

# Medicare Diabetes Prevention Program (MDPP)

## Supplier Requirements Checklist

Organizations should use this checklist as a tool to understand the requirements to enroll and maintain enrollment as MDPP suppliers. These requirements consist of MDPP supplier standards, MDPP coach eligibility requirements, and documentation and recordkeeping requirements. In addition to these requirements, MDPP suppliers must meet general Medicare requirements as outlined in 42 C.F.R. Part 424, Subpart P.

### Part 1 Supplier Standards Required to Enroll in Medicare as an MDPP Supplier

Organizations must meet MDPP supplier standards to successfully enroll in Medicare. Additional information about the MDPP enrollment process can be found in the [MDPP Enrollment Fact Sheet](#) and the [Enrollment Checklist](#). Suppliers must comply with the MDPP supplier standards in their entirety, which can be found at 42 C.F.R., section 424.205(d).



#### Supplier Organizational Requirements

MDPP suppliers must:

- Have and maintain full or preliminary CDC Diabetes Prevention Recognition Program (DPRP) recognition
- Maintain at least one administrative location and report all other administrative locations and community settings on its enrollment application
- Maintain a primary business telephone, listed with the name of the business in public view
- Not currently have billing privileges terminated for cause or be excluded by a state Medicaid agency
- Not knowingly sell or allow other individuals or entities to use its supplier billing number
- Allow CMS to conduct on-site inspections or recordkeeping reviews
- Report on their application any changes of ownership, changes to their coach rosters, and final adverse legal action (ALA) history within 30 days. All other changes must be reported within 90 days. ALAs are certain legal actions like convictions and suspensions that disqualify individuals and organizations from becoming MDPP suppliers



#### Beneficiary Minimum Coverage Requirements

MDPP suppliers must:

- Not deny MDPP beneficiaries access to MDPP services on the basis of weight, height, health status, or achievement of performance goals with certain exceptions listed in 42 C.F.R., section 424.205(d)(8)
- Offer an MDPP beneficiary all services for which they are eligible, with the same exceptions listed above
- Not coerce an MDPP beneficiary's decision to change or not change to a different MDPP supplier
- Provide MDPP beneficiaries, before the first MDPP session, with disclosure information including eligibility requirements, the once-per-lifetime limit, minimum coverage requirements, and MDPP supplier standards
- Answer MDPP beneficiaries' questions about MDPP services and respond to MDPP related complaints within a reasonable timeframe
- Implement a complaint resolution protocol and maintain documentation of all beneficiary contact regarding such complaints, including the name and Medicare Beneficiary Identifier (MBI) of the beneficiary, a summary of the complaint, notes of actions taken, and the names and/or National Provider Identifiers (NPIs) of individuals who took such action on behalf of the MDPP supplier
  - This information must be kept at each administrative location and made available to CMS or its contractors upon request

#### Beneficiary Eligibility and Disclosure



**Help is available:** Check the CMS website for updated resources on:

- What needs to be disclosed to beneficiaries prior to the first session
- Identifying beneficiaries eligible for MDPP services





## Coach Requirements



MDPP suppliers must:

- Submit a roster of eligible coaches on its enrollment application. The roster must include first and last name, date of birth, social security number, and national provider identifier, and must be updated as needed
- Not permit MDPP services to be furnished by ineligible coaches or include ineligible coaches on their enrollment rosters. Complete coach eligibility requirements can be found in Part 2 of this checklist



## Data Reporting



MDPP suppliers must:

- Maintain a crosswalk file relating beneficiary identifiers used for claims with those used for CDC data and submit this file to CMS six months after they start delivering MDPP services and quarterly thereafter
- Submit performance data for ongoing maintenance sessions with data elements consistent with CDC DPRP standards

# Part 2 Coach Eligibility Criteria

Though CMS determines eligibility, MDPP suppliers should ensure that their coaches meet the following eligibility criteria. Payment will only be made for services furnished by an eligible coach. Including an ineligible coach on the enrollment application may result in an organization's enrollment as an MDPP supplier being denied or revoked. These requirements must be adhered to in their entirety as listed at 42 C.F.R., section 424.205(e).



## Coach Eligibility Criteria



MDPP coaches must:

- Obtain and maintain NPI numbers
- Not currently have their Medicare billing privileges revoked and be currently subject to the reenrollment bar
- Not currently have Medicaid billing privileges terminated for cause or be excluded by a state Medicaid agency
- Not currently be excluded from any other federal health care program
- Not be currently debarred, suspended, or excluded from participating in any other federal procurement or non-procurement program
- Not have one of the following convictions, guilty pleas, or adjudicated pretrial diversions in the previous 10 years:
  - Crimes against persons, such as murder, rape, assault, and other similar crimes
  - Financial crimes such as extortion, embezzlement, insurance fraud, and other similar crimes
  - Any felony that placed Medicare or its beneficiaries at immediate risk, such as a malpractice conviction
  - Any other felonies that result in mandatory exclusion



### How to Obtain Coach NPI Numbers

Individual coaches can obtain an NPI or an MDPP supplier can obtain NPIs for its coaches through the National Plan and Provider Enumeration System (NPPES) website. Suppliers may prefer to apply for NPI numbers on behalf of their coaches rather than requiring that all individual coaches create their own NPPES accounts.



### Keep Your Coach Roster Current

MDPP suppliers must maintain an up-to-date and accurate coach roster. MDPP suppliers are able to add and remove coaches, and these changes must be reported within 30 days.

## Part 3 Documentation and Recordkeeping Requirements

Organizations must comply with documentation and recordkeeping requirements to maintain enrollment in Medicare as an MDPP supplier. These requirements must be adhered to in their entirety as listed at 42 C.F.R., section 424.205(g) and 42 C.F.R., section 424.210(e).



### During the Session



- MDPP suppliers must maintain and handle any beneficiary Personally Identifiable Information (PII) and Protected Health Information (PHI) in compliance with HIPAA and all applicable state and federal privacy laws and standards
- Suppliers must keep beneficiary records using an electronic health records (EHR) system or a paper system
- Upon the first session, suppliers must record:
  - MDPP supplier name, CDC DPRP number, and NPI
  - Beneficiary information including but not limited to: beneficiary name, Health Insurance Claim Number (HICN) or MBI, and age
  - Evidence that each beneficiary meets eligibility requirements
- Upon each additional MDPP session, suppliers must record:
  - Session type (core, core maintenance, or ongoing maintenance); regularly scheduled or make-up (if a make-up, whether virtual or in-person); NPI of coach furnishing session; date and place of session; curriculum topic; and each beneficiary's weight (only required for regularly scheduled sessions)
- When applicable, MDPP supplier records must indicate when an MDPP beneficiary:
  - Has attended core sessions
  - Has achieved 5% weight loss
  - Has attended core maintenance sessions, has achieved or maintained minimum weight loss, or both
  - Has attended two ongoing maintenance sessions and maintained required minimum weight loss
  - Has achieved at least 9% weight loss
- MDPP suppliers must keep records of certain beneficiary engagement incentives provided to beneficiaries in compliance with 42 CFR 424.210



### After the Session



- MDPP suppliers must maintain records for 10 years following the last day of an MDPP beneficiary's receipt of MDPP services, though there are certain circumstances where this may be extended



### Need More Information?

For more MDPP resources, including links to the final MDPP regulations, visit:  
<http://go.cms.gov/mdpp>

For additional information not available on the MDPP website email [mdpp@cms.hhs.gov](mailto:mdpp@cms.hhs.gov)