### SAMPLE Steps for Community-Based Organizations to Provide the National DPP Lifestyle Change Program in Medicaid

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<th>Step 1: Achieve CDC-Recognition</th>
<th>Step 2: Enroll in Medicaid</th>
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**Why do it:** Organizations that wish to offer the National DPP lifestyle change program must abide by CDC standards. The CDC’s Diabetes Prevention Recognition Program (DPRP) plays a critical role in assuring that organizations can effectively deliver the evidence-based lifestyle change program with quality and fidelity. There are three levels of recognition: pending, preliminary, and full.

**How to do it:** Organizations that wish to deliver the National DPP lifestyle change program to **<<State>>** Medicaid beneficiaries may have pending, preliminary, or full recognition.

- It is recommended that organizations seeking CDC-recognition complete the organizational capacity assessment provided by CDC.

**Resources to help you do it:**
- Complete and submit online application to: [https://nccd.cdc.gov/DDT_DPRP/applicationForm.aspx](https://nccd.cdc.gov/DDT_DPRP/applicationForm.aspx)
- List of CDC-recognized organizations: [https://nccd.cdc.gov/DDT_DPRP/Registry.aspx](https://nccd.cdc.gov/DDT_DPRP/Registry.aspx)

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<th>Step 3: Contract with a Medicaid Managed Care Organization</th>
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**Why do it:** To bill and receive reimbursement from Medicaid, CDC-recognized organizations will have to enroll in **<<State>>** Medicaid and become a Medicaid-enrolled provider.

**How to do it:** *(requirements may vary by state)*
- Obtain a new and unique National Provider Identifier (NPI).
- Provide a copy of organization’s DPRP recognition documents received by the CDC.
- Complete all required **<<State>>** Medicaid provider enrollment forms.
- Pay the Medicaid enrollment fee ($XX).
- Enroll in **<<State>>** Medicaid using online portal available [HERE (add link)](https://nccd.cdc.gov/DDT_DPRP/applicationForm.aspx).

**Resources to help you do it:**
- Apply for a National Provider Identifier (NPI): [https://nppes.cms.hhs.gov/](https://nppes.cms.hhs.gov/)
- Enroll in **<<State>>** Medicaid: [HERE (add link)](https://nccd.cdc.gov/DDT_DPRP/applicationForm.aspx)
### SAMPLE Steps for Community-Based Organizations to Provide the National DPP Lifestyle Change Program in Medicaid

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#### Step 3: Contract with a Medicaid Managed Care Organization

**Why do it:** After receiving CDC recognition and enrolling in Medicaid, the next step is to contract with one or more Medicaid Managed Care Organizations (MCOs). Contracts between the MCO and CDC-recognized organizations should outline expectations between the parties and include National DPP lifestyle change program requirements.

**How to do it:**
- Identify the MCO(s) with which you want to contract.
- Identify and outreach to the appropriate individual at the MCO.
- Be prepared to share information about your organization, such as the population and region you serve and your accreditations and certifications.
- Be prepared to share your organization’s NPI.
- Submit your application to the MCO. This is typically done electronically through the MCO’s website.
- Approach the process with a recognition it will take time and patience.

**Resources to help you do it:**
- A directory of the <<State>> MCOs can be found [HERE (add link)](#).

#### Step 4: Become Credentialed in that MCO’s Network

**Why do it:** The final step to being able to provide National DPP lifestyle change program services to Medicaid beneficiaries is becoming credentialed in the MCO’s provider network. Credentialing is a process used by health plans to verify the training, qualifications, professional liability insurance, and practice history of an individual provider, supplier, or a facility to protect beneficiaries from being taken advantage of.

**How to do it:**
- The CDC-recognized organization needs to be credentialed in the MCO’s network. Lifestyle coaches who are not Medicaid-enrolled providers do not need to be credentialed in the MCO’s network.
- The MCO’s website should have information on how to become credentialed in their network.
- MCOs each have their own separate and distinct credentialing policies and procedures.
- Consider MCO/CBO insurance requirements

**Resources to help you do it:**
- Consult the provider credentialing portion of the MCO’s website or discuss appropriate steps to take with the MCO individual with whom you worked on the contracting process.
- A directory of the <<State>> MCOs can be found [HERE (add link)](#).