**Attachment 5C DPRP Data Web Application (screenshot)**

[HOME: National Diabetes Prevention Program](http://www.cdc.gov/diabetes/prevention/index.html) > [Implement a Lifestyle Change Program](http://www.cdc.gov/diabetes/prevention/lifestyle-program/index.html)

**Submitting Evaluation Data**

**CDC - Submitting Evaluation Data - Diabetes Prevention Recognition Program - National Diabetes Prevention Program - Diabetes DDT**



To maintain CDC recognition, lifestyle change programs must submit evaluation data every 12 months. These data include factors such as participant demographics, attendance, weight loss progress, and physical activity.

At least once a year, CDC will give you a progress report based on the data you submit to help you improve participant outcomes.

The [CDC Recognition Program Standards and Operating Procedures](http://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf) contain detailed information about data to be gathered and procedures for submission. CDC will send your organization a reminder 4 weeks before data are due.

**How Do You Report Evaluation Data expanded**

When you’re ready to submit evaluation data, use the form below. Questions about submitting your data? Check out the [FAQs](http://www.cdc.gov/diabetes/prevention/pdf/submit_data_faqs.pdf) or [webinar slides](http://www.cdc.gov/diabetes/prevention/pdf/dprp_standardsslides_012015.pdf) about submitting data to the Diabetes Prevention Recognition Program.   
If you don’t see the answer you need, email [dprpAsk@cdc.gov](mailto:dprpAsk@cdc.gov). Please include your organization name and organization code in the subject line of your email.

**Submitting Evaluation Data collapsed**

If you represent a diabetes prevention program recognized by CDC’s Diabetes Prevention Recognition Program (CDC Recognition Program), you will submit your evaluation data using the form on this page.   
  
Before you submit evaluation data, be sure that you understand the data submission requirements detailed in the [CDC Recognition Program Standards and Operating Procedures](http://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf).  You must transmit your data in a single data file using the comma separated value (CSV) format.   
  
To submit your data, enter your organization code and your program contact person’s email address in the form below. The organization code is the unique code assigned to your organization by the CDC Recognition Program. You can find this code in the email you received when CDC awarded pending recognition status to your program. The contact person’s email address should be the same address that is currently on file with CDC (if your contact information has changed, please contact CDC to update before sending data). After you submit this information, you will be taken to a page where you can upload your data file.

**Tips for Successful Data Submission collapsed**

Follow these tips to ensure your data is submitted without issue:

* Use the correct file format (2011 or 2015).
* Ensure variables have the correct names and are in the correct order.
* Exclude any blank cells.
* Exclude any records from sessions where a participant registered but did not actually attend.
* Assign different IDs for participants re-enrolled in the program.
* Exclude any records from sessions during or after the month of an organization’s effective date (for instance, if effective date is 9/1/15, only data up to 8/31/15 should be submitted).

**\*Indicates Required field**

**Evaluation Data Submission**

**NOTE:** In order to submit your evaluation data file, please provide your assigned organization code and contact email address, then select 'Continue'.

**1. Organization Code\***

This code is assigned by the DPRP. Enter your previously assigned organization code.



**2. Contact Email Address\***

The contact person’s email address. DPRP staff will use this email address to communicate with your organization.



**3. Attestation\***

I hereby attest that this data submission record is true and accurate to the best of my knowledge. I further attest that a designee within my affiliated organization or my organization’s third party data administrator has checked this record for completeness and accuracy.

**Verification**

**4. Spam Prevention - Please answer the following math question.\***

7 + 9 = 

