

National Diabetes Prevention Program Operations Center

Enrollment Tracker User Guide



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1.0 Introduction

1.1 Project Background

The National Diabetes Prevention Program (National DPP) Operations Center is a centralized data hub that empowers DDT staff and stakeholders to answer key questions and solve programmatic challenges with the goal of enabling the National DPP as it continues to scale.

The Operations Center seamlessly combines data from internal and external sources to create a single, common data lake. Utilizing data from the data lake, custom applications will be developed. The applications hosted within the Operations Center provide tailored solutions to address issues, simplify tasks, or enhance processes for the National DPP. Additionally, the Operations Center provides an environment to perform predictive analytics that enable proactive, data-driven decision making.

Enrollment Tracker is an application within the Operations Center that empowers users to track and monitor participant enrollment numbers at the national, state, and organizational level. Additionally, users can view demographic information within each organization at a national and state level to gather metric-driven data on race/ethnicity, sex, and age, allowing users to target specific populations for its enrollment initiatives and campaigns. Users will also have the ability to track in-person and virtual enrollment within the top five organizations at the national and state level. All in all, the application's features and functionality provide the user with a power tool in which to evaluate its participant enrollment numbers and target its future initiative efforts.

1.2 User Guide Objective

The objective of this document is to provide step-by-step instructions and information to assist Enrollment Tracker users when utilizing the application. It also provides background information about the data sources utilized in the application.

1.3 User Roles and Permissions

Specific features and functionality are available for State Quality Specialists (SQS) and Program Quality Specialist (PQS) when navigating the Enrollment Tracker application. As an SQS, you can:

- View enrollment information at the State and National level.
- Filter and view enrollment data based on your assigned state's organizations.
- View Enrollment Line Charts by time period and delivery mode.
- View State Enrollment Trends (SET) report for your assigned state's organizations.

As a PQS, you can:

- View enrollment information at the National level.
- View Enrollment Line Charts by time period and delivery mode.

Additional information on permissions can be found in **Section 4.3**.

1.4 User Guide Tips

The User Guide has been prepared as an instructional guide for all end users of the Data Discovery application. Some helpful tips are outlined below:

- **Use the Linked Table of Contents** to navigate to specific sections quickly and easily.
- **Refer to Section 4.0** for tips on optimizing the display of the application on your desktop.

- **Use the screenshots** contained in the User Guide for additional support while trying to complete an action.
- **Click National DPP Operations Center** on the top left side of the toolbar to navigate back to the Ops Center Landing Page.

1.5 Need Help?

If you have a question about how to use the application or are experiencing errors when utilizing the application, please contact nationaldppoc@cdc.gov to submit a help request or log an issue.

Users can also click the Help icon on the Ops Center Landing Page or the application itself to view the Quick Reference guide and access SAMS Help.

2.0 National & State Enrollment Tracker

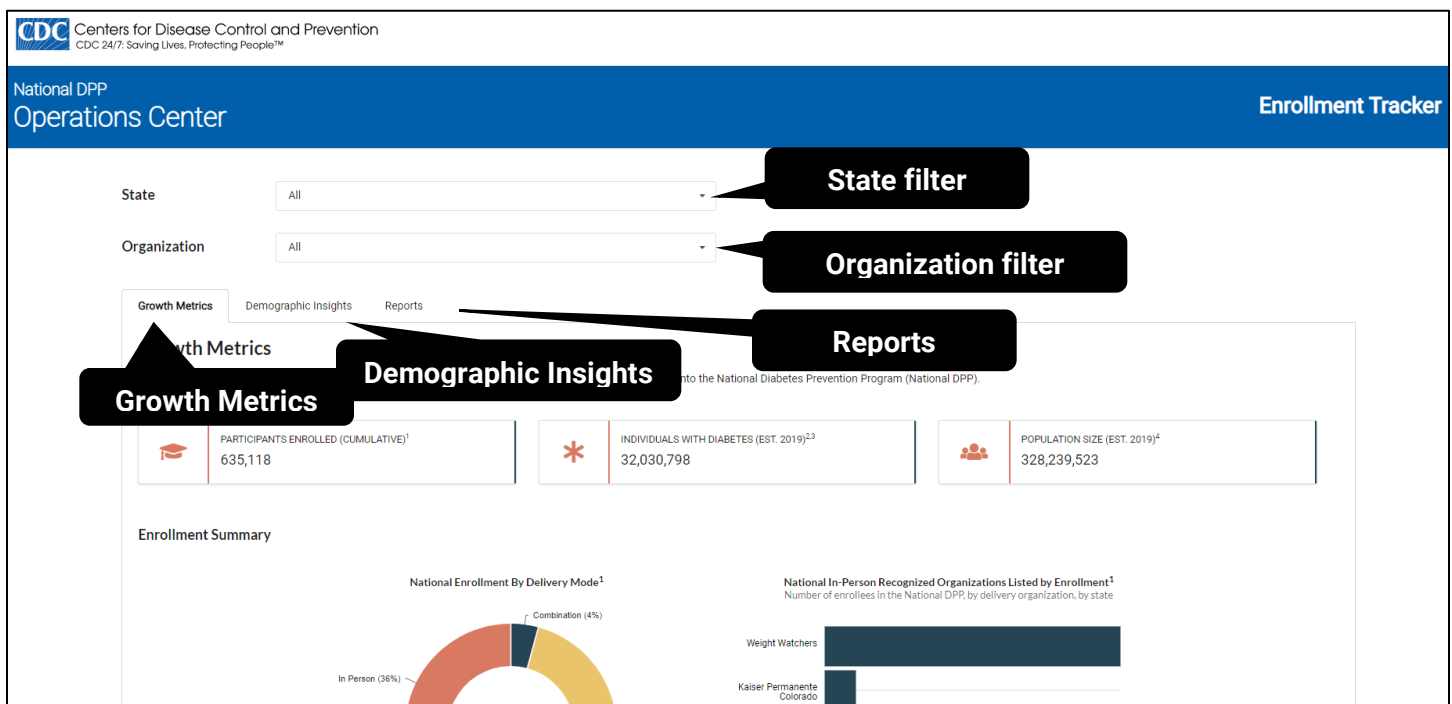
2.1 Logging into the Application

Users will login to the National DPP Operations Center: Enrollment Tracker with their unique credentials via SAMS. To access the application:

1. Click the NDPP Operations Center link: <https://ndpp-ops-center.cdc.gov/>
2. Login with a SAMS username and password for External Partners.
3. Select the Enrollment Tracker application from the app gallery on the landing page.

2.2 Navigating the Application

Upon opening the application, users will be directed to the default landing page referred to as the Enrollment Tracker Dashboard as shown below. The application is comprised of two main dashboards: Growth Metrics and Demographic Insights. The Growth Metrics dashboard serves to empower users to track and evaluate its initiatives aimed at increasing National Diabetes Prevention Program (NDPP) enrollment, whereas the Demographic Insights dashboard provides critical participant demographic data. Detailed instructions for each dashboard and associated functionality are included in this guide.



2.3 State Filter

Users will have the ability to select a specific state to view participant enrollment numbers according to the individual state selected in the State filter dropdown.

2.3.1 State Search Filter

To search for enrollment data for a specific state using the State filter dropdown, perform the following steps:

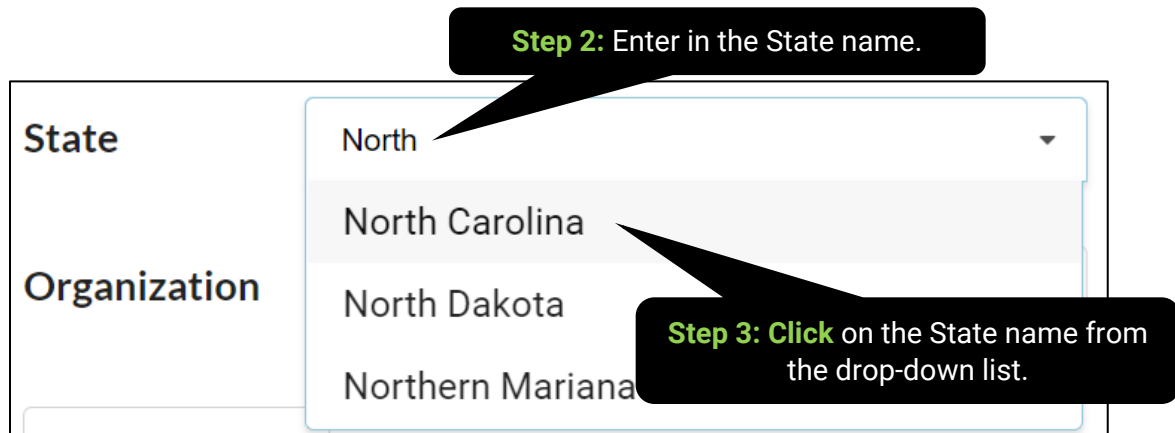
1. Click in the State filter dropdown box as shown below.



A screenshot of a web form. On the left, the label "State" is displayed. To its right is a dropdown menu with "All" selected and a downward arrow on the right side.

Step 1: Click the State input button.

2. Begin typing the name of a state (*Note: States that contain the string of letters that are typed into the search bar will appear in the dropdown list of recommendations below the search bar.*)
3. When the name of the appropriate state appears, click the name of the state from the dropdown list of recommendations.



A screenshot of the web form showing the dropdown menu open. The label "State" is on the left. The dropdown menu displays "North" as the current input. Below it, a list of suggestions is shown: "North Carolina", "North Dakota", and "Northern Mariana". A callout box points to the "North" input with the text "Step 2: Enter in the State name." Another callout box points to "North Carolina" in the list with the text "Step 3: Click on the State name from the drop-down list."

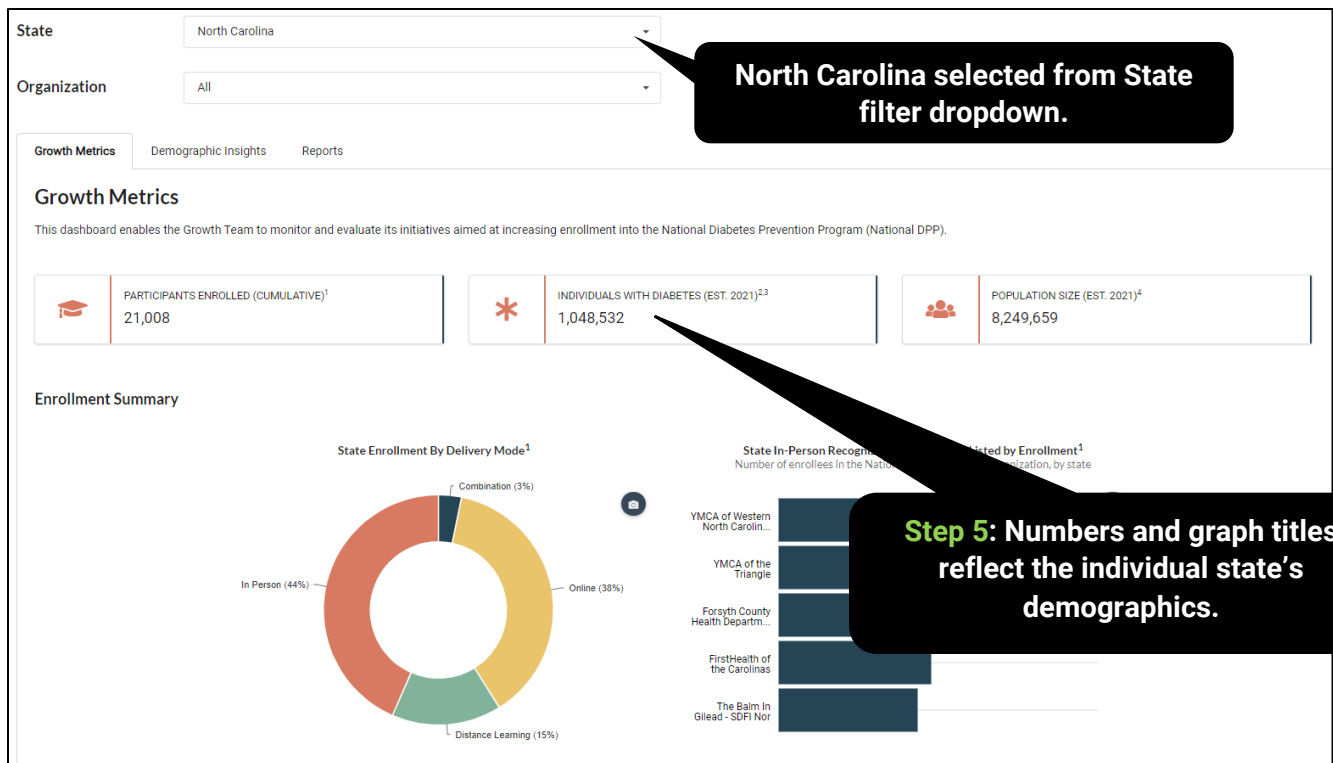
4. Click the Submit button to confirm the State Search.



A screenshot of the web form showing the dropdown menu with "North Carolina" selected. To the right of the dropdown menu is a blue button labeled "Submit".

Step 4: Click on the submit button to confirm the changes.

- Notice that the page will update to reflect the state-specific data. Refer to the screenshot below for an example.



2.4 Organization Filter

Users will have the ability to select a specific organization to view the enrollment tracking data from the Organization filter dropdown. To search for enrollment data from a specific organization, perform the following steps:

- Click in the Organization filter dropdown box.

Step 1: Click the organization input button.

Organization All

- Begin typing the name of an organization (Note: Organizations that contain the string of letters that are typed into the search bar will appear in the dropdown list of recommendations below the search bar).
- When the name of the appropriate organization appears, click the name of the specific organization from the dropdown list of recommendations.

The screenshot shows a form with a label "Organization" and a search input field. The input field contains the text "At". Below the input field, a dropdown list is visible, showing "Atrium Health" as a suggestion. Two callout boxes are present: one pointing to the input field with the text "Step 2: Enter in the organization name." and another pointing to the dropdown list with the text "Step 3: Click on the organization name from the drop-down list."

4. Click the Submit button to confirm the Organization Search. Notice that the information on the page will update to reflect the organization's data.

The screenshot shows the form after selection. The "Organization" label is followed by a dropdown menu displaying "Atrium Health". To the right of the dropdown is a blue "Submit" button. A callout box points to the "Submit" button with the text "Step 4: Click on the submit button to confirm the changes."

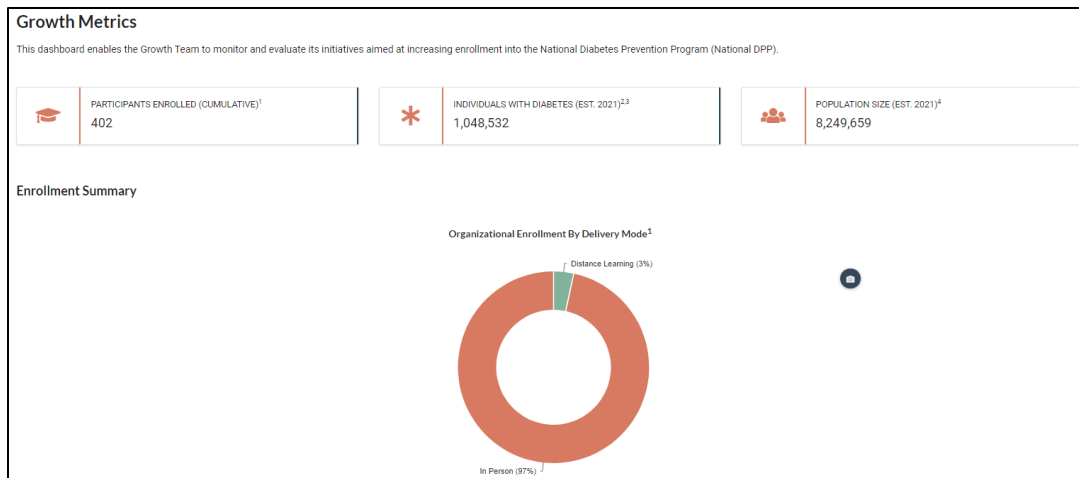
2.4.1 Organization Filter for a Specific State and Organization

The Organization filter can also be utilized to select a specific organization within an individual state. To utilize this filter setting, follow these steps:

1. In the State filter, select a specific state setting and click the Submit button.
2. Next, select a specific organization setting and click the Submit button. Refer to the screenshot. *(Note: Notice that the organization dropdown menu displays only those organizations available within the selected state).*

The screenshot shows a form with two dropdown menus. The first dropdown is labeled "State" and has "North Carolina" selected. The second dropdown is labeled "Organization" and has "Atrium Health" selected.

- Notice that the graph data automatically updates to reflect the data for the selected organization and individual state. Refer to screenshot below.

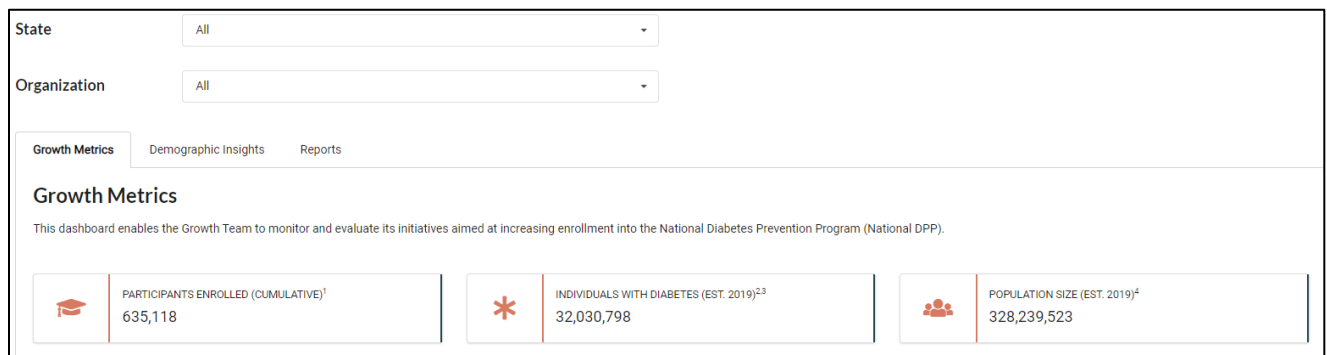


2.5 Growth Metrics Dashboard

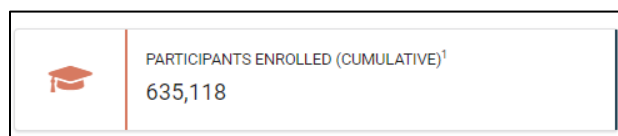
The Growth Metrics Dashboard allows users to view enrollment data based on CDC initiatives and campaigns aimed at increasing enrollment into the National Diabetes Prevention Program (National DPP). Each graph within the dashboard is described in detail in the next sections.

2.5.1 Growth Metrics Population Data

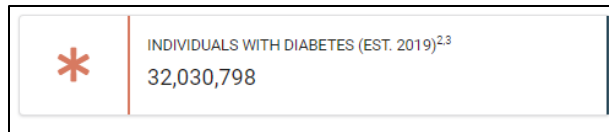
The Growth Metrics section displays three main population numbers for Participants Enrolled, Individuals with Diabetes, and Population Size, each of which will update upon selection of a certain state and/or organization filter. This data is displayed at a cumulative level as shown in the screenshot below:



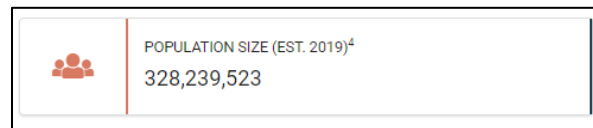
- Participation Enrollment (Cumulative) data is shown first in the top, left-hand side of the Growth Metrics tab.



2. Estimations for Individuals with Diabetes is shown in the top, middle portion of the Growth Metrics tab.



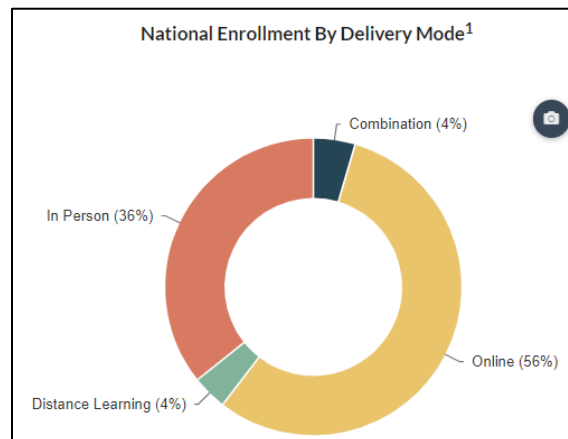
3. Population Size estimates are shown in the top, right-hand side of the Growth Metrics tab.



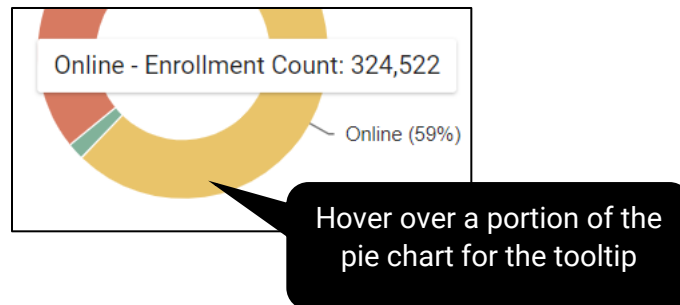
2.5.2 Enrollment by Delivery Mode Chart

Located adjacent to the Enrollment Goal bar chart, the Enrollment by Delivery Mode is a pie chart that shows a percentage breakdown according to each of the following delivery modes: In Person, Online, Distance Learning, and Combination. Refer to the screenshot below.

(NOTE: The user can click on the widget in the application to save as a JPEG file).



1. Hover over each section of the chart to view a tooltip that provides the exact enrollment number related to the highlighted delivery mode as shown below.



2.5.3 Recognized In-Person Organizations Listed by Enrollment

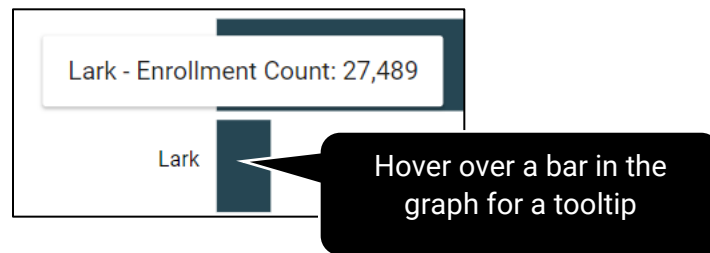
Located to the right of the Enrollment by Delivery Mode chart, the Recognized Organizations Listed by Enrollment bar chart lists the top five organizations via in-person according to the highest number of participant enrollments. Refer to the screenshot below.

(Note: This chart is only visible using the national and state filter and will not display when the organization filter is used. The user can also click on the widget in the application to save as a JPEG file).



To examine more detailed information for each organization, follow these steps:

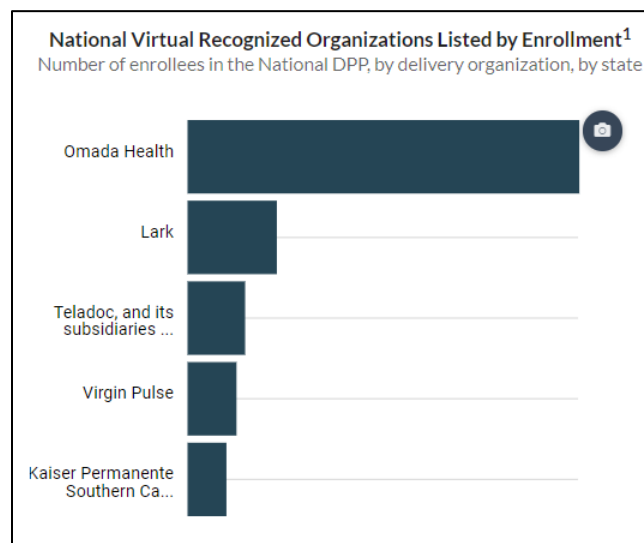
1. Hover over each organization's bar to view a tooltip that displays the organization's name along with the enrollment number as shown in the screenshot below.



2.5.4 Recognized Virtual Organizations Listed by Enrollment

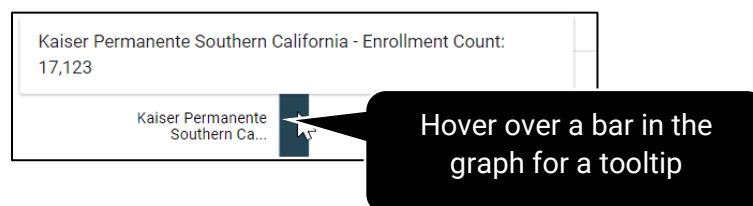
Located below the National Enrollment By Delivery Mode chart, the Recognized Virtual Organizations Listed by Enrollment bar chart lists the top five organizations via online, distance learning and combination according to the highest number of participant enrollments. Refer to the screenshot below.

(Note: This chart is only visible using the national and state filter and will not display when the organization filter is used. The user can also click on the widget in the application to save as a JPEG file).



To examine more detailed information for each organization, follow these steps:

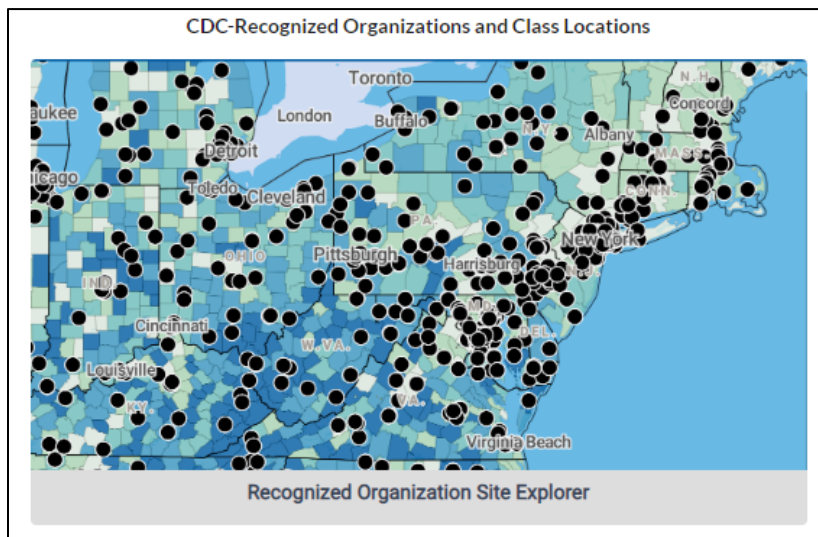
1. Hover over each organization's bar to view a tooltip that displays the organization's name along with the enrollment number as shown in the screenshot below.



2.5.5 CDC-Recognized Organizations and Class Locations

The CDC-Recognized Organizations and Class Locations links the user to the Recognized Organization Site Explorer (ROSE). To navigate to a specific state:

1. Select a State from the filter and click the Submit button.
2. Click on the link to the ROSE application.
3. View organizations within the selected State.



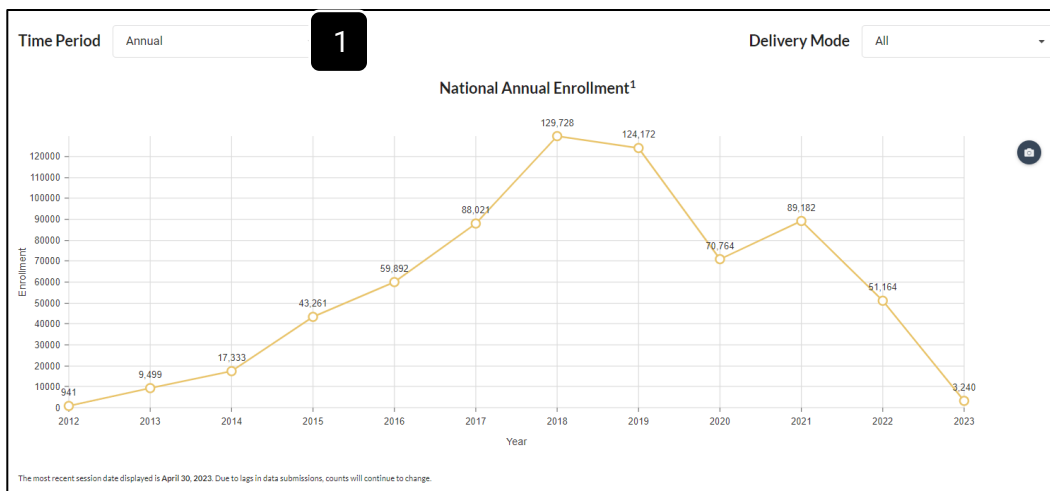
2.5.6 Enrollment Line Chart—Filtering according to the Time Period

The Enrollment Line Chart, located directly below the Enrollment Goal chart, allows users to view the participant enrollment into the NDPP through a line chart. Notice the default is set to reflect the National Annual Enrollment for all delivery modes. (NOTE: The user can also click on the widget in the application to save as a JPEG file).

Within the chart, a Time Period filter allows users to view the data at its default annual setting or select a different Time Period setting to view the data according to the month or quarter.

To use the Time Period filter, follow these steps:

1. Adjust the Time Period (x-axis) by clicking on the Time Period input box.



Users can select from three specific time periods from the Time Period filter box: Annual, Quarterly, and Monthly. Click on the preferred time period from the dropdown filter.

Time Period

Annual

Annual

Quarterly

Monthly

Step 2: Click on the Time Period input button.

Step 3: Click on the desired Time Period

- Click the submit button to confirm the Time Period changes.

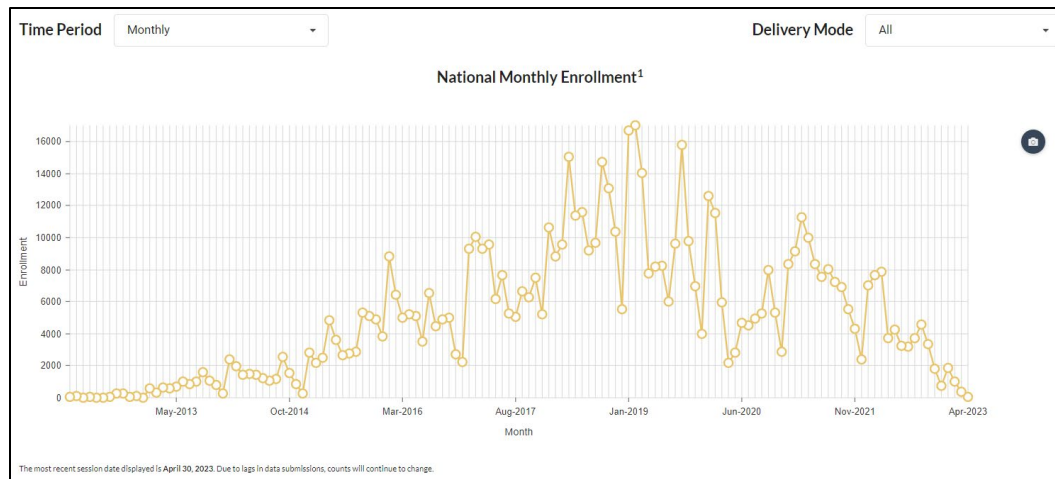
Time Period

Monthly

Submit

Step 4: Click the submit button to confirm.

- Once the Time Period has been confirmed, the page will update with the filtered selection as shown below for the monthly time period filter.

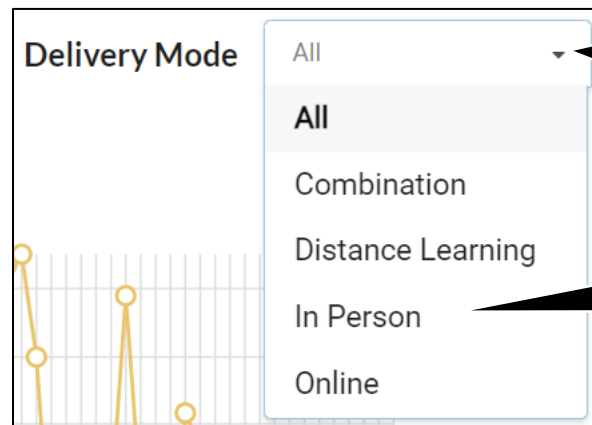


2.5.7 Enrollment Line Chart—Filtering according to the Delivery Mode

The Enrollment Line Chart also utilizes a Delivery Mode filter that allows users to select from different delivery modes: Combination, Distance Learning, In Person, or Online. Notice that the default setting is set to All. (NOTE: The user can also click on the widget in the application to save as a JPEG file).

To select a delivery mode filter setting, follow these steps:

1. Click on the preferred Delivery Mode setting from the dropdown filter.



Step 5: Click on the Delivery Mode input button

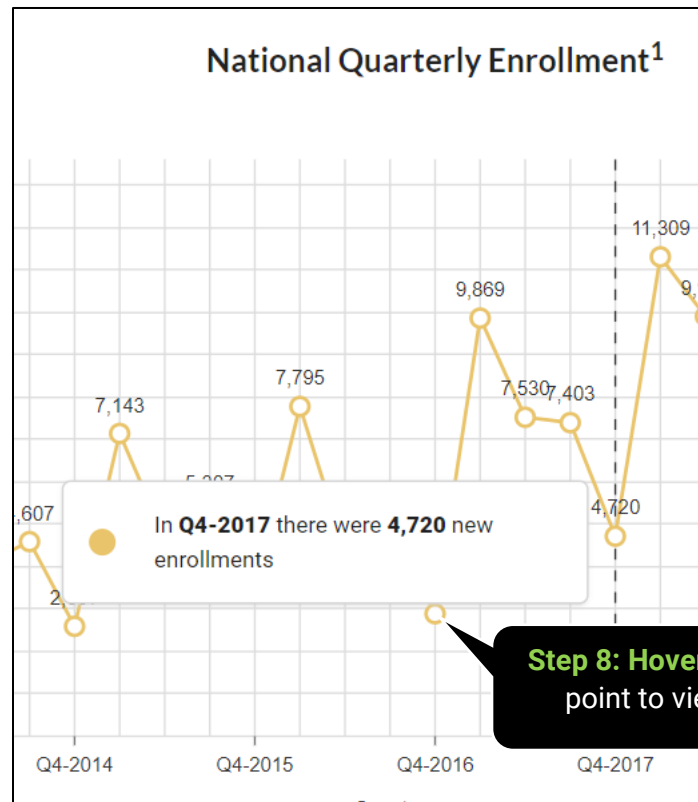
Step 6: Click on the desired Delivery Mode

2. Click the submit button to confirm the Delivery Mode changes.



Step 7: Click the submit button to confirm.

3. Users can hover over a data point to view a tooltip in the graph that provides additional information for the selected filters. Refer to the screenshot which displays the quarter for the Time Period as well as the new enrollment numbers.

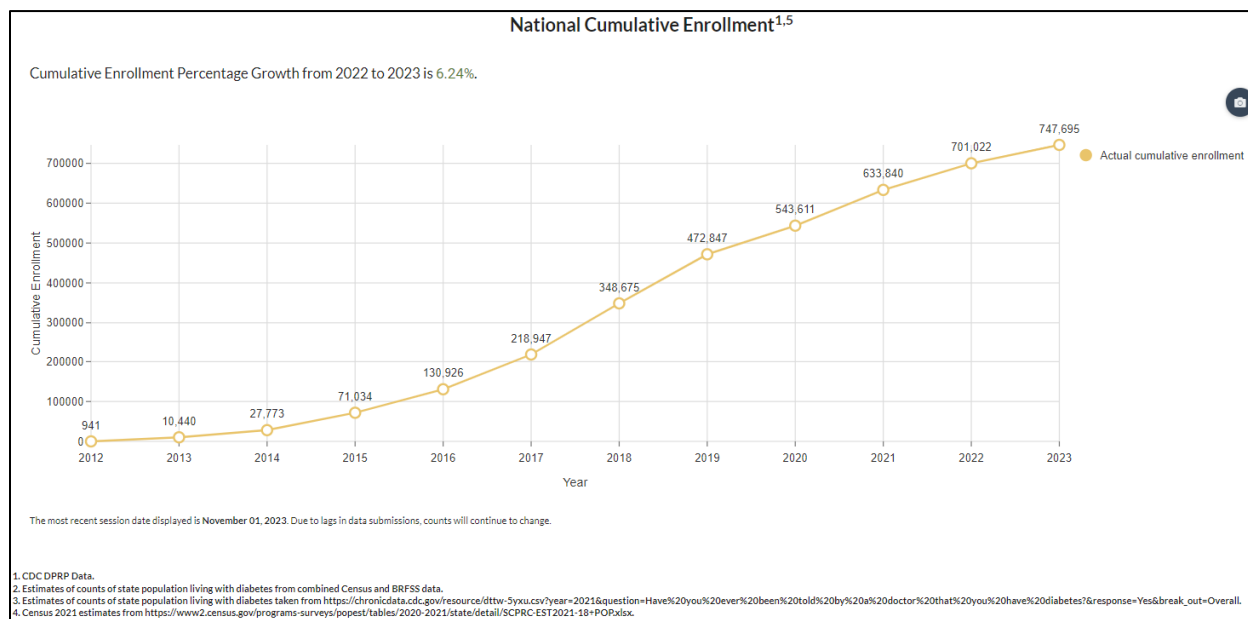


Step 8: Hover over a data point to view tooltip

2.5.8 Cumulative Enrollment Chart

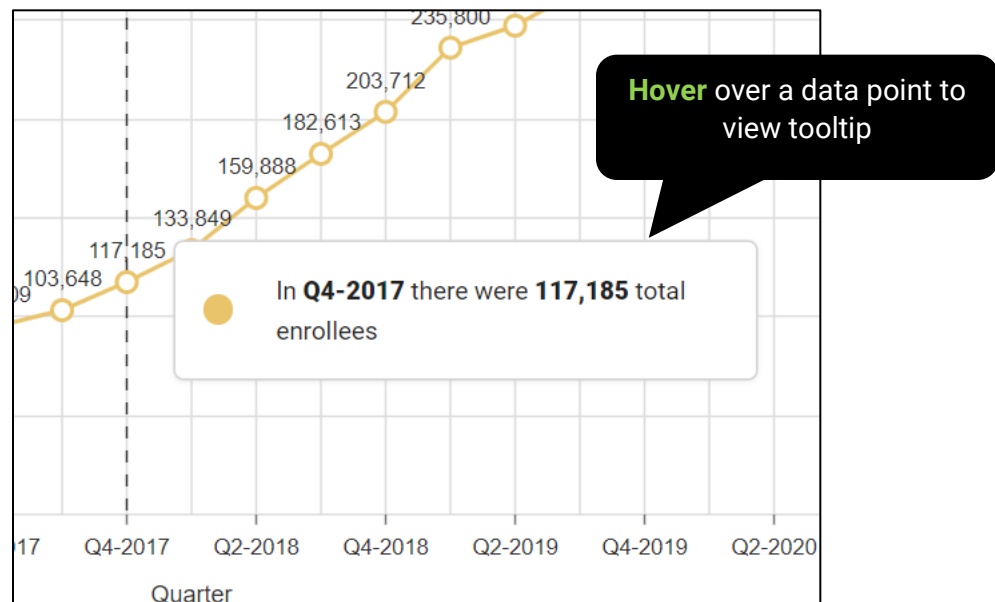
The Cumulative Enrollment Line Chart allows users to view the cumulative enrollment for all participant enrollees in the NDPP program. Similar to the National Enrollment Chart, this line chart can also be filtered according to the Time Period and Delivery Mode.

Refer to the example below that displays the Time Period filtered for Quarterly and the Delivery Mode as In Person.



To view tooltip information specific to each data point on the line graph, follow these steps:

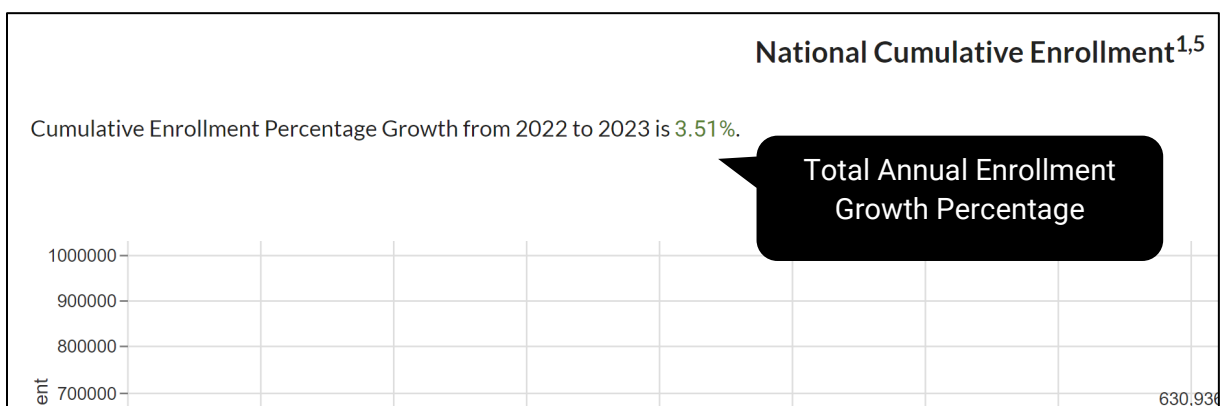
1. Hover over a specific data point. The associated tooltip will automatically display as shown in the screenshot below.



2. In the above example, notice that the quarter and year is provided along with the total new enrollees.

2.5.9 Cumulative Enrollment Chart and Growth Percentage

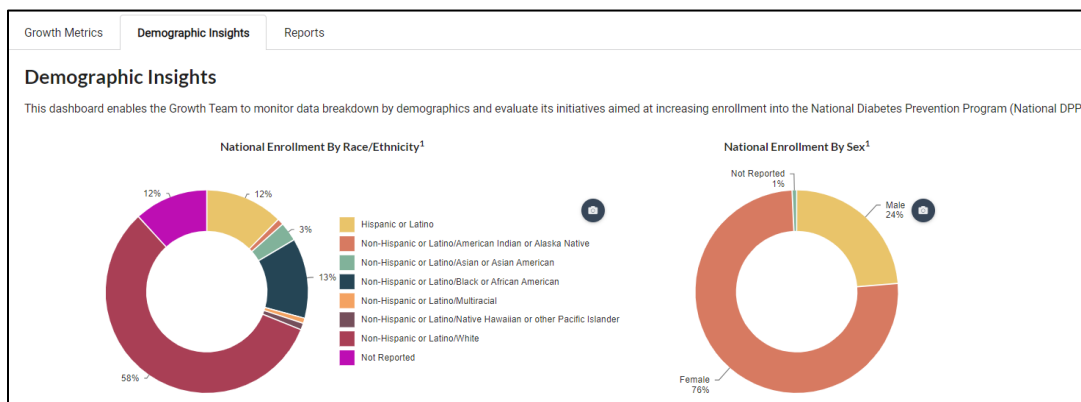
Located directly above the Cumulative Enrollment Chart is a single line of text that provides the Cumulative Enrollment Percentage Growth according to the filter setting. The growth percentage automatically updates depending upon the selection. Refer to the screenshot below.



2.6 Demographic Insights Dashboard

The Demographic Insights Dashboard provides graphical representations of different demographic factors related to NDPP participant enrollment. The following charts capture the demographic visualizations: Enrollment By Race/Ethnicity, Enrollment By Sex and Enrollment By Age. Each chart is described in detail in the next sections.

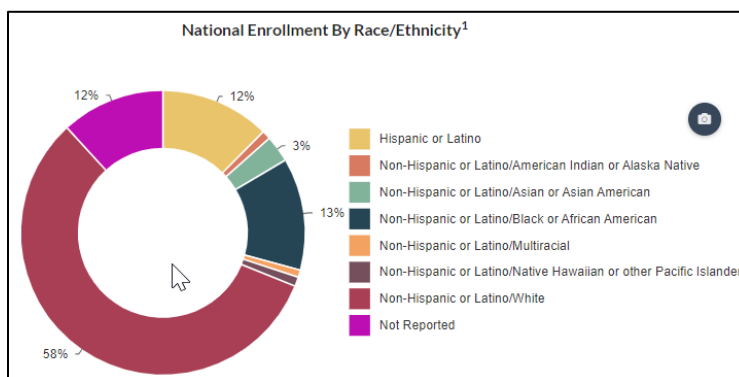
(NOTE: The user can also click on the widget in the application to save as a JPEG file).



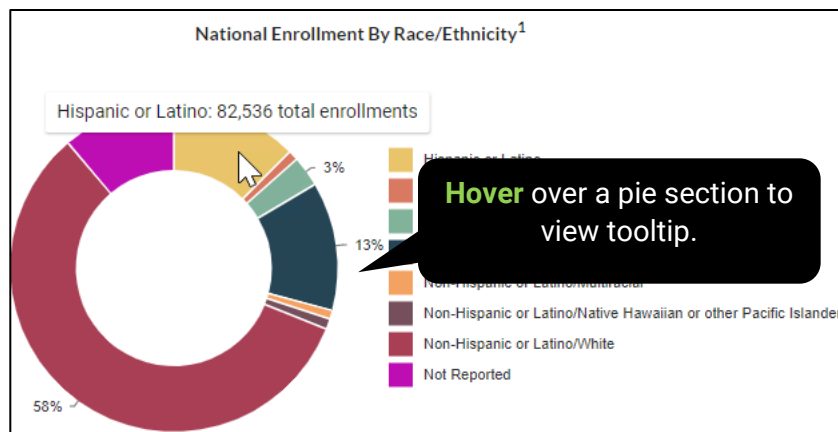
2.6.1 Enrollment by Race/Ethnicity Chart

The Enrollment by Race/Ethnicity Pie Chart allows users to view enrollment according to participant race/ethnicity. To view the pie chart details, follow these steps:

1. Locate the chart in the top, left-hand corner of the Demographic Insights tab. Refer to the screenshot below.



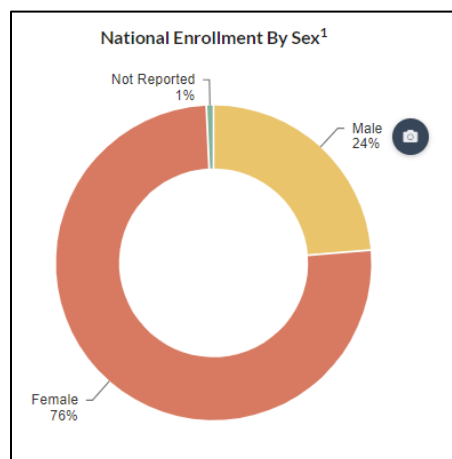
2. Hover over sections of the pie chart to view more information on the specific demographic. Notice that both the race/ethnicity displays as well as the associated enrollment numbers as shown below.



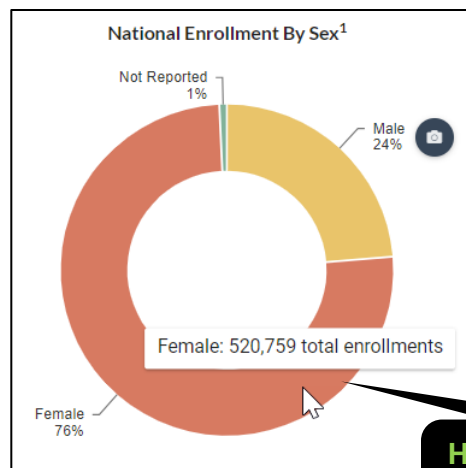
2.6.2 Enrollment by Sex Chart

The Enrollment by Sex Chart allows users to view enrollment according to participant sex. To view the pie chart details, follow these steps:

1. Locate the chart in the top, right-hand corner of the Demographic Insights tab.



2. Hover over sections of the pie chart to view more information on the specific demographic. Notice that both the sex displays as well as the associated enrollment numbers as shown below.

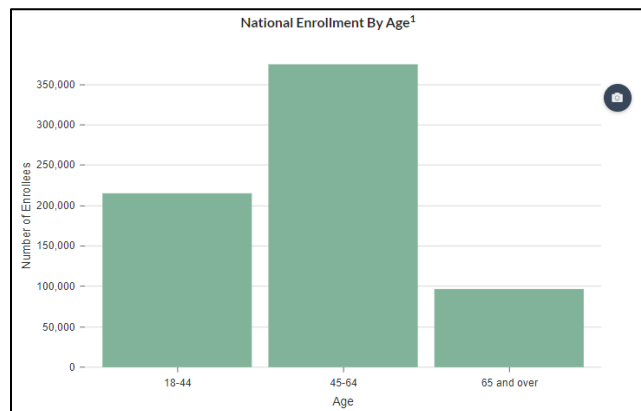


Hover over a pie section to view tooltip.

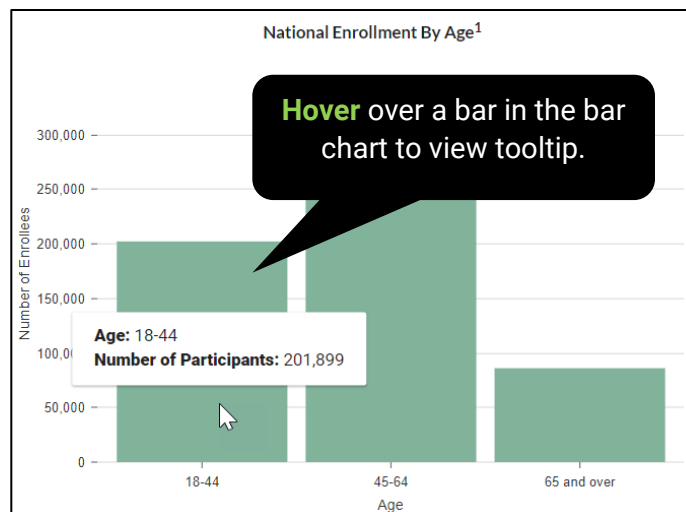
2.6.3 Enrollment by Age Chart

The Enrollment by Age Chart allows users to view enrollment according to various age brackets. To view the bar chart details, follow these steps:

1. Locate the chart that is displayed directly below the Enrollment by Race/Ethnicity Chart on the left-hand side of the Demographic Insights tab.



2. Hover over the bars in the bar chart to view the specific age bracket and associated number of participants. Refer to the screenshot below.



2.7 Reports

The State Enrollment Trends (SET) - IND Report displays new enrollment totals for each year, and delivery mode, for the individual organizations headquartered in the chosen state. Only currently active organizations are listed, so the list will change as organization recognition changes. Other reports may be added to the dropdown in the future.

To view the report details, follow these steps:

1. Click the Reports tab.
2. Select a State and Generate Report (Refer to the screenshot below).

State

North Carolina

Organization

All

Growth Metrics

Demographic Insights

Reports

Select Report

State Enrollment Trends (SET) - IND

State Enrollment Trends (SET) - Individual Organizations (IND)

The State Enrollment Trend (SET) - IND Report displays new enrollment totals for each year for the individual organizations headquartered in the chosen state. Only currently active organizations are listed, so the list will change as organization recognition changes.

State:

North Carolina

Organization:

All

Generate Report

3. View the report in Excel.

AL	Name	Delivery Mode	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
	AMERICAN Cast Iron Pipe Company	InPerson	0	0	0	0	0	0	0	0	0	21	4	0	25
	Advocate South Suburban Hospital	InPerson	0	0	0	0	0	0	0	0	0	0	1	0	1
	American Pharmacists Association Foundation	Combination	0	0	0	0	0	0	0	0	0	0	1	0	1
	Atrium Health Floyd	InPerson	0	0	0	0	0	0	0	0	0	0	1	0	1
	Betr Health	Distance Learning	0	0	0	0	0	0	2	0	0	0	0	0	2
	Black Women's Health Imperative	Distance Learning	0	0	0	0	0	0	0	0	0	0	2	0	2
	Cooper Green Mercy Health Services Authority	InPerson	0	0	0	0	0	0	0	0	18	9	10	0	37
	Crestwood Medical Center	InPerson	0	0	0	0	0	0	8	0	0	21	32	0	61
	Digbi Health	Distance Learning	0	0	0	0	0	0	0	0	0	0	1	0	1
	East Alabama Medical Center Diabetes and Nutrition Center	InPerson	0	0	0	0	0	0	37	63	30	46	31	8	215
	Element Health, Inc.	Distance Learning	0	0	0	0	0	0	0	0	0	0	14	0	14
	Family Medical Services Pharmacy	InPerson	0	0	0	3	2	0	0	0	0	5	0	0	10
	Fruit Street Health	Distance Learning	0	0	0	0	0	0	0	43	21	13	9	0	86

3.0 Data Sources

3.1 Data Sources





The Enrollment Tracker application utilizes **publicly available as well as CDC DPRP** datasets to plot the various graphs and charts. An overview of the data sources utilized in the application are detailed in the table below.

Source	Graph/Chart(s)
CDC DPRP Data	Participants Enrolled, Enrollment Goal, Enrollment By Delivery Mode, Recognized Organizations Listed by Enrollment, Annual Enrollment, Cumulative Enrollment, Enrollment By Race/Ethnicity, Enrollment By Sex, Enrollment By Age.
U.S. Census	Individuals with Diabetes, Population Size
U.S. Diabetes Surveillance System	Individuals with Diabetes

4.0 Appendix

4.1 Icon Table

The following Icon Table displays the various types of icons that can be found in the Enrollment Tracker app.

Icon	Description
	Participants Enrolled
	Individuals with Diabetes
	Population Size
	SAVE as JPEG

4.2 Issues with the Display?

Depending on a user's computer display settings, some features and modules of the app may be zoomed in/out more than expected and may display incorrectly. Users may need to adjust the display settings on their computer **AND/OR** in their internet browser to help optimize the display of all the modules in the application. For an optimized experience, it is recommended that users use **Microsoft Edge** or **Google Chrome** as their internet browser when using the application.

4.3 User Permissions Chart

Enrollment Tracker	Application Administrator			DPP State Quality Specialist (SQS)		Program Quality Specialist (PQS)		CDC		Customer Service Center (CSC)	
	Edit	View, Select	View Only	View, Select	View Only	View, Select	View Only	View, Select	View Only	View, Select	View Only
State Filter	✓										
<i>National (All)</i>			✓		✓		✓		✓		✓
<i>All States</i>		✓						✓		✓	
<i>Assigned States</i>				✓							
Organization Filter	✓										
<i>All Orgs</i>		✓						✓		✓	
<i>Assigned Orgs</i>				✓							
Growth Metrics Tab	✓										
<i>Time Period</i>		✓		✓		✓		✓		✓	
<i>Delivery Mode</i>		✓		✓		✓		✓		✓	
Demographic Insights Tab	✓				✓		✓		✓		✓
Reports Tab	✓	✓		✓				✓		✓	
<i>All States</i>	✓	✓						✓		✓	
<i>Assigned States/Orgs</i>	✓				✓						
Help Info	✓	✓			✓		✓		✓		✓