

**Michigan Department of Community Health
Division of Chronic Disease and Injury Control
Diabetes and Other Chronic Diseases Section**

**DSMT Certification Program Policy
Annual Reports**

Policy: All Michigan Department of Community Health certified Diabetes Self-Management Training programs (DSMTP) will submit an annual report that provides evidence of a comprehensive review and planning process based on the national standards. Timely submission is a condition for continued certification. Guidelines are available for completing both the annual review and planning process and writing the report.

1. The comprehensive annual report will be submitted to MDCH on or before, but no later than, January 31 of the subsequent year (e.g. fiscal year 2010-2011 must be submitted on or before 1/31/12). Programs are encouraged to submit the report soon after the review process is completed. The long version of the report form is required to be submitted by January 31 of the program's recertification year.

If the annual report is not received as required, programs are subject to a site visit to reevaluate the program's certification status.

The report must include, but is not limited to, the components outlined below:

A. The annual program review process will:

- i. Review mission statement and appropriateness to DSMTP operations. It should align with the sponsoring agency's mission, but relate to diabetes self-management efforts.
- ii. Review status of program goals and/or objectives established for the DSMTP. If a goal was unmet, a plan of action shall be described.
- iii. Review organizational structure to assess if the current structure is meeting the needs of the DSMTP operations and participants.
- iv. Analyze and review data regarding participant access, demographics, referral sources, participants' behavior change goals, post-education contacts, and other relevant data.
- v. Analyze and review participant population data, both target and actual, and how the DSMTP is meeting the needs of the population it is serving. At a minimum, compare to previous year. Include/identify at least one community concern or need.
- vi. Review adequacy of resources, including personnel, budget, space, equipment, curriculum, community resources, and the process used to for evaluate adequacy.
- vii. Review effectiveness of DSMTP based on participants' successes with behavioral goals ("benchmarks") and other

outcome measures. Behavioral goals will be categorized in some fashion (e.g., the AADE7 categories).

- viii. Review, identify, and evaluate the continuous quality improvement (CQI) process.

B. The annual program plan, based on the findings of the annual Program Review, will be evident within the annual report. The program plan defines and guides the activities of the DSMTP for the next year and will include:

- i. Target audience
 - ii. Program objectives for the next year
 - iii. Participant access and follow-up mechanisms
 - iv. Instructional methods and resource requirements (including, personnel, budget, space, equipment/materials, curriculum, community resources)
 - v. Outcome measure(s) chosen with means of measuring and evaluating outcomes
3. See “Guidelines for the Annual Review and Planning process and for writing the Annual Report” available on the MDCH website.
 4. The annual report will be reviewed by MDCH staff. Feedback will be provided and requirements may be made to better demonstrate meeting of the National Standards for DSME.
 5. A site visit will be scheduled as necessary for further evaluation and/or consultation.

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Reviewed and revised 1/25/12 by Dawn Crane

Approved by: Richard Wimberley Date: 1/30/2012
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