



National Council on Aging

# **Guidance and Updates for Navigating the National CDSME Database (CHA Community 2.0)**

**July 30, 2020**

# On Today's Webinar

- Welcome from ACL & NCOA
- Technical assistance
- About the database
- Data collection requirements
- Getting set-up
- Forms management & data quality assurance
- Privacy and security basics
- Overview of New *CHA Community 2.0* (live demo)
- Adding hosts and implementation sites (live demo)
- Adding Workshops (live demo)
- Tips & tricks
- Migrating data from vendors
- Finding help
- Q&A

# Speakers

- **Kathleen Zuke**, Senior Program Manager, Center for Healthy Aging, NCOA
- **Meghan Thompson**, Data Manager, Project Enhance, Sound Generations
- **Sarath Reddy**, Salesforce Developer, NCOA
- **Shannon Skowronski**, Administration for Community Living/Administration on Aging
- **Tia Crayton**, Data Management and Evaluation Specialist, Center for Healthy Aging, NCOA

# Welcome!

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## **Tia Crayton**

### Data Management and Evaluation Specialist



# Grant Requirement

- Funding opportunity announcement notes that grantees must “Collect required program data...by way of ACL’s specific data collection forms.”
- Data should be reported within 30 days of program completion.
- Grantees should train local coordinators, workshop leaders, etc. on data collection practices and use of forms



## NCOA's Center for Healthy Aging

- **Goal:** Increase the quality and years of healthy life for older adults and adults with disabilities
- **Two national resource centers** funded by the Administration for Community Living
  - Chronic Disease Self-Management Education (CDSME)
  - Falls Prevention
- **Other key areas:** Behavioral health, physical activity, immunizations, oral health

# Technical Assistance Activities



## One-on-One Support

- Tailored technical assistance based on your needs



## Networking & Peer Learning

- Work groups
- Learning Collaboratives
- Listservs for professionals



## Online Tools and Resources

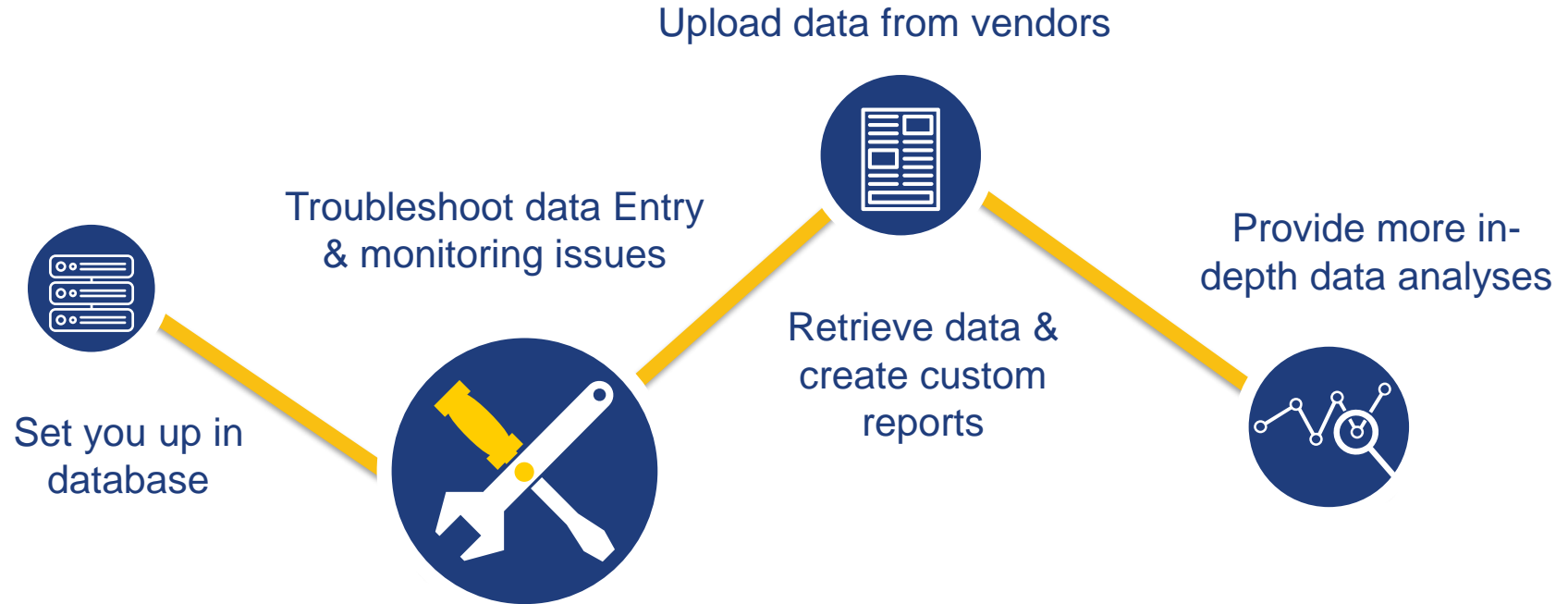
- Ongoing webinars
- Best practices from organizations across the country



## National Databases

- Data collection & management
- CDSME & falls prevention

# Technical Assistance – What can NCOA do for you?





# CDSME National Database – By the #'s

420,597



**Program  
Participants**

38,585



**Workshops**

271



**Database  
Users**

84



**Active  
Networks**

37



**Active  
States 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 programs (also known as ‘program leaders’)
- **Participant:** The people who enroll in the programs

# 30 Programs in the CDSME Database

## Self-Management Resource Center's Suite of CDSME programs

- Arthritis Self-Management Program
- Better Choices, Better Health® Online
- Cancer: Thriving and Surviving
- Chronic Disease Self-Management Program
- Chronic Pain Self-Management Program
- Diabetes Self-Management Program
- Tomando Control de su Diabetes
- Tomando Control de su Salud
- Toolkit for Active Living with Chronic Conditions
- Programa de Manejo Personal de Artritis
- Positive Self-Management Program
- Workplace Chronic Disease Self-Management Program

## Non-CDSME Program / Support Program

- Active Living Every Day
- Arthritis Foundation Aquatic Program (AFAP)
- Arthritis Foundation Exercise Program
- Camine Con Gusto (self-directed)
- EnhanceFitness
- EnhanceWellness
- Fit and Strong!
- Health Coaches for Hypertension Control
- Healthy IDEAS
- HomeMeds
- Living Well in the Community
- PEARLS
- Screening, Brief Intervention, and Referral to Treatment (SBIRT)
- Tool kit for Active living with Chronic Conditions
- Walk With Ease (in-person)
- Walk With Ease (self-directed)
- Wellness Recovery Action Plan (WRAP)
- Workplace Chronic Disease Self-Management (wCDSMP)

# Salesforce vs PowerBI

## There are 2 components of the National CDSME Database:

### Salesforce – (Data IN!):

For entering workshop data, with only basic views of data entered.

- View dashboard showing number of workshops, counties, host organizations, & participants.
- View & search individual profiles of hosts, sites, workshops, & participants to verify your entries.

### PowerBI – (Data OUT!):

For data visualization and reporting:

- Use filterable tables and charts to summarize reach and demographic data, see trends, and compare to national numbers.
- Examine site-level and program leader performance by completion rates & other factors.
- Export workshop-level and participant-level raw data spreadsheets.

# Setting up an Account

## FOR NEW ACCOUNTS ONLY:

- Complete the [Grantee and Users Intake Form](#)
- Email completed form to: [sarath.reddy@ncoa.org](mailto:sarath.reddy@ncoa.org) & [tia.crayton@ncoa.org](mailto:tia.crayton@ncoa.org)
- 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 & Where to Find Them

## Data Entry, Collection, and Management Resources

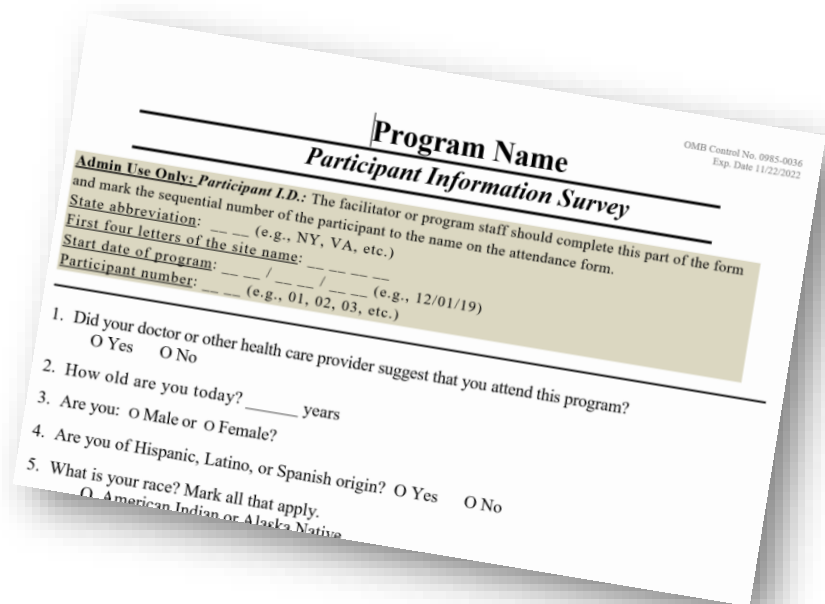
- **English:**

- [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](#)

- **And many other languages!** Cantonese, Hmong, Korean, Lao, Mandarin, Portuguese, Somali, Tongan, Vietnamese



The image shows a 'Participant Information Survey' form. At the top right, it says 'OMB Control No. 0985-0036 Exp. Date 11/22/2022'. The title 'Participant Information Survey' is prominently displayed. Below the title, there is a section for 'Admin Use Only: Participant I.D.' which includes instructions for the facilitator or program staff to complete this part of the form. This section contains fields for 'State abbreviation' (with examples like NY, VA, etc.), 'First four letters of the site name', 'Start date of program' (with examples like 12/01/19), and 'Participant number' (with examples like 01, 02, 03, etc.). Below the I.D. section, there are five numbered questions: 1. Did your doctor or other health care provider suggest that you attend this program? (Yes/No), 2. How old are you today? (years), 3. Are you: Male or Female?, 4. Are you of Hispanic, Latino, or Spanish origin? (Yes/No), and 5. What is your race? Mark all that apply. (American Indian or Alaska Native, etc.).

# Transition to New Data Collection Forms

## For existing database users:

- Switched to “new” forms in December 2019
- Data fields for “old” forms will be retired **September 1** (extended from April 1 due to COVI-19).
- Contact Tia Crayton ([tia.crayton@ncoa.org](mailto:tia.crayton@ncoa.org)) by **August 14** if you have concerns about meeting this deadline.

# Modifying Forms – Do's and Don'ts

- **Tip sheet:**  
<https://www.ncoa.org/resources/dos-donts-modifying-cdsme-data-collection-forms/>
- If modifications are made, e-mail to your ACL Project officer and NCOA Technical Assistance Liaison
- Consider participant survey burden when adding more items to the forms



## 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 ~~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**



# Participant ID # on Attendance Log & Participant Survey

- This is used to identify the participant across forms– for your use primarily.
- The new system reduces the risk of exposing personally identifiable information.
- Documented by the facilitator or staff using the designated fields on the participant information survey.

**Admin Use Only: Participant I.D.:** The facilitator or program staff should complete this part of the form and mark the sequential number of the participant to the name on the attendance form.

State abbreviation:   \_\_ \_\_ (e.g., NY, VA, etc.)

First four letters of the site name:   \_\_ \_\_ \_\_ \_\_

Start date of program:   \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ (e.g., 12/01/19)

Participant number:   \_\_ \_\_ (e.g., 01, 02, 03, etc.)

# New Pre- & Post-Test Questions

- In general, would you say that your health is:

Excellent	Very Good	Good	Fair	Poor
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- “How sure are you that you can manage your condition so you can do the things you need and want to do? Rated on a scale of “Totally unsure” (1) to “Totally sure” (10).

Totally Unsure	1	2	3	4	5	6	7	8	9	10	Totally Sure
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- “How often do you feel lonely or isolated from those around you?”

Always	Often	Sometimes	Rarely	Never
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# 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
- Living arrangements
- Well-being
- Monthly household income
- Satisfaction (program, program leader, location, time)
- Referral source
- Alzheimer's/cognition

### **Workshop Level**

- Funding source
- Workshop format (online, in-person/group, one-on-one, hybrid, or self-directed)
- COVID-19

# Privacy and Data Security Practices

## Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Database

### **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?**

- 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 safely transmitting and sharing data with others (e.g. encryption, de-identifying data, & setting up Data Use Agreements).

# Training Staff on Safeguarding Participants' Information

- **Hold In-person/online training:**
  - Review “Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Database” with all staff: <https://www.ncoa.org/resources/privacy-and-data-security-practices-ncoa-cdsme-and-falls-prevention-ebp-database/>
- **Collect Certificates of Completion from staff to verify completion of training** (NCOA or ACL does not 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: <https://www.ncoa.org/resources/non-disclosure-agreement/>
  - Spanish: <https://www.ncoa.org/resources/non-disclosure-agreement-spanish/>
- **Use encryption technology** when sharing or transferring sensitive data: Use a S-FTP (Safe File Transfer Program), e.g. MoveIt. Required for any grantee/user sending or receiving sensitive data.

# Program Coordinator/Data Entry Roles – Data Security

## To meet privacy and security standards:

- Store completed CDSME forms in a secure, locked cabinet when not in use
- Enter data into secure, password protected database, such as the CDSME database

## What you can trash and when?

- You can **destroy** these forms immediately after entering data into the database:
  - Program Information Cover Sheet
  - Attendance Log
  - Participant Information Survey
  - Host and Implementation Site Organization Information
- Keep ELECTRONIC copies of data for at least 3 years past last report date associated with grant (e.g. grant period end date of 2/28/2017 should keep data at least through 2/27/2020). Once the data is entered into the respective national database, NCOA is responsible for maintaining that data for at least 3 years.

# Forms Management & Quality Assurance

## Data entry person:

- Review forms when received to be sure packet is complete -- that is, all expected forms are included, and **participant IDs match across all forms.**
- Follow up promptly with facilitators 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).
- Look for unclear responses on the forms and have a consistent method to handle them.
- If you cannot get clarification, leave unclear responses blank.

# Strategies to Reduce Missing Data

## Facilitators:

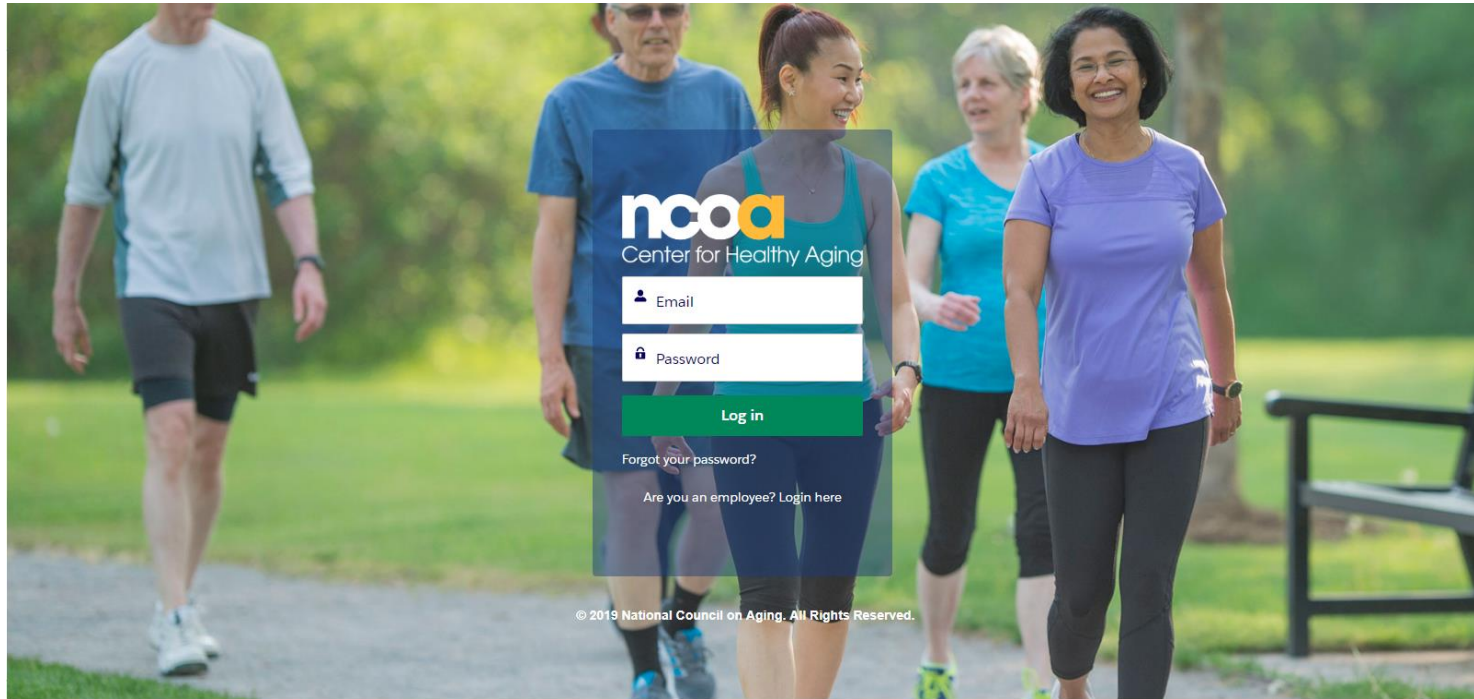
1. Make a priority building in time, taking advantage of Session '0'
2. Assist participants - consider literacy and cognitive challenges, including LEP
3. Offer facilitators help
4. Review script during training, emphasize the value of feedback to future funding, programming etc. (English & Spanish)
5. Build excitement for data by sharing feedback with implementation sites/partners

**Resource:** <https://www.ncoa.org/resources/maximizing-complete-accurate-data/>



# Logging into the Database

[www.ncoa.org/chacommunity](http://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 links for CHATTER, MY NETWORK, APPROVALS, WORKSHOPS, RESOURCES, REPORTS, and HELP. Below the navigation bar 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 about a new customer support system dated 04/08/2019. The "NCOA TWITTER FEED" section shows a tweet from @DCDPR about the 36th Annual DC Senior Games 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 main 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 -- Search

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

LIVE DEMO

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

**Contact Details**

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

**Address**

Street Address	City
345 Blue Street	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

# Terminology

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## Implementation Sites:

- The physical locations where programs are delivered

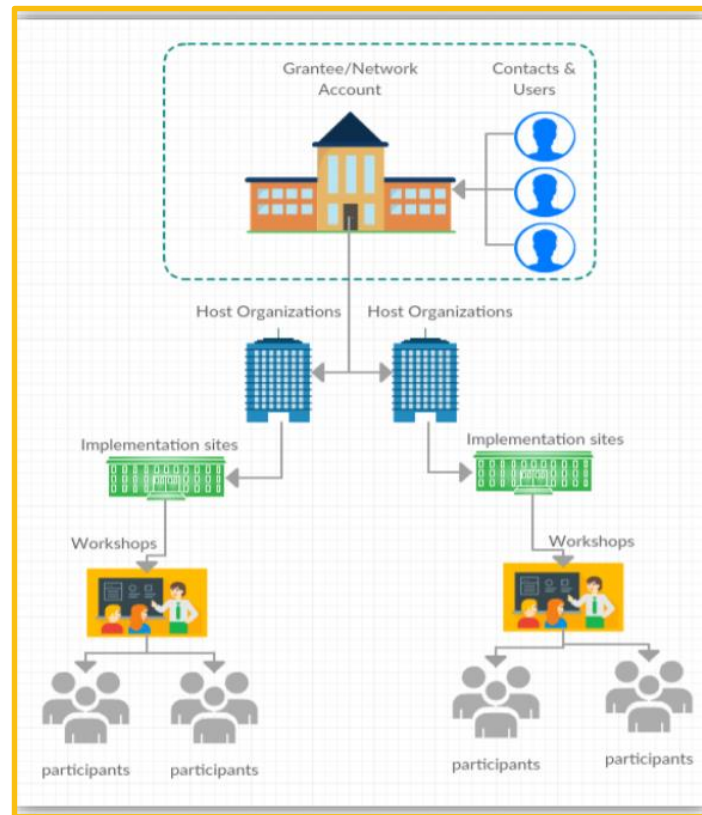
## Host Organizations:

- 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 CDSME WORKSHOPS database. The form is divided into several sections: Information, Dates, and Workshop Leaders. The Information section includes fields for Implementation Site, Funding Source (with a dropdown menu), Session ID, 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 titled 'NEW WORKSHOP' and has a 'CDSME WORKSHOPS' header.

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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 ID  
--None--

\* Workshop Type  
--None--

Workshop Type Other

Workshop Language  
--None--

Workshop Language Other

Fee

Enter \$0 if no fee charged  
Workshop Format  
--None--

☐ Was this a Wisdom warriors program

**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  
State Code(Text)

\* End Date  
Format: MM/DD/YYYY

**Workshop Leaders**

Facilitator 1 Last Name  
Facilitator 1 First Name

LIVE DEMO

<https://www.ncoa.org/resources/user-guide-getting-to-know-your-powerbi-dashboards/>

**Getting to Know Your Power BI  
Dashboards  
USER GUIDE**

National CDSME Database

(Rev 10/15/2019)

# Finding Help

**THE BEST WAY!** Create a case within the CHA Community [using these instructions:](#)

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)
- Review the “[Data Entry, Collection, and Management Resource](#)” webpage for guides & tip sheets
  - Review “[Frequently Asked Questions: CDSME Data Management & Analyses](#)”



# Creating a Help Desk Ticket

## LIVE DEMO



# 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-n-forth education, retooling & revisions are often required
  - May lead to delays
- Established a nightly auto-sync with a high-volume vendor (talk to us)
- 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](mailto: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"> <li>Arthritis Self-Management Program</li> <li>Better Choices, Better Health</li> <li>Cancer: Thriving and Surviving</li> <li>Chronic Disease Self-Management Program</li> <li>Chronic Pain Self-Management Program</li> <li>Diabetes Self-Management</li> </ul>	<p><u>Alternate 1 Form</u></p> <ul style="list-style-type: none"> <li>Active Living Every Day</li> <li>EnhanceFitness</li> <li>EnhanceWellness</li> <li>HealthyIDEAS (coming soon!)</li> <li>HomeMeds</li> <li>Living Well With a Disability</li> <li>PEARLS</li> <li>Tool Kit for Active Living with Chronic</li> </ul>

Formatting-Template-to-Import-Data-into-National-CDSME-Database-Revised-o... Angelica Herrera-Venson

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

H38

	A	B	C	D	E	F	G	H
	CDSME Workshop ID (NCOA)	Vendor Workshop ID	CDSME Participant ID (NCOA)	Vendor Participant ID	Participant ID as shown in Participant Survey	Age Today	Sex	Ethnicity
1	PABERK_082911	#####	PABERK_082911_03	#####	JUPO52	68	Male	Not Hispanic or Latino
2					SIMA54	66	Female	Hispanic or Latino
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

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 # (L\_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'.

This is the vendor's own reference # for the participant and record tracking.

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.

This participant template is for data from STANDARD programs listed below:

**The Self-Management Resource Center's Suite of Programs (Standard)**

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

Host Organizations Implementation Sites Workshops Standard-Participants Alternate - Partic...

<https://www.ncoa.org/resources/guide-importing-data-national-chronic-disease-self-management-education-cdsme-database/>

# Thank you!

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## Any questions?

