Employer Checklist: How to Navigate the Toolkit

This checklist is designed to help employers of all sizes navigate the toolkit and contains links to key sections to support your planning efforts.

Building a Business Case

Learn about and understand the [magnitude of the diabetes problem in the U.S](https://www.mbgh.org/www/resources/employertoolkits/diabetes/businesscase). and how it impacts the workplace from the perspective of both the employer and the employee.

Review questions to consider as you build a business case and try to gain management support. [Download and fill in the pdf](https://higherlogicdownload.s3.amazonaws.com/MBGH/4f7f512a-e946-4060-9575-b27c65545cb8/UploadedImages/Diabetes_Toolkit/Building_the_Business_Case_Checklist_Rev_103117.pdf) checklist of these questions.

Learn about the direct and indirect costs associated with diabetes for employers in the U.S. in general by reviewing [Economics of Diabetes](https://www.mbgh.org/www/resources/employertoolkits/diabetes/businesscase/economics).

If available, gather data from your health plan, PBM and other vendors to learn more about costs specific to your organization. Click on [Gathering Meaningful Data](https://www.mbgh.org/www/resources/employertoolkits/diabetes/businesscase/data) to learn more about this.

Program Strategies

Click on the [At a Glance: Planning your Strategy](https://www.mbgh.org/www/resources/employertoolkits/diabetes/diabetesstrategies) button for basic strategies to build a diabetes program that is optimal for your specific employee population.

Learn what role your vendors, providers and community partners can play in the development and implementation of your diabetes program by reviewing [The Role of Stakeholders](https://www.mbgh.org/www/resources/employertoolkits/diabetes/diabetesstrategies/stakeholder-roles).

Identify the segments of your workforce that will benefit most from targeted programs and initiatives. Review the section called [Identifying Your Target Population](https://www.mbgh.org/www/resources/employertoolkits/diabetes/diabetesstrategies/identifying-target-population) for help with this.

Click on [Choose the Right Program](https://www.mbgh.org/www/resources/employertoolkits/diabetes/diabetesstrategies/right-program) for elements to consider as you put your program together and to review program strategy categories, e.g. awareness/prevention, lifestyle management, self-management and disease management.

Benefit Plan Design Approaches

Read about using [value-based benefit designs](https://www.mbgh.org/www/resources/employertoolkits/diabetes/valuebasedplandesign1) that focus on diabetes to help manage and control the impact of diabetes and support employer efforts to drive individuals to select evidenced-based care and/or high quality providers.

Click on [Using Value-Based Designs & Incentives](https://www.mbgh.org/Go.aspx?MicrositeGroupTypeRouteDesignKey=70ed91f9-cb7f-4582-81b6-5ee9d3e201a8&NavigationKey=93393836-c8e6-4b84-aa04-0975c42a92fb) to learn about plan design considerations, designing incentives, challenges to prepare for and actions to take.

Review [Employer Case Studies](https://www.mbgh.org/Go.aspx?MicrositeGroupTypeRouteDesignKey=70ed91f9-cb7f-4582-81b6-5ee9d3e201a8&NavigationKey=fe8fc2d1-4b66-4752-aa55-0b699e197a22) to see how other organizations have used value-based benefit design to manage diabetes-related costs and engage employees in their own health care.

Communication

Use the [six tips in the TAANSA model](https://www.mbgh.org/www/resources/employertoolkits/diabetes/communication) to engage and influence employees as you communicate to them about diabetes.

Click on [Identifying Available Resources](https://www.mbgh.org/www/resources/employertoolkits/diabetes/communication/identifyresources) for help learning what is already in place in your organization to use for promoting your program. Also consider resources available at low or no cost from outside organizations.

Employ a variety of tactics using different vehicles and channels to communicate to various audiences. Click on [Tactics to Engage & Reinforce](https://www.mbgh.org/www/resources/employertoolkits/diabetes/communication/dtkengage) to learn more about how and where you can communicate with employees about diabetes.

Click on [Tools & Templates](https://www.mbgh.org/www/resources/employertoolkits/diabetes/communication/toolstemplates) for links to a comprehensive group of resources to help you communicate about diabetes to your various audiences.

Evaluation & Measurement

Learn about why you need a [strong evaluation and measurement plan](https://www.mbgh.org/www/resources/employertoolkits/diabetes/evaluation) for your diabetes program strategy.

Click on [Evaluation Strategies](https://www.mbgh.org/www/resources/employertoolkits/diabetes/evaluation/etkstrategies) to learn about key metrics you can include in your program strategy to effectively measure whether your program is meeting goals and objectives.

Resources

[Click here](https://www.mbgh.org/www/resources/employertoolkits/diabetes/diabetesresources) for links to all of the tools, templates and resources presented in the toolkit, organized by section.