

## Attachment 2d. First Reminder Email for Introductory Session Evaluation

**Subject line:** 1<sup>st</sup> Reminder: You have been selected. Your participation is requested in the CDC's National DPP Introductory Session Evaluation

Dear [Name of Point-of-Contact],

A couple of weeks ago, we sent an email inviting you to participate in a project funded by the Centers for Disease Control and Prevention's (CDC's) Division of Diabetes Translation to conduct an evaluation of introductory sessions to increase enrollment in the National Diabetes Prevention Program (National DPP) lifestyle change program. I am writing to follow up on this invitation to [Name of class location] to participate in this project. The Introductory Session Evaluation aims to learn how to increase enrollment in the National DPP lifestyle change program through introductory sessions. The evaluation will test whether a CDC-developed introductory session—called the Be Your Best (BYB) Discovery Session—increases enrollment compared with other types of introductory sessions that organizations currently use.

The BYB Discovery Session is designed to address participants' ways of thinking that keep them from enrolling. It was specifically designed to help more people who are at high risk of developing type 2 diabetes learn about and enroll in the National DPP's lifestyle change program. Participation will help CDC understand whether the package of materials they have developed for the BYB Discovery Session is effective and should be disseminated more broadly to organizations like yours. Details of the evaluation, including the benefits to other CDC-recognized organizations like yours, are included in the Data Collection Overview document attached in this email.

RTI International is leading this evaluation under contract with CDC and on CDC's behalf. We plan to recruit 132 individual class locations affiliated with CDC-recognized organizations. Your organization previously agreed that it would be okay for us to contact you with more information about this evaluation.

If you choose to participate, [Insert name of class location(s)] would be randomly assigned to either 1) implement your current introductory session or 2) implement the BYB Discovery Session. Your participation in this project is voluntary and **not** a part of CDC's DPRP recognition process. There is no consequence if you do not want to participate in this project. Choosing not to participate will not have any effect on your CDC DPRP recognition or CDC grantee status.

All organizations will be expected to collect and report on evaluation data and, in turn, they will be compensated for their efforts. Because the class locations assigned to implement the BYB Discovery Session will need to put forth more time and effort, they will be compensated up to \$1,450 for staff time (e.g., participating in trainings, preparing introductory session materials, implementing new introductory session [BYB Discovery Session], completing data collection instruments) and for the cost of materials. Class locations implementing their existing introductory session will be compensated up to \$600 for completing data collection instruments. We hope that you accept our invitation. To accept and/or get additional information about participation, **please contact Lisa Cox, Program Data Manager, by [date]**

([LACox@rti.org](mailto:LACox@rti.org) or 770-407-4908) **or simply reply to this email** confirming your willingness to participate and we will follow up with additional information. We hope to hear from you soon.

Sincerely,

Deborah Porterfield, MD, MPH, Project Director  
RTI International  
3040 East Cornwallis Road  
Post Office Box 12194  
Research Triangle Park, NC 27709-2194  
[dsporterfield.contractor@rti.org](mailto:dsporterfield.contractor@rti.org)