

## Additional Site Instructions (Expansion or Multi-Site)

Additional site applications can be submitted by the Quality Coordinator or the Assistant Coordinator.

Once you have logged into the ERP Portal (<u>https://erp.diabetes.org/</u>)

- 1. Click on the Applications/ASRs/Audits tab
- 2. Scroll down to the Additional Site(s) Application section.
- 3. Click on the Click Here to Start a new Additional Site(s) Application.
- 4. Once you have landed on the summary page, click *Add site to application* under Part 2. You will then have the option of adding an existing preliminary site (Site that has been already been created in the portal but not active) or convert an expansion site to a multi-site or create a new multi-site or expansion site.

Program DSMES Applications / ASR	s / Audits Reports
Additional Site(s) Application (Started on	Jun 11, 2021)
PREVIOUS: None	XEXT: Application Information
Application Summary	
Application Status: Started on Jun 11, 2021 This Application is incomplete. The rows in the table be completeness- a yellow exclamation point (indicating the complete on that page), or a blue circle (indicating the required page, begin by clicking on the page's row. Alte return to this Application Stummary page at any time by Note that as you enter information into the pages, even	Add Site to Application
Part 1: Application Information Application Information Part 2: Site and Team Member Information Add site to application	Site to add: Please select.
	Create New Site If you'd like to create a new site at your program, check the box to the left and then enter the new site's name. New Site's Name:
	Create New Expansion Site If you'd like to create a new expansion site at your program, check the box to the left and then enter the new expansion site's name, and then select the site's parent multi-site from the drop down box. New Site's Name: Parent Multisite Please select.
	Cancel Changes Add Site

## **Application Pearls:**

- Once you start an Application (or if you open the existing one) you can save and come back to it at any time.
- Just below the Applications/ASRs tab are links for PREVIOUS and NEXT. You can use the NEXT links to step through each page of the application.
- Additional Site: You can add additional sites to the same application by clicking on add site to application under Part 2.
- There is no fee for expansion site applications.

Please email <u>ERP@diabetes.org</u> or call 1.888.232.0822 to reach an Education Recognition Program staff member