

## **Generic Implementation Checklist:**

### **Before you start:**

- ✓ Review most recent HRA data to determine the current number of employees at risk for prediabetes and set a measurable objectives around program participation/engagement
- ✓ Determine budget available and needed to implement a successful strategy including costs for onsite classes and or incentives for successful completion of community DPP classes
- ✓ Establish HRA screening dates

### **4 months prior to your HRA dates:**

- ✓ Develop a 4-month communication plan using the materials provided by FABOH (content and formats) to raise awareness of prediabetes amongst employees
- ✓ Work with your DPP vendor to identify or schedule classes to start approximately 1-2 months after the HRA's are completed
- ✓ Work with Agnesian Work and Wellness to finalize the details of the targeted letter
  - Customize the letter to meet your needs
  - Ensure all resources available to employees are listed correctly in the letter
  - Ensure address list sent to Agnesian has been updated

### **3 months prior to the HRA:**

- ✓ Begin execution of your 4-month awareness campaign ending 1 month after the HRA's have been completed

### **1 month after HRA's:**

- ✓ Agnesian sends targeted letters listing resources and suggesting provider follow-up
- ✓ Registration for DPP program goes live
- ✓ Review HRA data to determine baseline number of employees with prediabetes

### **Future:**

- ✓ Continue to monitor program engagement and adjust incentives and communication as needed
- ✓ Review and report the impact on the prediabetic population from program's baseline measurement to one year out.