

# **Organizational Capacity Assessment for Applicant Organizations to the Centers for Disease Control and Prevention’s (CDC’s) Diabetes Prevention Recognition Program (DPRP)**

## **Introduction**

The CDC Diabetes Prevention Recognition Program (DPRP) is a voluntary program for organizations interested in establishing local evidence-based lifestyle change programs for people at high risk for type 2 diabetes. Organizations interested in applying to become a CDC-recognized diabetes prevention program are strongly advised to read the *CDC DPRP Standards and Operating Procedures* and complete this Capacity Assessment prior to applying for recognition.

## **Benefits of Completing the Capacity Assessment**

Assessing your organization’s capacity will identify areas that may need to be enhanced, prior to applying for CDC recognition, to ensure the organization is able to deliver the yearlong lifestyle change program with quality and fidelity to the evidence-based DPRP Standards and sustain the program long term. Sustainable lifestyle change programs are those that have the capacity to implement the lifestyle change program without federal, state, or local government or other non-governmental grant dollars long-term. In addition, it is necessary for the organization to have appropriate staff with the knowledge, skills, and abilities listed in the Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions in the *CDC DPRP Standards and Operating Procedures* document.

## **Directions for Completing the Capacity Assessment**

1. Refer to the *CDC DPRP Standards and Operating Procedures* document, available at [https://www.cdc.gov/diabetes/prevention/lifestyle-program/apply\\_recognition.html](https://www.cdc.gov/diabetes/prevention/lifestyle-program/apply_recognition.html), when completing this questionnaire.
2. DPRP Standards Reference - indicates the location of the relevant information in the *CDC DPRP Standards and Operating Procedures* document.
3. Organizational capacity assessment questions - read the question and check one box: “yes”, “no”, “unsure”, or “Not Applicable (N/A)”. The “N/A” might apply to online/virtual organizations.
4. Total the number of “yes”, “no”, “unsure”, and “N/A” responses at the bottom of the questionnaire. If the total number of “no” and “unsure” responses outnumber the “yes” responses, then consider applying at a later date when your organization is ready.
5. For each Capacity Assessment topic with a “no” or “unsure” response, consider working with your organization’s leadership to enhance your readiness before applying for recognition. Partnering with an existing CDC-recognized organization in your community or contacting CDC’s DPRP for technical assistance through [DPRPAsk@cdc.gov](mailto:DPRPAsk@cdc.gov) may be helpful.

## Organizational Capacity Assessment for DPRP Applicant Organizations

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
DPRP Standards	CDC DPRP Standards and Operating Procedures- <a href="https://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf">https://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf</a>	A. Have the following people from your organization read the CDC DPRP Standards and Operating Procedures (DPRP Standards)?				
		1. Leadership/management				
		2. Program Coordinator (if already hired)				
		3. Lifestyle Coach(es) (if already hired)				
Leadership and Staff Support		B. Do the following people from your organization support submission of this application for CDC recognition?				
		1. Leadership/management				
		2. Program Coordinator (if already hired)				
		3. Lifestyle Coach(es) (if already hired)				
Staff	Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions	C. Does your organization have or plan to hire the following staff (at minimum) with the knowledge, skills, and abilities listed in Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions of the DPRP Standards?				
		1. A Diabetes Prevention Coordinator responsible for submitting data to CDC and receiving all programmatic and data-related correspondence about the organization's recognition status				
		2. A Lifestyle Coach responsible for implementing the yearlong CDC-approved curriculum and providing support and guidance to participants in the program				
Staff Training		D. Does your organization have a plan for Program Coordinator(s) and Lifestyle Coach(es) to offer or attend the following?				

		1. A training on delivery of a CDC-approved curriculum that includes the required content listed within the DPRP Standards (If outside training is needed, please see a list of training entities that hold Memorandums of Understanding with CDC here: <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/staffing-training.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/staffing-training.html</a> .)				
		2. For organizations offering online only or combination programs, training on the specific technology platform to be used to deliver the online lifestyle change program				
		3. Training on computer skills necessary for data collection and interpretation of participants' outcomes to effectively monitor their progress toward meeting program goals				
		4. CDC-sponsored webinar trainings on specialized topics such as program delivery ("Welcome to the DPRP") and data submission ("Submit for Success")				
		5. Training to comply with federal, Health Insurance Portability and Accountability Act (HIPAA), state, and or local laws governing Personally Identifiable Information (PII), including laws related to data collection, storage, use, and disclosure (CDC does not permit the transmission of PII.)				
		6. Additional refresher training or training to develop new skills needed to effectively manage and deliver the yearlong lifestyle change program				
DPRP Evaluation Data Collection and Submission	Submitting Evaluation Data to the DPRP	E. Does your organization have staff with the knowledge, skills, and tools needed to collect, enter, and submit the required DPRP evaluation data elements using a comma separated value (CSV) format to the CDC DPRP every 6 months?				
		1. If you answered "Yes" to question E. above, has your organization designated a staff member who will be responsible for collecting, entering, and submitting the required DPRP evaluation data elements to CDC every 6 months?				

		2. If you answered “No” or “Unsure” to question E. above, does your organization have a plan for training a designated staff member who will be responsible for collecting, entering, and submitting the required DPRP evaluation data elements to CDC every 6 months?				
		3. If you answered “No” or “Unsure” to question E. above, does your organization have a plan to contract with an external organization (i.e., a third party data administrator) with the knowledge, skills, and tools needed to collect, enter, and submit the required DPRP evaluation data elements on behalf of your organization to the CDC DPRP every 6 months?				
Organization Infrastructure: in-person only	Location and Delivery Mode	F. For organizations offering in-person only programs:				
		1. Does your organization have any designated space in which to conduct the yearlong lifestyle change program?				
		2. Does your organization provide private settings in which participants can be weighed and monitored by a Lifestyle Coach?				
Organization Infrastructure: online only, distance learning, or combination programs	Location and Delivery Mode	G. For organizations offering online only, distance learning, or combination programs:				
		1. Does your organization have any designated space in which to conduct <b>the in-person portion</b> of your combination yearlong lifestyle change program?				
		2. Does your organization have an appropriate technology platform to deliver the online version of the yearlong lifestyle change program?				
		3. Does your organization have an appropriate technology platform to allow participants to interact with a Lifestyle Coach over the yearlong lifestyle change program?				
		4. Does your organization have the ability to obtain weights via digital technology such as Bluetooth-enabled scales?				

Eligible Participants	Participant Eligibility	H. Does your organization have access to a large number of individuals at high risk for type 2 diabetes that meet the eligibility requirements listed with the DPRP Standards?				
Recruitment and Enrollment	Participant Eligibility	A. a. Does your organization have the ability to recruit and enroll a sufficient number of eligible participants (i.e., via marketing and media outreach, partnership engagement, health fairs, etc.) to maintain an adequate number of classes over time? b. Does your organization have the capacity to offer at least one class every 12 months? c. Have you made connections with health care providers, insurers, or employee wellness programs to help ensure referrals to your program?				
Sustainability		J. Does your organization have a plan to sustain the yearlong lifestyle change program long-term without federal, state, or local government or other nongovernmental grant funds?				
Tools and Resources		K. Has your organization reviewed the following downloadable tools and resources on CDC's National Diabetes Prevention Program web site available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/index.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/index.html</a> ?				
		1. Resources for Recruiting Participants available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/participants.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/participants.html</a>				
		2. Resources for Health Care Professionals available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/professionals.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/professionals.html</a>				
		3. Resources for Employers and Insurers available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/employers.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/employers.html</a>				
		4. Resources to Encourage Participant Retention available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/retention.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/retention.html</a>				
		5. Spread the Word available at <a href="https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/spreadtheword.html">https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/spreadtheword.html</a>				
<b>Total number of boxes check for each</b>						