

LIVE *YOUR* BEST SD



IMPLEMENTATION GUIDE

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INTRODUCTION

The National Diabetes Prevention Program—or National DPP—was created in 2010 to address the increasing burden of prediabetes and type 2 diabetes in the United States. This national effort created partnerships between public and private organizations to offer evidence-based, cost-effective interventions that help prevent type 2 diabetes in communities across the United States. Because of this evidence, the National DPP is recognized and promoted by the Centers for Disease and Control and Prevention (CDC).

The [Live Your Best SD](#) website is an online delivery platform developed specifically for South Dakota Diabetes Prevention Programs to deliver the evidence-based National DPP curriculum virtually to South Dakotans with prediabetes. Programs that follow the CDC curriculum (or have received special approval for modified curriculums including [Live Your Best SD](#)), track participants' progress, and have outcomes comparable to those in the original trial are eligible to apply for and obtain recognition by the CDC, through the [Diabetes Prevention Recognition Program \(DPRP\)](#). Programs that have achieved pending, preliminary, or full CDC recognition will be listed on the CDC National DPP online registry and potentially receive reimbursement from payers.

One key feature of the National DPP is that it is an evidence-based program focusing on healthy eating and physical activity which showed that people with prediabetes who take part in a structured lifestyle change program can cut their risk of developing type 2 diabetes by 58% (71% for people over 60 years old).

The National DPP is an ADAPTABLE program where groups/communities can collaborate together on ideas to overcome challenges/barriers in improving their health together. The program can be offered either in person or online, making it more accessible. Some have a cost, many are free. This Implementation Plan is a comprehensive guide for how to develop and deliver your virtual DPP and become recognized by CDC. This guide has been designed to be useful for all types of organizations and from different stages, so please feel free to skip around and use each resource to meet your organizational needs.

COMPREHENSIVE PREDIABETES AND NATIONAL DPP TRAINING MODULE

South Dakota's PROF (Program Resource Online Facilitator) is a tool for healthcare providers and students to learn about the SD Department of Health programs. Within this tool, users can learn about prediabetes, screening and referral tools, and resources for both patients and healthcare providers, including information about the National DPP. The module is designed to inform users about prediabetes to better assist patients to prevent type 2 diabetes.

INSTRUCTIONS:

- Visit www.dohprofsd.org and click on "**MY TRAINING**" in the vertical bar to the left.
- For first time users, click "**CREATE AN ACCOUNT.**"
- Enter required account details and create a password.
- Click "**CREATE ACCOUNT AND LOG IN.**"

- Select Prediabetes and the National Diabetes Prevention Program under “**MY TRAINING MODULES**” to begin.
- View the training in a window large enough to see all the vertical bars on the left and right.
- Use the **BACK**, **REPLAY**, and **NEXT** buttons at the bottom of the lesson screen to navigate. Avoid using the browser’s **BACK** arrow.
- Problems? Click on the help button located on the “**MY TRAINING**” page.

PROGRAM OVERVIEW

[Live Your Best SD](#) is a comprehensive virtual program created by a team of health professionals combining decades of practical experience with the latest research and technology. The [Live Your Best SD](#) virtual program allows for online learning of the evidence-based, CDC-recognized diabetes prevention lifestyle change program that includes the education, support, and tools necessary for lasting change. It is designed to empower each participant to lower his or her risk of diabetes by utilizing a flexible, user-friendly environment. The program duration is one year and includes sixteen weekly lessons followed by monthly lessons for the remainder of the year. In between the weekly lessons, there are uploaded activities and tools to increase participant engagement. The program is intended to be delivered 100% virtually, however it can also be delivered as a supplemental tool to in-person, distance learning, or combination delivery. Contact kayla.magee@sd.us for more information.

While the foundation of the nutrition component of the National DPP is [MyPlate](#), participants will also learn about the macro and micronutrients in food. They will be taught the skills needed to develop basic menus, cook, eat at restaurants, grocery shop and avoid the pitfalls associated with fad diet and nutrition trends.

The activity portion of the program is designed to accommodate all fitness levels. The program focuses on total minutes of activity. However, participants will learn how to incorporate cardiovascular exercise, strength training, flexibility and stability exercises into their activity routine.

The program also provides tools to overcome many of the common behavioral barriers to long-term wellness. These tools include ways to avoid overeating, cope with stress, set goals, manage sleep, become more mindful, and problem solve.

PROGRAM GOALS

- **WEIGHT LOSS:** Coaches will work with participants to create a personalized weight loss goal that will reduce their risk of type 2 diabetes and be a minimum 5-7% weight loss in one year.
- **EXERCISE:** Each coach will work with participants to create a personalized activity plan with a goal of having each participant be active for 150 minutes each week.
 - o Setting goals gives the participant perspective that guides their decision-making and measures their success.
 - o Goals should be SMART (Specific, Measurable, Attainable (Action-Orientated), Relevant, and Time-Bound (or Trackable).
 - **FOR EXAMPLE,** I will walk _____ [insert number] minutes a day, _____ [insert number] day(s) a week for the next _____ [insert number] week(s).

VIRTUAL DELIVERY FOR COACHES AND PARTICIPANTS

- **LIFESTYLE COACHES:** Lifestyle coaches have access to the mobile app and website to support their group of participants. Coaches can send individual messaging and feedback on uploads to participants. Coaches also provide education on health choices and behavior. Coaches are encouraged to provide a 10-minute initial call with each participant. Demonstration on how to access the app and website is provided.
- **PARTICIPANTS:** Participants also have access to the mobile app and website where they can watch short videos for each lesson (approximately 15 minutes) and received personalized guidance, feedback, and support from their coach. There is also a community forum where participants can receive additional support, tips, motivation and information.

PROGRAM TRACKING

Tracking food and beverage consumption, exercise, and weight loss is a vital part of the program. Studies show tracking helps participants achieve weight loss. Tracking also helps coaches and participants identify issues and what is and isn't working. All tracking will appear on a timeline on the mobile app and website.

- **TRACKING WEIGHT:** Participants will track their weight throughout the program.
 - Participants will track their weight weekly on the mobile app or website.
 - The app will remind participants to weight each week and will calculate a goal weight.
- **TRACKING FOOD & BEVERAGES:** Participants will track all food and drink consumed during the program.
 - Participants are encouraged to track everything they eat & drink.
 - Participants are also encouraged to track hunger and mood before meals.
 - Demonstrations on how to track activity on the website and app are provided.
- **TRACKING ACTIVITY:** Tracking physical activity helps participants calculate their weekly activity goals.
 - Participants are encouraged to track activity to help reach 150-minutes per week goal and understand the importance of creating a balanced activity plan. Participants can track their activity with a separate cellphone application if they choose. Some wearable devices can also be connected to the app.
 - Demonstrations on how to track activity on the website and app are provided.
- **TRACKING STRESS, SLEEP AND ENERGY:** Additional tracking will help participants understand how stress, sleep, and energy affect their mood and health.
 - Coaches will explain the role sleep and stress play in wellness.
 - Participants may also track energy to identify positive change.
 - Demonstrations on how to track Stress, Sleep and Energy on the website and app are provided.
- **GRAPHS:** Graphs depicting participant progress on tracking are available on the app the website.
 - Demonstrations on how to access the graphs on the website and app are provided.

LESSONS

- Lessons will be provided via video to participants
- One lesson each week - first 16 weeks
- One lesson monthly for remainder of the program

- A PDF attachment is provided with lesson
- Demonstrations on how to play lessons and access PDFs on the website and app are provided

COMMUNITY

- Participants will have access to a Virtual Group of Peers where they can share ideas and learn from each other through discussion and peer support.
- Suggested guidelines for community groups are provided
- Demonstrations on how to access community boards on the website and app are provided

SKILL BUILDING

- Hands-on activities for participants may be assigned by the coach
- One activity might be a participant/coach agreement

LIVE YOUR BEST SD LEARNING MODULES

The Live Your Best SD platform includes 26 learning modules that will be delivered weekly for the first 16 weeks and then monthly.

LIVE YOUR BEST SD

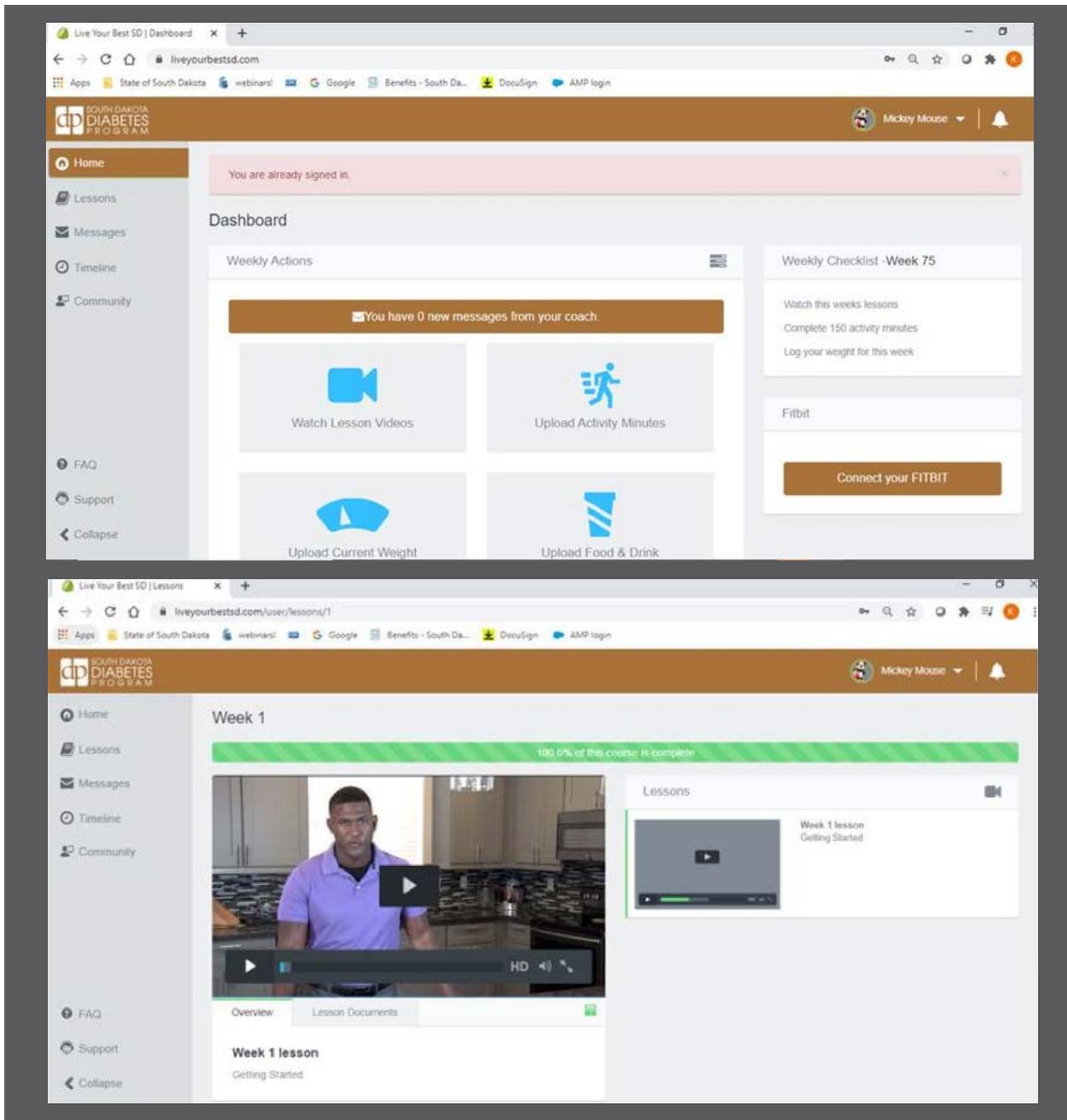
Example Curriculum Timeline

Core Phase

MONTH 1	MONTH 2	MONTH 3	MONTH 4
Lessons Covered: 1. Introduction 2. My Plate 3. Mindful Eating 4. Physical Activity	Lessons Covered: 5. Diet Trends and Myths 6. Social Support 7. Carbohydrates, Protein, Fats 8. Problem Solving	Lessons Covered: 9. Grocery Shopping 10. Triggers & Cues 11. Whole Foods 12. Self-Talk	Lessons Covered: 13. Satisfying Your Craving 14. Stress 15. Convenience Foods 16. Eating Out

Post-Core Phase

MONTH 5 Lessons Covered: 17. Sleep 18. Adding a Variety to Exercise	MONTH 6 Lessons Covered: 19. Plant-Based Eating	MONTH 7 Lessons Covered: 20. Cooking 101	MONTH 8 Lessons Covered: 21. Health Holiday Eating
MONTH 9 Lessons Covered: 22. Recipe Modification	MONTH 10 Lessons Covered: 23. Hydration	MONTH 11 Lessons Covered: 24. Functional Foods	MONTH 12 Lessons Covered: 25. Preventing Relapse 26. Preparing for the Future



PROGRAM RECRUITMENT & REFERRALS

Recruitment and retention are key to the success and sustainability of the National DPP. There are several ways organizations can recruit participants, which include targeted outreach and advertising, referrals from healthcare providers and community-based organizations (churches, schools, etc.), and partnering with either a health system, employer, or other organization to facilitate screening and recruitment. Program referrals can increase by also having your organization listed on local databases, such as the [211 Helpline Center](#) or [UndotheRisk](#).

CONNECTING WITH PROVIDERS

In addition to advertising and promoting the National DPP to prospective participants, it is also important for programs to connect with primary care providers. There are different ways to connect with and promote the National DPP to providers, including:

- Presenting at grand rounds or during a staff meeting
- Connecting individually with providers to educate them about the National DPP and upcoming cohorts
- Sending a letter or other print materials to providers about the National DPP
- Providing diabetes risk tests to providers to display in their clinic

For a National DPP to successfully recruit participants, the program not only needs to advertise and promote the program to prospective participants, but also work with providers to identify prospective participants based on data from Electronic Health Records (EHR). National DPPs and primary care clinics can utilize EHR data to identify patients with prediabetes, overweight or other cardiometabolic measures. After identifying prospective participants, the program can work with providers to connect with the prospective participants to promote the National DPP. Promotion of the program can be done through an introductory letter or phone call. It is important for the provider's name to be included and referenced when reaching out to prospective participants as many individuals respect their provider's advice.

Although it is not required to promote a National DPP to providers, connecting with providers and identifying provider champions can help with program recruitment. Additionally, identifying prospective participants via EHR data can also help a program to identify qualified participants.

PREDIABETES AWARENESS

Diabetes prevention starts with awareness. An alarming 1 in 3 American adults has prediabetes and 80% of them don't know they have it! The South Dakota and National Prediabetes Awareness Campaigns have resources, images, media posts, posters, etc. to help programs bring more awareness around prediabetes. These campaigns lead individuals to websites where they can take the Risk Test, understand their risk, and receive information on next steps to prevent diabetes.

- **NATIONAL CAMPAIGN:** <https://doihaveprediabetes.org/prediabetes-education-materials/>
- **SOUTH DAKOTA CAMPAIGN:** <https://www.undotherisk.com/campaigns>

RECRUITMENT CAMPAIGN

The SD Diabetes Prevention and Control Program ([Undo the Risk campaign](#)) and the Ad Council (<https://doihaveprediabetes.org/>), sponsored by the American Medical Association and Centers for Disease Control and Prevention, have made it a priority to communicate to the general population about prediabetes through type 2 diabetes prevention ad campaigns. Organizations can use the resources available through these organizations or create their own recruitment campaign.

To create awareness, screen, and register participants, organizations can:

- Use customized awareness messaging to be specific to an audience and/or an organization.
- Host onsite health fairs, lunch and learns, or site visits
- Host online presentations to wellness teams and participants
- Disseminate a messaging campaign
 - o Recommend at least 3 messages over 1-2 weeks can use serious, comical, and thought-provoking videos.
- Utilize social media toolkit to promote the National DPP (separate document)

The following messages are examples you can use to help recruit participants over the 4-6 weeks that you choose to advertise or recruit for your program. Each weekly announcement is aimed at building awareness and interest in the program. While you are not required to advertise and recruit, the more information you share, the more interest you will garner for the program. The following examples can be used as is, or be tailored to meet the needs of your community.

For more ideas on promoting via social media and online, see our [Social Media Marketing Toolkit](#).

WEEK #1 - PREDIABETES AWARENESS

WEEK OF _____ [INSERT DATE]

Diabetes prevention starts with awareness. Over 86 million or 33% of American adults are diagnosed with prediabetes, but 9 out of 10 individuals are not aware of it.

In week one, an organization should launch a customized awareness campaign and include three (3) unique campaign messages to include. In addition to the awareness campaign, here are some additional ideas to utilize when promoting the National DPP and an upcoming program:

- **CUSTOMIZED AWARENESS MESSAGING AND COLLATERAL.** Create a custom flyer to share within organizations and with healthcare partners in the area about the upcoming program with dates, qualifications, and contact information.
- **ON-SITE** health fairs, lunch and learns, and site visits.
- **ONLINE PRESENTATIONS** to wellness teams and prospective participants.
- **MESSAGING CAMPAIGNS.** Utilize National and South Dakota Prediabetes Awareness Campaigns to help identify participants, assist in the program campaign and conduct additional program presentations for prospective participants.

MESSAGE OPTION #1: UNDO THE RISK

SOME THINGS YOU CAN'T TAKE BACK, PREDIABETES YOU CAN.

- Some things you can't undo like a first impression, a mis-spelled tattoo, an accidentally reply-all email or being busted by your kid, but prediabetes you can. Take the quiz at www.undotherisk.com.
- It's important to know where you stand, because with early diagnosis, prediabetes can often be reversed. How do you undo the risk? By joining a CDC-led National Diabetes Prevention Program. Take the risk test to know where you stand. www.undotherisk.com.
- Prediabetes means a person's blood glucose (sugar) level is higher than normal, but not high enough yet for a diagnosis of type 2 diabetes. If left untreated, prediabetes can progress into type 2 diabetes. Undo your risk by visiting www.undotherisk.com.

CTRL+CLICK ON IMAGES FOR VIDEO





MESSAGE OPTION #2: SIMPLE QUALIFICATION TEST

SOME THINGS YOU CAN'T TAKE BACK, PREDIABETES YOU CAN.

- The numbers don't lie—2 out of 3 American adults are overweight. As many as 70% of adults in the U.S. are classified as overweight by the CDC. Overweight and obesity lead to a number of chronic disease ailments like diabetes, heart disease, cardiovascular issues, etc. We encourage all individuals to be aware of their health and take action to protect your health. Seek professional assistance.

CTRL+CLICK ON IMAGE FOR VIDEO



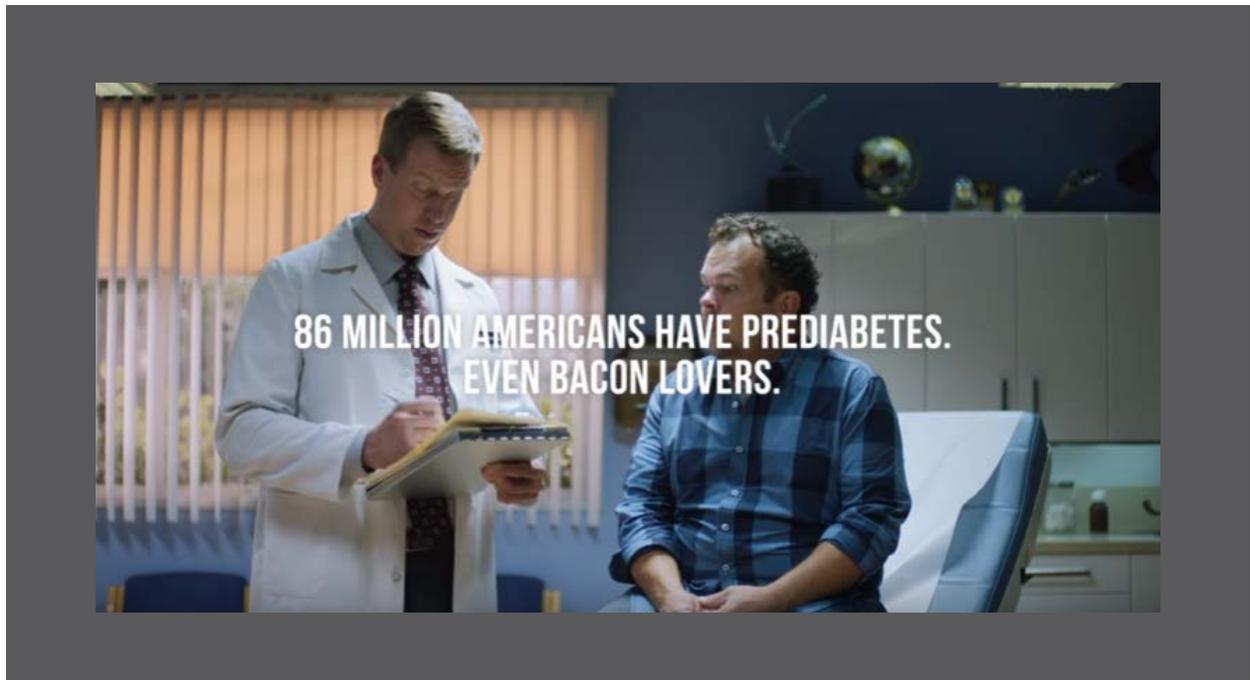
- With a little exercise and a change in diet, weight loss and weight management often can be controlled. Let's face it, there are millions of reasons why we don't find the time to make healthy lifestyle choices. Kids, jobs, cat videos on the Internet – we're busy. But whatever your reason, overweight health issues like prediabetes is real. So, speak with **OUR WELLNESS COMMITTEE** and realize your options.
- STAY TUNED! More information on a free online nutritional program that aligns each participant with their personal Lifestyle Coach for daily and weekly guidance and support. More information on [\(your DPP Program Name\)](#) will be coming next week.

MESSAGE OPTION #3: UNAWARE ADULT

ARE YOU A BACON LOVER? KNOW WHERE YOU STAND.

- The numbers don't lie—1 in 3 American adults has prediabetes. As over 33% of **INDIVIDUALS** in the U.S. are classified as prediabetes but the CDC predicts only 10% of those classified with prediabetes are aware of it. We encourage all **INDIVIDUALS** to complete a health screening assessment to check for prediabetes.

CTRL+CLICK ON IMAGE FOR VIDEO



- With a little exercise and a change in diet, it often can be reversed. Let's face it, there are millions of reasons why we don't find the time to make healthy lifestyle choices. Kids, jobs, cat videos on the Internet – we're busy. But whatever your reason, prediabetes is real. So, find out if you have prediabetes by taking the test now. You won't regret it.
- STAY TUNED! More information on a free Diabetes Prevention Program through [\(your DPP Program Name\)](#) will be coming sent next week. "

MESSAGE OPTION #4: PEOPLE YOU KNOW

1 IN 3 ADULTS HAS PREDIABETES, COULD BE YOU.

- 1 in 3 American adults has prediabetes, that means it could be you, your favorite sibling, or your other sibling. Or you, your barber, or your barber's barber. Or you - well, you get the picture. It's time to take the risk test to know where you stand.
- It's real. It's common. And most importantly, it's reversible. You CAN prevent or delay prediabetes from developing to type 2 diabetes with simple, proven lifestyle changes.

CTRL+CLICK ON IMAGE FOR VIDEO

**1 IN 3 ADULTS
HAS PREDIABETES.
COULD BE YOU,
YOUR DOG WALKER,
YOUR CAT JOGGER.**

**WITH EARLY DIAGNOSIS,
PREDIABETES CAN BE REVERSED.
TAKE THE RISK TEST.**

DoIHavePrediabetes.org

ad AMA CDC

- Don't let the "pre" fool you - prediabetes is a serious health condition where blood sugar levels are higher than normal, but not high enough yet to be diagnosed as diabetes. Prediabetes puts you at increased risk for developing type 2 diabetes, heart disease, and stroke. Prediabetes = PreVENTdiabetes
- The best time to prevent diabetes is NOW! More information on a free online program that aligns you with your own personal Lifestyle Coach for daily and weekly guidance and support through [Live Your Best SD](#) will be coming next week.

WEEK #2 - LIVE YOUR BEST OPPORTUNITY

WEEK OF _____ [INSERT DATE]

[Live Your Best SD](#) provides the National Diabetes Prevention Program (DPP). The DPP is the CDC's program for those that are at risk of developing type 2 diabetes.

Our mission is to help those with prediabetes lower their risk of getting type 2 diabetes. Our program goals include at least a 5-7% bodyweight loss and 150 minutes of activity each week. To make these goals attainable, we provide education, support and a simple, but engaging program.

[Live Your Best SD](#) is a 12-month program that is delivered virtually via your mobile phone or computer.

[Live Your Best SD](#) is a private secure experience that takes about 30+ minutes per lesson and includes:

- 26 video lessons via mobile phone or computer over 12 months
 - o Weekly lessons for initial 4 months followed by monthly lessons
 - o Unlimited Lifestyle Coach engagement for 12 months
 - o Participants can view weekly video lessons at their convenience
- Online community to share experience with individuals in your group
- Lifestyle Coach to lead your program and give you personal feedback throughout the 12-month program
- Meal photo-journaling, activity tracking, recording parameters for Lifestyle Coach customized feedback regarding your progress.

Stay tuned for more Information on how you can join **THIS PROGRAM**. In the meantime, try an online prediabetes assessment to see if you are at risk.

CDC Prediabetes Screening Test: www.undotherisk.com

WEEKS #3 AND 4 - PARTICIPANT OPPORTUNITY AND QUALIFICATION PROCESS

WEEK OF _____ [INSERT DATE]

- Participant eligibility messaging and how to qualify
- Continue to qualify participants with commitment link/form
- Candidates authorize commitment letter for acceptance

NOTE: The following is a sample letter that can be used by various organizations, including employers, insurance providers, etc. Consider changing the language as needed to better connect with your target audience.

Dear _____,

THE WELLNESS COMMITTEES are evaluating the [Live Your Best SD](#) Program and will be offering the program to the first 20 that qualify. The 12-month program will start in _____ and each week a new lesson will be available online for the participant to view.

To qualify, **INDIVIDUALS** must complete the online health screening assessment by _____. This is a private 1-minute online assessment to gauge your risk of prediabetes. If your online assessment reports positive for potential prediabetes you will be provided an opportunity to confirm risk via blood work. Online private assessment link: www.undotherisk.com

The **WELLNESS COMMITTEE** will contact each prospective participant who qualifies and discuss the program details and objectives for each participant. The first 20 that qualify will be enrolled in the initial program. The program will begin in late March and has a value of **\$550 PER PERSON. NO CHARGE TO EMPLOYEES.**

An estimated **40%+ OF INDIVIDUALS** should qualify for the program so please act quickly if interested. After a successful evaluation, the **WELLNESS COMMITTEE** will decide to open the program up for all **INDIVIDUALS** who are interested later in **MONTH/DATE.**

Type 2 diabetes is a terrible disease that can be prevented if you act before it's too late. Take steps now before it affects you and your family. A majority of the participants in this program succeed and reduce their blood-work levels to normal levels.

DPP QUALIFYING PROCESS OPTIONS

WELLNESS COMMITTEE have decided to have **PROSPECTIVE PARTICIPANTS** qualify initially through the online health assessment link: www.undotherisk.com

If **PROSPECTIVE PARTICIPANTS** already have blood work confirming prediabetes levels, they immediately qualify for the readiness assessment interview.

If a **PROSPECTIVE PARTICIPANT** has a positive assessment score for prediabetes they will then be offered a readiness interview. During the interview, prospective participants will be asked if they have blood work from a primary care provider. Those with blood work will qualify first but not necessary.

1. ONLINE SELF-ASSESSMENT PREDIABETES SCREENING

- **CDC PREDIABETES SCREENING TEST:** www.undotherisk.com
 - o Score of 5 or greater (indicates that the prospective participant is at high risk for having prediabetes).

2. _____ PROVIDED OR PERSONAL BIOMETRIC SCREENING RESULTS ACCEPTED

- Prospective participants can use their personal Primary Care Provider's bloodwork if available.
Immediate qualification if:
 - o A1C
 - 5.7-6.4
 - o Fasting Glucose Tolerance Test (GTT)
 - Fasting - 100 - 125
 - o Oral Glucose Tolerance Test (OGTT)
 - Non-fasting - 140 - 199
 - o Previous diagnosis of Gestational diabetes

READINESS INTERVIEWS AND VIDEO

Once the participant has been confirmed as qualifying for the program, you will proceed with the following process to onboard the individual into the [Live Your Best SD](#) virtual program.

1. Contact candidate via email and request time to speak about [Live Your Best SD](#) program.
2. Speak with candidate and describe details of program and what candidate can expect
3. Speak about program objectives and goals
 - a. 12-month engagement
 - b. 5-7% bodyweight loss during program
4. Discuss participant **READINESS** for behavior change program

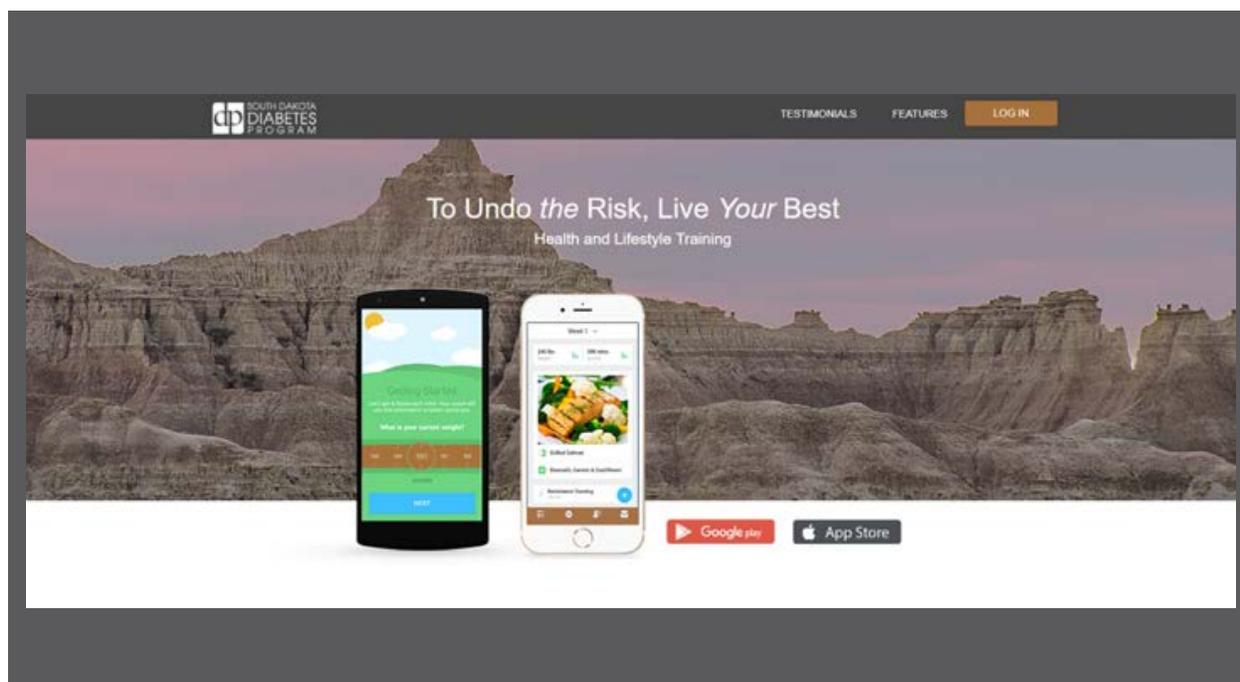
Check out [this video](#) which can viewed by potential participants to learn about the program. At the end of the video, there is an opportunity to sign a commitment letter, which have been shown to increase participant success with the program.

WEEK #5 - PROGRAM BEGINS DEPLOYMENT

WEEK OF _____ [INSERT DATE]

- Participants registration begins on Monday, _____ (first day of the week)
- Email registration list to Kayla Magee kayla.magee@state.sd.us at least 1 week prior to the start of your online National DPP cohort.
- Additional start date will be offered in _____ (next cohort start date for those not quite ready)

Candidates authorize commitment letter for acceptance.



1. New program participants begin on Monday. Each new program participant is added to a cohort of approximately 30 people. These 30 people will also be members of the same community group in which they can support one another throughout the program.
2. An automated email with login information for the [Live Your Best SD](#) virtual DPP classroom will be sent to all new cohort participants. New participants are offered phone and email support to assist with the login process on either our smartphone app or our web-based platform.
3. Each Monday, every DPP class participant will be emailed an update of their new class available to watch in the virtual classroom. They will have all week to watch the lesson. New lessons are available on Mondays and they will have the opportunity to watch previous lessons as well. Participants will also be able to share and support each other through the community board while coaches provide continual motivation and feedback on progress.
4. Each Monday, those participants that have not engaged from a previous week's lesson will receive a follow-up message or phone call from the Coach to encourage continued participation and success.
5. Coaches are also encouraged to have active communication with each participant, providing feedback on their tracking of food and weight.

LIFESTYLE COACH TRAINING

Training entities that provide formal training to a CDC-approved curriculum are listed on the following resource, [Training for your Lifestyle Coaches](#). These entities are not officially endorsed by CDC; however, they sign a Memorandum of Understanding (MOU) agreeing to train to a CDC-approved curriculum and to provide training nationally or regionally to organizations recognized by CDC. These entities further agree to provide quality training aligned with the 2018 DPRP Standards, which should help ensure competent Lifestyle Coaches.

Individuals eligible to be Lifestyle Coaches must have been formally trained to a CDC-approved curriculum for a minimum of 12 hours, or approximately two days; by one of the following:

1. a training entity listed on the CDC website,
2. a private organization with a national network of CDC-recognized program sites,
3. a CDC-recognized virtual organization with national reach, or
4. a master trainer, as designated by the CDC-recognized program who has delivered the lifestyle change program for at least one year and has completed a Master Trainer program offered by a training entity on the CDC website. (In South Dakota, a few organizations employ master trainers for the National DPP).

While Lifestyle Coaches may have credentials (e.g., RDN, RN), credentials are not required. Community health workers and lay people can be effective coaches as well.

The South Dakota Diabetes Prevention and Control Program has opportunities for SD Organizations looking to train their staff to be lifestyle coaches for the National DPP. To receive more information on the Virtual Lifestyle Coach Training email Kayla Magee, Diabetes Program Coordinator kayla.magee@state.sd.us.

- [Training Information from CDC website](#)
- [Diabetes Training and Technical Assistance Center \(DTTAC\)](#)

LIFESTYLE COACH FIDELITY

Fidelity refers to how closely Lifestyle Coaches (Leaders/Facilitators) follow and deliver the curriculum as intended by the program-developers, including consistency of delivery and program timing. The National DPP is a research-based model, which means that the effectiveness has been measured and the results can be replicated if the program is delivered in a consistent manner.

The [Live Your Best SD](#) Program Administrator will provide Lifestyle Coach fidelity checks and include adherence to these key elements:

- Programs offered as designed include:
 - o Weekly video lessons offered over sixteen weeks (core); thereafter at least six one-hour lessons offered over six months (post core).

- o Following the curriculum consistently
- o Avoid adding additional topics or outside materials prior to covering the core or post core curriculum for the lessons.
- Avoid offering medical or alternative health advice
- Effective use of key program elements including problem solving, brainstorming, and action planning.
- Lifestyle Coaches must facilitate at least one class group discussion within the community for each curriculum lesson.
- Lifestyle Coaches will have regular live interaction: in person, telephone, or teleconference (example: Skype or Face Time). Coach interaction does not have to be 1:1. Text/emails do not count as live interaction.
- Lifestyle Coaches will be prompt to respond to participant's questions, food logs, and other requests within the platform.
- Per CDC requirements attendance for participants needs to be documented. "Attendance" is met when participants are completing each lesson's:
 - o Video module
 - o Weight log (See Appendix F in the CDC Diabetes Prevention and Recognition Program for instructions)
 - o Physical activity minute log
- To input participants qualification status (Glucose Test, Gestational Diabetes or Risk Test), this information will need to be submitted to the Program Administrator of the cohort, so information can be compiled for organization's 6-month CDC data submission.

OBTAINING CDC RECOGNITION

To ensure high quality, CDC recognizes lifestyle change programs that meet certain [standards](#) and show they can achieve results. These standards include following an approved curriculum, facilitation by a trained lifestyle coach, and submitting data every 6 months to show that the program is having an impact.

CDC welcomes all organizations with the capacity to deliver a yearlong lifestyle change program and meet the DPRP Standards to apply for recognition. To apply for recognition, an organization should complete the online application at https://nccd.cdc.gov/DDT_DPRP/ApplicationForm.aspx.

Before an organization applies, leadership and staff should read the Diabetes Prevention Recognition Program (DPRP) Standards and Operating Procedures that describe the quality data measures CDC-recognized organizations are expected to collect and submit to CDC for purposes of achieving CDC recognition. The DPRP Standards also explain how an organization may apply for, earn, and maintain CDC recognition.

The DPRP Standards also contains a capacity assessment. This is a list of questions designed to help an organization determine its readiness to deliver the CDC-recognized lifestyle change program. All organizations are strongly encouraged to complete this assessment, found here: <https://nationaldppcsc.cdc.gov/s/article/Organizational-Capacity-Assessment-1525311979894>.

An organization can begin offering classes immediately upon approval of their application.

For more information about obtaining CDC recognition, contact the National Diabetes Prevention Program Customer Service Center: <https://nationaldppcsc.cdc.gov/s/>

CATEGORIES OF RECOGNITION

CDCs DPRP awards three categories of recognition: pending, preliminary, and full recognition.

PENDING RECOGNITION

To begin the process, an organization must submit an application to the DPRP. When the DPRP determines that the organization has met the requirements outlined in the DPRP Standards as:

1. Application for recognition
2. Lifestyle curriculum
3. Intervention duration
4. Intervention intensity

The DPRP will assign an approval date, an effective date, and award pending recognition to organizations meeting these requirements.

PRELIMINARY RECOGNITION

Preliminary or full recognition is required to become a Medicare DPP supplier. CDC-recognized organizations will be evaluated for preliminary recognition only at the time of required data submissions. To be evaluated for preliminary recognition, CDC-recognized organizations must have submitted a full 12 months of data on at least one completed cohort. A completed cohort is a set of at least five participants that entered into the lifestyle change program that has a fixed first and last session and runs for 12 months.

FULL RECOGNITION

Full recognition is the highest level of recognition that can be achieved by a CDC-recognized organization. It means that all DPRP Standards requirements have been met.

CDC-recognized organizations will be evaluated for full recognition only at the time of required data submissions. To be evaluated for full recognition, recognized organizations must have submitted a full 12 months of data on at least one completed cohort. Full recognition is required to remain a Medicare DPP supplier after the 24 months of preliminary recognition expires.

For more information about full recognition, contact the National Diabetes Prevention Program Customer Service Center: <https://nationaldppcsc.cdc.gov/s/>

RECOGNITION APPLICATION

Online DPRP pending recognition process:

- Online DPRP registration process: On the application, the CDC asks for the curriculum to be uploaded with the application (<https://nccd.cdc.gov/DDTDPRP/applicationForm.aspx>). Contact Kayla Magee (kayla.magee@state.sd.us) for pdfs of the curriculum.
- Explain that you will be utilizing the HALT DPP curriculum.
- CDC will contact you and establish a time to discuss how you will deliver the program online.

QUESTIONS YOU MAY BE ASKED BY THE CDC ONLINE DPRP RECOGNITION:

- **Q: Will participants use an app only to access your diabetes prevention program? If so, will the app be available in iOS, Android or both?**
A: Both
- **Q: Will participants use a desktop only to access your diabetes prevention program?**
A: Participants can access the program either through an app, tablet, or website.
- **Q: Please further describe the time participants will be active in the platform.**
A: Participants engage for 60+ minutes per week in a variety of methods including online video curriculum, lesson plans, lifestyle coach engagement, lifestyle coach messaging, meal, activity, weight tracking, libraries of content to complement lifestyle coach messaging in both document and video, online community, etc.
- **Q: What is the participant to coach ratio?**
A: Organizations can determine how many coaches they want to have for participants, however, on this platform an experienced coach can handle up to 150 DPP participants within approximately 4 hours per day.
- **Q: What is the frequency of coach interaction?**
A: The expectation at the start of the program is that coaches will have at least one contact with each participant per week and ensure that participants are meeting the weekly requirements, food logging, and community interaction.
- **Q: What mechanism/mode is used for coach interaction? (e-mail, webinar, phone call, text)**
A: Live Your Best SD platform (HALT), mobile apps and content, and other modalities as each organization chooses
- **Q: Are modules unlocked weekly or do participants have access to all content upon enrollment?**
A: Modules are released per the CDC guidelines (weekly for 16 weeks and then monthly)
- **Q: Do participants have access to modules once the week has passed?**
A: Yes, participants have access to all previous lesson plans and videos.
- **Q: Can participants skip modules?**
A: If participants do not engage in any particular week, the account is flagged and the coach can message the participant regarding making-up a missed session. If multiple sessions are missed the coach can message the participant the correct session make-up guidelines (1 per week).
- **Q: Do individual modules require participant input to complete the module?**
A: It requires participant engagement and review of complete module or the module is flagged as incomplete in coaching dashboard.
- **Q: How do you track participant engagement within each module?**
A: Complete video lesson module being watched, lesson plan engagement, and engagement with the lifestyle coach (messaging, activity tracking, weight tracking, optional meal, stress, sleep and hydration tracking)
- **Q: Does the module include additional content outside the CDC-approved curriculum (e.g. videos, webinars, resources, recipes, articles)?**
A: A library of documents and short videos are available or you can upload your own to share in the platform.

- **Q: Can participants click on one session multiple times during a week? If so, when do you record the corresponding session data - first of the week or the end of the week?**
A: The video module can be watched as many times as the participant chooses but the “watched” date will be recorded the first time the session is completed (needs to be at least 95% complete).
- **Q: How is participant weight collected?**
A: Self-reported. If you’re going to provide a scale, you might want to mention that here.
- **Q: How is participant physical activity collected?**
A: Self-reported through the participant accounts (mobile apps or website). Some devices are integrated for automatic activity and weight upload (Fitbit, Nokia)
- **Q: Does your app link to other health-related apps (i.e. Fitbit, Samsung Health, Apple Health) to track and store activity?**
A: Yes - Fitbit, Nokia and soon Apple.

IN SUMMARY:

- Individuals can use the website or mobile app (IOS and Android) to participate in the program
- Individuals communicate with their coaches through the mobile app, website and telephone conversations
- Individuals participate in a community section on the mobile app or website that is moderated by the coach
- Content is presented through videos, PDFs and directly from an individual’s coach or webinars
- Individuals can upload their weight manually through the website or mobile app or it can be uploaded automatically through Fitbit scales
- Individuals can upload their activity minutes manually through the website or mobile app or their physical activity minutes can be uploaded automatically through Fitbit tracker
- The platform tracks the individual’s weight uploads, physical activity minute uploads, coach interactions, community posts and content viewing/participation

LIVE YOUR BEST SD START-UP CHECKLIST

- Read up on National DPP Standards and complete Capacity Assessment**
 1. CDC and Prevention Diabetes Prevention Recognition Program Standards and Operating Procedures: <https://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf>
Organizational Capacity Assessment for Applicant Organizations to the CDCs DPRP: <https://www.cdc.gov/diabetes/prevention/pdf/capacity-assessment.pdf>
- Receive support from administration within your organization.**
Organizations with health experience and HIPPA Compliancy are preferred.
- Receive training for Lifestyle Coach** (Virtual Lifestyle Coach Training available from SD Diabetes Prevention & Control program; contact (kayla.magee@state.sd.us)
- Apply with South Dakota Diabetes Prevention and Control Program as a Coach User of the Live Your Best platform.**
- Gather materials, utilize Implementation Guide and establish plan**
- Apply with CDC for recognition:** http://nccd.cdc.gov/DDT_DPRP/ApplicationForm.aspx
- Recruit and Advertise**
- Screen Participants**
 1. Readiness Scale
 2. Motivational Interviewing
 3. Optional: Offer a Lesson Zero (informative lesson on class that doesn't count towards the lessons within the cohort)
- Register Participants** (send to kayla.magee@state.sd.us at least 1 week before you plan to start your cohort)
- Start your DPP** (year-long)
- Follow Curriculum and engage with participants regularly**
- At 6 months submit data to CDC & consider offering 2nd Cohort**

NOTE: for participant qualification status information to be uploaded into the platform, you will need to send to kayla.magee@state.sd.us during month 5

- Continue to submit data to CDC by schedule provided by CDC**

WRAP UP

This toolkit provides a comprehensive overview of the key components of delivering the National Diabetes Prevention Program through the Live Your Best SD online delivery platform. The tools and information within this toolkit offer South Dakota-specific guidance and direction to ensure program sustainability. In addition to the content in this toolkit, the following resources may provide additional support and guidance.

ADDITIONAL RESOURCES

SOUTH DAKOTA RESOURCES

UNDO THE RISK

- The [Undo the Risk campaign](#) is a South Dakota-specific prediabetes awareness campaign. The website includes information from national and state organizations that are continuously developing and advancing resources to assist National Diabetes Prevention Programs develop and succeed.

SOUTH DAKOTA DIABETES COALITION (SDDC)

- The [SDDC website](#) provides additional information about the National DPP and prediabetes.

SOUTH DAKOTA DEPARTMENT OF HEALTH, DIABETES PREVENTION AND CONTROL PROGRAM

- The [SD DOH Diabetes Prevention and Control Program website](#) includes information about diabetes prevention programming and diabetes in South Dakota.

NATIONAL RESOURCES

In addition to this guide and the additional South Dakota resources referenced above, these resources may also be helpful to organizations working to establish, introduce, build, and sustain a National Diabetes Prevention Program:

CDC'S NATIONAL DIABETES PREVENTION PROGRAM HOMEPAGE

- The [official homepage](#) for the National DPP includes more about the National DPP and how to find resources and tools

NATIONAL DPP CUSTOMER SERVICE CENTER

- The [Customer Service Center site](#) is for organizations looking to or already implementing a National DPP. This site offers resources and help to programs get started and deliver a sustainable lifestyle change program.

CALIFORNIA NDPP TOOLKIT

- This [toolkit](#) provides additional information about implementing the National DPP.

NATIONAL DIABETES PREVENTION PROGRAM COVERAGE TOOLKIT

- This [toolkit](#) provides information on covering the National DPP through Medicaid, Medicare and commercial payers.

DIABETES PREVENTION IMPACT TOOLKIT

- This [toolkit](#) helps organizations estimate the health benefits and economic savings of providing the National DPP for a state, employer or insurer population.