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 Organization Checklist

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

Internal Planning
- Complete the UHA Landscape Analysis
- Review the National Diabetes Prevention Program Umbrella Hub Arrangement Guidance and Application
- Schedule recurring internal meetings to:
  - develop mission, purpose, goals, and objectives of UHA
  - develop goals and strategies for achieving sustainability

Determine Business Structure
- Review the UHA Business Model 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 UHA 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:
  - determine UHO and subsidiary responsibilities
  - 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 UHA Application 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 Identity & Access Management System
- 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 Case for Coverage for Commercial Plans and Employers and Coverage in Practice pages of the Coverage Toolkit.

- Develop a UHO Value Proposition for payers
- Identify payers in the UHA’s region (see Participating Payers 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:
  - increase the number of subsidiaries in the UHA
  - increase the number of cohorts each subsidiary offers each year
  - increase program referrals to subsidiary organizations
  - add other evidence based programs to the UHA
  - increase retention of participants in programs