

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 CDC logo and tagline at the top. Below is the title "Diabetes Prevention Recognition Program (DPRP) Data Submission Portal". The navigation bar includes "Home > Organization Profile" and a "Logout" link. A sidebar on the left lists menu items: "Home", "Organization Profile" (selected), "Org Info", "Program Delivery", "Contacts", "Coaches", and "Public Class Location". The main content area is titled "Public Class Locations" with a note: "Only in-person class locations are applicable." There is a green "Add Public Class Location" button and a search box labeled "Search" with the placeholder text "name, city, state, zipcode". Below these is a table with three columns: "Name", "City, State, Zipcode", and "Action". The table contains one row with the name "ORGANIZATION 1", the location "City, State, Zipcode", and three action links: "view", "edit", and "delete".

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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".

The screenshot displays the 'Public Class Locations' section of the DPRP Data Submission Portal. The left-hand navigation bar includes links for Home, Organization Profile, Program Delivery, Contacts, Coaches, Public Class Location, Submit Evaluation Data, Evaluation Reports, and Recognition Status and History. The main content area shows the 'Public Class Locations' section for 'CDC Test Organization (1101401)'. A table lists existing locations, with 'Location 1' in 'ATLANTA, G'. A button labeled 'Add Public Class Location' is highlighted with a red box and a cursor. A modal form titled 'Public Class Location' is open, showing fields for Location Name, Street Address, City, State, and Zip. The 'Verify Address' button is highlighted with a red box. Below the form, the address is verified as '1600 CLIFTON RD NE, ATLANTA, GA 30329-4018'. The form also includes fields for Phone and Ext.

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.

Search

Add Public Class Location

Name	City, State
Location 1	ATLANTA, G

Public Class Location

Only in-person class locations are applicable.

Location Name Location 1

☐ Use Headquarters address & phone number

Street Address 1600 CLIFTON RD NE

No P.O. boxes

Street Address Line 2 optional: suite, unit, building, floor, etc.

City ATLANTA

State Georgia

Zip 30329 4018 optional

Address Tips ?

Verify Address

Address verified:

1600 CLIFTON RD NE

ATLANTA, GA 30329-4018

Phone (555) 555-5555 Ext optional

Update Cancel

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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.

The screenshot shows the 'Public Class Locations' page for 'CDC Test Organization (1101401)'. The page includes a sidebar with navigation links: Home, Organization Profile, Program Delivery, Contacts, Coaches, Public Class Location, Submit Evaluation Data, Evaluation Reports, and Recognition Status and History. The main content area has a title 'Public Class Locations' and a subtitle 'Only in-person class locations are applicable.' Below the title is a green button labeled 'Add Public Class Location'. To the right of the button is a search bar with the placeholder text 'Location 1'. The search bar is highlighted with a blue box. Below the search bar is a table with three columns: Name, City, State, Zipcode, and Action. The table contains one row: Location 1, ATLANTA, GA 30329, with actions view, edit, and delete.

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

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.

The screenshot shows the 'Public Class Locations' page for 'CDC Test Organization (1101401)'. The page includes a sidebar with navigation links: Home, Organization Profile, Program Delivery, Contacts, Coaches, Public Class Location, Submit Evaluation Data, Evaluation Reports, and Recognition Status and History. The main content area has a title 'Public Class Locations' and a subtitle 'Only in-person class locations are applicable.' Below the title is a green button labeled 'Add Public Class Location'. To the right of the button is a search bar with the placeholder text 'name, city, state, zipcode'. Below the search bar is a table with three columns: Name, City, State, Zipcode, and Action. The table contains two rows: Location 1, ATLANTA, GA 30329, and Location 2, CHAMBLEE, GA 30341, both with actions view, edit, and delete. The table is highlighted with a blue box.

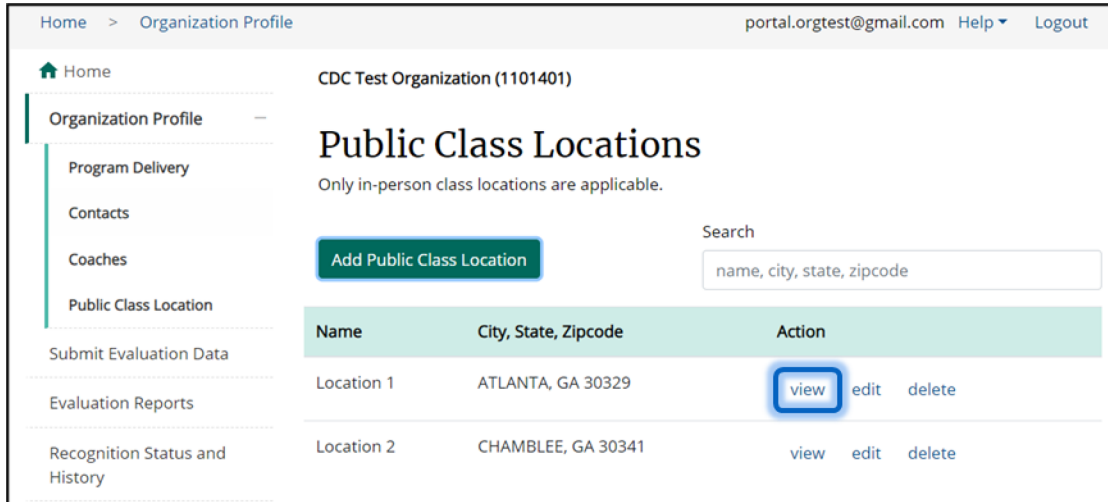
Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete
Location 2	CHAMBLEE, GA 30341	view edit delete

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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:

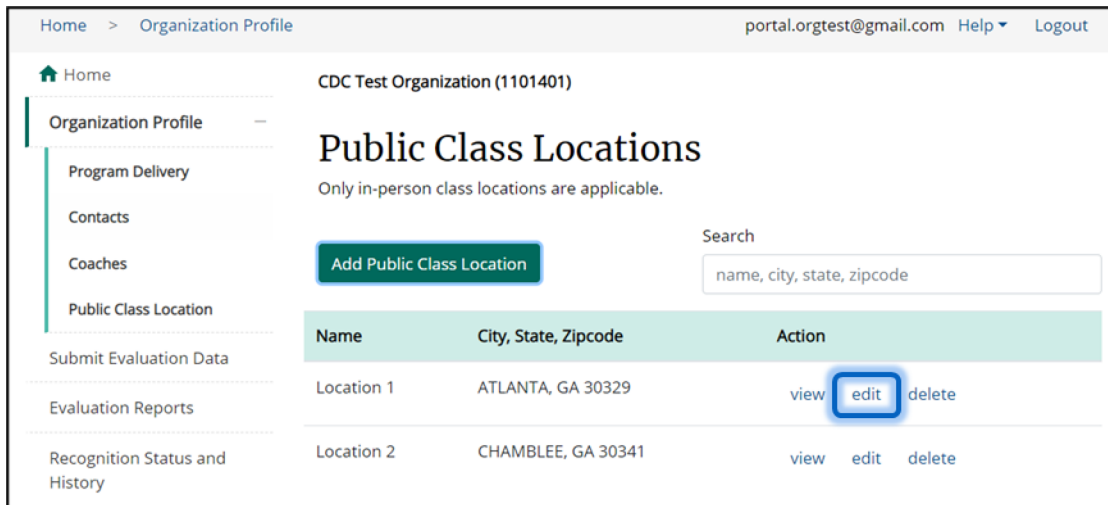
Select **View** to review all class location information.



The screenshot shows the 'Public Class Locations' page for 'CDC Test Organization (1101401)'. The left sidebar contains a menu with 'Public Class Location' selected. The main content area has a search bar and a table of class locations. The 'view' button for 'Location 1' is highlighted with a blue box.

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.



The screenshot shows the 'Public Class Locations' page for 'CDC Test Organization (1101401)'. The left sidebar contains a menu with 'Public Class Location' selected. The main content area has a search bar and a table of class locations. The 'edit' button for 'Location 1' is highlighted with a blue box.

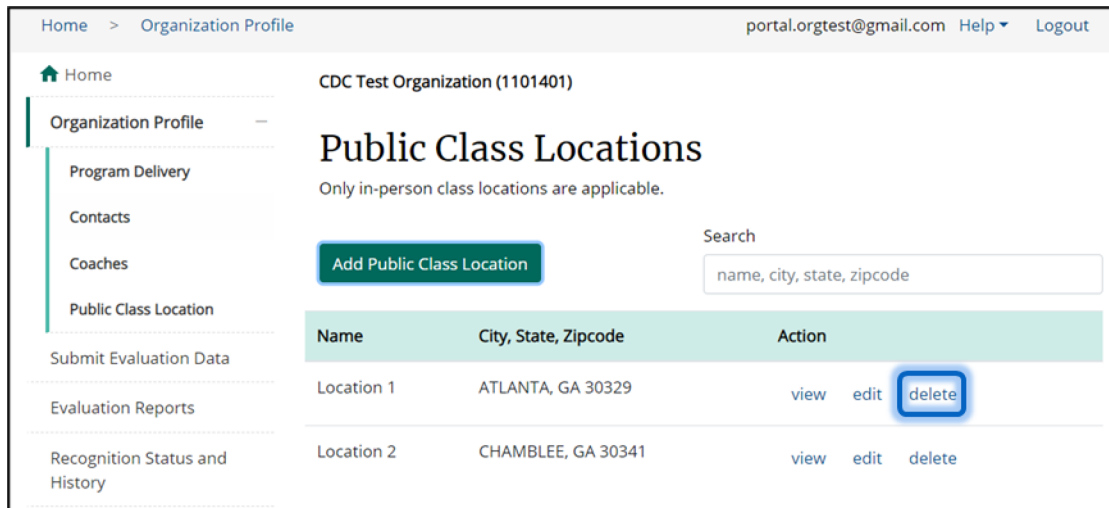
Name	City, State, Zipcode	Action
Location 1	ATLANTA, GA 30329	view edit delete
Location 2	CHAMBLEE, GA 30341	view edit delete

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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.



The screenshot shows the 'Public Class Locations' page for 'CDC Test Organization (1101401)'. The page includes a sidebar with navigation links: Home, Organization Profile, Program Delivery, Contacts, Coaches, Public Class Location, Submit Evaluation Data, Evaluation Reports, and Recognition Status and History. The main content area has a title 'Public Class Locations' and a subtitle 'Only in-person class locations are applicable.' There is an 'Add Public Class Location' button and a search bar. Below is a table with two locations:

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.