



Accreditation Renewal Application Instructions

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Frequently Asked Questions

When is my accreditation renewal application due?

Your accreditation renewal application is due at least 4-6 weeks prior to the expiration date on your certificate. This is to allow ample time for DEAP staff to review your application and ensure there is no lapse in your accreditation or billing.

What is required for my renewal application?

1. Final Annual Status Report must be submitted in DEAP Dashboard before you will have access to the renewal application.
2. 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. **(Standard 4.1)**
3. Applicants will provide 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, etc.), 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 4.3)**
 - [See template](#)
4. Evidence that DSMES team reviews overall DSMES services offered to ensure content is current with practice and meeting the needs and preferences of the target population and reflects current evidence, practice guidelines and cultural appropriateness at least annually. **(Standard 4.4)**

Please submit one of the following:

- Evidence of a DSMES process that has been updated to improve patient care
- Evidence of a patient education material that has been updated to improve patient care
- Evidence of a team meeting with agenda and summary of action items
- Overview of review process and updates to programming as a result.
- Other evidence that DSMES services are being reviewed for current evidence and guidelines.

5. De-identified participant chart/education record for one person who has completed their DSMES plan including documentation from referral to follow up with referring provider (**Standard 5**).
6. \$1,100.00 application fee + additional site fees if applicable.

You can pay the fee using a credit card via the DEAP Dashboard, or by mailing a check to the DEAP Department's attention to the following address:

Association of Diabetes Care & Education Specialists
125 S Wacker Drive, Suite 600
Chicago, IL 60606

Can I get an invoice to request a check from my organization?

See page 13 below for specific instructions on how to generate an invoice in the DEAP Dashboard within the application

How long does the review process usually take?

The review process can take up to 4-6 weeks from the time all documents for the application have been received as complete.

How often do I have to renew my accreditation?

The accreditation period is four years. You can find your program's current accreditation dates on your accreditation certificate, as well as in the DEAP Dashboard.

Will I receive reminder emails when my accreditation is due for renewal?

Yes, the Quality Coordinator will receive up to 3 monthly automated reminder emails as their program's expiration date approaches.

Can I get an extension?

Email deap@adces.org providing a brief explanation of the need for an extension and the date you will be able to submit your application. Please include your program's six-digit ID Number in this email (found on your accreditation certificate).

What happens if I do not submit a renewal application before the due date?

If your program's accreditation expires, DEAP will attempt to reach you. If we do not hear back from the Quality Coordinator or someone from the program within 30 days of expiration, we will notify CMS and you will no longer have access to be reimbursed for G-Codes.

What if my accreditation lapsed due to extenuating circumstances beyond my control, and I would like to renew after the 30-day window?

In rare circumstances, on an individual case basis, the Director may approve a one-time renewal exception by requesting a call with the Director of Diabetes Education & Prevention to discuss. However, as a rule, once we notify CMS of your program's choice not to renew, you will be required to submit an initial application (documentation for all 10 National Standards + \$1,100 Application Fee) to receive accreditation.

How will I be notified if my renewal application is approved?

The Quality Coordinator will be notified by email when the renewal application is approved and along the way, if any deficiencies or questions arise throughout the process.

How will I receive my new certificate?

You will receive a PDF(s) of your accreditation certificate(s)

What are my next steps once my application has been renewed and I have received my certificate?

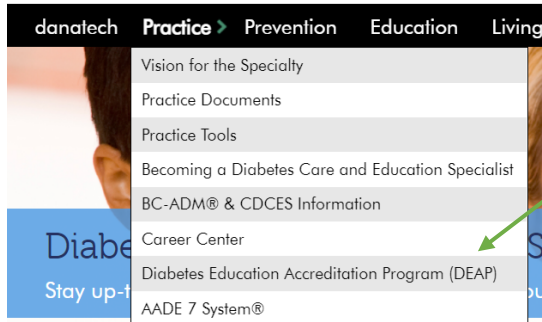
- Send DEAP Certificate/s to your Medicare Administrative Contractor (MAC). If you have a billing specialist, they should be able to assist.
- Post the Patient Bill of Rights and Concerns posters, along with your new certificates in the areas where you will be providing DSMES.

How do I submit my reaccreditation application?

The application is submitted via the DEAP Dashboard. See below for instructions.

[How to Submit a Recreditation Application Via the DEAP Dashboard](#)

1. Go to www.diabeteseducator.org
2. Hover your mouse over “**Practice**” and double-click on “**Diabetes Education Accreditation Program (DEAP).**”



3. Click on the red “**DEAP Dashboard**” button.

Whether you're trying to find out more about accreditation, you've done all the work and are ready to apply, or you have already been accredited and are looking for updates or resources, we have what you are looking for.



4. Sign in with your ADCES profile email and password.

Sign-in or Create an Account

Please sign-in or create a new user account. If your sign-in information is displayed below, then you

Haven't signed into our new system yet or having trouble?

E-Mail Address

Not sure which e-mail address to use?

Password

Remember Me

[Forgot Your Password?](#)

5. Click on, “**Manage Application**” next to your **current** term date under “**Existing Applications**”


Existing Applications

Organization	Application Type	Status	Create Date	Term	Program Coordinator	
Jasmine	New	Approved	06/29/2021	08/01/2017 - 07/31/2022		<input type="button" value="Manage Application"/>

- The first step to submitting your reaccreditation application is to submit your Annual Status Report. Click on the plus sign to start an Annual Status Report.

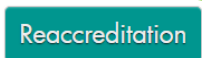
Annual Status Report

If you are doing a Reaccreditation, please fill out your Annual Status report here first before starting the Reaccreditation process below.

Year	Status	Last Modified	
------	--------	---------------	---

If you have already started an Annual Status Report, please click the pencil icon. More detailed instructions on how to complete the Annual Status Report can be found [here](#).

- After you have submitted your Annual Status Report, scroll down, and click the Reaccreditation button below.

 Due Date: 07/31/2021

If you are doing a Reaccreditation please fill out your Annual Status report above before starting the Reaccreditation process.

- Carefully read the Terms and Conditions. When you have finished, check the box next to, “I attest that all of the above statements are true”. Then click, “Continue”

DEAP Online Application | Terms and Conditions

Note: You may be required to have a phone interview and/or site visit after submission of your renewal application. No application will be approved without the submission of all application components (application form, fee, and supporting documents).

ADCES reserves the right to request additional supporting documentation regarding your DSMES program at any time, including during the renewal process.

If paying the renewal fee by credit card, please provide the payment information on the next screen.

If paying the renewal fee by check, please mail the payment to:

Association of Diabetes Care & Education Specialists
 Attn: DEAP
 125 S Wacker Drive
 Suite 600
 Chicago, IL 60606

Please email any questions to: deap@adces.org

- I have read and understand any updated versions of the National Standards, and Accreditation Program policies and procedures.
- It is the responsibility of the Quality Coordinator to notify appropriate entities in order to receive reimbursement.
- I understand, and agree to, the release of data to Centers for Medicare and Medicaid Services as required.
- As an accredited Diabetes Self-Management Education Program I attest that the National Standards for Diabetes Self-Management Education Program (NSDSMEP) quality standards, accreditation program policies and procedures and the instructions for ADCES accreditation process have been and will continue to be complied with.
- The administrator responsible for the program verifies that the information included in this application for reaccreditation is true and accurate.
- I agree to indemnify ADCES against any damage or injury to DSMT participants.

I attest that all of the above statements are true

9. Verify/Update your Program/Site Type to ensure it most accurately describes your practice setting. Click, "Save & Continue" to proceed

10. Click, "Save and Continue" on the next page as well

11. Fill out the Program Demographics Page, and then click, "Save and Continue"

12. Make sure your DSMES Team list is up to date by deleting any instructors that are no longer with the program and adding any that are not currently listed. Upload the licensures and CEUs of each of your current instructors by clicking the “Upload Document” button and following the on-screen prompts.

[← Back to Profile](#)

Reaccreditation

- Terms and Conditions
- Program/Site Information
- Sponsor Information
- Program Demographics
- DSMES Team**
- Additional Locations
- Standards & Documents
- Complete Application
- Payment

DEAP Online Application | DSMES Team

If you are entering team members as part of a new application, please enter their names here and wait to upload their supporting documents until you are prompted to in Standard 5 under “Standards and Documents”.

If you are currently accredited and adding instructors as a part of a change of status request, please upload instructor documents here in addition to their names. See below for listing of required documents.

For Professional Instructors, please upload:

- A copy of any current, applicable licensure. Each accredited program must have at least one professional instructor must be an RN, RD, PharmD, CDE or BC-ADM;
- If the professional instructor is neither a CDE nor BC-ADM, please upload copies of at least 15 hours of diabetes-related CEU's from the past 12 months.

For Other Healthcare Workers, please upload:

- Resume
- Proof of Training
- Proof of 15 hours of diabetes related continuing education from the past 12 months

DSMES Team				+ Add DSMES Team Member
Name	Type	Credentials	Certificates	
Jasmine Burleson	Professional Instructor	RN	CDE	+ Upload Document Edit Delete
Valerie Pereira	Other HealthCare Worker		Other:Lifestyle Coach	+ Upload Document Edit Delete
Sacha Uelman	Professional Instructor	RD	CDE	+ Upload Document Edit Delete

[Save and Continue](#) [Previous Step](#) [Save and Exit](#)

Click on, “Browse” to search for the document within your computer. Type in the document name, and click, “Save”.

Add - Upload Instructor Document

Program: Jasmine

Document: [Choose File](#) No file chosen

Document Name: Required

Document Description:

[Save](#) [Cancel](#)

Click on, “Save and Continue” when you have uploaded all of your instructors’ documents.

[Save and Continue](#) [Previous Step](#) [Save and Exit](#)

13. Make sure your Additional Locations list is up to date by deleting any branch locations or community sites that are no longer with the program and adding any that are not currently listed. Click, “Save and Continue” when you are done.

DEAP Online Application | Additional Locations

Add any ADDITIONAL locations here. An additional site can be classified as either a Branch Location or a Community Site. The main difference is that Branch Locations are tied to the main location but can bill separately and will therefore need their own certificate. Branch locations cost \$100.00 to add. Community sites bill through the Main Location, do not need their own accreditation certificate, and are free to add.

Name	Type	Address	Phone
	Community		

Buttons: + Add Additional Location, Edit, Delete, Save and Continue, Previous Step, Save and Exit

14. Click a Standard to begin uploading documentation

DEAP Online Application | Standards & Documents

Each Standard Requires you to upload documents. You may upload your documents and come back to this screen until you submit.

Please follow the links below to provide the supporting documents for each standard.

- Standard 4 - Delivery and Design of DSMES Services
 - Standard 5 - Person-Centered DSMES
- Select a standard to start

DIRECTIONS:

1. Prepare documents for each of the sub-standard below
2. Upload documents
3. You can change/delete documents until submission is final
4. Preferred format is PDF and should not exceed 250MB

Buttons: Save and Continue, Previous Step, Save and Exit

15. To upload documents for a standard, click on the “Upload Document” Buttons and follow the on-screen prompts to upload the document for that field.

- Standard 4 - Delivery and Design of DSMES Services
- Standard 5 - Person-Centered DSMES

Standard 4 - Delivery and Design of DSMES Services

Applicants will provide 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.

DIRECTIONS:

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2. Upload documents
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CURRICULUM

A curriculum provides guidance for the DSMES team, with examples of effective teaching strategies, methods for evaluating learning outcomes, and includes all aspects of diabetes self-management and support.

The chosen DSMES curriculum must include the following core content areas, and content must be prioritized to meet the individual PWD's current needs, abilities and goals

CORE CONTENT AREAS

(Type 1 & 2, GDM, pregnancy complicated by diabetes) in the following topic areas:

- Pathophysiology of diabetes and treatment options
- Healthy coping
- Healthy eating
- Being active
- Taking medication
- Monitoring
- Reducing risk (treating acute and chronic complications)
- Problem solving and behavior change strategies

DEAP PRE-APPROVED CURRICULA

- ADCES Diabetes Education and Care Curriculum
- ADA Life with Diabetes
- Conversation Maps

DELIVERY & DESIGN OF DSMES SERVICES

DSMES delivery should integrate topics across content areas rather than creating silos of content that limit informed and wise decision-making. The delivery of curriculum content must be dynamic, based on continuing assessment of need, preferences, and evaluation of outcomes.

The most effective and evidence-based delivery methods move beyond the mere acquisition of knowledge to support informed decision making while addressing psychosocial concerns of the PWD. The use of interactive teaching styles that include meaningful discussions to address individual questions and needs while fostering a culture of positivity within the DSMES services is recommended. The curriculum content and delivery should be creative, culturally appropriate and adapted as necessary for the individuals and groups within the target population. Furthermore, culturally-tailored services have been shown to be effective in improving diabetes care outcomes.

DSMES services will utilize a curriculum to guide evidence-based content and delivery, to ensure consistency of teaching concepts, methods, and strategies within the team, and to serve as a resource for the team. DSMES teams will have knowledge of and be responsive to emerging evidence, advances in education strategies, pharmacotherapeutics, technology-enabled treatment, local and online peer support, psychosocial resources, and delivery strategies relevant to the population they serve.

4.1 - Curriculum (Required)

Evidence that Quality Coordinator and team has access to - and is familiar with - a published and up to date curriculum applicable to their target population. (Copy of Receipt, Image of Book or Screenshot of Curriculum accessed via website)

+ Upload Document

4.3 - Delivery and Design of DSMES Services (Required)

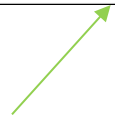
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+ Upload Document

4.4 - Delivery and Design of DSMES Services (Required)

Evidence that DSMES team reviews overall DSMES services offered to ensure content is current with practice and meeting the needs and preferences of the target population and reflects current evidence, practice guidelines and cultural appropriateness at least annually. Please submit one of the following: Evidence of a DSMES process that has been updated to improve patient care Evidence of a patient education material that has been updated to improve patient care Evidence of a team meeting with agenda and summary of action items Overview of review process and updates to programming as a result. Other evidence that DSMES services are being reviewed for current evidence and guidelines

+ Upload Document



16. Click on, "Browse" to search for the document within your computer. Type in the document name, and click, "Save".

Add - Upload Additional Document

Program: Jasmine

Document: No file chosen

Document Name: Required

Document Description:

When you are finished uploading documents for a standard, click on "Save and Continue"



17. After you have finished uploading documentation for each of your standards, click on the "Save and Continue" Button

[← Back to Profile](#)

Reaccreditation

- Terms and Conditions
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DEAP Online Application | Standards & Documents

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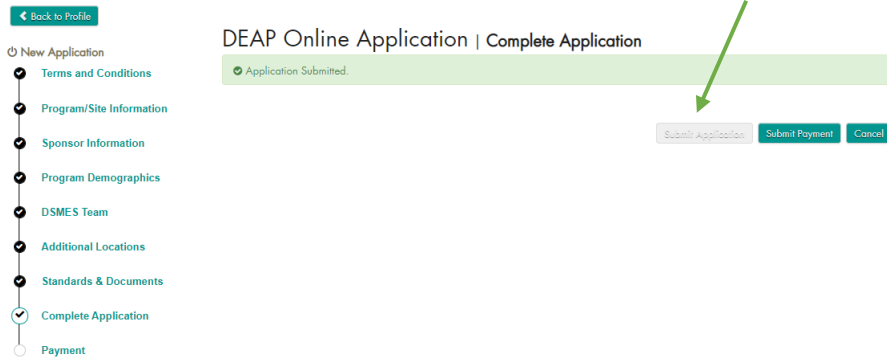
- Standard 4 - Delivery and Design of DSMEs Services
- Standard 5 - Person-Centered DSMEs

[Select a standard to start](#)

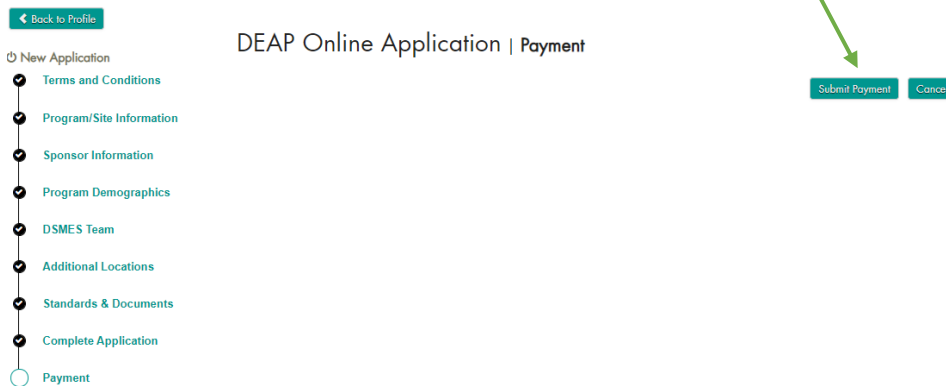
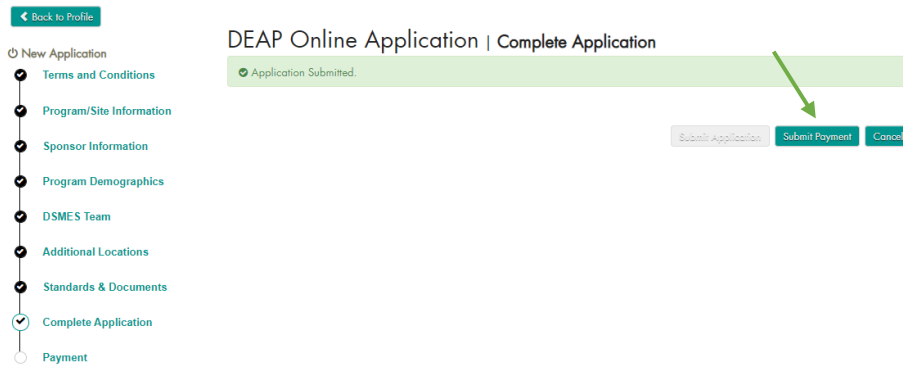
DIRECTIONS:

1. Prepare documents for each of the sub-standard below
2. Upload documents
3. You can change/delete documents until submission is final
4. Preferred format is PDF and should not exceed 250MB

18. When you have finished uploading your documentation for each of the standards, click the **“Submit Application”** button on the next screen.



19. To proceed with paying for the accreditation fee (or receive an invoice for a check), click **“Submit Payment.”**



20. Click on **“Add to Cart.”**

ADCES DEAP_Wizard Payment | [Payment](#)

Accreditation Fees

Organization: Association of Diabetes Care & Education Specialists

Accreditation Program: DEAP Program

Accreditation Application Fee(s)

	Product	Price	Currency	Member Type
<input checked="" type="checkbox"/>	DEAP Accreditation Fee	1,100.00		[Any]

total 1,100.00



21. Click on **“Check-Out.”**

Shopping Cart | [View](#)

discount	net total	price	quantity	item
\$0.00	\$1,100.00	\$1,100.00	1.000	DEAP Accreditation Fee

Sub total: 1100.00

Total discount: 0.00

Total tax: 0.00

Total: 1100.00

Discount: (please use UPPERCASE)

Source

Code: discounts applied:

Continue to Shop **Check Out**



CARD Payment

22. If you are paying via credit card, select the type of card via the drop-down menu next to **“Payment Method”**. Follow the on-screen prompts to enter your payment information. Click **“Continue”** when you are done.

Payment Information

I have sent my payment:

Payment amount: 1100.00

Payment method: Required

Invoice total: 1100.00

[Continue](#)

Invoice

23. If you need an invoice, please click the box next to “I have sent my payment”. Click **“Continue”** when you are done.

Payment Information

I have sent my payment:

Invoice total: 1100.00

[Continue](#)

24. Press **“Submit for Review.”**

Payment Information

Credit to apply: 0.00	Total discount: 0.00
Net applied: 1100.00	Total tax: 0.00
Net-balance: 0.00	Total shipping: 0.00
	Net total: 1100.00

Send confirmation by email?

08955
Enter code above:

[Edit Payment](#) [Submit for Review](#)

25. In the new page that appears, click **“Print”** next to “You may print this page for your records” to receive the invoice.

If paying by check please attach this invoice with the payment. To pay by card call 800-338-3633 option 6.

Shopping Cart | [Receipt](#)
Thank you for your order.

Your Confirmation Number is 3296095
You may print this page for your records. [Print](#)