How to Change Lifestyle Change Program Class Locations

NATIONAL DIABETES PREVENTION PROGRAM

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.

Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion
Division of Diabetes Translation

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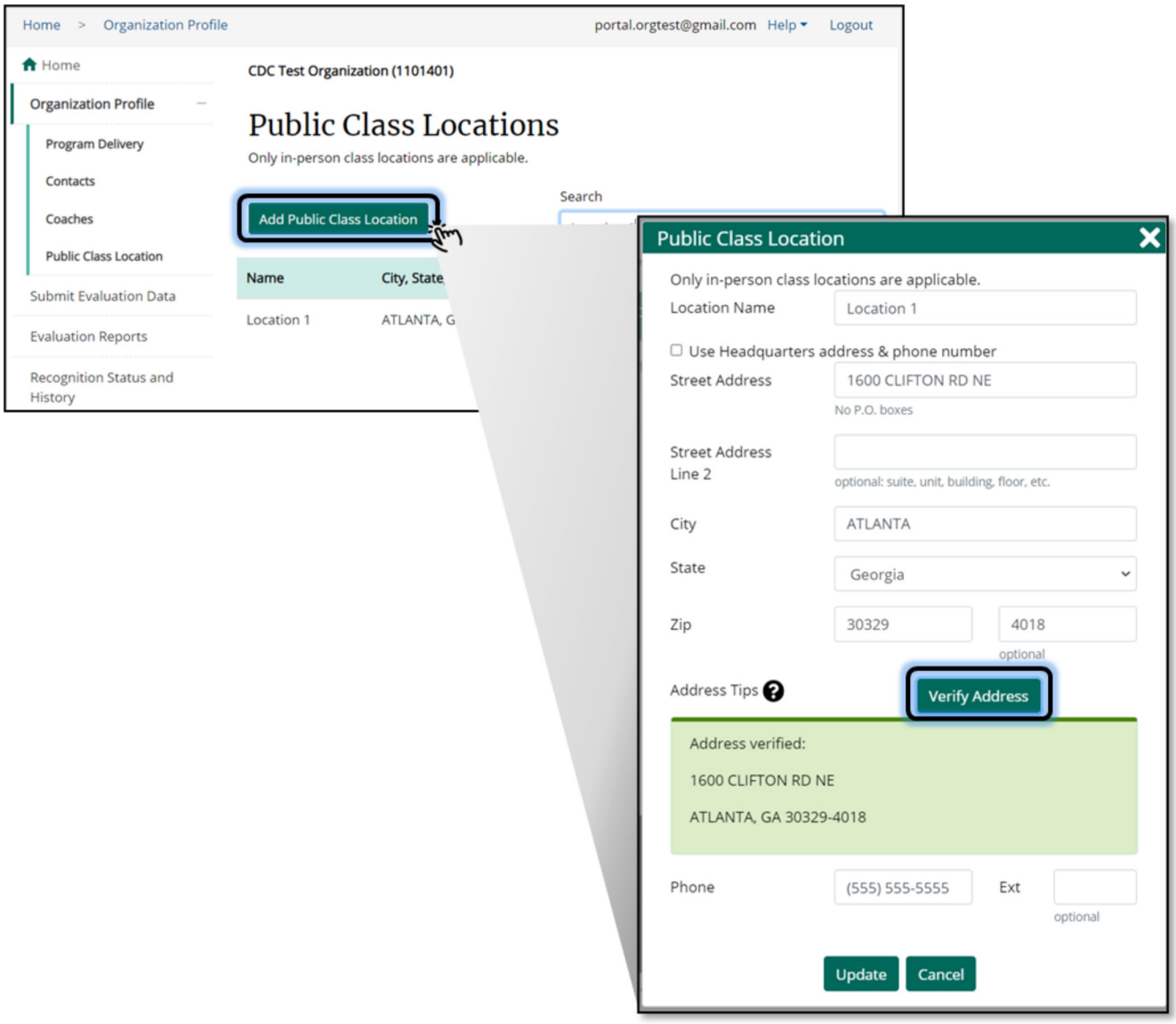
How to View and Change National DPP Lifestyle Change Program Class Locations

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".



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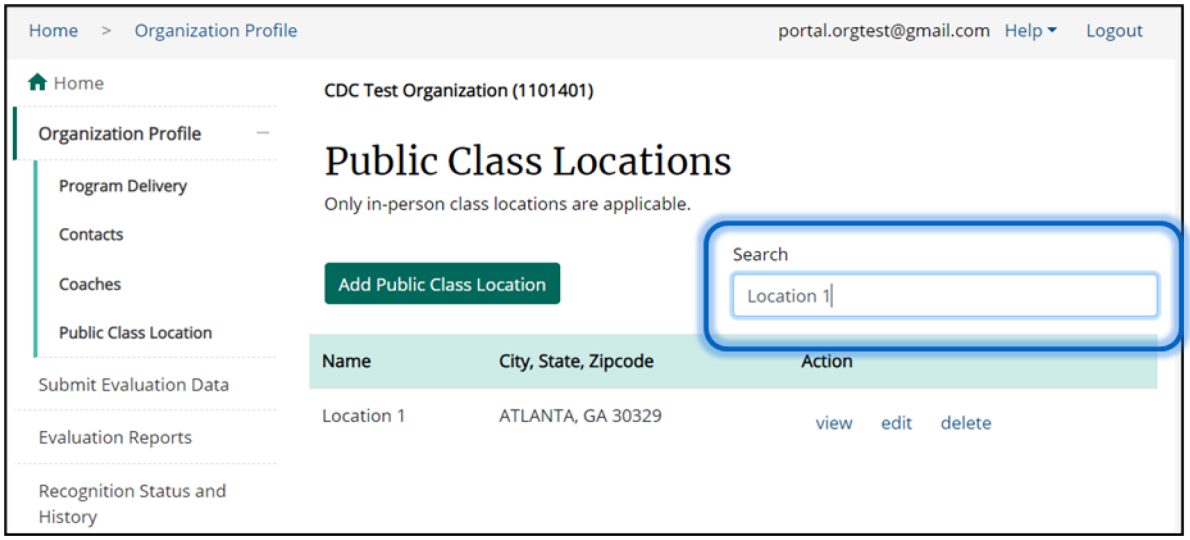
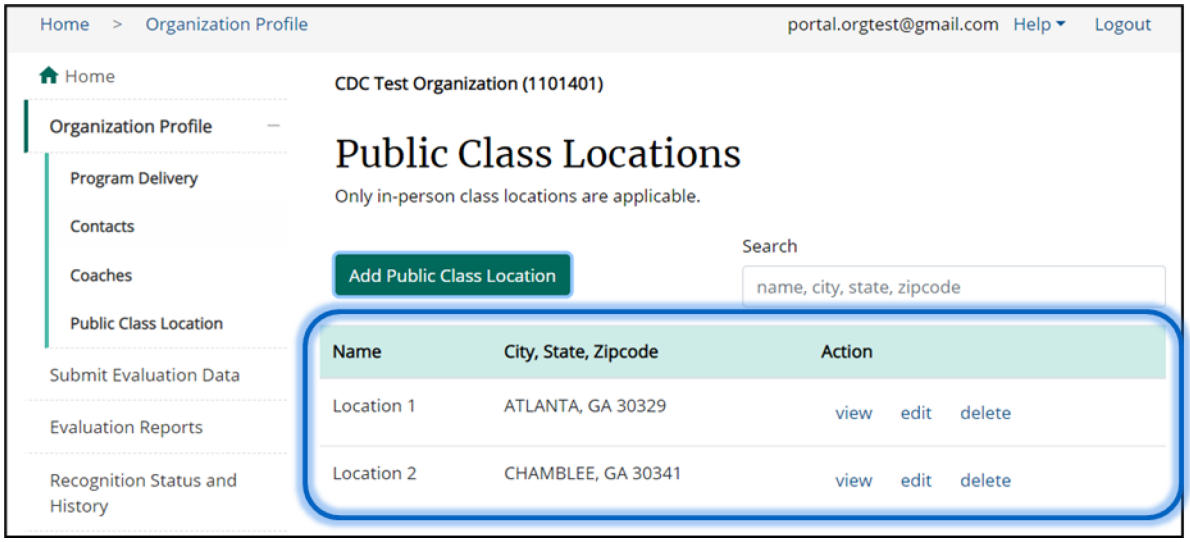
Option 2: Search for Your Lifestyle Change Program's Class Location(s)

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



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.



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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.

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.

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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.

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.