

Attachment 2c. Introductory Session Evaluation Data Collection Overview

Data Collection Overview

Thank you for considering participation in the National DPP Introductory Session Evaluation. The purpose of this evaluation is to determine whether an introductory session developed and pilot tested by the Centers for Disease Control and Prevention (CDC), the Be Your Best (BYB) Discovery Session, increases enrollment in National DPP lifestyle change programs. This document describes the data collection activities that each CDC-recognized organization class location will be responsible for as part of the evaluation should you agree to participate.

Class Location Assignment

Your class location's data collection activities will depend on whether your class location is assigned to implement the BYB Discovery Session. CDC and RTI International will randomly assign half of the class locations that agree to participate in the evaluation to implement the BYB Discovery Session instead of their usual introductory session.

Responsibilities

As part of your participation in this evaluation, responsibilities include:

- ✓ **Attending the data collection webinar.** RTI will host a data collection webinar to review class location responsibilities and data collection procedures. This webinar will be recorded for future review.
- ✓ **Hosting at least one introductory session between [insert date range].** If a class location is assigned to implement the BYB Discovery Session, the class location must deliver the BYB Discovery Session at all introductory sessions during the evaluation period.
- ✓ **Starting a lifestyle change program within 2 weeks of each introductory session.** The first class must be held within 2 weeks of each introductory session.
- ✓ **Collecting all data required for your class location and submitting the data to RTI within 3 weeks of the introductory session.** RTI will provide data collection materials and instructions and will collect pre- and post-session participant surveys and registration and attendance data. Class locations selected to implement the BYB Discovery Session will also complete an implementation fidelity checklist for each introductory session.

Data Collection Activities

Each class location participating in this evaluation will need to complete all data collection activities described below for each introductory session delivered between [insert date range].

For All Class Locations

All class locations will administer a pre- and post-session survey to participants attending introductory sessions or BYB Discovery Sessions and track introductory session attendance, lifestyle change program registration, and session one attendance.

Activity	Description	How will this data be collected?	When will this data be collected?
Pre- and Post-Session Participant Surveys	The pre- and post-session participant surveys ask attendees about their experience with lifestyle change programs, perceived risk of developing type 2 diabetes, demographic information, barriers to participating in a lifestyle change program, and their perception of the introductory session.	RTI will send each class location paper surveys and pre-addressed envelopes. Staff will administer paper surveys to each participant and will mail the paper surveys back to RTI for processing.	At the beginning and at the end of each introductory or BYB Discovery Session.
Registration and Attendance Tracking Form	The Registration and Attendance Tracking Form lists all the participants who attended the introductory session and if they registered for the lifestyle change program and attended session one.	RTI will provide a Registration and Attendance Tracking Form, which is an Excel spreadsheet. Staff will complete and upload it to a secure RTI website.	Between 1 week prior to the introductory session through 3 weeks after the introductory or BYB Discovery Session.

For Class Locations Implementing the BYB Discovery Session

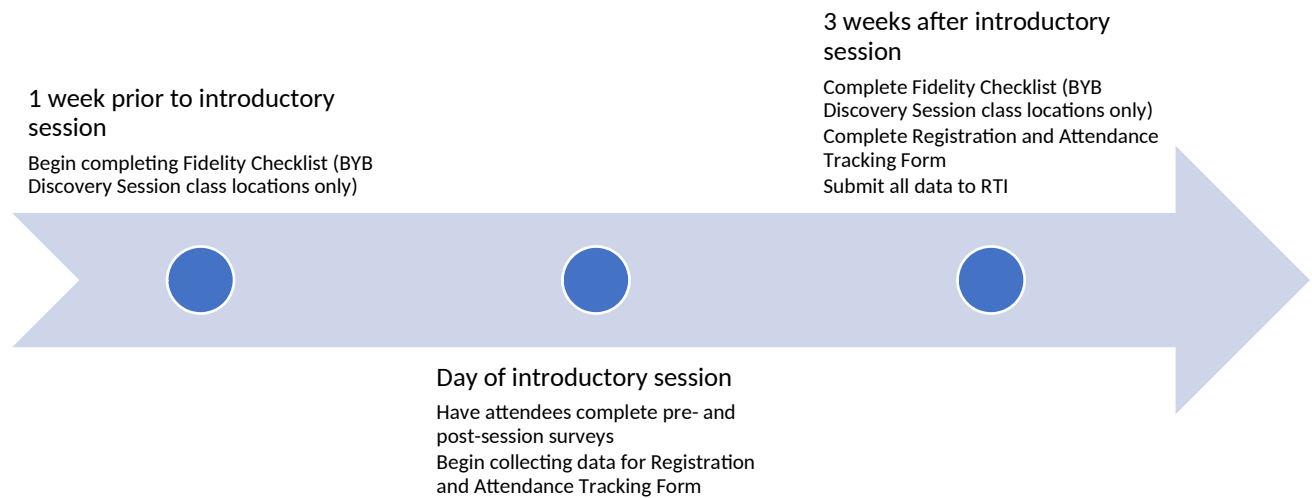
In addition to the activities described above, class locations selected to implement the BYB Discovery Session will be required to complete the BYB Discovery Session Implementation Fidelity Checklist.

Activity	Description	How will this data be collected?	When will this data be collected?
BYB Discovery Session Implementation Fidelity Checklist	Class locations that are selected to implement the BYB Discovery Session will indicate which parts of the intervention were implemented for each introductory session.	Staff will complete and upload the BYB Discovery Session Implementation Fidelity Checklist, an Excel spreadsheet, to a secure RTI website.	Between 1 week prior to the introductory session through 3 weeks after the introductory session.

We will also ask for a small number of organizations (fewer than nine) to participate in an additional data collection activity to describe the costs of providing introductory sessions, including the BYB Discovery Session.

Data Collection Timeline

The data collection timeline is relative to each introductory session hosted during the evaluation period. Data collection begins 1 week prior to the introductory or BYB Discovery Session and all data are due to RTI 3 weeks after the introductory or BYB Discovery Session.



Confidentiality of Data

This evaluation project will adhere to best practices to keep all information completely confidential. We will not ask you for any participant-identifying information, other than the participant code you were already assigned and use to report data to the CDC Diabetes Prevention Recognition Program.

Questions or Technical Assistance

If you have any general questions about the National DPP Introductory Session Evaluation Project, please contact our Project Director, Deborah Porterfield, MD, MPH (dporterfield.contractor@rti.org). For specific questions about data collection procedures, please contact [name, email, phone]. Once enrolled in the evaluation, your program will have a specific data collection coordinator available to you to answer any questions about data collection.