

Michigan Department of Community Health  
Division of Chronic Disease and Injury Control  
Diabetes & Other Chronic Diseases Section

Diabetes Self-Management Training Certification Program  
Policy/Procedure  
Annual Reports

**Policy:** All Michigan Certified Diabetes Self-Management Education programs (DSMEP) must submit a report each year that provides evidence that a comprehensive review and planning process occurred. Guidelines for completing the annual review and planning process and for writing the report are available.

**Procedure:**

1. The report of the annual review and planning process will be submitted to MDCH no later than January 31 of the year succeeding the review and planning process that occurred in the preceeding year. Programs are encouraged to submit the report soon after the process is completed.  
If the report is not received within the time frame specified above, a site visit may be made to evaluate certification status.
2. The report must include, but is not limited to, the components outlined below:
  - a. The annual program Review process will:
    - i. Review status of goals and/or objectives established for the DSMEP
    - ii. Analyze and review participants' access data and follow-up rates and other relevant data
    - iii. Review mission statement and appropriateness to DSMEP operations
    - iv. Review organizational structure to assess if the current structure is meeting the needs of the DSMEP operations and participants
    - v. Analyze and review participant population data and how DSMEP is meeting the needs of the population it is serving
    - vi. Review adequacy of resources, including personnel, budget, space, equipment, curriculum, community resources
    - vii. Review effectiveness of DSMEP based on behavioral goal and other outcome measure data
    - viii. Review and evaluate the continuous quality improvement (CQI) process (see standard 10)
  - b. The annual Program Plan is based on the findings of the annual Program Review and defines and guides the activities of the DSMEP for the next year and will include:

- i. Target audience
  - ii. Program objectives for the next year
  - iii. Participant access and follow-up mechanisms
  - iv. Instructional methods and resource requirements (including, personnel, budget, space, equipment/materials, curriculum, community resources)
  - v. Outcome measure(s) chosen and means of measuring and evaluating the outcomes
3. See “Guidelines for the Annual Review and Planning process and for writing the Annual Report”
4. The report will be reviewed by MDCH staff and feedback provided. A site visit will be scheduled if necessary for further evaluation and/or consultation.

Revision Dates: October 28, 2003

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