

The Diabetes Prevention Program's *Lifestyle Change Program*

Manual of Operations - Introduction

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Supported by the National Institute of Diabetes and Digestive and Kidney Diseases, National Institutes of Health.

Overview

The Diabetes Prevention Program (DPP) Lifestyle Intervention Manual of Operations provides detailed information and instructions for implementing the lifestyle intervention for the DPP. The intent of this manual is to instruct and support the Case Managers and other DPP staff at the clinical centers in the delivery of a consistent and high quality lifestyle intervention program.

How to Use This Manual

The purpose of this manual is to provide:

- Detailed information on the lifestyle intervention goals,
- A description of the key principles underlying the intervention,
- Detailed instructions for leading each intervention session,
- Strategies for responding to adherence problems ("tool box" guidelines),
- Instructions for the completion of forms related to the lifestyle intervention, and
- Supplementary materials for participants and Case Managers.

The information in this manual should be used in combination with the DPP Protocol and Lifestyle Balance, the manual for DPP participants in the lifestyle intervention.

Revision Policy

Suggested revisions to this manual will be reviewed and approved by the Lifestyle Resource Core (LRC) under the direction of the DPP Interventions Subcommittee. Revisions will be distributed periodically to the clinical centers and DPP Coordinating Center.

Acknowledgments

The DPP lifestyle intervention was developed by the Lifestyle Resource Core, working in close collaboration with the DPP Lifestyle Advisory Group and other members of the Interventions Subcommittee. Invaluable feedback and contributions were made by the DPP clinical centers. The procedures for the lifestyle intervention were discussed and approved by the DPP Steering Committee.

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In addition, valuable contributions to the editorial and graphic content of this manual were made by the following:

Special Consultants

The Women's Health Initiative The TONE Weight Reduction Program to Control High Blood Pressure United Weight Control, in affiliation with St. Luke's Roosevelt Hospital Center The Black American Lifestyle Intervention (BALI) The Eat Well, Live Well Nutrition Program Workbook: Women Helping Women Make Healthy Choices

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Session 2 or 5:	Move Those Muscles
Session 3 or 6:	Being Active: A Way of Life
Session 4 or 2:	Be a Fat Detective

Session 5 or 3:	Three Ways to Eat Less Fat
Session 6 or 4:	Healthy Eating
Session 7 or 8:	Take Charge of What's Around You
Session 8 or 7:	Tip the Calorie Balance
Session 9:	Problem Solving
Session 10:	Four Keys to Healthy Eating Out
Session 11:	Talk Back to Negative Thoughts
Session 12:	The Slippery Slope of Lifestyle Change
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Appendix E: Optional Participant Materials

E.1. Behavioral Topics

Self-Monitoring

- SM1 How to Count the Grams of Fat in Recipes
- SM2 Quick Track
- SM3 Count 100 Cards
- SM4 Personal Fat Counter
- SM5 Lifestyle Balance Eating Plans
- SM6 DPP Lifestyle Balance Calendar
- SM7 Why Weigh Myself?

- SM8 Blueprints for Weight Loss
- SM9 Seven Ways to Size Up Your Servings (from the Dairy Council)
- SM10 How Hungry Are You?
- SM11 Food Journal

Handling the Holidays

HL1 Happy Holidays (mailer distributed with Dec. '96 newsletter)

Motivation

MT1 What's Your Pleasure?

E.2. Nutrition Topics

Cooking

- CK1 Build a Better Recipe
- CK2 How to Lower the Fat in Recipes
- CK3 Add Flavor Without Fat

Fat Intake

FT1 The Big Picture on Fat

Shopping

- SH1 Quick Guide to Low-Fat Shopping
- SH2 Meat Meets Its Match (from Consumer Reports)

E.3. Physical Activity

Barriers to Physical Activity

- BP1 Beat the Heat
- BP2 Keep Warm in the Cold
- BP3 A Traveler's Workout Guide (Physician and Sports Medicine)

Benefits of Physical Activity

- BN1 Taking the Lead (American Fitness)
- BN2 Menopause and Your Weight

Cross Training

CR1 Cross Training: Switching Off Pays Off (from Consumer Reports)

Exercise Equipment and Clubs

- EE1 Health Clubs, The Right Choice for You? (Consumer Reports)
- EE2 Mountain Bikes for Light Riding (Consumer Reports)
- EE3 Exercising Choice, Which Workout Machine (Consumer Reports)
- EE4 Step, Two, Three! (Consumer Reports)
- EE5 Workouts That Work (Consumer Reports)
- EE6 Child Carriers: Tips for Runners, Bikers, and Hikers (Physician and Sports Medicine)
- EE7 Traveler's Workout Guide (Physician and Sports Medicine)

Walking

WK1 How to Start Brisk Walking

E.4. Ethnic Versions (see small print, left footers to identify population)

- EV1 Pacific-Islanders (PACISLAN.WRK)
- EV2 Mexican-Americans (HISPANIC.WRK)
- EV3 American Indians (AMINDIAN.WRK)
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Section 1: Reinforcers

DPP Dollars

Example of a DPP Dollars Contract

Lotteries

Map of Miles ...And Miles to Go Before I Sleep

Spell DPP

How Is the DPP Doing?

20,000 Pounds Lost Forever!

Exercise Scavenger Hunt from Pennington

Don't Let Our Success Slip Away

The DPP National Lottery Was a Success

The National DPP Lifestyle Walk

The Gift That Gives

The 10,000 Steps Campaign

Holiday Support 2000 DPP Lifestyle Survival Skills DPP Lifestyle World Series DPP Peak Performance Campaign

Section 2: Problem Solving Tools

Problem Solving Tools for Attendance Problem Solving Tools for Self-monitoring Food Intake and Weight Problem Solving Tools for Weight Loss/Maintenance Ultra Slim Fast Problem Solving Tools for Self-Monitoring Physical Activity Problem Solving Tools for Physical Activity Pedometers Just Move It (from Cooking Light)

Section 3: Ideas to Enrich the Lifestyle Intervention

Appendix H: DPP Lifestyle Balance News

Volume 1, Number 1:	June 1996
Volume 1, Number 2:	September 1996
Volume 1, Number 3:	September 19, 1996
Volume 1, Number 4:	December 1996
Volume 2, Number 1:	March 7, 1997
Volume 2, Number 2:	May 1, 1997
Volume 2, Number 3:	July 20, 1997
Volume 2, Number 4:	October 1, 1997
Volume 2, Number 5:	November 7, 1997
Volume 3, Number 1:	January 26, 1998
Volume 3, Number 2:	April 3, 1998
Volume 3, Number 3:	June 29, 1998
Volume 3, Number 4:	October 15, 1998
Volume 4, Number 1:	March 8, 1999
Volume 4, Number 2:	May 14, 1999
Volume 4, Number 3:	August 20, 1999
Volume 4, Number 4:	November 19, 1999
Volume 5, Number 1:	May 5, 2000
Volume 5, Number 2:	July 28, 2000
Volume 6, Number 1:	January 26, 2001

Revision History

Date	Revision
3/15/96	Sent to Program Coordinators before April 1996 Training:
	Version 1 of Manual of Operations
	Participant Notebook for Core Curriculum
6/6/96	Given to Lifestyle Coaches at May 1996 Training:
	Appendix B (pp. B-1 B-21)
	Session Prompts and Notes for Sessions 1-8
	Lifestyle Balance Update
6/24/96	In the Lifestyle Balance News (Vol.1, No. 1), sent to Program Coordinators:
	For the Manual of Operations:
	Title Page (with copyright statement)
	Pages i, ii, iii, iv, v, vi
	Page D-8
	Session Prompts and Notes for Sessions 9-16
	Optional Materials:
	How to Count the Grams of Fat in Recipes, SM1
	Quick Track, SM2
	Count 100 Cards, SM3
	Personal Fat Counter, SM4
	Lifestyle Balance Eating Plans, SM5
	Build a Better Recipe, CK1
	How to Lower the Fat in Recipes, CK2
	Beat the Heat, BP1
	Keep Warm in the Cold, BP2
	Health Clubs, the Right Choice for You, EE1
	Mountain Bikes for Light Riding, EE2
	Exercising Choice, Which Workout Machine, EE3
	Ethnic handouts to centers that would need them (for
	Pacific Islanders, Mexican-Americans, American Indiana, Southarn Soul, Agian Indiana)
	American Indians, Southern-Soul, Asian Indians) Pages about the lifestyle forms: F-1, F-2, F-3, F-4, F-5
	List of planned revisions to the manual, dated June 13, 1996.
	For the Participant Notebook, these revised pages:
	Welcome to Lifestyle Balance Program, page 6
	Move Those Muscles, pages 1 and 2, handout Wear a Good Pair of
	Shoes
	Being Active: A Way of Life, page 1
	Be a Fat Detective, pages 2, 3, 8
	Three Ways to Eat Less Fat, pages 2, 3, 4

2/3/97	Sent Program Coordinators the Manual for Contacts After Core.
	Appendix G, Section 1, DPP Dollars, page 2 Optional pt. handout The Big Picture on Fat, FT1
	Optional pt. handout How to Start Brisk Walking WK1
	Weekly activity graphs (2 for weeks 1-24, 1 for weeks 25-49)
	Optional pt. handout Why Weigh Myself? SM7 Revised Map of Miles handout of US for Tool Box
	Sample audiotaping consent form
	Revised page 2 of Checklist for Lifestyle Balance Sessions
	Revised pp. F2, F3 with new instructions on coding L03.1 form
	Optional holiday mailer, Happy Holidays!
	In Lifestyle Balance News (Vol. 1, No. 4), sent to Program Coordinators:
12/12/96	Printer sent to the Program Coodinators: 40 Fat Counters
10/11/96	Sent Program Coordinators Appendix G: Tool Box.
10/11/07	Revisions of 4 pages of the Spanish translation for the pt. notebook
	Master copies of all ethnic versions of handouts (revised footers)
	Checklist for Lifestyle Balance Sessions
	Revised pp. F4, F5 with new codes for In-Person Contact Form
9/19/96	In Lifestyle Balance News (Vol. 1, No. 3), sent to Program Coordinators:
	Fat, pages 3 and 4
	Change Healthy Eating, pages 3 and 4, to Three Ways to Eat Less
	For the Asian Indian handouts:
	Change Healthy Eating, page 5 to page 3
	For the Asian Indian, Southern/Soul, and Hispanic handouts:
	Told staff to modify by hand:
	choices
	Revised Spanish translation for Sessions 1-16, including Hispanic food
	New Optional Material: Add Flavor Without Fat, CK3
	Revised Four Keys to Healthy Eating Out, pages 5, 6
	Revised Table of Contents pages iii and iv
	For the Participant Notebook:
8/28/96	In Lifestyle Balance News (Vol. 1, No. 2), sent to Program Coordinators:
	800 Lifestyle Balance Calendars for participants
	40 cover pages for Participant Notebooks
	1,000 Keeping Track booklets
	20 Fat Counters
7/1/96	The printer sent to Program Coordinators:
	Large-print Fat Counter
	Spanish translation for Sessions 1-4
	You Can Manage Stress, page 1
	Jump Start Your Activity Plan, pages 3, 5
	Healthy Eating, pages 4, 9, 10, last 4 pages (Rate Your Plate)

3/6/97	In Lifestyle Balance News (Vol. 2, No. 1), sent to Program Coordinators: Resources for Coaches:
	"Lifestyle Changes May Reverse Development of the Insulin Resistance Syndrome," Diabetes Care, 20:1, Jan. 1997.
	Revised Lifestyle Balance Update Sheet, Core Curriculum
	Revised How Am I Doing? graphs for weight and activity
	Optional participant handouts:
	Blueprints for Weight Loss, SM8
	Seven Ways to Size Up Your Servings, SM9
	Quick Guide to Low-Fat Shopping, SH1
	Taking the Lead, BN1
4/28/97	In Lifestyle Balance News (Vol. 2, No. 2), sent to Program Coordinators:
	38 Mail-In Monday cards
	Walking: A Step in the Right Direction (WIN brochures, 22 per center
	except American Indian centers)
	How Am I Doing? graph for activity for participants who enter the trial
	at more than 110 minutes of activity per week.
	Step, Two, Three! (Consumer Reports review of exercise videos)
	Pages F2-F7, Instructions for In-Person Contact Form and Code Book.
7/20/97	In Lifestyle Balance News (Vol. 2, No. 3), sent to Program Coordinators:
	1,000 Keeping Track booklets per center
	250 Mail-In Monday cards per center
	Resources for Coaches:
	A copy of the software for Nutritionist IV (if the center requested a
	copy) will be sent to each center as soon as the order arrives.
	Inserts for the covers and spines of Manual for Contacts after Core.
	Optional participant handouts:
	Menopause and Your Weight, BN2
	What's Your Pleasure?, MT1
	Indian Food Guide Pyramid
	Four journal articles for Coach reference.
	And Miles to Go Before I Sleep, motivational handout for Tool Box
	Spell DPP, motivational handout for Tool Box
	Revision of Sections 1-7 and Appendix A (Scripts for Core Curriculum
	Sessions), incorporating planned revisions dated June 13, 1996
7/21-23/97	Distributed at DPP Training in Pittsburgh:
	Revision of entire Appendix F
10/1/97	In Lifestyle Balance News (Vol. 2, No. 4), sent to Program Coordinators:
	Revised pages i through xi (includes the Table of Contents, Revision History)
	of the Lifestyle Manual of Operations.
	Revised pages 2-2 and 2-3 of the Lifestyle Manual of Operations.
	Ultra Slim Fast materials.

	Revised Appendix F, Code Book, pages F10-F17.
	Two articles from Consumer Reports on Health, one on reduced-fat meat
	alternatives and one on cross-training.
11/11/97	In Lifestyle Balance News (Vol. 2, No. 5), sent to Program Coordinators:
	Revised Tables of Contents pages iii-iv, Revision History pages xi-xii.
	Revised Section 3: Role and Training of DPP Intervention Staff
	(Section 3.1 has been expanded; Section 3.5 has been added).
	Revised Appendix G (Tool Box): (Section G.2 has been expanded to
	include Tool Box policy details; Section G.3 has been added.)
	Revised Appendix F, Code Book, pages F10-F19.
1/28/98	In Lifestyle Balance News (Vol. 3, No. 1), sent to Program Coordinators:
	Revised Table of Contents, pages vii, viii; Revision History page xii
	Revised Session 1A: Welcome to the Lifestyle Balance Program, pages
	1 and 2 (now include reference to Standard Healthy Lifestyle
	Guidelines)
	Revised Appendix F, Code Book, page F14.
	Additions to Appendix G (Tool Box): Example of a DPP Dollars
	Contract
4/3/98	In Lifestyle Balance News (Vol.3, No.2) to Program Coordinators:
	Revised Table of Contents and Revision History
	Revision to Appendix A:
	Session 1A: Welcome to the Lifestyle Balance Program, page 1
	(now includes reference to Session 1 weight)
	Session 16: Ways to Stay Motivated, page 2 (now emphasizes
	waiting until After-Core Session 1 to discuss frequency of
	contact during the after-core period)
	Addition to Appendix D: Attendance at Supervised Activity Sessions
	and Group Sessions (log)
	Revisions to Appendix F (pages F-4, F10-F20 of Code Book)
	Additions to Appendix G (Tool Box): Pedometers, How Is the DPP
	Doing?, 20,000 Pounds Lost Forever
	Miscellaneous: Sample lifestyle participant newsletters (Pittsburgh,
	Colorado)
6/26/98	In Lifestyle Balance News (Vol. 3, No. 3) to Program Coordinators:
	Revised page 2 of Participant Notebook
	Revised Table of Contents pages vii and viii, Revision History p. xiii.
	Revision to Appendix F (page F-20 of Code Book)
	Addition to Appendix G (Tool Box): Exercise Scavenger Hunt from
	Pennington
10/15/98	In Lifestyle Balance News (Vol. 3, No. 4) to Program Coordinators:
	Revised pages (all) from Table of Contents and Revision History.
	Revised Appendix F (Code Book) pages F10-F22.

	Page H-1, introductory page for Appendix H: Lifestyle Balance News.
12/16/98	In Lifestyle Balance News (Vol. 3, No. 5) to Program Coordinators:
	Revised pages iii, iv, and xiii from Table of Contents, Revision History.
	Section 3.6, Location for Conducting Lifestyle Sessions
	Revision to Seciton 6.4, Supervised Activity Sessions
	Revised Appendix F (Code Book) pages F11, F12, F16, F18, F21, F22
	Appendix G (Tool Box), pages G-4, G-5: Target Five.
3/8/99	In Lifestyle Balance News (Vol. 4, No. 1) to Program Coordinators:
	Revised pages vii, viii, and xiii from Table of Contents, Revision History.
	Optional pt. handout EE5, Workouts That Work (Consumer Reports).
	Revised Appendix F (Code Book) pages F13, F20.
	Addition to Appendix G (Tool Box): Examples of lotteries (from Pittsburgh and Johns Hopkins)
	Distributed at February 1999 Steering Committee Meetings: Appendix G (Tool
	Box): Updated How Is the DPP Doing? graphs (data as of 12/31/98)
	Mailed directly from the printer: 1000 Keeping Track booklets per center,
	New master copy of Lifestyle Manuals
4/19/99	Sent to Program Coordinators:
	Addition to Appendix G (Tool Box): Don't Let Our Success Slip Away
5/14/99	In Lifestyle Balance News (Vol. 4, No. 2) to Program Coordinators:
	Revised entire Table of Contents and Revision History.
	Optional pt. handouts: SM10, How Hungry Are You?; BP3, A
	Traveler's Workout Guide (physician and Sports Medicine); EE6, Child
	Carriers (Physician and Sports Medicine).
	Revision to Appendix F (Code Book): pp. F13, F18, F21, F22.
8/20/99	In Lifestyle Balance News (Vol. 4, No. 3) to Program Coordinators:
	Revised pages v, viii, and xiii from the Table of Contents (the Food Journal and Travelers Workout Guide are now included), Revision History.
	Revised Appendix F (Code Book) pages F13, F20, F21.
11/19/99	In Lifestyle Balance News (Vol. 4, No. 4), sent to Program Coordinators:
	Revised pages v, vii, viii, and xiii (Table of Contents and Revision History).
	Revisions/additions to Appendix B: Pages B-1, B22-24 (now includes resource materials on motivational interviewing from the annual training meetings).
	Revised Appendix D (Professional Resources): Now includes books and articles recently distributed to Coaches.
	Revised Appendix F (Code Book) pages F20, F21 and F22.
	Additions to Appendix G (Tool Box): The DPP National Lottery Was a Success, The National DPP Lifestyle Walk, The Gift That Gives, "Just
5 /5 /00	Move It."
5/5/00	In Lifestyle Balance News (Vol. 5, No. 1), sent to Program Coordinators:
	Revised pages viii, xiii, xiv (Table of Contents and Revision History).
	Revised Appendix F (Code Book) pages F18-21.

	Additions to Appendix G (Tool Box): Ideas to Enrich the Lifestyle Intervention
	Miscellaneous: Top Ten Things We Think About (Northwestern)
5/25/00	· · · · · · · · · · · · · · · · · ·
	Participant evaluation form for DPP Spring Training
7/19/00	
	The 10,000 Steps Campaign (with diskettes)
	Table of Contents page vii
	Code Book page F-23
7/28/00	In Lifestyle Balance News (Vol. 5, No. 2), sent to Program Coordinators:
	Revised Revision History page xiv.
	Revised Appendix F (Code Book) page F23.
	Addition to Appendix G (Tool Box): Ideas to Enrich the Lifestyle Intervention
	Miscellaneous articles for Coaches: Bashing Through Barriers, Type 2 Diabetes Can Be Prevented by Lifestyle Intervention (abstract)
8/5/00	Sent to Program Coordinators:
	Newsweek cover article on diabetes for 10,000 Steps Campaign (optional)
8/8/00	Sent to Principal Investigators and Program Coordinators:
	Overheads for 10,000 Steps Campaign
9/25/00	6
	Revised Table of Contents, Page viii.
	Addition to Appendix G (Tool Box): Holiday Support 2000
11/30/0	e
	Revised Table of Contents, Page viii.
	Addition to Appendix G (Tool Box): DPP Lifestyle Survival Skills
12/4/00	e
	1200 and 1500 calorie meal plans to use as an option in the Lifestyle Survival
1/0/01	Skills campaign.
1/8/01	Sent to Program Coordinators:
	Hard copy of 1200 and 1500 calorie meal plans to use as an option in the Lifestyle Survival Skills campaign.
1/26/01	In Lifestyle Balance News (Vol. 6, No. 1), sent to Program Coordinators:
	Revised Revision History page xiv.
	Revised Appendix F (Code Book) pages F12, F13, F18-F25.
	Addition to Appendix G (Tool Box): Ideas to Enrich the Lifestyle Intervention, pages 6-7 and attachments.
2/28/01	
	Revised Table of Contents page viii, Revision History page xiv.
	Revised Appendix F (Code Book) pages F24.
	Addition to Appendix G (Tool Box): DPP Lifestyle World Series

5/23/01 To Program Coordinators: Revised Table of Contents page viii, Revision History page xv. Revised Appendix F (Code Book) page F24. Addition to Appendix G (Tool Box): DPP Peak Performance Campaign

8/15/00