## Staffing List
Please have this form completed and available for the Audit Team to return to ADA

<table>
<thead>
<tr>
<th>Program Coordinator</th>
<th>Program Number: #00</th>
<th>Site Name:</th>
<th>DSME Program Hire Date</th>
<th>DSME Program Exit Date</th>
<th>Reporting Period</th>
<th>Current Operations</th>
<th>Auditor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Name/Credentials for each individual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Instructional Staff</th>
<th>Program Number: #00</th>
<th>Site Name:</th>
<th>DSME Program Hire Date</th>
<th>DSME Program Exit Date</th>
<th>Reporting Period</th>
<th>Current Operations</th>
<th>Auditor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Name/Credentials for each individual</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Auditor Notes:
  - Use to validate credentials and CEUs.
  - See * below for Temp Instructor guidelines.
<table>
<thead>
<tr>
<th>Paraprofessional Instructional Staff</th>
<th>DSME Program Hire Date</th>
<th>DSME Program Exit Date</th>
<th>Reporting Period Yes/No</th>
<th>Current Operations Yes/No</th>
<th>Auditor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use to validate qualifications, experience and 15 hrs. of annual training</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Staff</th>
<th>List Name and Credential</th>
<th>List Topics Taught</th>
<th>Data Period Yes/No</th>
<th>Current Operations Yes/No</th>
<th>Auditor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proof of Credentials and CEUs not required</td>
</tr>
</tbody>
</table>

*Temp Instructor Guidelines: If a professional instructor is not the only professional instructor, they can be considered a temp instructor the first 4 months after hire to allow time to get their 15 hours of CEUs in diabetes or diabetes related topics. Temp instructor credentials must be valid and current at the time of hire.
DSME Staff Type

- **Professional instructional staff**
  - Credentials current during 4 year recognition period
  - *CEU’s if not a CDE or BC-ADM required
  - Include on applications

- **Para-professional instructional staff**
  - Proof of training/experience prior to joining DSME program
  - Proof of 15 hrs of training per recognition year
  - Proof of training in areas of DSME she/he teaches each recognition year
  - Include on applications

*CEUs and credentials must be kept from the ones submitted with the most recent program application and during the 4 year Recognition Period

*Recognition year is the month of recognition one year to the month of recognition the next year

- **Temporary instructional staff**
  - Two types of Temporary Instructors
    1. May be a professional instructor that fills in while permanent instructor is on vacation
    2. A permanent professional instructor can be a temporary instructor for the first 4 months after hire (not para-professional) to allow time to obtain CEUs
  - Do not include on application
  - Credentials have to be current
  - Keep proof of hire date in case of an audit

- **Resource instructor**
  - Professional instructor
  - Credentials and CEUs do not have to be kept by program
  - Do not include on application
  - Must teach less than 10% of the program

- **Administrative staff**
  - Does not provide education
  - No credentials or ceus required
  - Do not include on application

- **Referring providers**
  - Are not instructional staff
  - Do not include on application
  - Credentials and CEUs do not have to be kept in DSME files