



Guidance for Navigating the National CDSME Database Webinar

*Administration for Community Living
National Council on Aging*

PRESENTERS

Lesha Spencer-Brown, Kenny Rosenkranz

June 29, 2022



Webinar Overview

1. Welcome from NCOA & ACL

2. Database Overview & Terminology

3. Data Collection Forms

4. Privacy & Security

5. Forms Management & Data Quality Assurance

6. Live Demo: Using the National CDSME Database

7. Next Steps

8. Questions and Answers

Speakers



Lesha Spencer-Brown, CDSME Grant
Program Lead, Administration for Community
Living/Administration on Aging

Kenneth Rosenkranz, Data Management and
Analysis Associate, NCOA

Administration for Community Living


Office of Nutrition and Health Promotion Programs

National Chronic Disease Self- Management Education (CDSME) Database Training


June 2022



Data Collection Grant Requirements:

- The Notice of Funding Opportunity notes that grantees must:
 - “Collect required program data for all program participants by way of ACL’s specific data collection forms”.
 - “Compile and report the data to the CDSME National Database within 30 days of program completion”.
 - “Train workshop leaders, etc. on data collection practices and use of the forms”.
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Importance of Data Collection

- Evaluate grantee performance.
 - Determine program reach and participant demographics (i.e., ethnicity, age, chronic conditions, etc.).
 - Report participant outcomes to determine the impact and value of the programs.
 - Conduct research.
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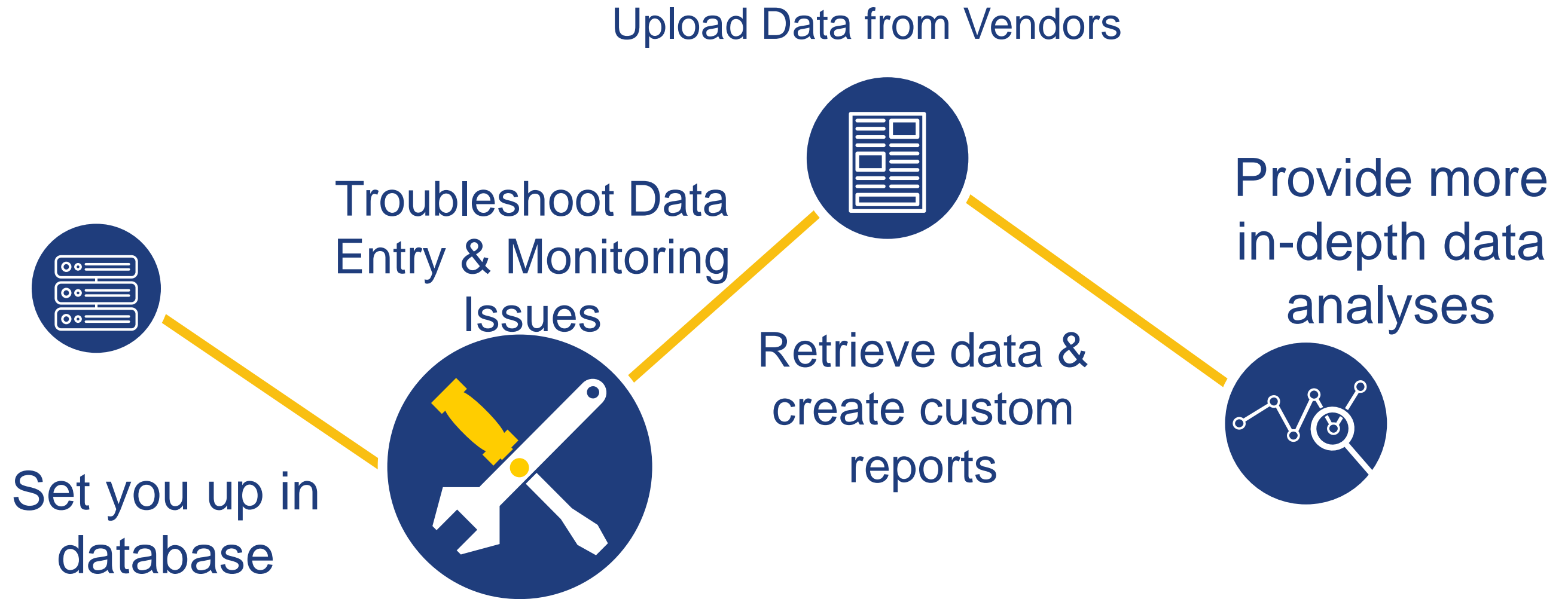
Upcoming Changes

- Current data collection forms expire November 2022.
 - Renewal of forms in progress.
 - 60-day and 30-day public comment periods.
 - Focus groups
- Roll out of new forms after OMB approval:
 - Will include transition period to new forms.
 - Webinar training on new forms and any associated database changes.

Contact Information

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Technical Assistance – What can NCOA do for you?

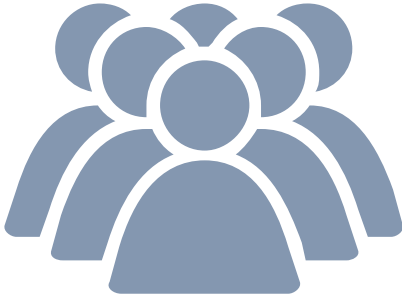


Preface: Upcoming Changes

- Falls Prevention and CDSME databases to be merged (target: end of calendar year)
- Retraining on data entry
- Single database (one-stop service for Falls and CDSME dual users.)
- Enhanced reporting features
- Data import through REST APIs

CDSME National Database – By the numbers

451,312



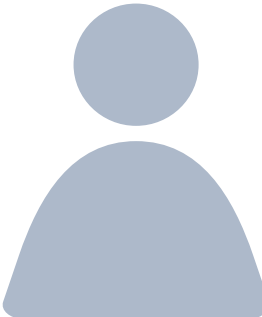
**Program
Participants**

35,780



Workshops

313



**Database
Users**

84



**Active
Networks**

45



**Active
States and
Territories
in Past Year**

Terminology

- **Program:** An evidence-based CDSME program
- **Workshop:** A class or group meeting through which a program is delivered to participants.
- **Session:** A single meeting of a workshop, e.g., an hour-long class period or an encounter
- **Facilitators:** The people who are trained to deliver the CDSME prevention programs (formerly, ‘program leaders’)
- **Participant:** An individual who attends at least one session of a workshop

Programs in Database

The Self-Management Resource Center's Suite of Programs	Other Programs
<ul style="list-style-type: none">• Arthritis Self-Management Program• Better Choices, Better Health (on-line)• Cancer: Thriving and Surviving• Chronic Disease Self-Management Program• Chronic Pain Self-Management Program• Diabetes Self-Management Program• Positive Self-Management Program• Programa de Manejo Personal de la Diabetes• Tool Kit for Active Living with Chronic Conditions• Tomando Control de su Salud• Workplace Chronic Disease Self-Management Program	<ul style="list-style-type: none">• Active Living Every Day• Camine Con Gusto (in person)• EnhanceFitness• EnhanceWellness• HomeMeds• Living Well in the Community• PEARLS• Walk With Ease (in-person)• Walk With Ease (self-directed)• Wellness Recovery Action Plan (WRAP)

Salesforce vs PowerBI

There are 2 components of your National CDSME Database:

- 3-5 users recommended to maintain quality control
- **Salesforce – (Data IN!)** For entering workshop data, with only basic views of data entered. No export functions at this time.
 - Dashboard with views # of workshops, counties, host organizations, & participants.
 - View & search individual profiles of hosts, sites, workshops, & participants to verify your entries.
- **PowerBI – (Data OUT!)** Provides full workshop-level exports. Allows you to visualize demographic data in graphics and tabular form and apply filters. You can see trends and examine site-level and program leader performance by completion rates & other factors.

Setting up an Account

FOR NEW ACCOUNTS ONLY:

- Complete the [Grantee and Users Intake Form](#)
- Email completed form to your TA liaison
- Include user name(s), organization/affiliation, grantee account, email address, and desired access.
- Existing account holders can simply create a case to change/add users.

Salesforce Access Levels:

- **Grantee / Network Administrator** – This person can add host organizations and implementation sites on behalf of their network. They can enter data, and view all workshops entered by all users.
- **Data Entry Only** – This person can only enter workshop data, and view workshop data they have entered. They must contact a Grantee/Network Administrator in their network to add host and implementation sites.

Data Collection Forms (Exp. Date: 11/22/2022)

OMB Control No. 0985-0036
Exp. Date 10/31/2019

Your Program Name

Participant Information Survey

Participant I.D. (first two letters of your first name, first two letters of your last name, last two numbers of your birth year): _____

1. How old are you today? _____ years

2. Are you: Male or Female?

3. Are you of Hispanic, Latino, or Spanish origin?
 Yes No

4. What is your race? Mark all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

5. Has a health care provider ever told you that you have any of the following chronic conditions? (Please mark all that apply.)

<input type="checkbox"/> Arthritis/Rheumatic Disease	<input type="checkbox"/> Hypertension (High Blood Pressure)
<input type="checkbox"/> Asthma/Emphysema/Other Chronic Breathing or Lung Problem	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Cancer or Cancer Survivor	<input type="checkbox"/> Osteoporosis (Low Bone Density)
<input type="checkbox"/> Chronic Pain	<input type="checkbox"/> Obesity

OMB Control No. 0985-0036
Exp. Date 10/31/2019

Your Program Name

Program Information Cover Sheet

Instructions to Program Facilitator(s): Please provide the requested details about this program. Please print clearly. Use this as a cover sheet for the completed data collection forms to return to the Survey Coordinator.

Name: _____

State: _____ Zip: _____

Facilitator Names (please provide full first and last names and provide the phone number and/or email of the best person to contact about any questions)

Name: _____ Ph: (____) _____ - _____
Email: _____

Name: _____ Ph: (____) _____ - _____
Email: _____

Session 0" with this workshop? (Session 0 is an optional pre-workshop

Data Collection Forms

English:

- Attendance Log
- Program Information Cover Sheet
- Participant Information Survey
- Group Leader Script

Spanish:

- Attendance Log
- Program Information Cover Sheet
- Participant Information Survey
- Spanish Group Leader Script

Post-Evaluation Question

Please circle the number that best matches how confident you are feeling.

14. After taking this workshop, I am more confident that I can manage my chronic condition(s).

Not at all confident	1	2	3	4	5	6	7	8	9	10	Totally confident
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- Must be completed at the last program session. This cannot be collected at any other time point, i.e. 10 weeks or 3 months post-workshop.
- It's important to ensure you **LINK** the response to this question to the individual participants' baseline/pre-test forms.

A few ways to do this:

- Use a post-it to mark each post-evaluation question before distributing forms to your participants that match their baseline forms.
- Hold on to participant forms until the last session when you have collected responses to this question before doing data entry.

Optional Data Fields

Explore Optional Data Fields in the National CDSME Database

- Get context, history, and rationale for offering these items
- Proposing new optional fields – how are these requests vetted & considered
- Phrasing recommendations

Participant Level

- Health insurance
- Monthly income
- Satisfied with Program (Likert scale), program leader, location, time
- Referral Source– multiple & open-ended
- Alzheimer's/Cognition (checkbox)

Workshop Level

- Funding source
- Workshop format (online, in-person/group, one-on-one, hybrid, or self-directed)


Modifying Forms – Do's and Don'ts

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TIP SHEET

Do's and Don'ts for Modifying CDSME Data Collection Forms

The following guidelines are designed to help Administration for Community Living (ACL) Chronic Disease Self-Management Education (CDSME) grantees understand what can and can't be changed on the required ACL data collection tools.



While all ACL CDSME grantees must collect certain required data elements, some grantees may opt to collect additional workshop and/or participant information. There are many gray areas, however, so the following guidance is not prescriptive. **We request that you submit any proposed revisions to your ACL Program Officer and NCOA Technical Assistance Liaison as soon as possible and before commencing data collection.**

ACL and the National CDSME Resource Center are committed to making the data collection process as manageable as possible for grantees. Please read through the following "Do's and Don'ts" before submitting your forms for review.

DO

- **Submit any modified versions of the data collection tools to your ACL Program Officer and NCOA Technical Assistance Liaison for their review and approval before using them.** Be sure to track and highlight any

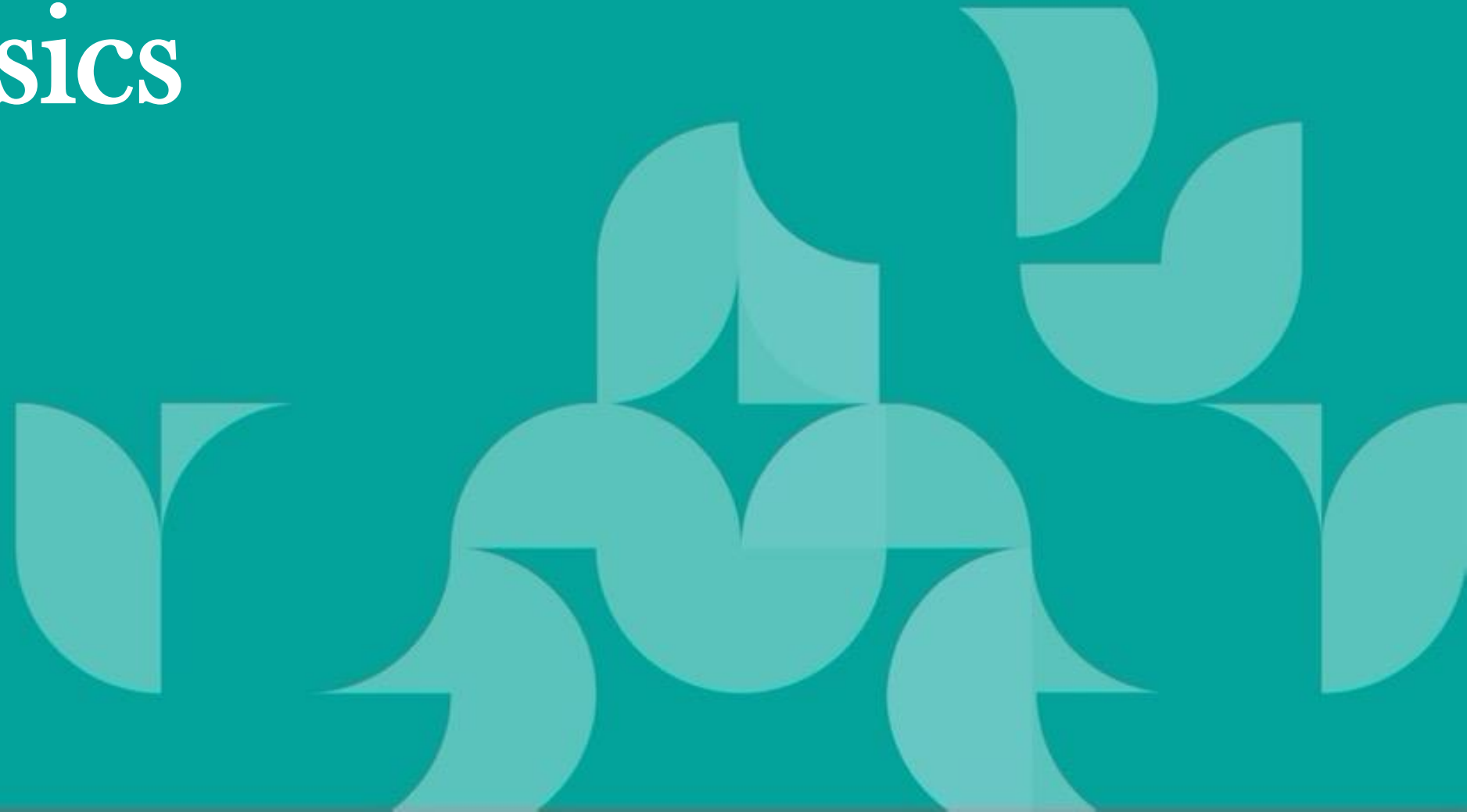
- Continue collecting data from the previous data collection tools, if you found them to be important for your evaluation purposes. However, these should be entered in an independent database, as they will not be available for entry into the CDSME National Database after January 1, 2017.

DON'T

- Do not remove the OMB reference #, expiration date, or Paperwork Reduction Act statement from your forms.
- Do not change the wording of the required questions.
- Do not change the wording of any answer options for any required questions, and do not add any new answer options.
- Do not change the order in which the required questions are presented.
- **Do not forget to send the 'modified' data collection forms to your ACL Program Officer and NCOA.**

<https://www.ncoa.org/article/do-s-and-don-ts-for-modifying-data-collection-forms>

Privacy & Security Basics



Privacy and Data Security Practices

- **Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Databases** ([Privacy and Data Security Practices - NCOA CDSME and Falls Prevention](#))
- **Privacy Act of 1974 Public Law 93-579 (5 U.S.C.A. 552a):** Protects records that can be retrieved by personal identifiers, e.g. name, social security number, or other identifying number or symbol
- **Your Responsibility**
 - Store completed data collection forms in a secure, locked cabinet when not in use
 - Ensure data is entered into a secure, password protected database, such as the ACL National Falls Prevention Database
 - Train all staff, facilitators, and anyone handling, transferring data forms, in paper or electronic form
 - Disclose rights to participants (voluntary information on surveys, how their information is to be protected)
 - Follow best practices for storing, sharing, and transmitting data

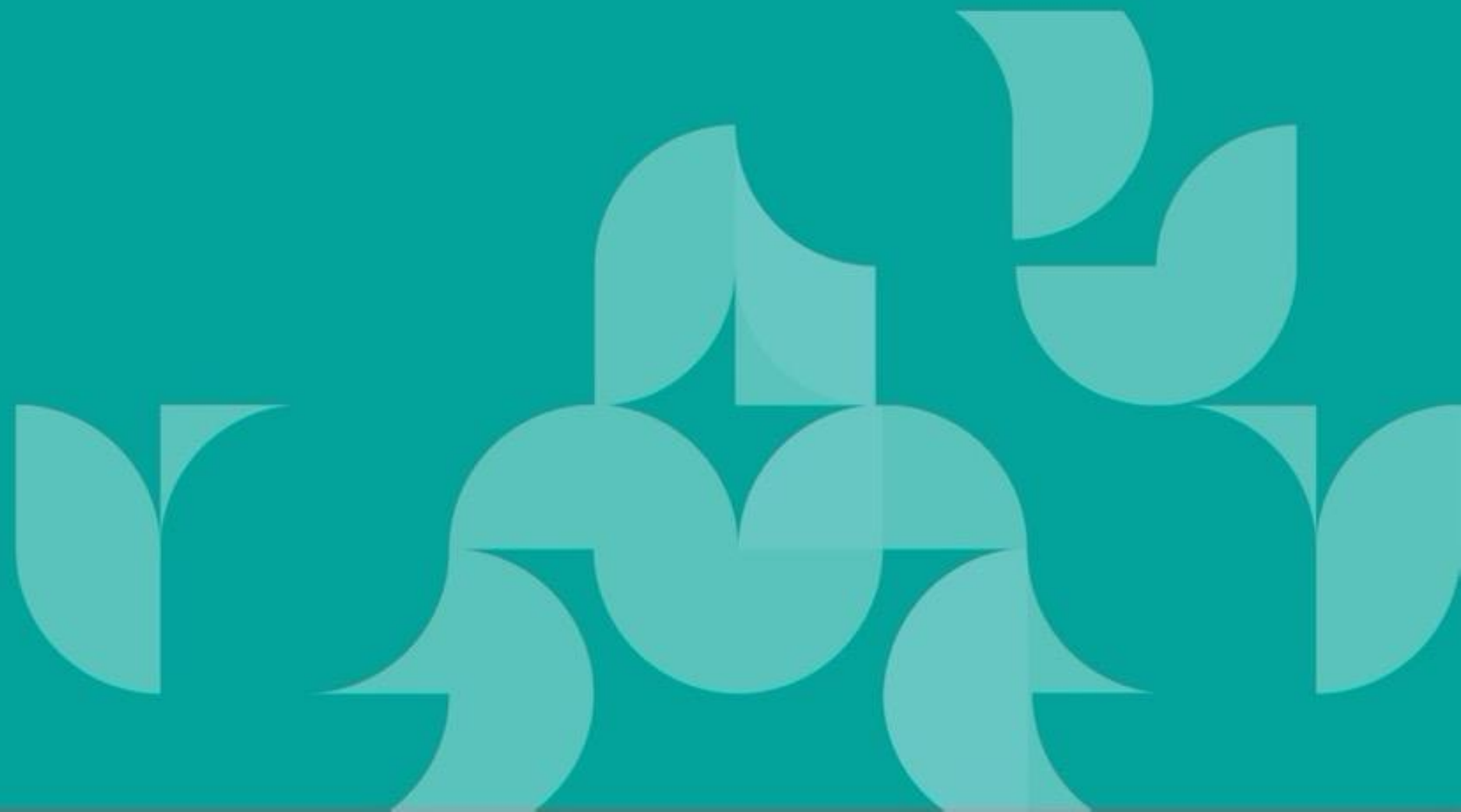
Privacy and Data Security Practices

- You can destroy the following forms immediately after entering data into the database:
 - Participant Information Form (Pre-Program)
 - Participant Post Program Survey Form
 - Attendance Log
 - Program Information Cover Sheet
 - Host Organization Information Form
- **Keep electronic copies** of data for at least 3 years past last report date associated with the grant.

Training Staff on Safeguarding Participant Information

- **Hold In-person/online training:**
 - Review “Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Database” with all staff: [Privacy and Data Security Practices - NCOA CDSME and Falls Prevention](#)
- **Collect Certificates of Completion from staff to verify completion of training** (Neither NCOA nor ACL require copies of these)
- **Collect Non-Disclosure Agreements** from all staff and keep those for at least 3 years:
 - Acknowledgement that participant information should not be shared with others and should be safeguarded appropriately
 - English: [Privacy and Data Security Practices - NCOA CDSME and Falls Prevention](#)
 - Spanish: [Privacy and Data Security Practices - NCOA CDSME and Falls Prevention](#)
- **Use encryption technology** when sharing or transferring sensitive data: Use a S-FTP (Safe File Transfer Program), e.g. Movelt. Required for any grantee/user sending or receiving sensitive data.

Forms Management & Data Quality Assurance



Forms Management & Quality Assurance Recommendations

Leaders/coaches or site coordinators

- Keep the forms together for a given workshop from its start date to its end date
- Submit all forms together for a given workshop for data entry as soon as possible after completion of a workshop, and at least within 2 weeks of its end date

Data entry person

- Review forms when received to be sure the packet is complete
- Follow up promptly with leaders or site staff to clarify any issues
- Enter forms into the database as soon as possible. Have a system for managing the flow of forms (e.g., a checklist).
- If you cannot get clarification, leave unclear responses blank
- Missing attendance logs: Do not enter data from workshops with NO Attendance Log into the database

Reducing Missing Data

1. Build in time for participants to complete the pre- and post-program surveys
2. Assist participants – consider literacy and cognitive challenge
3. Offer help to workshop leaders
4. Review workshop leader script, emphasize the value of feedback for future funding, programming, etc.
5. Build excitement for data by sharing feedback with implementation sites, partners
6. Check forms on-site

Resource: **Tip Sheet: Maximizing Complete and Accurate Data**

Using Other Databases

Avoid double data entry work!

Contact NCOA for assistance...

- If you are using another database for primary data entry. We can work with you to import data exported from another database.
- If you are using the National CDSME Database for primary data entry and you want to export data from this system into a different system.

Reminder: Participant-level data transferred between systems must be encrypted. Your vendor may have a method already or contact NCOA for options.

Strategies to Reduce Missing Data

Facilitators:

1. Make a priority building in time
2. Assist participants - consider literacy and cognitive challenges
3. Offer facilitators help
4. Review script during training, emphasize the value of feedback to future funding, programming etc. (English & Spanish)
5. Build excitement for data by sharing feedback with implementation sites/partners

Learn More Strategies to Reduce Missing Data



TIP SHEET

Maximizing Complete and Accurate Data

Having complete and accurate data is the best way to paint a true picture of program performance in the field. Good data helps us learn how different programs impact people from a variety of backgrounds and across multiple settings.



The Administration for Community Living (ACL) and its grantees, other federal partners, and NCOA's National CDSME and Falls Prevention Resource Centers use program data to determine program reach and value, help inform future programming, and make funding determinations. In addition, NCOA is partnering with research institutions to conduct in-depth analyses of chronic disease self-management and falls prevention programs implemented by ACL grantees. These findings and reports will be shared with funders, grantees, and partners.

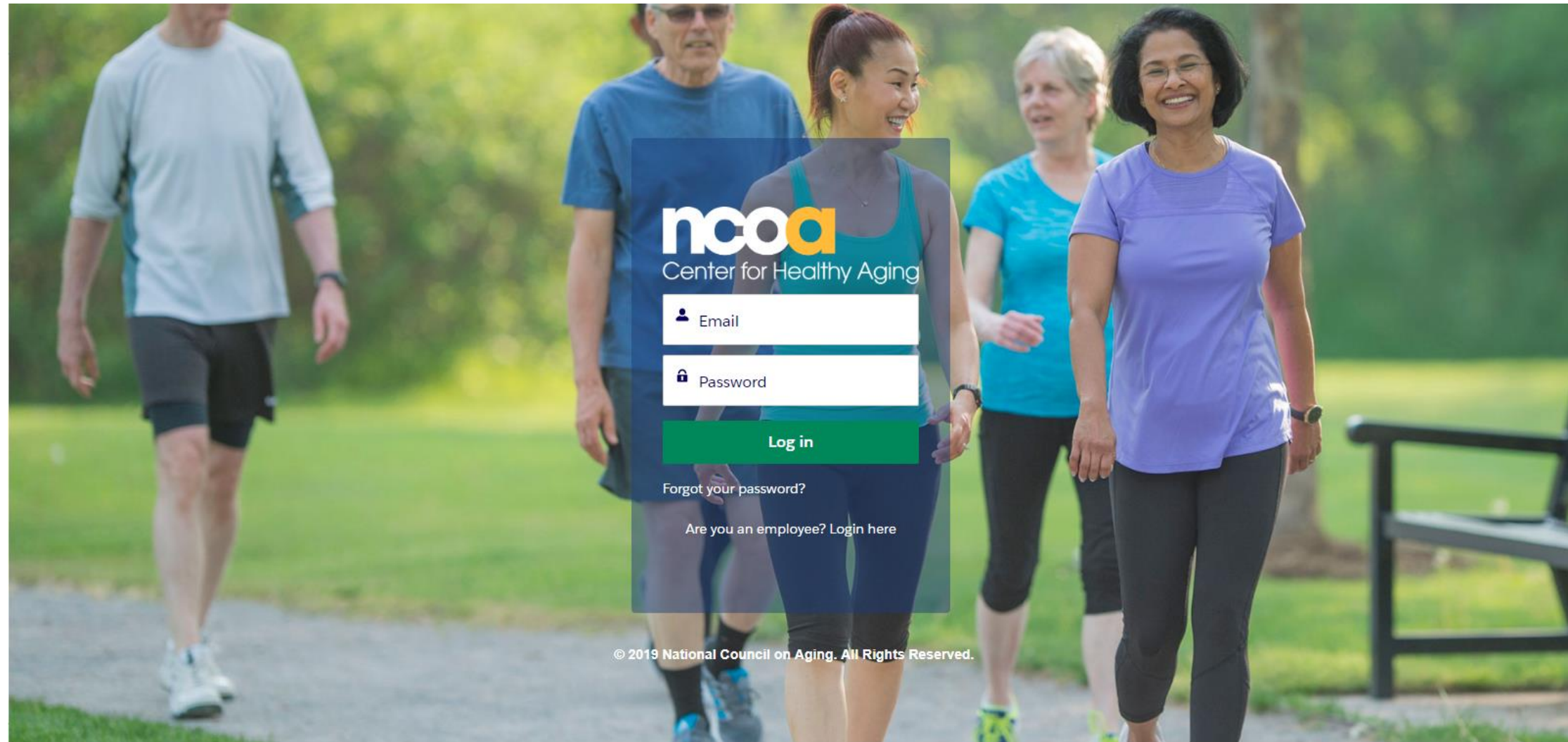
Implementation sites may face a number of challenges in obtaining complete and accurate workshop and participant data, including time constraints and lack of understanding of the value of data by both program facilitators and participants. Program leads are strongly encouraged to provide

Incorporate Data Collection into Procedures

- **Build in time to complete forms during the beginning of the first and last workshop sessions.** This is essential as it shows participants that the forms are important enough to be integrated into the time allotted. This approach is also a more effective way to get responses than waiting until when people are ready to leave.
- **Centralize data entry.** By having all group leaders send forms to one centralized data center, it presents an opportunity to have someone accountable for reviewing the accuracy and completeness of forms and provide quality assurance.

Logging into the Database

www.ncoa.org/chacommunity



Landing Page

Live Demo

The screenshot shows the landing page for the National CDSME Database. At the top is a dark blue navigation bar with the NCOA logo and the text 'Center for Healthy Aging'. The navigation menu includes: CHATTER, MY NETWORK, APPROVALS, WORKSHOPS, RESOURCES, REPORTS, and HELP. A notification bell icon is on the right. Below the navigation is a large orange banner with the text: 'National CDSME Database' and 'Meeting the aging, disability, and public health network's data management and analysis needs since 2010.' To the right of the banner is a photo of three people walking outdoors. Below the banner are three circular icons: 'Network' (orange), 'Workshops' (purple), and 'Reports' (green). At the bottom, there are two sections: 'Announcements' and 'NCOA TWITTER FEED'. The 'Announcements' section features a post titled 'Tell Us How We Can Help - New Customer Support System!' dated 04/08/2019. The 'NCOA TWITTER FEED' section shows a tweet from DC Parks & Recreation (@DCDPR) about the 36th Annual #DCSeniorGames Closing Ceremony.

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Center for Healthy Aging

CHATTER MY NETWORK APPROVALS WORKSHOPS RESOURCES REPORTS HELP

National CDSME Database

Meeting the aging, disability, and public health network's data management and analysis needs since 2010.

Network

Workshops

Reports

Announcements

Tell Us How We Can Help - New Customer Support System! 04/08/2019

NCOA's Center for Healthy Aging (CHA) would like to introduce a new system for requesting ALL technical assistance associated with data collection processes and management of your data in the National CDSME Database and Learning Collaboratives Community, which includes the CHA Community portal and Domo.

Submit a request by clicking 'HELP' on the menu bar and completing a brief online form. The system generates a Case ID# and the

NCOA TWITTER FEED

NCOA Retweeted

DC Parks & Recreation @DCDPR

36th Annual #DCSeniorGames Closing Ceremony is under way @HowardTheatre. Still time to get here and celebrate our seasoned seniors. #AetnaCares #AgeFriendlyDC

The Basic Layout and Navigation

ncoa Center for Healthy Aging

CHATTER MY NETWORK APPROVALS WORKSHOPS RESOURCES REPORTS HELP

Network Details

Grantee/Network Group: CHA Community Testing

Address: 2600 Crystal Drive, Arlington, VA 22202

Host Organizations	Implementation Sites	Workshops	Participants Enrolled	Participants Completed
10	8	16	17	14

Host Organizations

Search By: -- None --

NAME	CITY	COUNTY	STATE	SITE TYPE
Test Hospital	Ellicott City	Howard	Maryland	Health care organization
Test Comm. Svcs. Ctr	Rockville	Howard	Maryland	Multi-purpose Social Services Org
Test Host Approval	Arlington	Arlington	Virginia	State Unit on Aging
Test Healthcare Network	Ellicott City	Anne Arundel	Maryland	Health care organization

ncoa Center for Healthy Aging

CHATTER MY NETWORK APPROVALS WORKSHOPS RESOURCES REPORTS HELP

CDSME Host Organization: Test Area Agency on Aging's

+ Follow Edit

Total Implementation Sites	Count of Workshops	Enrolled Participants	Completed Participants	Zipcode
2	2	1	1	21041

DETAILS FEED

Information

Host Organization Name	Test Area Agency on Aging's	Site Type	Area Agency on Aging
Lead Host Organization@		Active	<input checked="" type="checkbox"/>

Contact Details

Primary Contact Person	John Smith	Primary Contact Email Address	john@email.org
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Address

Street Address	345 Blue Street
City	Ellicott City

Approval History (4)

STEP NAME	DATE	STATUS	ASSIGNED TO
Verify Host	9/27/2018 1...	Approved	Meghan Thom...
Approval R...	9/26/2018 7...	Submitted	CHA Admin U...
Verify Host	8/3/2018 2:1...	Approved	Meghan Thom...
Approval R...	8/3/2018 2:1...	Submitted	CHA Admin U...

View All

CDSME Implementation Sites (2)

IMPLEMEN...	SITE TYPE	CITY	ACTIVE
Test Library's	Library	Ellicott City	<input checked="" type="checkbox"/>
Test Senior ...	Senior center	Ellicott City	<input checked="" type="checkbox"/>

View All

LIVE DEMO

Terminology

Implementation Sites:

- The physical locations where programs are delivered

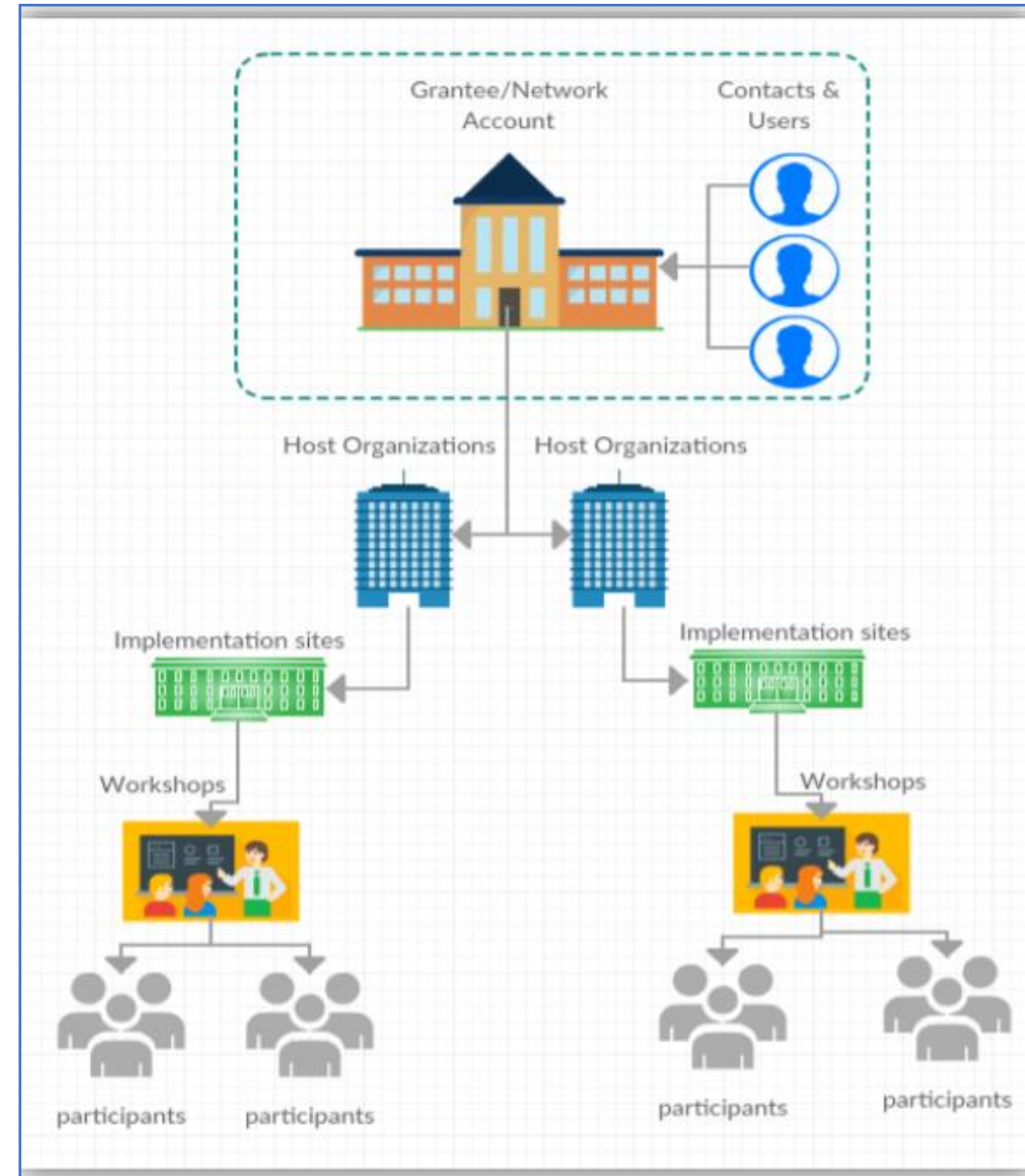
Host Organizations:

- The organizations that sponsor workshops, hold the license for a programs (e.g. CDSMP, DSMP), train or employ facilitators, and arrange for the use of implementation sites

Guide to Adding Host Organizations and Implementation Sites

Instructions for Adding Host Organizations and Implementation Sites

LIVE DEMO



Adding Workshops & Participants to National CDSME Database

The screenshot shows the 'NEW WORKSHOP' form in the NCOA system. The form is organized into several sections: Information, Dates, and Workshop Leaders. The 'Information' section includes fields for Implementation Site, Funding Source (with a list of options like 'AoA CDSME Prevention & Public Health Fund'), Session 0, Workshop Type, Workshop Language, Fee, and Workshop Format. The 'Dates' section includes Start Date and End Date fields with calendar icons, and a State Code field. The 'Workshop Leaders' section includes fields for Facilitator 1 Last Name and Facilitator 1 First Name. The form is styled with a blue header and yellow section dividers.

ncoa Center for Healthy Aging

CHATTER MY NETWORK APPROVALS **WORKSHOPS** RESOURCES REPORTS

CDSME WORKSHOPS
NEW WORKSHOP

Information

* Implementation Site
Search...

Funding Source
--None--
AoA CDSME Prevention & Public Health Fund
AoA Older Americans Act - Title IIIID
CDC or CDC Arthritis
Foundation / Philanthropic funding
Other State Funding or State Revenue
Other Federal Funding (e.g. SAMHSA, HHS, etc)

Hold Ctrl to select multiple Options
Session 0
--None--

* Workshop Type
--None--
Workshop Type Other

Workshop Language
--None--
Workshop Language Other

Fee
Enter 50 if no fee charged
Was this a Wisdom warriors program

Workshop Format
--None--

Dates

Click on the calendar icon inside the start date and end date fields to select date. Do not manually input Dates.

* Start Date
Format: MM/DD/YYYY

* End Date
Format: MM/DD/YYYY

State Code(Text)

Workshop Leaders

Facilitator 1 Last Name
Facilitator 1 First Name

LIVE DEMO

Finding Help

THE BEST WAY! Create a case within the CHA Community:

- Review the “Data Entry, Collection, and Management Resource” webpage for guides & tip sheets
- Review “Frequently Asked Questions: CDSME Data Management & Analyses”
- Email your TA liaison directly
 - cc Divya Tangirala divya.tangirala.ctr@ncoa.org and your project officer. In the future, NCOA will create a shared inbox for database issues.
- Share your thoughts during calls with NCOA liaisons

Creating a Ticket in the CHA Community

1. Log in to your Center for Healthy Aging (CHA) Community account.
2. Click on **HELP** on the top menu bar, then click on **Contact Customer Support** to open the **Contact Customer Support Form**.
3. Describe your request in the space provided & add subject line
4. Select “Case Type” in drop down (e.g. help adding participant)
5. Upload file to share screenshots
5. Click **SUBMIT** - a Case # is generated; and email sent to you
6. Track status of your case under ‘HELP’ (My Cases)

Data Migration from Vendors

- **Fastest, most efficient, and cheapest is to get dedicated staff to directly enter data into the national database.**
- **When to work with a vendor to import into national database?**
 - You already work with a vendor to collect data on EBPs or other services, and you want to avoid double data entry.
 - You need major customization and fields; but check with us first.
 - You need a very large # of user accounts; but check with us first.
 - You need regular, timely custom reports; but check with us first.
- Vendors working on EBP data management don't usually offer data entry

Data Migration from Vendors

- Data migration is done at least quarterly, or as agreed upon with grantee
- Grueling, cumbersome process for all sides
 - Requires formatting your data to strict specifications
 - Undergoes quality check for errors, duplicates, missing keys, etc.
 - Some back-and-forth education, retooling & revisions are often required
 - May lead to delays
- We expect to have working REST APIs for data import by the end of this calendar year.
- Consider important deadlines
 - Monthly reports to ACL (done on last day)
 - Semi-annual report deadlines
 - Get data in at least 3 weeks before semi-annual report deadline.

Guide to Importing Data Into the National CDSME Database (& Template)



GUIDE TO IMPORTING DATA INTO THE NATIONAL CHRONIC DISEASE SELF-MANAGEMENT EDUCATION (CDSME) DATABASE

The National CDSME Database is housed at and managed by the National Council on Aging’s Center for Healthy Aging. The database can receive data from active Administration for Community Living (ACL) Prevention and Public Health Fund (PPHF) CDSME grantees, former grantees, or any other organization that wants to track data for their evidence-based health promotion programs. The database presently tracks data on the 20 CDSME and self-management support programs listed below. If you would like to track data for an additional program, please contact Angelica at angelica.herrera-venson@ncoa.org to discuss the options. We welcome the growth of the database!

Table 1. Program Types and Corresponding Field Forms in Database

CDSME – (The Self-Management Resource Center’s Suite of Programs) Database Form Type: Standard	Self-Management Support Programs Database Form Type: Alternate 1
<ul style="list-style-type: none"> Arthritis Self-Management Program Better Choices, Better Health Cancer: Thriving and Surviving Chronic Disease Self-Management Program Chronic Pain Self-Management Program Diabetes Self-Management Program 	<p><u>Alternate 1 Form</u></p> <ul style="list-style-type: none"> Active Living Every Day EnhanceFitness EnhanceWellness HealthyIDEAS (coming soon!) HomeMeds Living Well With a Disability PEARLS Tool Kit for Active Living with Chronic Disease

The screenshot shows an Excel spreadsheet titled "Formatting-Template-to-Import-Data-into-National-CDSME-Database-Revised-o...". The spreadsheet is a data entry template with the following columns:

- A: CDSME Workshop ID (NCOA)**: Contains the value "PABERK_082911".
- B: Vendor Workshop ID**: Contains "#####".
- C: CDSME Participant ID (NCOA)**: Contains "PABERK_082911_03".
- D: Vendor Participant ID**: Contains "#####".
- E: Participant ID as shown in Participant Survey**: Contains "JUPO52" in row 2 and "SIMA54" in row 3.
- F: Age Today**: Contains "68" in row 2 and "66" in row 3.
- G: Sex**: Contains "Male" in row 2 and "Female" in row 3.
- H: Ethnicity**: Contains "Not Hispanic or Latino" in row 2 and "Hispanic or Latino" in row 3.
- I: American Indian/Alaska Native**: (Column header partially visible).

Explanatory text in the spreadsheet:

- Row 4 (Column A):** "This ID is generated by CDSME National Database and unique to each participant."
 - Row 5 (Column B):** "This is the vendor's own #, and should serve as the key / linkage between the participant and the corresponding workshop they attended on the Participant tab."
 - Row 6 (Column C):** "This ID is generated by CDSME National Database and unique to each participant. It typically consists of a state ref, host name, and end data of workshop, followed by a serial # (_01, _02) for each participant in that workshop. Your success file will have these filled for your reference. In some cases, this ID# is 15 digits, starting with lowercase 'a'."
 - Row 7 (Column D):** "This is the vendor's own reference # for the participant and record tracking."
 - Row 8 (Column E):** "This ID is provided by the participant at the time they are completing surveys. It consists of the First 2 letters of participant's first name, 2 letters of last name, and (Only 6 Characters allowed) last 2 digits of year of birth. Sites can also use any other 6 character # that is useful for tracking participants at your organization."
- Row 10 (Column F):** "This participant template is for data from STANDARD programs listed below:"

At the bottom of the spreadsheet, there is a yellow box titled "The Self-Management Resource Center's Suite of Programs (Standard)" with a list of programs:

- Arthritis Self-Management Program
- Better Choices, Better Health

The spreadsheet also has a navigation bar at the bottom with tabs for "Host Organizations", "Implementation Sites", "Workshops", "Standard-Participants", and "Alternate - Partic...".

Thank you for participating!



Any Questions?