



NATIONAL DIABETES PREVENTION PROGRAM (DPP) APPLICATION

Access online: <https://tinyurl.com/SLCONDPPApplication2022>

The Healthy Living Program at the Salt Lake County Health Department (SLCoHD) works with community organizations, clinics, and worksites to implement the National Diabetes Prevention Program to prevent or delay type 2 diabetes in adults with prediabetes or at risk of developing type 2 diabetes.

Send filled out application to healthpromotion@slco.org

Application Instructions

- All community organizations, clinics, and worksites in Salt Lake County are eligible to apply.
- Priority areas for the Healthy Living Program are Glendale, Rose Park, West Valley, South Salt Lake, Midvale, Kearns, Taylorsville, and Magna.
- Organizations that already have a National DPP CANNOT apply.
- Applications are accepted on a first come, first served basis until funds are exhausted.

Funding Requirements

- Communicate with assigned Healthy Living staff member regularly.
- Complete a "LivingWell Training" to be educated about free community classes offered through the Utah Department of Health and Healthy Aging Program that can benefit your class members and to learn how to refer to these self-management and physical activity programs. Living Well Provider Guide: https://livingwell.utah.gov/docs/bhpguide/BHP_Guide.pdf
- Complete the "Prediabetes and Tobacco Quitline Bi-directional Referral Training" prior to starting your first class.

Organization Information

Name of organization: _____

Organization address: _____

Applicant name, job title, and role in National DPP: _____

Applicant phone number and email: _____

Names, roles, and emails of other staff who will be involved (i.e., Lifestyle coaches, DPP Coordinator):

National Diabetes Prevention Program (DPP) Responsibilities

Class Preparation

1. Read, understand, and follow [CDC Diabetes Prevention Recognition Standards and Operating Procedures](#).
2. Complete [CDC's Capacity Assessment](#) and ensure organization meets requirements.
3. Apply and be accepted for pending recognition by submitting an [application](#) to the CDC.
4. Designate a National DPP Coordinator.
 - a. Role may include submitting data to the CDC, coordinating the program, and coordinating lifestyle coaches.
5. Have chosen staff members become trained as National DPP Lifestyle Coaches.
 - a. SLCoHD will provide information on upcoming lifestyle coach trainings.
6. Sign up only participants to the DPP who meet the CDC Diabetes Prevention Recognition Program's Participant Eligibility requirements (refer to the [CDC Standards and Operating Procedures](#)).
7. Choose a class schedule that will work for staff and participants (day, time, language, frequency, session zero, class mode).
8. Prepare class materials (participant guides, teaching tools, incentives, etc.).
9. If participant referrals will be received from a clinic or healthcare providers, develop a workflow process for bi-directional referral (report back to clinic the patients/participants progress in the class).
10. It is highly *recommended* that organizations:
 - a. Create a sustainability plan to continue DPP after the Agreement ends (www.sustaintool.org).
 - b. Create a written protocol to identify, recruit, and enroll eligible participants
 - c. Create marketing materials.
 - d. Create program budget.

Class Implementation

1. Start offering classes within 6 months of receiving pending status from the CDC
2. Teach all 16 core sessions in months 1-6 and follow curriculum.
3. Teach a minimum of 6 post-core sessions in months 7-12 and follow curriculum
4. Contact absent participants for make-up sessions.

Data Collection and Evaluation

1. Use Compass (data management tool) for data collection and evaluation.
 - a. SLCoHD can provide Compass training and access.
 - b. Create class/workshop in Compass.
 - c. Register participants.
 - i. Complete the Utah NDPP Eligibility Survey for each enrollee.
 - ii. At least 50% of the class must be eligible by self-reported blood test, use the CDC risk test for others or have had gestational diabetes.
 - d. Document participant attendance, body weight, and physical activity minutes at each class session.
2. Give participant check-in survey from SLCoHD at session 16 and send completed surveys back to SLCoHD.
3. Submit evaluation to CDC DPRP every 6 months from "effective date" of application

- a. Organizations will be evaluated for recognition status when a full 12 months of data have been submitted on at least one complete cohort.
- b. At least one class must start every 12 months with no gaps.

Payment

1. The \$3,500 will be paid in two increments:
 - a. The first \$2,500 will be paid once the lifestyle coach training is completed
 - b. The second \$1,000 will be paid after the midpoint of the program.
2. The fee for the National DPP Lifestyle Coach Training will be covered by the SLCoHD for up to a maximum of 3 people. Please contact your assigned Healthy Living staff member to learn how to register your staff member(s) for the training.
3. The funds provided under this Agreement by Salt Lake County are for the start-up costs and support of National DPP activities.
 - a. Funding can be used for costs of the Program such as wages of coordinator and lifestyle coaches, renting space, marketing and advertising, collecting and analyzing participant data, and purchasing teaching materials and supplies, and class activities (i.e., healthy food, fitness, cooking). Funds can be used for participant materials, supplies, incentives, and to address participant barriers (i.e., child-care, elder-care, transportation vouchers, recreation center/gym passes, scholarships for low-income).
 - b. The funds provided must follow the funding restrictions: Incentives cannot exceed \$20.00 per participant for the duration of the yearlong program. Fitbits also are not an allowable expense. Incentives must be directly related to the program curriculum. Funding cannot be used as a long-term funding source and cannot be used for research.
4. The organization agrees to submit a Supplier Vendor form and W-9 form, if they are not already on file, to receive payment contingent upon ongoing federal government funding for this program.
 - a. Please be aware that payment of invoices takes at least 4 weeks to be processed so please plan accordingly.

Salt Lake County Agrees to Provide

1. The organization with \$3,500 to fund start-up costs of the National DPP.
2. The organization with technical assistance and trainings regarding National DPP class preparation, marketing, class implementation, Compass, data collection and evaluation, prediabetes and tobacco bi-directional referrals, best practices, and Living Well.
3. The organization with participant guides, training manuals, and incentives if available.
4. The organization with a DPP program evaluation report based on the check-in survey and Compass data when the DPP program is complete.

Total Amount = \$3,500

By signing below, the organization agrees to complete the funding requirements and responsibilities and submit the required documentation to healthpromotion@slco.org upon approval from SLCoHD staff.

Signature _____ Date _____

Approved by Salt Lake County Health Department _____ Date _____

Resources

1. [CDC/AMA/ADA Prediabetes Risk Test](#)
2. [National Diabetes Prevention Program CDC website](#)
3. [CDC Diabetes Prevention Recognition Standards and Operating Procedures](#)

Definitions

- **National Diabetes Prevention Program (National DPP):** The National DPP is a structured, evidence-based, year-long lifestyle change program to prevent or delay onset of type 2 diabetes in adults with prediabetes or at risk of developing type 2 diabetes. The National DPP lifestyle change program is founded on randomized controlled research studies which showed that making realistic behavior changes helped people with prediabetes lose 5% to 7% of their body weight and reduce their risk of developing type 2 diabetes by 58% (71% for people over 60 years old). The program is group-based, facilitated by a trained lifestyle coach, and uses a CDC approved curriculum. The curriculum supports regular interaction between the lifestyle coach and participants; builds peer support; and focuses on behavior modification through healthy eating, increasing physical activity, and managing stress. The program may be delivered in person, online, via distance learning, or through a combination of these delivery modes.
- **Living Well:** Living Well community health programs aim to reduce and prevent illness and death through healthy lifestyles and self-management. See Living Well Provider Guide (page 1) for program highlights and more information.