

ADCES DEAP INITIAL APPLICATION SUPPORTING DOCUMENTATION CHECKLIST

STANDARD 1:

- Letter of support from sponsor organization dated within 6 months of initial and/or renewal application **OR**
- In cases where DSMES services are delivered and/or sponsored by a solo healthcare professional, the letter will come from a referring physician/qualified healthcare professional who will champion and refer to DSMES services*

STANDARD 2:

- Description of the diabetes-related demographics and additional considerations including SDOH and other barriers that impact the target population

STANDARD 3:

- Description of the Quality Coordinator's role and responsibilities within and outside the DSMES team
- Credentialed DSMES team members** provide current licensure, registration, and/or certification. (RDN, RN, Pharmacist, CDCES, BC-ADM, etc.)
- Evidence of at least 15 hours of diabetes-related continuing education each year for all DSMES team members **OR** evidence of current/unexpired CDCES or BC-ADM credential
- Evidence that Diabetes Community Care Coordinator has the **training and/or experience** related to their specific role on the team **if applicable** and involved in direct delivery of DSMES.*

STANDARD 4:

- Curriculum:** Evidence that the Quality Coordinator and team have access to - and are familiar with - a published and up-to-date curriculum applicable to their target population. Attestation that QC and all team members have reviewed for content and application to current organizational practices
- Delivery and Design of DSMES Services:** An overview of the DSMES services that includes a description of the modes of delivery that are offered (in person, virtual, telephone, group, one on one), the types of sessions offered in each mode (Type 1, Type 2, Gestational, etc.) and a brief description of how interaction, discussion, and individual questions are addressed in each mode of delivery.

STANDARD 5:

- Description of how the **assessment process** is administered and informs a collaborative person-centered plan for the DSMES intervention. Include how the participant is involved throughout the DSMES plan and overall intervention
- One completely de-identified participant chart from your electronic medical record within the last 12 months as documented in the medical record

STANDARD 6:

- Initial applicants will provide a plan for collecting outcome data for evaluation and improvement of overall DSMES services and reporting to ADCES as part of the Annual Status Report (2 Outcome Measures chosen)