Indian Health Service
Office of Information Technology Presents:
Resource and Patient Management System
Diabetes Management System

Instructor
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Class Description
The RPMS Diabetes Management System (DMS) course is designed to provide detailed instruction to facility level diabetes program staff in use of all components of the RPMS DMS. The session consists of lecture with overheads, demonstration of the tool, and hands-on exercises utilizing individual computer terminals for each student and a simulated patient database. Students have the opportunity to use both the traditional roll and scroll RPMS menu options as well as the Visual Diabetes Management System (aka: DMS GUI).

Objectives
Establish and maintain a diabetes register in the RPMS environment
Generate "canned" and ad hoc reports from RPMS / DMS data
Populate and maintain taxonomies required by DMS
Execute automated diabetes audit
Upload RPMS audit file into Web-Audit
Download reports from Web-Audit
Perform diabetes program related Q-Man ad hoc data retrievals
Create and print custom letters for diabetes register patients

Intended Audience
This course will benefit: Diabetes coordinators, data entry staff, health care providers, facility and program administrators, medical records personnel, planners and epidemiologists, and information systems personnel.

DAY ONE

Welcome	**8:30 am – 9:00 am**
Introductions	
Review of class objectives, agenda, and training materials	
Review of RPMS and PCC structure and function	
Retrieving data and downloading manuals	
Overview of Diabetes Management System Components - Demo	**9:00 am – 10:00 am**
Diabetes Register	
Diabetes Health Summary	
Diabetes Patient Care Summary (aka: DM Supplement)	
Diabetes Flowsheet	
Diabetes Audit Report	
DMS data requirements	
DM New Case Bulletins	
Break	**10:00 am – 10:15 am**
Using the Diabetes Management System - Demo and Hands-On	**10:15 am – 12:00 pm**
Adding patients to DM register – initial and ongoing*	
Using the Patient Management Interface*	
Entering historic DM related data*	
Lunch	**12:00 pm – 1:00 pm**
Setting up and using DMS outputs – Demo and Hands-On	**1:00 pm – 2:00 pm**
Diabetes Health Summary*	
DM Flowsheet	
DM Supplement	
Diabetes Audit – Demo and Hands-on	**2:00 pm – 3:00 pm**
DMS taxonomy setup and maintenance*	
Generating the Diabetes Audit Report*	
Creating random sample of patients for audit*	
Break	**3:00 pm – 3:15 pm**
Using Web-Audit tools - Demo	**3:15 pm – 4:15 pm**
Upload of RPMS audit file into web-audit	
Editing data in web-audit	
Running web-audit reports	
Downloads from web audit	
Questions and Adjourn	**4:15 pm – 4:30 pm**

*Students utilize roll and scroll and GUI for this hands-on activity

DAY TWO

Q-Man Overview	**8:30 am – 9:00 am**
Introduction to PCC Files and Q-Man Terminology	
Basic Q-Man Data Retrieval – Demo and Hands-On	**9:00 am – 10:00 am**
Retrievals using demographic attributes	
Single clinical attribute retrievals	
Break	**10:00 am – 10:15 am**
Q-Man Data Retrieval (continued)	**10:15 am – 12:00pm**
Multiple attribute retrievals	
Creating and using taxonomies	
Q-Man outputs: Display, print & count hits	
Q-Man special outputs: Age distribution, health summaries	
Identifying patients without specified characteristics	
Lunch	**12:00 pm – 1:00 pm**
Using Q-Man for DMS specific retrievals - Demo and Hands-On	**1:00 pm – 3:00 pm**
Identifying new DM cases with Q-Man	
Investigating individual patients with Q-Man	
Identifying misdiagnosed or miscoded patient with Q-Man	
Identifying DM patients not already on register	
Identifying patients who may have diabetes, but have no DM diagnosis recorded	
Determining DM incidence and prevalence with Q-Man	
Identifying DM patients with specified complications	
Identifying high risk patients: patients with DM and hypertension, chronic kidney disease	
Creation and use of Q-Man generated search templates	
Use of Q-Man's natural language interface	
Creation of delimited file for export to MS Excel	
Break	**3:00 pm – 3:15 pm**
Independent Exercises- Hands-On	**3:15 pm – 3:45 pm**
Review of Independent Exercises - Demo	**3:45 pm – 4:15 pm**
Questions and Adjourn	**4:15 pm – 4:30pm**

DAY THREE

Retrieval of Data for Diabetes Management - Demo and Hands-On   8:30 am – 10:15 am
  DMS Reports: Follow-up needed reports, list appointments, glucose self monitoring report
  DM register patients without DM on problem list or date of onset*
  CMS Reports: Case summaries, master list, patient & statistical reports, GEN – CMS
  General Retrieval Report*
  PCC Reports for DM Program Management: PGEN, VGEN, Body Mass Index (BMI) reports
Break   10:15 am – 10:30 am
File Generation for Export to Excel-Demo and Hands-On   10:30 am – 12:00 pm
  Creating .txt file from RPMS data
  Reading .txt file into Excel spreadsheet
  Mailing Label / Form Letter creation utilizing MS Word Mail Merge
  Creating simple chart from RPMS data
Lunch   12:00 pm – 1:00 pm
Custom Letter Generation from RPMS Data – Demo and Hands-On 1:00 pm – 2:30 pm
  Letter Creation utilizing Full Screen Editor
  Printing Letters for Groups of Patients
  Printing follow-up needed letters from DMS
Break   2:30 pm – 2:45 pm
Review of special data requirements for DMS   2:45 pm – 3:45 pm
  Recording lab test results, examinations, patient education, health factors, medications, and
  EKG
  Common errors and problems with terminology and coding
  Overview of DM related ICD coding
Review, Questions, and Course Evaluation   3:45 pm – 4:30 pm

*Students utilize roll and scroll and GUI for this activity