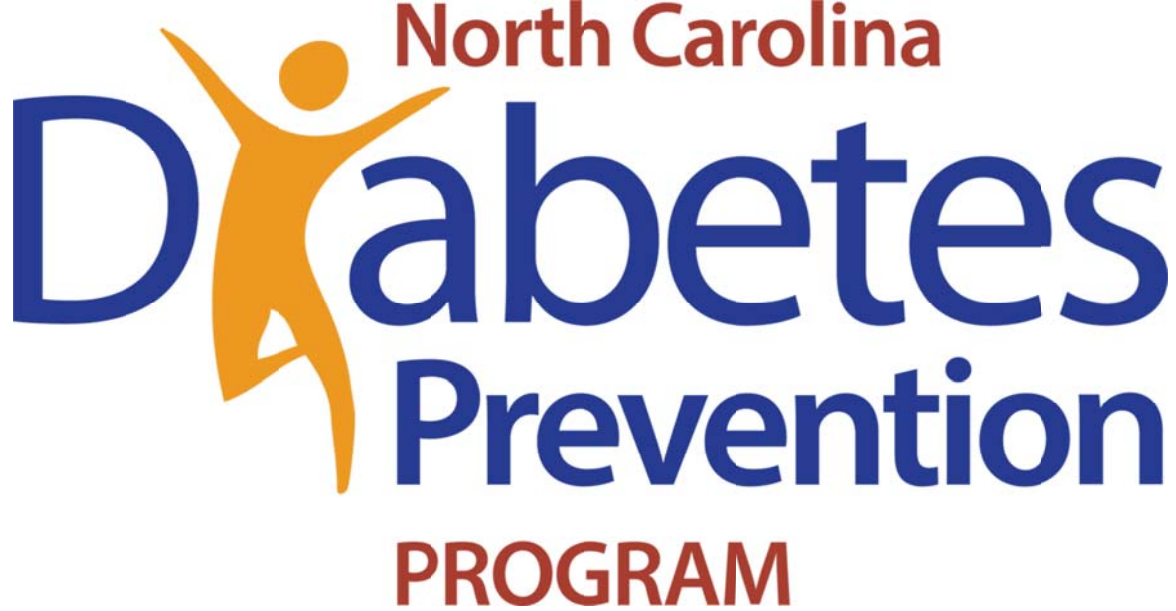


North Carolina



Diabetes
Prevention
PROGRAM

Data Management Website

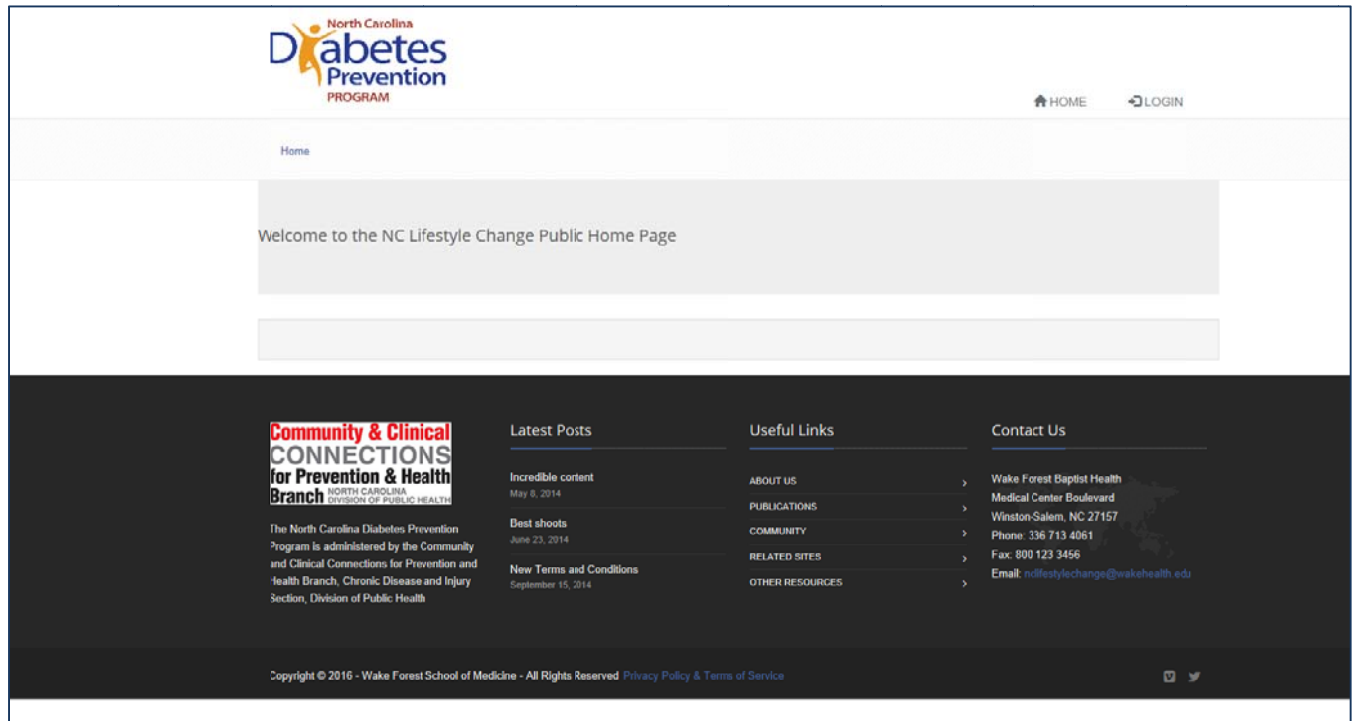
User Guide

January 2016

Welcome to the NC Lifestyle Change Data Management Website

The NC Lifestyle Change Data Management Website can be accessed from any computer with an internet connection. To access the website, type this address in your web browser:

www.nclifestylechange.org

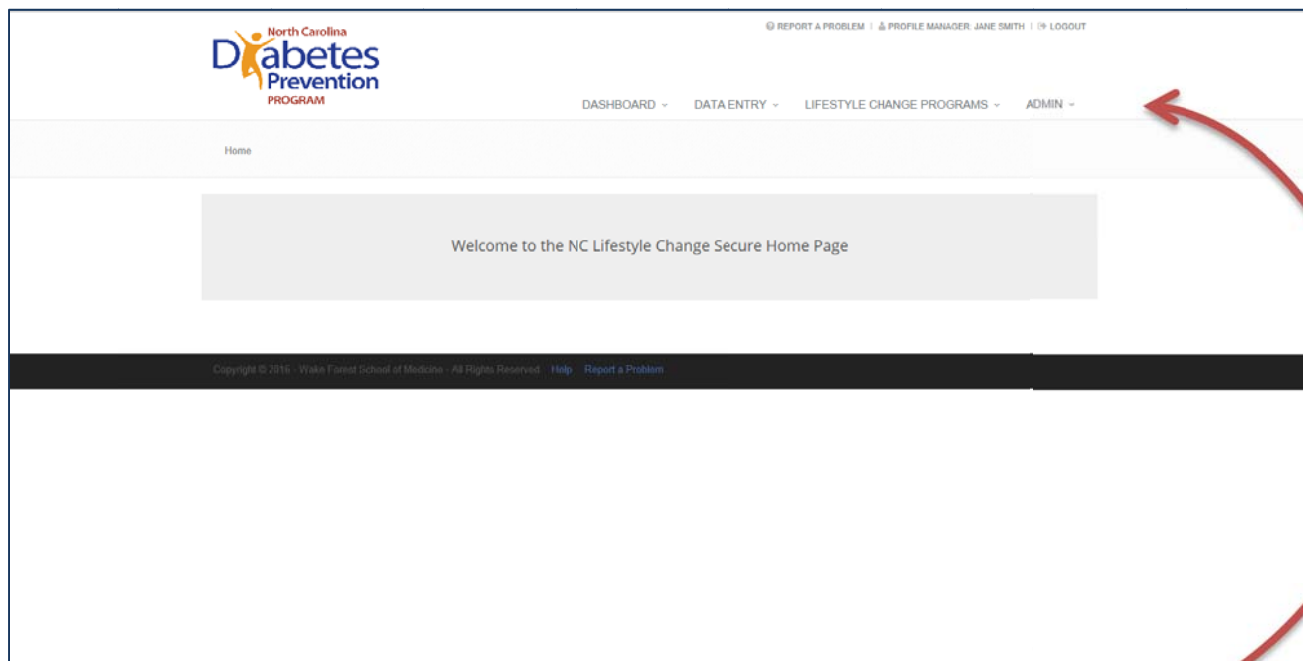


Access to the NC Lifestyle Change Data Management Website is available to any group conducting a diabetes prevention program in the state of North Carolina that has purchased a subscription. If you have purchased a subscription and requested an account, you will receive a username and temporary password via email. Your username will be your email address. The email will also contain instructions and a link that will allow you to set a new password that you can easily remember.

After you have set a new password, you can click on the Login button in the upper right corner of the page. Enter your user name and password in the fields that appear.

The NC Lifestyle Change Data Management website has been designed so that your access to different parts of the site will vary depending on the role that you play in your diabetes prevention program. If you are serving as the diabetes prevention coordinator overseeing multiple groups being run by different lifestyle coaches in your area, your website access will allow you to do things like see all of the groups at your location and place participants in groups. If you are a lifestyle coach, you will only have access to the data for your group(s).

Once you have successfully logged in to the website, you will see this homepage:



Basic Features of the NC Lifestyle Change Data Management Website

On the homepage, you will notice several different drop-down menus. Each of these menus will allow you to access different areas of the website. To access each menu, just move your mouse over the name.

The *Dashboard* menu is the information hub for the website. From here, you can return to the homepage, access a directory for all users, download documents, and view a calendar of upcoming trainings and other events.

The *Data Entry* menu allows you to enroll new participants in your program and verify their eligibility to participate based on the criteria established by the CDC for recognition as part of the National Diabetes Prevention Program.

The *Lifestyle Change Programs* menu will take you to your group data. Depending on your role, you may be able to see all the lifestyle groups associated with your clinic/site, county, or region. From this menu, you will be able to manage the attendance, weight, and physical activity data for each group.

The *Admin* menu (short for Administration) allows you to create new groups, set the dates for group sessions, and place participants into your groups.

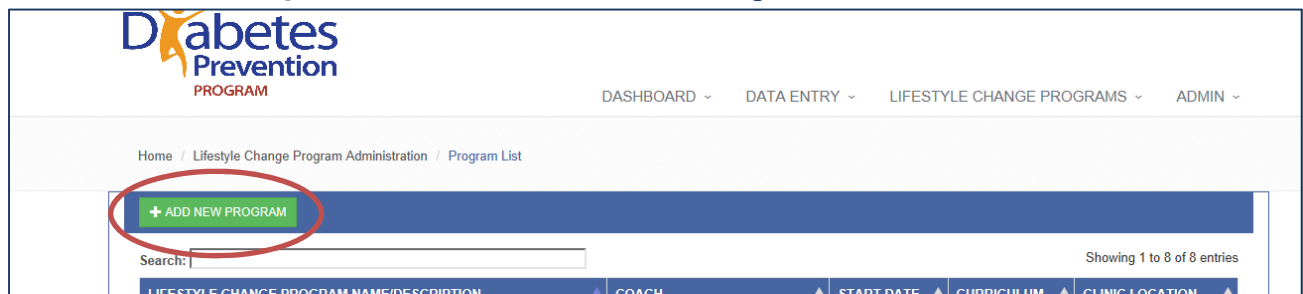
Each of the functions described above will be described in detail later in this manual.

How Do I Enter My Group Data?

There are three key steps that you must complete in order to be able to enter the data from your group meetings. First, you need to set-up your group. Then you will need to enroll your group members by providing some basic information to determine their eligibility for participation. Finally, you will need to place these participants in the correct groups.

Setting up a Group

1. Go to the **Admin** menu.
2. Under the heading **Lifestyle Change Program Admin**, select **Lifestyle Change Program Setup**.
3. Click on the green box labeled 'Add New Program'.



4. You will then be asked to enter some identifying information for your group (a screen shot of this screen is located on the next page).
 - a. Provide a *name* for your group.
 - b. Provide a *description* for you group. This can include the location, week night, time, etc.
 - c. Select a *program clinic location*. This drop-down menu will display all clinics to which you have access.
 - d. Select a *program coach*. This is the person who will be leading the group. In this field, you should be able to select from all the personnel who have accounts from your clinic.
 - e. Select a *program curriculum*. You will choose between HELP PD and the CDC-DPP curriculum. This will enable the website to choose the right schedule of group meetings for you.
 - f. Select a *program maintenance length*. According to the CDC, all diabetes prevention programs are required to do at least 6 months of post-core meetings, but you can also select 12 or 18 months depending on the needs of your program.
 - g. Enter a *start date* for your group. This is the date of the first group meeting. By entering the date of the first meeting, the website will automatically generate a schedule of all the group meetings moving

forward from that date. There is a function, which will be discussed later in this guide, which allows you to manually edit the dates for each group session if you need to skip a week or reschedule a group meeting.

- h. Click **Save**.
- i. You will be returned to the same page, but you will notice that there is now a blue box at the top that lists the program name and a numeric ID. This means that the group has been set-up. This new group should also appear when you select the *Lifestyle Change Programs* menu.

Lifestyle Change Program Administration / Program List / Program Detail

ADD NEW LIFESTYLE CHANGE PROGRAM

Lifestyle Change Program Name:

Description:

Program Clinic Location:

Program Coach:
Bridgette, Blackwell (bblackwe)
Caroline, Blackwell (cblackwe)
Julia, Robertson (jurobert)
Mara, Vitolins (mvitolin)
Jane, Smith (sweetCarolinewf@gmail.com)
Wesley, Roberson (wroberso)

Program Curriculum:

Program Maintenance Length:

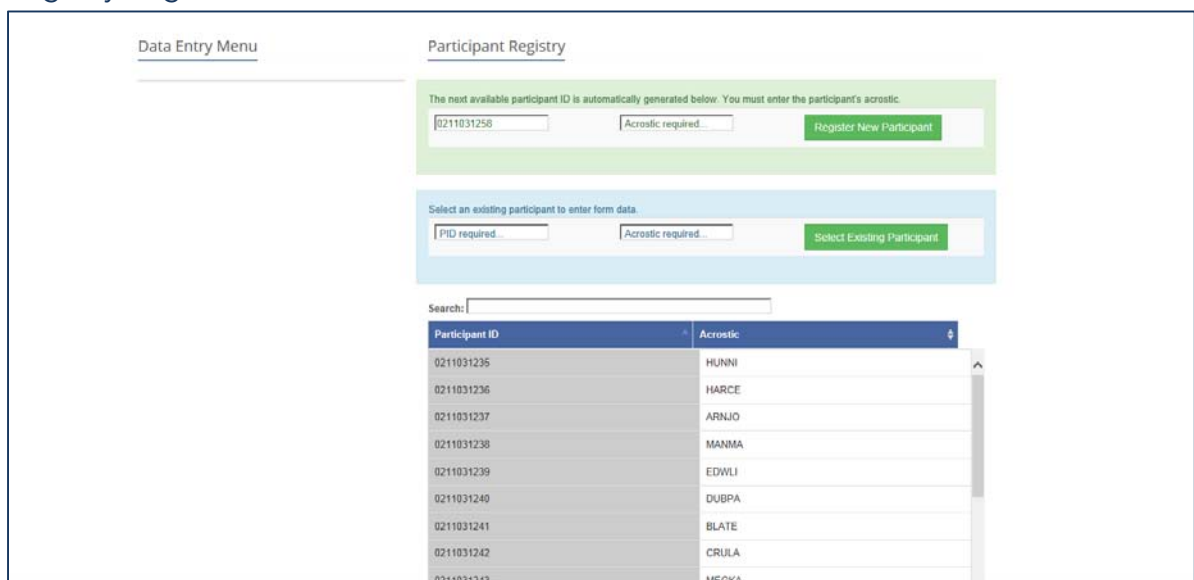
Start Date:

SAVE

Enrolling Group Members

The CDC requires that you get some basic demographic information from participants and that anyone whose data is reported meets basic criteria for participating in a diabetes prevention program. We have designed the website to collect and verify that information for you. Every time that you want to determine if someone is eligible for the program and enroll them, you will need to enter this information. We do have paper versions of this form available and we recommend that for recording keeping purposes, you keep a paper copy and also enter the info into the database. The CDC may request verification of some data.

1. Go to the **Data Entry** menu and select **Data Entry**. You will see the Participant Registry Page.



The screenshot shows the 'Participant Registry' page. It features two main sections: a green box for registering a new participant and a blue box for selecting an existing participant. Below these is a search bar and a table of existing participants.

Participant ID	Acroscopic
0211031235	HUNNI
0211031236	HARCE
0211031237	ARNJO
0211031238	MANMA
0211031239	EDWLI
0211031240	DUBPA
0211031241	BLATE
0211031242	CRULA
0211031243	MEGKA

2. In green, you will see the option to **Register a New Participant**. The **participant identification number** will already be generated for you based on your clinic affiliation. The participant identification number (PID) is unique to each participant. It is made up of 10 digits- two digits for the region, two digits for the county, two digits for the clinic, and four digits for the participant. You will need to enter an **acroscopic**, the second artificial identifier that we use for security purposes. The acroscopic is a combination of letters from the participant's name. To enter the Participant Acroscopic, type the first three letters of the participant's last name and the first two letters of the first name. Then click the **Register New Participant** button.
3. The participant has now been created in the database system. In blue, you will see an option to **Select an Existing Participant**. Enter the **PID** and **acroscopic** for the participant you just created and click **Select Existing Participant**. This will take you to the data entry homepage for this participant.

4. On the left side of the page, click on the link for **Enrollment Form**.
5. Enter all of the information on the form and click **Submit**. If any required information is missing, you may receive an error message that will prevent you from saving the data. If you have entered information that will make the participant ineligible based on the CDC standards, you will receive a warning message after the form has been saved. Only those participants who meet the criteria established by the CDC will be displayed in the list of participants that can be placed in groups.
6. Once all required data has been entered, the home page for eligible participants will now display in green.

Placing Participants in a Group

We have designed this website so that more than one lifestyle group can be conducted at each site. It is also likely that you will have the occasional participant who begins in one group, but needs to switch to another. The NC Lifestyle Change Data Management website will allow you to move participants in and out of groups as needed. Please remember that these functions will only be available to diabetes prevention coordinators, not all users on the website.

1. Go to the *Admin* menu.
2. Under the heading **Lifestyle Change Program Admin** on the right, select **Lifestyle Change Program Participant Selection**.
3. The next screen will show you all of the groups at your clinic. Select the group to which you would like to add members by clicking on the **group name**.

North Carolina
Diabetes
Prevention
PROGRAM

REPORT A PROBLEM | PROFILE MANAGER: CAROLINE BLACKWELL | LOGOUT

DASHBOARD - DATA ENTRY - LIFESTYLE CHANGE PROGRAMS - ADMIN -

Lifestyle Change Program Administration / Program Participant Selection

Search:

CLINIC NUMBER	CLINIC LOCATION	LIFESTYLE CHANGE PROGRAM GROUP NAME
03	Forsyth County	Carolina's Second Imaginary Group
03	Forsyth County	Jane Smith's Pretend Group
03	Forsyth County	Drogone's Imaginary Group

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4. The next screen lists all the participants that have been enrolled at your site. If you entered data on someone that did not meet the CDC Standards, they will not show up on this list.

North Carolina
Diabetes
Prevention
PROGRAM

REPORT A PROBLEM | PROFILE MANAGER: CAROLINE BLACKWELL | LOGOUT

DASHBOARD - DATA ENTRY - LIFESTYLE CHANGE PROGRAMS - ADMIN -

Lifestyle Change Program Administration / Program Participant Selection / Program Participants

Program Name: Jane Smith's Pretend Group

Program ID: 4DB4C908-C689-440D-626D-F98977264A4

Eligible Participants

- 0211031235
- 0211031236
- 0211031238
- 0211031239
- 0211031241
- 0211031244
- 0211031246
- 0211031249
- 0211031250
- 0211031253
- 0211031254
- 0211031255
- 0211031257

Program Group Members

<< >>

SAVE

5. To move participants into the group, highlight the PID in the left column and click the right arrow button.
6. If you need to remove participants from the group, highlight the PID in the right column and click the left arrow button.
7. When you are done making changes, click **Save**. The participants that you moved into the group should display on the right and eligible participants not currently assigned to a group should display on the left.

The screenshot displays the North Carolina Diabetes Prevention Program interface. At the top, the logo for the North Carolina Diabetes Prevention Program is visible, along with user information: "REPORT A PROBLEM | PROFILE MANAGER: CAROLINE BLACKWELL | LOGOUT". A navigation menu includes "DASHBOARD", "DATA ENTRY", "LIFESTYLE CHANGE PROGRAMS", and "ADMIN". The current page is titled "Lifestyle Change Program Administration / Program Participant Selection / Program Participants".

Below the navigation, the "Program Name" is "Jane Smith's Pretend Group" and the "Program ID" is "4DB4C95B-CB59-44DB-825B-F98997725444".

The main content area is divided into two columns:

- Eligible Participants:** A list of participant IDs: 0211031235, 0211031254, 0211031256, and 0211031257.
- Program Group Members:** A list of participant IDs: 0211031236, 0211031238, 0211031239, 0211031241, 0211031244, 0211031245, 0211031249, 0211031250, and 0211031253.

Between the two columns are two blue arrow buttons: a left-pointing arrow (<<) and a right-pointing arrow (>>). A green "SAVE" button is located at the bottom left of the interface.

Entering Your Group Meeting Data

You are finally ready to enter the data you have collected at your group meetings!

1. Go to the *Lifestyle Change Programs* menu and select **Lifestyle Change Programs**. If you are a Lifestyle Coach, this is the only portion of the site you will be able to access.

The screenshot shows the North Carolina Diabetes Prevention Program website. The header includes the logo and navigation links: DASHBOARD, DATA ENTRY, LIFESTYLE CHANGE PROGRAMS, and ADMIN. The main content area is titled "Lifestyle Change Program List" and contains a welcome message for Caroline Blackwell, an "Announcements" section, and a "My Groups" section. The "My Groups" section lists four groups with their descriptions:

- Caroline's Second Imaginary Group**: Meets Tuesdays at 6 PM at the Community Center
- Jane Smith's Pretend Group**: Wednesday Night at 6 PM, Church of Christ
- Bridgette's Imaginary Group**: Planet Klingon, Wednesdays, 2 PM

2. Under **My Groups**, you will see each of the groups to which you have access. Select the group for which you want to enter data by clicking on the group name.
3. This takes you to a group homepage. Here you will see a list of participants in this group.

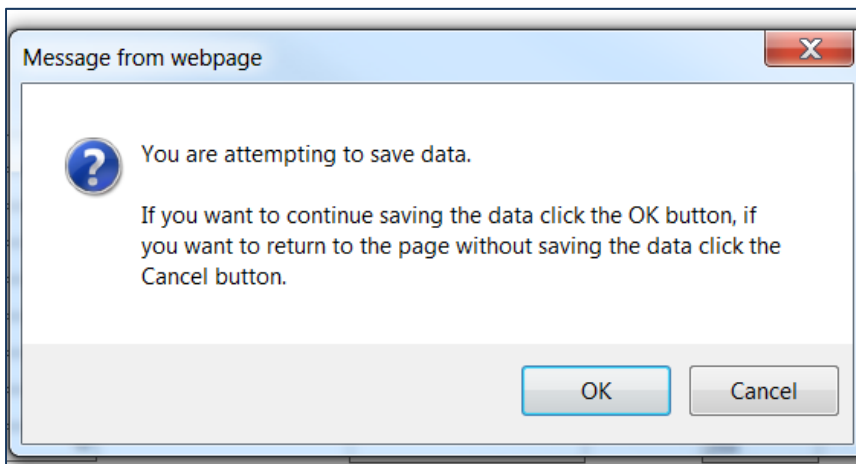
The screenshot shows the "Group Program Visit Schedule" page for a group. It features a table with columns for visit dates (IP#1 to IP#9) and participant information. The table is organized into two main sections: "Visit Schedule" and "Group Links".

	IP#1 12/22/2015		IP#2 12/29/2015		IP#3 12/29/2015		IP#4 12/23/2015		IP#5 12/30/2015		IP#6 01/06/2016		IP#7 01/13/2016		IP#8 01/20/2016		IP#9 01/27/2016		
Name <small>(click name for reports)</small>	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Name	Attendance	Weight	Attendance	Weight	Attendance	Weight
0211031236	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031236	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031238	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031238	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031239	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031239	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031241	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031241	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031244	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031244	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031246	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031246	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031249	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031249	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031250	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031250	Not Entered Yet		Not Entered Yet		Not Entered Yet	
0211031253	Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		Not Entered Yet		0211031253	Not Entered Yet		Not Entered Yet		Not Entered Yet	

- You will then click on the group meeting that you want to enter. They are coded as **IP01**, IP02, etc. in blue at the top of the row. This means intensive phase 1, 2, etc. This will bring up the form to enter your data.
- For each participant, you will enter a **Yes** or **No** for attendance. Do not leave this blank. If **No**, you will also be able to select a reason that the session was missed. If you select other, fill in the **Other** text box. You will also enter weight, weekly physical activity minutes, and any notes you would like to keep from the meeting.

PID	Visit Code	Visit Date	Attendance	Reason Session Missed	Other (Specify)	Weight	Activity Mins	Notes
0211031236	IP01	12/02/2015	1 - Yes	-		201	95	
0211031238	IP01	12/02/2015	1 - Yes	-		198	140	
0211031239	IP01	12/02/2015	1 - Yes	-		224	45	
0211031241	IP01	12/02/2015	1 - Yes	-		165	100	
0211031244	IP01	12/02/2015	1 - Yes	-		251	60	
0211031246	IP01	12/02/2015	1 - Yes	-		190	70	
0211031249	IP01	12/02/2015	2 - No	2 - Transportation difficulties				
0211031250	IP01	12/02/2015	1 - Yes	-		182	90	
0211031253	IP01	12/02/2015	1 - Yes	-		204	120	

- Click **Save**.
- You will get a message that says you are attempting to save data. Click **OK**.

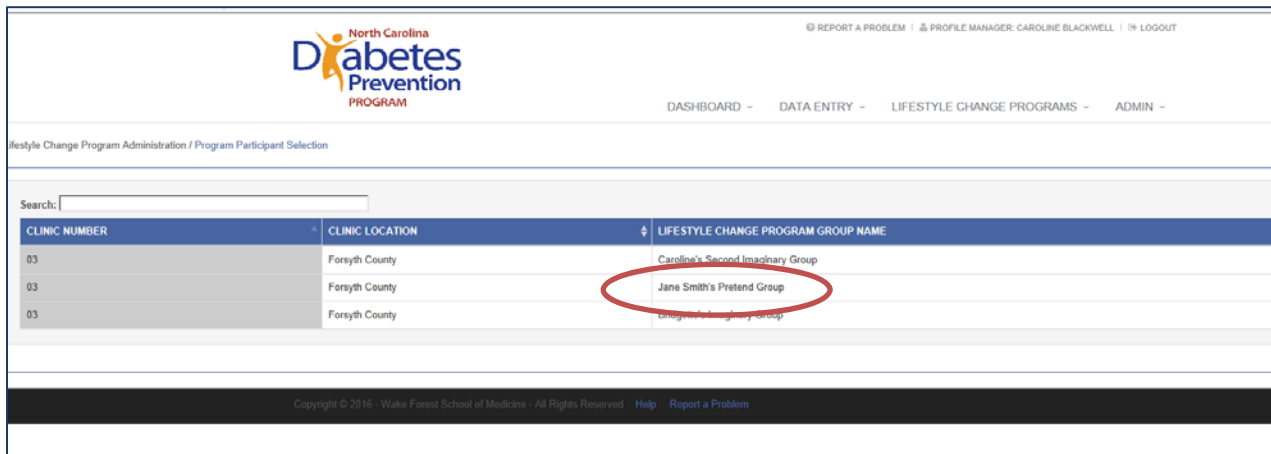


- You will be returned to the group homepage where your data for that session is now displayed.

Changing the Meeting Dates for Your Group

As mentioned previously, the website will automatically generate the group meeting dates for you when you select the curriculum and start date (part of **Lifestyle Change Program Set-Up**). Since some programs do not require meetings on a weekly basis, you may need to go in and edit the automatically generated dates. Please note that this function is only available to diabetes prevention coordinators, not lifestyle coaches.

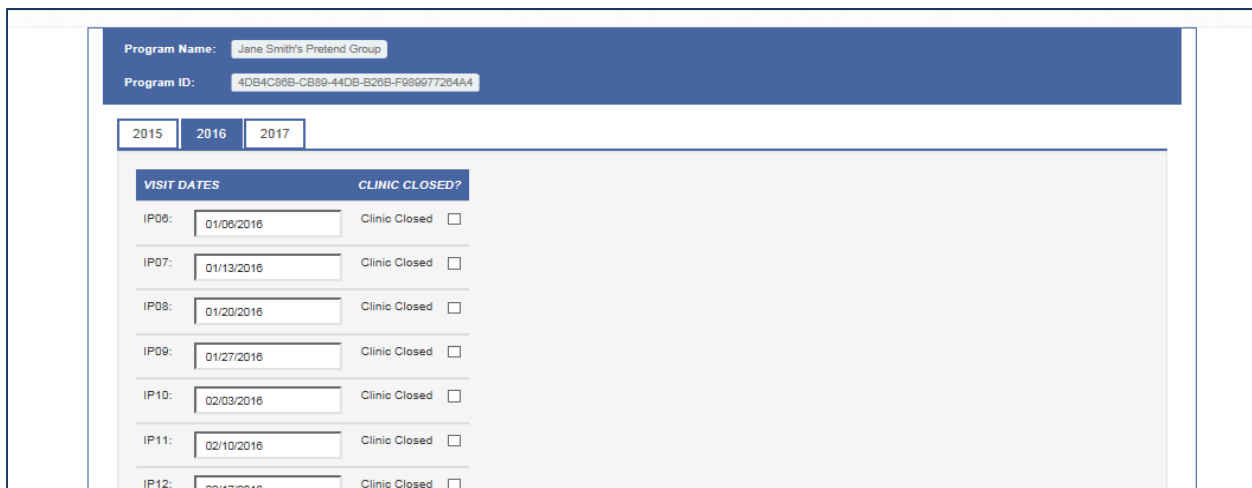
1. Go to the *Admin* menu.
2. Under the heading **Lifestyle Change Program Admin** on the right, select **Lifestyle Change Program Dates**.
3. The next screen will show you all of the groups at your clinic. Select the group for which you would like to change the dates by clicking on the **group name**.



The screenshot shows the North Carolina Diabetes Prevention Program Admin interface. At the top, there is a logo for "North Carolina Diabetes Prevention PROGRAM" and a navigation menu with options: "REPORT A PROBLEM", "PROFILE MANAGER: CAROLINE BLACKWELL", and "LOGOUT". Below the logo, there are tabs for "DASHBOARD", "DATA ENTRY", "LIFESTYLE CHANGE PROGRAMS", and "ADMIN". The current page is titled "Lifestyle Change Program Administration / Program Participant Selection". A search bar is present above a table of groups. The table has three columns: "CLINIC NUMBER", "CLINIC LOCATION", and "LIFESTYLE CHANGE PROGRAM GROUP NAME". The "Lifestyle Change Program Group Name" column contains three entries: "Caroline's Sacred Imaginary Group", "Jane Smith's Pretend Group" (circled in red), and "Imaginary Lifestyle Group".

CLINIC NUMBER	CLINIC LOCATION	LIFESTYLE CHANGE PROGRAM GROUP NAME
03	Forsyth County	Caroline's Sacred Imaginary Group
03	Forsyth County	Jane Smith's Pretend Group
03	Forsyth County	Imaginary Lifestyle Group


4. The next screen lists all the scheduled meeting dates. The visit code (session number) is listed to the left of the currently scheduled date. Please note that there is a tab for each year in which there should be meetings for this group. This is based on the start date and the length of the post-core or maintenance phase that you selected during **Lifestyle Change Program Set-Up**.



The screenshot shows the meeting dates screen for the "Jane Smith's Pretend Group". At the top, there is a "Program Name" field with the value "Jane Smith's Pretend Group" and a "Program ID" field with the value "4DB4C86B-CB89-44DB-B26B-F989977204A4". Below this, there are tabs for the years "2015", "2016", and "2017". The "2016" tab is selected. The main content area is titled "VISIT DATES" and "CLINIC CLOSED?". It contains a list of visit dates with corresponding "Clinic Closed" checkboxes. The dates are: IP06: 01/08/2016, IP07: 01/13/2016, IP08: 01/20/2016, IP09: 01/27/2016, IP10: 02/03/2016, IP11: 02/10/2016, and IP12: 02/17/2016. All "Clinic Closed" checkboxes are currently unchecked.

VISIT DATES	CLINIC CLOSED?
IP06: 01/08/2016	Clinic Closed <input type="checkbox"/>
IP07: 01/13/2016	Clinic Closed <input type="checkbox"/>
IP08: 01/20/2016	Clinic Closed <input type="checkbox"/>
IP09: 01/27/2016	Clinic Closed <input type="checkbox"/>
IP10: 02/03/2016	Clinic Closed <input type="checkbox"/>
IP11: 02/10/2016	Clinic Closed <input type="checkbox"/>
IP12: 02/17/2016	Clinic Closed <input type="checkbox"/>

5. Edit the date for the session(s) as needed. Please note that changing the date for one session will not affect sessions scheduled to occur after that. In other words, you will need to edit all the dates after a week where a session was skipped to reflect a shift in the timeline for the group.
6. Click **Save Year 2016**.
7. We recommend that you verify that the group meeting schedule is correct before you begin entering your data, although changes in the group schedule often occur with little warning and can be corrected while the group is ongoing.
8. The corrected visit dates should be reflected when you access your group data via the *Lifestyle Change Programs* menu.



[DASHBOARD](#) - [DATA ENTRY](#) - [LIFESTYLE CHANGE PROGRAM](#)

Lifestyle Change Programs / Lifestyle Change Program List / Group Program Visit Schedule

[Visit Schedule](#) | [Group Alerts](#) | [Group Reports](#) | [Contact Info](#) | [Group Links](#)

Name <small>(click name for reports)</small>	IP01 12/02/2015		IP02 12/09/2015		IP03 12/16/2015		IP04 12/30/2015		IP05 01/06/2016		IP06 01/13/2016		IP07 01/20/2016		IP08 01/27/2016		IP09 02/03/2016		
	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	Attendance	Weight	
0211031237	Yes	184.2	Yes	182.0	Yes	179.4	Yes	177.1	Yes	175.3	0211031237	Yes	172.5	Yes	170.6	Not Entered Yet		Not Entered Yet	
0211031240	Yes	238.1	Yes	233.8	Yes	232.2	Not Answered		Yes	232.5	0211031240	Yes	230.1	Yes	227.2	Not Entered Yet		Not Entered Yet	
0211031242	Not Answered		Yes	200.2	Yes	198.3	Not Answered		Yes	197.5	0211031242	Not Answered		Yes	194.0	Not Entered Yet		Not Entered Yet	
0211031243	Yes	190.5	Yes	188.3	Yes	188.8	Yes	187.3	Yes	188.8	0211031243	Yes	184.6	Yes	181.7	Not Entered Yet		Not Entered Yet	
0211031245	Yes	188.2	Not Answered		Yes	188.0	Yes	185.2	Yes	182.7	0211031245	Yes	180.3	Yes	178.5	Not Entered Yet		Not Entered Yet	
0211031248	Yes	151.4	Yes	150.7	Yes	148.3	Not Answered		Yes	149.1	0211031248	Yes	148.1	Not Answered		Not Entered Yet		Not Entered Yet	
0211031251	Yes	162.7	Yes	161.1	Yes	160.0	Yes	161.6	Not Answered		0211031251	Yes	158.2	Yes	157.0	Not Entered Yet		Not Entered Yet	

[←](#)

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