I. **Who can seek Recognition for an education program?**
Any entity that provides diabetes self-management education (DSME) is eligible to apply for Education Program Recognition when and as long as it has demonstrated that the education program meets the National Standards for Diabetes Self-Management Education (NSDSME). 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 2012 Revised National Standards for Diabetes Self-Management Education and Support are the framework for the 9th Edition ADA Education Recognition application requirements.

a) The following education process must be established for all participants of a program seeking Recognition and maintained for the full 4-year recognition period:

1. Identifying a medical provider for the participant (referring provider) if insurance requires a referral.
2. Assessing the participant to establish her/his Diabetes education need(s)
3. Formulating an education plan (including behavior goal setting), that involves the participant and is based on her/his assessed need(s)
4. Educating the participant in the area(s) of assessed need(s)
5. Evaluating the educational intervention, including follow-up assessment of behavioral and other goal achievement.
6. Developing a Diabetes Self Management Support (DSMS) Plan
7. Communicating with the participant’s other healthcare team members including summary of education plan or education provided, outcomes and DSMS plan.
8. Maintaining an education record for the participant which documents all of above (1-7) 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 program is single discipline, there must also be another healthcare provider of a different discipline than the program instructor/s.
3. An identified population served to allow the program to determine how best to deliver diabetes education to that population and what resources can provide ongoing support for the population.

4. A designated program coordinator responsible for planning, implementing and evaluating the DSME.

5. Qualified personnel responsible for the delivery of education. (instructional staff)

c) In support of the process and as a main tool for guiding education, the program 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) Program Evaluation:
   (I) There must be an identified process in place for program performance improvement (CQI) based on participant outcomes.

   (II) At least 2 outcomes must be tracked as a measure of program success:
       1. Participant defined goals and measure of goal attainment
       2. Other participant outcome (metabolic, clinical, quality of life) with measure of attainment

e) Program identified Reporting Period:
   **Original Applications**: (new programs) 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 patient must have been completed the education process in the specified reporting period at each site except at an expansion site.
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 program.)

2. Copies of or verification of program coordinator and professional instructor’s 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. 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 prior to 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** based on at least one of standard 9’s aggregated program outcomes (patient behavioral goal outcomes or other participant outcomes) using a formal plan/process.
   d. A copy of one **de-identified participant chart** demonstrating the complete education process.

5. **Payment** (if paying by check; the check number will be needed for completion of the online application, if you do not have a check number you may enter your program 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. Program ID number must be indicated on all documents included in the support package.

E-mail: ERP@diabetes.org  
Phone: 1-888-232-0822  
Fax: 1-703-991-9120  
Address: Education Recognition Program
III. What can I expect?

1. Applications are entered in the review queue in the order in which the online portions are submitted and the accompanying support packages and payment are received in the ERP office.
2. All applications are entered in the same review queue: originals, renewals, additional sites.
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.
5. Communications regarding application review and status will be done through the ERP portal (where your online application was submitted.)
6. Program coordinators will be notified via email when applications have been either approved, returned for additional documents.
7. Notifications of certificate packet mailings will go out with approved application notifications. Additional information for next steps will be provided for returned applications.

IV. Maintaining Recognition

It is the responsibility of the program to maintain the National Standards for Diabetes Self Management Education and Support supported by the Education Program Recognition criteria at all times during the 4-year recognition period.

1. The program coordinator will be required to complete an on-line Annual Status Report during the anniversary month of the Recognition to confirm that the program continues to meet the National Standards for DSME. The coordinator will receive email notification of when the Annual Status Report is due.
2. It is the responsibility of the program to display the Concerns Poster, which is sent with the certificate, in an area where program participants can see it. This poster provides contact information for the ADA Education Recognition staff so patients who have concerns about the
education they receive can contact ADA. The program 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 program ID# and Concerns Poster in the subject line.

3. **Any changes in program information (coordinator, address, phone/fax/email) must be sent to the ERP office within 30 days of the change.** The electronic Change of Information form is available on the ADA/ERP website at: www.diabetes.org/erp, from the menu on the right.

4. ADA staff provides a regular report to the Centers for Medicare and Medicaid Services (CMS) and regularly updates the listing of Recognized programs on the ADA website.

5. **Five percent, or up to a total of 70, of all Recognized programs will receive an on-site audit annually.** The sites to be audited are selected randomly from among all active recognized programs. A program may be selected any time during the 4 years of Recognition. The Coordinator will be notified 2 weeks prior to the audit for a selected site.

*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 online application constitutes an agreement to this random audit process.*

- Material used to support the application will be reviewed during an on-site audit. Current material to confirm that the program continues to meet the Standards will be required as well.
- All documents used by the auditors can be found on the Recognition Resources section of our website.

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 program to know when Recognition will expire and to submit a timely application for renewal.

2. **A renewal notice will be emailed to the program 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 and entered as many times as needed. It will auto save.

3. **Reminders will be available in the ERP program management system for up to 90 days prior to recognition expiration.**
It is recommended that programs submit renewal applications at least 60 days prior to the current expiration date.

VI. What are the benefits of Recognition?

Education Recognition by the American Diabetes Association, the largest and most widely known organization in the field of diabetes and one of only 2 deemed bodies as National Accrediting Organization of DSMT programs by the Centers for Medicare and Medicaid

- Identifies quality diabetes self-management education services that meet the National Standards for Diabetes Self-Management Education and Support
- Meets criteria for Medicare reimbursement
- Enhances Education Program marketing through use of the ADA Education Recognition logo and ADA website publication
- Stimulates referrals from local ADA offices
- Free program coordinator workbook that walk through each of the 10 Standards and include sample forms and templates
- Monthly Q and A conference calls
- Monthly new program coordinator conference calls
- Entitles program to a 40% discounts on ADA publications and books
- Free Krames on Demand materials
- Ability to request Free each month 50 English and 50 Spanish copies of the Living Well with Diabetes
- Free access to Chronicle Diabetes – a HIPPA and HI-Tech compliant web based system that provides healthcare professionals tools to facilitate diabetes education documentation.

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