

How to Change Lifestyle Change Program Class Locations

Introduction to the Public Class Location Section of the DPRP Data Submission Portal

People at risk of developing type 2 diabetes need easy access to CDC-recognized organizations that offer the National Diabetes Prevention Program (National DPP) lifestyle change program in locations convenient to them. Fortunately, the National DPP [Find a Program Tool](#) makes finding publicly available classes easier than ever.

It's also easy for organizations like yours to change the location of your publicly available classes by using the Public Class Locations section of the Diabetes Prevention Recognition Program's [\(DPRP\) Data Submission Portal](#). This section of the portal is only accessible to CDC-recognized organizations that choose the public class type and offer in-person delivery.

How to Access the Public Class Location Section

To gain access to the [DPRP Data Submission Portal](#), you must first request profile registration with the Secure Access Management System (SAMS). To register for SAMS, submit a request to the [National DPP Customer Service Center \(CSC\)](#) by selecting Contact Us/Contact Support.

Here's what the Public Class Locations section looks like.



The screenshot shows the 'Public Class Locations' section of the DPRP Data Submission Portal. The left sidebar has a 'Public Class Location' link under 'Organization Profile'. The main content area has a 'Public Class Locations' heading and a note 'Only in-person class locations are applicable.' Below is a table with columns 'Name', 'City, State, Zipcode', and 'Action'. A 'Search' bar is at the top right. The table shows one row: 'ORGANIZATION 1' with 'City, State, Zipcode' and 'Action' buttons for 'view', 'edit', and 'delete'.



How to Change Lifestyle Change Program Class Locations

How to View and Change National DPP Lifestyle Change Program Class Locations

Log into the [DPRP Data Submission Portal](#). In the left-hand navigation bar, click the Organization Profile drop-down menu and select Public Class Location. In the Public Class Locations section, you can choose from four options:

Option 1: Add Your Lifestyle Change Program's Class Location(s)

Select Add Public Class Location to enter the name, street address, and phone number associated with your organization's class location(s). Click Verify Address, which will match the address entered to US Postal Service records. If your organization's street address cannot be verified, submit a request for assistance to the [National DPP CSC](#) by logging in and selecting "Contact Us/Contact Support".

The screenshot shows the DPRP Data Submission Portal interface. On the left, the navigation bar includes 'Home', 'Organization Profile' (selected), 'Program Delivery', 'Contacts', 'Coaches', 'Public Class Location' (selected), 'Submit Evaluation Data', 'Evaluation Reports', and 'Recognition Status and History'. The 'Public Class Locations' section displays a table with one row: 'Location 1' in 'Name' and 'ATLANTA, G' in 'City, State'. A 'Search' input field is also present. A modal window titled 'Public Class Location' is open over the table. The modal contains fields for 'Location Name' (set to 'Location 1'), 'Street Address' (set to '1600 CLIFTON RD NE'), 'Line 2' (set to 'No P.O. boxes'), 'City' (set to 'ATLANTA'), 'State' (set to 'Georgia'), 'Zip' (set to '30329' and '4018' in separate fields), and 'Address Tips' (with a question mark icon). A 'Verify Address' button is highlighted with a blue box. Below the address fields, a green box displays the verified address: 'Address verified: 1600 CLIFTON RD NE ATLANTA, GA 30329-4018'. At the bottom of the modal are 'Phone' and 'Ext' fields, both with '(555) 555-5555' and 'optional' respectively, and 'Update' and 'Cancel' buttons.

How to Change Lifestyle Change Program Class Locations

Option 2: Search for Your Lifestyle Change Program's Class Location(s)

You can locate your organization's classes by name, city, state, or zip code using the Search function.



Home > Organization Profile

Home CDC Test Organization (1101401)

Organization Profile

- Program Delivery
- Contacts
- Coaches
- Public Class Location**
- Submit Evaluation Data
- Evaluation Reports
- Recognition Status and History

Public Class Locations

Only in-person class locations are applicable.

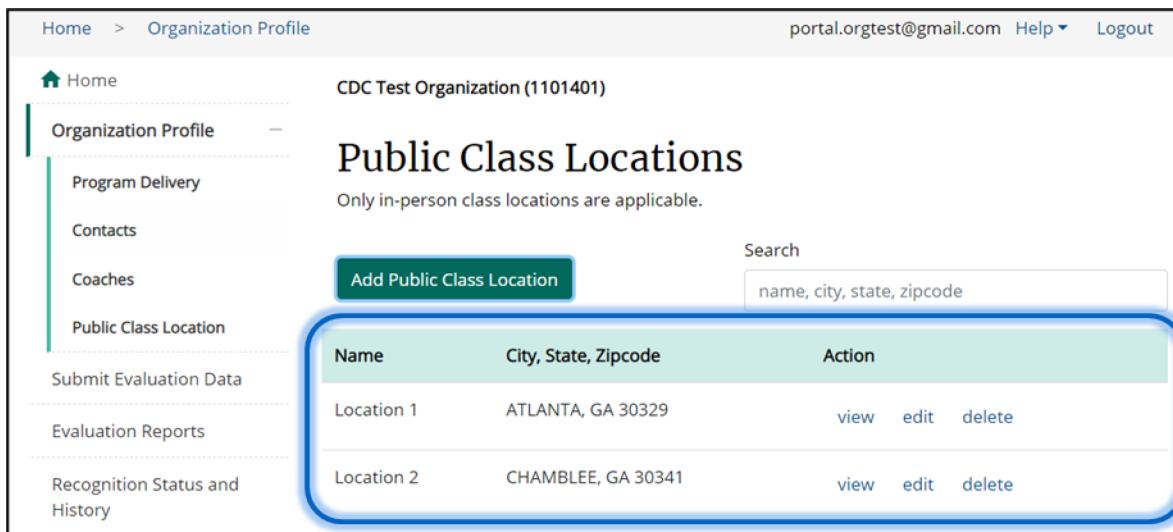
Add Public Class Location

Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete

Search

Option 3: Review Your Lifestyle Change Program's Class Location(s)

All your organization's class locations are listed in the Public Class Locations section of the [DPRP Data Submission Portal](#) and in the [Find a Program Tool](#). This list is alphabetized by class name and includes city, state, and zip code.



Home > Organization Profile

Home CDC Test Organization (1101401)

Organization Profile

- Program Delivery
- Contacts
- Coaches
- Public Class Location**
- Submit Evaluation Data
- Evaluation Reports
- Recognition Status and History

Public Class Locations

Only in-person class locations are applicable.

Add Public Class Location

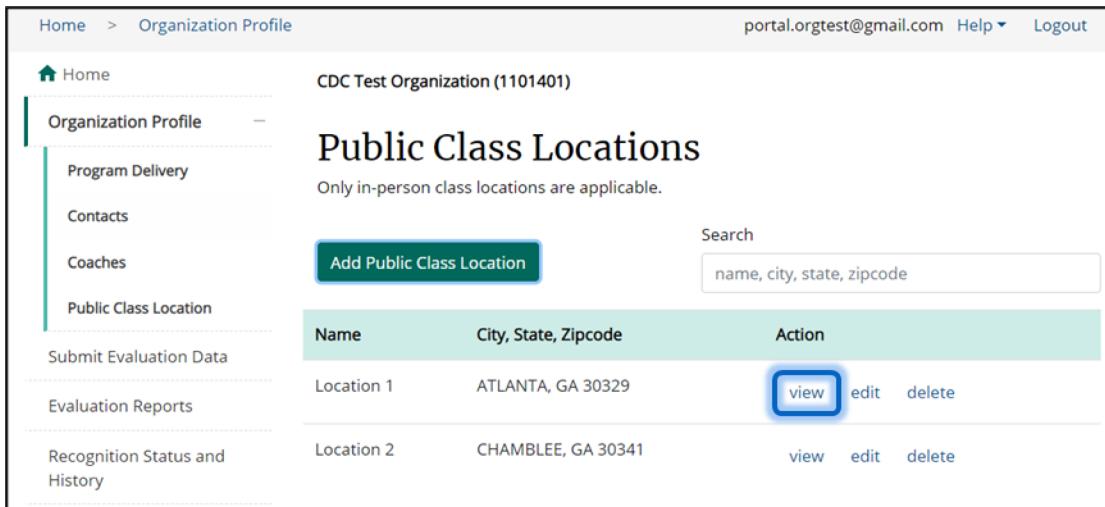
Search

How to Change Lifestyle Change Program Class Locations

Option 4: Change Location(s) for a Lifestyle Change Program Class

You can view, edit, and delete class information from your list:

Select **View** to review all class location information.



Home > Organization Profile

portal.orgtest@gmail.com Help ▾ Logout

Home CDC Test Organization (1101401)

Organization Profile

Program Delivery

Contacts

Coaches

Public Class Location

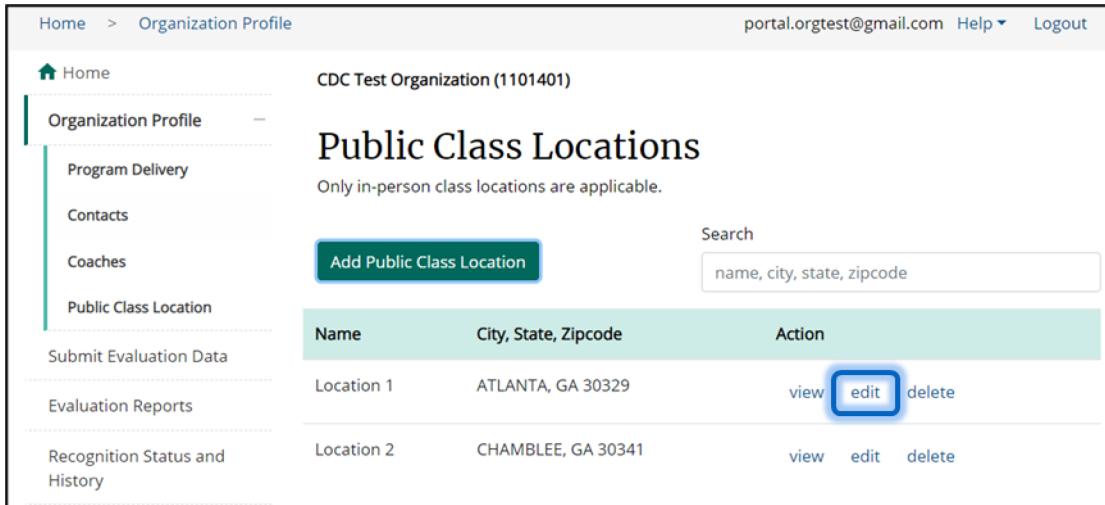
Add Public Class Location

Search

name, city, state, zipcode

Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete
Location 2	CHAMBLEE, GA 30341	view edit delete

Select **Edit** to update locations in your organization's list. If you edit a street address, click Verify Address to ensure its accuracy. The listing will update in the publicly available [Find a Program Tool](#) within 1 to 2 business days.



Home > Organization Profile

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Home CDC Test Organization (1101401)

Organization Profile

Program Delivery

Contacts

Coaches

Public Class Location

Add Public Class Location

Search

name, city, state, zipcode

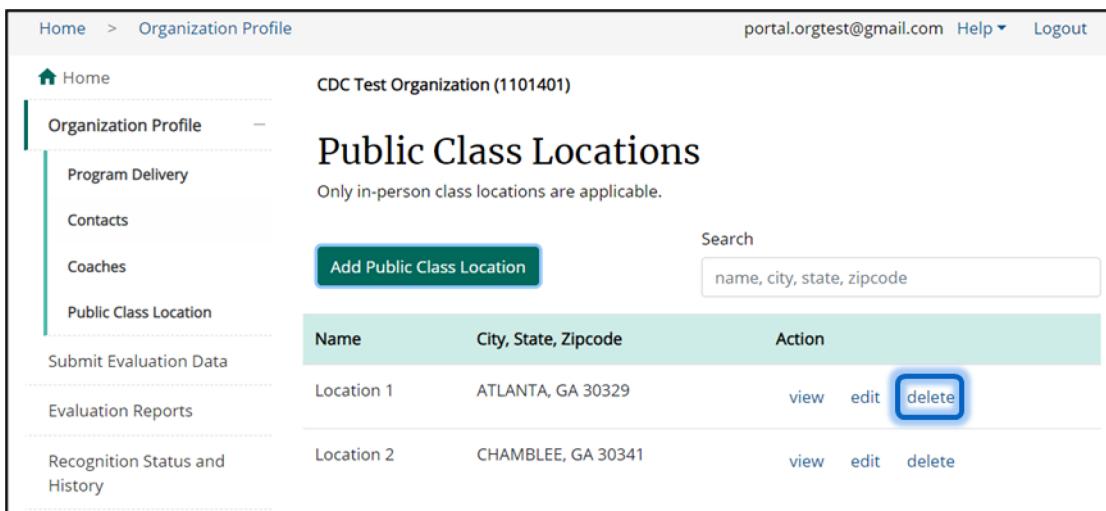
Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete
Location 2	CHAMBLEE, GA 30341	view edit delete

How to Change Lifestyle Change Program Class Locations

Option 4, continued

Select **Delete** to remove a class location from your organization's list. This listing will be removed from the [Find a Program Tool](#) in 1 to 2 business days. If you only have one class location, you must edit the location information instead of deleting it.

If you no longer wish to hold publicly available classes, uncheck this option in the Program Delivery section. If you want to withdraw from the National DPP, log into the [National DPP CSC](#) and select "Contact Us/Contact Support" to submit a request.



Home > Organization Profile

portal.orgtest@gmail.com Help ▾ Logout

Home Organization Profile Program Delivery Contacts Coaches Public Class Location Submit Evaluation Data Evaluation Reports Recognition Status and History

CDC Test Organization (1101401)

Public Class Locations

Only in-person class locations are applicable.

Add Public Class Location

Search name, city, state, zipcode

Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete
Location 2	CHAMBLEE, GA 30341	view edit delete

When to Update Class Locations

You can update your organization's class location information at any time. However, the [DPRP Data Submission Portal](#) requires you to confirm your contact and class location information every time you submit evaluation data for your lifestyle change program to the National DPP. When you log into the portal for the first time during the month when your evaluation data are due, a prompt will appear asking for this information. You cannot access the portal until you've confirmed your information. This prompt will appear even if you've recently updated your class location information.

For more information about the DPRP data submission process, view the [DPRP Data Entry Webinar](#). After class location information is updated in the [DPRP Data Submission Portal](#), it will update in the [Find a Program Tool](#) in 1 to 2 business days.

How to Request Support

If you need assistance or have questions about the National DPP or SAMS, submit a request to the [National DPP CSC](#) by selecting Contact Us/Contact Support.