

Umbrella Hub Arrangement Milestone Chart and Umbrella Hub Organization Checklist

Each Umbrella Hub Arrangement (UHA) is unique. However, the fundamental steps to develop a UHA are similar. **The UHA Milestone Chart** illustrates the four phases of UHA development. The **Umbrella Hub Organization (UHO) Checklist** outlines the tasks associated with each phase of the UHA Milestone Chart and is intended to help UHOs create a work plan for the administrative activities that are needed to develop and sustain a UHA.

The milestone chart and checklist are intended to be a **guide** and may not be inclusive of all possible activities and steps and may not apply to all UHOs. Some activities or steps may occur concurrently or in a different order than listed in the checklist.

Umbrella Hub Arrangement Milestone Chart

Plan	Operationalize	Contract with Payers	Evaluate & Sustain
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Umbrella Hub Organization Checklist

<u>PLAN</u>

This phase outlines the planning steps to operationalize a UHA. These activities establish the foundation of a UHA.

- Internal Planning
 - Complete the <u>UHA Landscape Analysis</u>
 - Review the <u>National Diabetes Prevention Program Umbrella Hub Arrangement</u> <u>Guidance and Application</u> and choose option 1 (UHA aggregates data) or option 2 (UHA does not aggregate data)
 - Schedule recurring internal meetings to:
 - o develop mission, purpose, goals, and objectives of UHA
 - o develop goals and strategies for achieving sustainability

Determine Business Structure

- Review the <u>UHA Business Model</u> on the Coverage Toolkit
- Estimate the UHO costs of operating the UHA
- Understand subsidiaries' typical operations (e.g., average number of cohorts each year, average number of participants per cohort, average retention, and weight loss among participants) and organizational capacity for participant volume
- Analyze business scenarios using Medicare's reimbursement schedule, billing platform payment schedule (if applicable), subsidiary volume, and UHO costs
- Determine subsidiary charges for services provided by UHO, if applicable
- Develop a UHO Value Proposition for subsidiaries UHA Value Proposition Workshop
- Outline a sustainability plan

Develop a Charter

- Outline structure of UHA
- Recruit subsidiaries
- Draft charter with subsidiaries:
 - o determine UHO and subsidiary responsibilities
 - o consider other charter elements Charter example

OPERATIONALIZE

This phase operationalizes the UHA based on the foundation built in the planning phase.

- □ Submit Umbrella Hub Application to CDC
 - Gather UHO location and contact information
 - Gather subsidiary information
 - Schedule recurring meetings with subsidiaries
 - Gather a Statement of Intent from each subsidiary
 - Submit <u>UHA Application</u> to CDC

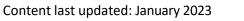


- □ Establish Contract and/or Business Associate Agreement (BAA) with Subsidiaries
 - Delineate expectations, roles, and responsibilities for UHO and subsidiaries
 - Determine expectations for subsidiary payment to the UHO for administrative services and/or vendor fees
 - Complete BAA and/or contracts between subsidiary and UHO
- □ Establish Contract (Master Services Agreement) with Billing Platform (if contracting with a third-party billing platform)
 - Determine expectations for both parties regarding claims submission and other types of data submission
 - Determine expectations for the payment amount and timing of payment from the UHO to the vendor
 - Determine expectations for how the subsidiaries' data can and/or will be used
 - Sign contract and collect signature from billing platform
- □ Facilitate Contracts and/or BAAs between Billing Platform and Subsidiaries
 - Determine expectations for protected health information and compliance to Health Insurance Portability and Accountability Act (HIPAA) standards
 - Determine expectations for payment amount and timing of payment the UHO and/or the subsidiaries will make to the vendor

CONTRACT WITH PAYERS

This phase connects the UHA to health care reimbursement through contracts with private and public payers.

- □ Submit Medicare Diabetes Prevention Program (MDPP) Supplier Application
 - Review MDPP Enrollment Preparation Guide
 - Review Umbrella Hub Organization MDPP Supplier Enrollment Guide
 - Gather CDC recognition documentation
 - Understand MDPP application requirements, including application fee, criminal background checks, and site visits
 - Obtain a tax identification number (TIN) to establish your UHO as a business entity
 - Create the UHO's Identity and Access (I&A) Account Profile in the <u>Identity & Access</u> <u>Management System</u>
 - Using the I&A Profile, obtain a type 2 National Provider Identifier (NPI) for the UHO
 - Create a Provider Enrollment, Chain, and Ownership System (PECOS) account
 - Determine whether subsidiaries will be classified as administrative locations or community settings
 - Gather all needed administrative information
 - Gather information on subsidiaries' lifestyle coaches
 - Submit MDPP application in PECOS





Contract with Commercial Payers (Medicaid MCOs, MA Plans, or other commercial payers)

For additional resources on appealing to commercial payers and employers, see the <u>Case</u> <u>for Coverage for Commercial Plans and Employers</u> and <u>Coverage in Practice</u> pages of the Coverage Toolkit.

- Develop a UHO Value Proposition for payers UHA Value Proposition Workshop
- Identify payers in the UHA's region (see <u>Participating Payers</u> of the Coverage Toolkit for assistance)
- Articulate the UHA's value proposition and how it can help advance the goals of the payer; review the payer's website to become familiar with the payer
- Identify a point of contact within the payer organization
- Request a meeting with the payer to promote the UHA
- Begin the contracting process with the payer
- Finalize the contract

Test Claims and Submission Processes

- Participate in billing platform training
- Work with billing platform to establish a test claims' submission process
- Communicate to subsidiaries the test claims' submission process
- Have each subsidiary submit test claims

EVALUATE & SUSTAIN

This phase is a continuation of the activities outlined in the initial sustainability plan. The UHA will evaluate and modify the sustainability plan throughout the life of the UHA.

□ Implement and Evaluate a Sustainability Plan

In the context of a UHA, sustainability represents the UHA's ability to operate independent of grant funding. Sustainability is an ongoing process that will need to be periodically evaluated.

- Revisit the objectives of the sustainability plan
- Revisit goals and strategies for achieving sustainability
- Consider the following:
 - o increase the number of subsidiaries in the UHA
 - o increase the number of cohorts each subsidiary offers each year
 - o increase program referrals to subsidiary organizations
 - o add other evidence based programs to the UHA
 - o increase retention of participants in programs

