



INSTRUCTIONS FOR ASSIGNING NDPP IDENTIFICATION NUMBERS (IDs) (Form 1)

For the National Diabetes Prevention Program effort being implemented in Michigan, sites need a system to keep track of all the data and paperwork collected to ensure that the information is tied to the organization and individual from whom it was gathered. Therefore, the Michigan DPP Data Collection Team, comprised of recognized DPP organizations in the state, developed a datasheet and numbering system to help fellow organizations keep track of their participants and data. This datasheet and number system complies with the data requirements as outlined in the CDC Diabetes Prevention Recognition Program (DPRP) Guidelines. It also allows us to keep the information gathered private, so that it is not easy to link specific data to a specific person.

The attached Datasheet Reference Guide and National DPP Datasheet can be used by organizations to begin collecting and tracking their lifestyle session data.

This document explains the numbering system, how to create new numbers for individuals, and provides an example (see below).

- 1) Goal: To efficiently identify and track participation in comprehensive but adequate (and easy to implement) ways according to the specification of the CDC's DPRP Guidelines.

- 2) Data to be represented in ID numbers for individual participants:
 - a) Organization Code #: The Organization Code # is the unique identifier for each program assigned by CDC when your organization applied for recognition status.

 - b) Core Group Code: For each lifestyle intervention class (set of core program sessions), the Core Group Code needs to be assigned by the year it was initiated, followed by a letter (beginning with AA for the first group starting a core session, then AB for the second group, AC and so on).

 - c) Individual Participant #: Numbers are assigned by each organization to individuals who are eligible and agree to participate in a core session (i.e., registered participant). The program staff will assign a participant ID number to each individual person, starting with 01. This number, combined with the corresponding Core Group Code, will serve as a Participant ID Number that will allow program staff to label data collection forms with this number to indicate the person from which data was collected.

3) Participant ID Number Format

The ID Number format will define participating individuals as follows – the six digits of the Organization Code # (assigned by CDC to each organization), the last three symbols of the Core Group Code, and the Individual Participant #:

____ - ____ - ____
Organization Code # Core Group Code Individual Participant #

For example, the following participant attending the third NDPP core session in February 2013 offered by the National Kidney Foundation of Michigan (NKFM) would have their participant ID Number assigned as follows:

Organization Code # for NKFM – **161112**
Core Group Code – **2013AC**
For the first participant – **01**

Participant ID number format would be as follows:
Registered Participant ID Number – **161112-13AC-01**

4) Other Codes to be Created

- a) Location Code - Unique code assigned by each organization to identify program location or venue to conduct the DPP sessions. Some organizations may offer every session at the same location and will need only one location code; others will need to create a unique code for every location where a core session takes place. The location code will indicate the venue used for each session.
- b) Lifestyle Coach ID Code - Will be assigned by each organization to uniquely identify each lifestyle coach conducting lifestyle intervention sessions for that organization. The Lifestyle Coach ID should not be based on social security number or other identifiable format.