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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.

omplete 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
ructions, 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-xxx).



CHECKLIST

Key definitions

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BYB Discovery Session Implementation Fidelity Checklist

LIST DEFINITIONS

ons are provided below for your reference.

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

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

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

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

Staff Title – The title of any individual staffing the Discovery Session (e.g., lifestyle change program director or coach).

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

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

Please respond to the questions in the next tab.

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 all the following items: <ul style="list-style-type: none">• Pre-session Survey• Values Affirmation Form• Movement Activity Worksheet• Diabetes Screening Test	

Please respond to the questions in the next tab.

Section II: Discovery Session Information

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

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

Please respond to the questions in the next tab.



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
<i>Example</i>	<i>YMCA LCP Director</i>
1	
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Please respond to the questions in the next tab.



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zation staff and

Session Role
<i>Session Lead</i>

the next tab.

Section IV: Discovery Session

Instructions: This section should be completed throughout the Discovery Session. The Session Lead should complete this section more than the Session Lead, if possible. Review this section before the session so that you know what items that you should be looking for. Indicate whether each item was completed at the end of the session by entering "Yes," "No," or "N/A" or by selecting the appropriate option from the dropdown menu.

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

Please respond to the questions in the next tab.

t tab.

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?