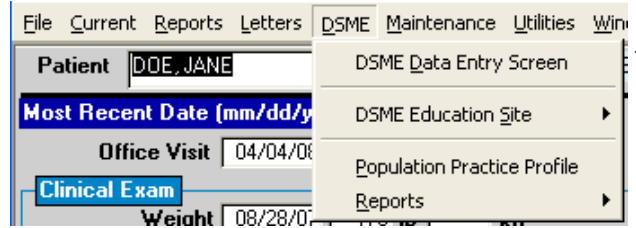
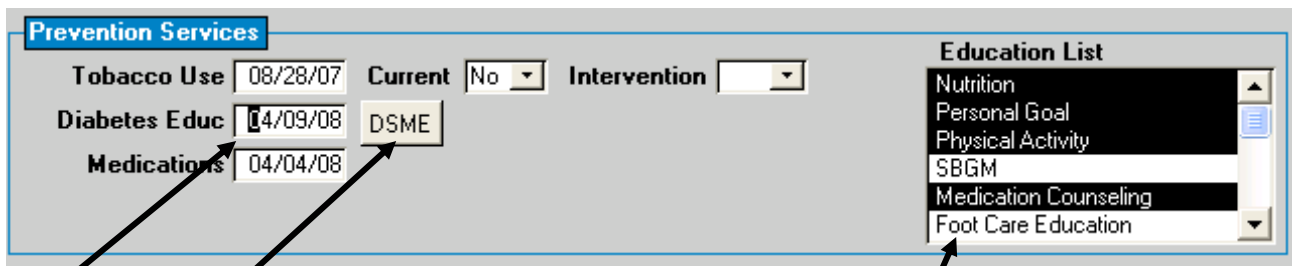


## E. DSME – Diabetes Self Management Education

This menu option was created for sites that have a DSME Recognized Education Program. Each education program that is formally recognized by the American Diabetes Association is responsible to collect and trend data. DQCMS has incorporated some enhanced functionality specifically to help education programs. DSME data can be entered from the menu bar by clicking DSME, then DSME Data Entry Screen or clicking the DSME button on the main clinical form.



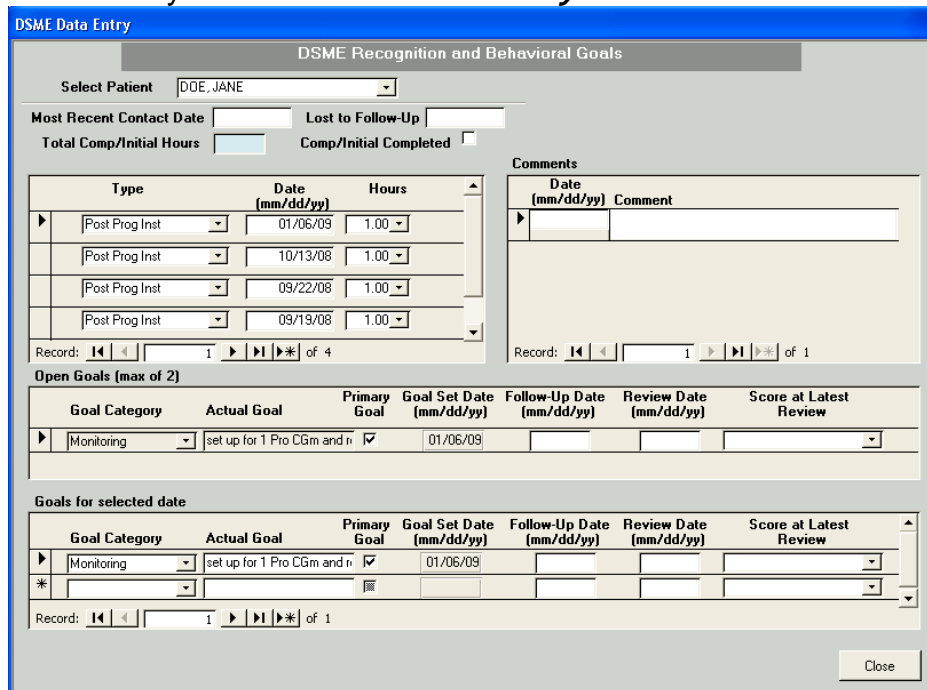
How to begin gathering education data: (Refer to page 3-4 – Clinical Data Entry)



Step 1: Document the **date** education was provided and the **topics** covered, and enter this in the clinical data entry. Now click “save and refresh.”

### ***DSME Data Entry Screen***

Step 2: Click the DSME button or click DSME on the main menu bar, then DSME Data Entry Screen. This will take you to the ***DSME Data Entry Screen*** below.



**\*\*At this time MNT is not tracked by DQCMS.**

**Step 3:** **Most Recent Contact Date** is manually entered to record the most recent patient contact.

<b>Most Recent Contact Date</b>	<input type="text" value="03/01/08"/>	<b>Lost to Follow-Up</b>	<input type="text" value="03/03/08"/>
<b>Total Comp/Initial Hours</b>	<input type="text" value="10.25"/>	<b>Comp/Initial Completed</b>	<input type="checkbox"/>

**Step 4:** **Lost to Follow Up** date is manually entered when the educator determines that the patient was not able to be contacted and is considered “lost to follow up” as per program policy or practices. The date must be greater than or equal to the most recent contact date. If the Most Recent Contact Date is changed to a date later than the Lost to Follow-Up date, then the Lost to Follow-Up date will be cleared out.

**Step 5:** **Total Comp/Initial Hours** is automatically updated based on the hours input for the Type of Comp/Initial Recvd. Up to **10 hours** is paid for by Medicare, but patients can have more than 10 hours.

**Step 6:** **Comp/Initial Completed** is manually checked if comprehensive/initial education has been completed. This means that if this box is checked, any further diabetes education provided will be considered “post program instruction”.

**Step 7:** Click on the dropdown box by the word Type. Select if the education provided counts toward the “Comprehensive/Initial” education or if the education qualifies as “Post-Program Instruction.”

Type	Date (mm/dd/yy)	Hours
Post Prog Inst	05/05/06	3.00
Post Prog Inst	01/01/04	4.00
Comp/Initial Recvd.	02/02/02	4.25
Comp/Initial Recvd.	03/03/01	3.00

Record: 1 of 5

**Step 8:** Enter the date the patient received the education.

**Step 9:** Enter the amount of time spent providing education to this patient. Time can be documented in quarter hour (0.25) increments. Document the **total** amount of time spent educating this patient on the date indicated.

**Step 10:** When the patient has completed the “Comprehensive/Initial” phase, click the check box. This will allow the education program to identify all patients who have completed the “Comprehensive/Initial” education and who are now eligible for “Post-Program Instruction” (formerly known as follow-up education).

**Step 11: Comments** can be entered for a specific date. Be brief as there are only 50 characters per entry. Previous entries are displayed in descending date order.

Comments	
Date (mm/dd/yy)	Comment
05/05/06	This patient needs assistance.
*	

**Step 12: Behavioral Goals** that have **NOT** been reviewed and scored will be displayed as **Open Goals** so as not to be overwhelming to the patient. Only **two (2) goals** can be open for a patient at one time. The goals can be updated in the **Goals for selected date** section of the form.

Open Goals (max of 2)						
Goal Category	Actual Goal	Primary Goal	Goal Set Date (mm/dd/yy)	Follow-Up Date (mm/dd/yy)	Review Date (mm/dd/yy)	Score at Latest Review
Healthy Eating	Eat more vegetables	<input checked="" type="checkbox"/>	05/05/06			
Goals for selected date						
Goal Category	Actual Goal	Primary Goal	Goal Set Date (mm/dd/yy)	Follow-Up Date (mm/dd/yy)	Review Date (mm/dd/yy)	Score at Latest Review
Healthy Eating	Eat more vegetables	<input checked="" type="checkbox"/>	05/05/06			
Taking Meds	Take meds at night	<input checked="" type="checkbox"/>	05/05/06	06/01/06	06/01/06	4 = Meeting goal

Record: 1 of 2

**REPORTS:** Reports can be run from the DSME / Reports option on the main menu bar.

- The **DSME IPP** report is located under DSME / Reports / Individual Patient Profile (DSME\_IPP) where you can select the report for the Current Patient, Last Modified Date, or Selected Patients. See option 1 under DSME Reports in the next section.
- The **Lost to Follow Up** report is located under DSME / Reports / Lost to Follow Up. See option 2 under DSME Reports in the next section.
- The **Goal Follow Up** report is located under DSME / Reports / Goal Follow Up. See option 3 under DSME Reports in the next section.
- The **Open Goals** report is located under DSME / Reports / Open Goals. See option 4 under DSME Reports in the next section.
- The **Summary Report** is located under DSME / Reports / Summary Report. See option 5 under DSME Reports in the next section.

**Step 13:** Select a **goal category**, which are based on the AADE 7 Self-Behavior Goals (see the AADE website, [www.diabeteseducator.org](http://www.diabeteseducator.org), for more information), then type in the patient’s actual, individualized goal. Be brief and abbreviate, as there are only 50 characters available. Goals should be realistic and achievable.

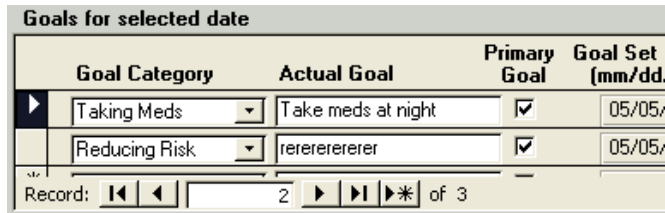
**Step 14: Score at Latest Review** - the “scoring” scale is listed below. It will be linked to a patient population report on overall goal achievement.

- 1 = not started
- 2 = started but stopped
- 3 = doing some
- 4 = meeting goal
- 5 = exceeding goal

**Step 15: Follow-Up Date** is the expected date that the person is to be contacted to check on their goals.

**Step 16: Review Date** is the date you actually talked to the client and discussed how they are doing with their goals.

**Step 17:** To delete information that has been erroneously entered, select the record by clicking on the left-most column and pressing the “Delete” button on your keyboard.



Goals for selected date			
Goal Category	Actual Goal	Primary Goal	Goal Set (mm/dd)
Taking Meds	Take meds at night	<input checked="" type="checkbox"/>	05/05/2012
Reducing Risk	rerererererer	<input checked="" type="checkbox"/>	05/05/2012

Record: 2 of 3

**Step 18:** Click on the “Close” button to go back to clinical data entry. The information entered in the DSME recognition screen will automatically be saved.

## DSME Education Site Conversion

**Conversion** – Allows for a batch change of multiple patients to the desired DSME education site.

This option defaults with all patients that are not assigned to an education site. Select desired patients and assign them to the appropriate education site.

**Helpful Hint:** Make sure to enter your education site(s) prior to this process (see update section below on how to add education sites)

1. Select the DSME education site from the "Update Patients of DSME Ed Site" dropdown box. Once a site has been selected, the "List of Patients" box will be refreshed with the selected site's patients.
2. Select the site from the "Select DSME Ed Site" dropdown box to which the patients are to be transferred.
3. Double click on each of the patients on the left side to move over to the right side to change DSME Education Site.
4. When at least one patient in the "Selected Patients" box and a site has been selected in the "Select DSME Ed Site" box, click on the "Update Patient DSME Ed Site" button to change each selected patient's education site to the selected education site.

DSME Education Site Conversion

Update Patients of DSME Ed Site TO Select DSME Ed Site

NO ASSIGNED SITE

List of Patients Selected Patients

JONAS, NICK  
KING, B.B.  
KING, LARRY  
KUEHNE, KELLI  
LEE, TOMMY  
MORRE, MARY TYLER  
PRESLEY, ELVIS

>>  
<<

Update Patient DSME Ed Site Close

**Update** – This option allows for the input/modification/deletion of education sites.

Update DSME Education Site

**To Add**  
Scroll to the very last empty row and enter a DSME education site name.

**To Modify**  
Click on the name and make the necessary changes.

**To Delete**  
Click on the arrow (to the left of the DSME education site name) and press the delete button.

DSME Education Site

DSME Test Site
----------------

Close

Record: 2 of 2

## DSME Population Practice Profile

By default, this report excludes patients designated with a diabetes type of GDM.

<b>Diabetes Type:</b> <input type="text"/> <input type="checkbox"/> Include GDM	<b>DSME Education Dates:</b> Between <input type="text"/> AND <input type="text"/>
<b>Diagnosis:</b> Coronary Artery Disease Renal Disease Hypertension	<b>Office Visit:</b> Between <input type="text"/> AND <input type="text"/>

**Helpful Hint:** before you try to generate the DSME PPP report:

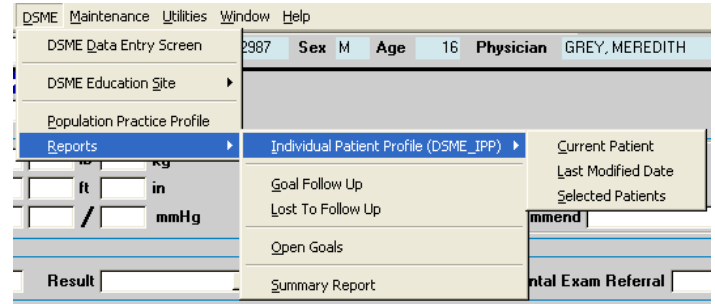
1. Click on the “Select Patient Demographic Criteria” button. The option to include the diabetes type of GDM is now allowed.
2. Enter the date range for the DSME Education report.
3. Enter the same date range for office visits (for consistency).
4. Now click on “Return to PPP Form” button.
5. You can now click on the “Report” button below.

The screenshot shows the 'Population Practice Profile Selection Criteria' form. At the top, there is a blue header with the title. Below it, a note states: 'Note: Due to limitations of Access, limit your reporting to less than 10 reports at a time.' The form includes a 'PPP Summary' checkbox which is checked. There are four buttons: 'Select Patient Demographic Criteria', 'Report', 'Export', and 'Close'. Below these buttons is a navigation bar with tabs for 'A1C', 'Blood Pressure', 'Dilated Eye/Dental Exam', 'Foot Exam', 'Kidney', 'Lipid Profile', 'Office Visits', 'Prevention Services', 'Tobacco Use', and 'DSME Ed'. A note below the tabs reads: 'Note: The DSME Education date range must be entered on the demographic criteria screen to obtain patient lists below.' Underneath, there is a section titled 'Patient Lists' with a 'Match Opposite' header. It contains four rows of checkboxes and text: 1.   Patients who received Comprehensive/Initial during the period. 2.   Patients who received Post Program Instruction during the period. 3.   Patients who completed Comprehensive/Initial. 4.   Patients who received any DSME education during the period.

- Each clinical site can customize this report to fit its needs.
- The reports will allow the education program to compare aggregate clinical information of patients who have received education to those who have not.
- The DSME Education Tab also offers the opportunity to generate various patient lists for targeted intervention.

## DSME Reports

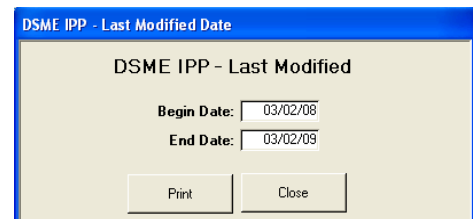
DSME now has multiple reports available. Samples of these reports are included in Appendix B.



### 1. Individual Patient Profile (DSME\_IPP)

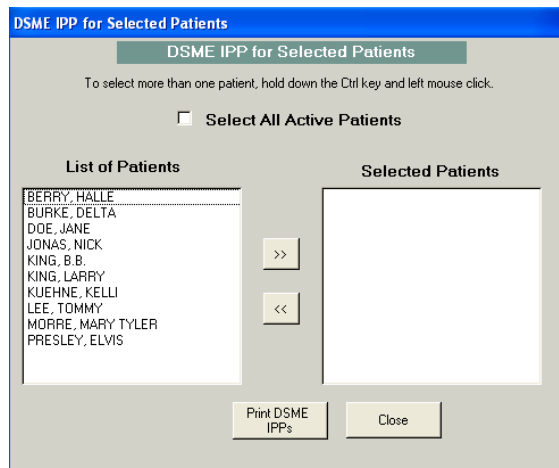
A. Current Patient – By choosing this option, the selected patient's DSME IPP can be viewed before printing. To print, go to File, then *Print*.

B. Last Modified Date – This option will print the DSME IPPs of patients whose DSME information was modified on the date the report is generated. The reports will be sent to the default printer automatically after clicking on this option.



C. Selected Patients – This option will let the user print a DSME IPP report for selected patients. To select a patient, double click on a name from the "List of Patients" box or select each patient from the list by highlighting the name and transferring them over to the "Selected Patients" box by clicking on the ">>" button. Patients can be moved back and forth between the two boxes by clicking on the ">>" and "<<" buttons. Once there is at least one patient in the "Selected Patients" box, click on the "Print DSME IPPs" button to print the DSME IPPs for each selected patient.

- To select all patients, check the Select All Active Patients box. Click on the "Print DSME IPPs" button to print the DSME IPPs for **all active** patients.



2. **Lost to Follow Up** – This report will list **patients who have a Lost to Follow Up Date**. The report can be for one or more physician(s).

Select Criteria for DSME Lost To Follow Up Patients

Select Criteria for DSME Lost To Follow Up Patients

Not selecting a physician will generate the report for all patients.

Physician:

List Patients Close

List Patients – This option will let the user print a DSME Lost to Follow Up report for selected patients. To select a patient, double click on a name from the "List of Patients" box or select each patient from the list by highlighting the name and transferring them over to the "Selected Patients" box by clicking on the ">>" button. Patients can be moved back and forth between the two boxes by clicking on the ">>" and "<<" buttons. Once there is at least one patient in the "Selected Patients" box, click on the "Letter" button to open the DSME Lost to Follow Up letter template or click on the "Report" button to print the DSME Lost to Follow Up report listing selected patient(s).

To select all patients, check the Select All Active Patients box.

DSME Lost To Follow Up Patients

DSME Lost To Follow Up Patients

To select more than one patient, hold down the Ctrl key and left mouse click.

Select All Active Patients

List of Patients Selected Patients

BURKE, DELTA

>> <<

Letter Report Close

DSME LOST TO FOLLOW UP TEMPLATE

Customize DSME Lost To Follow Up Letter  
Patients who have a lost to follow up date

**To Modify**  
Click in the text and make the desired changes. NOTE: Changes made on this form are NOT permanently saved to your template. To make permanent changes you must go through the Maintenance Menu.

Physician  Signature   Modify physician signatures

Labels

View Letter Close

No one cares as much about your health or knows as much about your life as you do. But you can't do it alone. Successful diabetes management is a TEAM effort. You are the team "captain," but your health care providers and diabetes educators form a support team dedicated to your good health. We are here to help you live healthfully with diabetes.

We haven't seen you in a while, and because things change...in life as well as with diabetes...we'd like to listen to the needs you may have now and help you meet your diabetes care and health goals.

Please call our office to set up an appointment. We're looking forward to seeing you!

Sincerely,

3. **Goal Follow Up** - The report will list the patients whose most recent contact date is prior to the default number of days from today's date. The default number of days can be changed and it will remain as your default for future reports. The report can be for one or more physician(s)

List Patients – This option will let the user print a DSME Goal Follow Up report for selected patients. To select a patient, double click on a name from the "List of Patients" box or select each patient from the list by highlighting the name and transferring them over to the "Selected Patients" box by clicking on the ">>" button. Patients can be moved back and forth between the two boxes by clicking on the ">>" and "<<" buttons. Once there is at least one patient in the "Selected Patients" box, click on the "Letter" button to open the DSME Goal Follow Up letter template or click on the "Report" button to print the DSME Goal Follow Up report listing selected patient(s).

To select all patients, check the Select All Active Patients box.

4. **Open Goals** - The report will list patients that have open goals (behavioral goals that have NOT been reviewed and scored) prior to the default number of days from the date the goal was set. The default number of days can be changed and it will remain as your default for future reports. The report can be for one or more physician(s)

5. **Summary Report** - By default, this report excludes patients designated with a diabetes type of GDM. Page 2 of this report by default prints based on the number of patients. A patient list is now available to reconcile the numbers calculated on page 2.

This report was designed to compute all of the DSME education data that has been entered into DQCMS during the specified time frame.

This is a 2 page DSME Summary Report.

- a) The first page is the “statistical” data about your diabetes education program that is needed for the DSME recognition application (based on the data period that you enter).
- b) The second page is the “Behavior Goals Report” which is also needed for DSME recognition, should be addressed at the annual review, and includes data on how your patient population is doing with their overall goal achievement. This page can be based on the number of patients or the number of encounters. An optional report to list the patients included for the behavioral goals can be printed.
- c) Both 4’s and 5’s indicate that patients are meeting their goals, and this is reflected in the overall report.

**Required Criteria:** After the start and end date have been entered, you can change the default criteria for the behavioral goals.

**Optional Criteria:** The following options are now allowed:

- 1. Include the diabetes type of GDM or select a specific diabetes type.
- 2. Gather data either by education site or physician.

Click on the “Report” button to generate the DSME Recognition Report

**Helpful Hint:**

1) If you select an education site and then decide you want instead to select a physician(s), highlight the data in the education site box and press the delete button. This will clear the education site dropdown and enable the physician list box.

2) If you have selected a physician(s) and then decide you want instead to select an education site, unselect the physician(s). This will clear the physician box and enable the education site dropdown.