ERP Annual Status Report (ASR) FAQ

Education Recognition Program (ERP) requires all recognized programs to complete an Annual Status Report during the anniversary month of their ADA Recognition. Failure to comply with this requirement may result in loss of ADA Recognition.

Contents:

What is the reporting period for the ASR?

The ASR reporting period is based on the program's recognition cycle. For example: if the programs anniversary date is in December 2015, the reporting period will be December 2014 to December 2015. Programs are able to use a 12-month data collection period that is within 3 months of the program's anniversary month.

For example: if a program's anniversary date is in December 2015, the program's reporting period will remain December 2014 to December 2015 in the ASR but the data collection period can be:

September 2014 – September 2015 or
October 2014 to October 2015 or
November 2014 0 November 2015 or
December 2014 to December 2015

Please see table below for Reporting Period and Data Collection Options.

Reporting Period			12 month Data Collection Options (Note this is the data collection periods that can be used but the reporting period on the electronic ASR will remain the same months as in the columns to the left of this column)
January	to	January	(Oct-Oct) or (Nov-Nov) or (Dec-Dec) or (Jan-Jan)
February	to	February	(Nov-Nov) or (Dec-Dec) or (Jan-Jan) or (Feb-Feb)
March	to	March	(Dec-Dec) or (Jan-Jan) or (Feb-Feb) or (March-March)
April	to	April	(Jan-Jan) or (Feb-Feb) or (March-March) or (April-April)
May	to	May	(Feb-Feb) or (March-March) or (April-April) or (May-May)
June	to	June	(March-March) or (April-April) or (May-May) or (June-June)
July	to	July	(April-April) or (May-May) or (June-June) or (July -July)
August	to	August	(May-May) or (June-June) or (July -July) or (Aug-Aug)
September	to	September	(June-June) or (July -July) or (Aug-Aug) or (Sept – Sept)
October	to	October	(July -July) or (Aug-Aug) or (Sept – Sept) or (Oct-Oct)
November	to	November	(Aug-Aug) or (Sept – Sept) or (Oct-Oct) or (Nov-Nov)
December	to	December	(Sept – Sept) or (Oct-Oct) or (Nov-Nov) or (Dec-Dec)

What data is required for the ASR?
Required Data:
- Total number of participants seen for any portion of the complete DSMES Cycle during the reporting period. This can include Gestational, PEDs, and MNT participants IF the participant is being taken through the full DSMES cycle.
- Minimum of 1 Behavioral Outcome
- Minimum of 1 Participant Outcome
- Confirmation that all Recognition Standards were met during the reporting period

Helpful Tips:
- Programs may report on more than one Behavioral or Participant Outcomes.
- The total number of participants as indicated on the ASR should only include number of patients, not visits.
- Documentation of the Recognition Standards are **not** required for the ASR

What is the time period to begin and complete the ASR?
The Annual Status Report becomes available to the Program Coordinator (PC) 30 days prior to the programs anniversary date and remains available 60 days after. The PC will receive an email notification 30 days prior to the anniversary date and a reminder notification 30 days after.   If the ASR has not been started after the 60 day grace period, the report will no longer be available and the PC will need to contact an ERP staff member.

Does the ASR need to be completed in one session?
Once the ASR has been started, the PC can save, close and return to the ASR at any time. The ASR is not able to be edited once it has been submitted.

When will a program hear back once the ASR has been submitted?

Once the ASR has been submitted, the system will electronically review the report. If the ASR is passed, the PC will land on a confirmation page and receive an email notification stating the ASR has been reviewed and passed. If the system flags the ASR for any reason, the report will be submitted to an ERP staff member for review and the program will hear back within 7-10 business days.

Helpful Tips:
The ASR will be flagged for review if:

- PC has indicated there were 0 participants seen during the reporting period
- PC has indicated 0% for any behavioral or participant outcomes
- PC has selected No for any of the Recognition Standards **Note:** If no is selected for any of the Recognition Standards, the PC will be presented with a text box to indicate why the standard was not being met during the reporting period.

Reminder: If the system flags the ASR for any reason, the report will be submitted to an ERP staff member for review and the program will hear back within 7-10 business days.

How is data reported for additional Multi-Sites and Expansion Sites?

Expansion Sites: Data from expansion sites will be included in the site that is expands from. The PC will be required to indicate if all Recognition Standards were being met during the reporting period at the expansion site.

Multi-Sites: multi-site(s) report data separately within the ASR. Each additional multi-site will be required to report the total number of participants and a minimum of 1 behavioral outcome and participant outcome.

ERP Annual Status Report Instructions

Once you have successfully logged in to the ERP Portal:

1. Click on the *Applications / ASRs* tab at the top of the page.
2. 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.*
3. If it is time to complete and submit, click on the link **Start a new Annual Status Report** to start your ASR.
4. 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.
5. 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.

Monthly Q/A Conference Calls

The ADA Education Recognition program will host a monthly Q & A webinar for programs that have questions concerning the **ERP Annual Status Report.** Please click on the link below to register for the next upcoming Q & A call.

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