



NATIONAL DIABETES PREVENTION PROGRAM (NDPP) APPLICATION

1.0 Introduction

The Healthy Living Team at the Salt Lake County Health Department (SLCoHD) seeks to work with community organizations, clinics, and worksites to implement the National Diabetes Prevention Program. This nationally adopted program has shown success in preventing or delaying type 2 diabetes in adults with prediabetes or who are at higher risk of developing type 2 diabetes. SLCoHD offers a total compensation of \$3,000 for completing the requirements outlined in this application and accompanying contract.

2.0 Program Goals for Organizations

- a. Become set up as a provider of the National Diabetes Prevention Program (NDPP)
- b. Effectively recruit eligible individuals to participate in a yearlong NDPP cohort
- c. Retain participants to complete all classes and benchmarks of the program
- d. Build a sustainability plan to continue providing the NDPP on an ongoing basis

3.0 Eligibility

- a. All community organizations, clinics, and worksites in Salt Lake County are eligible to apply.
- b. Priority areas for the Healthy Living Program are Glendale, Rose Park, West Valley, South Salt Lake, Midvale, Kearns, Taylorsville, and Magna.
- c. Organizations that already have a NDPP or who have received funding for the program through SLCoHD previously CANNOT apply for funding, but may request technical support, if needed.
- d. Applications are accepted on a first come, first served basis until funds are exhausted.

4.0 Funding Requirements

- a. Communicate with assigned Healthy Living staff member regularly.
- b. Complete a "Living Well" training to be educated about free community classes offered through the Utah Department of Health & Human Services. Learn how to refer to these self-management and physical activity programs to class members.
Living Well Provider Guide: https://livingwell.utah.gov/docs/bhpguide/BHP_Guide.pdf
- c. Complete training on how to refer to the Tobacco Quitline prior to starting your first class.
- d. While payments will be made at different benchmarks of NDPP preparation and implementation, providers are required to complete all components outlined in this application.
- e. Applicants must complete the requirements of this application within a reasonable timeframe from acceptance, including meeting all timelines outlined herein.



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Organization Information:

Organization

Name of Organization: _____

Organization Address: _____

Applicant

Applicant Name: _____

Applicant Job Title and Role in Projects: _____

Applicant Phone Number: _____

Applicant Email: _____

Additional Staff Involved (i.e., Lifestyle coaches, DPP Coordinator, etc.):

Name: _____

Role: _____

Email: _____

Phone: _____

Name: _____

Role: _____

Email: _____

Phone: _____

Name: _____

Role: _____

Email: _____

Phone: _____

Send completed application to: healthpromotion@slco.org

National Diabetes Prevention Program (DPP) Responsibilities:

I. Class Preparation

Complete within 3-6 months of application acceptance

1. Read, understand, and follow the Centers for Disease Control and Prevention ([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.

II. 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.

III. 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. Adhere to the CDC eligibility requirements for NDPP participants.
 - 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 Diabetes Prevention Recognition Program (DPRP) every 6 months from “effective date” of application.
 - e. Organizations will be evaluated for recognition status when a full 12 months of data have been submitted on at least one complete cohort.
 - f. At least one class must start every 12 months with no gaps.
4. The organization agrees to allow SLCoHD access to the organization’s Compass National DPP data.
 - g. The organization agrees to add SLCoHD as Program Coordinators in Compass for all DPP classes.

IV. Payment

1. Funding is only available for the first year of NDPP.
2. The total funding of \$3,000 will be paid in three increments:
 - a. The first \$500 will be paid once the lifestyle coach training is completed.
 - b. \$1,500 will be paid after a NDPP cohort has begun and session one is complete.
 - c. The last \$1,000 will be paid after the midpoint of the program.
3. 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. Organizations and individuals who fail to attend the arranged Lifestyle Coach training after payment from SLCoHD is processed will need to either reimburse SLCoHD for registration cost paid on their behalf or make other arrangements to complete the Lifestyle Coach Training at their own cost.
4. 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 \$25.00 per participant for the duration of the yearlong program. Incentives must be related to the program curriculum. Funding cannot be used as a long-term funding source and cannot be used for research.
5. The organization agrees to register as a vendor in the Salt Lake County PaymentWorks system if a supplier has not already been established.
 - a. Please be aware that payment of invoices takes at least 4 weeks to be processed so please plan accordingly.

V. Salt Lake County Agrees to Provide

1. The organization with \$3,000 to fund start-up costs of the National DPP; a one-time funding to help with set up and the first year of NDPP.
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.

VI. Resources

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

VII. Definitions

1. **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.
2. **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.