

Medicare Diabetes Prevention Program (MDPP) Opportunity for Diabetes Self-Management Education and Support (DSMES) Organizations and Enrollment Checklist



Special Opportunity to Accelerate Participation in the MDPP

- DSMES delivery organizations are well-positioned to help prevent the onset of type 2 diabetes by becoming MDPP suppliers.
- To become an MDPP supplier, preliminary, full, or full plus recognition from the Centers for Disease Control and Prevention's (CDC's) Diabetes Prevention Recognition Program (DPRP) is required.
- **Beginning January 1, 2024**, American Diabetes Association (ADA)-recognized and Association of Diabetes Care and Education Specialists (ADCES)-accredited DSMES delivery organizations can be fast-tracked by the DPRP to preliminary recognition, skipping the 12-month pending recognition stage.
- DSMES delivery organizations must meet the basic application requirements for CDC recognition:
 - Deliver a CDC-approved lifestyle-change program curriculum with a lifestyle coach trained by a training entity holding a memorandum of understanding (MOU) with CDC.
 - Submit required participant data every six months.
- To receive fast-tracked recognition, DSMES organizations should complete an application at the [DPRP site](#) as soon as possible and select "**ADA-recognized DSMES organization/ADCES-accredited DSMES organization**" as the organization type.
 - DSMES delivery organizations in pending recognition should email the National Diabetes Prevention Program (National DPP) Customer Service Center at NationalDPPAsk@cdc.gov to be advanced to preliminary recognition automatically.
 - For more information about this opportunity, please see the [Opportunities to Fast-Track to Preliminary Recognition Status article](#).



Coach-Training Scholarships

- The MDPP must be delivered by coaches trained on the CDC National DPP curriculum by an [approved training entity](#).
- In January 2024, CDC began offering limited numbers of scholarships to help train lifestyle coaches from ADA-recognized and ADCES-accredited DSMES delivery organizations that:
 - serve populations residing in counties classified as having high vulnerability according to the CDC/Agency for Toxic Substances and Disease Registry (ATSDR) Social Vulnerability Index (SVI); and
 - have previous experience billing the Centers for Medicare & Medicaid Services (CMS) for diabetes self-management training (DSMT).
- To determine if you are located in a high-SVI county, please go to the [CDC SVI Interactive Map](#) page and enter your zip code.
- For further information on how to apply for the scholarships, please visit the [National DPP Customer Service Center](#).



The checklist below helps organizations gather the necessary information and enroll as MDPP suppliers. Prospective MDPP suppliers are encouraged to enroll online* using the Provider Enrollment, Chain, and Ownership System (PECOS).

Create an Identity and Access (I&A) account



- An I&A account connects you to important CMS systems and gives others who work on your behalf access to enrollment information.
- Reference the [Enrollment Preparation Guide](#) for further I&A instructions.

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



- An NPI is a unique 10-digit identification number issued to healthcare providers by Medicare.
- Obtain an NPI and active/valid TIN prior to completing the enrollment application.
MDPP suppliers that are already billing Medicare are encouraged to obtain a separate NPI to use for MDPP enrollment. This NPI should be used exclusively for MDPP billing to reduce the chance of claim rejections and denials that may occur if multiple enrollments are associated with a single NPI. If your organization is unable to obtain a separate NPI, please contact your Medicare Administrative Contractor (MAC).
- Review the [Enrollment Preparation Guide](#) for further instructions.



Demonstrate MDPP preliminary, full, or full plus CDC DPRP recognition



- Report CDC DPRP organizational code(s), recognition status, effective date, and expiration date.
- Provide documentation to verify recognition status. The application must include copies of the:
 - Letter of Recognition from CDC
 - Find the recognition status and end date in your organization's CDC Recognition Letter.
 - If you list multiple DPRP organizational codes in your enrollment application, provide letters for each organizational code confirming preliminary, full, or full plus recognition status.
 - Email from CDC to which the Letter of Recognition was attached
 - An organization's effective date of recognition status is the date on which the email with the CDC Letter of Recognition attachment was sent to the organization.
- To check your organization's current recognition status, visit the [DPRP Registry page](#).

Provide MDPP location and contact information



Provide the address of your organization's administrative location.

- An administrative location is the physical location associated with an organization's operations (e.g., billing). MDPP services may or may not be furnished there.
- The administrative location may be the same location as your organization's headquarters or office space.
- At least one administrative location is required per supplier.
- *Example:* ABC Community Center, an MDPP supplier, has an organizational headquarters downtown and a recreation center in the suburbs. In this case, the office downtown would be considered the administrative location because it is where the supplier conducts operational and administrative program activities for the MDPP.

*PECOS is recommended for a faster enrollment process. [Paper enrollment](#) is available through the CMS-20134 enrollment application.

Provide the addresses of all your organization’s community settings, if applicable.

- A community setting is a location open to the public that may be used to furnish MDPP services, such as faith centers, multipurpose rooms, and recreation centers.
- Your organization may partner with other organizations that have sites in the community. For example, a health department may host MDPP sessions at a local YMCA.
- Your organization is not required to have a community setting if you decide to furnish MDPP services from your administrative location.
- *Example:* ABC Community Center, an MDPP supplier, has an organizational headquarters downtown and a recreation center in the suburbs. In this case, the recreation center is considered a community setting because it is a location where services are furnished outside of the administrative location, where operational and administrative program activities occur.

Gather documentation on any final Adverse Legal Actions (ALA) against your organization (if applicable)



- Report all information related to final ALAs (e.g., convictions, exclusions, revocations, and suspensions) against your organization on the enrollment application, regardless of whether the records were expunged or any appeals are pending.
- If an ALA is reported, provide documentation (e.g., notifications, resolutions, and reinstatement).

Report coach information



- Provide the following information for each individual who will be an MDPP coach:
 - Full name, date of birth, Social Security number (SSN), NPI (for existing Medicare providers), and eligibility start date (date of application submission or date the coach was added to the roster).
- If a coach already has an NPI number, they do not need to obtain another to furnish MDPP services.
- Coaches may use a taxonomy type when applying for an NPI that fits their natural designation based on any certifications or licensures they may have (e.g., “Nurse”). Coaches may choose “Health Educator” in cases where no other health care provider taxonomy is applicable.
- Organizations may obtain NPIs on behalf of coaches, or coaches may obtain their own NPIs.
- *Note:* Organizations must add coaches to their coach roster in PECOS prior to submitting claims that include those coaches to avoid claims being rejected or denied.

Report information on ownership interest, any partnership interest, and/or managing control (if applicable)



For organizations with ownership interest, partnership interest, and/or managing control, please provide:

- Legal business name, address, phone number, TIN, NPI, effective date, and final ALA history (if applicable).

For individuals with ownership interest, partnership interest, and/or managing control, please provide:

- Full name, date and place of birth, SSN, NPI, relationship with the supplier organization, effective date, whether the individual is an [authorized or delegated official](#), and final ALA history (if applicable).

Individuals with more than 5% ownership of the organization must submit fingerprints. Your MAC will notify your organization if this is the case.

- For more information on fingerprinting, visit the [MDPP FAQ section on Fingerprinting](#).
- For step-by-step instructions, visit the [CMS Fingerprinting Instruction Website](#).

Who qualifies for ownership interest and managing control?

Individuals or organizations with 5% or more direct or indirect ownership interest, any partnership interest, and/or managing control by another organization must be reported. CMS defines “ownership” or “investment interest” as holding one or more of the following in a prospective MDPP supplier:

- Stock or stock options
- Partnership shares
- Limited liability company memberships
- Debt, equity, or other means
- Loans, bonds, or other financial instruments that are secured with an entity’s property or revenue or a portion of that property or revenue, direct or indirect

Identify a contact person

Provide the full name, phone number, street address, and email address of a contact person who can answer questions about your enrollment application.



Provide additional supporting documentation (if applicable)

Internal Revenue Service (IRS) Supporting Documentation

- Copy of Form CP 575 that was issued by IRS or written confirmation from IRS confirming your organization’s TIN with the legal business name (if applicable).
 - This information is only required if you are enrolling as a professional corporation, professional association, limited liability company (LLC), or sole proprietor.
- Written confirmation from IRS confirming that your LLC is automatically classified as a Disregarded Entity (if applicable).
 - This is only applicable to organizations that are LLCs. A Disregarded Entity is an eligible entity that is treated as an entity not separate from its single owner for income tax purposes.
- Copy of your IRS determination letter (if applicable).
 - This is only required if the supplier is registered with IRS as a non-profit.



Payment Supporting Documentation

- The completed [CMS-588 form](#) for an Electronic Funds Transfer Authorization Agreement (if applicable).
- If your organization is already receiving Medicare payments electronically and there are no changes to your organization’s payment information, this form is not required.

Tribal Organization Supporting Documentation

- A copy of an attestation for government entities and tribal organizations (if applicable).

Updating Information

Changes in ownership, coach roster, and ALA history must be reported within **30** days of the change. All other changes must be made within **90** days of the indicated change. These changes must be made even after the application has been processed and approved. Instructions will be provided upon receipt of the application by the MAC.

Key MDPP Enrollment Resources

Applicants can use this checklist as a supplement to enrollment preparation resources, including:

- [PECOS Checklist](#)
- [PECOS Online Enrollment Application](#)
- [MDPP FAQs](#)
- [Enrollment Preparation Guide](#)
- [Coach Eligibility Checklist](#)

Need more information?



Visit:
<http://go.cms.gov/mdpp-exp>



Ask a Question:
<https://cmmi.my.site.com/mdpp/>

