

6 month reminder

Subject line: Reminder, CDC DPRP Reporting Requirement for Organization Name (OrgCode)

Email body:

Dear Contact First Name Last Name,

The 6-month anniversary of your organization's effective date, as established by CDC's Diabetes Prevention Recognition Program (DPRP), is coming up in one month. Your 6-month data submission is due on [insert date]. The purpose of this email is to remind you of the CDC DPRP data-reporting requirement.

We will evaluate the effectiveness of your program based on data you submit to us every 6 months. Per the *DPRP Standards*, your data submissions are due every 6 months beginning 6 months after the month of your effective date. Your first submission must include data from all of the sessions you conducted after your approval date but before your submission due date. Subsequent biannual submissions must include only data from sessions that were conducted during the most recent 6 months. Please refer to the *DPRP Standards* for detailed information about the data submission requirements.

Submit your evaluation data as a CSV file using the online form available at <http://www.cdc.gov/diabetes/prevention/recognition/sessiondata.aspx>. To upload your file, you will need your CDC assigned OrgCode and one of the contact email addresses on file with the DPRP.

Please note that per *the DPRP Standards*, if your first data submission is not received during the month it is due, your organization will lose recognition and be removed from CDC's Registry of All Recognized Organizations.. You will then be required to wait 6 months before reapplying for CDC recognition.

If you have any questions about the DPRP evaluation data elements or their transmission, please email the CDC DPRP directly at DPRPAsk@cdc.gov. The subject line of your email must include your organization name and your assigned DPRP organization code.

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