
Education Recognition Requirements 10th Edition

I. Who can seek Recognition for a Diabetes Self-Management Education and Support (DSMES) service?

Any entity that provides DSMES is eligible to apply for Recognition of their DSMES service when and as long as it has demonstrated that the education services meet the National Standards for Diabetes Self-Management Education and Support (NSDSMES). Eligibility for ADA Recognition status is *only* for diabetes education services in the non-acute setting, including Licensed Home Health agencies.

II. What are the requirements?

The [2017 Revised National Standards for Diabetes Self-Management Education and Support](#) are the framework for the 10th Edition ADA Education Recognition application requirements.

- a) The education process reflected in the [initial comprehensive DSMES cycle](#) must be established for all participants of a DSMES service seeking Recognition and maintained for the full 4- year recognition period:
- A. Identifying a medical provider for the participant (referring provider) if insurance requires a referral.
 - B. [Assessing the participant](#) to establish her/his diabetes education and support need(s).
 - C. Formulating an education plan (including [behavior goal setting](#)), that involves the participant and is based on her/his assessed concerns and need(s).
 - D. Educating the participant in the area(s) of assessed need(s).
 - E. Evaluating the educational intervention.
 - F. Assist the participant in setting at least one behavioral goal
 - G. Follow up on the selected behavioral goal/s achievement.
 - H. Assisting participant's to develop a [Diabetes Self Management Support \(DSMS\) Plan](#) outside of the DSMES services.
 - I. Follow up on other participant outcomes that the DSMES service is tracking.
 - J. Communicating with the participant's other healthcare team members outside of the DSMES service including summary of education plan or education provided, and outcomes.
 - K. Maintaining an [education record](#) for the participant which documents all of above (A-J) elements.

b) The following organizational structure must be established and/or in place at all times during the 4 year recognition period:

1. One sponsoring organization
2. An [advisory group](#) consisting of external stakeholder/s. If the DSMES service is single discipline, there must also be another healthcare provider of a different discipline than the service's instructor/s.
3. An identified [population served](#) to allow the DSMES service to determine how best to deliver diabetes education to that population and what resources can provide ongoing support for the population.
4. A designated [quality coordinator](#) responsible for planning, implementing and evaluating the DSMES services.
5. [Qualified team members](#) responsible for the delivery of education.
(instructional staff)

c) In support of the process and as a main tool for guiding education, the DSMES service must have a reference [curriculum](#) with the following elements:

1. Content outline
2. Participant learning objectives
3. Identified methods of delivery that is tailored/individualized and involves interaction
4. Identified strategies for evaluating participant learning

d) DSMES Service Evaluation:

(I) There must be an identified process in place for the DSMES service performance improvement ([CQI](#)) based on participant or service delivery or process outcomes.

(II) At least [2 outcomes](#) must be tracked as a measure of service success:

1. Participant defined goals and measure of goal attainment
2. Other participant outcome (metabolic, clinical, quality of life) with measure of attainment

e) DSMES service identified Reporting Period:

Original Applications: (new services) the reporting period can start up to 6 months prior to the online application submission date and be 1 month up to 6 months in length.

Renewal Applications: the reporting period can start up to 12 months prior to the online application submission date and can be 1 month to 12 months in length.

All Applications: There can be no more than 3 months from the end of the reporting period to the date of the online application submission. A minimum of 1 participant must have completed the [initial comprehensive DSMES cycle](#) during the specified reporting period at each of the service's multi-sites.

f) Support Documentation Package includes:

1. [Documented evidence of Sponsoring Organizational support](#)
(e.g. letter signed by official of the Sponsoring Organization responsible for the diabetes education services.)
2. Copies of or verification of quality coordinator and professional instructors' current credentials (CDR card or verification of CDR for RDs) to include verification of CDE or BC-ADM if applicable.
3. Copy of [official certificate or verification](#) of 15 continuing education credits if the coordinator or professional instructional staff do not hold a current CDE or BC-ADM.
4. Verification of paraprofessional instructors' 15 hours of training and competency in the areas she/he teaches. The trainings and competency assessments must have occurred in the 12 months prior to the online application submission.
5. Paper Audit Items: (Note all four required for new or original applicants; one randomly assigned for renewing/additional site applicants)
 - a. Documentation of [Advisory Group Activity](#) including quality input obtain from group within 12 months of the application submission.
 - b. [A full section of one assigned content area of the curriculum](#) (please see above for required elements for each section or content area of the curriculum).
 - c. A description of a [CQI project](#) for new service applications including project description, target outcomes and outcome reporting schedule. Renewing services must also have current CQI project with outcomes and improvement activities and plans.
 - d. A copy of one [de-identified participant chart](#) demonstrating A – J of the [initial Comprehensive DSMES cycle](#).
6. [Payment](#) (if paying by check; the check number will be required for completion of the online application, if you do not have a check number you may enter your DSMES service ID number).

*The support package must be received in the ADA office within 14 calendar days of the date of the online application submission. The package can be uploaded with the online application, faxed, or mailed. Please see ERP contact information below. DSMES Service ID number must be the cover page of the packet submitted.

E-mail: ERP@diabetes.org
Phone: 1-888-232-0822
Fax: 1-703-991-9120

Address: **Education Recognition Program
American Diabetes Association Home Office
2451 Crystal Drive
Suite 800
Arlington, VA 22202**

III. What can I expect?

1. Applications are entered in the review queue once the three application elements are received.
 - a. Online application is submitted
 - b. All support documents are received in the ERP office
 - c. Payment is received in the ERP office
2. All applications are entered in the same review queue: original, renewal, additional site applications.
3. Application review can take up to 30 days.
4. Applications requiring additional information and or corrections during the review process may take longer than 30 days to complete review and the application to pass.
5. Communications regarding application review and status will be done through the ERP portal (where your online application was submitted.)
6. Quality coordinators will be notified via email when the application has been either approved or returned for additional documents.
7. Notifications of certificate packet mailings will go out with approved application notifications.

IV. Maintaining Recognition

It is the responsibility of the DSMES service to maintain adherence to the National Standards for Diabetes Self Management Education and Support

(DSMES) as outlined by the American Diabetes Association [10th Edition Review Criteria and Indicators](#) at all time during the 4-year Recognition period.

1. The quality coordinator will be required to complete an on-line [Annual Status Report](#) (ASR) the anniversary month of the Recognition to confirm that the DSMES service continues to meet the National Standards for DSMES. The coordinator will receive email notification of when the ASR is due. ERP also conducts a monthly ASR conference call walks through how to complete the ASR and allows call participants to ask questions. Register for these free calls at: www.diabetes.org/erpqa
2. **It is the responsibility of the DSMES service to display the Concerns Poster in an area where DSMES service participants can see it. The Concerns Poster is sent with the Recognition certificate packet. This poster provides contact information for the ADA Education Recognition staff so participants who have concerns about the education they receive can contact ADA.** The DSMES service may make as many copies of the poster as needed for all Recognized sites. If the poster is lost, a new copy can be requested by the coordinator. The coordinator may request a copy by sending an email to erp@diabetes.org with the DSMES service ID# and Concerns Poster in the subject line.
3. **Changes in in DSMES quality coordinator or service status (i.e. site/program closure) should be submitted to ERP within 30 days of the change if possible.** The electronic Change of Information form is available on the ADA/ERP website. at: www.diabetes.org/erpupdate
4. ADA staff provides a regular report to the Centers for Medicare and Medicaid Services (CMS) and regularly updates the listing of Recognized DSMES services on the ADA website
5. **Five percent, or up to a total of 70, of all Recognized DSMES services will receive an on-site audit annually.**
The DSMES services to be audited are selected randomly from among all active Recognized services. A DSMES service may be selected any time during the 4 years of Recognition. The Coordinator will be notified 10 business days prior to the audit for a selected DSMES service.

***Please note that audit dates are non-negotiable and refusal of an audit will result in immediate loss of Recognition. Completion and submission of the on-line application constitutes an agreement to this random audit process.**

- Documentation and items that support the application will be reviewed during an on-site audit. Current documentation and items to confirm that the DSMES service continues to meet the Standards will be required as well.

- All documents used by the auditors can be found in the Maintaining Recognition section at www.diabetes.org/erp.

V. What must be done to renew Recognition?

1. **Recognition must be renewed every FOUR years by submitting a renewal application.** It is the responsibility of the DSMES service quality coordinator to know when Recognition will expire and to submit a timely application for renewal.
2. **A renewal notice will be emailed to the quality coordinator 6 months prior to the current Recognition period expiring.** At this point the coordinator can begin the application and see the randomly selected paper audit item. The application can be started, saved and entered as many times as needed. It is important to select “save” to save all application entries.
3. **Reminders will be available in the ERP DSMES service management system for up to 90 days prior to Recognition expiration.**

It is recommended that DSMES services submit renewal applications at least 60 days prior to the current expiration date.

VI. What are the benefits of Recognition?

The American Diabetes Association (ADA) is the longest standing of the two Centers for Medicare and Medicaid (CMS) DSMT National Accrediting Organizations that identifies quality diabetes self-management education and support (DSMES) services that meet the National Standards for Diabetes Self-Management Education and Support. Benefits of ADA Recognition include:

- Enhances Education service marketing through use of the ADA Education Recognition logo and ADA website publication
- Stimulates referrals from local ADA offices
- Multiple free Q and A conference calls
- New Quality Coordinator Calls (monthly)
- Application and Annual Status Report Calls (monthly)
- Chronicle DSMES and ADA DPP Charting Platform Webinars (monthly)
- Krames on Demand Calls (monthly)
- FQHC Calls (quarterly)
- Expanding DSMES to the PCP Office Networking Calls (quarterly)
- Register for calls at www.diabetes.org/erp
- Entitles DSMES services to a [40% discounts on ADA publications and books](#)
- Free [Krames on Demand](#) materials
- 3,000 plus healthsheets
- Many in 10 languages

- *Arabic* *Korean*
- *Armenian* *Portuguese*
- *Chinese* *Russian*
- *Farsi* *Tagalog*
- *French* *Vietnamese*
- Ability to request monthly Freeon to Recognized DSMES services 50 English and 50 Spanish copies of the [Living Well with Diabetes](#) (~\$4,000 annual value)
- Free access to [Chronicle Diabetes](#) – a HIPPA and HI-Tech compliant web based system that provides healthcare professionals tools to facilitate diabetes education documentation
- Reduced access to [ADA DPP Charting Platform](#).

VII. How can I get information about other ADA programs or material?

Visit the ADA website – www.diabetes.org

Visit the Professional ADA Website - www.diabetes.org/pro

Contact your local ADA office – this can be found on www.diabetes.org

Call 1-800-Diabetes (1-800-342-2383)

VIII. How can I get information about Medicare regulations?

Information is available on the Education Recognition portion of the ADA website under Resources – Organizations, Publications, and CMS

Reimbursement Contacts. Updates to DSMT reimbursement can also be found on the CMS website: www.cms.gov

Keyword-DSMT