

This document is provided as an example of a charter and is intended to be educational in nature. This document does not constitute legal advice and does not substitute for legal advice when crafting an agreement. Entities should consult with an attorney or contract specialist when establishing such an agreement. The titles, abbreviations, and other terminology in this sample charter may need to be revised to fit your organization’s communication protocols or specific needs.

## SAMPLE CHARTER FOR UMBRELLA HUB ARRANGEMENT PARTICIPATION

<b>Purpose/Scope</b>		
The primary goal is to form a financially sustainable Umbrella Hub Organization (UHO) that can bill and receive reimbursement from the Centers for Medicare and Medicaid Services (CMS) and other insurers for the Medicare Diabetes Prevention Program (MDPP) and the National Diabetes Prevention Program (National DPP) lifestyle change program on behalf of CDC-recognized organizations.		
<b>Goal</b>		
State goals of umbrella hub arrangement (e.g., contract with CMS by X date, Medicaid MCOs by X date; submit claims to CMS by X date, Medicaid by X date, etc.).		
<b>Objectives</b>		
State objectives of umbrella hub arrangement (e.g., increase participation in the National DPP lifestyle change program by X percent; increase participation in the MDPP by X percent).		
<b>Business Approach</b>		
State expectations for Subsidiary organizations to pay the UHO.		
<b>Deliverables</b>		
Business approach Data sharing and confidential agreements. Quarterly CDC Diabetes Prevention Recognition Program (DPRP) reports List of lifestyle coaches with NPI numbers Subsidiary cost effectiveness rubric Subsidiary/coalition monthly reports [Name of Billing Platform] Subsidiary reimbursement reports		
<b>Project Team</b>		
<b>Name</b>	<b>Title/Organization</b>	<b>Project Role</b>
[NAME]	Project Manager	Provide overall project oversight and management
[NAME]		
<b>Key Stakeholders</b>		
<b>Organization</b>	<b>Role</b>	
[NAME]		

<b>Milestones/Activities</b>
Determine business approach – for infrastructure costs, reimbursements, etc..
Draft charter
Recruit up to [number] Subsidiaries to join the [name of UHO] umbrella hub arrangement

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Establish reoccurring meeting schedule	
Execute contracts necessary to implement the umbrella hub arrangement	
Draft data submission, billing and payment model and procedures	
Submit DPRP umbrella hub arrangement application.	
Become a MDPP supplier and submit billing claims.	
Train Subsidiaries on how to use the [name of billing platform]	
Assist Subsidiaries with enrolling a minimum of [number] participants into the umbrella hub arrangement	
Subsidiaries conduct DPP classes and enter participant data into [Name of billing platform]	
Test claims submission process	
Establish goals, objectives, and strategies for achieving sustainability	
Develop operating costs analysis plan	
Explore other payer contracting opportunities	
Provide ongoing technical assistance to Subsidiaries	
Develop marketing and recruitment tools	
Establish goals, objectives, and strategies for achieving sustainability	
<b>UHO Representative</b>	<b>Date</b>
<b>Name</b>	
<b>Signature</b>	
<b>Subsidiary Representative</b>	<b>Date</b>
<b>Name</b>	
<b>Signature</b>	

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## **Appendix: Responsibilities**

### **Subsidiary Responsibilities**

1. Subsidiaries must be a current member or become a member of the [name or UHA]
2. Subsidiaries offering the National DPP lifestyle change program will enter into a data sharing agreement (as applicable) with their UHO.
3. Subsidiaries will be required to sign a Subsidiary Organization's Statement of Intent.
4. Subsidiaries will collaborate with their UHO to develop agreements to include conditions of umbrella participation (inclusion/exclusion), administrative support services, and associated charges for services.
5. Subsidiaries will meet the data submission timelines determined with their UHO.
6. UHO and the Subsidiaries offering the National DPP lifestyle change program will establish a billing/payment agreement.
7. Subsidiaries will provide regular feedback on their experience, lessons learned, and benefits from participating in a UHA.
8. Subsidiaries will work with their UHO to create a mutually beneficial agreement that promotes sustainability and outlines a process for evaluating the partnership.
9. Subsidiaries will participate in drafting a project charter with their UHOs to outline goals, objectives, roles and responsibilities of Subsidiaries, and performance measures.
10. Subsidiaries will recruit a minimum of [number] participants per year with at least [X%] receiving Medicare benefits.

### **[Billing platform], Inc. Responsibilities**

1. Host and maintain the [name of billing platform] software.
2. Enter into Master License Agreement including data sharing agreement and end user license agreement with UHO that will enable access of a proprietary cloud-based claim processing service for the purposes of tracking Subsidiary participant programmatic and insurance coverage information and submitting claims on behalf of Subsidiaries.
3. Enter into an independent data sharing agreement with each Subsidiary user organization to enable exchange of personal health information.
4. Enter into an independent End User License Agreement with each Subsidiary user organization that permits access of a cloud-based claim processing service for the purposes of tracking participant programmatic and insurance coverage information and submitting claims.
5. Conduct trainings on use of [name of billing platform] platform with UHO and Subsidiaries.

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6. Submit claims to Medicare and other insurers for the MDPP and National DPP lifestyle change program.
7. Submit invoice to UHO for recurring fees calculated on the first of every month for the previous month.

[Name of UHO] **UHO Responsibilities**

1. Complete the CDC DPRP Umbrella Hub application and maintain recognition status in good standing on behalf of Subsidiaries.
2. Lead the development of the UHO charter.
3. Enter into data sharing agreement with Subsidiaries.
4. Enter into Master License Agreement including data sharing agreement and end user license agreement with [name of billing platform].
5. Act as the secondary contact for the Subsidiary's CDC DPRP registration to link the Subsidiary with the UHO for the purposes of the CDC process of programmatic evaluation and compliance.
6. Participate in the development of, and subsequently operate, a sustainable payment model, in partnership with Subsidiaries, to support the UHO's managed service costs associated with administrative services, quality improvement technical assistance, data monitoring and claims processing.
7. Enroll as CMS Medicare Diabetes Prevention Program (MDPP) supplier.
8. Coordinate monthly meetings with Subsidiaries.
9. Provide claims reports to Subsidiaries.
10. Provide technical assistance to Subsidiaries as needed.
11. Provide regulatory and compliance (legal) support
12. Provide payer contracting services
13. Provide referral sources
14. Provide insurance verification
15. Provide billing, revenue cycle, and claims submission
16. Provide data management and reporting solutions
17. Provide CDC recognition maintenance

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## **Appendix: Project Documents**

- **UHO – Subsidiary Agreement**
- [Name of billing platform] **& UHO Contract**
- **Subsidiary – [Name of billing platform] Contract**
- **Confidentiality Agreement**
  - Defines and outlines how partners will maintain confidentiality. For example, internal discussions and materials will not be shared outside of the network without the approval or consent of the UHO.
- **Data Sharing Agreement**
  - This agreement allows the UHO and Subsidiaries to enter individual data into the [name of billing platform] online platform for data collection and billing purposes. Subsidiaries will ensure all National DPP data is entered monthly to allow timely review and validation of data by the UHO. Subsidiaries will ensure that all required data is submitted monthly. Subsidiaries will allow UHO access to their DPRP evaluation reports.
- [Name of umbrella hub organization] **Umbrella Hub Arrangement Policy Manual for Subsidiaries**
  - The document provides step-by-step instructions for new Subsidiaries including documents and tools. For example, it may include the charter, agreements, a National DPP Reimbursement Payment Calculator, [name of billing platform] platform description, how to contact with questions, etc.