

How to become a Michigan Diabetes Prevention Program (MiDPP) Provider.

Are you a Centers for Disease Control and Prevention (CDC) recognized organization that's ready to participate in the Michigan Diabetes Prevention Program (MiDPP)? Looking for additional enrollment support? The MDHHS Diabetes and Kidney Unit is here to help.

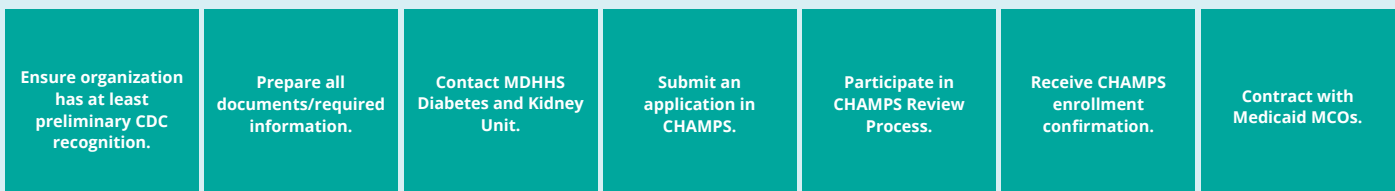
Why an MiDPP Provider?

To implement the MiDPP, Medicaid established a new provider type: MiDPP Provider. Because this is a new provider type, CDC-recognized organizations that want to bill for services provided to eligible Medicaid beneficiaries must enroll in CHAMPS as a MiDPP Provider, even if they are already enrolled through CHAMPS as a Medicaid provider of other services.

CDC-recognized Diabetes Prevention Programs (DPP) with preliminary, full or full plus recognition status are eligible to enroll as "MiDPP Provider" type through CHAMPS. Individual lifestyle coaches are not eligible to enroll as a Michigan Medicaid DPP Provider, but should enroll as a rendering provider with an associated MiDPP Provider.

Overview

To participate in the MiDPP and provide reimbursable Diabetes Prevention Program services to eligible Medicaid beneficiaries, CDC-recognized organizations with preliminary, full, or full plus recognition should take the following steps:



To mitigate potential errors and prepare for an efficient enrollment process, the MDHHS recommends that CDC-recognized organizations review this entire document, and prepare as indicated, prior to reaching out for approval from the MDHHS DKU and subsequently submitting for enrollment in CHAMPS.

Additional resources are located on the [MiDPP website](#), and review is recommended prior to beginning the application process.

Step 1: Ensure your organization has at least preliminary CDC recognition for each delivery mode.

Ensure all information with CDC DPRP is updated and correct. This can be done by having your DPP coordinator access the SAMS portal. Ensure that the following are correct:

- Organization name
- Address
- DPP coordinator name
- Phone number
- Email address

You must also have a recent copy of your organization's DPRP status letter for each delivery mode.

Step 2: Prepare all documents/required information for enrollment.

1. Review and complete the MiDPP Provider Pre-Enrollment Form. This includes everything your organization will need to enroll as a Medicaid DPP Provider. This form will also be requested by the MDHHS DKU, as they will approve prior to your organization initiating enrollment in CHAMPS.

2. Obtain New or Gather Existing Employer/Taxpayer Identification Number (EIN/TIN), and Articles of Incorporation/Organization (if applicable).

Helpful Links:

[Businesses / Internal Revenue Service](#)

3. Obtain an organizational NPI. Apply through the National Plan and Provider Enumeration System (NPPES) for the organization that intends to enroll as a MiDPP Provider. *Please note that it takes approximately 2 weeks to receive an NPI (if uploaded online and information filled is out accurately.) It is recommended this is done far enough in advance that it does not delay the Medicaid enrollment process.*

[Website](#)

[Application link](#)

[Step-by-step instructions to apply](#)

4. Prompt lifestyle coaches to obtain rendering provider NPIs. [Apply through the National Plan and Provider Enumeration System \(NPPES\)](#) for the lifestyle coaches that intend to enroll as rendering providers for the MiDPP. *Please note that it takes approximately 2 weeks to receive an NPI (if uploaded online and information is filled out accurately.) It is recommended this is done far enough in advance that it does not delay the Medicaid enrollment process.*

5. Complete enrollment in SIGMA as a vendor. If you have questions, please contact the State of Michigan (SIGMA VSS) Support Center at SIGMA-Vendor@Michigan.gov or by calling 517-284-0550. The State of Michigan SIGMA VSS Support Center office hours are 7:00 AM until 5:00 PM EST, Monday–Friday.

[Website](#)

6. Ensure your organization has a typed roster of all lifestyle coaches who are in good standing, which includes each coach’s full name, NPI number, birth date, home address and Social Security number; with proof of their qualifications as described above. Your organization will need to provide names, NPI numbers and documentation of lifestyle training certificates of each to the DKU.

7. Ensure your organization has a record/documentation system in place that will allow you to demonstrate that the Medicaid beneficiaries for whom your organization is submitting a claim has met the eligibility criteria, attendance, and weight loss measures described in the MiDPP eligibility criteria and reimbursement methodology. This includes documentation of a recommendation from licensed health care provider.

8. Gather required documents, including:

- Articles of incorporation/organization
- Tax identification letter
- Non-Profit Organization 501(c) tax letter (if applicable)
- Proof of CDC-recognition status. Acceptable forms of proof of CDC recognition include one of the following that reflects current recognition status:
 - An email from the CDC.
 - Or, a certificate from the CDC.

Step 3: Contact the MDHHS Diabetes and Kidney Unit.

- When Steps 1 and 2 are completed, submit the MiDPP Pre-Enrollment Form to the MDHHS Diabetes and Kidney Unit email: MDHHS-Medicaid-DPP@Michigan.gov
- When MDHHS DKU approves, a memo will be sent to CHAMPS Provider Enrollment and a separate approval email will be sent to the DPP organization’s contact. After receipt of the email, the organization can proceed to Step 4.

Step 4: Submit an application in CHAMPS.

All providers who serve Michigan Medicaid beneficiaries are required to be screened and enrolled in the [Community Health Automated Medicaid Processing System \(CHAMPS\)](#). For assistance in enrolling, please call 1-800-292-2550, option 4. [Step-by-Step CHAMPS Enrollment Guides](#)

- [Individual/Sole Proprietor](#)
- [Rendering/Servicing](#)
- [Group](#)
- [Billing Agent](#)

- [Facility/Agency/Organization \(FAO\)](#)
- [Atypical](#)
- It is recommended that if new to Medicaid, the organization reviews the [provider enrollment training](#).
- Contact:
 - 1-800-292-2550
 - ProviderEnrollment@Michigan.gov
 - ProviderSupport@Michigan.gov

Step 5: Participate in CHAMPS review process.

- This may include fingerprinting and criminal background checks as required by the Centers for Medicare & Medicaid Services (CMS) for all owners with 5% or more direct or indirect ownership.
- This may also include a site visit for all organizations that are newly enrolled in Medicaid and not enrolled in Medicare.

Step 6: Receive CHAMPS enrollment confirmation.

- Please allow the provider enrollment time to review the Application.
- After the provider enrollment has looked over the Application, providers will receive a letter letting them know whether they have been approved or denied.
- Letter is sent to the correspondence address provided on the provider enrollment Application.
- Once the letter is received, contact the MDHHS Diabetes and Kidney Unit at MDHHS-Medicaid-DPP@Michigan.gov to inform of approval/denial. If denied, DKU will provide technical assistance to determine next steps.

Step 7: Contract with Medicaid Managed Care Plans.

After enrolling in Medicaid, the next step is to contract with one or more Medicaid Managed Care Organizations (MCOs). Contracts between the MCO and MiDPP Provider should outline expectations between the parties. Steps include:

- 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/Lifestyle Coaches NPIs.
 - 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.

- Credentialing

Why do it:

- The final step to being able to provide MiDPP to Medicaid beneficiaries may include 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 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

[Find a listing of Medicaid MCOs in your service area](#)

Learn more at *Michigan.gov/Diabetes*.

