Panhandle Public Health District

National Diabetes Prevention Program in the Panhandle: Policy and Process

Revised August 2018

**POLICY:**

PPHD will offer a systematic approach and support to partner organizations offering NDPP to Panhandle residents.

**PURPOSE:**

To provide NDPP, an evidence-based lifestyle change program, with success and fidelity across the Panhandle to increase the number of participants that meet the 7% weight loss goal.

**PROCESS:**

This will be accomplished by following the regional systematic approach to NDPP. The process aligns with the CDC’s National Diabetes Prevention Recognition Program and uses best practices determined by Panhandle lifestyle coaches.

To show participants how their hard work positively affects their overall health and wellbeing we will be incorporating screenings at session 0, 9 and the final session in addition to the weekly weight and activity minute tracking.

**Responsibility:** NDPP Lifestyle Coach(es)

**Procedure:**

1. **Advertising Upcoming Classes**
	1. New National DPP classes begin in the spring and fall. Exact start dates are at the discretion of the Lifestyle Coach.
		1. The Lifestyle Coach will communicate exact start dates **at least one month in advance** to the clinics, hospitals, and providers that may refer to the program. The Lifestyle Coach will provide up-to-date marketing materials to the clinic and hospital, as applicable.
		2. The lifestyle coach will begin marketing with updated materials **1-2 months** before the start date of a class.
		3. Marketing materials can be requested from Panhandle Public Health District.
2. **Class Structure**
	1. **Session 0**: The first session of your program, use this as an opportunity to introduce the program to potential participants, answer questions, assess readiness, conduct initial screenings, etc.
		1. Focus on building rapport/relationship with each participant
		2. Complete Forms:
			1. Participant Information
			2. Readiness Assessment/Participation Agreement
			3. Women – Provide Mammogram education information & Panhandle locations.
			4. All – Include Colorectal Cancer Screening education information.
			5. **Conduct pre-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart). Refer to provider if BP over 130-139/80-89.
		3. Steps for the one-to-one meeting – Focus is to build relationship
			1. Take participant’s blood pressure (1st time)
			2. Weigh participant
			3. Take each participant’s waist circumference at the navel
			4. Discuss Readiness Assessment
			5. Take each participant’s BP the second time (2nd time, at least 5 minutes after 1st time)
		4. Update database with all info
	2. **Core, months 1-4 of the program (Sessions 1-16) Weekly Sessions**
		1. **Session 1:** Collect weight. Set up any make up sessions for any participant that missed the session.
			1. Focus on building group dynamics using unconditional positive regard for each participant.
			2. Have the group help determine the ground rules for how the sessions will go, while offering some general rules such as attendance, participation, confidentiality, cell phones off, etc.
			3. After Session 1:
				1. Update database with all info after 1st session, and then after each session.
				2. Send completed National DPP Participant Personal Information Documents to:

PPHD

Attn: Cheri Farris

PO Box 1115

Bridgeport NE 69336

* + 1. **Session 2:** Collect weight. Set up any make up sessions for any participant that missed the session.
			1. Update database with all info after each session.
			2. Send follow up communication **Provider Update Letter** (see Appendix A) to providers.
		2. **Sessions 3 & 4:** Collect weight and physical activity for the past week. Set up any make up sessions for any participant that missed the session.
			1. Introduce my fitness pal and the paper trackers as tracking options. Tracking is the #1 indicator of success.
			2. Update database with all info after each session.
		3. **Session 5:** Collect weight, physical activity and food tracker for the past week. Set up any make up sessions for any participant that missed the session.
			1. Update database with all info after each session.
		4. **Session 6-8:** Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
			1. Update database with all info after each session.
		5. **Session 9:** Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
			1. **Conduct post-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart).
			2. Have each participant fill out the “Session 9 Assessment” form and send to:

PPHD

Attn: Cheri Farris

PO BOX 1115

Bridgeport, NE 69336

* + - 1. Update database with all info after each session.
		1. **Sessions 10-16:** Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
			1. Update database with all info after each session.
			2. **Session 16**
				1. Have participants complete success stories if they are interested.
				2. Request **Participant Progress Reports** from Kelsey (kirvine@pphd.org) – be sure to tell her the date of your Session 17 so you will have them for distribution and discussion.
	1. **Core-Maintenance, months 5-12 (Sessions 17-26 and Active/Educational Sessions) Twice-Monthly Sessions.** At least 32 sessions is the recommendation.
		1. **Session 17 (1st Core-Maintenance session):** Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
			1. Review **Participant Progress Report** with each participant during one-on-one weigh-ins.
			2. Update database with all info after each session.
			3. Have participant complete **Thank You Cards** during the session – pick up at the end of the session and send to providers.
		2. **Session 18 through final session:** Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
			1. Use T2 Curriculum for at least 9 sessions. Use T2 curriculum for one session per month. The second session should be from the 2012 National DPP curriculum OR active/educational Sessions.
				1. Be sure to collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
				2. Active/educational session ideas: A group walk, visit to local fitness center, a cooking presentation, yoga, mindfulness exercise, picnic featuring healthy recipe exchange, inviting local subject matter experts to speak, etc.
				3. **Update database ONLY after each session in which T2 curriculum is offered (at least 1 session per month).**
			2. These sessions are open to anyone who has done the 16 Core sessions. Add additional participants to the database for the ongoing class. You will need to continue to record the Core group’s data in the same database. Participants from previous classes may come to as many Core-Maintenance sessions as they choose for ongoing support.
			3. The ideal would be that there would always be two Core-Maintenance sessions per month year-round.
		3. **Final Session:** Use PT2 Curriculum: Prevent T2—for Life!
			1. Be sure to collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
				1. **Conduct post-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart.
				2. Have each participant fill out post survey and send to

PPHD

Attn: Cheri Farris

PO Box 1115

Bridgeport, NE 69336

* + - * 1. Have each participant complete the **Provider Check-in Letter**. Let participants know that you will be sending the participants letter and final progress report to their provider.
				2. Hold a completion ceremony and distribute Certificates of Completion.
				3. After the final session, update database with all information.
			1. **Provider Check-in letter**. Notify Kelsey (kirvine@pphd.org) when your class is complete and she will send you final progress reports. Send participant completed letter and final participant progress report to providers.
1. **Communication:**
	1. **Referral from Clinic**
		1. New referral
			1. New referrals will go to PPHD and be passed along to the Lifestyle Coach.
	2. **Communication with Clinic**
		1. **Session 2:** Send follow up communication Provider Update Letter(see Appendix A) to providers.
		2. **Session 17 (1st Core-Maintenance session):**
			1. Have participant complete Thank You Cards during the session – pick up at the end of the session and deliver to providers.
		3. **Final Session:** Use PT2 Curriculum: Prevent T2—for Life!
			1. **Provider Check-in letter**. Notify Kelsey (kirvine@pphd.org) when your class is complete and she will send you final progress reports. Send participant completed letter and final participant progress report to providers.
	3. **Communication with PPHD**
		1. Current participant:
			1. If a participant misses 2 weeks in a row and does not complete a make-up session, refer to the PPHD Health Coach.

**Cheri Farris**

Health & Wellness Coach

Panhandle Public Health District

cfarris@pphd.org

308-262-2217