Medicare Diabetes Prevention Program (MDPP) Expanded Model Supplier Support

MDPP Enrollment Tutorial Webinar

January 9, 2019
Disclaimer

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## Agenda

**This webinar will walk through the PECOS Enrollment Application**

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Welcome!

**Erin Royer**  
Monitoring and Evaluation Lead

**Amanda Paige Burns, JD, MPH**  
Acting MDPP Model Lead  
Supplier Policy and Operations Lead

Center for Medicare and Medicaid Innovation (CMMI)  
Centers for Medicare & Medicaid Services (CMS)
MDPP Enrollment Quiz (Pre-test)

The MDPP Enrollment Quiz includes questions to assess the participants’ level of self-efficacy in completing the MDPP enrollment application.

1. What recognition status must an organization have from CDC's Diabetes Prevention Recognition Program before it can enroll in Medicare as an MDPP supplier?
   a. No recognition is needed as long as it provides services that follow a CDC-approved curriculum
   b. Full recognition only
   c. Pending recognition
   d. Preliminary or Full recognition
   e. I do not know

2. To enroll online (using PECOS) in Medicare you need:
   a. A National Provider Identifier (NPI)
   b. An active or valid tax-identification number (TIN)
   c. An Identity and Access (I&A) account
   d. All of the above
   e. I do not know

3. Who should you contact for the status of your MDPP enrollment application once it is submitted?
   a. The CDC DPRP
   b. Your Medicare Administrative Contractor (MAC)
   c. 1-800-Medicare
   d. None of the above
   e. I do not know
MDPP Supplier Resources: Enrollment Checklist

Use the Enrollment Checklist to gather the specific information and documentation needed to enroll as an MDPP supplier.

What is the Enrollment Checklist?
A document prospective MDPP suppliers may use to gather all the information needed to include in the MDPP enrollment application.

Audience: Organizations with CDC preliminary or full recognition that are starting the MDPP enrollment process.

Where can I find the Enrollment Checklist?
Go to: http://go.cms.gov/mdpp
Scroll to: MDPP Enrollment and Recognition Information
Click: MDPP Enrollment Checklist
PECOS MDPP Enrollment Application
Organizational Information and Supplier Type
How to Login

• Visit the Provider Enrollment Chain and Ownership System (PECOS) at https://pecos.cms.hhs.gov.

• Login using your Identity and Access Management System (I&A) user ID and password.
  • Organizations applying to enroll in Medicare for the first time must create a PECOS Identity and Access, or I&A, account by clicking “register for a user account.”

Register here if you do not have an I&A user ID and password
Under My Associates, select “Enroll in Medicare for the first time”.

If you have an existing enrollment with Medicare, your organization must enroll separately as an MDPP supplier and must satisfy all of the eligibility criteria for MDPP enrollment.
Have a Question?

- Contact your Medicare Administrative Contractor (MAC) for questions about your Medicare Enrollment Application or existing enrollment record.

- For questions about your National Provider Identifier (NPI), visit the NPPES website: https://nppes.cms.hhs.gov.

Once logged in, select “Create Initial Enrollment Application”.

Click here to create the application.
Complete the Questionnaire

- The questionnaire will display either an individual and their NPI or your organization with their TIN. This information will be populated from the I&A account you created.

- Only organizations may enroll as MDPP suppliers, so select the name of the organization.

- After selecting the name of the organization, click “Next Page”.

Select the organization name
Complete the Questionnaire

- A pop up screen will appear. Select “Continue to MDPP Enrollment.”
The reason for application should read “A Medicare part B supplier is enrolling in Medicare program for the first time”. Please select this regardless of whether you have an existing Medicare enrollment.

Select the state where your organization has its administrative location.

If the supplier has administrative locations in multiple states, they need to submit an enrollment application for each of those states.

MDPP services are provided in-person (with a handful of virtual make up sessions allowable). Select in-person MDPP Supplier.

To start the application, click “Start Application”.
View Application

- You will be shown this screen with your application progress with your Tracking ID and Enrollment ID.
- At the bottom, select “View In-Progress Application”.

PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary

View Application

- You will be shown this screen with your application progress with your Tracking ID and Enrollment ID.
- At the bottom, select “View In-Progress Application”.

Welcome Jane Lane!
You are working on an MDPP Initial Application for CENTRAL SOUTH HOSPITAL!
Please review the MDPP supplier standards at 42 CFR 424.200(a) prior to submitting the enrollment application. An MDPP supplier must meet and must certify in this enrollment application that it meets and will continue to meet the standards.

Tracking Information
- Tracking ID: T09120100000023
- Enrollment ID: 09912010000020

MAC Information
- N/A

Select this to view your application
Complete the Questionnaire

- Select “Add” on the Organization Information Page.
- Identify whether your organization is a proprietary organization or a non-profit.
- Add the Organization Structure information and view the summary page.
PECOS Application – My Enrollments

You will see this summary page after you add the organization information.
PECOS MDPP Enrollment Application

CDC Recognition Status
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Recognition Status

Recognition Status - Summary

This topic requests information about the Recognition status of the applicant.

No Recognition information has been listed. Please select the Add button.

Click “Add”
Refers to your organization's DPRP code

- When filling out the CDC recognition section of the MDPP application, organizations must report their organizational code, recognition status, effective date of their recognition status, and expiration date of their recognition status.

- As a reminder, organizations with pending, or no CDC recognition are not eligible to enroll as MDPP suppliers.

You may need to add another Recognition Status if you are enrolling multiple sites

Click save when you finish
Once added, you will see the recognition status summary here.
PECOS MDPP Enrollment Application

Correspondence Address, MDPP Location and Special Payments Address
Correspondence Address

- This address should be the address associated with the supplier.

- Organizations are able to add multiple locations. Because this address is typically the administrative location, the organization can add the addresses of additional administrative locations located within the same state.

- Provide the specific street address as recorded by the United States Postal Service. Do not provide P.O. Boxes.
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Correspondence Address

- **Email Address**
  - Though not a required field, organizations are strongly encouraged to provide an email address where important MDPP expanded model and service delivery updates can be sent. This includes reminders about model requirements, such as quarterly crosswalk submissions. Organizations that do not enter an email will not receive these reminders.

Once added, you will see the correspondence address summary here
MDPP Location & “Special Payments” Address

- This requests information about the MDPP location and “Special Payments” addresses of the applicant’s administrative location(s) and community setting(s).

- Select “Type of MDPP Location” (administrative or community location).

- A location may either meet the definition of an administrative location or a community setting based on whether or not the MDPP supplier is the primary user of that space, including both MDPP services and any other services provided by the supplier.

- On a given application, you must disclose all administrative locations operating within that state, as well as any applicable community settings operating out of those administrative locations (on a given application, community settings may cross state lines, but administrative locations may not).
Provide the address for administrative location(s) and any community location(s) here.
• Please provide your organization’s NPI, Medicare ID (if issued) and Tax Identifier Number (TIN).

• The legal business name of the enrolling MDPP supplier must match the name printed on the NPPES validation letter.

• The administrative location is the address where billing is typically done.
Once added, the summary will appear here.
Q&A

- Organizational Information and Supplier Type
- CDC Recognition Status
- Correspondence Address, MDPP Location and Special Payments
PECOS MDPP Enrollment Application

Final Adverse Legal Actions
Legal Action

- This section captures information on final adverse legal actions, such as convictions, exclusions, revocations and suspensions.

- All final adverse legal actions must be reported, regardless of whether any records were expunged or any appeals are pending.

- This information should be included for the organization (intended supplier).
You will see this when the information is successfully added (if applicable)
PECOS MDPP Enrollment Application

MDPP Coach Information
MDPP Coaches

- Coaches are individuals who furnish MDPP services for an MDPP supplier. They lead group sessions using topics from a CDC-approved curriculum. A coach can be an employee, contractor, or volunteer for the MDPP supplier.

- MDPP coaches must be trained per the CDC Diabetes Prevention Program (DPRP) requirements as listed in the DPRP standards, but are not required to have any additional training, credentialing, or licensing by CMS.

- All MDPP coaches must obtain NPI numbers, which are unique identification numbers issued to health care providers by CMS. If a coach already has an NPI, they may use it for MDPP.

- The eligibility start date should be the day you are filling out the application.

- MDPP suppliers are required to update their Coach Roster with any changes within 30 calendar days. Once your enrollment is approved, navigate back to this page to add and remove coaches from your roster.
PECOS MDPP Enrollment Application
Organizational Control/Individual Control
CMS defines “ownership” or “investment interest” as holding
- Stock or stock option(s),
- Partnership share(s),
- Limited liability company membership(s),
- 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, and
- Through debt, equity or other means in a prospective MDPP supplier.

Please be aware, not every enrolling organization will necessarily have an organization that meets this definition. In such cases, simply click “No”.
Organization Control

- Any organization that exercises operational or managerial control over the supplier, or conducts the day-to-day operations of the supplier, must be reported. The organization does not need to have ownership interest in the supplier in order to qualify as a managing organization.

- Select the Organization's relationship to the applicant.

- You will be asked to add any Final Adverse Legal Actions again—this time for the organization with an ownership interest or managing control.
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Organization Control

Select whether the application has any Organizations having ownership interest and/or Managing control to report.
Individual Control

- All persons who have a 5% or greater direct or indirect ownership interest in the supplier must be reported.

- If the supplier is a corporation, all officers and directors of the supplier must be reported including:
  - All managing employees of the supplier
  - All individuals with a partnership interest in the supplier, regardless of the percentage of ownership the partner has
  - Authorized and delegated officials
  - All board members

Check all the roles that apply to the applicant and effective date.
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Individual Control

Select whether this individual is an Authorized or Delegated Official or neither

**Individual Control**

- The **authorized official** (required), or delegated official (if applicable) has the authority to make any changes/or updates to the enrollment application.

- 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.

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**Final Adverse Legal Actions**

Learn More About Final Adverse Legal Actions That Must Be Reported

This section captures information regarding final adverse legal actions, such as convictions, exclusions, license revocations and license suspensions. All applicable final adverse legal actions must be reported, regardless of whether any records were expunged or any appeals are pending.

**NOTE**: Providers/Suppliers are no longer required to report "CMS-imposed Medicare Exclusions" and "Medicare Payment Suspension". Previously reported "CMS-imposed Medicare Exclusions" and "Medicare Payment Suspension" information will not be displayed to Providers/Suppliers in PECOS PI.

**A. CONVICTIONS (AS DEFINED IN 42 C.F.R. 1001.2) WITHIN THE PRECEDING 10 YEARS**

1. Any misdemeanor conviction, under federal or state law, related to:
   - a. the delivery of an item or service under Medicare or a state health care program, or
   - b. the abuse or neglect of a patient in connection with the delivery of a health care item or service.
2. Any misdemeanor conviction, under federal or state law, related to the theft, fraud, embezzlement, breach of fiduciary duty, or other financial misconduct in connection with the delivery of a health care item or service.
3. Any misdemeanor conviction, under federal or state law, related to the interference with or obstruction of any investigation into any criminal offense described in 42 C.F.R. section 1001.701 or 1001.201.
4. Any misdemeanor conviction, under federal or state law, related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance.

**B. EXCLUSIONS, REVOCATIONS OR SUSPENSIONS**

1. Any current or past revocation or suspension of medical license.
2. Any current or past revocation or suspension of accreditation.
3. Any current or past suspension or exclusion imposed by the U.S. Department of Health and Human Services Office of Inspector General (OIG).
4. Any current or past determination from participation in any Federal Executive Branch procurement or non-procurement program.
Individual Control

- Individuals with more than 5% ownership of the organization must submit fingerprints.

- Please be aware, not every organization will necessarily have an individual that meets this definition. For example, non-profit organizations generally do not have owners, and instead list their board of trustees or other governing body.
Q&A

- Final Adverse Legal Actions
- MDPP Coach Information
- Organizational Control/Individual Control
PECOS MDPP Enrollment Application

Patient Records Storage Location, Billing Agency, Contact Person, Electronic Funds Transfer
Patient Records Storage Location

- This section asks about where patient medical records will be stored.
- You can use your existing records storage system as long as it complies with documentation and record keeping requirements.
- All beneficiary medical records must be kept in compliance with HIPAA and CMS standards.
An organization is permitted to partner with third party billing agents to prepare claims, but the MDPP supplier is held accountable for compliance with all appropriate regulations and requirements.

You will be asked whether you want to add a billing agency to the application.
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Contact Person

Contact Person

- You will be asked for contact information for the individual who the Medicare contractor should contact if any questions exist about the application.

Select “Add”
Electronic Funds Transfer

- You will be asked to provide the financial institution and account information for the contact person for the electronic funds.
- This information is for payment of claims submitted.
PECOS MDPP Enrollment Application
Required and/or Supporting Documentation and Application Submission
PECOS Application – My Enrollments

Home > My Associates > My Enrollments > Enrollment Summary > Required and/or Supporting Documentation

**Required and/or Supporting Documentation**

- Please provide the letter from CDC verifying your organization’s CDC preliminary or full recognition status.

- You may need to provide supporting tax documentation for your organization. Below are a few examples of this type of documentation:
  - A written confirmation from the IRS confirming the organization’s TIN with the legal business name
  - A copy of an IRS Determination letter

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Select “Yes, I would like to upload one or more documents”.
For each Required and/or Supporting Documentation, select whether the documentation will be delivered by mail or uploaded.
Welcome Jane Lane!
You are working on an MDPP Initial Application for CENTRAL SOUTH HOSPITAL!
Please review the MDPP supplier standards at 42 CFR 424.2056(b) prior to submitting the enrollment application. An MDPP supplier must meet and must certify in this enrollment application that it meets and will continue to meet the standards.

If you see a caution triangle, go back to the section to review any errors that need to be corrected.

You will have a chance to see whether you have completed all the required sections of the MDPP enrollment application.
PECOS Application – My Enrollments

Please review the Submission Confirmation message:

Congratulations! Your application is complete.

Application Status and Changes

- To check the status of your submitted MDPP enrollment application, please contact your MAC.
- Any changes of ownership, changes to the coach roster, or new final adverse action history must be made within 30 calendar days of the change. All other changes to information on the enrollment application must be reported within 90 calendar days of the event.

Application Denial

- If your application is denied or revoked for non-compliance, you may submit a Corrective Action Plan (CAP) to correct the deficiencies that resulted in the denial of the application.
- The CAP must be submitted within 30 calendar days from the date of the denial notice.
Q&A

• Patient Records Storage Location
• Billing Agency
• Contact Person
• Electronic Funds Transfer
• Required and/or Supporting Documentation and Application Submission
MDPP Enrollment Application
Self-Efficacy Evaluation
MDPP Enrollment Quiz (Post-test)

The MDPP Enrollment Quiz includes questions to re-assess the participants’ level of self-efficacy in completing the MDPP enrollment application.

1. What recognition status must an organization have from CDC’s Diabetes Prevention Recognition Program before it can enroll in Medicare as an MDPP supplier?
   - a. No recognition is needed as long as it provides services that follow a CDC-approved curriculum
   - b. Full recognition only
   - c. Pending recognition
   - d. Preliminary or Full recognition
   - e. I don’t know

2. To enroll online (using PECOS) in Medicare you need:
   - a. A National Provider Identifier (NPI)
   - b. A active or valid tax-identification number (TIN)
   - c. An Identity and Access (I&A) account
   - d. All of the above
   - e. I don’t know

3. Who should you contact for the status of your MDPP enrollment application once it’s submitted?
   - a. The CDC DPRP
   - b. Your Medicare Administrative Contractor (MAC)
   - c. 1-800-Medicare
   - d. None of the above
   - e. I don’t know
Thank you!

Ready to enroll as an MDPP supplier?

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

Review the enrollment application here

Want to access supplier support resources?

Head to the MDPP website

Other ways to stay updated or ask questions

Sign up for our listserv at MDPP website or email us at mdpp@cms.hhs.gov
Below is a list of acronyms frequently used throughout this presentation.

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
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<tr>
<td>CDC DPRP</td>
<td>Centers for Disease Control and Prevention Diabetes Prevention Recognition Program</td>
</tr>
<tr>
<td>National DPP</td>
<td>National Diabetes Prevention Program</td>
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<tr>
<td>CMS</td>
<td>Centers for Medicare &amp; Medicaid Services</td>
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<tr>
<td>CMMI</td>
<td>Center for Medicare and Medicaid Innovation</td>
</tr>
<tr>
<td>MDPP</td>
<td>Medicare Diabetes Prevention Program</td>
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<td>PFS</td>
<td>Physician Fee Schedule</td>
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<tr>
<td>NPI</td>
<td>National Provider Identifier</td>
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<td>TIN</td>
<td>Tax Identification Number</td>
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<td>MACs</td>
<td>Medicare Administrative Contractors</td>
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<td>NPPES</td>
<td>National Plan and Provider Enumeration System</td>
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<td>PECOS</td>
<td>Provider Enrollment Chain and Ownership System</td>
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## Terminology

The table below defines terminology specific to MDPP services.

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<tr>
<th>Term</th>
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<tr>
<td>MDPP Set of Services</td>
<td>Structured health behavior change sessions aimed at lowering the risk of type 2 diabetes by engaging eligible beneficiaries to promote weight loss through healthy eating and physical activity</td>
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<tr>
<td>MDPP Beneficiary</td>
<td>Eligible Part B Medicare beneficiary engaged in MDPP services</td>
</tr>
<tr>
<td>MDPP Supplier</td>
<td>An organization enrolled both in Medicare and the MDPP expanded model, and that can therefore bill for MDPP services provided to eligible beneficiaries</td>
</tr>
<tr>
<td>MDPP Coach</td>
<td>Employees, contractors, or volunteers who provide MDPP services on behalf of an MDPP supplier to MDPP beneficiaries</td>
</tr>
<tr>
<td>Supplier Support Needs</td>
<td>Specific needs that MDPP suppliers have as they enroll in the MDPP expanded model and furnish MDPP services to eligible beneficiaries</td>
</tr>
<tr>
<td>Supplier Support Product</td>
<td>Materials and resources developed to meet the specific support needs of MDPP suppliers</td>
</tr>
<tr>
<td>Supplier Support Package</td>
<td>Complementary set of supplier support products developed to meet supplier support needs in different phases of the expanded model</td>
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