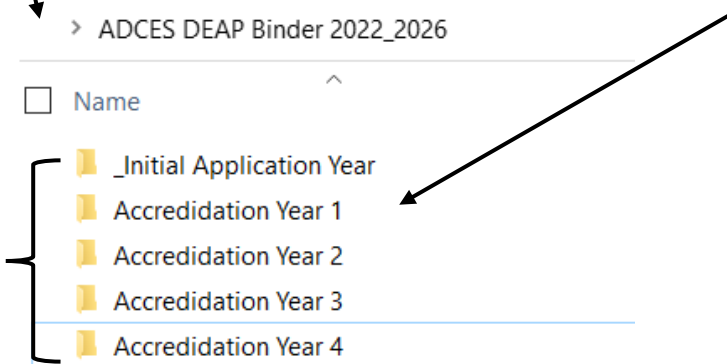


## DEAP Electronic Binder: Best Practice Example

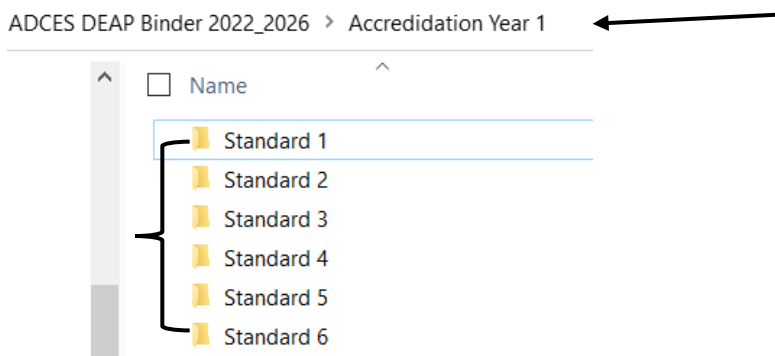
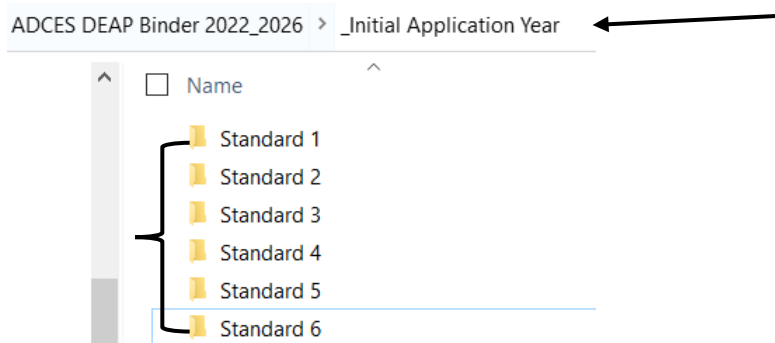
ADCES DEAP binders should be updated each year to reflect any changes in DSMES programming related to accreditation requirements and continuing education (CE) for the DSMES team. As a best practice, the quality coordinator should set a reminder at the end of each calendar year or around the accreditation anniversary date to make sure the binder is updated with the correct information from the past and upcoming accreditation year

### New program- 2022 Standards

1. Create the main folder for the ADCES DEAP Binder
2. Create folders for the initial application and for each accreditation year



3. Create sub folders for each standard in each accreditation year

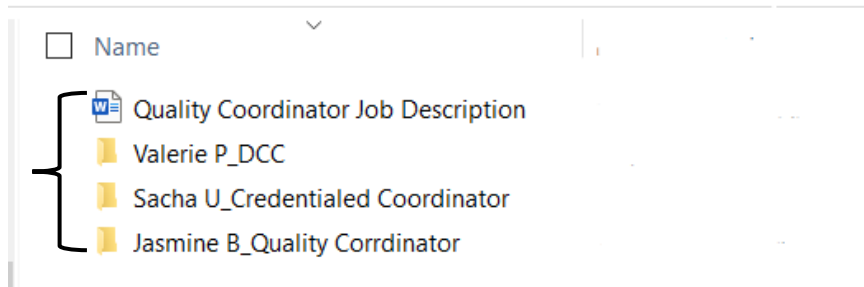


## DEAP Electronic Binder: Best Practice Example

Every year you will track all updates for each standard under that accreditation year. It is recommended to set a reminder each year to do so.

- For **standard 3** you will create a subfolder for each member of the DSMES team including the quality coordinator to track their 15 CEU hours each year or save their CDCES or BC-ADM certificate.

ADCES DEAP Binder 2022\_2026 > \_Initial Application Year > Standard 3

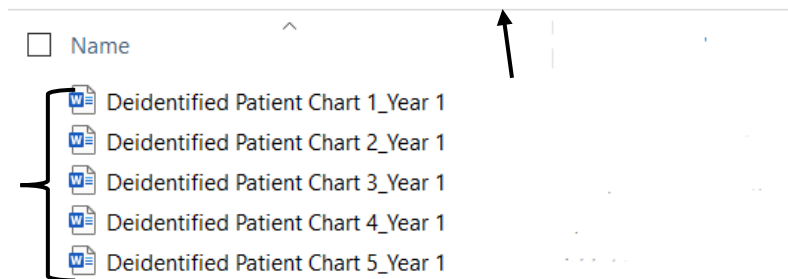


- To stay audit-ready for **standard 5** you will upload 5 complete de-identified charts each year into the DEAP binder

ADCES DEAP Binder 2022\_2026 > \_Initial Application Year > Standard 5



ADCES DEAP Binder 2022\_2026 > Accreditation Year 1 > Standard 5



Note: In some cases, the documents will not change from year to year and can be copied from one year to the next. In other cases, such as team member CEs, updates must be included each year.

## DEAP Electronic Binder: Best Practice Example

Finally, to reduce the stress around potential audits from ADCES or CMS, be sure to upload the entire electronic DEAP binder into the DEAP Dashboard every year to ensure your program is audit-ready at all times. ADCES recommends that you do this near the end of each calendar year, because the audit season can run from January through November, in general, and this ensures you have all of your accreditation documentation ready for the upcoming year.

- Navigate to the DEAP dashboard
- Select “Manage Application” under “Existing Applications”

Existing Applications

Organization	Application Type	Status	Create Date	Term	Program Coordinator
-	-	Approved	-	-	Burleson Jasmine Pearl

[Manage Application](#)

- Under “Additional Documents” upload accreditation year files

**Sponsor Information**  
Name: Jasmine  
Address: 125 S Wacker Suite 600, Chicago IL 60606

**Program Demographics**

**DSMES Team**

Name	Type	Credentials	Certificates
Jasmine Burleson	Professional Instructor	RN	CDE
Audit_Jasmine Burleson documentation			
Valerie Pereira	Other HealthCare Worker		Other:Lifestyle Coach
Sacha Uelmen	Professional Instructor	RD	CDE

2022 Started 05/18/2022

**Target Achievement Goal**

Year	Last Modified
2022	05/18/2022
2021	07/07/2022

**Additional Documents**

Document	Upload Date
No Additional Document provided	

**Annual Review**

Year	Status	Sub-Status	Notifications Sent	Review Notes	Rpt Rec'd Date	Rpt Doc
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Program: Jasmine

Document:  Accreditation Yr 1\_Stds 1\_6.pdf

Document Name:  Required

Document Description:

### Additional Documents

Document	Upload Date
Accreditation Year 1_Stds 1-6	07/06/2022