

SAMPLE RESPONSE: Ongoing Evaluation Data Reminder (to be sent approximately 2 weeks after a missed due date for submitting evaluation data)

To: [DPRP Applicant]

From: [DPRP Staff]

Subject: Reminder of DPRP Reporting Requirement

Your regular, scheduled DPRP evaluation data submission was due on [mm/dd/yyyy]. As stipulated in the *DPRP Standards and Operating Procedures* and in the acceptance letter that you received, the Standards require that your organization submit evaluation data every six months from the date of your organization's first lifestyle session. The purpose of this email is to remind you of this reporting requirement, and request that you submit your data as soon as possible, and not later than [mm/dd/yyyy].

If you have any question about DPRP evaluation data reporting requirements or data transmission, please call the Centers for Disease Control and Prevention's help line, CDC-Info:

800-CDC-INFO

(800-232-6348

24 Hours/Every Day

[cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)

Please ask the help desk staff for information about required reporting intervals and submitting evaluation data to the Diabetes Prevention Recognition Program. You may also send an email to the CDC help desk with the subject line "Diabetes Prevention Recognition Program Evaluation Data."

Thank you for your commitment to helping people with prediabetes strive to prevent type 2 diabetes and improve their health through this program.

The CDC DPRP Team