

Medicare Diabetes Prevention Program (MDPP)

Enrollment Checklist

Prospective MDPP suppliers can use this checklist to gather the specific information and documentation needed to enroll as an MDPP supplier. Additional information generally required to enroll as a Medicare provider can be found at: <https://pecos.cms.hhs.gov/pecos/help-main/prvdrsplrchecklist.jsp>

Choose ONE of the following options to enroll as an MDPP supplier:

OPTION 1

Enroll online using the Provider Enrollment Chain and Ownership System (PECOS)

Access PECOS at:

<https://pecos.cms.hhs.gov/pecos/login.do>

OR

OPTION 2

Enroll using the paper CMS-20134 enrollment application

PECOS is recommended for a faster enrollment process



Obtain a National Provider Identifier (NPI) and Tax Identification Number (TIN)

- Obtain an NPI and active or valid TIN prior to completing and submitting the enrollment application
- Use the National Plan and Provider Enumeration System (NPPES) to obtain an NPI
- Find additional information on NPPES: <https://nppes.cms.hhs.gov/webhelp/index.html>



Create an Identity and Access (I&A) account *(only if enrolling online using PECOS, Option 1)*

- An I&A account connects MDPP suppliers to important CMS systems and gives others access to enrollment information
- Users with an existing I&A account do not need to create a new, MDPP specific I&A account
- To register for an I&A account, go to: <https://nppes.cms.hhs.gov/IAWeb/register/startRegistration.do>



Gather documentation showing MDPP preliminary or full CDC DPRP recognition

- Needed in section 2 and 17 of the CMS-20134 application
- Organizations must report the organizational code(s), recognition status, effective date, and expiration date
- Documentation to verify recognition status must be provided. They may include copies of either:
 - A certificate *(for full recognition)*
 - A letter *(for MDPP preliminary recognition)*



Gather documentation on final adverse legal actions of your organization

- Needed in section 3 of the CMS-20134 application
- All information related to final adverse legal actions must be reported on the enrollment application, regardless if the records were expunged or if any appeals are pending
- If an adverse legal actions is reported, provide copies of related or supporting documentation (i.e., notifications, resolutions, and reinstatement)

What are final adverse legal actions?



Final adverse legal actions are convictions, exclusions, revocations, and suspensions. More information regarding final adverse legal actions are included in the CMS-20134 enrollment application.



Provide MDPP location information



- Needed in section 4 of the CMS-20134 application
- Provide the address of an **administrative location**
 - Having at least one administrative location is required, and all administrative locations must be reported
 - An administrative location is the physical location associated with an MDPP supplier's operations where it is the primary operator of the space
 - This can be the same location as the organization's headquarters or office space
 - MDPP suppliers may furnish services in administrative locations, but it is not required
- Provide the address of a **community setting** (if applicable)
 - A community setting is not required to be an MDPP supplier if services are furnished at the administrative location
 - A community setting is a location open to the public that is not specifically associated with the MDPP supplier, but may be used to furnish MDPP services
 - Examples of community settings are faith centers, multipurpose rooms, and recreation centers



Example Scenario: Administrative location

Anytown Community Center offers MDPP at its main location. In this case, the address of the Anytown Community Center would fall under the definition of an administrative location. This is because the Anytown Community Center is the physical location of the MDPP supplier's operations.



Example Scenario: Community setting

An advocacy organization is enrolled as an MDPP supplier and opts to furnish services at Anytown Community Center to increase beneficiary access because the organization's location of primary business operations does not have sufficient space. In this case, Anytown Community Center would be considered a community setting because it is a location where services are furnished outside of the administrative location where primary operations occur.



Provide a primary business telephone number



- Needed throughout the CMS-20134 application
- This number may operate at an administrative location or community setting



Collect information on organizations and individuals with 5% or more ownership of, partnership in, or managing control of the organization (if applicable)



- Needed in section 5 and 6 of the CMS-20134 application
- A supplier must have at least one owner and/or managing employee
- For **organizations** fitting this category, provide the legal business name, address, phone number, TIN, NPI, effective date, and final adverse legal action history
- For **individuals** fitting this category, provide the full name, date and place of birth, Social Security Number (SSN), NPI, relationship with supplier, effective date, and final adverse legal action history



Who qualifies for ownership interest and managing control?

Organizations or individuals with **ownership interest or partnership interest** of 5% or more (direct or indirect) must be reported. An organization or individual with **managing control** exercises operational or managerial control over the supplier, or conducts the day-to-day operations of the supplier. An organization does not need ownership interest to qualify as a managing organization.



Gather information on coaches who will furnish MDPP services



- Needed in section 7 of the CMS-20134 application
 - The roster may be updated as coaches are added or removed. Any such change must be reported on the application within 30 days of the change
- Organizations may obtain NPIs on behalf of coaches or coaches may obtain their own NPI
- For each coach, provide the following MDPP coach information:
 - Full name
 - Date of birth
 - SSN
 - NPI
 - Eligibility start and end dates (if applicable)



Select a contact person



- Needed in section 13 of the CMS-20134 application
- Identify a contact person for questions related to the application and provide the person's full name, phone number, and address



Gather information on authorized and delegated officials of your organization



- Needed in section 6, 15, and 16 of the CMS-20134 application
- Provide the full name, phone number, title/position, address, and signature of the officials
- The **authorized official** can do the following:
 - Legally enroll the organization in the Medicare program
 - Commit the organization to fully abide by the statutes, regulations, and program instructions of the Medicare program
- A **delegated official** is not required, but can be appointed by an authorized official
 - This individual cannot delegate their authority to another individual



Provide additional supporting documentation (if applicable)



- Needed in section 17 of the CMS-20134 application
- **Completed CMS-588 form for Electronic Funds Transfer Authorization Agreement (if applicable)**
 - If a supplier already receives Medicare payments electronically and is not making a change to its banking information, this form is not required
 - Organizations can complete this form at: <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms588.pdf>
- **A written confirmation from the IRS confirming the organization's TIN with the legal business name (if applicable)**
 - This information is only required if the applicant is enrolling their professional corporation, professional association, limited liability corporation, or enrolling as a sole proprietor
- **A written confirmation from the IRS confirming that your Limited Liability Company (LLC) is automatically classified as a Disregarded Entity (if applicable)**
 - Disregard this requirement if your organization is not an LLC
 - A Disregarded Entity is an eligible entity that is treated as an entity not separate from its single owner for income tax purposes
- **A copy of an IRS Determination letter (if applicable)**
 - This is only required if the supplier is registered with the IRS as a non-profit
- **A copy of an attestation for government entities and tribal organizations (if applicable)**



Pay the enrollment fee



- The enrollment fee is due upon initial enrollment and revalidation (every 5 years for MDPP suppliers)
- Payment is due online or via mail prior to completing and submitting the enrollment application
- Organizations may apply for a hardship exemption to the application fee



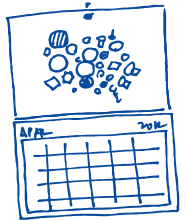
Be prepared to submit fingerprints (if requested)



- MACs will notify suppliers if individuals in their organization must submit fingerprints. Individuals with more than 5% ownership of the organization must submit fingerprints.
 - For step-by-step fingerprinting instructions, see <http://www.cmsfingerprinting.com/>
 - For additional information or questions on fingerprinting, see <https://innovation.cms.gov/Files/fact-sheet/mdpp-pfs-fingerprinting-faq.pdf>
 - For additional technical assistance regarding fingerprinting, contact the Accurate Biometrics Help Desk at 1-866-361-9944

Changes to the application:

Changes in ownership, coach roster, and adverse legal action history must be made within **30** days of the change. **All other changes** to the application must be made within **90** days of the indicated change. Instructions will be provided upon receipt of the application by the Medicare Administrative Contractor (MAC).



Need More Information?

- For more MDPP resources, visit: <http://go.cms.gov/mdpp>.
- For the CY 2018 Physician Fee Schedule which contains the MDPP Final Rule , visit: <https://www.gpo.gov/fdsys/pkg/FR-2017-11-15/pdf/2017-23953.pdf>
- For additional information email mdpp@cms.hhs.gov.