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.