



Recognition Program:  
Assure Quality

# National Diabetes Prevention Program Diabetes Prevention Recognition Program (DPRP)

## Using the 2015 DPRP Data Spreadsheet and Submitting for Success!

### The CDC DPRP Team



**Please mute phones and submit additional questions after the presentation to:**

**[dprpAsk@cdc.gov](mailto:dprpAsk@cdc.gov)**

**I'VE BEEN SENT THE SPREADSHEET. WHAT DO I DO WITH IT?**

## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA

- *First thing is to understand the variable names and what they represent*
- *Variables can be found in the Data Dictionary of the DPRP 2015 Standards (table 2, page 18)*
- *Use the exact variable names given*
- *Keep the columns in the same order as in the spreadsheet*

## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	150

- *Each row represents one session attended for one participant*
- *Each participant has a unique, organization-assigned participant ID (PARTICIP); this ID should not change throughout the entire program*

## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/9/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/16/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/23/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/30/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	?	?
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	?	?

- *CDC does not advise pre-populating the spreadsheet*
- *Could lead to the inclusion of "absentee" records*
- *Could negatively impact outcome measures*

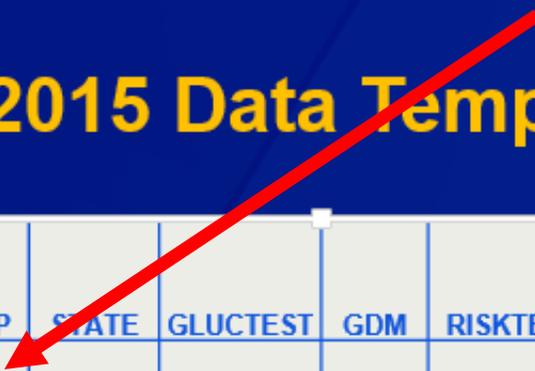
## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/1/2017	165	150
123456																	
123456																	
123456																	
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- Intake information (information that does not change) should be copied and pasted into all the cells pertaining to a particular participant*

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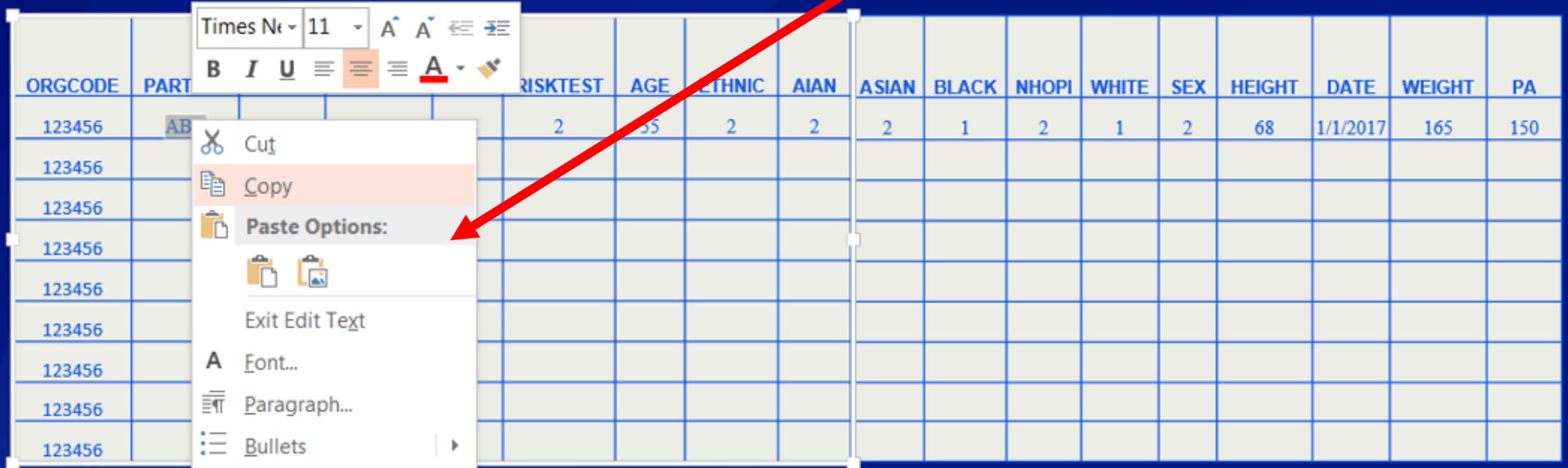
## 2015 Data Template- Example Spreadsheet (CSV)



ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/1/2017	165	150
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- Intake information (information that does not change) should be copied and pasted into all the cells pertaining to a particular participant

# 2015 Data Template- Example Spreadsheet (CSV) < Right Click >



ORGCODE	PART	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	AB	2	55	2	2	2	1	2	1	2	68	1/1/2017	165	150
123456														
123456														
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123456														

- Intake information that does not change) should be copied and pasted into the cells pertaining to a particular participant

## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/1/2017	165	150
123456																	
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123456																	

- Intake information (information that does not change) should be copied and pasted into all the cells pertaining to a particular participant

< Right Click >

## 2015 Data Template- Example Spreadsheet (CSV)

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/1/2017	165	150
123456	ABC																
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123456	ABC																
123456	ABC																

Paste Options:



Keep Text Only (T)

- Intake information (information that does not change) should be copied and pasted into all the cells pertaining to a particular participant

**WHICH DATA SHOULD I INCLUDE ON THE SPREADSHEET?**

➤ **CDC gives each recognized organization an individualized data submission and evaluation timeline, and detailed instructions for data submission.**

➤ **CDC gives each recognized organization an approval date:**

☐ *The approval date is the day the application is approved.*

➤ **CDC gives each recognized organization an effective date:**

☐ *The effective date is the first day of the month following the approval date.*

☐ *Each organization will submit data once **every 12 months**, during the month of the anniversary of the effective date.*

☐ *Classes and data collection may begin on or after the approval date and must begin **within six months following the effective date**.*

## ❖ Example

➤ *Approval date: September 8<sup>th</sup>, 2015*

➤ *Effective date: October 1<sup>st</sup>, 2015*

### **First submission:**

✓ **must be made during October, 2016.**

✓ **Should include data from 9/8/2015 – 9/30/2016 (includes approval date!!!)**

### *Second submission:*

✓ *must be made during October, 2017.*

✓ **Should include data from 10/1/2016 – 9/30/2017 (picks up where last one left off)**

### *Third submission:*

✓ *must be made during October, 2018.*

✓ **Should include data from 10/1/2017 – 9/30/2018 (picks up where last one left off)**

**Do not resend data you have already submitted; only one year at a time!**

**WHAT SHOULD I ENTER?**

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Organization Code	ORGCODE	Up to 25 alphanumeric characters*	Required, provided by CDC
Participant ID	PARTICIP	Up to 25 alphanumeric characters*	Required. Participant ID is uniquely assigned and maintained by the applicant organization, must not contain any IIF★
Participant State	STATE	Two-letter abbreviation for the U.S. state or territory in which the participant resides	Required

★ IIF is "Information in Identifiable Form" or personal information that helps identify a participant

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Participant's Prediabetes Determination (1 of 3)	GLUCTEST	1 Prediabetes diagnosed by blood glucose test 2 Prediabetes NOT diagnosed by blood glucose test (default)	Required; acceptable tests include FG, OGTT, A1c, or claim code indicating diagnosis of prediabetes
Participant's Prediabetes Determination (2 of 3)	GDM	1 Prediabetes determined by clinical diagnosis of GDM during previous pregnancy 2 Prediabetes NOT determined by GDM (default)	Required
Participant's Prediabetes Determination (3 of 3)	RISKTEST	1 Prediabetes determined by risk test 2 Prediabetes NOT determined risk test (default)	Required

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Participant's Age	AGE	18 to 125 (in years, rounded with no decimals)	Required
Participant's Ethnicity	ETHNIC	1 Hispanic or Latino 2 Not Hispanic or Latino 9 Not reported (default)	Required; if ethnicity is not reported by the participant, this variable will be coded as '9'
Participant's Race (1 of 5)	AIAN	1 American Indian or Alaska Native 2 Not American Indian or Alaska Native (default)	Required; if race is not reported by the participant, all of the 5 race variables will be coded as '2'

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Participant's Race (2 of 5)	ASIAN	1 Asian 2 NOT Asian (default)	Required; if race is not reported by the participant, all of the 5 race variables will be coded as '2'
Participant's Race (3 of 5)	BLACK	1 Black or African American 2 NOT Black or African American (default)	Required; if race is not reported by the participant, all of the 5 race variables will be coded as '2'
Participant's Race (4 of 5)	NHOPI	1 Native Hawaiian or Other Pacific Islander 2 NOT Native Hawaiian or Other Pacific Islander (default)	Required; if race is not reported by the participant, all of the 5 race variables will be coded as '2'

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Participant's Race (5 of 5)	WHITE	1 White 2 NOT White (default)	Required; if race is not reported by the participant, all of the 5 race variables will be coded as '2'
Participant's Sex	SEX	1 Male 2 Female 9 Not reported	Required
Participant's Height	HEIGHT *	30 to 98 (in inches) — or — 99 Not reported (default)	Required
Session Date	DATE	mm/dd/yyyy	Required. Each data record represents attendance by one participant at one session; must include actual date of the session

\* BMI cannot be calculated without participant height. Don't use the default value unless there is no other option.

## 2015 Data Dictionary: Evaluation Data Elements

Data element description	Variable name	Coding/valid-values	Comments
Participant's Weight	WEIGHT	70 to 997 (in pounds) —or— 998 Pregnant (data will not be included when calculating average weight loss) —or— 999 Not recorded (default)	Required. At each session, participants are weighed; weight must be included on the record for that session and participant. Weight may be obtained by Lifestyle Coach or participant.
Participant's Physical Activity Minutes	PA*	0 to 997 (in minutes) —or— 999 Not recorded (default)	Required. At some or all program sessions, participants are asked to report the number of minutes of brisk physical activity they completed in the preceding week. If the number of minutes is greater than or equal to 997, 997 should be used.

\* In the 2015 Standards, 0 minutes is considered a valid documented entry for physical activity minutes.

**I'M WORRIED I'LL MAKE A MISTAKE.**

## What NOT to do!

- ❑ *DON'T leave anything blank*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
															1/9/2017	164	999
															1/16/2017	160	999
															1/23/2017	162	999
															1/30/2017	160	150
															2/6/2017	158	120
															2/13/2017	157	200
															2/20/2017	155	150
															2/27/2017	153	180

# What NOT to do!

- ❑ *DON'T add title or headers*

Our Organization's Data																	
ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/9/2017	164	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/16/2017	160	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/23/2017	162	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/30/2017	160	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	157	200
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	153	180

## What NOT to do!

- ❑ *DON'T include session records for sessions participants didn't attend*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/9/2017	999	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/16/2017	160	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/23/2017	162	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/30/2017	160	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	999	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	153	180

## What NOT to do (and do, in this case)!

- ❑ *DON'T change a positive test score to a negative*
- ❑ *DO change a negative to a positive*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	1/9/2017	164	999
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	1/16/2017	160	999
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	1/23/2017	162	999
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	1/30/2017	160	150
123456	ABC	GA	2	2	1	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	157	200
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	153	180

YES!

NO!

## What NOT to do!

- ❑ *DON'T hold make-up sessions on the same day as a regular session; duplicate records are not allowed*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/9/2017	164	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/16/2017	160	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/23/2017	162	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	157	200
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	153	180

## What NOT to do!

- ❑ *DON'T be creative with coding; use what the Standards tell you to use*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Female	68	1/9/2017	164	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Gal	68	1/16/2017	160	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	W	68	1/23/2017	162	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Lady	68	1/30/2017	160	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Fairer Sex	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Dame	68	2/13/2017	157	200
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Lass	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	Miss	68	2/27/2017	153	180

Yes!

No!

## What NOT to do!

- ❑ *DON'T allow a participant to retake the class using the same ID; new enrollment= new ID!*

ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI	WHITE	SEX	HEIGHT	DATE	WEIGHT	PA
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/2/2017	165	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/9/2017	164	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/16/2017	160	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/23/2017	162	999
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/30/2017	160	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/6/2017	158	120
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/13/2017	157	200
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/20/2017	155	150
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	2/27/2017	153	180
123456	ABC	GA	1	2	2	55	2	2	2	1	2	1	2	68	1/15/2018	165	999

**HOW DO I KNOW WHEN TO SUBMIT MY DATA?**

## Data Submission Reminders

- *One month prior to the anniversary of an organization's effective date, DPRP will send an e-mail reminder to the organization's primary contact.*

*For example:*

- If the effective date is March 1<sup>st</sup>, the e-mail will be sent on February 1<sup>st</sup>.*
- DO NOT** *send data at this time. Only send data during your anniversary month.*

- *A second data submission reminder (if necessary) will be sent to the organization's primary contact, as a courtesy, approximately two weeks after the effective date.*

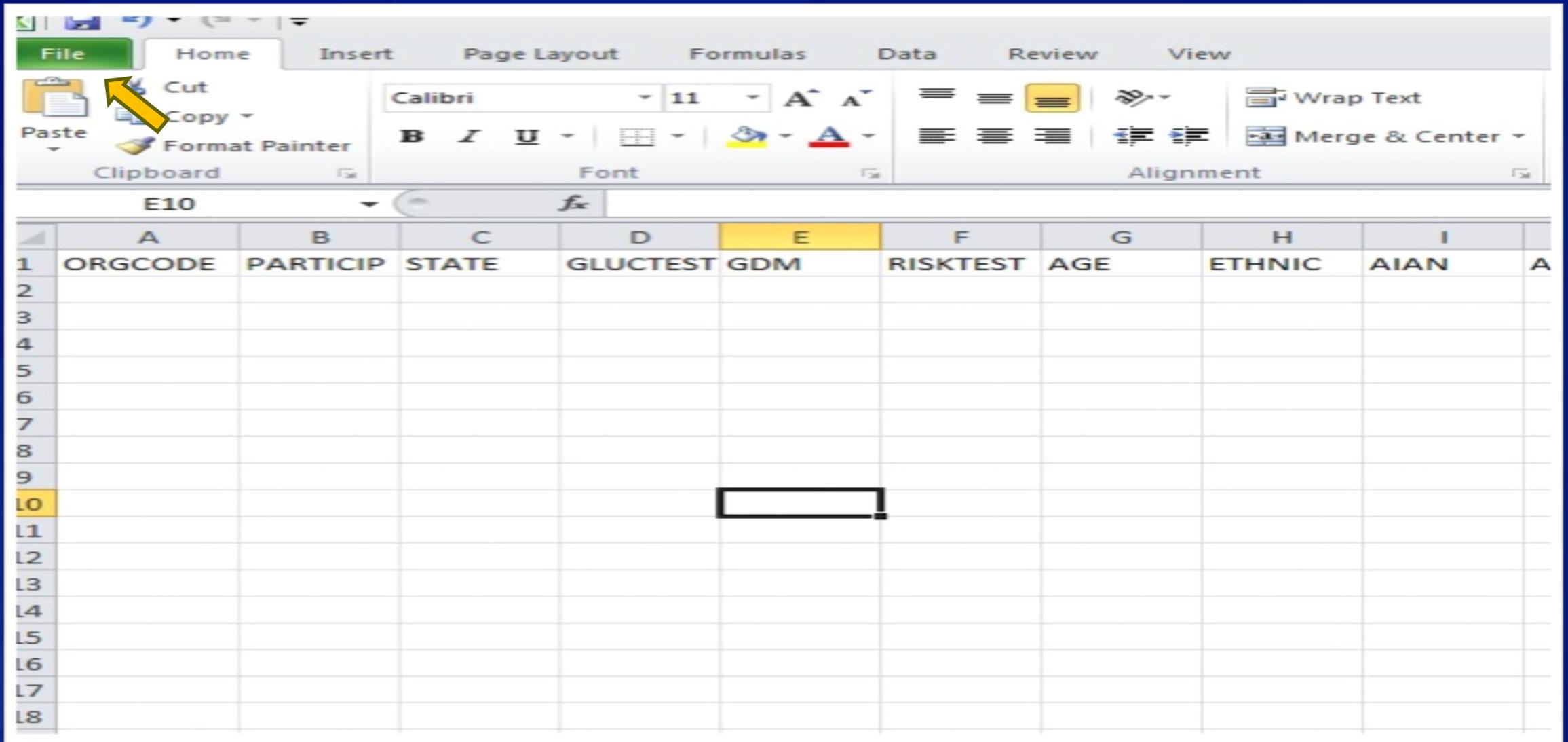
*For example:*

- If the effective date is March 1<sup>st</sup>, the email will be sent on around March 15<sup>th</sup>.*
- The organization is required to submit data by March 31<sup>st</sup>.*

**HOW DO I KNOW *HOWTO* SUBMIT MY DATA?**

- We **do not accept data as an e-mail attachment**. If you have difficulties in data submission, please send e-mail explaining the issue to [dprpAsk@cdc.gov](mailto:dprpAsk@cdc.gov).
- All DPRP data must be uploaded in CSV format using the website application.
- A CSV file is a comma separated values file, which allows data to be saved in a table structured format. The following slides demonstrate how to save the data spreadsheet as a CSV file.
- When uploading the CSV data file, the CDC system only recognizes the e-mail addresses we have on file. One of the e-mail addresses (i.e. primary contact's e-mail) that was provided should be used for the data upload.

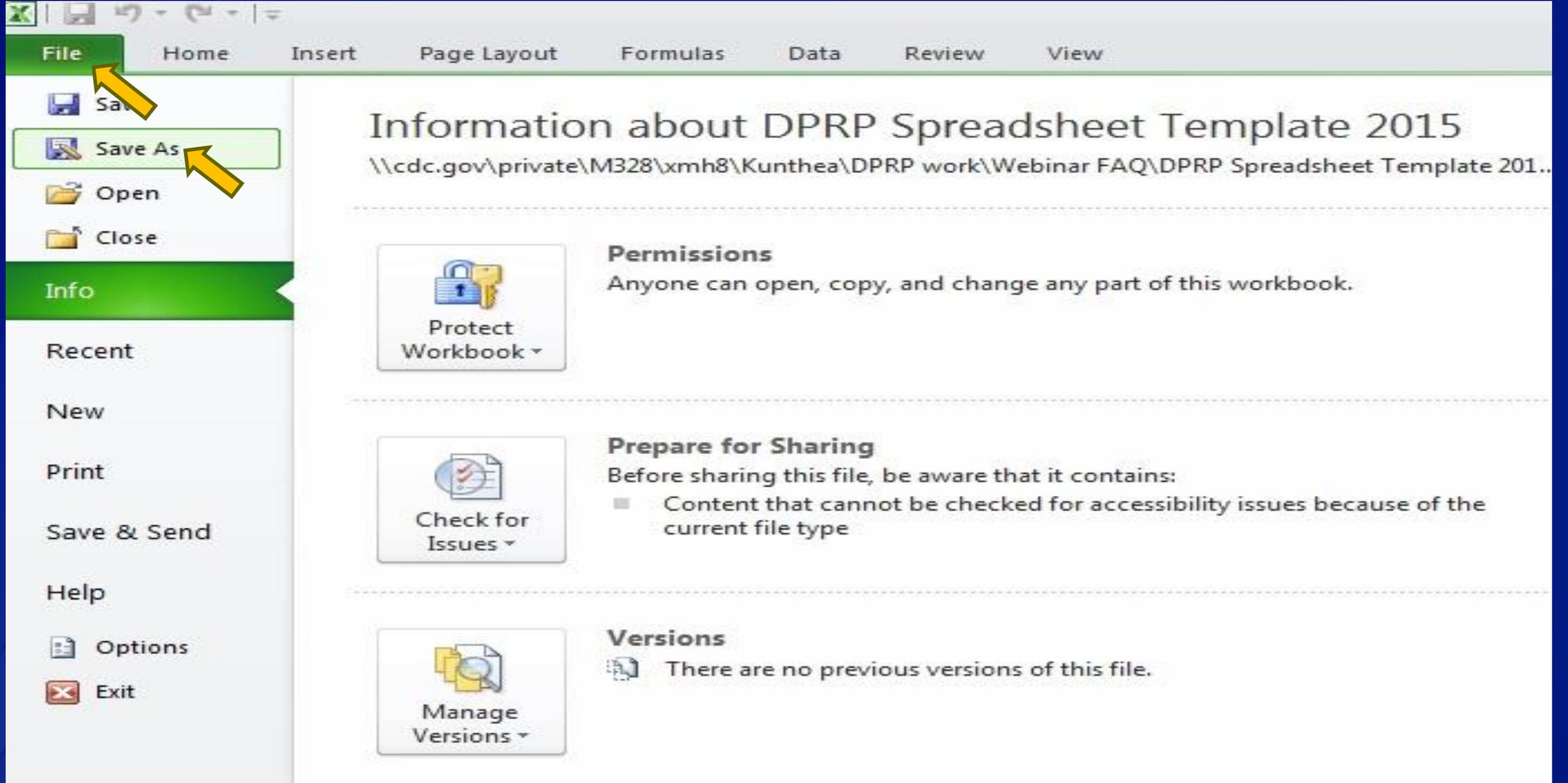
# How to save data file in CSV format?



The screenshot shows the Microsoft Excel interface. The 'File' tab is selected in the ribbon, and a yellow arrow points to the 'Save As' icon. The ribbon also shows 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The 'Home' ribbon is expanded, showing 'Clipboard' (Paste, Cut, Copy, Format Painter), 'Font' (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color), and 'Alignment' (Wrap Text, Merge & Center). The spreadsheet grid shows columns A through I and rows 1 through 18. The first row contains the following data: A1: ORGCODE, B1: PARTICIP, C1: STATE, D1: GLUCTEST, E1: GDM, F1: RISKTEST, G1: AGE, H1: ETHNIC, I1: AIAN. A black rectangular box is drawn around cell E10.

	A	B	C	D	E	F	G	H	I	
1	ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	A
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

# How to save data file in CSV format?



The screenshot displays the Microsoft Excel interface. The **File** tab is selected in the ribbon, and the **File** menu is open. Two yellow arrows point to the **File** tab and the **Save As** option. The **Save As** option is highlighted with a green border. The main area of the window shows the title bar with the file name: "Information about DPRP Spreadsheet Template 2015" and the path: "\\cdc.gov\private\M328\xmh8\Kunthea\DPRP work\Webinar FAQ\DPRP Spreadsheet Template 201..". The ribbon includes tabs for **File**, **Home**, **Insert**, **Page Layout**, **Formulas**, **Data**, **Review**, and **View**. The **File** menu contains options: **Save**, **Save As**, **Open**, **Close**, **Info**, **Recent**, **New**, **Print**, **Save & Send**, and **Help**. The **Info** section is expanded, showing **Options** and **Exit**. The main content area is divided into sections: **Permissions** (Protect Workbook), **Prepare for Sharing** (Check for Issues), and **Versions** (Manage Versions).

**File** Home Insert Page Layout Formulas Data Review View

Save  
Save As  
Open  
Close

Info

Recent

New

Print

Save & Send

Help

Options  
Exit

Information about DPRP Spreadsheet Template 2015  
\\cdc.gov\private\M328\xmh8\Kunthea\DPRP work\Webinar FAQ\DPRP Spreadsheet Template 201..

**Permissions**  
Anyone can open, copy, and change any part of this workbook.

Protect Workbook

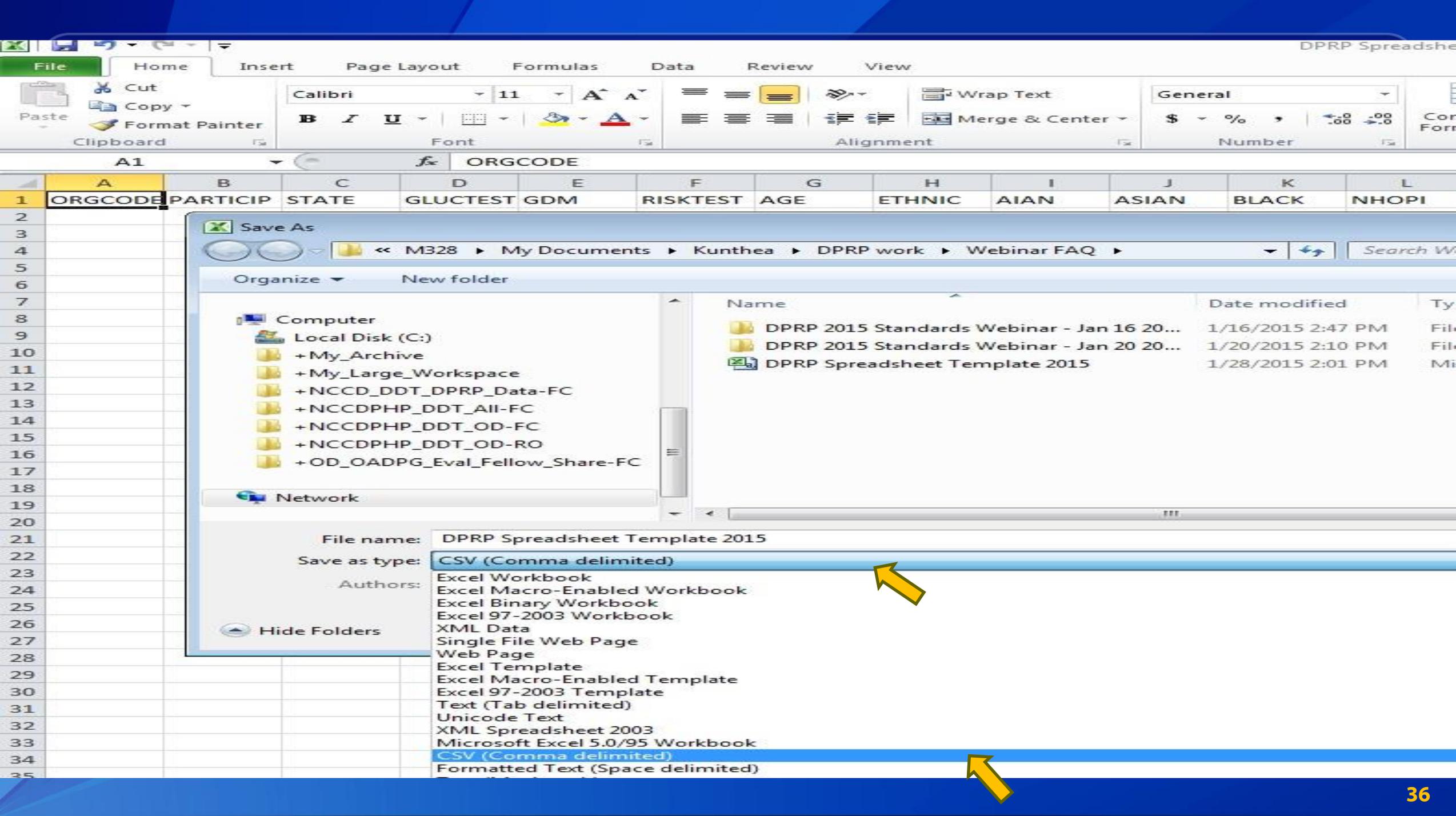
**Prepare for Sharing**  
Before sharing this file, be aware that it contains:

- Content that cannot be checked for accessibility issues because of the current file type

Check for Issues

**Versions**  
There are no previous versions of this file.

Manage Versions



File Home Insert Page Layout Formulas Data Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Fill Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .00

	A	B	C	D	E	F	G	H	I	J	K	L
1	ORGCODE	PARTICIP	STATE	GLUCTEST	GDM	RISKTEST	AGE	ETHNIC	AIAN	ASIAN	BLACK	NHOPI

Save As

Location: M328 > My Documents > Kunthea > DPRP work > Webinar FAQ

File name: DPRP Spreadsheet Template 2015

Save as type: CSV (Comma delimited)

- Excel Workbook
- Excel Macro-Enabled Workbook
- Excel Binary Workbook
- Excel 97-2003 Workbook
- XML Data
- Single File Web Page
- Web Page
- Excel Template
- Excel Macro-Enabled Template
- Excel 97-2003 Template
- Text (Tab delimited)
- Unicode Text
- XML Spreadsheet 2003
- Microsoft Excel 5.0/95 Workbook
- CSV (Comma delimited)
- Formatted Text (Space delimited)

# How to submit data via CDC DPRP website?

[https://nccd.cdc.gov/DDT\\_DPRP/SessionData.aspx](https://nccd.cdc.gov/DDT_DPRP/SessionData.aspx)

The screenshot shows a web browser window with the URL [http://nccdqa.cdc.gov/ddt\\_dprp/SessionData.aspx](http://nccdqa.cdc.gov/ddt_dprp/SessionData.aspx). The page title is "Diabetes Prevention Recognition Program (DPRP) Evaluation Data Submission".

**Left Navigation Menu:**

- Find a Program
- States
- Program Video
- Prediabetes Facts
- Newsroom
- Resources

**Related Links:**

- Diabetes Public Health Resource

**Main Content:**

form, please call the CDC's help line, CDC-Info. Contact information for CDC-Info is given on the right-hand side of this Web page. Please ask the help desk staff for information about submitting evaluation data to the Diabetes Prevention Recognition Program. You may also send an e-mail to the help desk with the subject line "Diabetes Prevention Recognition Program Data Submission."

[Top of Page](#)

## Diabetes Prevention Recognition Program (DPRP) Evaluation Data Submission

**\*Indicates Required field**

### EVALUATION DATA SUBMISSION

**NOTE:** In order to submit your evaluation data file, please provide your assigned organization code and contact e-mail address, then select 'Continue'.

**1. Organization Code \***  
This code is assigned by the DPRP. Enter your previously assigned organization code.

**2. Contact E-mail Address \***  
The contact person's e-mail address. DPRP staff will use this e-mail address to communicate with your organization.

### VERIFICATION

**3. Spam Prevention - Please answer the following math question. \***  
7 + 1 =

[Continue](#)

[Top of Page](#)

**Right Side:**

- Closed Holidays
- [Contact CDC-INFO](#)
-

# Data submission- Error message

[https://nccd.cdc.gov/DDT\\_DPRP/SessionData.aspx](https://nccd.cdc.gov/DDT_DPRP/SessionData.aspx)

Lifestyle Coach Training

Diabetes Prevention Recognition Program

Read About the DPRP

Read the Standards for Recognition

Get the Curriculum

Apply for Recognition

► Upload Your DPRP Data

Find Answers to Frequently Asked Questions

Registry of Recognized Programs

Program Video

Newsroom

Resources

Related Links

Diabetes Public Health Resource

Before you submit evaluation data, you should make sure that you understand the data submission requirements detailed in the [DPRP Standards](#). You must transmit your data in a single data file using the comma separated value (CSV) format

To submit your data, enter your DPRP organization code and your program contact person's e-mail address in the form below. The DPRP organization code is the unique code assigned to your organization by the DPRP. You can find this code in the e-mail you received when DPRP awarded pending recognition status to your program. The contact person's e-mail address should be the same address that is currently on file with the DPRP (if your contact information has changed, please contact the DPRP to update before sending data). After you submit this information you will be taken to a page where you can upload your data file.

If you have any questions about submitting your evaluation data or have any problems using the form, you may send an email to [dprpAsk@cdc.gov](mailto:dprpAsk@cdc.gov). Please include your organization name and organization code in the subject line of your email.

[Top of Page](#)

## Diabetes Prevention Recognition Program (DPRP) Evaluation Data Submission

\*Indicates Required field

### EVALUATION DATA SUBMISSION

**NOTE:** In order to submit your evaluation data file, please provide your assigned organization code and contact e-mail address, then select "Continue".

#### 1. Organization Code \*

This code is assigned by the DPRP. Enter your previously assigned organization code.

111000

#### 2. Contact E-mail Address \*

The contact person's e-mail address. DPRP staff will use this e-mail address to communicate with your organization.

abc@yahoo.com

### VERIFICATION

#### 3. Spam Prevention - Please answer the following math question. \*

5 + 3 = 8

Continue

Your organization code and/or contact e-mail address could not be verified. Please review your entries and try again.

Subscribe to RSS

Listen to audio/Podcast

### Contact Us:

CDC-Info

Mail

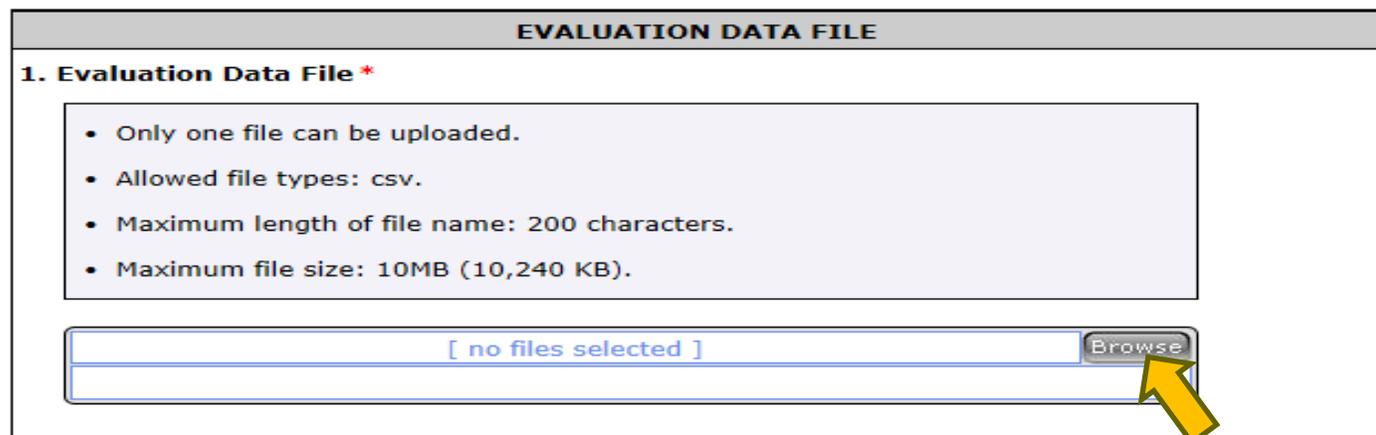
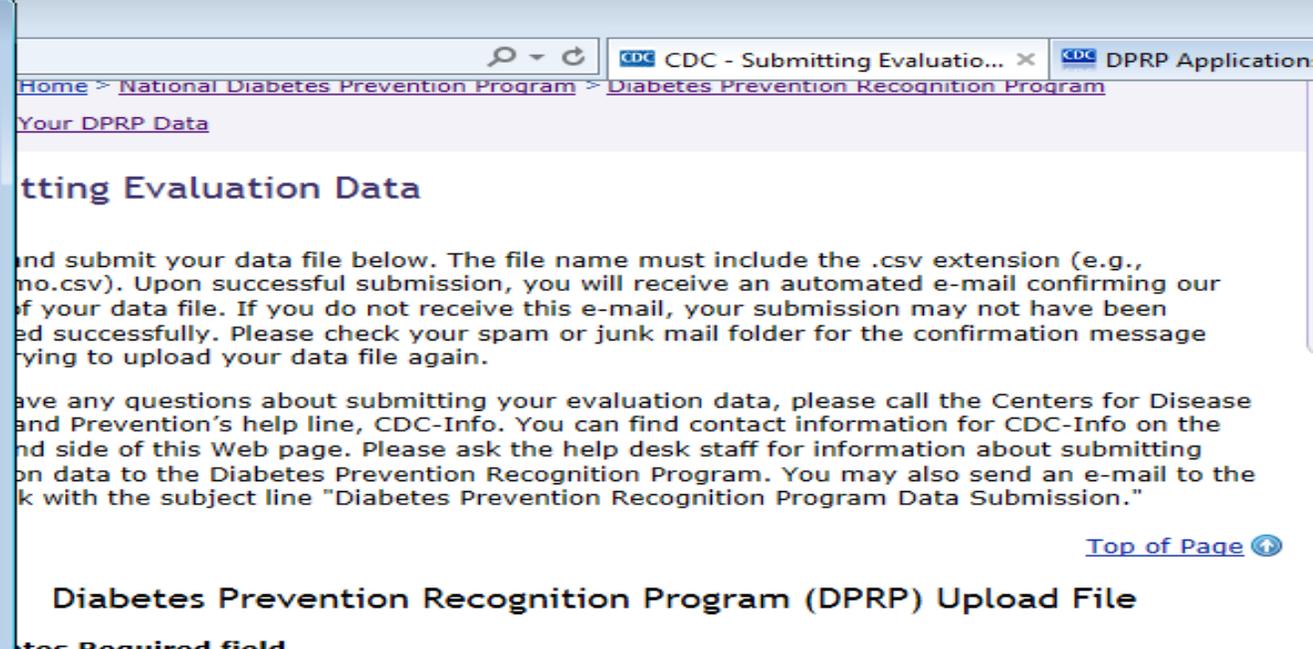
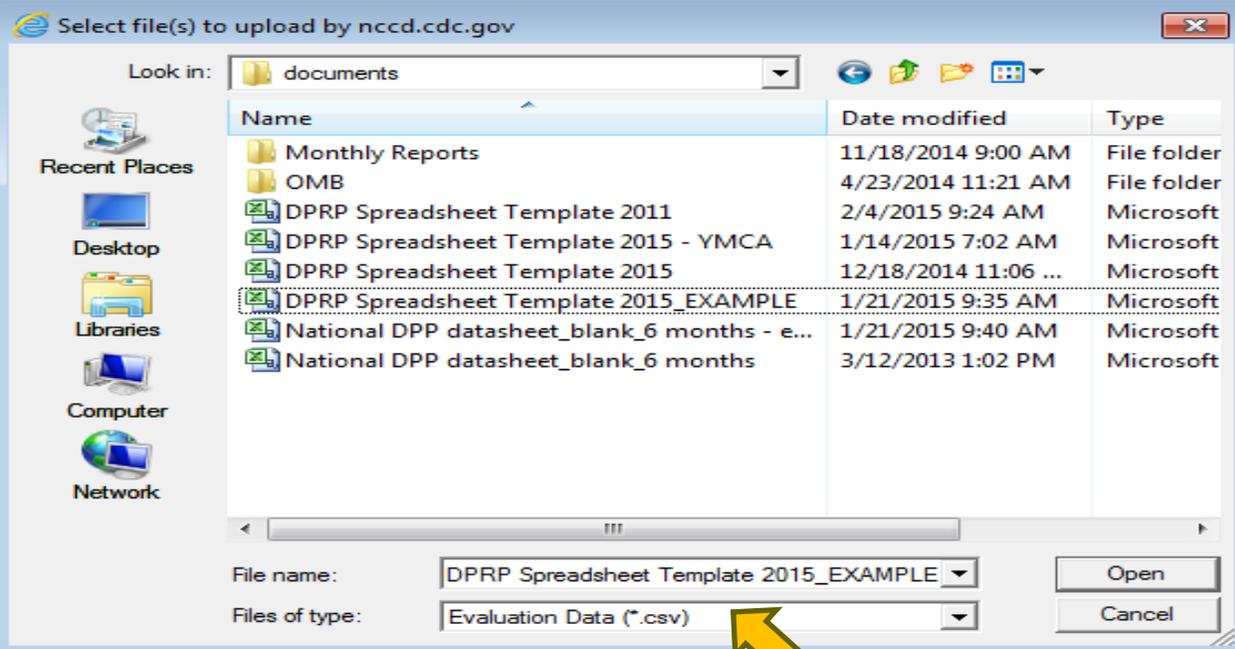
800-CDC-INFO  
(800-232-4636)  
TTY:  
(888) 232-6348  
8am-8pm ET  
Monday-Friday  
Closed Holidays

Contact CDC-INFO



# Data submission process- Uploading CSV file

[https://nccd.cdc.gov/DDT\\_DPRP/SessionData.aspx](https://nccd.cdc.gov/DDT_DPRP/SessionData.aspx)



# Confirmation of Successful Data Submission

[https://nccd.cdc.gov/DDT\\_DPRP/SessionData.aspx](https://nccd.cdc.gov/DDT_DPRP/SessionData.aspx)

The screenshot shows a web browser window with the address bar containing the URL [http://nccdqa.cdc.gov/ddt\\_dprp/SessionDataUpload.aspx](http://nccdqa.cdc.gov/ddt_dprp/SessionDataUpload.aspx). The browser tabs include "CDC - FAQs - Diabetes Preven...", "CDC - Submitting Evaluatio...", and "CDC - Submitting Evaluatio...". The browser menu bar shows "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area of the browser displays the CDC Home page for the "Centers for Disease Control and Prevention". The page title is "Diabetes Public Health Resource". The breadcrumb trail is "National Diabetes Prevention Program > Diabetes Prevention Recognition Program > Upload Your Data".

The main heading is "Submitting Evaluation Data - Thank You". The text reads: "You have successfully submitted your data file to the Diabetes Prevention Recognition Program (DPRP). Please check your e-mail for a confirmation message from DPRP. If you do not see this confirmation in your inbox, please check your spam or junk mail folder before contacting us." Below this, it says: "If you have any questions about your data submission, please call the Centers for Disease Control and Prevention's (CDC) help line, CDC-Info. You can find contact information for CDC-Info on the right-hand side of this Web page. Please ask the help desk staff for information about submitting evaluation data to the Diabetes Prevention Recognition Program. You may also send an e-mail to the help desk with the subject line 'Diabetes Prevention Recognition Program Data Submission.'" The sign-off is "Sincerely, The CDC DPRP Team".

On the left side, there is a navigation menu for the "National Diabetes Prevention Program" with options like "About the Program", "Prediabetes: Am I at Risk?", "Diabetes Training and Technical Assistance Center", "About CDC Funded Sites", "Diabetes Prevention Recognition Program", "Read About the DPRP", "Read the Standards for Recognition", "Get the Curriculum", "Apply for Recognition", "Upload Your Data", "Upload Your Data" (highlighted), "Find Answers to Frequently Asked Questions", "Find a Program", "States", "Program Video", "Prediabetes Facts", "Newsroom", and "Resources".

On the right side, there are utility links for "Text size" (S, M, L, XL), "Email page", "Print page", "Bookmark and share", "Download page", "Get email updates", "Subscribe to RSS", and "Listen to audio/Podcast". Below these is a "Contact Us:" section for "CDC-Info" with a "Mail" link, phone numbers (800-CDC-INFO, (800-232-4636), TTY: (888) 232-6348), hours (8am-8pm ET, Monday-Friday, Closed Holidays), and a "Contact CDC-INFO" link. There is also a "CDC 24/7" logo with the slogan "Saving Lives. Protecting People." and a link to "LEARN MORE ABOUT HOW CDC WORKS FOR YOU."

At the bottom of the page, there is a "Related Links" section with a link to "Diabetes Public Health Resource". A footer contains the text: "Page last reviewed: September 20, 2012", "Page last updated: September 20, 2012", and "Content source: National Center for Chronic Disease Prevention and Health Promotion,". A taskbar at the very bottom shows the Windows logo, several application icons, and the system clock displaying "12:35 PM 1/7/2015".

**NOW WHAT HAPPENS?**

- **Statisticians run a series of validations to check for coding errors or other problems with the submission**
  - ❑ *If no errors are found in your data*
    - ✓ *a progress report or annual evaluation report is sent to your primary contact person*
  - ❑ *If errors are found in your data*
    - ✓ *The submitted data file will be rejected and the organization will receive an error report via e-mail including instructions to correct and resubmit the data within 2 weeks.*
    - ✓ *If no re-submission has been made, the organization will receive a **second and final reminder notice for another two weeks.***
    - ✓ *If the organization doesn't submit the final corrected data file by the submission deadline, the organization will be subjected for **Loss Of Recognition** and be removed from the CDC DPRP Registry.*
    - ✓ *Validations will be re-run on the re-submitted file*
    - ✓ *Once data is error-free, a progress report or annual evaluation report is sent to your primary contact person*
- **Depending on your organization's status, you may receive an invite for a technical assistance call.**

**QUESTIONS???**

# Thank you for participating in the Diabetes Prevention Recognition Program

## The CDC DPRP Team

### Submit questions to [dprpAsk@cdc.gov](mailto:dprpAsk@cdc.gov)

**For more information please contact Centers for Disease Control and Prevention**

1600 Clifton Road NE, Atlanta, GA 30333  
Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348  
E-mail: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov) Web: [www.cdc.gov](http://www.cdc.gov)

*The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.*