



Diabetes Prevention Recognition Program (DPRP)

# Submit for Success!

## Data Entry/Submission Webinar



## 2018 Data Template – Example Spreadsheet (CSV)

ORCODE	PARTICIP	ENROLL	PAYER	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	EDU	DMODE	SESSID	SESSTYPE	DATE	WEIGHT	PA		

- » Understand the variable names and what they represent.
- » Locate the variables in the Data Dictionary of the DPRP Standards.
- » Use the exact variable names given.
- » Keep the columns in the same order as in the spreadsheet.
- » Do not add or delete any columns.





## 2018 Data Template – Example Spreadsheet (CSV)

ORGCODE	PARTICIP	ENROLL	PAYER	STATE	GLUUCTEST	GDM	RISKTEST	AGE	ETHNIC	AJAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	EDU	DMODE	SESSID	SESSTYPE	DATE	WEIGHT	PA	
123456	ABC	9	9	GA	2	2	1	55	2	2	2	1	2	2	2	68	9	1	1	C	1/2/2018	178	999	
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							
123456	ABC	9	9	GA				55	2	2	2	1	2	2	2	68	9							

- » Information collected when you enroll a participant should not change.
- » Use copy/paste to enter information that does not change.

## 2018 Data Template – Example Spreadsheet (CSV)

ORGCODE	PARTICIP	ENROLL	PAYER	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	EDU	DMODE	SESSID	SESSTYPE	DATE	WEIGHT	PA
123456	ABC	9	9	GA	2	2	1	55	2	2	2	1	2	2	2	68	9	1	1	C	1/2/2018	175	999
123456	ABC	9	9	GA	2	2	1	55	2	2	2	1	2	2	2	68	9	1	2	C	1/9/2018	173	999
123456	ABC	9	9	GA	2	2	1	55	2	2	2	1	2	2	2	68	9	1	3	C	1/16/2018	170	999
123456	ABC	9	9	GA	2	2	1	55	2	2	2	1	2	2	2	68	9	1	4	C	1/23/2018	168	999
123456	ABC	9	9	GA	1	2	1	55	2	2	2	1	2	2	2	68	9	3	5	MU	2/6/2018	162	999
123456	ABC	9	9	GA	1	2	1	55	2	2	2	1	2	2	2	68	9	1	6	C	2/6/2018	162	150
123456	ABC	9	9	GA	1	2	1	55	2	2	2	1	2	2	2	68	9	1	7	C	2/13/2018	163	120
123456	ABC	9	9	GA	1	2	1	55	2	2	2	1	2	2	2	68	9	1	8	C	2/20/2018	160	90
123456	ABC	9	9	GA	1	2	1	55	2	2	2	1	2	2	2	68	9	1	9	C	2/27/2018	158	100

- » **GLUCTEST, GDM, and RISKTEST** entries can change if eligibility changes.
- » **DMODE** entries can change for make-up sessions or combination delivery.
- » **SESSID and SESSTYPE** change according to the phase of the program.
- » **DATE, WEIGHT, and PA** change according to the information collected at the session.



## Coding Sessions

The lifestyle change program must begin with an initial 6-month **core phase** during which a minimum of 16 weekly sessions are offered over a period lasting at least 16 weeks and not more than 26 weeks.

- All sessions held during this phase must be numbered according to the order in which they are delivered (SESSID=1-26).
- All sessions held during this phase must be coded as core sessions (SESSTYPE="C").

The initial 6-month phase must be followed by a second 6-month **core maintenance phase** during which a minimum of 1 session is delivered each month (for a minimum of 6 sessions).

- All sessions held during this phase must be numbered the same (SESSID=99).
- All sessions held during this phase must be coded as core maintenance sessions (SESSTYPE="CM").

After completing the 12-month lifestyle change program, Medicare Diabetes Prevention Program (MDPP) suppliers may offer an **ongoing maintenance phase**.

Organizations may repeat any curriculum topic from months 1-6 or months 7-12, with the exception of the introductory session.

- All sessions held during this phase must be numbered the same (SESSID=88).
- All sessions held during this phase must be coded as core maintenance sessions (SESSTYPE="OM").

## Submission Timelines

- » 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.
  - Classes 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.**

## Submission Timeline Example

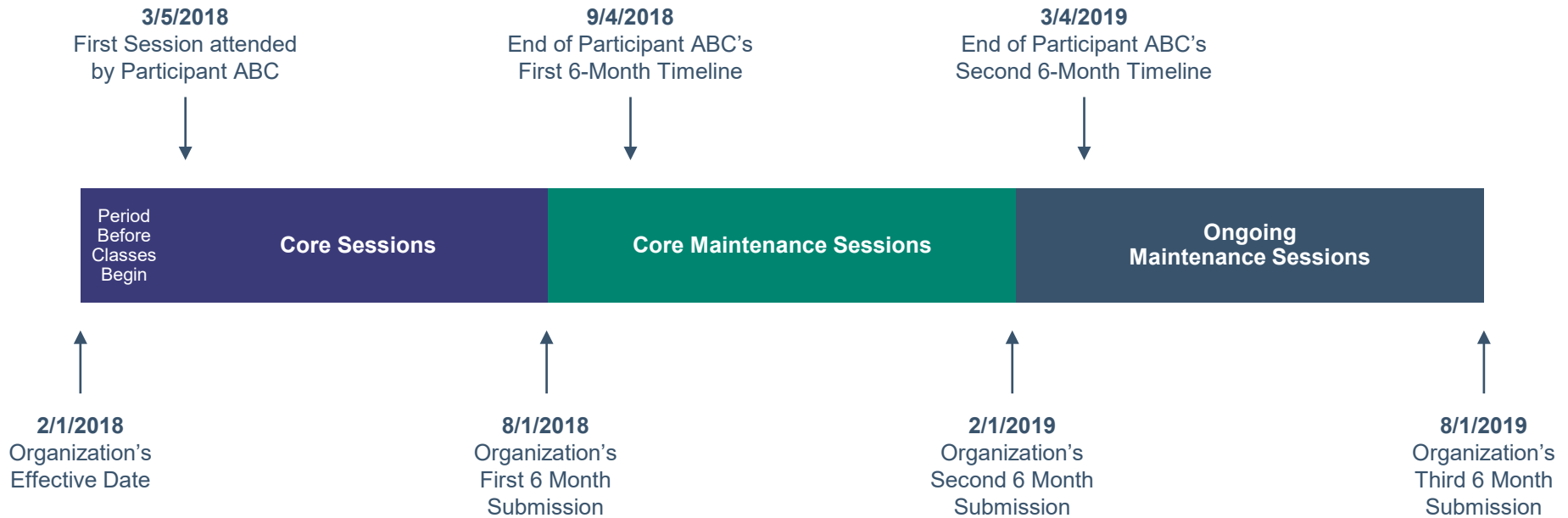
- » Approval date: January 8, 2018
- » Effective date: February 1, 2018
  - First submission:
    - ▶ Must be made during August 2018
    - ▶ Should include data from 1/8/2018 to 7/31/2018 (includes time between approval date and effective date)
  - Second submission:
    - ▶ Must be made during February 2019
    - ▶ Should include data from 8/1/2018 to 1/31/2019 (picks up where last one left off)
  - Third submission:
    - ▶ Must be made during August 2019
    - ▶ Should include data from 2/1/2019 to 7/31/2019 (picks up where last one left off)

**Do not resend data you have already submitted; only send six months at a time!**

## Participant Timelines

- » Timelines are specific to the individual participant.
  - Participants who join a class after regular sessions have begun will have a timeline that starts after those who attend the first scheduled class date.
  - CDC will not include a participant's data in an evaluation until a full 365 days have lapsed since their first session date.
  - Example (participant attended first session on March 5th )
    - ▶ First 6-month timeline, from March 5th to September 4th. All sessions should be labeled as Core.
    - ▶ Second 6-month timeline, from September 5th to March 4th. All sessions should be labeled as Core Maintenance.
    - ▶ Beyond 12-month for Medicare suppliers, after March 4th . All sessions should be labeled as Ongoing Maintenance.

## Participant Timelines



## 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 primary, secondary, and data preparer contacts.

For example:

- ▶ If the data are due in August, the e-mail will be sent on or around July 1st.
- ▶ Do not send data at this time. Only send data in the month in which it is due (August).

- » 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 August, the e-mail will be sent on or around August 15th.
- ▶ The organization is required to submit data by the end of the month in which the submission is due (August 31<sup>st</sup>).

## Making Data Submissions

- » We do not accept data as an e-mail attachment. All DPRP data must be uploaded in CSV format through the data submission website.
- » A CSV file is a comma separated values file, which allows data to be saved in a table structured format.
- » When uploading the CSV data file, the CDC system only recognizes the e-mail addresses we have on file. One of the e-mail addresses entered (e.g., primary contact) should be used for the data upload.
- » Send questions regarding your submission to [dprpData@cdc.gov](mailto:dprpData@cdc.gov).

## Data Submission Validations/Evaluations

- » At CDC, the data team runs a series of validations to check for coding errors or other problems with the submission.
  - If no errors are found in your data:
    - A progress report or evaluation report is sent to your primary and secondary contacts.
  - If errors are found in your data:
    - The file will be rejected, and the organization will receive an error report via e-mail with instructions on how to correct and resubmit the data within 2 weeks.
      - If no resubmission has been made, the organization will receive a second and final reminder notice to resubmit the data within 1 week.
      - If the organization does not submit the final corrected data file by the submission deadline, the organization will lose recognition and be removed from the CDC DPRP Registry.
    - Validations will be re-run on the re-submitted file.
    - Once data are error-free, a progress report or evaluation report is sent to your primary and secondary contacts.
- » Depending on your organization's status, you may receive an invitation for a technical assistance call.

## Evaluated Participants

- » Participants deemed eligible based on prediabetes determination and body mass index (BMI)
- » Participants where a full 12 months (365 days) have lapsed since their first session date
- » Participants who completed at least 3 sessions in months 1-6
- » Participants whose time from first session attended to last session attended was at least 9 full months

## Timeline for Participant Evaluation



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

Visit the **National DPP Customer Service Center**  
at [NationalDPPCSC.cdc.gov](https://NationalDPPCSC.cdc.gov) for more resources, and to  
submit any questions you may have.

NATIONAL  
DIABETES  
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Centers for Disease  
Control and Prevention  
Diabetes Prevention Recognition Program  
(DPRP)

