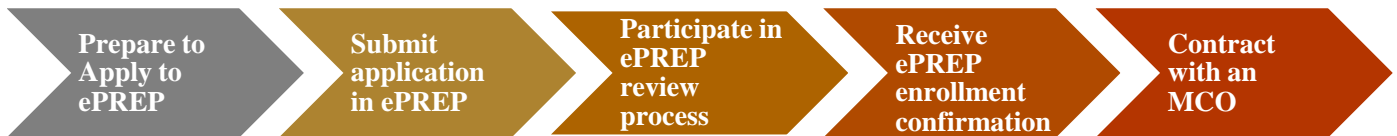


Appendix A. HealthChoice Diabetes Prevention Program (HealthChoice DPP)
Guidance for CDC-Recognized Organizations Applying To Become a
Maryland Medicaid DPP Provider

Purpose: This document is intended to provide additional enrollment support to CDC-recognized organizations interested in participating in Maryland Medicaid’s HealthChoice Diabetes Prevention Program (HealthChoice DPP).

Overview: To participate in HealthChoice DPP and provide reimbursable diabetes prevention services to eligible Medicaid enrollees, CDC-recognized organizations with pending, preliminary or full recognition should take the following steps:



To implement HealthChoice DPP, Medicaid established a new provider type: DPP provider. Because this is a new program, all CDC-recognized organizations must enroll in ePREP as a DPP provider, even if they are already an enrolled through ePREP as a Medicaid provider of other services. Individual lifestyle coaches are not eligible to enroll as a HealthChoice DPP provider.¹

In order to facilitate and share best practices for the DPP provider enrollment process learned to date, MDH has outlined below a description of actions to take and tips for each step of enrollment.

To mitigate potential errors, and prepare for an efficient enrollment process, MDH recommends that CDC-recognized organizations review this entire document, and prepare as indicated, prior to submitting their application in ePREP.

Additional selected resources located on the HealthChoice DPP website are recommended for review prior to beginning the application process:

- [Policy Transmittal 09-20 Coverage of National Diabetes Prevention Program for HealthChoice Enrollees \(Last Updated 09.30.19\)](#)
- [HealthChoice Diabetes Prevention Program Manual](#)
- [Frequently-Asked Questions - HealthChoice DPP Implementation](#)
- [DPP ePREP Instructional Webinar](#)
- [ePREP for DPP Providers Webinar Slides](#)

¹ Individual lifestyle coaches must be affiliated with a CDC-recognized organization or incorporated themselves with CDC recognition status in order to enroll as a DPP provider.

HealthChoice DPP Provider Enrollment Process/Participation

1. Prepare to Apply to ePREP

ACTION STEPS: CDC-recognized organization obtains a Type 2 National Provider Identifier (NPI), a Taxpayer Identification Number (TIN), and gathers HealthChoice DPP required documentation prior to submitting ePREP application

Obtain Type 2 NPI (if applicable):

- ✓ Apply through the National Plan and Provider Enumeration System (NPPES) for the organization that intends to enroll as a DPP provider. The NPPES website is <https://nppes.cms.hhs.gov>.
- ✓ CDC-recognized organizations must [obtain a Type 2 \(Facility\) NPI](#)² and ensure that the NPI is not currently associated with another provider type offering other Maryland Medicaid services.³
- ✓ There may be multiple practice locations⁴ operating under a CDC-recognized organization name/code. Each practice location will bill separately and therefore need to each obtain a unique Type 2 NPI and submit separate ePREP application(s). Community sites⁵ do not need to apply separately.

Obtain New or Gather Existing Taxpayer Identification Number (TIN)

- ✓ In addition to the TIN, obtain a “Department ID” by registering with the State Department of Assessments and Taxation (SDAT) & a business license.

Gather/Complete Required Documents:

- ✓ Articles of incorporation/organization
- ✓ Tax identification letter
- ✓ NPO Non-Profit Organization 501(c) Tax letter (If applicable)
- ✓ [DPP provider addendum](#) for each delivery mode⁶
- ✓ Proof of CDC-recognition status
 - Acceptable forms of proof of CDC recognition include one of the following that reflects current recognition status: an email from CDC indicating pending status with an effective date or preliminary status with an expiration date; or, a certificate from CDC indicating full recognition status, with an expiration date.

2. Submit Application in ePREP

ACTION STEP: CDC-recognized organization submits an [ePREP application](#) for each practice location

² Type 2 NPIs are for Health care providers who are organizations, including physician groups, hospitals, nursing homes, and the corporation formed when an individual incorporates him/herself.

³ CDC-recognized organizations that enroll as a Medicare DPP supplier prior to enrolling with Medicaid may use the same NPI if it is used only to deliver National DPP Lifestyle Change Program services.

⁴ A practice location is a primary “brick and mortar” building location where billing occurs and an organization directs and/or coordinates HealthChoice DPP services. A practice location may also be a location where HealthChoice DPP services are provided.

⁵ A community site is a location where HealthChoice DPP classes are held (i.e. non-provider owned/rented spaces, such as a library or faith-based organization.), but does not function as an administrative location where billing occurs or an organization directs and/or coordinates HealthChoice DPP services.

⁶ Organizations that have more than one delivery mode will need to complete a separate addendum for each delivery mode and upload the addendum with CDC recognition proof to their ePREP application.

ePREP Application Content:

Business Information

- **Business Profile: NPI/TIN/SDAT & Business License**

Documents to include:

- ✓ Tax identification letter
- ✓ NPO Non-Profit Organization 501(c) Tax letter (If applicable)

Tips:

- Diabetes prevention program facilities are not required to enter rendering provider affiliations to proceed with their application.
- NEVER link a rendering provider’s NPI to the same Business profile as the facility.
- After verifying the facility's NPI number, be sure to select the “Diabetes Prevention Program Provider (DPP) Type.”

- **Contact Person Information**
- **Addresses: Service Address - Pay to Address - Mailing Address**
- **Logistics: Practice Operations**

Practice Information

- **Licenses & Certifications (Not required for DPP provider type)**
- **NPI/Taxonomy/Specialty**
- **Additional Information: Addenda/Supporting Documents**

Documents to include:

- ✓ [DPP provider addendum](#) for each delivery mode⁷
- ✓ Proof of CDC recognition⁸

Tips:

- Before uploading the addendum, check to ensure that: 1) it is completely filled out with all boxes checked off (Maryland-based providers may leave the out-of-state provider boxes blank). 2) only one CDC recognition status is checked and an effective or expiration date is included. 3) only one CDC delivery mode is checked.
- Examples of unacceptable forms of recognition would be: a screen shot or snip-it from the CDC DPRP website or a CDC DPRP evaluation report or a lifestyle coach certificate. For acceptable forms of proof see the table below.

Forms of Acceptable CDC-Recognition Proof for Upload in ePREP

CDC Recognition Status	Proof Provided by CDC- Document to Upload in ePREP
Pending	Email with effective date
Preliminary	Letter with expiration date
Full	Letter and/or Certificate with an expiration date

⁷ Organizations with more than one delivery mode need to complete and upload to the ePREP application a separate addendum for each delivery mode.

⁸ If an organization’s CDC-recognized delivery mode should change during the ePREP process, the organization will need to complete a new addendum indicating the new delivery mode and upload the addendum with proof of CDC recognition to their ePREP profile.

Disclosure Information

- **Adverse Actions: Contract/Program Actions**
- **Fines and Debts**
- **Subcontractors**
- **Ownership/Control Interest**

Tips:

- Choose the correct ownership designation:
- Sole owners of an organization must disclose this and manually type in 100% ownership.
- Be sure to disclose all owners with 5% or more interest.
- All owners, including out of country owners, must provide a TIN number when completing the ePREP application.

- **Significant Transactions**
- **Delegated Officials**

Rendering Provider Affiliations

- **Rendering Provider Affiliations**

Tips:

- The DPP provider type does not require rendering providers.

Signature

- **E-Signature / Declarations E-Signature**

3. Participate in ePREP Review Process

ACTION STEP: CDC-recognized organization responds to questions or requests for further information during the review process

- ePREP team and program staff review ePREP application

Tips:

- If there are any errors with the application, the ePREP team will return the application to the CDC-recognized organization with a delinquency notice outlining the errors in the application and necessary steps to fix them.
- Read the letter thoroughly and address any errors and/or missing parts of the application, as the applicant will only have 2 opportunities to make corrections before they will have to start over.

3a. Fingerprinting Criminal Background Check (FCBC)

ACTION STEP: CDC-recognized organization obtains Fingerprinting Criminal Background Check (FCBC)

- The site surveyor will reach out to the CDC-recognized organization’s contact person with the FCBC instructions.
- After the owners are fingerprinted and the results are reviewed by the site surveyor, the ePREP team will conduct the on-site visit.

3b. On-Site Visit

ACTION STEP: CDC-recognized organization prepares for an unannounced on-site visit to occur and provides all relevant documents upon request

- ePREP team conducts an on-site visit for each of the CDC-recognized organization ‘s practice location(s) (separate ePREP applications).

Tips:

- On-site visits will occur unannounced at the service address listed on the ePREP

- application.
- CDC-recognized organizations should prepare staff for the visit and have all applicable business documents readily accessible.
 - The owner of the CDC-recognized organization can designate an individual to be the point person for the on-site visit in his/her absence.

4. Receive ePREP Provider Enrollment Notification

ACTION STEP: CDC-recognized organization checks ePREP account for DPP provider enrollment confirmation.

- CDC-recognized organization is enrolled as a Medicaid DPP provider. Each approved practice location will receive a notification within ePREP as well as an email notification (sent to the address that is linked to the account) within 21 business days.
- CDC-recognized organization should click the link in the ePREP notification to access the welcome letter and click the “accounts tab” to view their enrollment date and provider number (Medicaid ID number).

5. Contract with an MCO

ACTION STEP: DPP providers enrolled with Medicaid may contract with one or more MCOs to provide services to eligible members of contracted MCOs and be reimbursed for services according to contracted terms.

- Contracts with MCOs may be finalized and executed once the CDC-recognized organization is enrolled with Medicaid as a DPP provider.
- DPP providers are then considered in-network with that contracted MCO and may provide services to that MCO’s referred members.