Preparation for Recruiting	Recruiting Discussion: Ensure participant is good fit and assess motivation	Registration	Participation and Collaboration
Practice team watches the Practice Recruiting Orientation video and accesses the NPO DPP Distance Learning Landing Page  Practice runs registry report to identify patients who meet eligibility criteria  Identify physicians who have greater numbers of DPP eligible patients  Work with providers to identify appropriate patients  Develop practice recruiting process:  How to know when to approach a patient?  Does physician introduce DPP session then do warm handoff?  Who takes the warm handoff?  Will the practice enter registration online or using a paper form?  If accessing onlinefrom a laptop or a tablet?  Outline the Motivational Interviewing questions that help to clarify if patient is ready to make changes.	Physician introduces DPP program to patient:	<ul> <li>Participants can get registered by:         <ul> <li>completing the online registration questionaire at the practice on tablet or computer (can be assisted or unassisted by staff)</li> <li>complete a paper copy of the NPO/Habit Nu Questionnaire during their office visit and practice will fax to NPO (231) 421-8506 attention: Lisa Nicolaou</li> <li>If the individual is not ready to comit at the time of the appointment, provide information and advise them to let you know if they decide to move forward.</li> </ul> </li> <li>Care Team member advises that emails are sent to the individual providing next steps:         <ul> <li>complete online profile</li> <li>download the Habit Nu app</li> <li>complete the video education to familiarize with the app</li> <li>reminders for the sessions</li> </ul> </li> <li>NPO Program coordinator and Habit Nu technical staff follow up with participants who have not completed on boarding activities (profile creation and download of app)</li> </ul>	Once DPP sessions start, the NPO facilitator will provide quarterly progress reports to the referring physician with:  • updates on individuals progress towards meeting program goals  • facilitator's knowledge about patient barriers and success.

Session ScheduleFAQ Document