

CDC Diabetes Prevention Recognition Program

New

Supporting Statement: Part B

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Section B. Collections of Information Employing Statistical Methods

Statistical methods will not be used to select respondents. Respondents (organizational entities offering a type 2 diabetes prevention lifestyle intervention and seeking recognition by DPRP) will self-select by applying for recognition.

1. Respondent Universe and Sampling Methods

The potential respondent universe will be any organizational entity in the United States desiring DPRP recognition of its type 2 diabetes prevention lifestyle program. We anticipate 360 respondent organizations during the 3-year OMB approval period.

2. Procedures for the Collection of Information

DPRP will be administered according to the *CDC Diabetes Prevention and Recognition Program: Standards and Operating Procedures (DPRP Standards)* (**Attachment 3**). Any organization with the capacity to deliver a lifestyle intervention meeting *DPRP Standards* may apply for recognition. Organizations seeking recognition will complete and submit an online application form (**Attachment 4A**) which includes organization contact information and the curriculum to be used. The DPRP application form will be located on the DPRP Web site (www.cdc.gov/diabetes/prevention/recognition) (**Attachment 4B**), and may be submitted at any time.

After submitting the application form, the organization will see a confirmation Web page (**Attachment 4C**) and will receive a confirmation e-mail (**Attachment 4D**). This e-mail will include instructions for submitting an alternative curriculum, if applicable. If the applicant indicates that they are using the recommended *National Diabetes Prevention Program Curriculum*, DPRP staff will notify the applicant by e-mail of the outcome of the application within 15 working days. If the applicant indicates that they are using an alternative curriculum, DPRP staff will review the alternative curriculum along with the application. In this case, DPRP staff will notify the applicant by e-mail of the outcome of the application within 30 working days of receiving the curriculum.

Once an organization's application has been reviewed and accepted, DPRP will send an e-mail to the organization's contact person indicating that the organization has been awarded pending recognition status (**Attachment 4E**). This e-mail will include the unique organization code assigned by DPRP, and the e-mail address to which evaluation data are to be submitted. At the same time, the organization will be listed in the DPRP Registry. If an organization's application is not accepted, DPRP will notify the applicant by e-mail (**Attachment 4F**).

Evaluation data will be transmitted to DPRP by the organization every 6 months in accordance with *DPRP Standards* (**Attachment 3**). To minimize the burden on applicant organizations and to ensure the quality and utility of the data, each evaluation data transmission will consist of a

single data file sent to DPRP as an e-mail attachment. Detailed specifications for the evaluation data file are contained in *DPRP Standards Evaluation Data Elements: Definition and Guidance (Attachment 5A)*.

Six months after the application acceptance date, DPRP will send an e-mail reminder (**Attachment 5B**) to the organization's contact person regarding the requirement to begin submitting evaluation data 6 months after the date of the organization's first lifestyle session.

When the organization makes its first data submission, DPRP will review the data and note the actual date of the first session. This date will determine the organization's data submission, evaluation, and recognition timeline. It will also determine the timing of future data submission reminders (**Attachment 5C**), which will be sent to the organization approximately 2 weeks after each due date.

If DPRP does not receive the first evaluation data submission within 12 months of an organization's acceptance date, DPRP will send a second e-mail reminder to the organization's contact person. If the first evaluation data submission is not received within 18 months, the organization will lose recognition and will be removed from the DPRP Registry.

After the first evaluation data submission, if subsequent data submissions are not received by DPRP within 4 weeks after the due date, the organization will lose recognition and will be removed from the DPRP Registry. Notification of loss of recognition will be made by e-mail (**Attachment 8**).

For a graphical representation of DPRP information collection procedures, refer to *Overview of DPRP Administrative and Data Management Processes (Attachment 9)*.

3. Methods to Maximize Response Rates and Deal with No Response

CDC designed this information collection to minimize the burden to respondents and to the government, to maximize convenience and flexibility, and to ensure the quality and utility of the information collected. CDC anticipates that 100% of the information submitted to DPRP will be submitted electronically, as is specified in *DPRP Standards*.

The online application form and instructions, complete specifications for the evaluation data elements and instructions for their transmission, and *DPRP Standards* will be posted on the DPRP Web site (www.cdc.gov/diabetes/prevention/recognition). Potential applicants will be encouraged to read and carefully review all of this information before applying for recognition.

Participation by organizations is strictly voluntary. Organizations may withdraw from DPRP at any time by not transmitting evaluation data. No additional withdrawal notification is required. An organization that does not transmit evaluation data as required will not achieve and maintain

full recognition. As a courtesy, CDC will send e-mails to remind recognized organizations of missed due dates for transmission of evaluation data (approximately 2 weeks after the missed due date).

4. Tests of Procedures or Methods to be Undertaken

The DPRP workgroup met for approximately 1 year and provided input on required data participant/session elements and frequency of transmission to CDC. The workgroup also provided input on the application form and instructions. In addition, a hard copy of the DPRP application form was pilot tested with three CDC employees. The employees found the application form to be clear and easy to complete, with an average completion time of three minutes.

Pilot testing with non-CDC staff also was conducted. Four representatives of potential applicant organizations were provided with paper copies of the DPRP application form and the DPRP evaluation data elements. For the purpose of the pilot test the information to be collected for DPRP was put into two structured “sample” forms. It is important to note that changes to DPRP data collection procedures have been made, and the DPRP system will receive application form and evaluation data by electronic transmission as specified in this document. The revised approach will clarify and simplify data reporting, and eliminate many of the issues raised in the data entry form review.

The comments of the potential applicant organizations are summarized below.

Form 1: DPRP Application Form

- Need clarification of how “other curriculum” is to be submitted (e.g. online (PDF) or by mailed/faxed paper copy).
- Need clarification of how “renewal” applications will be coded.
- Please clarify why academic degrees are needed for an organization’s contact person.

Form 2: Session Transmission Elements Form

- Under instructions for “Participant Identifier,” it would be clearer if a hyphen were inserted between the words “organization” and “assigned,” so that the organization will understand that it needs to assign a unique ID for each lifestyle intervention session it offers.
- Please clarify if dates of “make-up” sessions should also be entered for “Session Date.”
- Please clarify if body weights should be rounded up or rounded down.
- Please clarify that “Lifestyle Coach” is a numeric code and not a name.

Form 3: Participant Transmission Elements Form

- Under data elements 1, 8, and 9, it would be clearer if a hyphen were inserted between the words “organization” and “assigned,” so that the organization will understand that it needs to assign a unique ID for each participant, location, and type-of-session offered.

- Typo found under instruction for “Core Group Code” (data element 9); “is” should be changed to “in.”
- Please clarify if “Location Code” refers to the physical location where lifestyle sessions are offered and will remain fixed, even if post-core sessions are offered at different locations than core sessions.

Each of the above comments has been reviewed by DPRP staff and addressed in the revised *DPRP Standards* and online application form.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Staff in CDC’s DDT (CDC personnel and contractors) will develop and maintain the DPRP Web site, including the online application form. All data management, analysis, and reporting will be performed at CDC by DDT staff and on-site contractors. The individuals listed below were consulted on all statistical aspects of DPRP. DDT staff will be responsible for DPRP data collection and data analysis.

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