



# 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



# 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 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:
  - 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 [UHA Value Proposition Workshop](#)
  - 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