

SAMPLE EVALUATION DATA REMINDER EMAIL (to be sent 6 months after the organization's DPRP application acceptance date):

To: [DPRP Applicant]

From: [DPRP Staff]

Subject: Reminder of DPRP Reporting Requirement

It has been 6 months since your organization's application to CDC's Diabetes Prevention Recognition Program (DPRP) was accepted. As stipulated in the *DPRP Standards and Operating Procedures* and in the acceptance letter that you received, the *DPRP Standards* require that your organization submit evaluation data 6 months from the date of your organization's first lifestyle session. The purpose of this email is to remind you of this reporting requirement.

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

(800-232-4636)

TTY: (888) 232-6348

24 Hours/Every Day

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