

American Diabetes Association - Education Recognition Program Completing your Annual Status Report (ASR)

Note: The Education Recognition Program (ERP) requires all recognized programs to complete an ASR during the anniversary month of ADA Recognition. Failure to comply with this requirement may result in immediate loss of ADA Recognition. Please follow instructions below to complete your Annual Status Report.

Begin by going to the ERP portal and logging in with your PC account:

<https://erp.diabetes.org/>

Click on the *Applications / ASRs* tab at the top of the page. Scroll down to *Annual Status Report* section to view the status of your report. You will be shown the dates when the ASR is due and available to you. If it is time to complete and submit, click on the link *Start a new Annual Status Report* to start your ASR. Fill out the *Signature Page* information and click *Create ASR*. You will see the *Application Summary* page with the various parts of the ASR, and each part will have a few pages listed under it as links. To complete a page, begin by clicking on the page's row. Alternatively, you can click the NEXT link near the top of the page to move to the first page of this ASR. You can return to the *Application Summary* page at any time by clicking the *Return to Summary Page* button on the left. To enter or edit information on any of the pages, click the edit pencil to open an edit box.

Part 1: General Information

- ASR Information
 - Confirm that the Signature Page information is correct.
 - Review the Reporting Period information
- Program Information
 - Confirm the name and address of the sponsoring organization of the DSME program as it appears on current recognition certificate. This will pre-populate on the report and can be edited with corrections as needed.
 - Confirm the title and contact information of the Program Coordinator. Note that if you need to change the PC's name or email address, you will need to complete a separate [Change of Information Form](#).

Part 2: Sites Information

- General directions
 - Inactive sites can be removed from the ASR before it is submitted by clicking the *Remove Site* link next to the site's name on the *Site Summary* page.
 - You may not add sites during the completion of the ASR. Sites must be added through the application submission process.
- Individual site information (filled out once for each multi-site)
 - Confirm the pre-populated name and address of this site. Edit for corrections as needed.
 - Indicate the number of DSME patients you have seen over the past year (count participants not visits, e.g. if a person comes 10 times, only count them once).
 - Answer "Yes" or "No" to verify that all standards have been met/not met during the past year (from the start date to the end date). If you check "No" for any Standard, please explain by writing in the additional information box why the standard is not met. That is the only action required; please do not follow-up on this as ERP will contact you for additional information if required.
 - Select one or more behavioral goal(s) your program is tracking. Indicate your target or benchmark (the expected % of your patients to successfully achieve this goal based on your definition of success). Also indicate the actual achievement (an aggregate of the actual % of patients who met the success criteria at the time of follow-up).
 - Indicate one or more other outcomes your program is tracking and indicate your target/benchmark as well as actual degree of achievement by your program/participants.
- Individual site information (filled out once for each expansion site)
 - Confirm the pre-populated name and address of this site. Edit for corrections as needed.

- Both behavioral and other outcomes for expansion sites are reported with the multi-site from which it is expanded.

Part 3: Submission of ASR form

- Click the green link that says *Submit this ASR to ADA for review*.
- Confirm that you want to submit the ASR
- The ASR will be submitted and you'll be on the *Summary Page*. You can review the information in this ASR at any time. You can also click on the *Return to Apps/ASRs List* in the upper left at any time to see a list of all historical ASRs and other applications.
- When you are done, click *Logout* in the upper right corner.

As always, do not hesitate to contact us at 1-888-232-0822, or via email (erp@diabetes.org), if you need assistance completing the Online Annual Status Report