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BYB Discovery Session Implementation Fidelity Checklist

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se of this checklist is to document whether Be Your Best Discovery Session activities were ed as intended at each session. This checklist should be completed by trained site staff. If possible, nber other than the Discovery Session lead should fill out Section III **during** the Discovery Session.

mplete the Checklist

Review the instructions and checklist items before each session.

Indicate whether each checklist item was completed for or during the specified Discovery Session by selecting "Yes," "No," or "N/A" from the dropdown menu. The dropdown menu will appear when you click the cell. Note the session date, organization name, DPRP code, initials of the person completing the checklist, and class start and end times in Section II.

Review Sections I through IV within 24 hours of the end of the Discovery Session to ensure they are complete. It is important to do this as soon as possible while details of the session are fresh in your mind. Section V must be completed after the Discovery Session.

Send the completed checklist with the participant pre- and post-surveys to RTI International.

ubmit

mit this form to RTI International within 21 days of the date of the discovery session.

document to [LINK].

any questions, please contact RTI International [EMAIL].

es the average public reporting burden for this collection of information as 90 minutes per response, including the time for tructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the nformation. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information lays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this nformation, including suggestions for reducing this burden, to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road, Atlanta, Georgia 30333; ATTN: PRA (0920-xxxx).

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BYB Discovery Session Implementation Fidelity Checklist

LIST DEFINITIONS

ons are provided below for your reference.

:overy Session Attendees – Any individual attending the session to gain information about the tyle change program for themselves and/or a friend or family member. Those staffing the session not considered attendees.

sion Staff – Anyone presenting or providing support to implement the Discovery Session. This may ide the Session Lead, testimonial presenters and any other staff or volunteers assisting with sign-in, ibution of materials, presentation, or enrollment.

sion Lead – The staff member presenting the Be Your Best Discovery Session and leading rities.

anization Name – The official name of the organization running the National DPP (e.g., Anytown CA).

: - The title of any individual staffing the Discovery Session (e.g., lifestyle change program director pach).

sion Role – The role a person (non-attendee) plays in staffing the Discovery Session (e.g., greeter, -in, material distribution, local lifestyle change program presentation, and enrollment).

istration – The term used to describe an eligible person's formal documentation of intent to attend irst session of a National DPP lifestyle change program. Formal documentation may include filling paperwork, providing health insurance information, and/or providing contact information. istration for the lifestyle change program is not a standardized process and will have a different at among different programs.

Section I: Discovery Session Preparation

Instructions: The tasks listed in this section must be done before the Discovery Session. Complete this section before the start of the session.

Task	Was this Task Completed?
Attendee Reminders	
Session attendees were sent at least one reminder for the Discovery Session that included the session date, time, and location.	
Materials Preparation	
The Discovery Session slides were updated with information about your organization and lifestyle change program.	
Discovery Session folders were compiled and included <u>all</u> the following items: • Pre-session Survey • Values Affirmation Form • Movement Activity Worksheet • Diabetes Screening Test	

Section II: Discovery Session Information

Instructions: Enter the information below at the start and end of the Discovery Session.

Discovery Session Date	Enter date here	
Organization Name	Enter organization name here	
Organization DPRP Code	Enter DPRP code here	
Site/Class Location	Enter location here	
Your Initials	Enter initials here	
Discovery Session Time	Start (time that first attendee arrives):	Start time
	End (time that last attendee completes enrollment):	End time



Section III: Discovery Session Staffing

Instructions: This section can be completed before or after the Discover below, list all people who staffed the Discovery Session, including organiz testimonial participants.

No.	Organization & Title
Example	YMCA LCP Director
1	
2	
3	
4	
5	

y Session. In the table zation staff and

Session Role
Session Lead

the next tab.

Section IV: Discovery Session

Instructions: This section should be completed throughout the Discovery Session I than the Session Lead, if possible. Review this section before the session so that you items that you should be looking for. Indicate whether each item was completed at t entering "Yes," "No," or "N/A" or by selecting the appropriate option from the dropd-

Task

Attendee Welcome

All attendees were greeted at arrival.

All attendees received a folder.

Attendees completed the pre-session survey.

The Session Lead asked attendees who still need to learn their individual risk to complete the CDC Diabetes Risk Test and calculate their risk score.

Introduction & Goals

The Session Lead introduced past or current lifestyle change program (LCP) participants.

Check N/A if no past or current LCP participants are present at the Discovery Session.

The Session Lead acknowledged that attendees have successfully taken a critical step in coming to the session.

All attendees briefly introduced themselves.

The Session Lead conducted an ice breaker activity.

Values Affirmation Activity

Attendees were given time to write about or talk with other attendees about an action that connected to their top values.

Attendees reported out about their response to the Values Affirmation Activity.

The Session Lead described how the Values Affirmation Activity relates to diabetes prevention.

Prediabetes & Diabetes Information

The Session Lead explained that the consequences of prediabetes are reversible.

National DPP & Local LCP Information

The Session Lead explained that the National DPP can delay or reverse the consequences of prediabetes.

The Session Lead reviewed the costs of the LCP in terms of time.

The Session Lead presented information about the LCP's cost in terms of money in a behaviorally informed way (e.g., least cost scenario first, cost per month rather than total). Check N/A if there is no cost for participating in the LCP.

The Session Lead reviewed whether insurance or employers may cover the cost. Check N/A if there is no cost for participating in the LCP.

Testimonial

The Session Lead conducted the testimonial with a current or past participant.

The testimonial was delivered in person by a current or past participant.

The testimonial was delivered using a video.

Movement Activity

The Session Lead gave examples for how attendees can achieve the movement goal.

The Session Lead asked attendees to share their strategies to increase movement.

The Session Lead acknowledged that by completing this activity attendees have already made another critical step toward a healthier lifestyle.

Small Group Activity

The Session Lead asked attendees to pair up and discuss one thing regarding their health that they are good at doing.

Wrap-Up

The Session Lead invited attendees to ask any remaining questions.

The Session Lead asked attendees to complete the Post-session Survey.

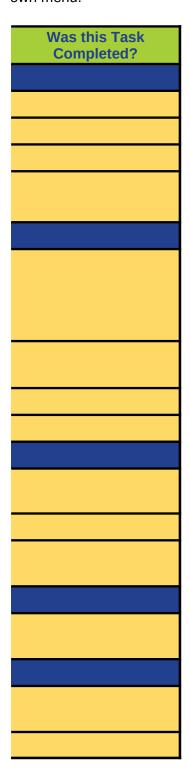
Staff walked around to offer attendees help calculating their risk score.

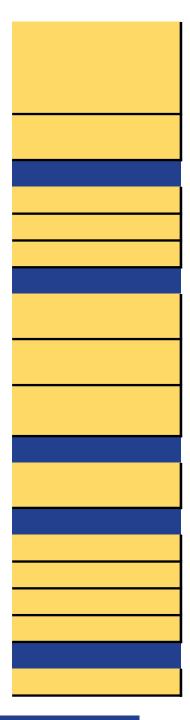
LCP staff passed out magnets listing the date, time, and location of Session 1.

Enrollment

LCP staff were available to offer one-on-one help with enrollment forms.

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Section V: Post-session Reminders

Instructions: This section must be completed after the Discovery Session.

Task

Enrolled Participant Reminders

At least one reminder was sent to participants who registered for the LCP.

Other Participant Reminders

At least one reminder was sent to participants who registered for the LCP.

Was this Task Completed?