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.

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 .

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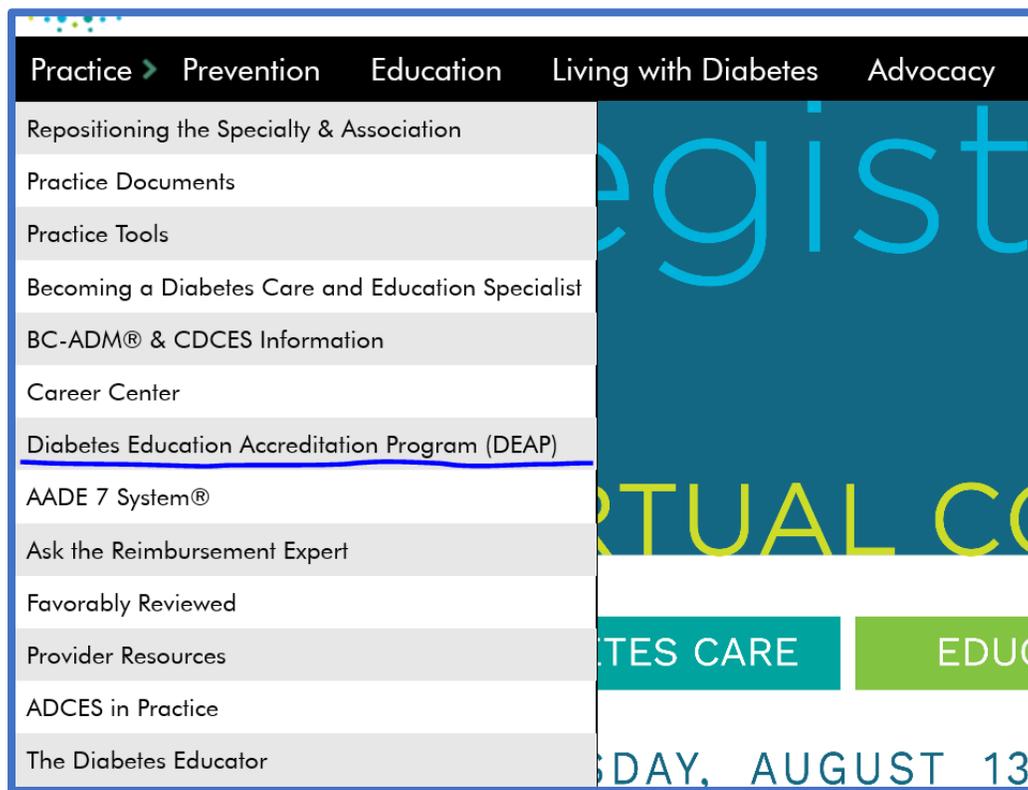
3. Click on the red "***DEAP Dashboard***" button.

find out more about accreditation, you've done all the work and are ready t
and are looking for updates or resources, we have what you are looking fo

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 acount. If your sign-in information is displayed below, then you c

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?

ADCES: **DEAP**
DIABETES EDUCATION
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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.*"

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.*"

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.

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**."

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.

11. 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.

12. 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.***"

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.**"

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.
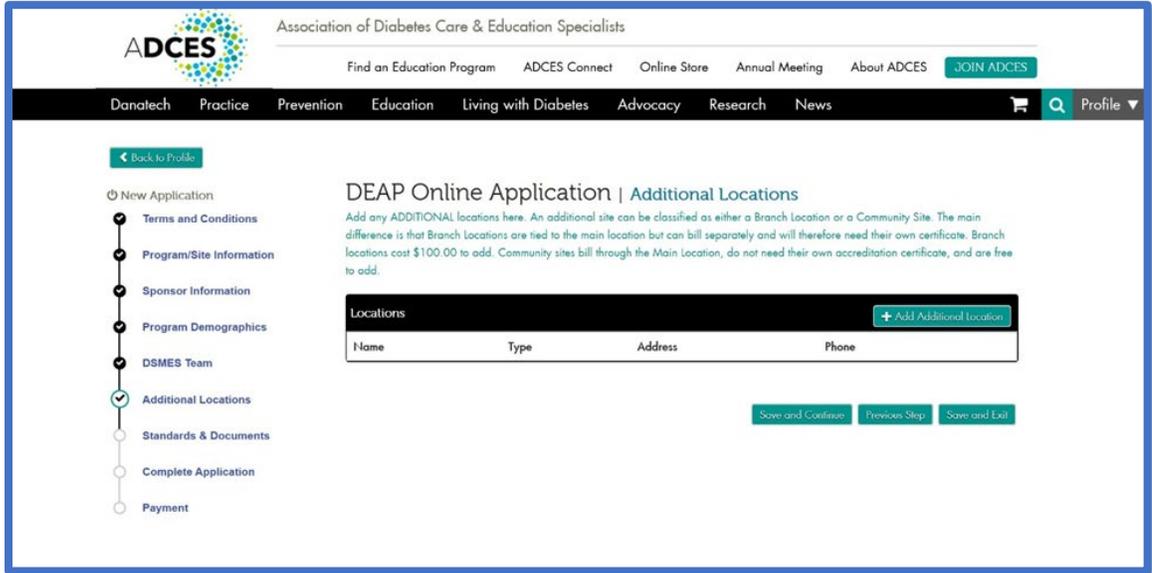
15. Click on an individual standard to begin uploading documentation for that standard. Repeat this step for each of the standards.
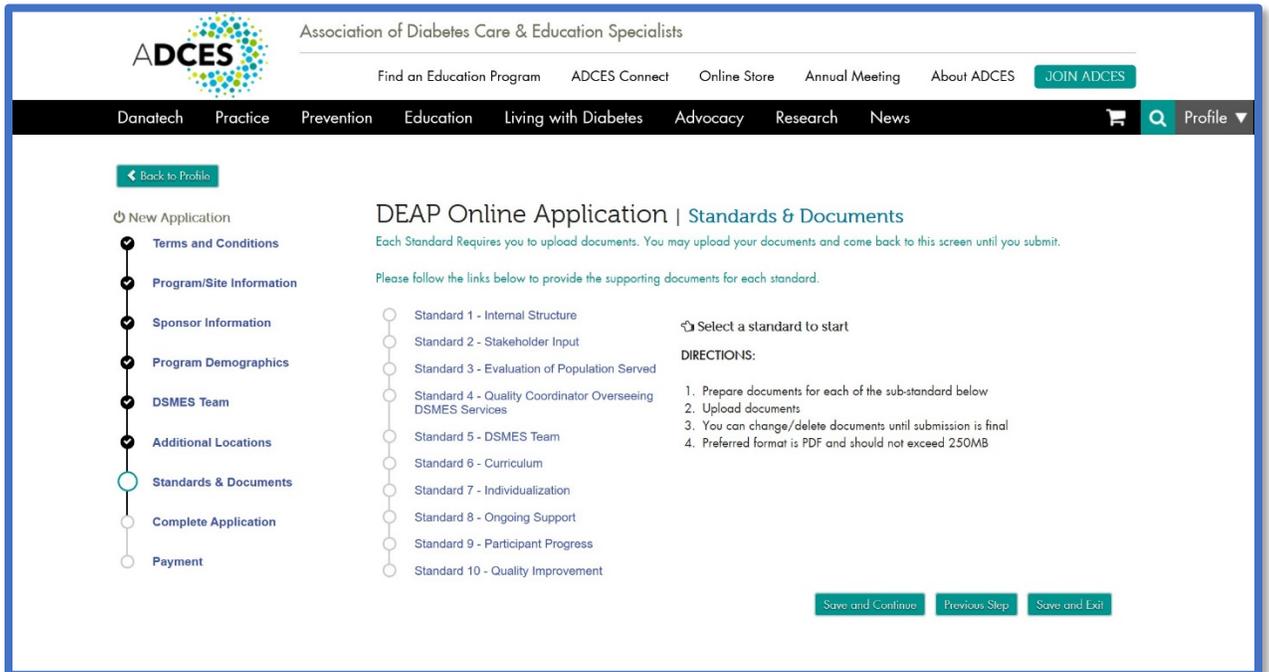
16. To upload documents for a standard, click on the "**Upload Document**" buttons and follow the on-screen prompts to upload the document for that field.

17. Click on "**Browse**" to search for the document on your computer. Type in the document name and click "**Save**."
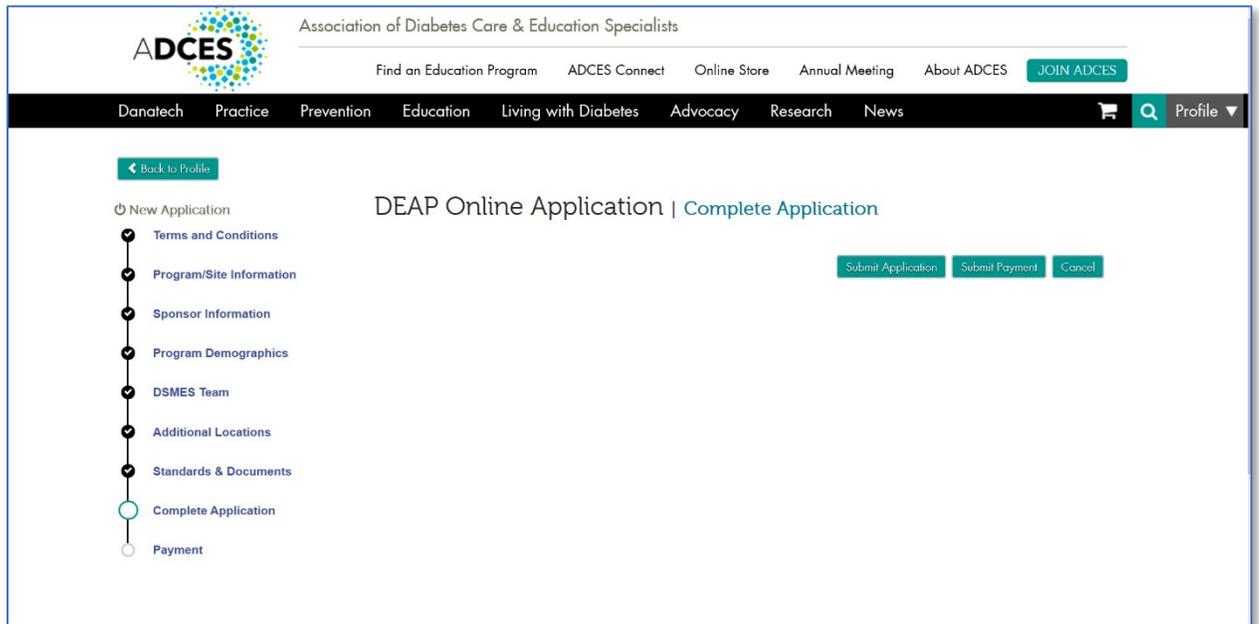
18. When you are finished uploading documents for a standard, click on "*Save and Continue*."

19. After you have finished uploading documentation for each of your standards, click on the "*Save and Continue*" button.
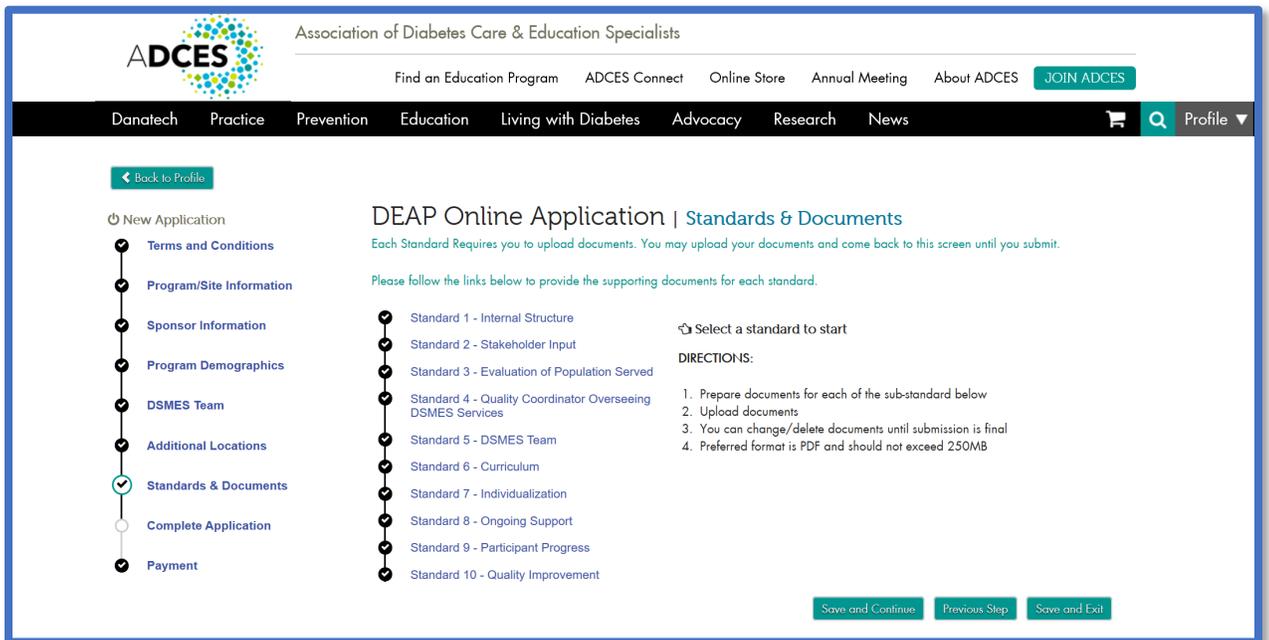
20. When you have finished uploading your documentation for each of the standards, click the "*Submit Application*" button on the next screen.

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.**"

23. Click on "**Check-Out**."

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.

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.

26. Press "**Submit for Review**."

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