



NATIONAL DIABETES PREVENTION PROGRAM (NATIONAL DPP) REQUEST FOR APPLICATIONS (RFA)

1.0 Introduction

The Healthy Living Team at the Salt Lake County Health Department (SLCoHD) seeks to work with organizations, including churches, community-based organizations, pharmacies, and clinics, to become providers of the National Diabetes Prevention Program (National DPP). This nationally adopted program has shown success in preventing or delaying type 2 diabetes in adults with prediabetes or who are at higher risk of developing type 2 diabetes. Our goal is to make this program more widely available to Salt Lake County residents, including in underserved areas and among those with different cultures and languages.

SLCoHD offers up to \$3,000 for completing the requirements outlined in this application and accompanying contract. This RFA will expire on either November 15th, 2024, or until funding is exhausted; whichever is sooner.

2.0 Funding

- a. Base amount: \$2,000 for becoming a National DPP provider and completing at least one cohort.
- b. Optional amount: An additional \$1,000 for offering the National DPP publicly in or near a priority area OR completing a cohort in a language other than English.

The maximum funding amount is \$3,000 not including training costs covered by SLCoHD as outlined in Section VI Payment.

3.0 Program Goals for Organizations

- a. Become set up as a provider of the National Diabetes Prevention Program (DPP).
 - i. Have at least one individual from your organization trained as a National DDP lifestyle coach.
 - ii. Apply for CDC recognition as outlined in Section I Class Preparation.
- b. Complete at least one National DPP cohort.
 - i. Actively recruit eligible participants to enroll with the goal of starting the cohort with at least 10-15 participants.
 - ii. Encourage participants to complete all classes and benchmarks of the program.
- c. Build a sustainability plan to continue providing the National DPP on an ongoing basis.
 - i. Explore ongoing funding mechanisms, including Medicaid, Medicare, and/or private insurance reimbursement.

4.0 Eligibility

- a. All organizations in Salt Lake County are eligible to apply.
- b. The National DPP must be offered within Salt Lake County. If offered virtually, it must be offered primarily to Salt Lake County residents.
- c. Organizations that already have a National DPP or who have received funding for the program through SLCoHD previously CANNOT apply for this funding, but may request technical assistance, if needed.
- d. Applications are accepted on a first come, first served basis until November 15th, 2024, or until funds are exhausted; whichever is sooner.
- e. Funding is limited to one per organization during the application period.
- f. If the organization is applying to provide the National Diabetes Prevention Program publicly and receive the additional \$1,000 of funding, they must offer the publicly available cohort in or within 5 miles of one of the following priority areas: Salt Lake City (Glendale), Salt Lake City (Rose Park), Magna, Kearns, West Valley City, South Salt Lake, Taylorsville, or Midvale.

5.0 Funding Requirements

- a. At least one person from the organization intending to facilitate the National Diabetes Prevention Program, must be trained as a National DPP Lifestyle Coach by December 1st, 2024, or any contract made in connection with this RFA will be terminated.
- b. The contract must be signed by December 1st, 2024, or this RFA will be considered expired.
- c. Keep assigned SLCoHD Healthy Living staff member informed of progress, including at the required benchmarks outlined in *Section IV Required Benchmarks for Communication with SLCoHD*.
- d. Applicants must complete all the requirements of this application within a reasonable timeframe from acceptance, including meeting all timelines outlined herein.

6.0 Application Instructions

E-mail completed application to healthyliving@saltlakehealth.gov. If you have any questions on this opportunity or completing the application, please reach out to any of the following members of the SLCoHD Healthy Living Team:

- Jason Cloward (Program Manager): jjcloward@saltlakehealth.gov, 385-468-5339
- Sarah Kinnison (Coordinator): skinnison@saltlakehealth.gov, 385-468-5290
- Sara Coats (Public Health Nurse): scoats@saltlakehealth.gov, 385-468-5342

National Diabetes Prevention Program (DPP) Responsibilities:

I. Class Preparation

Complete within 3-6 months of application acceptance

1. Read, understand, and follow the Centers for Disease Control and Prevention (CDC) [Diabetes Prevention Recognition Standards and Operating Procedures](#).
2. Complete [CDC's Capacity Assessment](#) and ensure organization meets requirements.
3. Apply and be accepted for pending recognition by submitting an application to the CDC.
4. Designate a National DPP Coordinator.
 - i. Role may include submitting data to the CDC, coordinating the program, and coordinating lifestyle coaches.
5. Have chosen staff member(s) become trained as National DPP Lifestyle Coaches.
 - i. SLCoHD will provide information on upcoming lifestyle coach trainings.
6. Sign up only participants to the National DPP who meet the CDC Diabetes Prevention Recognition Program's Participant Eligibility requirements.
7. Choose a class schedule that will work for staff and participants (day, time, language, frequency, session zero, class mode).
8. Prepare class materials (participant guides, teaching tools, incentives, etc.).
9. If participant referrals will be received from a clinic or healthcare provider, develop a workflow process for bi-directional referral (report back to clinic patients/participants progress in the class).
10. It is recommended that organizations:
 - i. Create a sustainability plan to continue DPP after the Agreement ends (www.sustaintool.org).
 - ii. Create a written protocol to identify, recruit, and enroll eligible participants.
 - iii. Create marketing materials.
 - iv. Create a program budget.

For publicly available cohorts

11. Set up the class/cohort at least two months before the start date in *Compass* (data management tool) so it can be posted on the state website where participants can enroll.

II. Class Implementation

1. Start offering classes within 6 months of receiving pending status from the CDC.
2. Once a cohort has been established, teach all 16 core sessions in months 1-6 and follow curriculum.
3. Teach a minimum of 6 post-core sessions in months 7-12 and follow curriculum.
4. Contact absent participants for make-up sessions.

III. Data Collection and Evaluation

1. Use *Compass* for data collection and evaluation.
 - a. Utah Department of Health and Human Services staff can provide *Compass* training and access.
 - b. Create class/workshop in *Compass*.
 - c. Register participants.

- i. Have each enrollee complete an intake form, with all the components required by the CDC.
 - ii. Adhere to the CDC eligibility requirements for NDPP participants.
 - d. Document participant attendance, body weight, and physical activity minutes at each class session.
- 2. Give participant check-in survey from SLCoHD at session 16 and send completed surveys back to SLCoHD.
- 3. Allow SLCoHD access to the organization's National DPP data in Compass.

IV. Required Benchmarks for Communication with SLCoHD

The organization shall inform SLCoHD of its progress at each of the following benchmarks:

- 1. When organization has applied for CDC recognition.
- 2. Once class/cohort information has been decided.
 - a. Use SLCoHD provided template to share the start date, days, time, frequency, location, language, class mode, target audience, marketing strategy, who is facilitating, if incentives are requested, and any other relevant information.
- 3. After core session two is complete.
 - a. Include how many attended each session thus far (sessions zero, one, and two).
 - b. Share any insights, challenges, or questions that may allow SLCoHD to be of greater assistance.
 - c. The second payment will start being processed upon receipt of this information as explained in *Section VI Payment*.
- 4. At the midpoint of the program (session 16)
 - a. Administer SLCoHD provided survey to participants and send completed surveys to SLCoHD.
- 5. When cohort is finished (at least 22 core sessions have been completed).
 - a. Report the number of participants who finished the cohort and percentage of weight loss among participants.
 - b. Please, submit at least one success story from the cohort(s) facilitated.

Furthermore, the organization shall provide information requested by SLCoHD regarding current and future National DPP plans and cohorts.

V. National DPP Recognition

Recommended: Gain and maintain full recognition status through CDC Diabetes Prevention Recognition Program (DPRP).

- 1. Receive full recognition status through DPRP (*Recommended*).
 - a. Submit evaluation to DPRP every 6 months from "effective date" of the contract.
 - b. Organizations will be evaluated for recognition status when a full 12 months of data have been submitted on at least one complete cohort.
- 2. Continue ongoing recognition through DPRP.
 - c. Start at least one class every 12 months with no gaps.
 - d. Submit evaluation to DPRP every 6 months.

VI. Payment

1. Funding is only available for the first year of NDPP.
2. The fee for the National DPP Lifestyle Coach Training will be covered by the SLCoHD for up to a maximum of 2 people, prior to December 1st, 2024. Please contact your assigned Healthy Living staff member to learn how to register your staff member(s) for the training.
 - a. Organizations and individuals who fail to attend the arranged Lifestyle Coach training after payment from SLCoHD is processed will need to either reimburse SLCoHD for registration cost paid on their behalf or make arrangements to complete the Lifestyle Coach Training at their own cost.
3. The total funding amount will be in two payments.
 - a. 75% of funding will be processed upon contractual agreement to complete the requirements outlined in this RFA and resulting contract and completion of the NDPP lifestyle coach training (as outlined in section 4.0.a of the RFA). *Please allow up to 60 days for payment to be received.*
 - i. If total funding is \$2,000 the first payment will be \$1,500
 - ii. If total funding is \$3,000 the first payment will be \$2,250
 - b. 25% of funding provided after core session two of cohort is completed. *Please allow up to 60 days for payment to be received.*
 - i. If total funding is \$2,000 the second payment will be \$500
 - ii. If total funding is \$3,000 the second payment will be \$750
4. The funds provided under this Agreement by Salt Lake County are for the start-up costs and support of National DPP activities.
 - a. Funding can be used for costs of the program such as wages of coordinator and lifestyle coaches, renting space, marketing and advertising, collecting and reporting participant data, purchasing teaching materials and supplies, and class activities (i.e., healthy food, fitness, cooking). Funds can be used for participant materials, supplies, incentives, and to address participant barriers (i.e., child-care, elder-care, transportation vouchers, recreation center/gym passes, scholarships for low-income).
 - b. The funds provided must follow the funding restrictions. Incentives must be related to the program curriculum. Funding cannot be used for publishable research but may be used to explore sustainability options such as insurance reimbursement.
5. The organization agrees to register as a vendor in the Salt Lake County Payment Works system if a supplier identification number has not already been established.
 - a. Please be aware that payment of invoices takes at least 4 weeks to be processed so please plan accordingly.

VII. Salt Lake County Agrees to Provide

1. The organization with \$3,000 to fund start-up costs of the National DPP. Money is one-time funding to help with set up costs and funding for the first year of NDPP.
2. The organization with technical assistance and training regarding National DPP class preparation, marketing, class implementation, Compass, data collection and evaluation, prediabetes, best practices, and other supplemental programs.
3. The organization with participant guides, training manuals, and incentives, if available.

VIII. Resources

1. [National Diabetes Prevention Program CDC website](#)
2. [CDC Diabetes Prevention Recognition Standards and Operating Procedures](#)
3. [CDC Prediabetes Risk Test](#)

IX. Definitions

1. National Diabetes Prevention Program (National DPP): The National DPP is a structured, evidence-based, year-long lifestyle change program to prevent or delay onset of type 2 diabetes in adults with prediabetes or at risk of developing type 2 diabetes. The National DPP lifestyle change program is founded on randomized controlled research studies which showed that making realistic behavior changes helped people with prediabetes lose 5% to 7% of their body weight and reduce their risk of developing type 2 diabetes by up to 58%. The program is group-based, facilitated by a trained lifestyle coach, and uses a CDC approved curriculum. The curriculum supports regular interaction between the lifestyle coach and participants; builds peer support; and focuses on behavior modification through healthy eating, increasing physical activity, and managing stress. The program may be delivered in person, online, via distance learning, or through a combination of these delivery modes.



NATIONAL DIABETES PREVENTION PROGRAM (NDPP) APPLICATION

Organization Information:

Name of Organization: _____

Organization Address: _____

Applicant:

Name: _____

Job Title and Role in Projects: _____

Phone Number: _____ Email: _____

Additional Staff Involved (i.e., Lifestyle coaches, DPP Coordinator, etc.):

Name: _____ Role: _____

Phone Number: _____ Email: _____

Name: _____ Role: _____

Phone Number: _____ Email: _____

National DPP Availability

1. Will you be making your National DPP class/cohort available to the public to enroll? _____
 - a. *If yes:* Will your organization offer the National DPP in or within 5 miles of any of the following priority areas: Salt Lake City (Glendale), Salt Lake City (Rose Park), Magna, Kearns, West Valley City, South Salt Lake, Taylorsville, and Midvale? _____
 - b. *If yes:* What possible location(s)? _____

2. Will you offer the National DPP in a language other than English? _____
 - a. *If yes:* What language(s)? _____

Send completed application to: HealthyLiving@saltlakehealth.gov