



ANNUAL STATUS REPORT FOR RECOGNIZED DIABETES EDUCATION PROGRAMS

SAMPLE - Do not return this form. 1st and 2nd ANNIVERSARY forms, completed with the contact information we have about your program, will be sent to you 1 and 2 years after you achieve Recognition. It will be sent during the month you were Recognized.

**Please review the following contact information.
Make any corrections directly on this form.**

Program ID # _____
Site: _____

Organization Name: _____

Program Name: _____

NOTE – If this site has been closed, please state when and why it was closed.

Address: _____

Coordinator: _____ Coordinator Title: _____

Important – if there has been a change in coordinator, attach a letter stating when the previous coordinator left the position and when the new person assumed the duties. If there was a break, list the person who served as coordinator in the interim.

Phone: _____ FAX: _____ email: _____
(Number to be listed on the web site) (Used for newsletter & special information)

Verify that all Standards have been met at all times. Answer Yes or No to all questions. If No is checked, attach a separate sheet to this document and explain why the Standard is not being met.

Standard	Yes	No
Standard #1: The Diabetes Self-Management Education (DSME) entity has documentation of its organizational structure, mission statement, and goals and will recognize and support quality DSME as an integral component of diabetes care.		
Standard #2: The DSME entity has determined its target population(s), assessed educational needs, and identified resources necessary to meet the self-management educational needs of the target population(s).		
Standard #3: An established system (committee, governing board, advisory body) involving professional staff and other stakeholders has participated in a planning and review process that includes data analysis and outcome measurements, and addresses community concerns at least once this year.		
Standard #4: The DSME entity has a designated coordinator with academic and/or experiential preparation in program management and the care of persons with chronic disease. The coordinator oversees the planning, implementation, and evaluation of the DSME entity.		
Standard #5: The DSME involves the interaction of the individual with diabetes with a multifaceted education instructional team which may include a behaviorist, exercise physiologist, ophthalmologist, optometrist, pharmacist, physician, podiatrist, registered dietitian, registered nurse, other health care professionals and paraprofessionals. DSME instructors are collectively qualified to teach the content areas. The instructional team must consist of at least an RN and RD.		
Standard #6: The DSME instructors have obtained regular continuing education credits (15hours/year minimum) in the areas of diabetes management, behavioral interventions, teaching and learning skills, and counseling skills or have maintained CDE certification.		
Standard #7: A written curriculum, with criteria for successful learning outcomes, is available. Assessed needs of the individual will determine which content areas are delivered.		
Standard #8: An individualized assessment, development of an educational plan, and periodic reassessment between participants and the instructor(s) directs the selection of appropriate educational materials and interventions.		
Standard #9: There is documentation of the individual's assessment, education plan, intervention, evaluation, and follow-up in a permanent confidential educational record. Documentation also provides evidence of collaboration among instructional staff, providers, and referral sources.		
Standard #10: The DSME entity utilizes a continuous quality improvement process to evaluate the effectiveness of the education experience provided, and determine opportunities for improvement.		

I have reviewed the above information and attest to its accuracy.

Coordinator

Date

Return form to: American Diabetes Association, Education Recognition Program, Annual Report Response
1701 N. Beauregard Street, Alexandria, VA 22311