

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

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
DPRP Standards	CDC DPRP Standards and Operating Procedures- https://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf	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 on within the DPRP Standards (If outside training is needed, please see a list of training entities that hold Memorandums of Understanding with CDC here: https://www.cdc.gov/diabetes/prevention/lifestyle-program/staffing-training.html .)				
		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 the 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 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 or combination programs	Location and Delivery Mode	G. For organizations offering online only or combination programs:				
		1. Does your organization have any designated space in which to conduct the in-person portion 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. For Medicare DPP supplier programs, 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	I. 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 participant cohorts over time? 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 https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/index.html ?				
		1. Resources for Recruiting Participants available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/participants.html				
		2. Resources for Health Care Professionals available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/professionals.html				

		3. Resources for Employers and Insurers available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/employers.html				
		4. Resources to Encourage Participant Retention available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/retention.html				
		5. Spread the Word available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/spreadtheword.html				
		Total number of boxes check for each				