

Appendix A: Organizational Capacity Assessment

Introduction

The CDC Diabetes Prevention Recognition Program is a voluntary program for organizations interested in establishing local evidence-based lifestyle change programs for people at high risk for type 2 diabetes. Organizations interested in applying to become a CDC Recognized Diabetes Prevention Program are strongly advised to read the *CDC DPRP Standards and Operating Procedures* and complete this Capacity Assessment, prior to applying for recognition.

Benefits of Completing the Capacity Assessment

Assessing your organization's capacity will identify areas that may need to be enhanced, prior to applying for CDC DPRP recognition, to ensure the organization is able to sustain the program long term. *Sustainable lifestyle change programs are those that have the capacity to implement the lifestyle change program without federal, state, or local government grant dollars long-term. In addition, it is necessary for the organization to have staff with the knowledge, skills, and qualities listed in Appendix C of the DPRP Standards.*

Directions for Completing the Capacity Assessment

1. Refer to the *CDC DPRP-Standards and Operating Procedures* document, available at www.cdc.gov/diabetes/prevention/recognition, when completing this questionnaire.
2. DPRP Standards Reference - indicates the location of the relevant information in the *CDC DPRP Standards and Operating Procedures* document.
3. Organizational capacity assessment questions - read the question and check one box: "yes" "no" or "unsure"
4. Total the number of "yes" "no" and "unsure" responses at the bottom of the questionnaire.
5. Read the recommendations to determine if your organization is ready to apply for CDC DPRP Recognition at this time.

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure
DPRP Standards		Have you and your organization’s leadership read the CDC DPRP Standards and Operating Procedures?			
DPRP Standards		Does your organization agree to comply with each of the CDC DPRP Standards and Operating Procedures?			
Leadership Support		Does your organization’s leadership support submission of this application for CDC DPRP recognition?			
Staff	Appendix C	Does your organization have staff with the knowledge, skills, and qualities listed in Appendix C of the DPRP Standards?			
Staff Training	Pages 5-8: Required curriculum content	Does your organization have a plan for training staff to:			
		1. Deliver an approved lifestyle change program that includes the required content?			
		2. Comply with federal, state, and or local laws governing individual-level identifiable data including laws related to data collection, storage, use and disclosure?			
DPRP Evaluation Data	Pages 16-19: Evaluation data elements	Does your organization have staff with the knowledge, skills, and tools needed to collect and submit the required DPRP Evaluation Data Elements using a comma separated value format to the CDC DPRP every 12 months?			
Eligible Participants	Page 11: Program Eligibility Requirements	Does your organization have access to a large number of individuals at high risk for type 2 diabetes?			
Recruitment and Enrollment	Page 11: Program Eligibility Requirements	Does your organization have the ability to recruit and enroll a sufficient number of eligible individuals to maintain and perpetuate the program?			
Sustainability		Does your organization have a plan to sustain the lifestyle change program without federal, state or local government grant funds long term?			
Total number of boxes check for each column					

Recommendations

For each Capacity Topic with a “No” or “Unsure” consider:

- Working with your organization’s leadership to enhance the Organizational Capacity Topic to enable your organization to check “Yes” to the capacity assessment question.
- Partnering with an existing DPRP recognized organization in your community.