**Conversion from the 2018 Format to the 2021 Format**

As part of the transition to the 2021 Diabetes Prevention Recognition Program (DPRP) Standards and Operating Procedures, all DPRP data originally due to the CDC on or after May 1, 2021, will be validated and evaluated under the 2021 DPRP Standards. ***We will not accept files in May 2021. If your organization has a May or November effective date, you will wait until June 2021 to make your submission.*** Therefore, all data files submitted via the DPRP Data Submission Portal on or after June 1, 2021, must be in the new 2021 format.

To assist CDC-recognized organizations in successfully making these submissions, we have temporarily provided a conversion tool within the DPRP Data Submission Portal. This tool will be available for submissions that are due through November 30, 2021. During this time, organizations may choose to upload a file in 2018 format and convert it to the 2021 standard format within the portal.

**Steps to convert a 2018 format file:**

* In the month that the data submission is due, log into the DPRP Portal using SAMS credentials.
* Confirm organization information as required, then click on Submit Evaluation Data.
* Click on Convert 2018 to 2021 Format File.

***Note: Attempting to click “Upload 2021 Format File” with a 2018 format file will result in an upload failure***.

* Select Browse, then select the 2018 format file that needs to be converted.
* Click Convert File.

The portal conversion tool will convert files according to the following:

* + Columns will be added for COHORTID, COACHID, ENROLLMOT, ENROLLHC, PAYERSOURCE, A1C, and GENDER.
	+ COHORTID will be populated with PARTICIP entries. Organizations have the option of leaving the entries, or replacing them with a cohort name (assigned according to the rules detailed in the 2021 DPRP Standards Data Dictionary)
		- Leaving the entries with the values of PARTICIP will result in each participant being evaluated on their own timeline.
		- Replacing the entries with a cohort name will result in each participant being evaluated on cohort timeline.
	+ COACHID will be blank.
		- Organizations MUST enter a valid value according to the rules detailed in the 2021 DPRP Standards Data Dictionary.
			* ***Converted files with blank entries will fail when attempting to upload for validation***
	+ ENROLLMOT and ENROLLHC columns will be blank.
		- Organizations MUST enter a valid value from the options listed for each variable in the 2021 DPRP Standards Data Dictionary.
			* ***Converted files with blank entries will fail when attempting to upload for validation***
		- If a default value was initially entered for ENROLL:
			* We suggest entering an option for ENROLLMOT that best fits information collected from the participant (for example, if their program eligibility is based on a blood test, then ENROLLMOT=2 could be entered).
			* We suggest entering ENROLLHC=4.
	+ PAYERSOURCE will be populated with entries from the variable PAYER:
		- If PAYER=1 through 7, PAYERSOURCE will be populated with the same entry.
		- If PAYER=8 or 9, PAYERSOURCE will be populated with 9.
	+ A1C will be populated with 999.
	+ GENDER will be populated with the default value of 9.
	+ The column for SESSID will be removed.
	+ For records with SESSTYPE=MU and SESSID=1 to 26, SESSTYPE will be converted to MU-C.
	+ For records with SESSTYPE=MU and SESSID=99, SESSTYPE will be converted to MU-CM.
	+ For records with SESSTYPE=MU and SESSID=88, SESSTYPE will be converted to MU-OM.
* Download the newly converted file and make any necessary revisions to the values entered during the conversion process.
* Click “Upload 2021 Format File” and follow the prompts.