



Shareable PDF Functionality Overview

The Shareable PDF feature allows users to print/save a submission to PDF from MACPro. The steps below detail how to utilize the Shareable PDF functionality within MACPro.

NOTE: The instructions below are shown in Google Chrome, the optimal browser for MACPro. Other internet browsers may be used to complete the steps below. However, please note that 'Page Breaks' do not function in Mozilla Firefox. If you need guidance outside the scope of this document, please contact the MACPro Help Desk at macpro_helpdesk@cms.hhs.gov or call 301-547-4688.

1. Navigate to the **Records** tab and select the appropriate Quality Measure Report authority or Submission Package link.

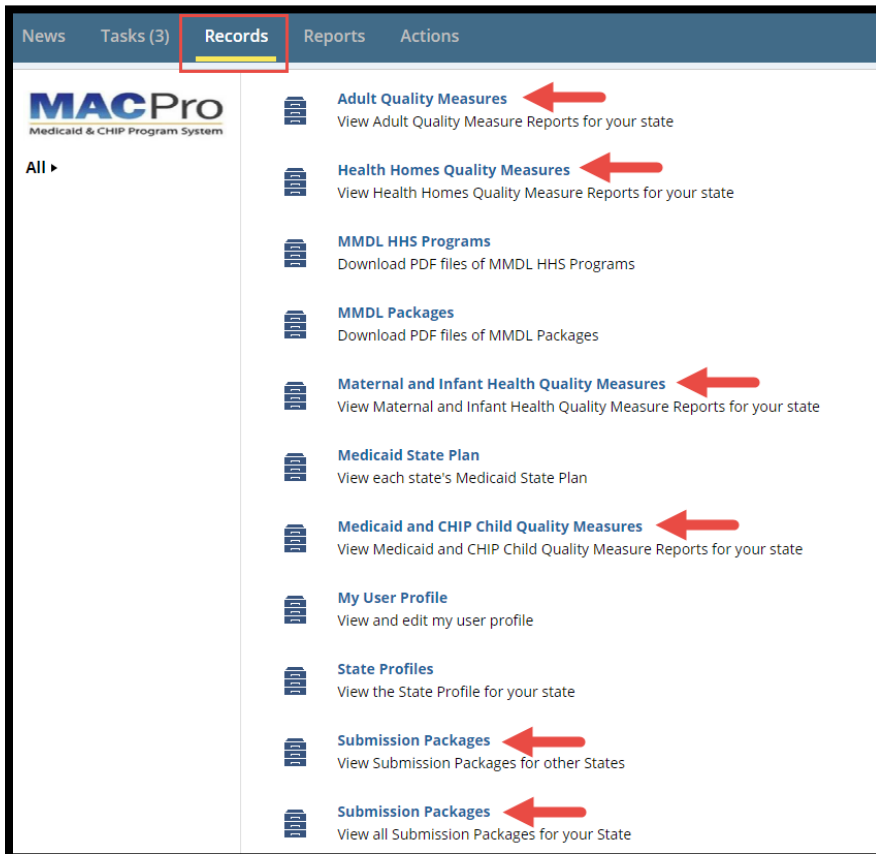


Figure 1. Records tab with links to Report authority or Submission Package.

2. Select the applicable Quality Measure Report or Submission Package.

The screenshot shows a web interface with a top navigation bar containing 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active. The main heading is 'Health Homes Quality Measures'. Below the heading is a search bar with a magnifying glass icon, a 'SEARCH' button, and a 'REPORT YEAR' dropdown menu set to 'Any'. There are three record entries, each starting with a blue 'MI' icon. The third entry is highlighted with a red rectangular box, and a red arrow points to it from the right. The records are as follows:

- MI - Health Homes Quality Measure (MI2018MQ00010) - 2017**
Created By: Training Semi
Created Date: 2/26/2018 1:31 PM EST
Feb 26, 2018
- MI - Health Homes Quality Measure (MI2018MQ00010) - 2017**
Created By: Training Semi
Created Date: 2/13/2018 10:53 AM EST
Feb 13, 2018
- MI - Health Homes Quality Measure (MI2018MQ00010) - 2017** (highlighted with red box and arrow)
Created By: Training Semi
Created Date: 1/31/2018 11:01 AM EST
Feb 6, 2018

Figure 2. Health Homes Quality Measure

The screenshot shows a web interface with a top navigation bar containing 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active. The main heading is 'Submission Packages'. Below the heading is a search bar with a magnifying glass icon, a 'SEARCH' button, and a 'REPORT YEAR' dropdown menu set to 'Any'. There are two record entries, each starting with a blue 'MI' icon. The second entry is highlighted with a red rectangular box, and a red arrow points to it from the right. The records are as follows:

- MI - Submission Package - MI2018MS0009D - Health Homes**
Package Status: Pending
Creation Date: 3/9/2018 3:36 PM EST
Mar 9, 2018
- MI - Submission Package - MI2017MS00030 - (MI-17-2342-B) - Administration, Eligibility** (highlighted with red box and arrow)
Package Status: Closed-Approved
Creation Date: 12/7/2017 1:15 PM EST
Package Disposition: Approved
Dec 7, 2017

Figure 3. Administration, Eligibility Submission Package

3. Select the **View Print Preview** button in the upper right corner of the report/package Summary screen.

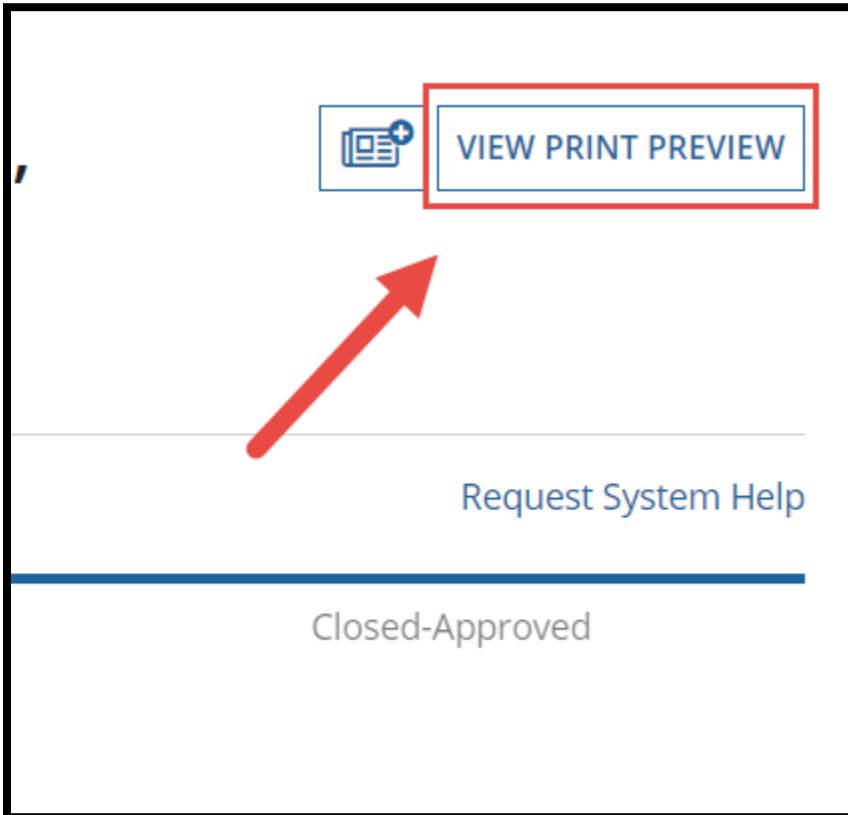


Figure 4. View Print Preview button

4. Select **Yes** or **No** to include report/package components in the Consolidated Print Preview. Each option is defaulted to **Yes**.

Core Measures Print Preview ←

Select a core measure below to view in a printer friendly format. To view all the report components in a consolidated print preview, click the "View Consolidated Print Preview" button at the bottom of the page. After generating the consolidated print preview, you may use your browser to print or save the content. The preview will automatically terminate after 5 minutes.

[Request System Help](#)

Should **report** information be included in the consolidated report?
 Yes No

Should **admin** data be included in the consolidated report?
 Yes No

Should **SMI** data be included in the consolidated report?
 Yes No

Figure 5. Core Measures Print Preview section, radio buttons

Reviewable Units Print Preview ←

Select a reviewable unit below to view in a printer friendly format. To view all the package components in a consolidated print preview, click the "View Consolidated Print Preview" button at the bottom of the page. After generating the consolidated print preview, you may use your browser to print or save the content. The preview will automatically terminate after 5 minutes.

[Request System Help](#)

Should **Package Information** be included in the consolidated report?
 Yes No

Should **Approval/Disapproval** notice be included in the consolidated report?
 Yes No

Should **RAI** data be included in the consolidated report?
 Yes No

Figure 6. Reviewable Units Print Preview section, radio buttons

- Select certain Core Measures/Reviewable Units to include in the Consolidated Print Preview. If none are selected, the Print Preview will automatically include all Core Measures/Reviewable Units.

Core Measures in Report ←

Please select core measures that needs to be present in consolidated report. If none are selected specifically, all of the core measure will be present in consolidated report by default. Also on click of individual core measure names, printer friendly format of that core measure data can be viewed.

<input type="checkbox"/> Measure	Status	Reporting on the measure?	
<input type="checkbox"/> Adult Body Mass Index (BMI) Assessment (ABA)	Not Started		✘
<input type="checkbox"/> Controlling High Blood Pressure (CBP)	Not Started		✘
<input type="checkbox"/> Screening for Clinical Depression and Follow-Up Plan (CDF)	Not Started		✘
<input type="checkbox"/> Follow-up After Hospitalization for Mental Illness: Age 6 and Older (FUH)	Not Started		✘
<input type="checkbox"/> Initiation and Engagement of Alcohol and Other Drug Dependence Treatment (IET)	Not Started		✘
<input type="checkbox"/> Plan All-Cause Readmissions (PCR)	Not Started		✘
<input type="checkbox"/> Prevention Quality Indicator: Chronic Condition Composite (PQI92)	Not Started		✘
<input type="checkbox"/> Ambulatory Care - Emergency Department (ED) Visits (AMB)	Not Started		✘
<input type="checkbox"/> Inpatient Utilization (IU)	Not Started		✘
<input type="checkbox"/> Nursing Facility Utilization (NFU)	Not Started		✘
<input type="checkbox"/> Manage Health Home State Specific Goals and Measures	Not Started		✘

Figure 7. Core Measures in Report section, checkboxes

Submission Form - Reviewable Units ←

<input type="checkbox"/> Reviewable Unit	Updated By	Updated Date	Status
<input type="checkbox"/> Submission - Summary	Training Semi	12/14/2017 12:53 PM EST	✓
<input type="checkbox"/> Submission - Medicaid State Plan	Training Semi	12/14/2017 12:48 PM EST	✓
<input type="checkbox"/> Submission - Public Comment	Training Semi	12/14/2017 12:50 PM EST	✓
<input type="checkbox"/> Submission - Tribal Input	Training Semi	12/14/2017 12:50 PM EST	✓

Medicaid Eligibility SPA - Reviewable Units

<input type="checkbox"/> Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
<input type="checkbox"/> Financial Eligibility Requirements for Non-MAGI Groups	1/1/2017	Training Semi	12/14/2017 12:51 PM EST	<input type="radio"/>	✓
<input type="checkbox"/> State Residency	1/1/2017	Training Semi	12/14/2017 12:51 PM EST	<input type="radio"/>	✓

Figure 8. Reviewable Units sections, checkboxes

- Select **View Consolidated Print Preview** in the bottom right corner once the Print Preview has been customized.



Figure 9. View Consolidated Print Preview button

7. Right click within the Consolidated Print Preview and select Print to use the browser print functionality to print/save the content to PDF.

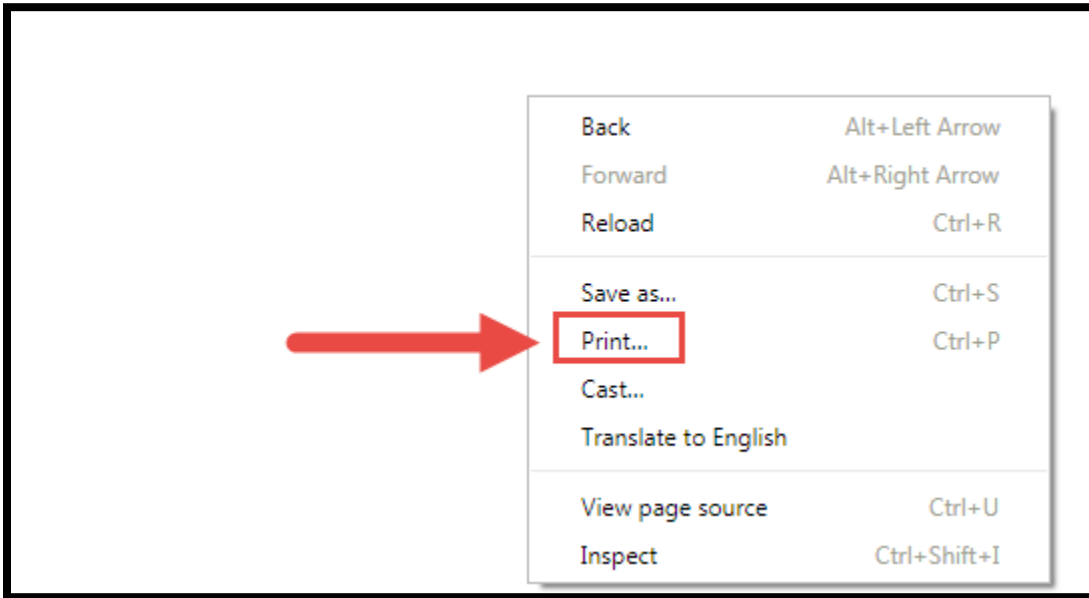


Figure 10. Print option

8. Select **More Settings** from the browser Print menu.

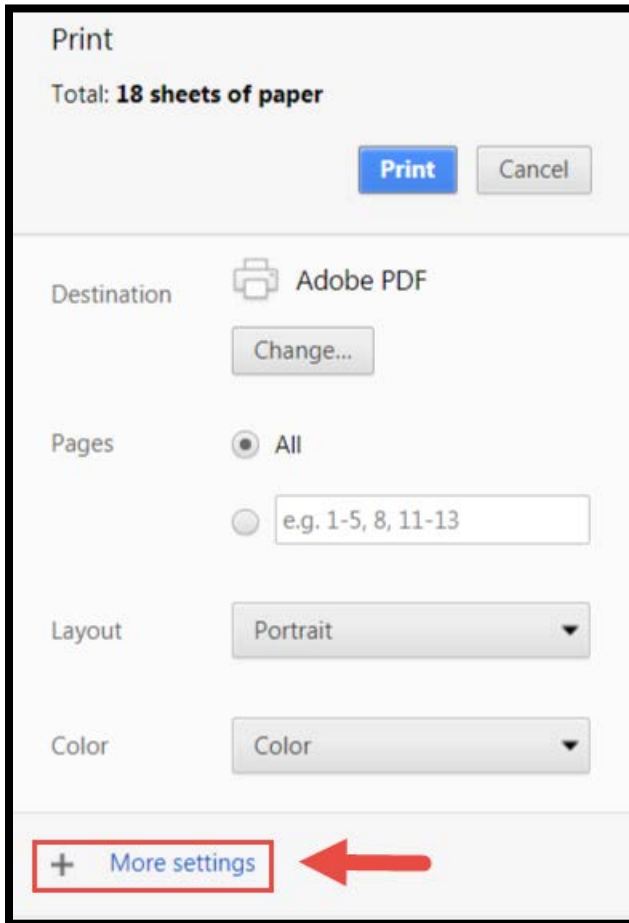


Figure 11. More Settings button

9. Select the **Background graphics** checkbox.

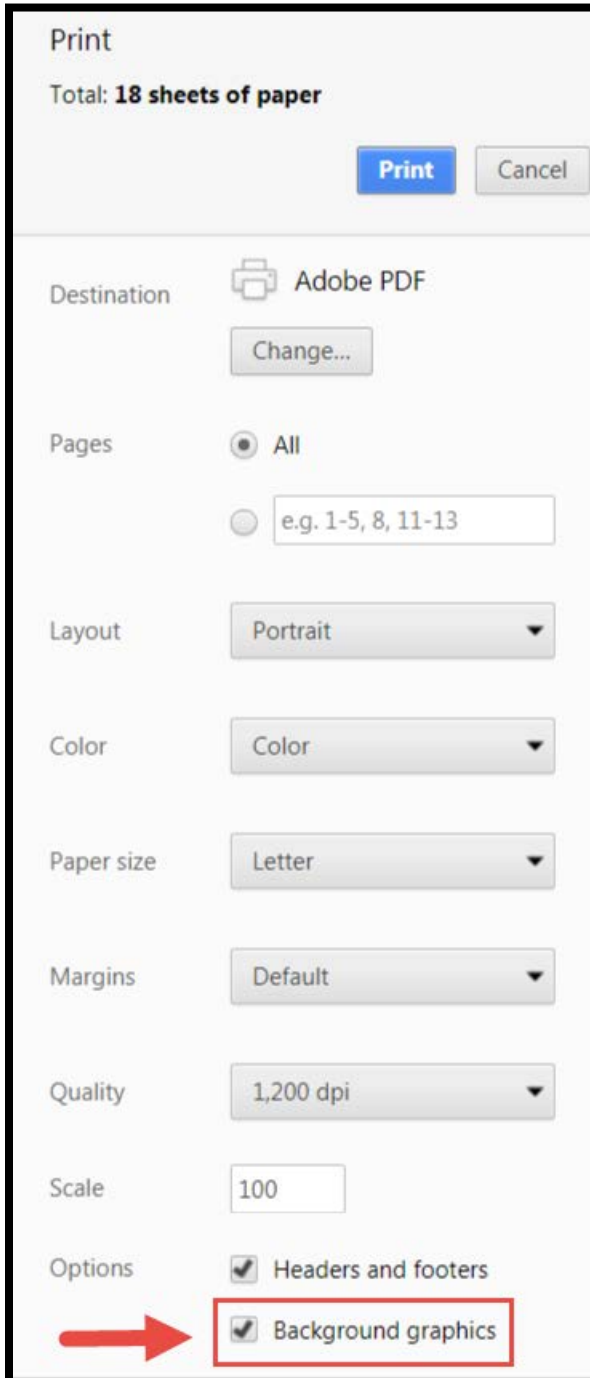


Figure 12. Background graphics checkbox selected

10. Deselect **Headers and Footers** in the More Settings section to remove browser generated headers/footers.

NOTE: Tables cells containing a large amount of text will be rendered on the next page. As a result, if the table does not fit on a single page, the table header will be separated from its corresponding rows. This applies to all internet browsers.

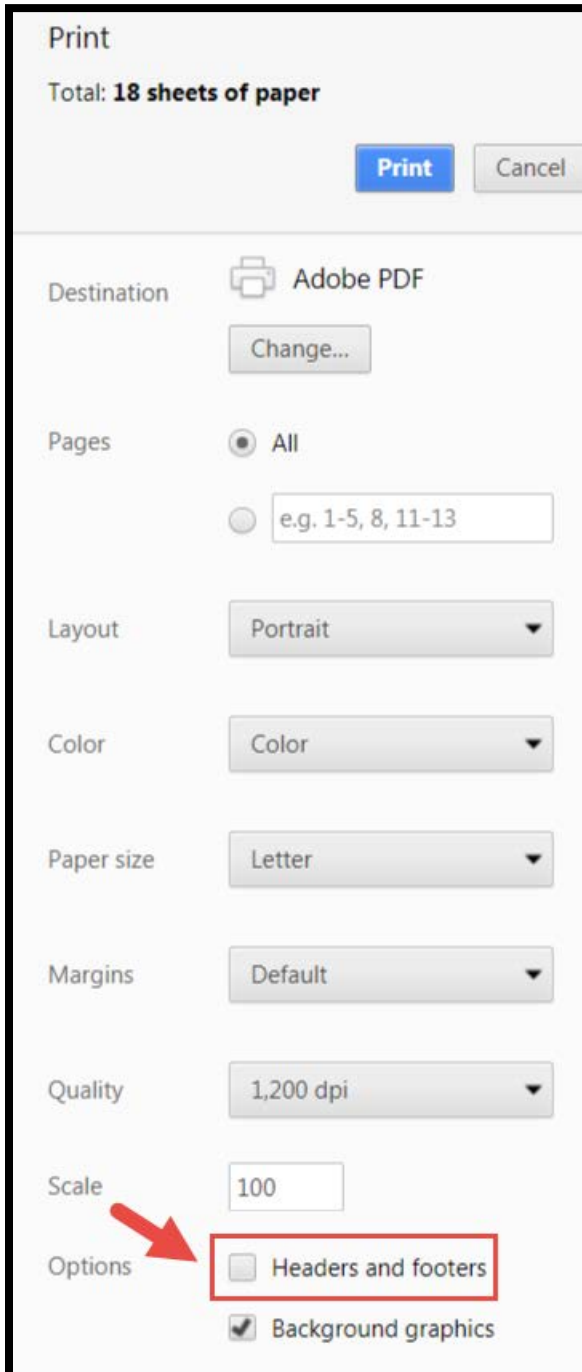


Figure 13. Headers and footers checkbox unselected