

Glossary of Terms for Completing National DPP Spreadsheets

Public reporting burden of this collection of information is estimated to vary between 30 and 60 minutes, with an average of 45 minutes per intervention site response and 12 hours per grantee response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX)

CDC/DTTAC Consumer Brochure: A small booklet or magazine distributed to potential participants, created by the Centers for Disease Control (CDC) or the Diabetes Training and Technical Assistance Center (DTTAC), describing the National Diabetes Prevention Program (National DPP) and/or overall benefits of the lifestyle change program.

CDC/DTTAC Consumer Poster (8.5x11 and 11x17): A large printed image or set of images and text aimed at potential program participants that advertises the National DPP and/or the overall benefits of lifestyle change program. Created by CDC or DTTAC, this may be displayed in many different public locations or private establishments.

CDC/DTTAC HCP Brochure: A small booklet or magazine distributed to healthcare providers, created by CDC or DTTAC, describing the National DPP and/or overall benefits of lifestyle change program.

CDC/DTTAC HCP Referral Form: A sheet created by CDC or DTTAC that is used by health care providers to formally recommend or refer participants to the lifestyle change program and identify their basis for eligibility, such as results from HbA1c test, fasting blood glucose, or oral glucose tolerance test, or a simple statement that the person is at risk for Type 2 Diabetes or has prediabetes.

Class location: Facility or location where the lifestyle change class is held. This may be different from the organization location that applied for Diabetes Prevention Recognition Program (DPRP) recognition. There may be more than one class location per site affiliated with one DPRP org code.

Commitment contract: An agreement intended to promote lifestyle change that is signed by a participant to demonstrate their willingness to participate in the National DPP.

Common Ground resources (as a participant recruitment method): Participant recruitment materials developed and provided by Common Ground, a learning community for lifestyle coaches. This excludes CDC/DTTAC produced consumer and HCP brochures, consumer posters, and HCP referral forms.

Diabetes Prevention Recognition Program (DPRP) Standards: An evidence-based set of evaluation requirements for a lifestyle change program to effectively deliver the program with fidelity to prevent or delay Type 2 Diabetes (<http://www.cdc.gov/diabetes/prevention/recognition/>).

Direct recruitment: Approaching potential participants directly (i.e. direct contact with participants in their physician's office or another setting). Lifestyle change coaches and/or other program staff may engage in this type of recruitment.

Disparate or Vulnerable Population: Populations considered to be at high risk for developing type 2 diabetes based on demographic factors. This may include individuals who are experiencing low socio-economic status, reside in a geographic location with low access to services, are part of a racial minority, or are under or uninsured, elderly or disabled (<http://www.cdc.gov/minorityhealth/populations.html>).

Government building (as a class location): A space in a government-owned facility where the lifestyle change program is made available to individuals in the community and local residents, but is not primarily aimed at offering the program for government employees—who are at risk of developing Type 2 Diabetes. In cases where a government facility or building is being used to deliver the lifestyle change program to primarily government employees, the class location should be considered an employee worksite.

Grantee-developed marketing materials/campaigns (as a participant recruitment method): Brochures, pamphlets, posters, referral forms, or any other materials used to direct or recruit potential eligible participants to the lifestyle change program. These materials are developed and distributed by the grantee and are therefore not provided by CDC/DTTAC and may include grantee-specific branding or messaging.

Letters and postcards (for recruitment): Paper materials addressed to and directly mailed to a potential participant. These may be sent from a participant's healthcare provider, a site, or a grantee.

Level of organization targeted for reimbursement/financing: The type of organization(s) that a site and/or grantee is educating regarding the potential cost savings and benefits of including the National DPP as a covered health benefit and reimbursing delivery sites for the lifestyle change program. Examples of organizations may include public/private insurers, foundations, or employers.

Materials/campaigns developed by partner organizations (as a participant recruitment method): Brochures, pamphlets, posters, referral forms, or any other materials used to direct or recruit potential eligible participants to the lifestyle change program. These materials are developed by partners of the grantee and/or site and are therefore not provided by CDC/DTTAC and may include specific branding or messaging from the partner organization.

National DPP Grantee: National Organizations Funded by CDC under Funding Opportunity Number: DP12-1212PPHF12.

Health fair: Events where organizations share health information with the public and/or provide health screenings. In the case of prediabetes, this may involve blood glucose screening. Health fairs are often co-sponsored by multiple organizations and can last from hours to days long.

Physician group practice: A facility with two or more physicians providing one or more specific type of care.

Healthcare clinic: A facility that offers care to outpatients, in some cases the patients come from a specific community and care is offered at a discounted rate.

Other government entity (as a recruitment location): A government facility or building (distinct from a state or local health department) where individuals at risk of developing Type 2 Diabetes, who are not government employees, are informed about the National DPP and/or encouraged to enroll in the lifestyle change program. Where a government facility or building is used primarily to recruit government employees for the National DPP, the recruitment location should be considered an employee worksite.

Paper marketing materials: Flyers, pamphlets, brochures, and/or posters which are distributed in person or displayed with the intent of recruiting potential participants to the National DPP.

Participant recruitment: Activities by the site, grantee, or class location intended to encourage community members or individuals to participate in lifestyle change program. This includes screening and referral activities to determine individuals at risk of developing Type 2 Diabetes

Participant recruitment level: The population to which marketing materials and recruitment methods are directed with the intent of recruiting eligible individuals (i.e., participants) to the lifestyle change program. The broader population would be the entire state or geographical area, whereas a narrower population would be employees of specific companies or members of a designated health plan. Further examples include participant recruitment at specific healthcare systems or practices, or non-profit organizations.

Participant portal: A secure online website that organizations (i.e. insurance companies) give participants access to personal health information from anywhere with an Internet connection. Participant information available through a portal can range from discharge summaries to benefits and coverage of the lifestyle change program. It can also be served as a direct participant enrollment to the lifestyle change class.

Purposeful targeting of a population: Where a specific demographic of individuals, identified as being at a higher risk of developing type 2 diabetes based on demographic factors such as race/ethnicity and socioeconomic status, is established as a focus for National DPP recruitment efforts.

Readiness assessment: An assessment of your organization's capacity to be able to deliver a year-long lifestyle change program in a systematic way (i.e., your organization's ability and resources in place to recruit program participants; recruit and train lifestyle coaches; deliver classes; engage employers and insurers for National DPP program coverage). See page 20 of the DPRP Standards (<http://www.cdc.gov/diabetes/prevention/recognition/>) for a sample readiness assessment.

Referral: A recommendation by a staff member from a variety of health, public health, insurers, employers, or community organizations for an individual to participate in a lifestyle change program. Alternately, a referral may involve a health care provider or clinical staff member directly linking an individual to a lifestyle change class on the basis of prediabetes or Type 2 Diabetes risk eligibility. Provider referrals are not exclusively formal documents sent from the provider to the program, but can be an informal recommendation to the individual.

Reimbursement/financing mechanism: A formalized procedure or policy that is established to cover the full or partial cost of lifestyle change program participation. Examples include an insurance company offering the program as a covered benefit or an employer site establishing an employee wellness program that discounts or fully reimburses the cost of the program for employees to attend.

Site: Organizations applying for CDC DPRP recognition, which may or may not be the same organization/places where the class is delivered. This organization is directly responsible for program delivery, which may include recruiting individual participants, securing class space and materials, deploying lifestyle coaches, and corresponding with the DPRP recognition process.

Site Recruitment or Selection: Efforts/processes by which the National DPP grantee selects the intervention site and ensures organizational commitment to both implementing the lifestyle change program and engaging in the DPRP recognition process. The sites may host the classes or partner with vendors and local organizations to serve as class locations.

Word-of-mouth: Former participants of a lifestyle change program or program champions that approach others with information about the National DPP and its benefits that might lead someone else to enroll in the program.