** DSMES Service Team List and Tracker**

All DSMES team members and the quality coordinator credentials and CEUs (if applicable) must be kept on file from the DSMES service’s most recent new or renewal application until the service re-applies for a new Recognition cycle of 4 years.

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| --- | --- | --- | --- | --- | --- |
| **DSMES Service #:****Service Anniversary Date:** **4-year Recognition Cycle Dates:**  ***(Example: 3/1/2022 to 3/1/2026)*** **Site Name:** | **12 months prior to most recent DSMES service new or renewal application** | **DSMES Service****Certificate Year 1** | **DSMES Service****Certificate Year 2** | **DSMES Service****Certificate Year 3** | **DSMES Service****Certificate Year 4** |
| *(Example 3/1/021-3/1/2022)* | *(Example 3/1/2022–3/1/2023)* | *(Example 3/1/2023-3/1/2024)* | ***(Example 3/1/2024-3/1/2-25)*** | *(example 3/1/2025-3/1/2026)* |
| **Name** | **DSMES****Service Hire****Date** | **DSMES****Service****Term Date** | **Appropriate****licensure or CDR****for RDs** | **CDCES or BC-ADM or****15 hrs. of CEUs\*** | **Appropriate****licensure or CDR****for RDs** | **CDCES or****BC-ADM****or 15 hrs. of CEUs\*** | **Appropriate****licensure or CDR****for RDs** | **CDCES or** **BC-ADM****or 15 hrs. of****CEUs\*** | **Appropriate****licensure or CDR****for RDs** | **CDCES or** **BC-ADM****or 15 hrs. of****CEUs\*** | **Appropriate****licensure or CDR****for RDs** | **CDCES or** **BC-ADM****or 15 hrs. of****CEUs\*** |
| **Quality Coordinator** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Professional Team Members (If a team member works at multiple sites indicate which site binder the licenses and credentials will be kept on file)** |  |  |  |  |  |
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| **Diabetes Community Care Coordinator (DCCC) Team Members** |  |  | Documentation reflecting competent in the areas she/he teaches | 15 hrs. ofTrainingannually | Documentation reflecting competent in the areas she/he teaches | 15 hrs. ofTrainingannually | Documentation reflecting competent in the areas she/he teaches | 15 hrs. ofTrainingannually | Documentation reflecting competent in the areas she/he teaches | 15 hrs. ofTrainingannually | Documentation reflecting competent in the areas she/he teaches | 15 hrs. ofTrainingannually |
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| **Temp Employees** |  |  | Appropriate licensure orCDR for RDs | Has 4 months from hire date to obtain 15 CEUs if not CDE or BC-ADM | Appropriate licensure orCDR for RDs | Has 4 months from hire date to obtain 15 CEUs if not CDE or BC-ADM | Appropriate licensure orCDR for RDs | Has 4 months from hire date to obtain 15CEUs if not CDE or BC- ADM | Appropriate licensure orCDR for RDs | Has 4 months from hire date to obtain 15 CEUs if not CDE or BC-ADM | Appropriate licensure or CDR for RDs | Has 4 months from hire date to obtain 15CEUs if not CDE or BC- ADM |
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**Admin Staff** are staff that do not provide education and should not be included on the DSMES service application. This staff type can do data entry but does not provide education.

**Referring providers** should not be on the DSMES service application unless they are providing 10% or more of the DSMES education.