



## Initial Application Instructions

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### **ADCES is your GO TO source for all things diabetes care and education.**

ADCES is one of two National Accrediting Organizations for Medicare (CMS). As the only organization dedicated solely to diabetes care & education, ADCES has the expertise and resources to support DSMES programs.

ADCES’s Diabetes Education Accreditation Program (DEAP) offers ongoing support throughout the application and accreditation process through online materials, virtual office hours, monthly virtual coffee break (networking Q&A with DEAP Director and team), and individualized calls when needed. DEAP takes pride in accrediting new and innovative DSMES models and we have options for local, regional and national DSMES programming both in person and virtual. We have a simple fee structure, an online application with practical tools and experience to help you along the way.

As you prepare to apply for accreditation here are some things to consider:

ADCES Membership is **not** required for accreditation, but we encourage you to check out the benefits of membership with our complimentary one year ADCES membership for the Quality Coordinator upon accreditation. If you are not a current or past ADCES member, #5 below provides step by step instructions with screenshots.

If you are already an ADCES member, or have an existing account, sign in with your email address and password. The following information will be required:

- Name, address and phone number of your sponsoring organization (this would be the entity that owns your program)
- Name of your program (this will be the name on your accreditation certificate, so make sure it matches the name you plan to bill under)
- DSMES program Quality Coordinator name and email address
- Name, address, and phone number for any branch or community sites

- Names and credentials for all team members (professional instructors and community health workers)

You may be asked about components of your application throughout the accreditation process. You may need to update certain components of your application DSMES processes to meet accreditation requirements, so it's important to keep application documents organized and concise. Getting organized before you begin allows you to easily upload your documents when you start the application. The "Ready to Apply" DEAP webpage includes helpful guides to completing the application and accreditation requirements. [Click here](#) to access.

### **Top 10 tips for submission success:**

1. Create shared folder with your team to upload all application documents by standard.
2. Include a header/footer within the document date and include date in file name.
3. The [ADCES DEAP Interpretive Guidance](#) explains each standard and supporting documentation that is required.
4. New applications can be started at any time. Data is saved as you go, so you can return to the application to complete it later.
5. Payment can be made at any time. Application fee is non-refundable. You do not have to complete the application before you make your payment.
6. Once the application is submitted you will no longer have access to edit or see the documents submitted. Be sure to save and date all supporting documents and policies. [DEAP binder tabs](#) can be used to help keep your documents organized, as questions may arise throughout the accreditation process.
7. The DEAP team will work with you if deficiencies are noted but labeling required components throughout application will result in a faster review process. [Click here](#) to access documentation checklist.
8. Consider exactly what is being requested and avoid submitting extraneous information such as redundant pages within de-identified chart from EMR—the DEAP team is here to help, so don't hesitate to reach out with questions along the way! [Click here](#) to access Chart Review Form. Labeling each item throughout your de-identified chart will also result in a faster review process.
9. You will receive an email receipt once the application has been submitted and received.
10. Have questions on becoming accredited or the application? The ADCES team offers office hours each Monday 3-4pm CST. To book a 20-minute time slot email the team at [deap@adces.org](mailto:deap@adces.org).

## **Frequently Asked Questions**

### **How do I pay the application fee?**

You can pay the fee using a credit card via the DEAP Dashboard, or by mailing a check to the DEAP Department's attention to the following address:

Association of Diabetes Care & Education Specialists  
125 S Wacker Drive, Suite 600  
Chicago, IL 60606

### **How long does the review process usually take?**

The review process can take up to 4-6 weeks from the time all required documents are received as complete.

### **When will I hear if my application is approved?**

The DEAP team will reach out to schedule a phone interview when application is ready for approval. Final approval and accreditation date are confirmed during the phone interview.

### **What happens if my application is not approved?**

The ADCES DEAP team will work diligently to help applicants meet the standards and most applications are eventually approved. In the instance that the program is not approved the ADCES team will reach out to the Quality Coordinator to notify them.

### **How will I receive my accreditation certificate?**

You will receive a PDF(s) of your accreditation certificate(s) via email.

### **What are the next steps after I submit my application?**

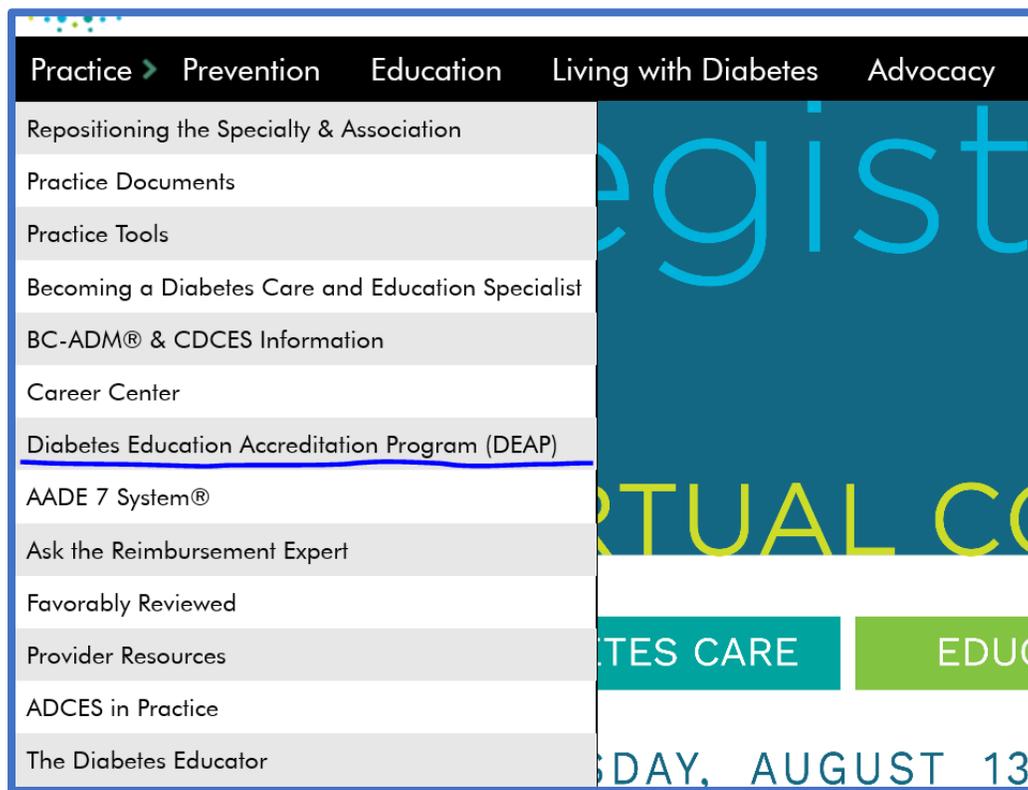
After the application and payment are submitted for the accreditation application, the quality coordinator should expect to hear from the DEAP team via email within 4-6 weeks that the application needs follow-up or that the application has been approved and is moving onto the phone interview. The quality coordinator should ensure they are able to receive emails from [deap@adces.org](mailto:deap@adces.org).

### **How do I submit my application?**

The application is submitted via the DEAP Dashboard. See below for instructions.

## [How to Submit a New Application Via the DEAP Dashboard](#)

1. Go to **diabeteseducator.org**.
2. Hover your mouse over "**Practice**" and double-click on "**Diabetes Education Accreditation Program (DEAP)**."



3. Click on the red "**DEAP Dashboard**" button.

find out more about accreditation, you've done all the work and are ready to  
and are looking for updates or resources, we have what you are looking for

[DEAP Dashboard](#)

4. You will be asked for your email address and password. If you have an ADCES member username, enter this email address and password.

## Sign-in or Create an Account

Please sign-in or create a new user account. If your sign-in information is displayed below, then you can

[Haven't signed into our new system yet or having trouble?](#)

**Login**

E-Mail Address

[Not sure which e-mail address to use?](#)

Password

Login

Remember Me

[Forgot Your Password?](#)

5. If you have never created an account, enter your email address and fill out the information required to create your account.

### Not a Registered User Yet?

If you are a visitor and do not already have a username and sign-in, please enter your email below:

**E-Mail Address**

[Search for Account](#)

6. Click on **“Start New Application.”**

The screenshot shows the DEAP Online Application Main Menu page. At the top, there is a navigation bar with the ADCES logo and the text "Association of Diabetes Care & Education Specialists". Below the logo, there are links for "Find an Education Program", "ADCES Connect", "Online Store", "Annual Meeting", "About ADCES", and a "JOIN ADCES" button. A secondary navigation bar contains links for "Danatech", "Practice", "Prevention", "Education", "Living with Diabetes", "Advocacy", "Research", "News", a shopping cart icon, a search icon, and a "Profile" dropdown menu. The main content area is titled "DEAP Online Application | Main Menu" and includes a link to "Learn more about the application How to apply for DEAP". A prominent "Start New Application" button is visible. Below this, there are two sections: "Current Applications" and "Existing Applications". Each section contains a table with columns for "Organization", "Application Type", "Status", "Create Date", "Term", and "Program Coordinator". Both sections indicate that there are no applications or existing programs at the moment.

7. The first step in the application is reviewing the Terms and Conditions. Read through the terms and then click on the check box and “**Continue.**”

The screenshot shows the 'DEAP Online Application | Terms and Conditions' page. At the top, the ADCES logo and name 'Association of Diabetes Care & Education Specialists' are visible. A navigation bar includes links for 'Find an Education Program', 'ADCES Connect', 'Online Store', 'Annual Meeting', 'About ADCES', and a 'JOIN ADCES' button. A secondary navigation bar lists 'Danatech', 'Practice', 'Prevention', 'Education', 'Living with Diabetes', 'Advocacy', 'Research', 'News', a shopping cart icon, a search icon, and a 'Profile' dropdown. On the left, a 'New Application' sidebar lists steps: 'Terms and Conditions' (selected), 'Program/Site Information', 'Sponsor Information', 'Program Demographics', 'DSMES Team', 'Additional Locations', 'Standards & Documents', 'Complete Application', and 'Payment'. The main content area is titled 'DEAP Online Application | Terms and Conditions' and includes a statement: 'By proceeding with this application for DEAP, I affirm the following:'. It lists five numbered terms of agreement. Below the list is a checkbox labeled 'I agree to the Terms and Conditions outlined above'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

8. Enter in your program name and city and state and press search. The system will then check to see if the program is already registered at ADCES and bring back information about the program.

The screenshot shows the 'DEAP Online Application | Find Program/Site' page. The header and navigation bars are identical to the previous screenshot. The 'New Application' sidebar is the same, but 'Terms and Conditions' is now marked with a checkmark, and 'Program/Site Information' is the active step. The main content area is titled 'DEAP Online Application | Find Program/Site' and contains three input fields: 'Program/Site Name: [text box] Required', 'City: [text box] Required', and 'State: [dropdown menu] Required'. Below these fields are three buttons: 'Search', 'Previous Step', and 'Cancel'.

9. If a program is found, it will be displayed. If it is your program, you can continue the application. If it is not your program, then click on the **“Add New Program Button.”**

The screenshot shows the DEAP Online Application interface. At the top, the ADCES logo and name 'Association of Diabetes Care & Education Specialists' are visible. A navigation bar includes links for 'Find an Education Program', 'ADCES Connect', 'Online Store', 'Annual Meeting', 'About ADCES', and a 'JOIN ADCES' button. Below this is a secondary navigation bar with categories like 'Danatech', 'Practice', 'Prevention', 'Education', 'Living with Diabetes', 'Advocacy', 'Research', and 'News'. The main content area is titled 'DEAP Online Application | Program/Site Information'. On the left, a vertical progress bar shows steps from 'New Application' to 'Payment', with 'Program/Site Information' currently selected. The main content area displays the message 'No matching Program/Site found' and includes an 'Add New Program/Site' button, a 'Previous Step' button, and a 'Cancel' button. A 'Back to DEAP Main Page' link is located at the top left of the main content area.

10. Enter the program name along with the required address and phone information, then press **“Save and Continue.”** Note, the program name should match the name associated with the NPI# you plan to use for DSMT Reimbursement with CMS if you choose to do so. This information is confirmed again during the phone interview and can be updated at that time if you are unsure.

The screenshot shows the DEAP Online Application interface for the 'Program/Site Information' step. The progress bar on the left indicates that 'Program/Site Information' is the current step. The main content area contains a form with the following fields: 'Program/Site Name' (text input, required), 'Program/Site Type' (dropdown menu, required), 'Address Line 1' (text input, required), 'Address Line 2' (text input), 'City' (text input, required, with 'chicago' entered), 'State' (dropdown menu, required, with 'Illinois' selected), 'ZIP Code' (text input, required), 'Country' (dropdown menu, required, with 'UNITED STATES' selected), 'Phone Type' (dropdown menu, with 'Work' selected), 'Program Phone Number' (text input, required), and 'Phone Extension' (text input). A note above the form states: 'This is the name that will be on your Medicare Accreditation Certificate and should match your NPI billing entity name (ask your billing specialist). Please select your name carefully, as it effects your billing process.' At the bottom right, there are three buttons: 'Save & Continue', 'Previous Step', and 'Cancel'. A 'Back to DEAP Main Page' link is also present at the top left of the main content area.

- Enter in the sponsor name and contact information and press **“Save and Continue”**. The sponsor is the person or entity who is providing their NPI# for DSMT reimbursement. Or if your accreditation fee is being supported by a grant or state health department, list here.

ADCES Association of Diabetes Care & Education Specialists

Find an Education Program ADCES Connect Online Store Annual Meeting About ADCES JOIN ADCES

Danatech Practice Prevention Education Living with Diabetes Advocacy Research News Profile

← Back to DEAP Main Page

New Application

- Terms and Conditions
- Program/Site Information
- Sponsor Information**
- Program Demographics
- DSMES Team
- Additional Locations
- Standards & Documents
- Complete Application
- Payment

### DEAP Online Application | Sponsor Information

This is the name of the organization that owns your diabetes education services.

Sponsor Name:  Required

Sponsor Street Address:  Required

Sponsor City:  Required

Sponsor State:  Required

Sponsor Zip Code:  Required

Save and Continue Previous Step Save and Exit

- The Program Demographics screen asks for information about the demographics of the community or population you plan to serve with DSMES. Enter the information on the screen and press **“Save and Continue.”**

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Danatech Practice Prevention Education Living with Diabetes Advocacy Research News Profile

← Back to Profile

New Application

- Terms and Conditions
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- Program Demographics**
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- Complete Application
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### DEAP Online Application | Program Demographics

Please provide the following information about your program.

Type of Diabetes:  Type 1  Type 2  Gestational  Pediatrics  Prediabetes  Pump training Required

(choose all that apply)

Target Population:  Required

Geographic Reach:  Required

Expected Volume:  Required

\*Unique\* Characteristic of Your Target Population:  Low Literacy Education Tools  Transportation Opportunities  Languages other than English  Interpreters  Physical Plant Enhancements  Allowances for Cultural Diversity Required

(choose all that apply)

Save and Continue

Do you have a policy that ensures that participant's needs are met if those needs are outside the instructor's scope of practice and expertise?

Curriculum Method of Delivery:  Required  
 Group  
 Telehealth

Ongoing Support Provided:   
 Ongoing Medication Management  
 Physical Activity Programs  
 Psychosocial Support  
 Resources to Support New, or Adjustments to Existing Behavior Change Goal Setting  
 Smoking Cessation  
 Weight Loss Support

Target Percentage of Patient Goal Achievement for Next Year:

Healthy Eating	Being Active	Monitoring	Taking Medication	Problem Solving	Reducing Risk	Healthy Coping
<input type="text"/>						
Required						

13. To add DSMES Team members, press **“+Add DSMES Team Member.”** This will provide a pop up for you to enter in your team member. Enter the information and press **“Save.”**

ADCES Association of Diabetes Care & Education Specialists

Find an Education Program | ADCES Connect | Online Store | Annual Meeting | About ADCES |

Danatech | Practice | Prevention | Education | Living with Diabetes | Advocacy | Research | News |

New Application

- Terms and Conditions
- Program/Site Information
- Sponsor Information
- Program Demographics
- DSMES Team
- Additional Locations
- Standards & Documents
- Complete Application
- Payment

### DEAP Online Application | DSMES Team

If you are entering team members as part of a new application, please enter their names here and wait to upload their supporting documents until you are prompted to in Standard 5 under "Standards and Documents".

If you are currently accredited and adding instructors as a part of a change of status request, please upload instructor documents here in addition to their names. See below for listing of required documents.

For Professional Instructors, please upload:

- A copy of any current, applicable licensure. Each accredited program must have at least one professional instructor must be an RN, RD, PharmD, CDE or BC-ADM;
- If the professional instructor is neither a CDE nor BC-ADM, please upload copies of at least 15 hours of diabetes-related CEU's from the past 12 months.

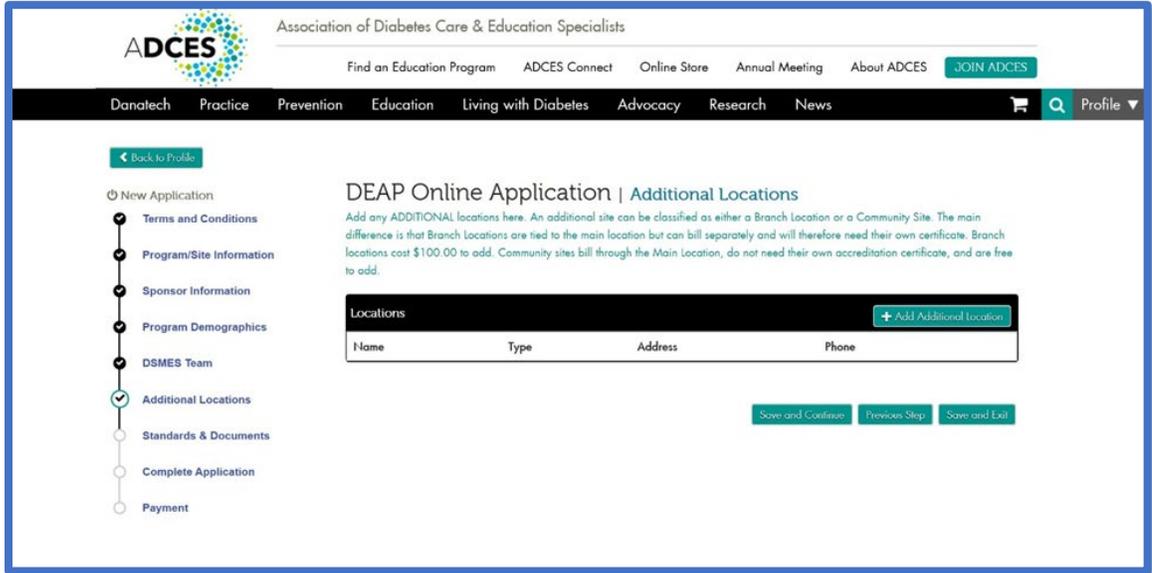
For Other Healthcare Workers, please upload:

- Resume
- Proof of Training
- Proof of 15 hours of diabetes related continuing education from the past 12 months

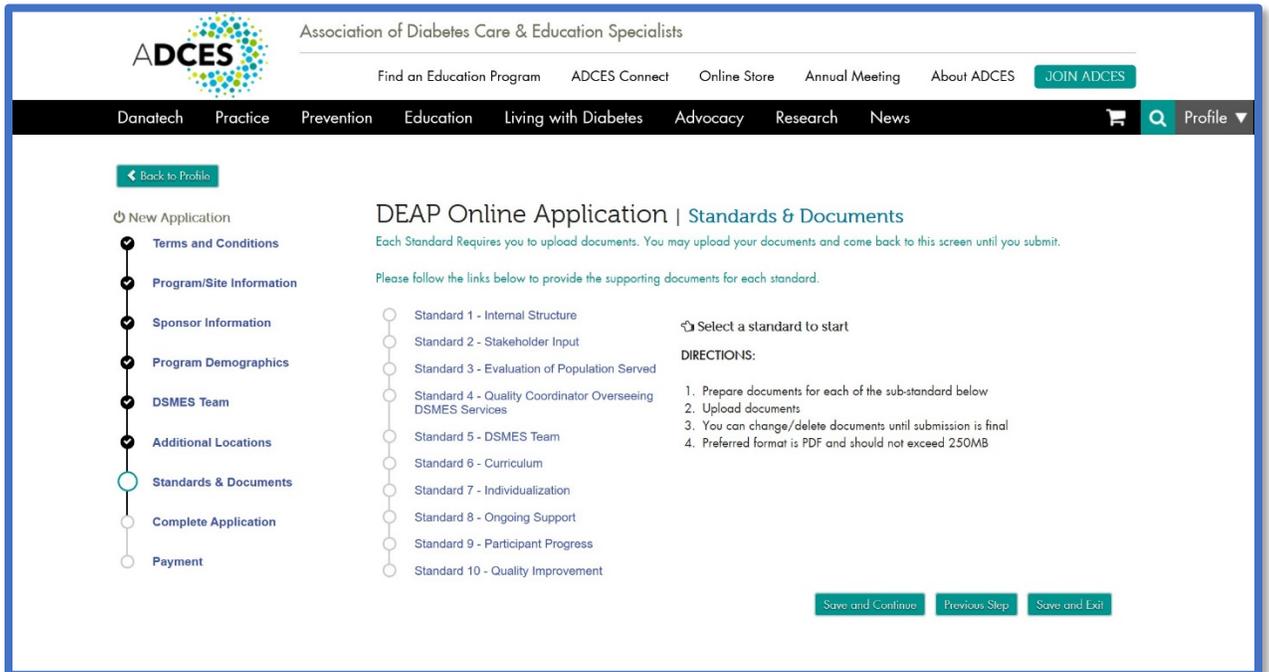
DSMES Team

Name	Type	Credentials	Certificates

14. To add additional locations, press the **“+ Add Additional Locations”** button. When you are finished, press **“Save and Continue.”** Additional locations may be added at any time throughout the application and accreditation process. Please reach out to DEAP team with any questions about Branch versus Community locations.



15. Click on an individual standard to begin uploading documentation for that standard. Repeat this step for each of the standards.



16. To upload documents for a standard, click on the **“Upload Document”** buttons and follow the on-screen prompts to upload the document for that field.

The screenshot shows the ADCES website interface for the DEAP Online Application. The header includes the ADCES logo and navigation links: Find an Education Program, ADCES Connect, Online Store, Annual Meeting, About ADCES, and a JOIN ADCES button. A secondary navigation bar contains: Danatech, Practice, Prevention, Education, Living with Diabetes, Advocacy, Research, News, a shopping cart icon, a search icon, and a Profile dropdown. The main content area is titled "DEAP Online Application | Standards & Documents" and includes a "Back to Profile" button. A vertical progress indicator on the left shows steps: Terms and Conditions, Program/Site Information, Sponsor Information, Program Demographics, DSMES Team, Additional Locations, Standards & Documents (highlighted), Complete Application, and Payment. The main content lists 10 standards. Standard 1 - Internal Structure is selected and expanded, showing sub-standards 2 through 10. A detailed view for Standard 1.1 - Organizational chart (Required) is shown, with instructions to upload an organizational chart and an "Upload Document" button.

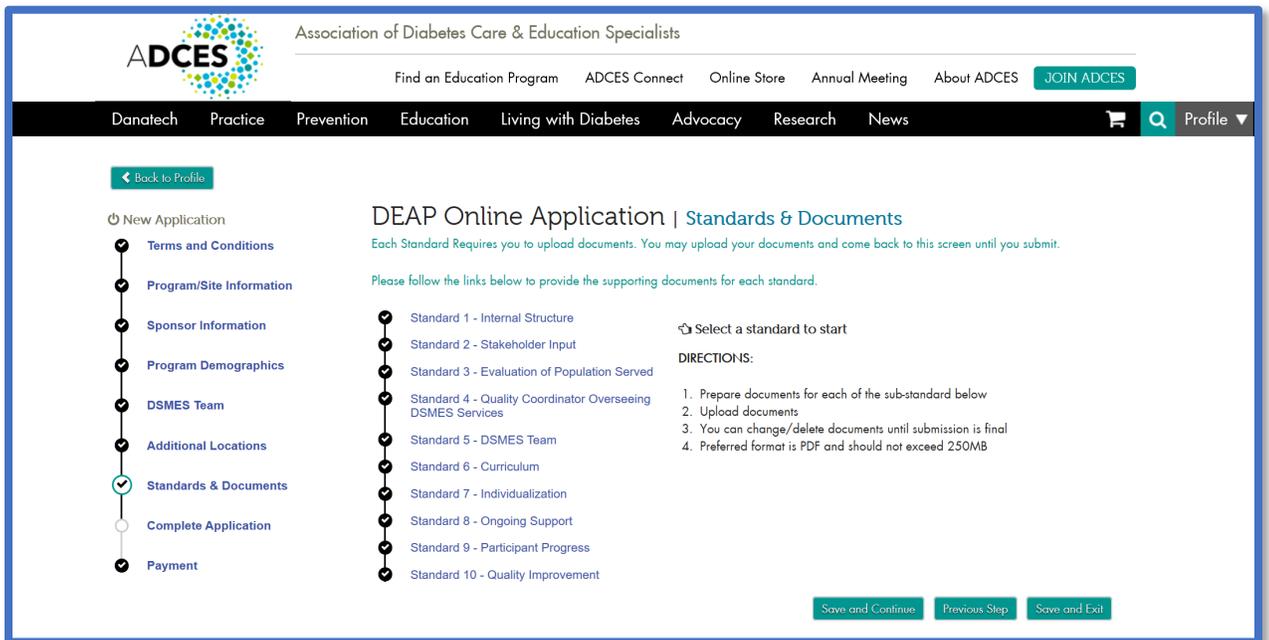
17. Click on **“Browse”** to search for the document on your computer. Type in the document name and click **“Save.”**

The screenshot shows a form titled "Add - Upload Additional Document". The "Program" field is populated with "jessie duke". The "Document" field is empty with a "Browse..." button next to it. The "Document Name" field is empty and marked as "Required". The "Document Description" field is a large empty text area. At the bottom right, there are "Save" and "Cancel" buttons.

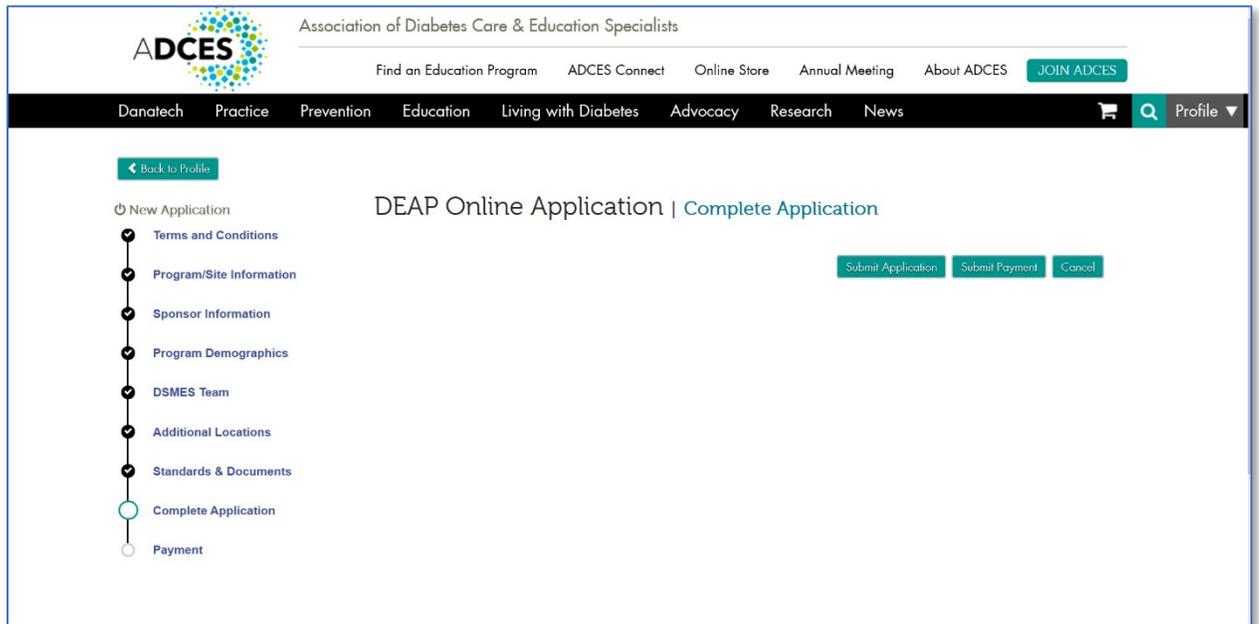
18. When you are finished uploading documents for a standard, click on **“Save and Continue.”**



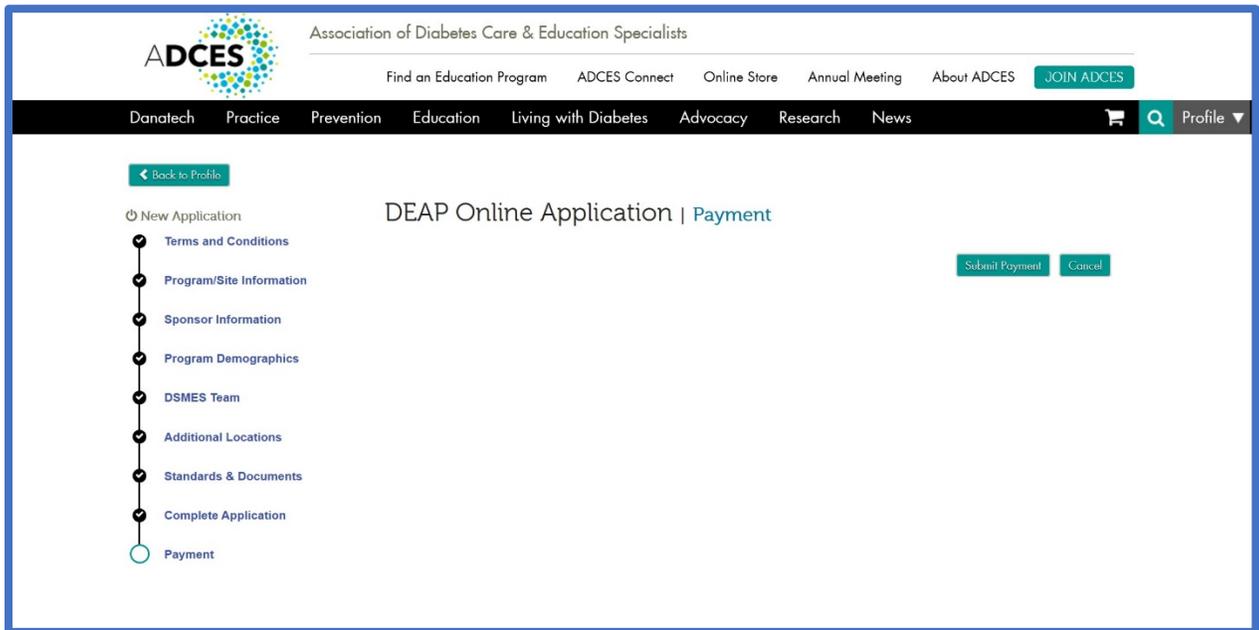
19. After you have finished uploading documentation for each of your standards, click on the **“Save and Continue”** button.



20. When you have finished uploading your documentation for each of the standards, click the **“Submit Application”** button on the next screen.



21. To proceed with paying for the accreditation fee (or receive an invoice for a check), click **“Submit Payment.”**



22. Click on **“Add to Cart.”**

The screenshot shows the ADCES website interface. At the top, the ADCES logo is on the left, and the text 'Association of Diabetes Care & Education Specialists' is on the right. Below this is a navigation bar with links: 'Find an Education Program', 'ADCES Connect', 'Online Store', 'Annual Meeting', and 'About ADCES'. A 'JOIN ADCES' button is on the far right. A secondary navigation bar contains: 'Danatech', 'Practice', 'Prevention', 'Education', 'Living with Diabetes', 'Advocacy', 'Research', 'News', a shopping cart icon, a search icon, and a 'Profile' dropdown. The main content area is titled 'ADCES DEAP\_Wizard Payment | Payment'. Underneath, there's a section for 'Accreditation Fees' with details: 'Organization: Johns program' and 'Accreditation Program: DEAP Program'. Below that is a table titled 'Accreditation Application Fee(s)'.

	Product	Price	Currency	Member Type
<input checked="" type="checkbox"/>	DEAP Accreditation Fee	1,100.00		[Any]

A 'total' label shows '1,100.00'. At the bottom right, there are 'Add to Cart' and 'Cancel' buttons.

23. Click on **“Check-Out.”**

The screenshot shows the ADCES website's shopping cart page. The top navigation is identical to the previous screenshot. Below the navigation, there's a 'Shopping Cart | View' link. The cart contains one item: 'DEAP Accreditation Fee' with a price of 1100.00 and a quantity of 1.0000. Below the item table, the following totals are displayed: 'Sub total: 1100.00', 'Total discount: 0.00', 'Total tax: 0.00', and 'Total: 1100.00'. At the bottom, there's a 'Discount' section with a text input field (placeholder: '(please use UPPERCASE)'), a 'Source' input field, and a 'Code' input field, each with an 'apply' button. A 'discounts applied:' label is below these fields. At the bottom right, there are 'Continue to Shop' and 'Check Out' buttons.

24. If you are paying via credit card, select the type of card via the drop-down menu next to **“Payment Method”**. Follow the on-screen prompts to enter your payment information. Click **“Continue”** when you are done.

The screenshot shows a 'Payment Information' form with the following fields and options:

- I have sent my payment:
- Payment method: Visa (dropdown menu)
- Cardholder's name: [text input] Required
- Credit card number: [text input] Required
- Expiration date: Please select (dropdown menu) Required
- Security code: [text input] Required

Invoice total: 1100.00

Continue

25. If you are planning to mail a check, please click the box next to **“I have sent my payment”**. Click **“Continue”** when you are done.

The screenshot shows the 'Payment Information' form with the following changes:

- I have sent my payment:

Invoice total: 1100.00

Continue

26. Press **“Submit for Review.”**

The screenshot shows a summary of charges and a security code verification step:

Credit to apply: 0.00	Total discount: 0.00
Net applied: 1100.00	Total tax: 0.00
Net balance: 0.00	Total shipping: 0.00
	Net total: 1100.00

Send confirmation by email?

48787  
Enter code above: [text input]

Edit Payment Submit for Review

27. In the new page that appears, click ***Print*** next to “You may print this page for your records” to receive the invoice.

