSMES Team Tracker yourself on page 7 of this packet will help you identify if the CEU certificates are valid for the last service year of May 20, 2022, to May 20, 2023, and if the licensures and credentials are current for the audit date of Sept 15, 2023.

12. Do the documents on pages 22 thru 24 of the symposium workbook reflect that Standard 3’s requirements were met for Quality Coordinator Martha Price?
13. Do the documents on page 25 and 26 of the symposium workbook reflect that Standard 3’s requirements were met for Pamela Edwards?
14. Do the documents on pages 27 thru 29 of the symposium workbook reflect that Standard 3’s requirements were met for Caitlyn Kite?
15. Do the documents on pages 30 thru 34 of the symposium workbook reflect that Standard 3’s requirements were met for Julie Arnold?
16. Do the documents on pages 35 thru 41 of the symposium workbook reflect that Standard 3’s requirements were met for Lee Ann Henry?
Review the DSMES participant chart on pages 45 thru 62 of the symposium workbook and indicate on the Chart Review Form on page 9 of this packet if all the items are present. Please indicate on the form in the last right column the page number that the items are found on and any notes you may have.

Remember a complete DSMES chart must have each item (A-I) of the complete DSMES cycle which can be found on page 8 of this packet. A-I is indicated on the chart review form.

17. Does the chart meet the DSMES cycle element A requirement?
18. Does the chart meet Standard 5’s A.1.a requirement?
19. Does the chart meet Standard 5’s A.1.b requirement?
20. Does the chart meet Standard 5’s A.1.c requirement?
21. Does the chart meet Standard 5’s A.1.d requirement?
22. Does the chart meet Standard 5’s A.1.e requirement?
23. Does the chart meet Standard 5’s A.1.f requirement?
24. Does the chart meet Standard 5’s A.1.g requirement?
25. Does the chart meet Standard 5’s A.1.h requirement?
26. Does the chart meet Standard 5’s A.1.i requirement?
27. Does the chart meet Standard 5’s A.1.j requirement?
28. Does the chart meet Standard 5’s A.1.k requirement?
29. Does the chart meet Standard 5’s A.2 requirement?
30. Does the chart meet Standard 5’s B.1 requirement?
31. Does the chart meet Standard 5’s B.2 requirement?
32. Does the chart meet Standard 5’s B.3 requirement?
33. Does the chart meet Standard 5’s C.1 requirement?
34. Does the chart meet Standard 5’s C.2 requirement?
35. Does the chart meet Standard 5’s D requirement?
36. Does the chart meet Standard 5’s E requirement?
37. Does the document on pages 64 of the symposium workbook meet all elements of Standard 6’s requirements?
## ERP Virtual Symposium Answers

<table>
<thead>
<tr>
<th>Indicate Yes or No</th>
<th>Notes</th>
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# DSMES Service Team List and Tracker

All DSMES team members and the quality coordinator credentials and CEUs (if applicable) must be kept on file from the DSMES service's most recent renewal application until the service re-applies for a renewal cycle of 4 years.

<table>
<thead>
<tr>
<th>Name</th>
<th>DSMES Service Start Date</th>
<th>DSMES Service End Date</th>
<th>Appropriate License or CDR for RDs</th>
<th>Appropriate License or CDR for BC-ADM</th>
<th>Appropriate License or CDR for CEUs</th>
<th>80 or more hrs. of Training annually</th>
<th>15 hrs. of Training annually</th>
<th>Documentation reflecting competency in the areas she/he teaches</th>
<th>CEUs required</th>
<th>Admin Staff</th>
<th>Referring providers</th>
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Admin Staff are staff that do not provide education and should not be included on the DSMES service application. This staff type can do data entry but does not provide education.

Referring providers should not be on the DSMES service application unless they are providing 10% or more of the DSMES education.
Initial Comprehensive DSMES Cycle—Standard 5

A. Referral if required by participant’s insurance
   → B. Comprehensive Assessment of participant
   → C. Development of education plan
   → D. Education Intervention
   → E. Education Learning Outcomes

F. Behavioral goal/s set
   ← G. Behavioral goal/s follow up
   ← H. Measurement of participant outcomes
   ← I. Completed DSMES communicated with referring provider

Following the assessment each element is completed with participant, in no particular order.
<table>
<thead>
<tr>
<th>11th Edition</th>
<th>DSMES Cycle</th>
<th>Charts</th>
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<tr>
<td>Provider referral if insurance requires one. Medicare requires a referral</td>
<td>A</td>
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<tr>
<td>Participant assessment: on the 11 topics areas</td>
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1. **Clinical**: Health history
2. **Cognitive**: Functional health literacy and numeracy
3. Ability to describe **Diabetes Pathophysiology**
4. Ability to incorporate **Healthy Eating** into lifestyle
5. Ability to incorporate **Being Active** into lifestyle
6. Ability to **Take Medications** safely (if applicable)
7. Ability to **Monitor Glucose** and other parameters, interpreting and using results
8. Ability to prevent detect and treat **Acute Complications**
9. Ability to prevent detect and treat **Chronic Complications**
10. Ability adapt **Lifestyle** for **Healthy Coping**
11. Ability to recognize **Diabetes Distress** and identify **Support options**.

**Education Plan based on participant concerns and assessed needs**

**Summary of education intervention with date, content taught and instructor’s name**

**Education learning outcomes**

**Participant selected behavioral goal set**

**Participant selected behavioral goal follow up**

**Clinical or Quality of Life outcome/s measured**

**Documentation reflecting communication with referring provider or HCP outside of the DSMES service regarding education plan, or education provided and outcomes**

Audit ready Tip: Identify 5 completed DSMES charts per multisite at a minimum every 6 months or identify one chart every month.

11th Edition – revised 02/2022