

Data Reminder (two weeks after the due date)

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

Email body:

Dear Contact First Name Last Name,

The purpose of this email is to remind you of the CDC Diabetes Prevention Recognition Program (DPRP) data-reporting requirement. Your DPRP evaluation data submission was due on [data due date], and is now 2 weeks late. Please be aware that if we do not receive your data by [data received by required date, calculated by adding notice sent date + 2 wks.], your program will lose CDC 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 anticipate having difficulty meeting this deadline, please contact us as soon as possible at [DPRPAsk@cdc.gov](mailto:DPRPAsk@cdc.gov) to discuss your needs and options. We look forward to receiving your data submission and value your continued partnership.

As a reminder of the requirements and procedures, we will evaluate the effectiveness of your program based on data you submit to us every 6 months. Your first DPRP data submission was to include all of your data from all of the sessions you conducted during the first 6 months of your program. Subsequent submissions are due every 6 months and must include only data from sessions that were conducted after the last session date in your preceding data submission.

You must submit your data in the format described in the *CDC DPRP Standards and Operating Procedures*. 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.

If you have any questions about the DPRP evaluation data elements or their transmission, please email the CDC DPRP directly at [DPRPAsk@cdc.gov](mailto: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