

MAKING REQUIRED DATA SUBMISSIONS

Technical Assistance for Success – Part 3



**Diabetes Prevention
Recognition Program**



MAINTAINING CDC RECOGNITION

- » Read and understand the Diabetes Prevention Recognition Program (DPRP) Standards and Operating Procedures, or DPRP Standards.
 - **DPRP Standards:** <https://www.cdc.gov/diabetes/prevention/requirements-recognition.htm>
- » Submit evaluation data to CDC on a regular basis.
 - Review the current version of the DPRP Standards for more information.
 - Individualized data submission timelines are shared with application approval.

DATA SUBMISSION TIMELINE

- » An individualized data submission and evaluation timeline and detailed instructions for data submission are provided.
- » **An approval date:**
 - The approval date is the day the application is approved.
- » **An effective date:**
 - The effective date is the first day of the month following the approval date.
 - Each organization will submit data once **every 6 months** starting from the effective date.
 - Sessions and data collection may begin on or after the approval date and **must begin within 6 months following the effective date.**
 - If the organization cannot meet this requirement, the organization may voluntarily withdraw from the DPRP and reapply **after a mandatory 6 month wait.**

DATA SUBMISSION TIMELINE EXAMPLE

- » **Approval date:** February 7, 2021
- » **Effective date:** March 1, 2021
 - **First submission:**
 - Must be made during the month of September 2021
 - Should include data from 2/7/2021 through 8/31/2021 (includes time between approval date and effective date)
 - **Second submission:**
 - Must be made during the month of March 2022
 - Should include data from 9/1/2021 through 2/28/2022 (picks up where last one left off)
 - **Third submission:**
 - Must be made during the month of September 2022
 - Should include data from 3/1/2022 through 8/31/2022 (picks up where last one left off)

Do not include session records that have already been submitted; do not include session records that are not due yet!

DPRP SUBMISSION: DATA PREPARATION REQUIREMENTS

- » All data must be collected in the CDC data submission spreadsheet template.
 - The CDC data submission spreadsheet template is available on the National Diabetes Prevention Program (National DPP) Customer Service Center.
 - Comma separated value, or CSV, format
 - Required headings
- » See additional guidance in the DPRP Standards for further information to support completion of the CDC data submission spreadsheet.
 - Data Dictionary (includes required data elements and valid codes)
 - Outcome measures calculation example
- » Make sure all information is complete, accurate, and submitted through the DPRP Data Submission Portal.
 - DPRP Data Submission Portal: <https://dprpdataportal.cdc.gov/samsinfo>

DATA PREPARATION TROUBLESHOOTING TIPS

» Spreadsheet Usage Tips

- Don't include titles, headers, or footnotes.
- Use exact variable names and order.
 - Match the CDC template and Data Dictionary.
- Don't leave empty cells.
- Record classes on a single spreadsheet and save in a single file.
- Assign a unique ID to each participant.
 - If someone drops out and re-enrolls, assign a new ID.

» Submission Tips

- Never submit an aggregate file.
 - A data file should reflect only the most recent period as defined by the current DPRP Standards.

» Cohort Management Tips

- Don't include any records from sessions a participant did not attend.
- Don't send different files for each class.

SPECIAL CIRCUMSTANCES FOR DATA PREPARATION

- » If a woman becomes pregnant after enrolling in the program:
 - She may continue at the discretion of her health care provider and the CDC-recognized organization.
 - Update all three of her prediabetes determination variables (GLUCTEST, GDM, and RISKTEST) to the default value of 2.
 - Continue to record her actual weight if she continues in the program.
- » If someone develops type 2 diabetes:
 - They can remain in the program.
 - Do not include their data.
- » If someone drops out early:
 - Include their data.

DATA SUBMISSION PROCESS (1/3)

- » Data must be uploaded and submitted in CSV format through the DPRP Data Submission Portal.
 - Organizational contacts must be registered to use the Secure Access Management System (SAMS). The invitation to register will come from “SAMS NoReply (CDC).” If an email was not received, please contact the Customer Service Center to request the invitation.
 - Within the DPRP Data Submission Portal, an organization will upload, validate, and make basic corrections to a file before submitting it to CDC.
 - While files can be uploaded to the DPRP Data Submission Portal at any time to start working on corrections, files can NOT be submitted until the submission due month.

REMEMBER: Uploading a file is NOT the same as submitting!

- » Prior to submitting data files, organizations are now required to confirm or update the following information: Program Delivery, Contacts, Coaches, Public Class Locations.
 - This step must be completed after logging in for the first time during an organization’s submission due month. The “Submit Evaluation Data” module will remain unavailable until confirmations are completed.

DATA SUBMISSION PROCESS (2/3)

- » A successfully uploaded file (in 2021 format) will have the status “Validated,” but it has not yet been submitted.
 - **REMINDER: Uploading a file is NOT the same as submitting. “Validated” status, indicates a file is ready for submission.**
- » Total Errors and Required Confirmations must be zero before the “Submit to CDC” button will activate.
 - Other quality checks do not have to be cleared, but when an organization clicks “Submit to CDC,” staff is confirming that they have reviewed them and that their entries are accurate as-is.
- » Select “Submit to CDC” and follow the prompts. If successful, the status will change to “Submitted,” and a confirmation email will be sent.
 - Once submitted, the edit and delete options will be deactivated. If corrections are needed, a new file must be uploaded on the “All Files” page.

DATA SUBMISSION PROCESS (3/3)

- » After receiving the file, the CDC DPRP data team will perform additional checks.
 - If further corrections or confirmations are needed, organizations will receive an email alert that a document with details of what needs to be addressed has been uploaded to the portal.
 - Typically, organizations have 2 weeks to respond to the inquiry at dprpdata@cdc.gov and/or resubmit the corrected file.
 - If no response is received after 2 weeks, a reminder is sent.
 - If no response is received after an additional 1 week, a final reminder is sent.
 - If no response is received after the final reminder, the organization risks losing recognition and being removed from the CDC DPRP Registry.
 - This process is repeated if needed.
- » When the file is ready, an email notification will be sent indicating that it will be accepted and processed, and a progress or evaluation report will be uploaded to the portal to be accessible by the Program Coordinator, the Secondary Contact, and the National DPP State Quality Specialist.

DATA SUBMISSION REMINDERS

- » About 1 month before the organization's data submission is due, CDC will send an e-mail reminder to the organization's Program Coordinator, Secondary Contact, and Data Preparer.
 - **For example:**
 - If the data are due in September, the e-mail will be sent on or around August 1st.
- » A second reminder will be sent about 2 weeks into the month in which the submission is due.
 - **For example:**
 - If the data are due in September, the e-mail will be sent on or around September 15th.
 - The organization is required to submit data by the end of the month in which the submission is due (September 30th).
- » If an organization does not submit data during the designated timeframe, the organization will:
 - Lose recognition.
 - Be removed from the DPRP registry.

CDC REVIEW OF SUBMITTED DATA

- » CDC searches for errors once data are successfully submitted.
 - CDC will send an alert of an issue.
 - CDC will work with the organization to resolve the issue.
- » Once data submissions are error-free, progress or evaluation reports are provided to the organization.
 - Help improve participant outcomes.
 - Let an organization know their recognition status.

DATA SUBMISSION SUPPORT

- » Found on the same page as the DPRP Data Submission Portal.
- » Click “SAMS Help”
 - “SAMS Help”: <https://dprpdataportal.cdc.gov/samshelp>
- » Select the appropriate resolution to the issue at hand.
 - [Introduction](#)
 - [SAMS Account Registration & Authorization](#)
 - [SAMS Password Changes](#)
 - [SAMS Forgotten Passwords](#)
 - [SAMS Account Lockout](#)
 - [Quick Facts & Helpful Tips for SAMS Registration](#)
 - [Accessing the DPRP Data Submission Portal through SAMS](#)
 - [Help with DPRP Data Submission Portal](#)

OTHER QUESTIONS

- » For any additional questions not covered on the “SAMS Help” page, reach out to the National DPP Customer Service Center.
 - To submit a technical assistance request to the National DPP Customer Service Center, complete a brief profile by selecting "Login" and then "Register." Once signed in, please select "Contact Us/Contact Support" via "Contact Us" on the homepage.
 - National DPP Customer Service Center: <https://nationaldppcsc.cdc.gov/s/>

THANK YOU

Thank you for participating in the Diabetes Prevention Recognition Program (DPRP).

Visit the **National DPP Customer Service Center** at NationalDPPCSC.cdc.gov for more resources and to submit any questions you may have.



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