



NPO Distance Learning DPP Program:

Process Development Team Checklist

WHY: Having a well-defined starting process is critical to having effective short conversations about the Diabetes Prevention Program and the importance of making change to lifestyles. The following checklist will assist your team in thinking through the details of the first few encounters so that the change can be managed smoothly.

1. How does the practice plan to access the online registration?

- **BEST PRACTICE:** Use a tablet that allows the patient to enter their own information while you observe and assist as needed.
 - How an individual uses the tablet can be very telling of their ability to manage a technology platform and navigate online resources through an app.
 - Engages the individual with the technology from the beginning and they will see the Habit Nu logo which they will receive automated emails from and be able to affiliate with the Diabetes Prevention Program
- Use a practice computer to access the registration site while the patient watches and answers the questions with you.
- Use a paper form to answer the questions and fax to NPO to enter the data online. ***While this may seem time saving, this represents an ineffective process and results in people less engaged and less clear about the expectations of the program. If you are going to devote time to provide this benefit to your patients, ensuring they understand and attend sessions represents value in a fee for value payment program.***

2. If you are using a tablet, what is the code to unlock it?

3. Was a shortcut created and placed on the home screen for easy access. You will be able to access the following materials from the NPO Landing Page:

- Practice team training video and materials
- Recruiting video for patients
- Online registration questionnaire



- 4. Who from the practice will be involved in the process and what roles will they fill:**
- **BEST PRACTICE:**
 - Run registry reports to find out who is eligible for the program. Eligibility criteria are:
 - Be at least 18 years old and not pregnant
 - Body Mass Index ≥ 25 ; ≥ 23 if Asian
 - No previous diagnosis of type 1 or type 2 diabetes and
 - Have a blood test result in the prediabetes range within the past year:
 - Hemoglobin A1C: 5.7–6.4% or
 - Fasting plasma glucose: 100–125 mg/dL or
 - Two-hour plasma glucose (after a 75 gm glucose load): 140–199 mg/dL
 - Or Have a previous clinical diagnosis of gestational diabetes
 - Identify which patients will be seen in the practice in the coming month
 - Provider discusses the pre-diabetes diagnosis, prognosis for going on to develop T2 DM and the Prediabetes Program.
 - Warm Handoff to Care Manager or other team member to continue conversation about the Distance Learning Program
- 5. If you chose to use a paper form to register patients for the program, who is responsible for faxing the document to NPO and ensuring that the form was received?**
- 6. Who will make sure that the patient has the following handouts that can be accessed directly from the NPO Landing / Registration page:**
- Full year schedule of Sessions
 - FAQ document
 - Next Steps Document