

# Implementation Guide: Submission – Medicaid State Plan

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## **Contents**

BACKGROUND .....	2
INSTRUCTIONS.....	2
Common Elements.....	2
Authority Selection .....	3
Administration .....	3
Eligibility .....	3
Benefits .....	4
<i>Create New Health Homes Program.....</i>	<i>4</i>
<i>Amend Existing Health Homes Program .....</i>	<i>4</i>
<i>Terminate an Existing Health Homes Program .....</i>	<i>5</i>
REVIEW CRITERIA.....	5

## Submission – Medicaid State Plan

### BACKGROUND

On this screen, the state selects the reviewable units (RUs) of the Medicaid state plan that will be included in the submission package. This screen applies only to Medicaid state plan amendments (SPAs) and must be completed in order to access any state plan RU for inclusion in the submission package.

This screen is also used to remove RUs from the submission package, if it is decided later that the package should not include that RU. Additions and removals of RUs from this screen result in changes to the list of RUs in the Submission Summary screen where the proposed effective dates are entered.

The options for selection on this screen will be expanded in future phases of the system as other Medicaid state plan authorities are added to MACPro.

### INSTRUCTIONS

#### Common Elements

There are some common elements displayed for most authorities when an RU is selected to be updated. These are:

- The name of the RU.
- An indicator of whether or not the RU is included in another submission package that has been submitted and is currently in process.
  - A blank circle indicates that the RU is not included in another submission package.
  - A dark circle indicates that the RU is included in another submission package that is currently in process. If this occurs be sure to coordinate the processing of the RU amendments for both submission packages.
- A **Source Type** indicating whether the RU is **New**, **Approved** or **Converted**.
  - If you have selected an RU which has already been approved in MACPro, you will start this SPA with the approved version of that RU which has the latest effective date. (If there is more than one approved version with the same effective date, you will start with the one most recently approved.) In this case, you will see the **Source Type** as **Approved**, and you will be modifying that previously approved version.
  - If you have selected an RU which has not already been approved in MACPro, the system will check for any converted versions with data that has been migrated from another system. If there is a converted version, you will start with that version and you will see the **Source Type** as **Converted**, and you will be modifying this version.
  - If you have selected an RU which has not already been approved in MACPro, and for which there is no converted version, you will see the **Source Type** as **New**. In this case, a blank version of the RU will be presented for completion.

### Authority Selection

First, select one or more authorities that pertain to the submission package from the following options:

- **Administration** (includes Single State Agency)
- **Eligibility**
- **Benefits** (includes Health Home Programs)

### Administration

If **Administration** is selected;

- Select one or more RUs to include in the submission package.
- Upon saving this screen, you will be able to access the selected RUs in the **Navigate to Reviewable Unit** drop-down list.

### Eligibility

If **Eligibility** is selected, subcategories of this authority will be displayed for selection.

- Select one or more subcategories related to the RUs that will be included in the submission package.
- Within each subcategory one or more additional options will display for selection. Select one or more of these options:
  - One or more RUs to include in the submission package
  - An additional list of subcategories
    - If additional subcategories are listed, upon making a selection a list of one or more RUs will be displayed for selection. One or more RUs may be selected to include in the submission package.
- If you want to include an optional or mandatory eligibility group RU in the submission package, you must first select the **Optional Eligibility Groups** or **Mandatory Eligibility Groups** RU. Once you have navigated to the **Optional Eligibility Groups** or **Mandatory Eligibility Groups** RUs, you will be able to do the following:
  - Indicate which eligibility groups are included in the approved Medicaid state plan.
  - Select which eligibility groups will be included in this submission package.
- If you want to include a Presumptive Eligibility RU in the submission package, you must first select **Eligibility and Enrollment Processes**, then the **Presumptive Eligibility** RU. Once you have navigated to the **Presumptive Eligibility** RU, you will be able to do the following:
  - Indicate which Presumptive Eligibility RUs are included in the approved Medicaid state plan.
  - Select which Presumptive Eligibility RUs will be included in this submission package.
- Upon saving the screen, you will be able to access the selected reviewable units in the **Navigate to Reviewable Unit** drop-down list.

## **Benefits and Provider Payments**

If *Benefits and Provider Payments* is selected, a single option, *Health Homes Program*, will be available for selection, since it is the only option currently available in MACPro under this section. Additional programs and benefit options may be displayed, but they cannot be selected until a future release. After selecting *Health Homes Program*, select from one of three options:

### *Create New Health Homes Program*

Select this option if you want to enter a new Health Homes program in MACPro.

If selected, you will see two additional options:

- ***Copy from existing Health Homes Program***

Use this option if you want to create a new program which is substantially similar to one which you have already created in MACPro, or which has been converted to MACPro.

  - Enter the name of the new Health Homes program.
  - Select one of options listed to use as the basis for your new Health Homes program. The following additional information about the selected Health Homes program will be displayed
    - ***Package ID*** - (This is a link that can be clicked to review the details of the submission package for the selected Health Homes program.)
    - ***SPA ID***
    - ***Package Status***
  - Once you have confirmed this is the program you want to copy, check the box next to the program's ***Package ID*** in the drop-down to finish selecting the program.
  - Upon saving this screen, the Health Homes Program screens for the new program will be prefilled with data from the selected Health Homes program. These Health Homes program screens can then be modified, as needed, to define the new program. You will be able to access the reviewable units for modification in the ***Navigate to Reviewable Unit*** drop-down list.
  
- ***Create new program from blank form***

Use this option if the new program is substantially different from previously entered programs or if there are no previously entered programs.

  - Enter the name of the new Health Homes program.
  - Upon saving this screen, you will be able to access the reviewable units for the new Health Homes program for completion in the ***Navigate to Reviewable Unit*** drop-down list.

### *Amend Existing Health Homes Program*

Use this option if you would like to modify a Health Homes program.

- ***Amend an existing program approved in or converted to MACPro***

If the Health Homes program has been approved in MACPro or has been converted to MACPro from another system:

- Select the existing MACPro Health Homes program you wish to modify from the drop-down list of approved and converted programs for your state.
  - A list of the RUs for the selected Health Homes program will be displayed.
  - Select the RUs that you wish to amend.  
*Screen validation:* If you are amending a converted program that has not yet been approved in MACPro, you must select all the RUs for the program.
  - The SPA ID associated with the selected RUs from the approved or converted program will be displayed in the ***Superseded SPA ID*** field on the **Submission Summary** screen.
- Upon saving this screen, you will be able to access the reviewable units you selected for modification in the ***Navigate to Reviewable Unit*** drop-down list.
- ***Amend an existing program that has not been approved in or converted to MACPro***

If the existing Health Homes program has neither been approved in MACPro nor converted to MACPro from another system:

- Select the ***Amend an existing program that is neither approved in MACPro nor converted*** option.
- Enter the name of the existing program in the text box that is provided.  
*Screen Validation:* The name of the Health Homes program must be unique. It cannot be the same as an existing approved or converted Health Homes program.
- You will be required to complete the full set of Health Homes RUs for the identified program from blank screens and submit them with the submission package even though you may not be amending some of the RUs.
- Upon saving this screen, you will be able to access the reviewable units for completion in the ***Navigate to Reviewable Unit*** drop-down list.

#### *Terminate an Existing Health Homes Program*

Use this option only if you wish to end an existing approved Health Homes program.

- Select the approved Health Homes program you wish to terminate.
- Upon saving this screen, you will be able to access the **Health Homes Program Termination – Phase-Out Plan** RU in the ***Navigate to Reviewable Unit*** drop-down list.

## **REVIEW CRITERIA**

No specific review criteria are needed.