MACPro Health Homes State Plan Amendment Reference Document for State Users

Reflects Appian Environment as of 08/03/2020

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Overview

This document describes the steps state users will follow to create, review, and submit a Health Homes State Plan Amendment (SPA) submission package in the Medicaid and CHIP Program (MACPro) system.

NOTE: The images in this document are reflective of a training environment; the available options in your environment may differ based on your user role. The information in the images do not reflect the example state in any way.

What is MACPro?

MACPro is a web-based system that allows the Centers for Medicare and Medicaid Services (CMS) and states to collaborate more effectively online in support of Medicaid and Children's Health Insurance Program (CHIP) initiatives, including quality measures reporting and SPA processing.

Key features of SPA processing in MACPro include:

1. Reviewable units with built-in logic and clear policy guidance to ensure consistency across states;
2. Simplified templates that eliminate the need for many same page reviews;
3. Automated workflow to reduce unnecessary delay;
4. Clear, centralized communication processes; and
5. Improved transparency that allows states to check the status of their submission.

Getting Help

The MACPro help desk is available to assist from 9:00 AM to 5:00 PM Eastern Time, Monday through Friday. To contact the help desk:

- Call (833) 228-2540
- Email MACPro_HelpDesk@cms.hhs.gov
- Select the **Request System Help** link in MACPro. For details on this option, refer to the Requesting System Help for System-Related Inquiries topic in this document.

Please also contact the MACPro help desk with your feedback, comments, and suggestions about this reference document and other MACPro training and reference materials.

Obtaining MACPro Access

MACPro is integrated with Enterprise Identity Management (CMS Enterprise Portal), a CMS shared service. Enterprise Identity Management, or EIDM, is an identity management and services system that provides users with access to a variety of CMS applications.

An EIDM account ensures that only authorized and registered users can access protected information and systems through the CMS Enterprise Portal. All existing and potential MACPro users, regardless of user role, are required to have an EIDM ID.

To obtain access to MACPro, you must first complete steps 1 through 3 below in the CMS Enterprise Portal (https://portal.cms.gov). Instructions for these steps are in the EIDM Instructions for MACPro Users document.

Then, complete steps 4 through 6 below in MACPro (https://macpro.cms.gov/). Instructions for these steps can be found in the Introductory Reference Document for MACPro Roles and Administration:

- **Step 1** - Register for an EIDM ID (if you do not already have one)
- **Step 2** - Request the **MACPro State User** role in EIDM
- **Step 3** - Receive approval for your MACPro State User role request (via email)
- **Step 4** - Log in to MACPro with your EIDM credentials
- **Step 5** - Request all roles needed in MACPro for Medicaid State Plan work (Health Homes, Eligibility and/or Administration)
- **Step 6** - Receive approval for your MACPro role request(s) (via email)

Web Browser & Software Requirements for MACPro

This table lists web browser and software requirements for accessing MACPro.

Browsers & Software	Version necessary to access MACPro
Google Chrome	• Google Chrome updates automatically. The most recent version is supported. • Google Chrome is the **optimal web browser** for using MACPro.
Mozilla Firefox	• Mozilla Firefox updates automatically. The most recent version is supported.
Microsoft Edge	• Microsoft Edge is supported on Windows 10 operating systems.
Microsoft Internet Explorer	• Version 11 • Users who attempt to access MACPro using Internet Explorer versions lower than 11 will see a screen indicating that they are using an unsupported browser. Login will be prevented.
Windows 10	• Not applicable. Software does not impact ability to access MACPro.
OS X Yosemite	• Not applicable. Software does not impact ability to access MACPro.

MACPro State User Roles

Each MACPro user role performs different activities within the system. All roles are necessary to move a SPA through the process from initial development to submission to CMS for approval.

The following table lists the state user roles involved in the SPA process as well as some of the functions of each role. For more information on MACPro roles, refer to the Introductory Reference Document for MACPro Roles and Administration.

NOTE: As there are no MACPro role-sharing limitations at the state level, state users may hold more than one of the roles listed below.

User Role	Functions
State System Administrator (SSA)	• Creating or updating the State Profile • Approving MACPro state user role requests
State Editor (SE)	• Creating a submission package • Editing a submission package • Forwarding the submission package to the State Point of Contact • Converting a Draft submission to Official
State Point of Contact (SPOC)	• Reviewing a submission package and forwarding to the State Director • Submitting a submission package to CMS • Responding to a Clarification • Responding to a Request for Additional Information (RAI) • Creating or responding to the Correspondence Log • Closing a Draft submission
State Director (SDIR)	• Reviewing and certifying package for submission to CMS

MACPro SPA Workflows

Official SPA State Submission Workflow

The image below displays the steps that states will take to create, review, and submit a submission package in MACPro. For more detailed information on the steps in this workflow, refer to the Developing & Submitting a SPA Package section.

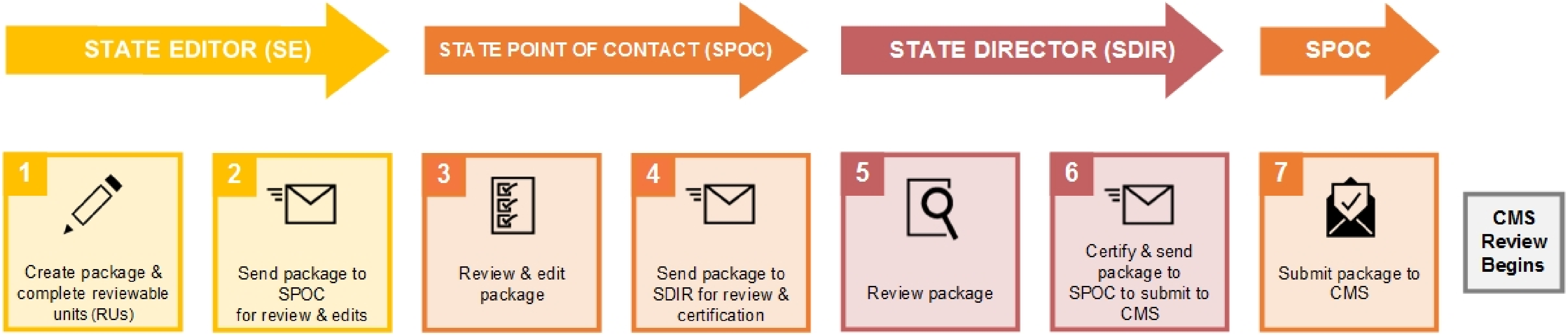


Figure 1: Official SPA State Submission Workflow

Official SPA CMS Approval Workflow

This image displays the workflow of the CMS approval process for an Official submission package in MACPro.

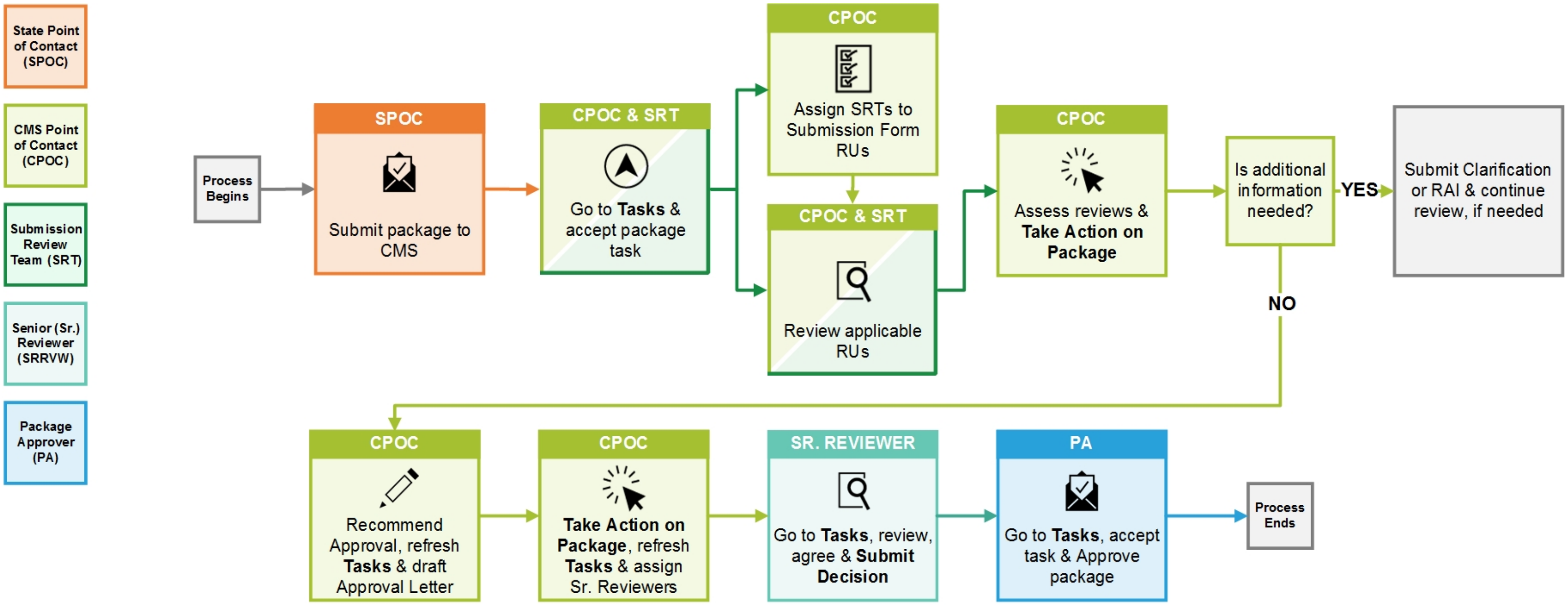


Figure 2: Official SPA CMS Approval Workflow

Clarification Workflow

A Clarification is an informal request by a CMS Point of Contact (CPOC) for information regarding a submission package. When the CPOC requests Clarification, the package is sent to the State Point of Contact (SPOC) for review. A Clarification does not stop the 90-day clock. The image below shows the overall workflow of a Clarification in MACPro. For more information on the steps in this workflow, refer to the Responding to a Clarification section.

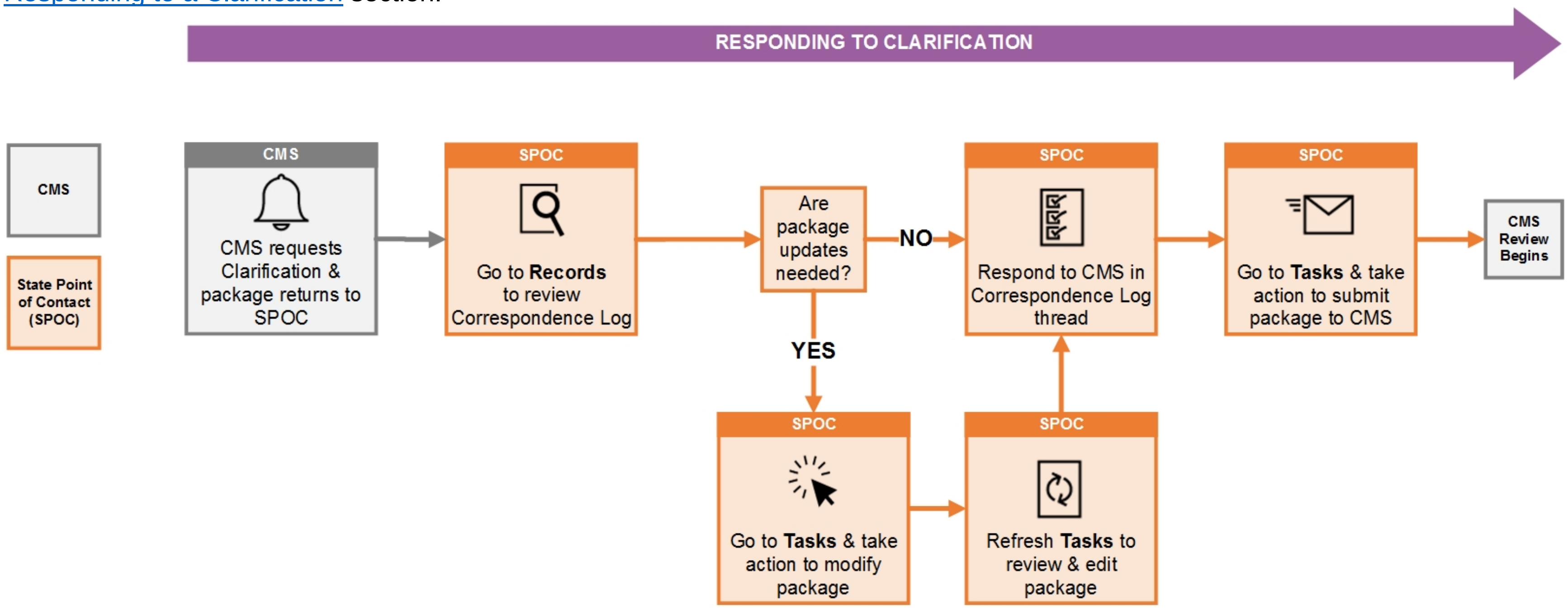


Figure 3: Clarification Workflow

Request for Additional Information (RAI) Workflow

When CMS issues a request for additional information (RAI), the 90-day clock stops. An RAI provides the state with an opportunity to address in-depth questions and resolve policy issues. The image below displays the RAI process. For more information on the RAI steps, refer to the Responding to a Request for Additional Information (RAI) section.

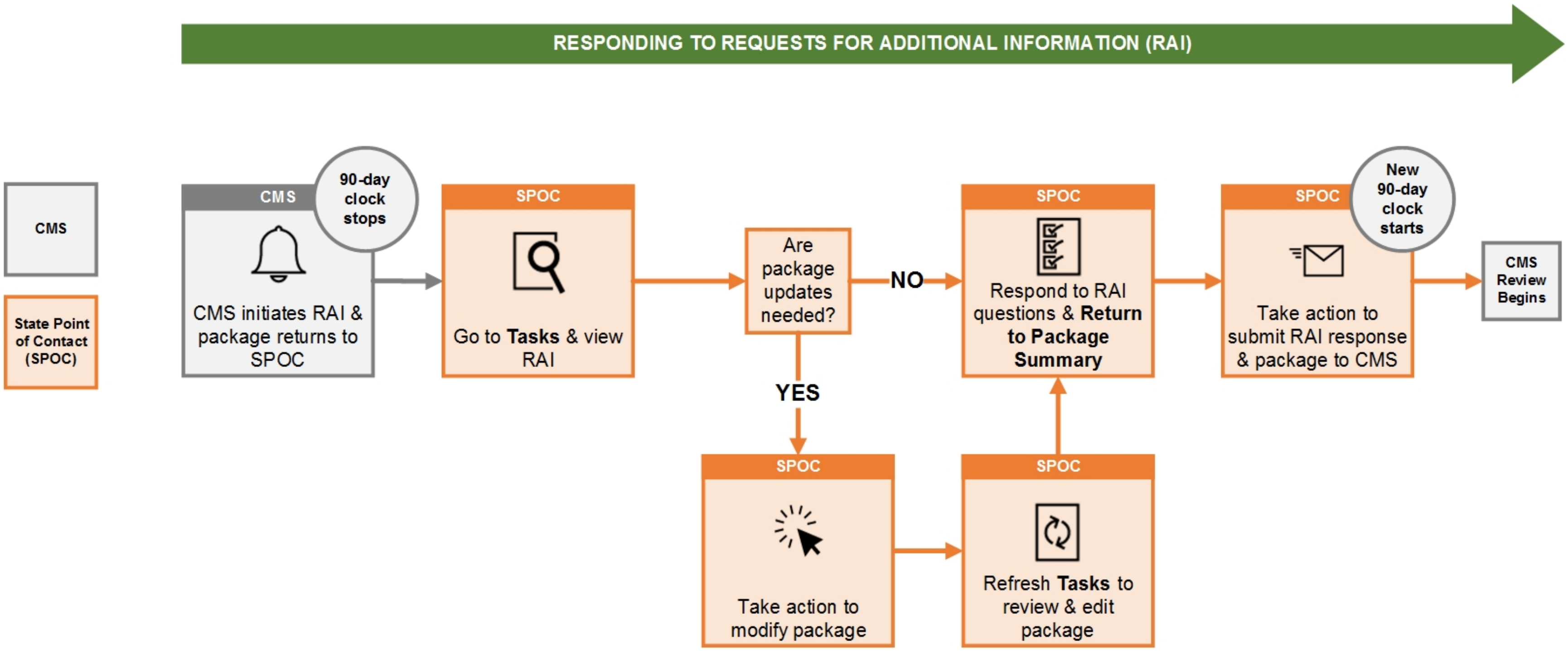


Figure 4: Request for Additional Information (RAI) Workflow

Navigating MACPro

This section provides information on features and functionality related to navigating within MACPro.

MACPro Upper Toolbar

The upper toolbar is the main navigation menu in MACPro. The upper toolbar contains the following tabs: **News**, **Tasks**, **Records**, **Reports**, and **Actions**. A solid line below a tab's name indicates the tab currently being accessed.

Actions tab

- Upon login, MACPro opens to the Actions tab.
- On the Actions tab, you can initiate actions such as creating a submission package.

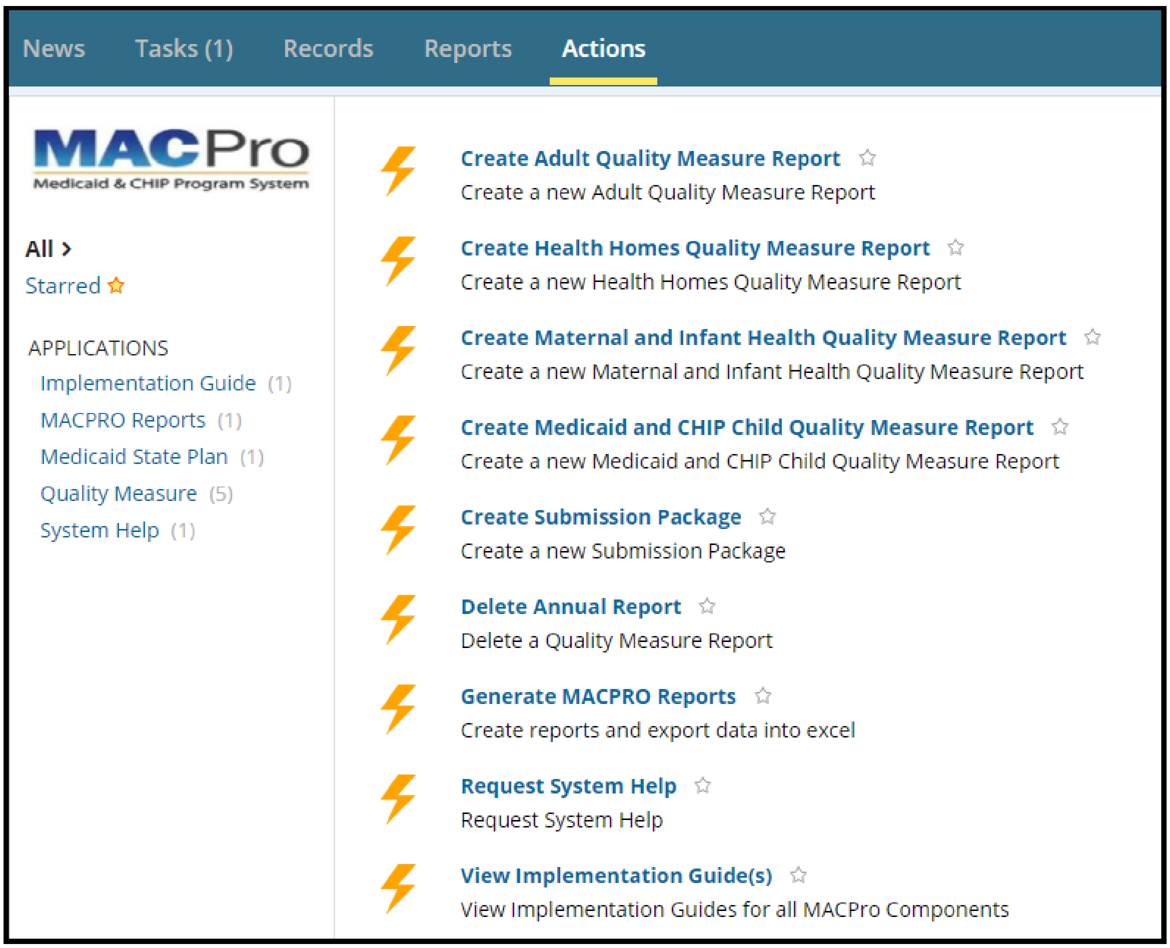


Figure 5: Actions tab

News tab

- On the News tab, you can view general status updates on packages and informally communicate about packages with other MACPro users. For example, in the text box at the top of the screen, you can write a post for your team, send a message and an attachment to an individual, send a social task to an individual, or recognize someone by sending them kudos.

- Any communication sent on the News tab is informal and thus is not included in the official SPA record. Additionally, activities related to packages you are working with or are following are listed on this tab for reference. Keep in mind that not all posts on the News tab are private; certain posts may be visible to other MACPro users.

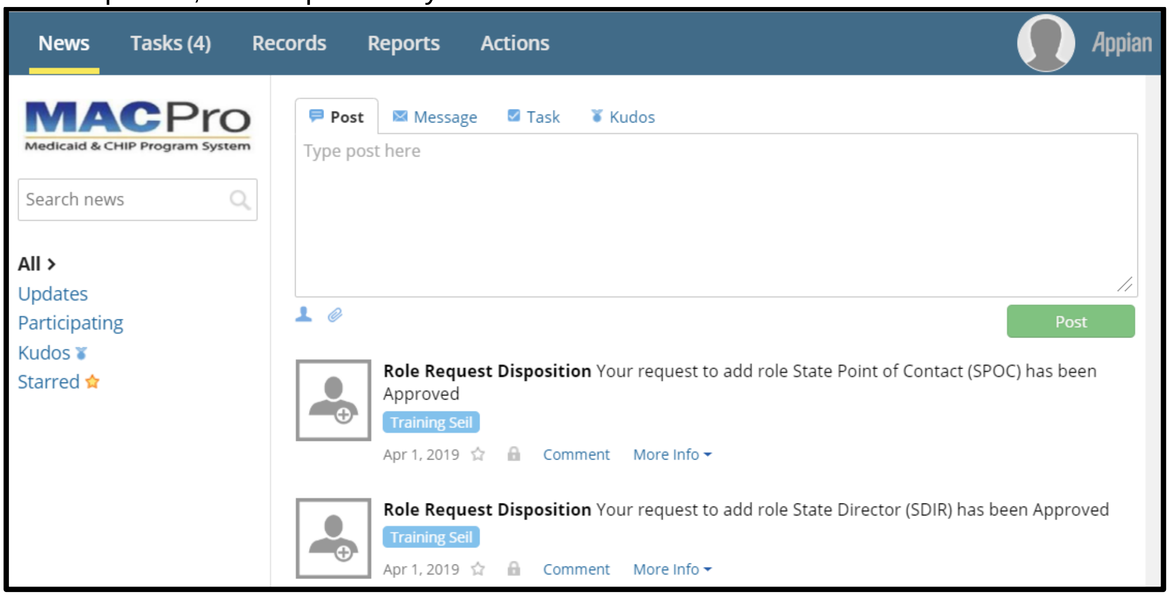


Figure 6: News tab

Tasks tab

- On the Tasks tab, you can act on tasks assigned to you.
- Tasks are activities that you must complete to keep the package moving through the workflow, such as reviewing or revising a submission package.

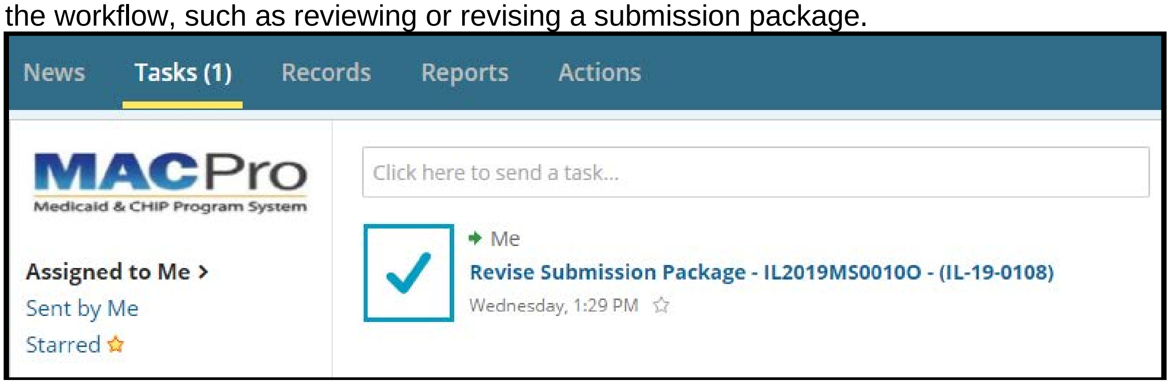


Figure 7: Tasks tab

Records tab

- On the Records tab, you can access submission packages for your state as well as other records that correspond to your user role.

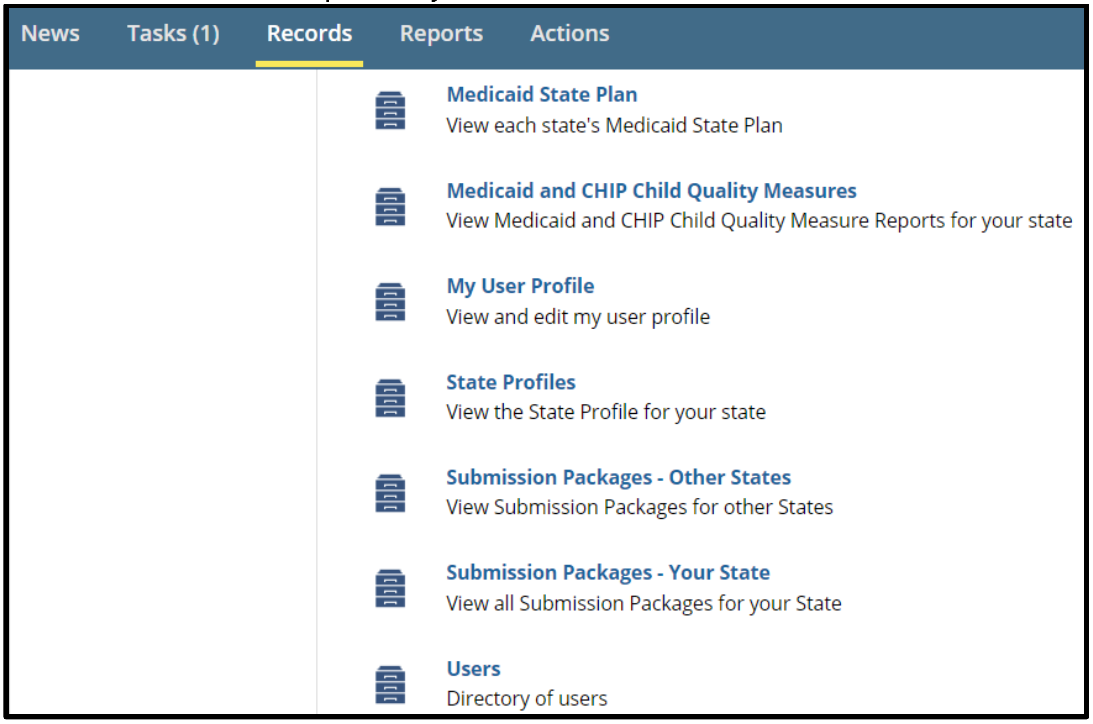


Figure 8: Records tab

Reports tab

- On the Reports tab, you can access the MACPro Dashboard and reports used for tracking different activities. The available reports vary based on your user role.

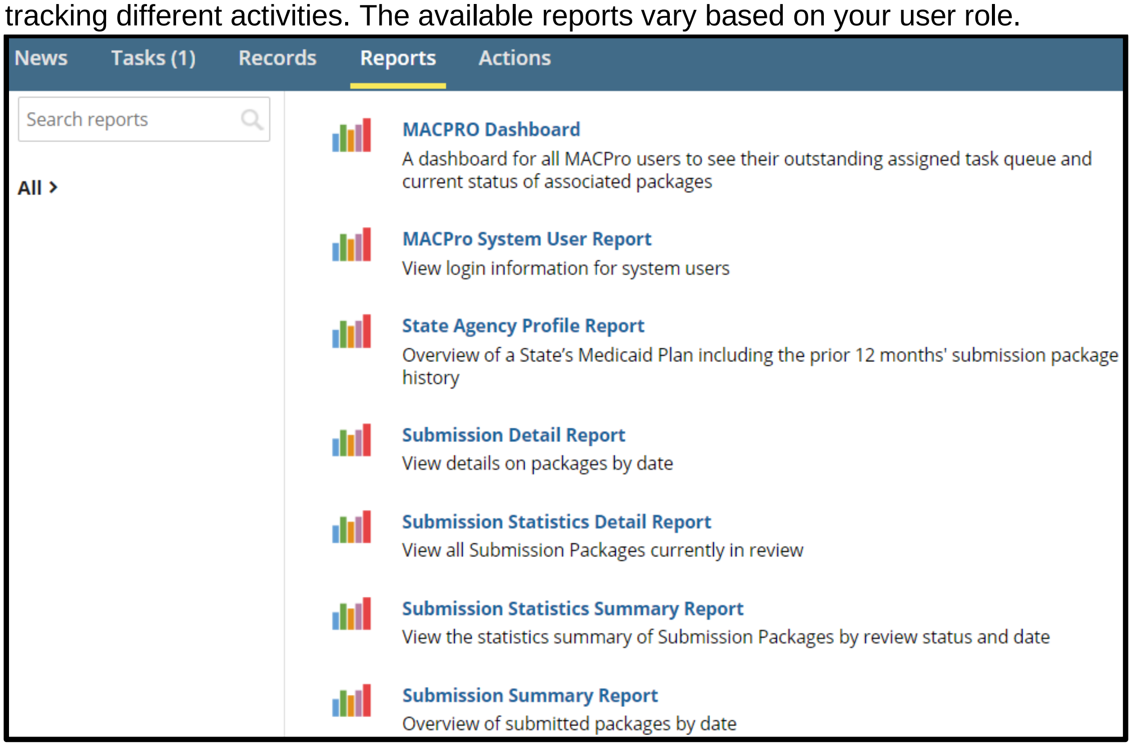


Figure 9: Reports tab

Package Navigation Menus

A package navigation menu appears above the Package Information section or the Package Header section in a submission package record.

From the package navigation menu, you can view a summary of the package, view the reviewable units included in the package, access news items about the package, and access related actions. Other options may also appear on the package navigation menu. For example, once a Correspondence Log is created, a Correspondence Log tab will appear.

The Related Actions tab contains actions based on user role(s) and the package status. For example, there may be an action listed to modify the package, forward a package to the State Point of Contact, or to convert a Draft submission to an Official submission.

Figure 10: Package Navigation Menu

Expanding Information Viewable on the Screen

When you first navigate to a reviewable unit (RU), most sections in the RU will be minimized or collapsed. To view all fields in the RU, select **View all Responses**, which will expand all sections at once.

Or, to expand only a specific section of the RU, select the **Expand** link for that section. Then, to collapse an expanded section, select the **Collapse** link.

View All Responses button

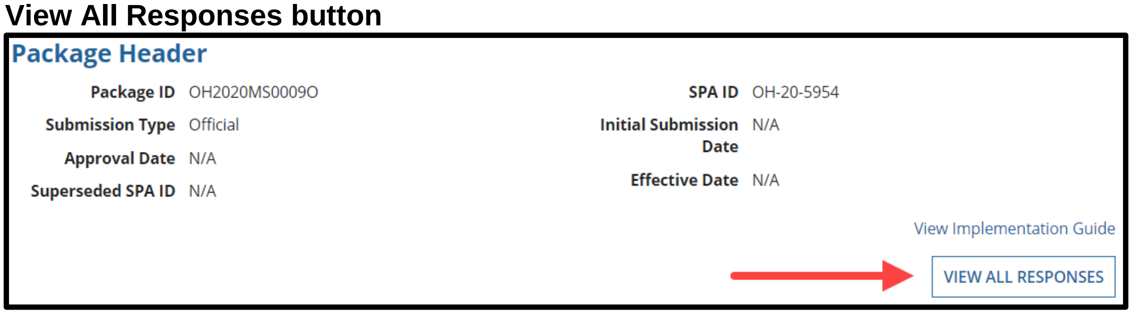


Figure 11: View All Responses button

Expand and Collapse links

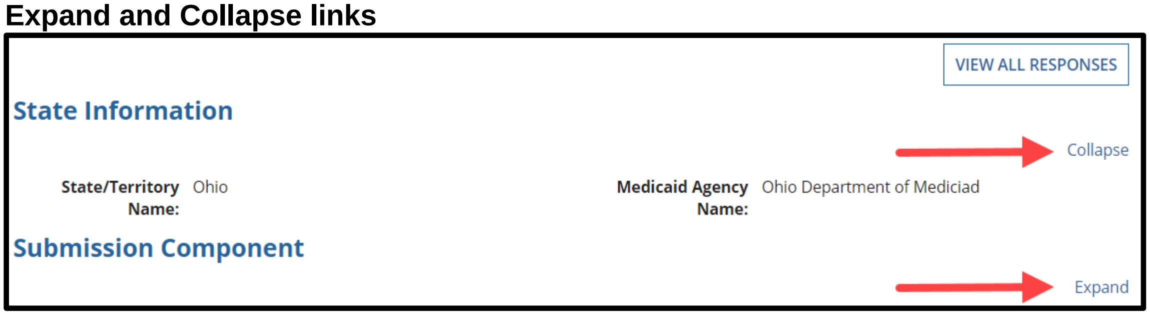


Figure 12: Expand & Collapse links

Viewing Package Summary Screen & Timeline

When accessing the Summary screen of a package, the timeline at the top of the screen indicates the workflow stages a submission follows and the stage where the package currently stands.

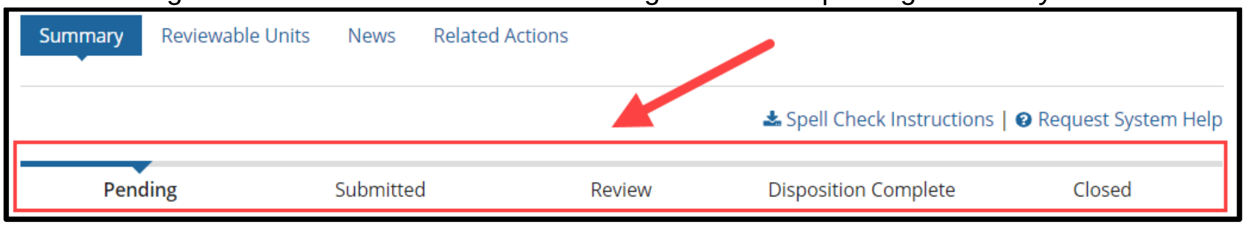


Figure 13: Package status timeline

Official Submission Packages - Workflow Stages

Status	Workflow Location	Description
Approved	CMS	When the package has been approved by the CMS Package Approver.
Clarification	State	When the package is returned to the state for editing by CPOC. Initiates from “Review” status, Clarification returns to “Review” status
Closed Disapproved	CMS	When the disapproved package has been closed by CPOC.
Disapproved	CMS	When the package has been disapproved by the CMS Package Disapprover.
Disposition Complete	State	Indicates that the package has been adjudicated. To identify how the package was adjudicated, view the package's Package Status field.
Deleted	State	When the package has been deleted by the state; can occur only from a Pending status. Submitted packages cannot be deleted.
Pending	State	While the state is creating, developing, finalizing, or certifying the package, the State Editor, SPOC, SDIR roles will all have the package in Pending status.
Returned	State	When the package has been returned to the state for additional information by CPOC. Initiates from “Review” status, RAI returns to “Submitted” status.
Review	CMS	When the SRT users are assigned, and the CPOC and SRT users get package tasks to review the SPA, until the package is dispositioned.
Submitted	CMS	When the state SPOC submits the package to CMS, while CPOC is being determined/assigned, and while SRT users are being assigned
Withdrawn	State	When the SPOC withdraws the package, the entire package is withdrawn from CMS consideration. Withdrawal can occur only from Submitted, Review, or RAI statuses. **NOTE**: Once withdrawn, a submission package **cannot** be resubmitted to CMS in MACPro.

Draft Submission Packages - Workflow Stages

Status	Workflow Location	Description
Closed	State	Package has been closed by the SPOC.
Pending	State	State is creating, developing, finalizing, or certifying the package.
Returned	State	Package has been returned to the state for editing or closure.
Review	CMS	When the SRT users are assigned, and the CPOC and SRT users begin review.
Revised	State	Package has been returned to the state for revisions. Returns to “Submitted” status.
Submitted	CMS	When the state submits the package to CMS. While CPOC is being determined/assigned, and while SRT are being assigned

Avoiding a MACPro Session Timeout

A MACPro session timeout occurs when users lose connectivity, observe issues with system responsiveness, or encounter issues navigating through MACPro after working in MACPro for a period of time.

To avoid a session timeout, you must routinely select **Save** while entering data, or validate your entries periodically. Otherwise, after working in MACPro for 25 minutes without performing an action (validating or saving entries), you will receive a prompt that indicates "**Your Session is About to Expire.**"

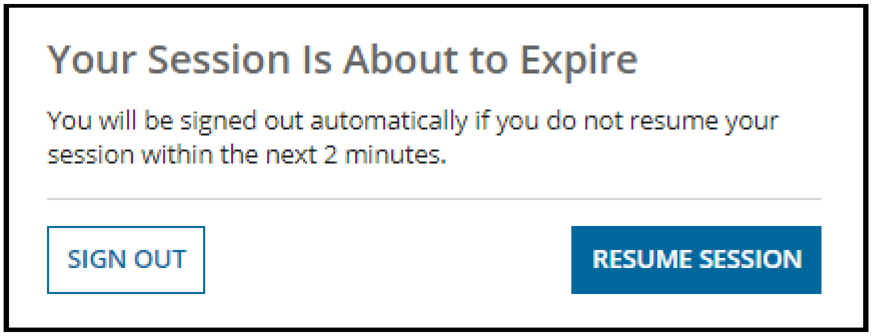


Figure 14: Timeout prompt

Once the session timeout warning prompt appears, you may continue your session by selecting the **Resume Session** button within two minutes. If you do not acknowledge the prompt within two minutes, you will automatically be logged out of MACPro.

Performing an action in MACPro is defined as routinely validating or saving entries. Simply entering data is not considered performing an action. You should select **Save** periodically while logged into MACPro to **prevent an automatic session timeout and potential loss of data**.

Validating Reviewable Units

All reviewable units (RUs) must be completed, validated and saved before the submission package can advance to the next step in the workflow

To validate a reviewable unit, complete all required fields, then scroll down and select **Yes** to the "**Would you like to validate the reviewable unit data?**" question. If an RU contains an incomplete field or information that was entered incorrectly, the system will not validate the RU and one or more validation errors will appear.

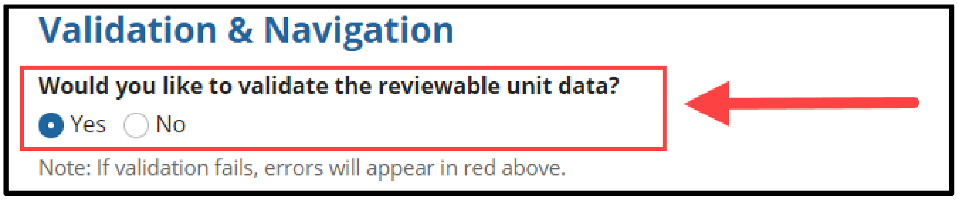


Figure 15: Validate RU data question

Validation errors will be marked by either, or both, red text and red outlined boxes, as pointed out by the two arrows in the following image. **To address validation errors**, scroll back through the RU, look for red text and red outlined boxes marking any errors, and make the necessary corrections. Then, attempt validation again.

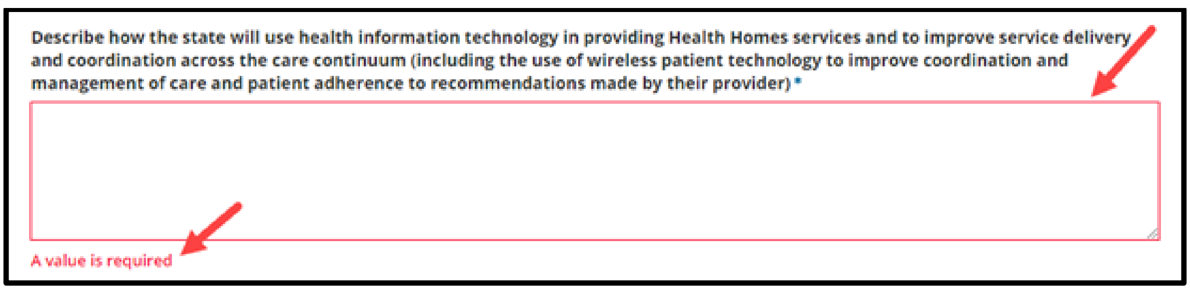
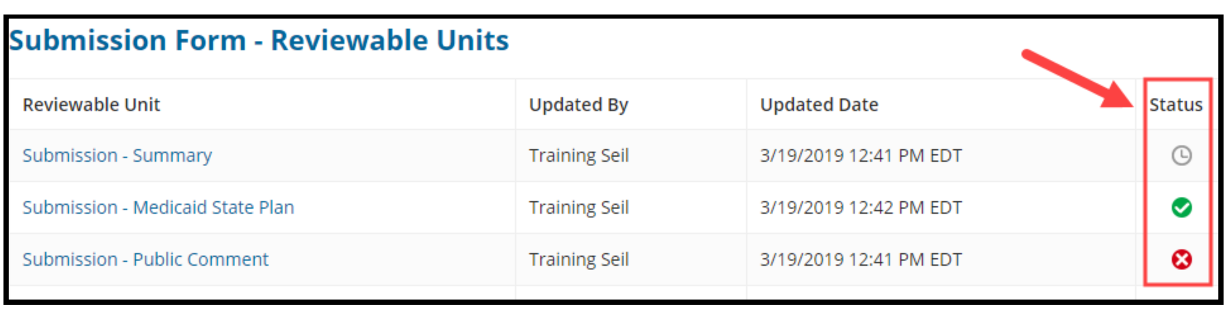


Figure 16: Validation error examples

Viewing Reviewable Unit Status

Every reviewable unit (RU) in a submission package will display a status that indicates its current stage. All RUs must be in Complete status prior to a package advancing to the next stage. The Status column of an RU table shows the status of each RU according to the icons described below.

- **Not Started** indicates that information has not been entered in the RU. (Corresponding icon: Red circle with an X)
- **In Progress** indicates that information has been entered in the RU, but the RU has not been validated and saved. (Corresponding icon: Clock)
- **Complete** indicates that all necessary information has been entered in the RU, and the RU has been validated and saved. (Corresponding icon: Green circle with a checkmark)



Submission Form - Reviewable Units

Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Seil	3/19/2019 12:41 PM EDT	
Submission - Medicaid State Plan	Training Seil	3/19/2019 12:42 PM EDT	
Submission - Public Comment	Training Seil	3/19/2019 12:41 PM EDT	

Figure 17: RU status icons

Creating & Updating the State Profile

A State Profile in MACPro contains basic information about a state that is referenced for each submission. There can be only one State Profile per state, and it must be created by the State System Administrator before a state can create a submission package in MACPro.

To create a new State Profile

1. Log in to MACPro as the **State System Administrator**.
2. Select Create State Profile link on the Actions tab.

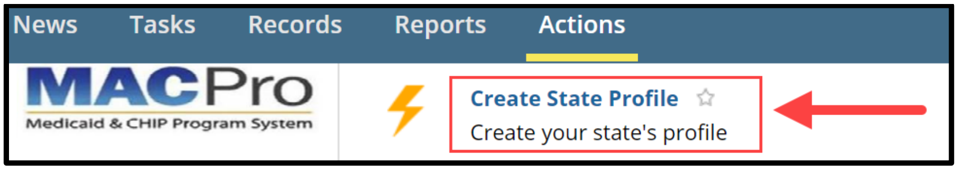


Figure 18: Create State Profile link

3. Enter the requested information. Then select the Save State Profile button.

Figure 19: Save State Profile button

To modify an existing State Profile

1. Log in to MACPro as the **State System Administrator**.
2. Select Create State Profile on the Actions tab.

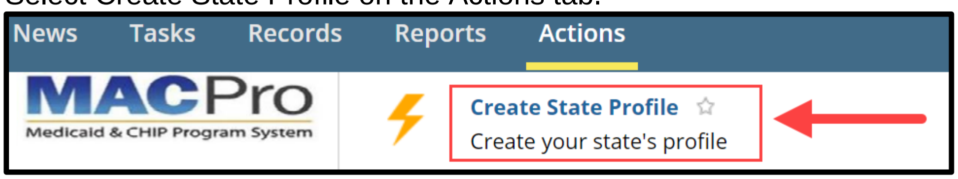


Figure 20: Create State Profile link

3. Select **Click here to view/edit the profile**.

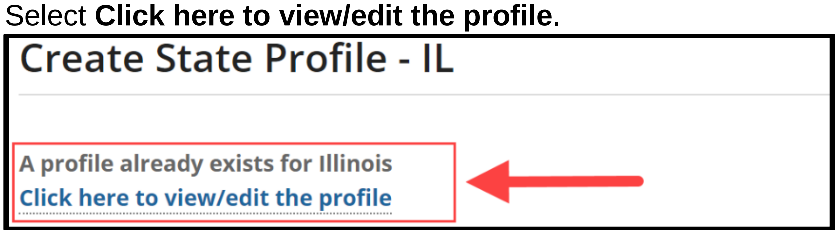


Figure 21: "Click here to view/edit the profile" link

4. Select the **Update State Profile** button in the upper-right corner.

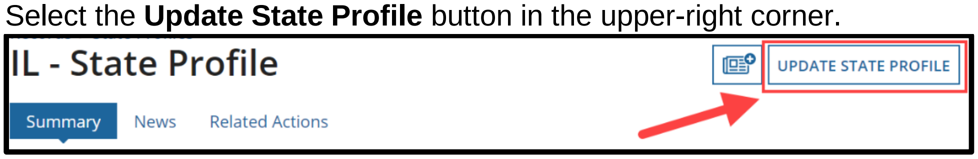


Figure 22: Update State Profile button

5. Update the state's information, as needed. Then select **Save State Profile**.

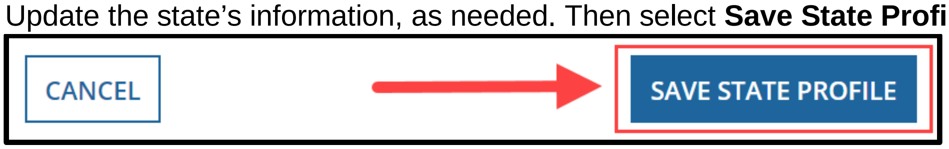


Figure 23: Save State Profile button

Working With Amendments

When an amendment submission package is created, states may choose to amend certain reviewable units within a Health Homes program. When a reviewable unit (RU) is added to the amendment submission package, MACPro populates the fields within that RU with the information from the currently approved RU (for the program the state is amending) with the latest effective date, regardless if the date in the past or future. Keep in mind, this may not necessarily be the most recently approved version.

There are two screens in MACPro that show indicators for whether an RU being amended is included in another package.

Included in Another Submission Package

On the Medicaid State Plan RU, as shown below, the **Included in Another Submission Package** column of the RU table indicates whether an RU is included in another submission package.

This information is important for version control and can be used for your reference. If the RU is included in another submission package, we encourage you to wait for that submission package to be reviewed and closed prior to submitting another amendment. If you do not wait, please refer to the scenarios below in the “Tips to avoid overwriting information in RUs” section.

NOTE: The indicator will be flagged only if you have another submission package with the same RU included either being worked on by your state or in CMS review.

Health Homes SPA - Reviewable Units

Only select Reviewable Units to include in the package which you intend to change.

*

Reviewable Unit Name	Included in Another Submission Package	Source Type
Health Homes Intro	●	APPROVED
Health Homes Geographic Limitations	●	APPROVED
Health Homes Population and Enrollment Criteria	●	APPROVED
Health Homes Providers	●	APPROVED
Health Homes Service Delivery Systems	●	APPROVED
Health Homes Payment Methodologies	●	APPROVED
Health Homes Services	●	APPROVED
Health Homes Monitoring, Quality Measurement and Evaluation	●	APPROVED

Figure 24: Reviewable Units table

Other Approved Version

The "Other Approved Version" column indicates whether there is an approved submission package for the RU within the program that may not yet be effective. If you hover over the image in the "Other Approved Version" column, a message appears indicating "Reviewable unit does not have another approved version with future effective date." You may use this information for your reference.

NOTE: This indicator will only be flagged if you have another approved submission package with a future effective date.

Health Homes SPA - Reviewable Units

Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Health Homes Intro	3/18/2019	Training Spocil	3/11/2019 2:09 PM EDT	○	✔
Health Homes Geographic Limitations	3/18/2019	Training Seil	3/11/2019 11:57 AM EDT	○	✔

Figure 25: Reviewable Units table

Tips to avoid overwriting information in RUs

If a state cannot wait for a current review of an amendment with a specific RU to be complete due to an effective date, this new amendment (with the same reviewable unit) will not include the information within the RU from the submission that is currently under review.

To avoid overwriting information, the state has a few options (keep in mind, this applies only when both amendment submissions are impacting the same RU):

- **Option 1:** Copy the information from the first submission RU (the amendment under review) into the second amendment RU prior to submitting it. (Assuming that the amendment currently under review will be approved prior to the amendment you are currently submitting).
- **Option 2**: After submitting the second amendment and before CMS approves it, CMS will need to send the submission package back via Clarification or RAI so that the state can include the information from the first submission into the second (this is only the case for when a reviewable unit is in both amendment submission packages and when the first submission package is approved first).
- **Option 3:** Submit the second amendment without including the information from the first amendment (this is only the case for when the same RU is in both submissions). If the second amendment is approved first, the first amendment must be sent back to the state via Clarification or RAI to include the information from the second amendment where applicable in the same RU.

Developing & Submitting a SPA Package

This section provides information on several screens and options that state users will work with while creating, reviewing and submitting a SPA submission package in MACPro. For an image of the overall state workflow, refer to Official SPA State Submission Workflow.

The examples provided highlight various features in RUs. Instructions and guidance specific to completing each RU are available in Implementation Guides within MACPro (see Accessing Implementation Guides).

Every submission package that a state creates begins with five Submission Form RUs, which are required components. Like the CMS 179 form, Submission Form RUs include the following:

- **Submission - Summary** (basic information about the submission type, SPA ID, etc.)
- **Submission - Medicaid State Plan** (sections of the state plan included in the submission)
- **Submission - Public Comment** (adherence to Public Notice requirements)
- **Submission - Tribal Input** (adherence to Tribal Consultation requirements)
- **Submission - Other Comment** (SAMHSA Consultation)

Step 1: State Editor - Creates Submission Package & Completes Submission - Summary RU

For instructions and guidance on completing the Submission - Summary RU, refer to the "Implementation Guide for Submission Form" (see Accessing Implementation Guides).

Step 1a: Create Submission Package

1. Log in to MACPro as the **State Editor**.
2. Select the **Create Submission Package** link on the **Actions** tab.

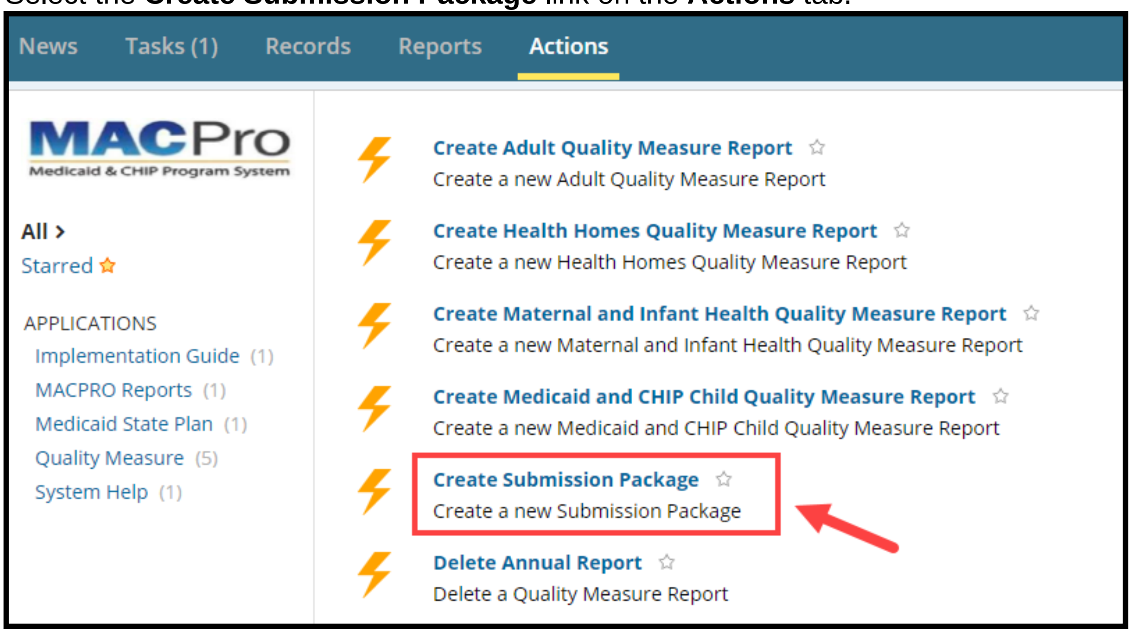


Figure 26: Actions tab

Step 1b: Complete Submission - Summary RU

When creating a new SPA submission package, you will begin with the Submission - Summary RU as described below. Note that the State Information section is pre-populated with information from the State Profile. And the Submission Component section is pre-filled based on the authorities currently available in MACPro.

1. To begin, select the **View all Responses** button to expand all sections.

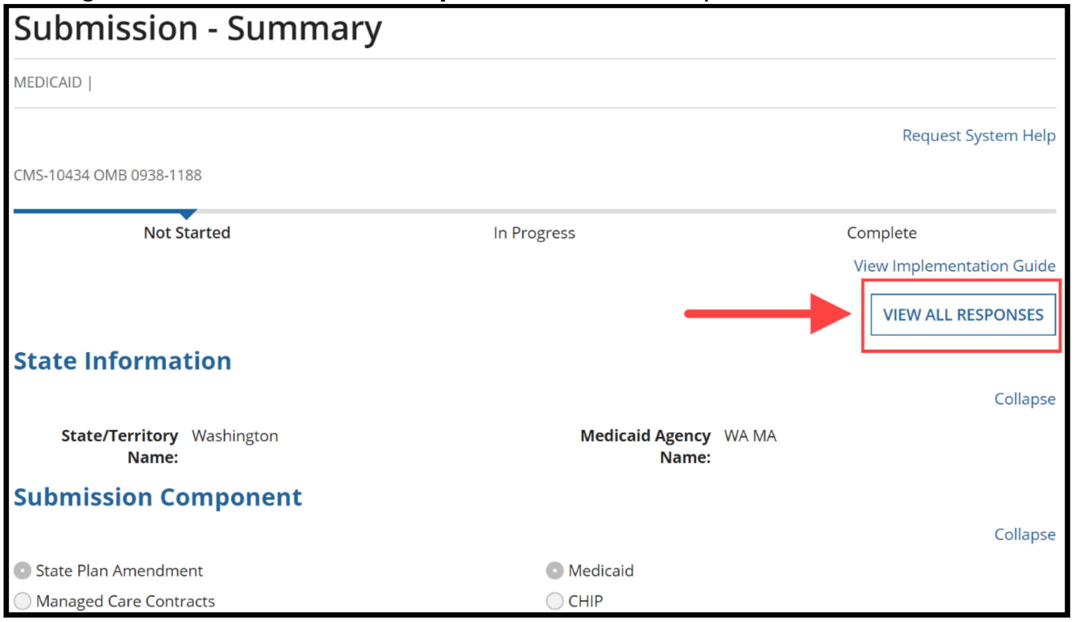


Figure 27: View All Responses button

2. In the **Submission Type** section, select either **Official Submission Package** or **Draft Submission Package** as the submission type.

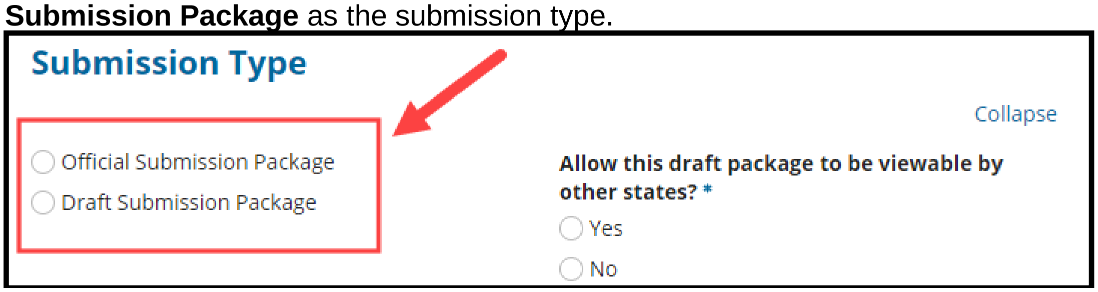


Figure 28: Submission Type options

3. Then select **Yes** or **No** option in response to "**Allow this official package to be viewable by other states?**"

Figure 29: "Allow this draft package to be viewable by other states" options

4. In the **Key Contacts** section, select the **Add a Key Contact** link and then select who should be contacted with questions regarding the submission package. You may add multiple key contacts, whose names are pulled from the State Profile in MACPro.

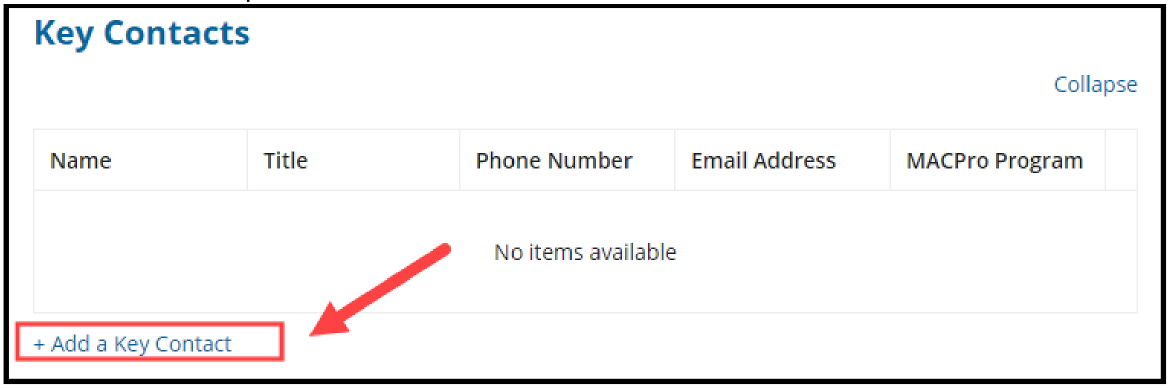


Figure 30: Add a Key Contact link

5. Enter the **SPA ID** in the **SPA ID and Effective Date** section.

   NOTE: The SPA ID can be edited by the State Editor or the State Point of Contact until the package is submitted to CMS; it cannot be changed after submission to CMS.

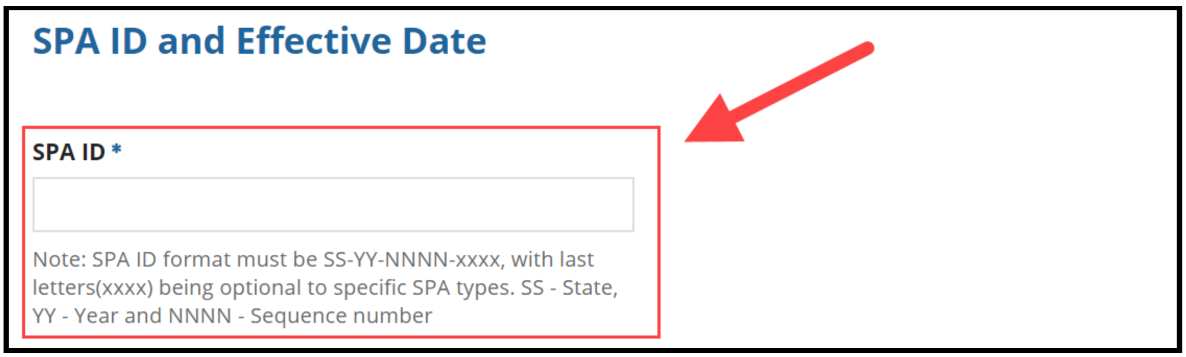


Figure 31: SPA ID field

6. Next are the **Executive Summary**, **Dependency Description**, and **Disaster-Related Submission** sections. Guidance on completing these sections can be found in the “Submission – Summary Implementation Guide” (see Accessing Implementation Guides).

   NOTE: While the **Dependency Description** section is optional, it may be useful in a situation where the SPA being submitted has a connection to another SPA, or to another action, before CMS that is either also being submitted or has already been submitted. Indicating that connection in this section assists CMS in ensuring that related actions are reviewed together.

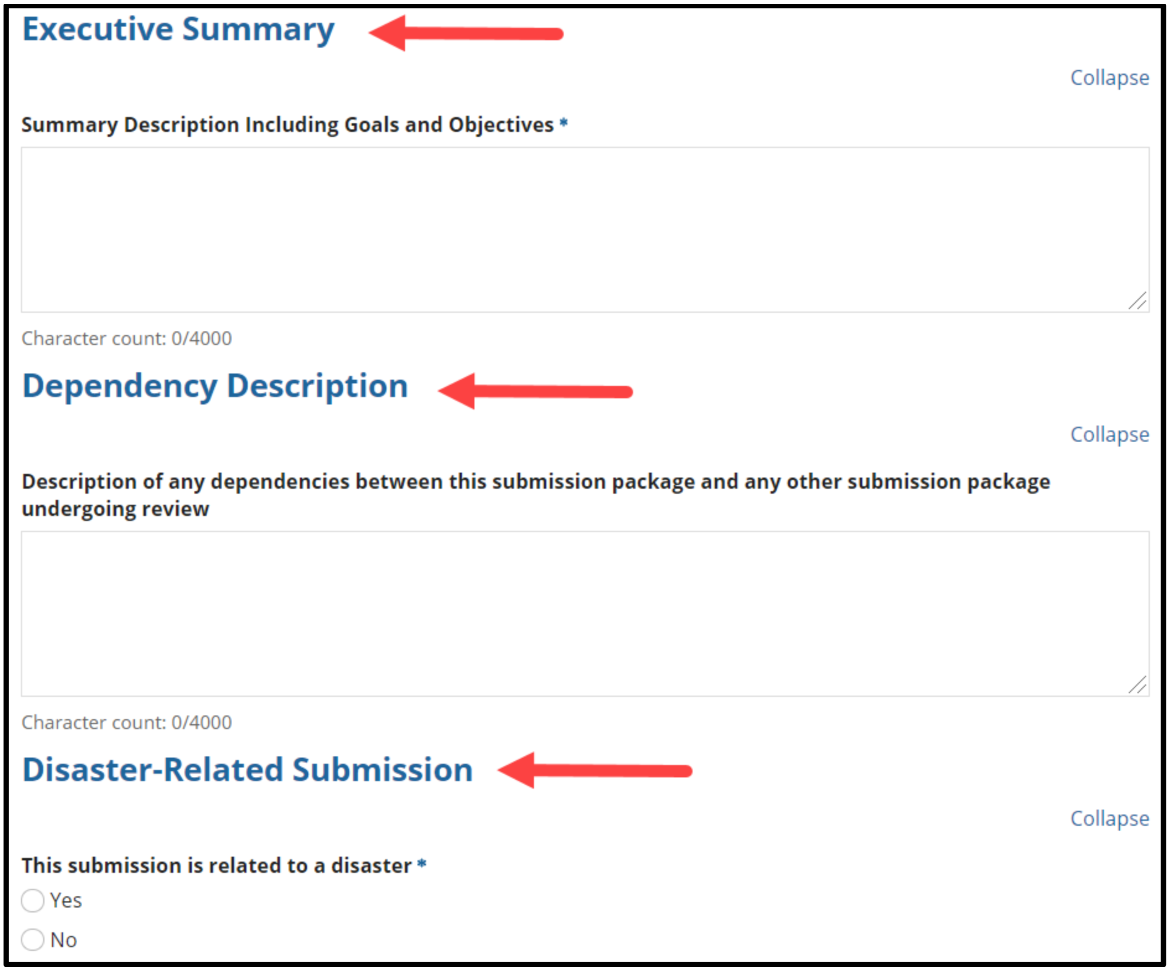


Figure 32: Executive Summary, Dependency Description & Disaster-Related Submission sections

7. In the **Federal Budget Impact and Statute/Regulation Citation** section, for the **Federal Budget Impact** table:
    - Enter a year for the **First Federal Fiscal Year**, and then the system will automatically populate the **Second Federal Fiscal Year**.
    - In the **Amount** column fields, enter numeric characters only. To indicate a negative number, use a hyphen character (for example, -1500). Any characters other than numbers or hyphens will be automatically deleted, including commas and parentheses.

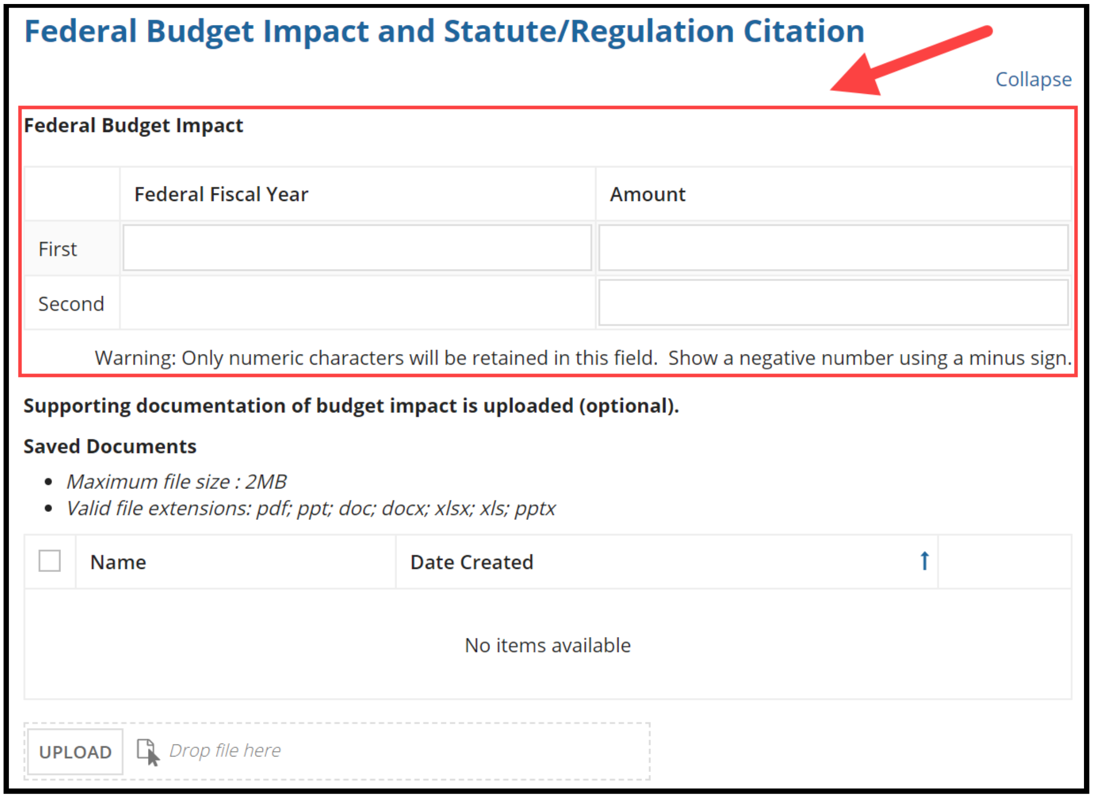


Figure 33: Federal Budget Impact

8. Next complete the **Federal Statute / Regulation Citation** field in the **Federal Budget Impact and Statute/Regulation Citation** section.

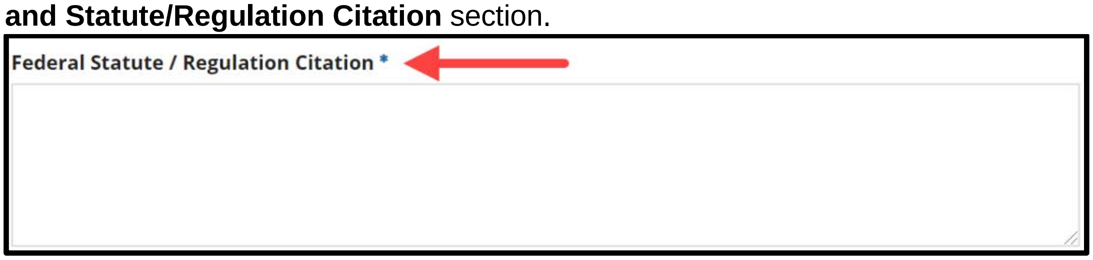


Figure 34: Federal Statute / Regulation Citation

9. Select the applicable option in the **Governor's Office Review** section.

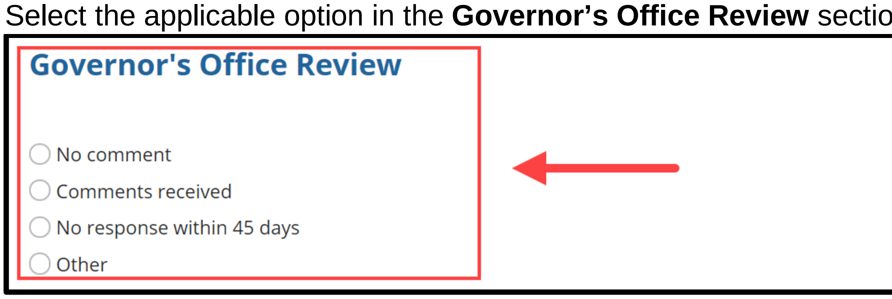


Figure 35: Governor's Office Review

10. Select **Save Reviewable Unit** once all sections mentioned above are complete.

    NOTE: This RU cannot be validated at this point. You will return to this RU at a later step to enter the effective date(s) and validate the data.

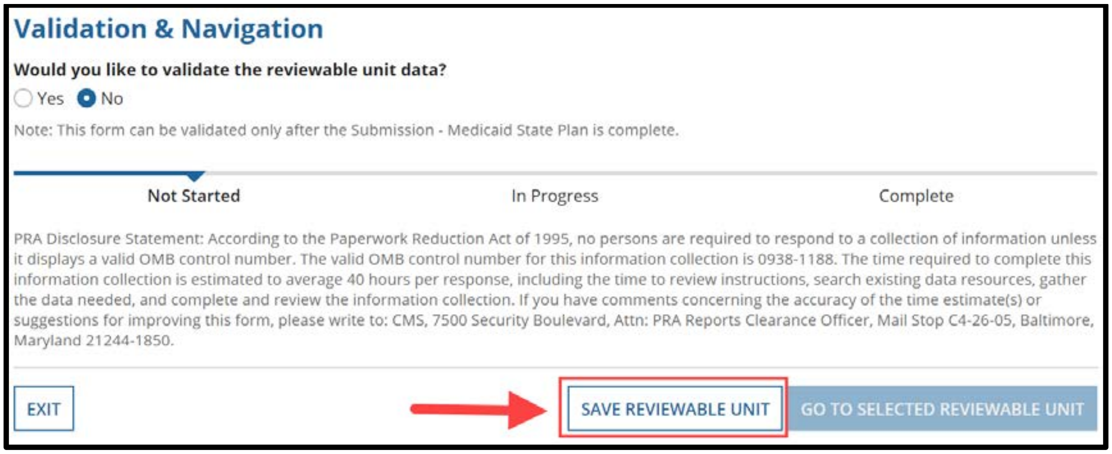


Figure 36: Save Reviewable Unit button

11. Select **Yes** to the "**Do you wish to proceed?"** prompt.

12. Select **Submission - Medicaid State Plan** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

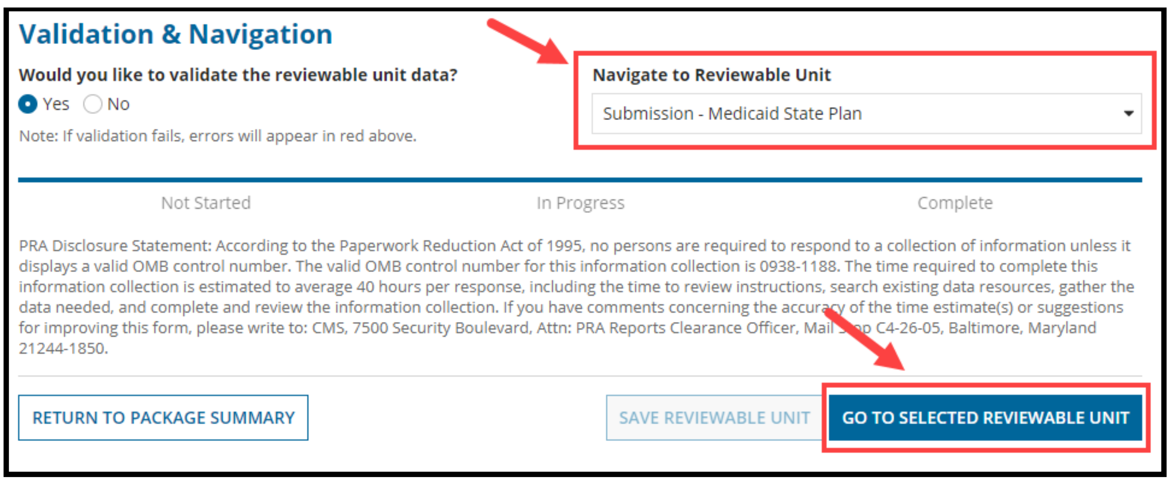


Figure 37: Validation & Navigation section

Step 2: State Editor - Completes Submission - Medicaid State Plan RU

In the Submission - Medicaid State Plan RU, the State Editor will select the sections and subsections of the state plan that will be amended by the submission package. The selections made in the Submission - Medicaid State Plan RU determine the RUs that are included in a submission.

To complete the Submission - Medicaid State Plan RU, select the appropriate option linked below depending on the purpose of the submission package:

- To **amend** a program, proceed to Option 1: Amend Existing Health Homes Program.
- To **create a new** program, proceed to Option 2: Create New Health Homes Program.
- To **terminate** a program, proceed to Option 3: Terminate Existing Health Homes Program.

Option 1: Amend Existing Health Homes Program

For the Medicaid State Plan RU, follow the steps below to amend an existing Health Homes program or to amend a program migrated from Medical Model Data Lab (MMDL). For guidance on completing this RU, refer to the "Implementation Guide for Submission Form" (see Accessing Implementation Guides).

NOTE: For important considerations regarding amendments, refer to the Working with Amendments topic.

1. In the "**The submission includes the following**" section, first select **Benefits and Provider Payments** and then select the checkbox that appears for **Health Homes Program**.

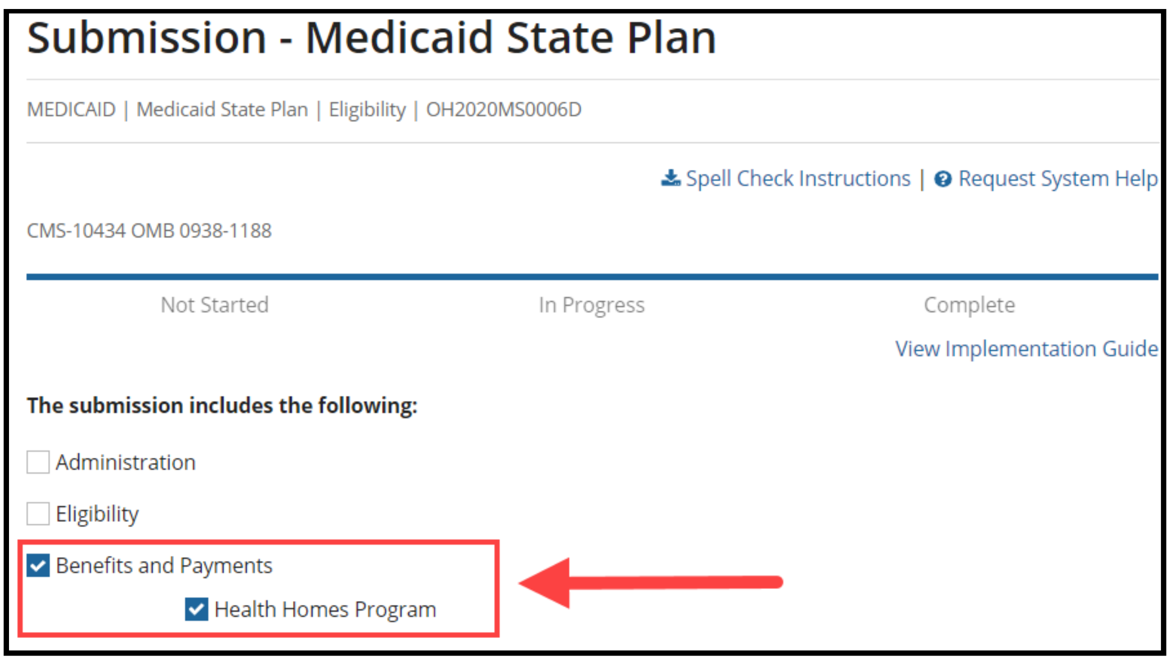


Figure 38: "The submission includes the following" selections on Submission - Medicaid State Plan RU

2. Select the **Amend existing Health Homes program** option.

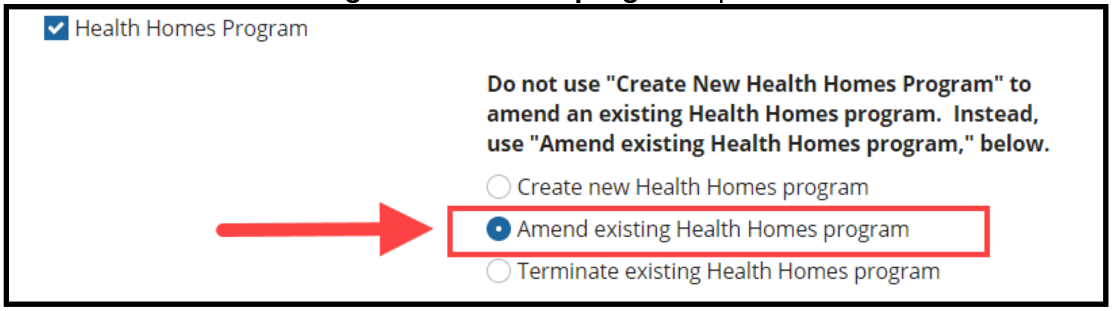


Figure 39: "Amend existing Health Homes program" selection

3. Next either (a) select an existing **Health Homes program** from the drop-down list, or (b) select the **Amend an existing program that is neither approved in MACPro nor converted** checkbox and enter the program name in the **Name of Health Homes Program to be amended** text box.

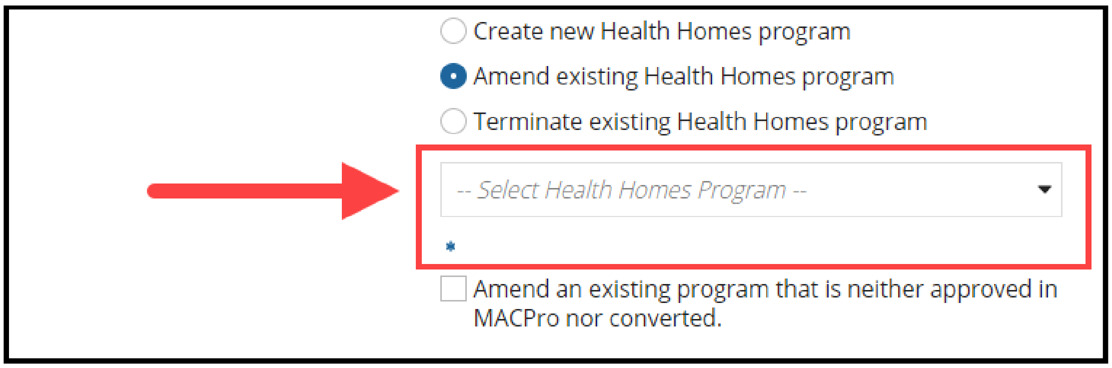


Figure 40: Drop-down list for selecting an existing Health Homes program

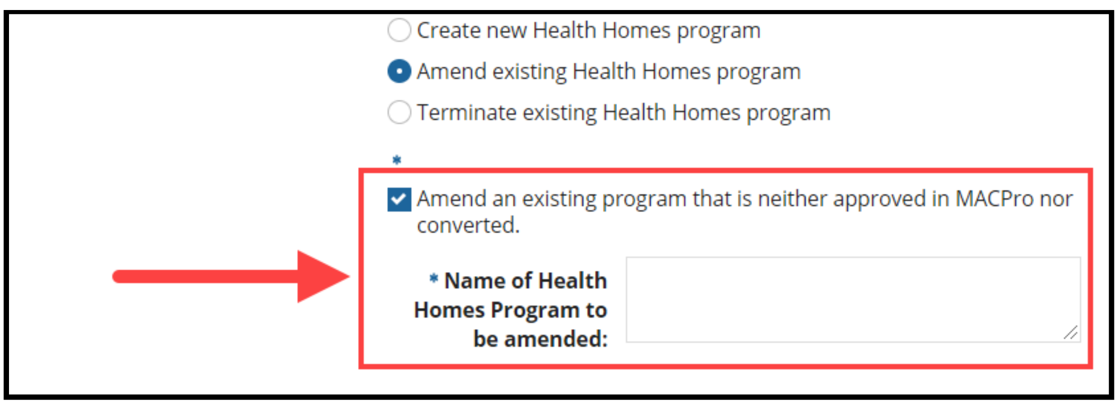


Figure 41: "Amend an existing program that is neither approved in MACPro..." checkbox & "Name of Health Homes Program to be amended" text box

4. Select the checkboxes next to the RUs that you intend to change (*see the following note). This step is applicable only if in Step 3a you selected an existing Health Homes program from the drop-down list.

   ***NOTE**: When amending an MMDL to MACPro converted Health Homes Program, you must include all Health Homes RUs.

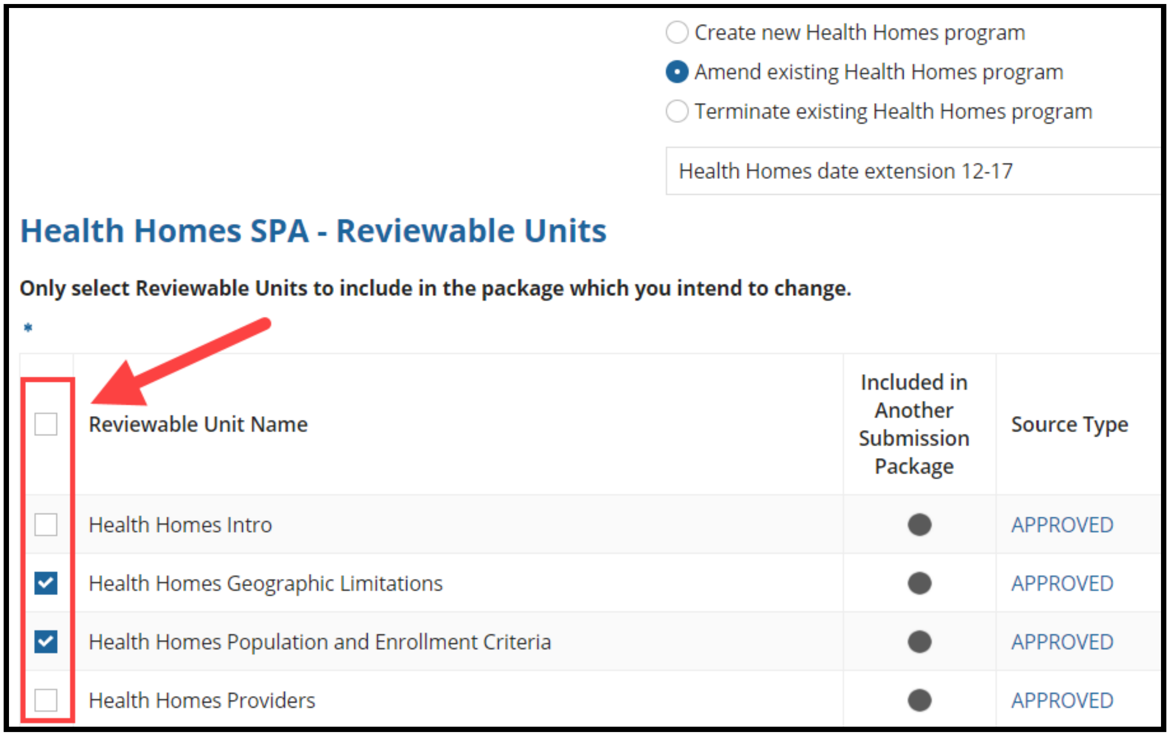


Figure 42: Reviewable Unit checkboxes

5. Select the **Save Form** button at the bottom of the screen.

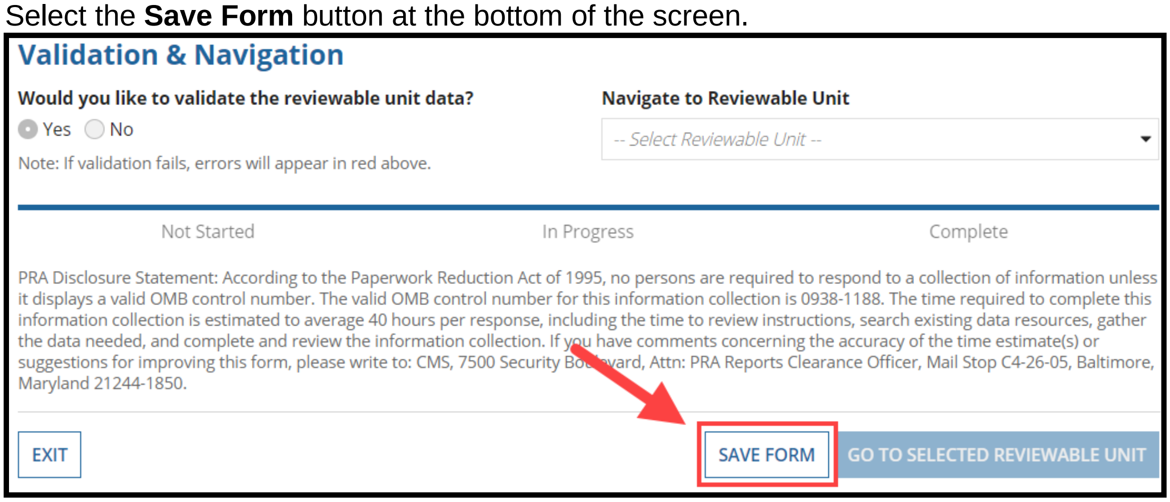


Figure 43: Save Form button

6. To move to the next Submission RU, select **Submission - Public Comment** from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

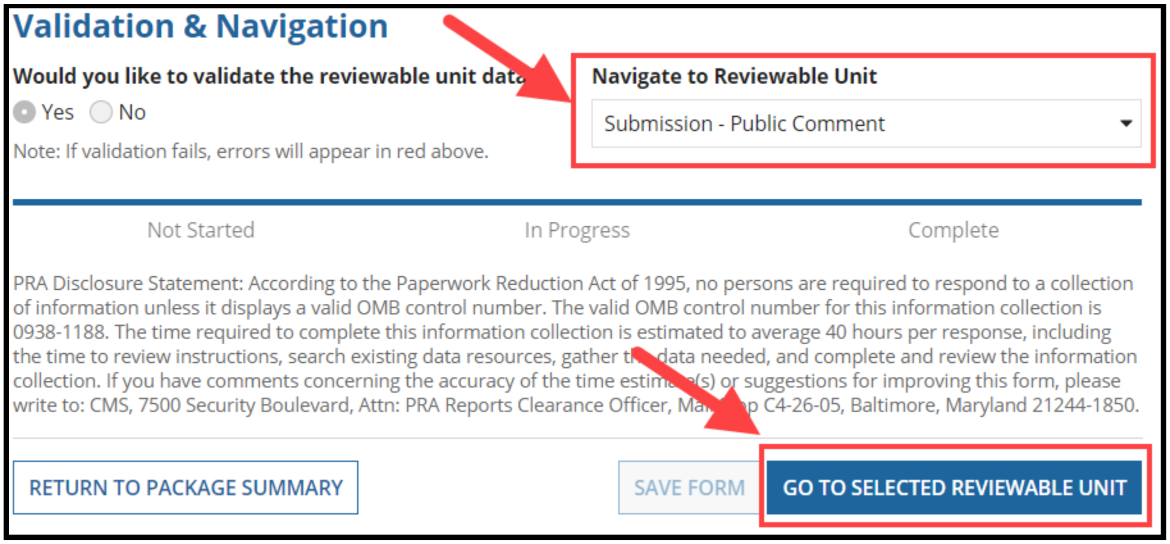


Figure 44: Validation & Navigation section

7. Next proceed to [Step 3: State Editor – Complete Submission RUs – Public Comment, Tribal Input, & Other Comment].

Option 2: Create New Health Homes Program

For guidance on completing the Submission – Medicaid State Plan RU, refer to the "Implementation Guide for Submission Form" (see Accessing Implementation Guides).

1. In the "**The submission includes the following**" section, first select **Benefits and Provider Payments** and then select the checkbox that appears for **Health Homes Program**.

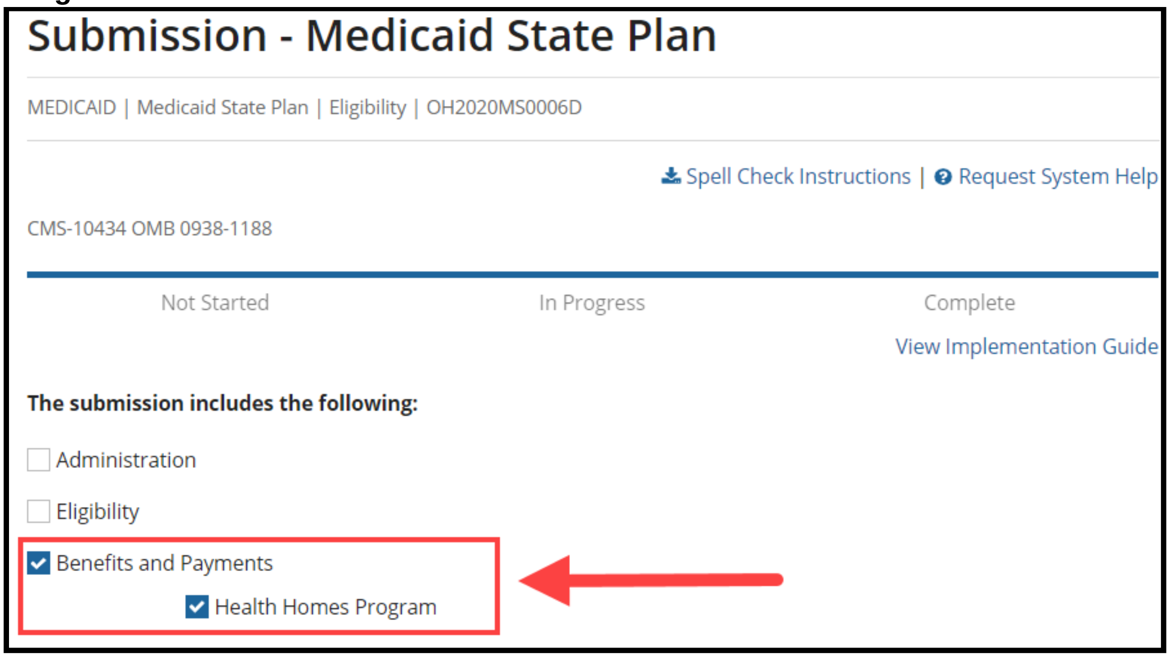


Figure 45: "The submission includes the following" selections on Submission - Medicaid State Plan RU

2. Select **Create new Health Homes program.**

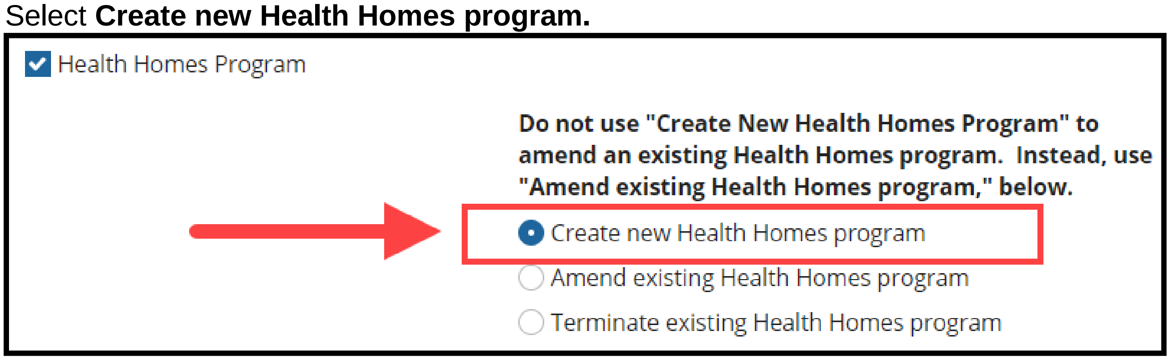


Figure 46: "Create new Health Homes program" selection

3. Next select either **Copy from existing Health Homes program** or **Create new program from blank form**.

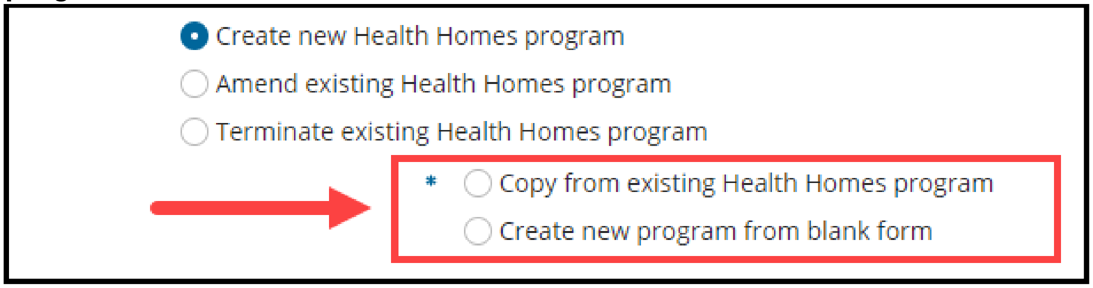


Figure 47: Copy from existing Health Homes program & Create new program from blank form options

4. Enter the name for the new program in the **Name of Health Homes Program** text box.

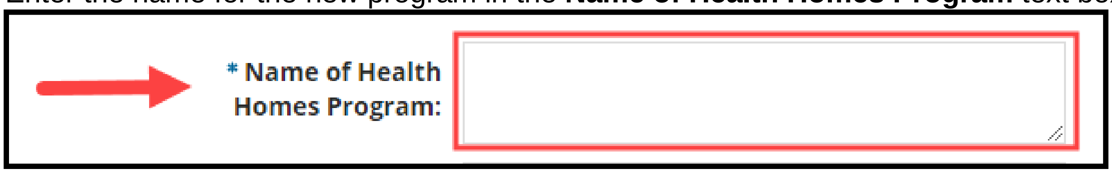


Figure 48: Name of Health Homes program text box

5. Select **Yes** or **No** in response to "**This is a SUD-focused program?**"

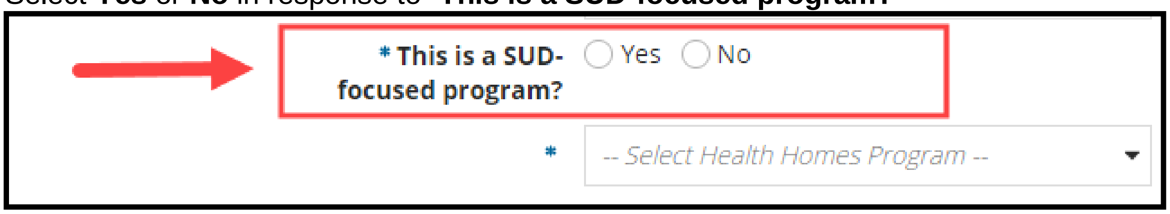


Figure 49: This is a SUD-focused program question

6. If creating a new program from a blank form, skip this step and proceed directly to step 7 in this section. Otherwise, if copying from an existing program, complete a and b below before continuing to step 7:

    a. First, expand the **Select Health Homes Program** drop-down list and then select the existing program to copy from.

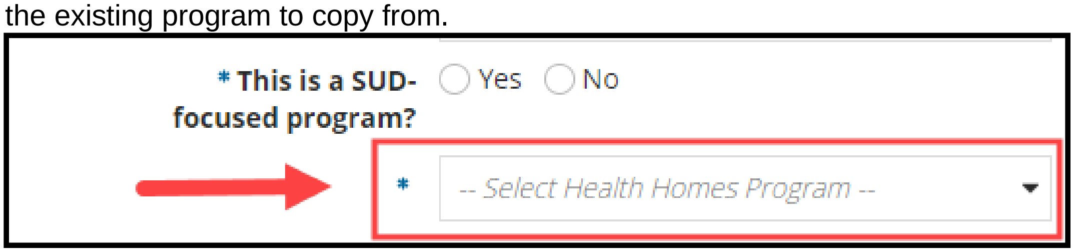


Figure 50: Select Health Homes Program drop-down list

b. Then select the checkbox next to the applicable package's name.

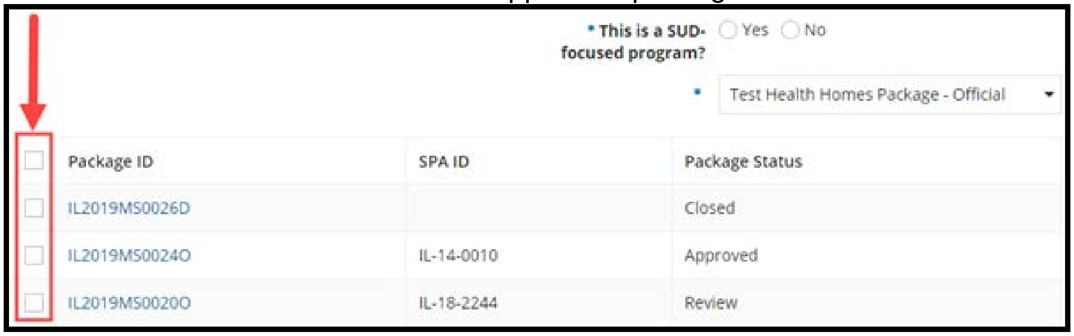


Figure 51: Package checkboxes

7. Select the **Save Form** button at the bottom of the screen.

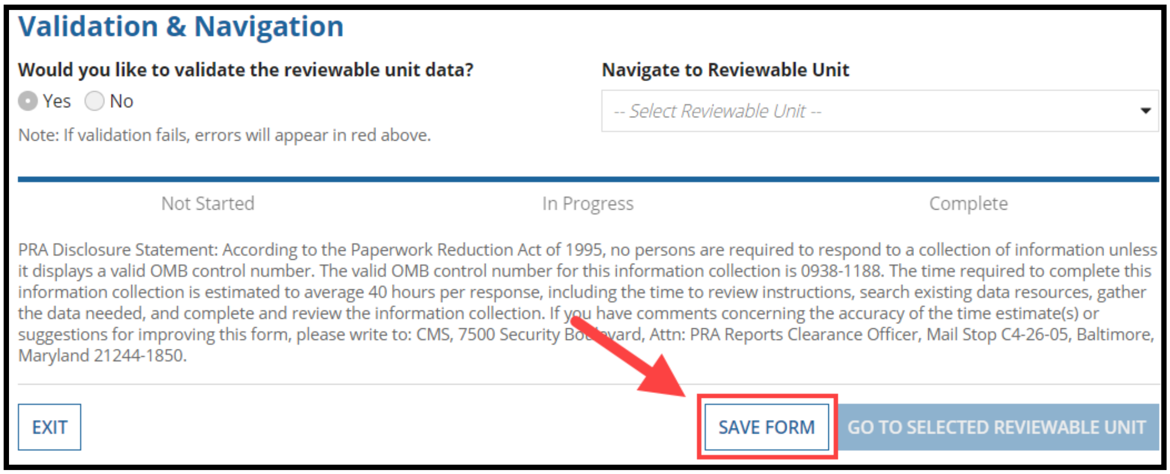


Figure 52: Save Form button

8. Select **Submission – Public Comment** in the **Navigate to Reviewable unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

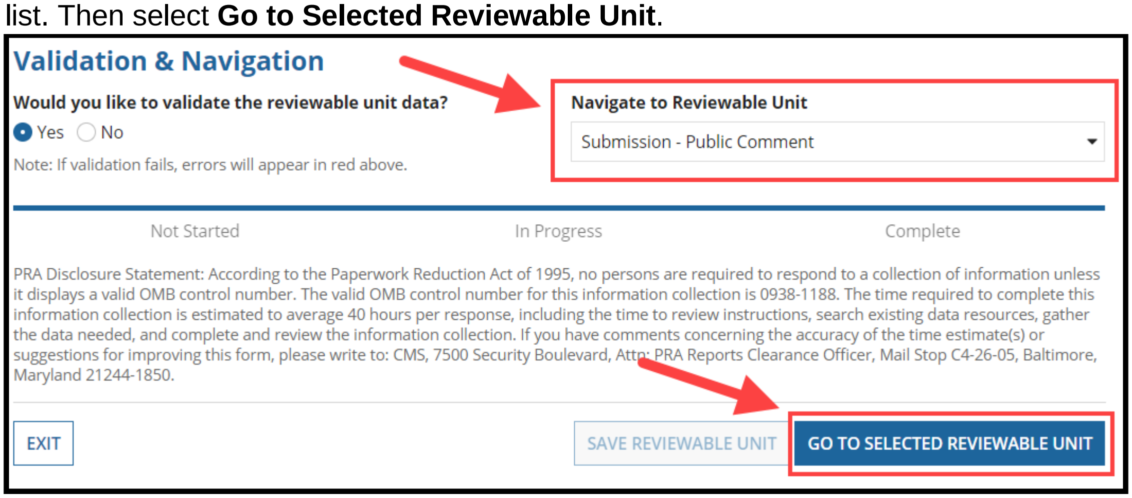


Figure 53: Validation & Navigation section

Next proceed to Step 3: State Editor – Complete Submission RUs – Public Comment, Tribal Input, & Other Comment.

Option 3: Terminate Existing Health Homes Program

For instructions and guidance on completing the Submission – Medicaid State Plan RU, refer to the "Implementation Guide for Submission Form" (see Accessing Implementation Guides).

NOTE: Once the submission package is approved by CMS, the terminated Health Homes program will appear in the Medicaid State Plan Table of Contents.

Part A: Complete the Submission – Medicaid State Plan RU

1. In the "**The submission includes the following**" section, first select **Benefits and Provider Payments**. Then select the checkbox that appears for **Health Homes Program**.

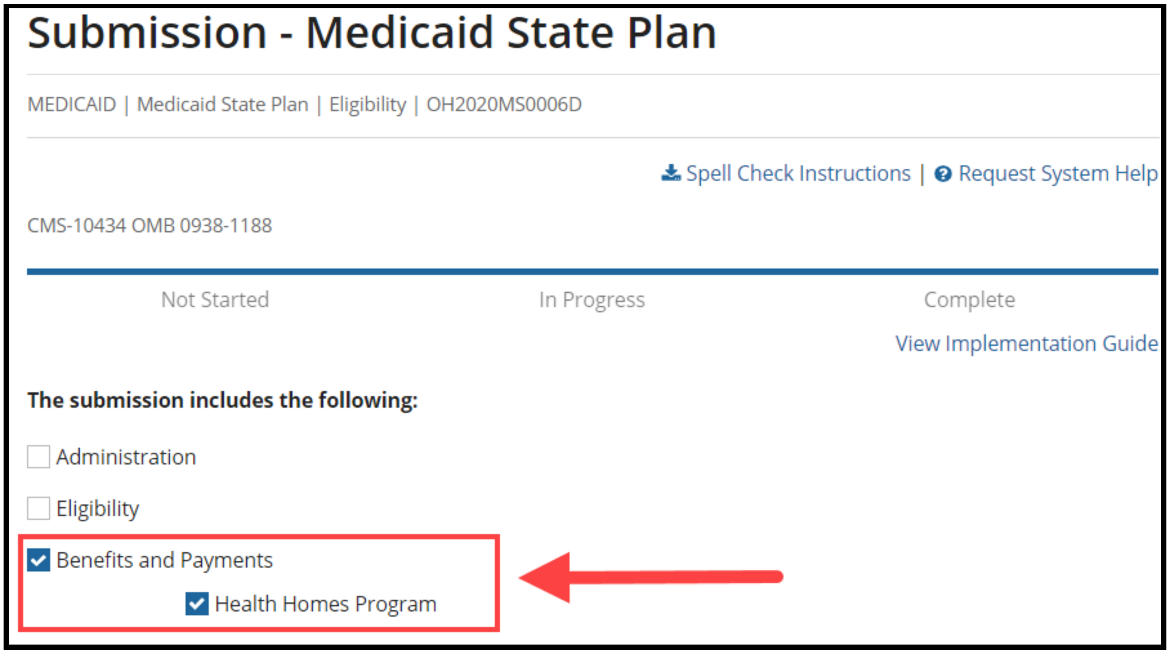


Figure 54: "The submission includes the following" selections

2. Select the **Terminate existing Health Homes program** option. Then expand the drop-down list and select the program to terminate.

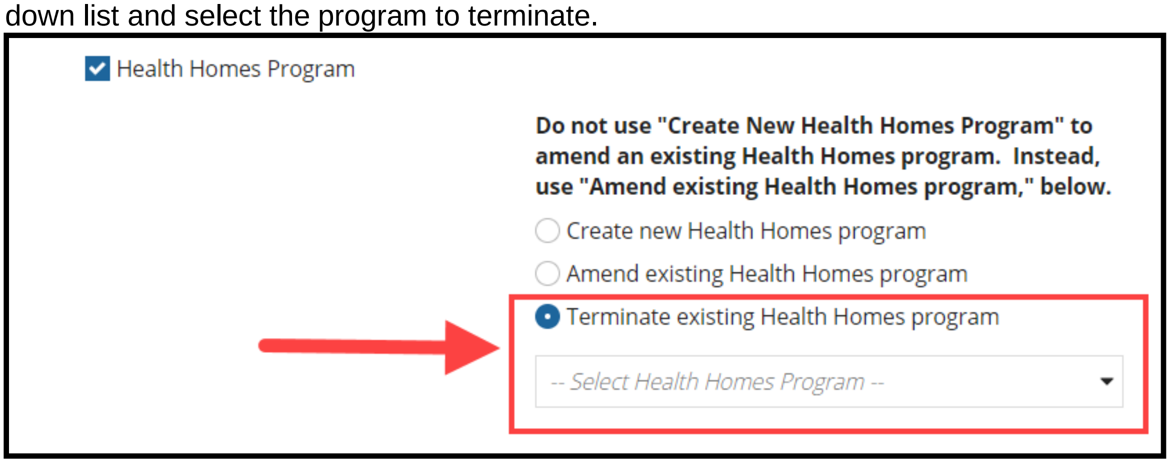


Figure 55: Terminate existing Health Homes program selection & "Select Health Homes Program" drop-down list

3. Select the **Save Form** button at the bottom of the screen.

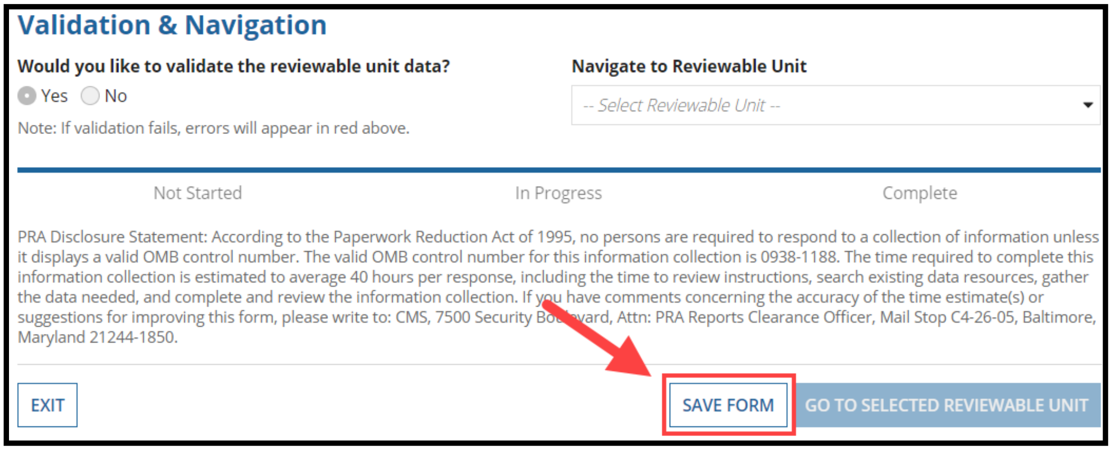


Figure 56: Validation & Navigation section

4. Select **Health Homes Program Termination – Phase-Out Plan** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

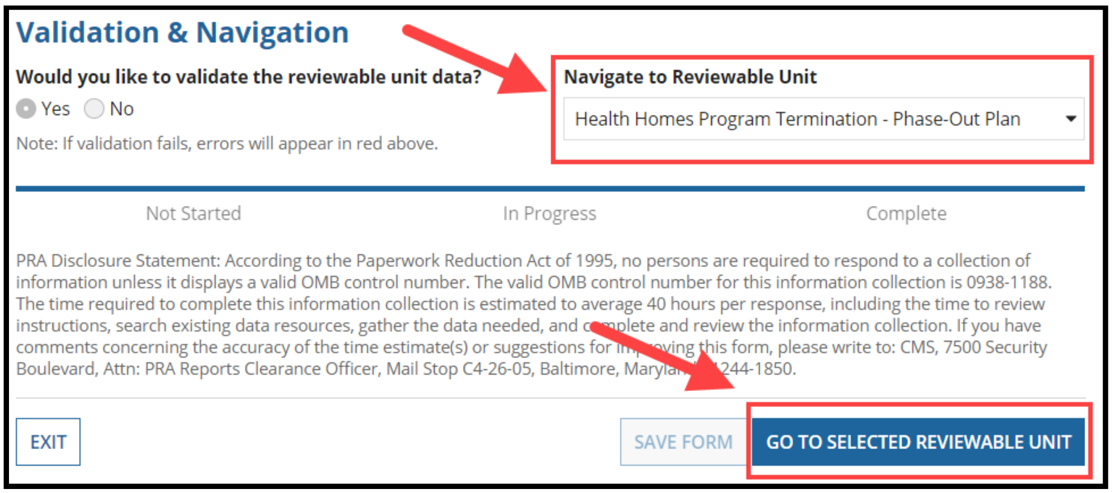


Figure 57: Validation & Navigation section

Part B: Complete the Health Homes Program Termination – Phase Out Plan RU

1. Fill out the **Describe the reason for termination** text box.

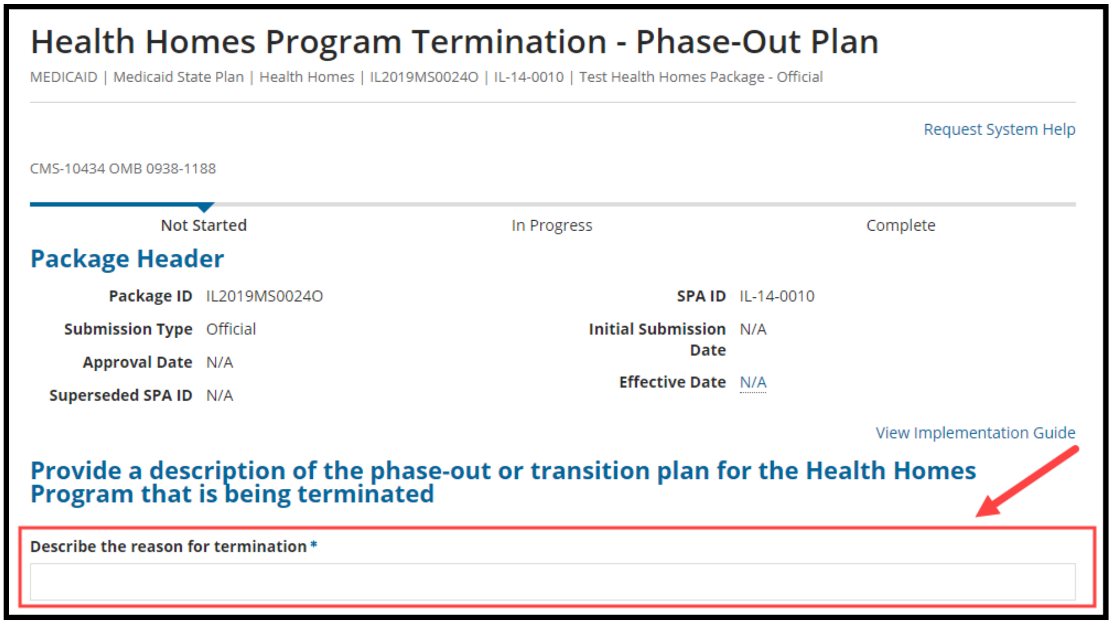


Figure 58: Describe the reason for termination text box

2. Complete the **Describe the overall approach the state will use to terminating the program** text box.

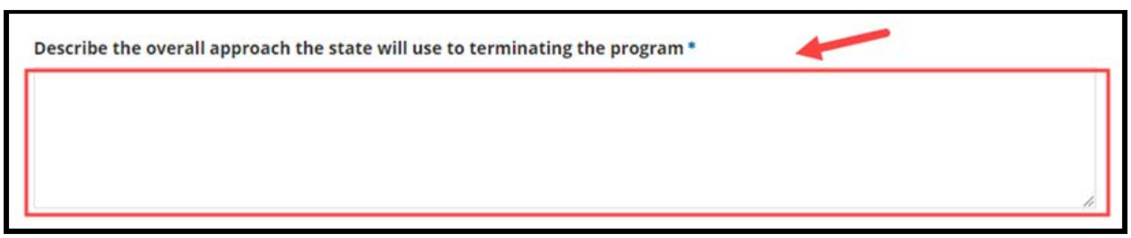


Figure 59: Describe the overall approach the state will use to terminating the program text box

3. Select an option for **Indicate method of termination**. Depending on the option selected, you will be prompted to either (a) enter the "Termination effective date," or (b) enter both the "Begin phase-out date," the "Complete phase-out date," and to upload required documentation.

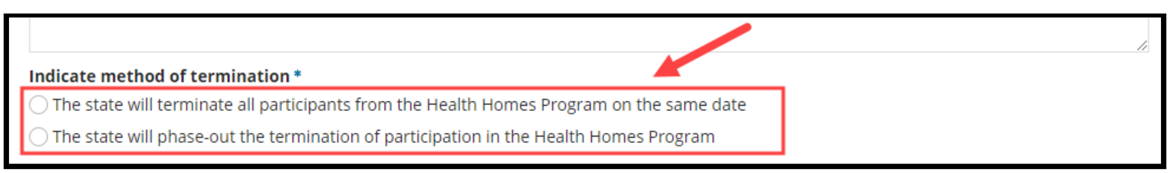


Figure 60: "Indicate method of termination" options

4. Complete the “**Describe the process the state will use to transition all participants and how referrals will be made to other health care providers**” text box.

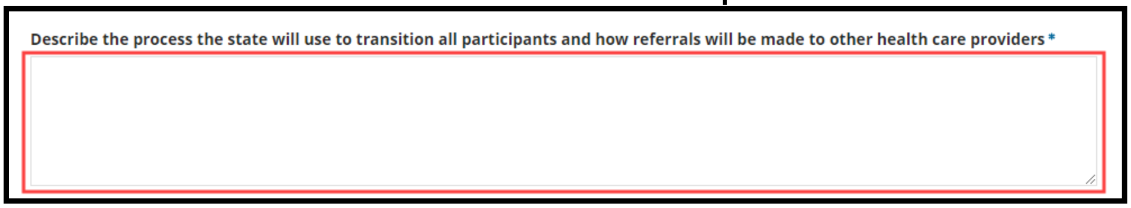


Figure 61: Text box

5. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

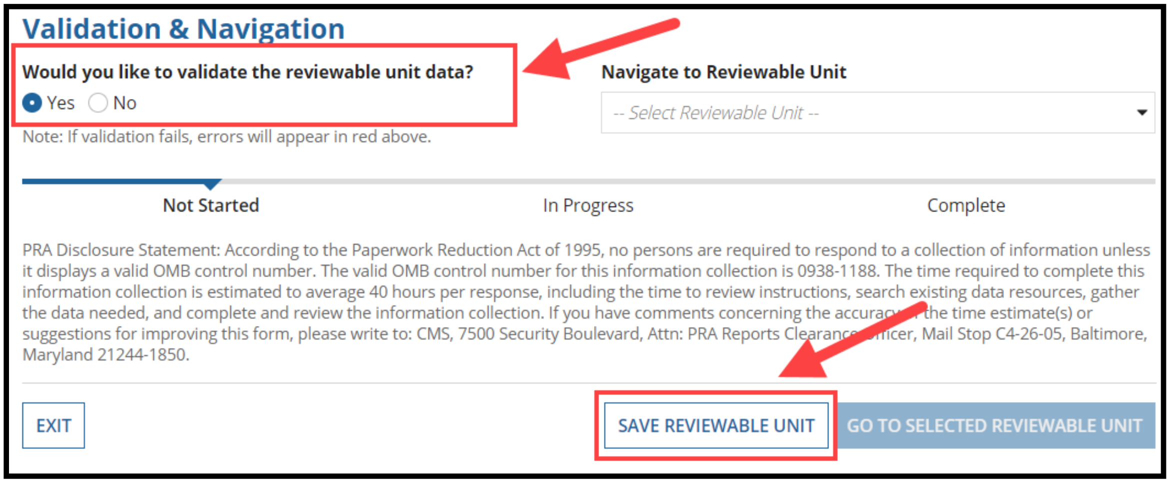


Figure 62: Validation & Navigation section

6. Select **Summary – Submission** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

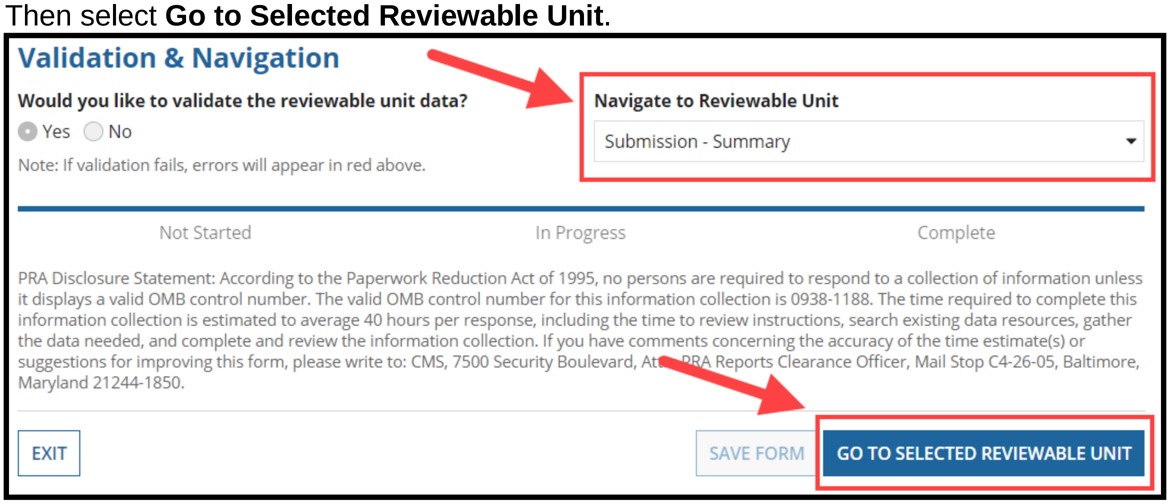


Figure 63: Validation & Navigation section

Part C: Update the Proposed Effective Date and Superseded SPA ID

1. Once the Submission – Summary RU opens, expand the **SPA ID and Effective Date** section.

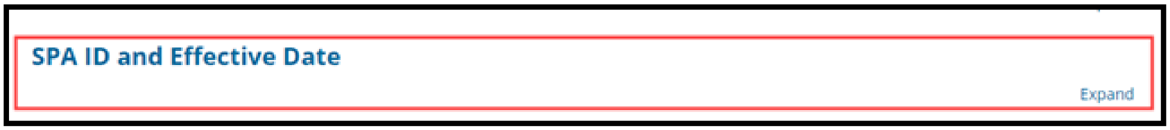


Figure 64: SPA ID and Effective Date section

2. Complete the **Proposed Effective Date** and **Superseded SPA ID** fields.

   NOTE: The Superseded SPA ID field allows up to 25 characters. The date entered in the Proposed Effective Date field will auto-populate the "Terminated As Of" field on the corresponding termination RU.

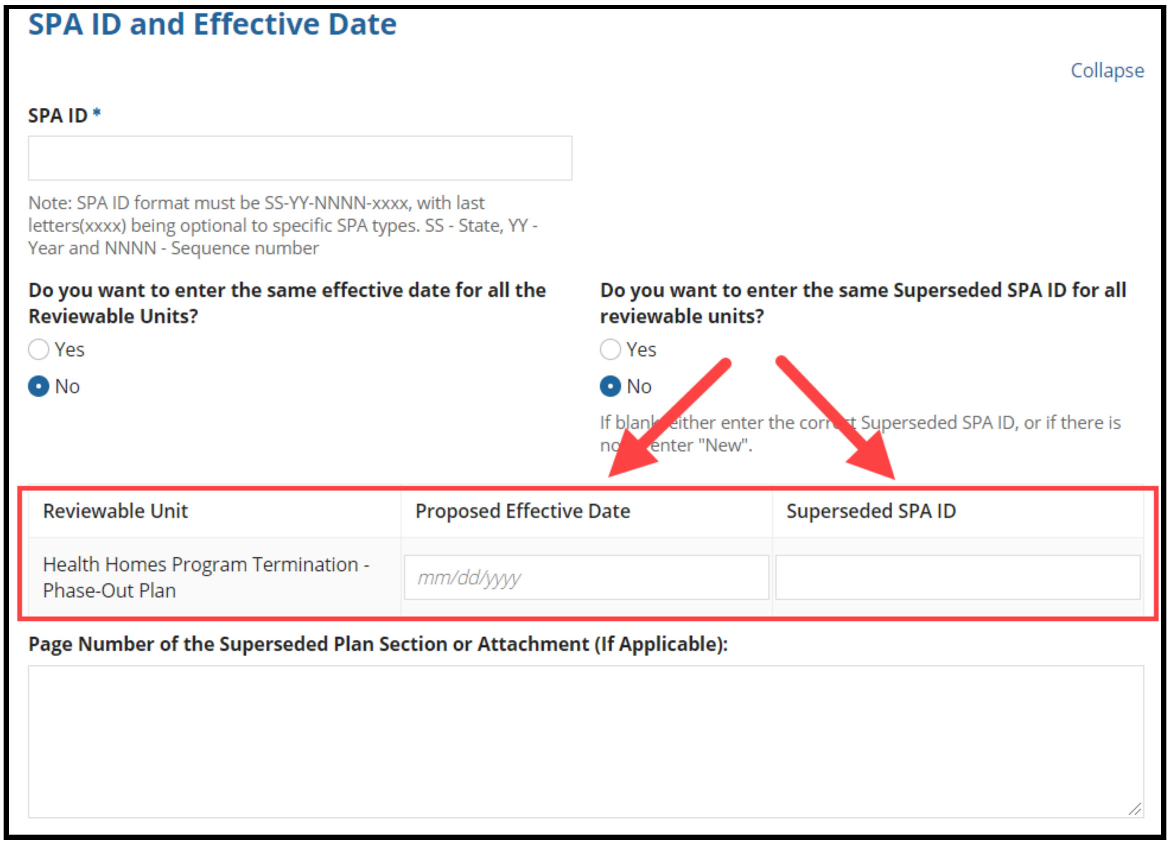


Figure 65: Proposed Effective Date and Superseded SPA ID fields

3. Select **Yes** to **“Would you like to validate the reviewable unit data?”** and then select **Save Reviewable Unit**. Then select the **Exit** button.

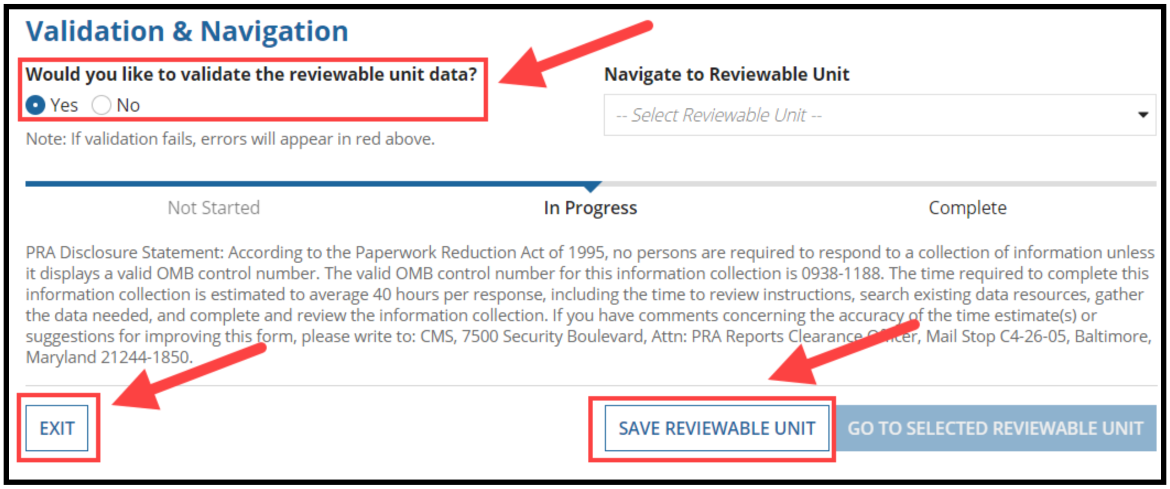


Figure 66: Validation & Navigation section

4. Next proceed to [Step 6: State Editor - Forwards Submission Package to SPOC](#).

Step 3: State Editor - Completes Public Comment, Tribal Input, & Other Comment Submission RUs

During this step the State Editor will complete the three remaining Submission RUs.

Step 3a: Complete Submission - Public Comment RU

When you navigate to Submission - Public Comment RU, the title of the RU that appears on the screen will be either **Submission - Public Comment** or **Submission - Public Notice/Process**. For guidance on completing the RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. Complete the required fields.
    a. For the **Submission - Public Comment** RU, select the applicable option for "**Indicate whether public comment was solicited with respect to this submission**."

Figure 67: Submission - Public Comment RU

    b. For the **Submission – Public Notice/Process** RU, select the required checkbox and upload required documentation (see Uploading Documents in MACPro).

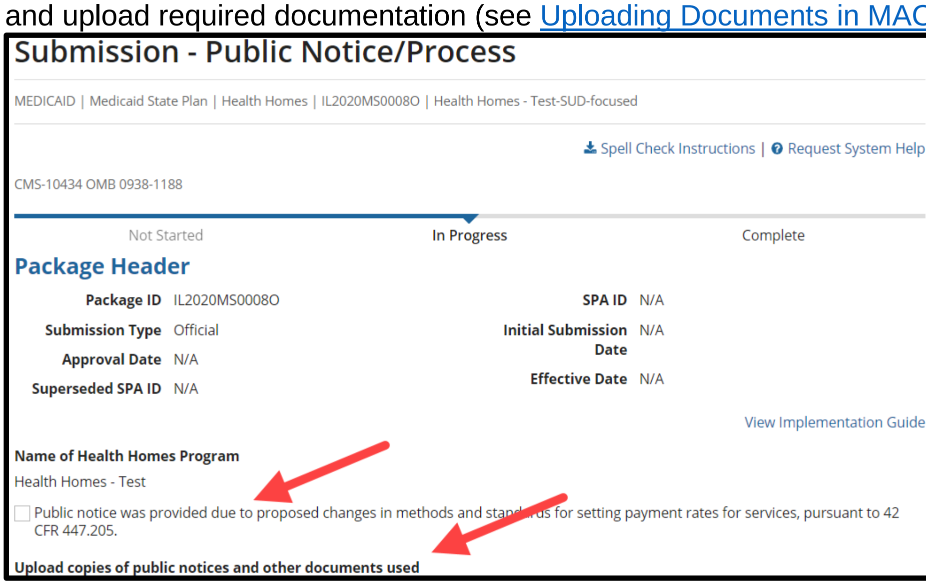


Figure 68: Submission - Public Notice/Process RU

2. Select **Yes** to validate the RU. Then select **Save Reviewable Unit**.

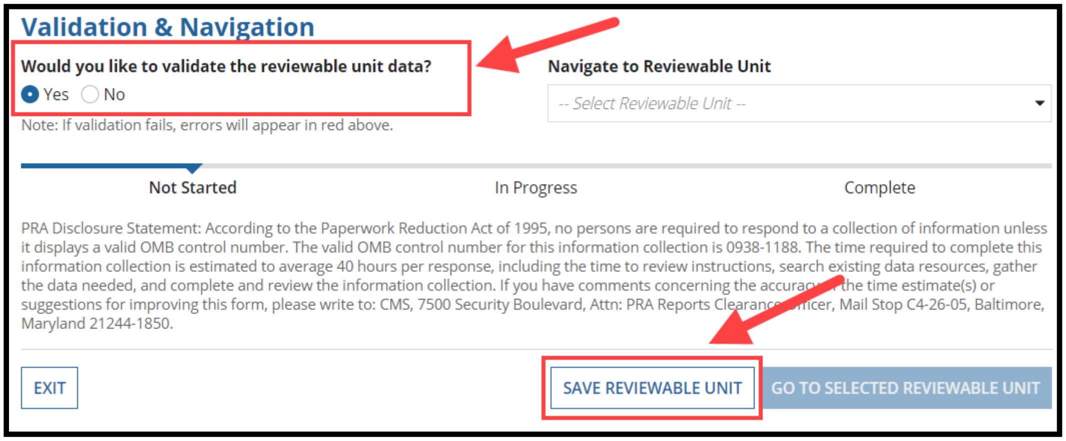


Figure 69: Validation & Navigation section

3. Select **Submission - Tribal Input** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit.**

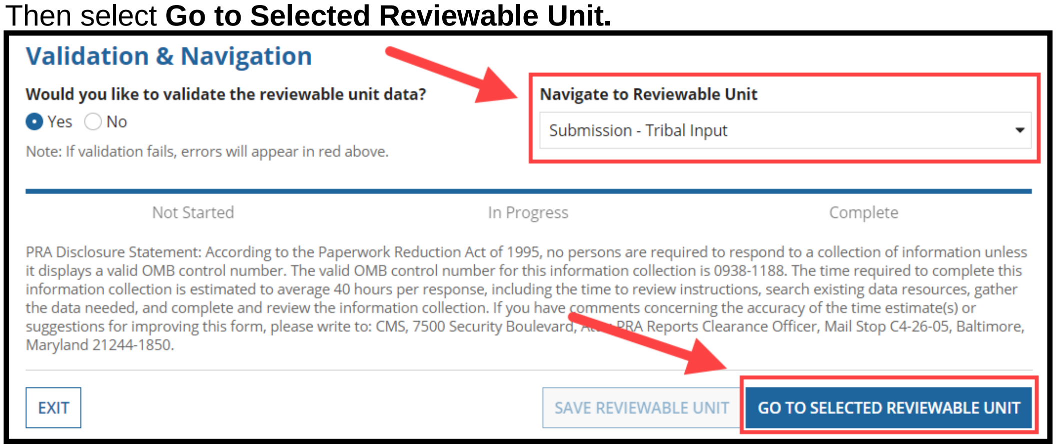


Figure 70: Validation & Navigation Section

Step 3b: Complete Submission - Tribal Input RU

1. In the **Submission – Tribal Unit** RU, select **Yes** or **No** to "**One or more Indian Health Programs or Urban Indian Organizations furnish health care services in this state**."

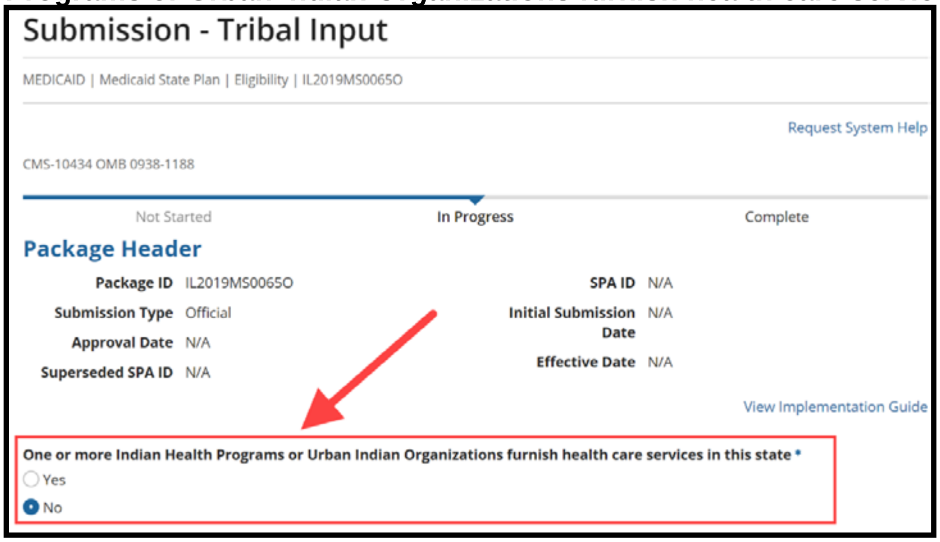


Figure 71: Submission - Tribal Input RU

2. Select **Yes** to "**Would you like to validate the reviewable unit data?**" Then select **Save Reviewable Unit**.

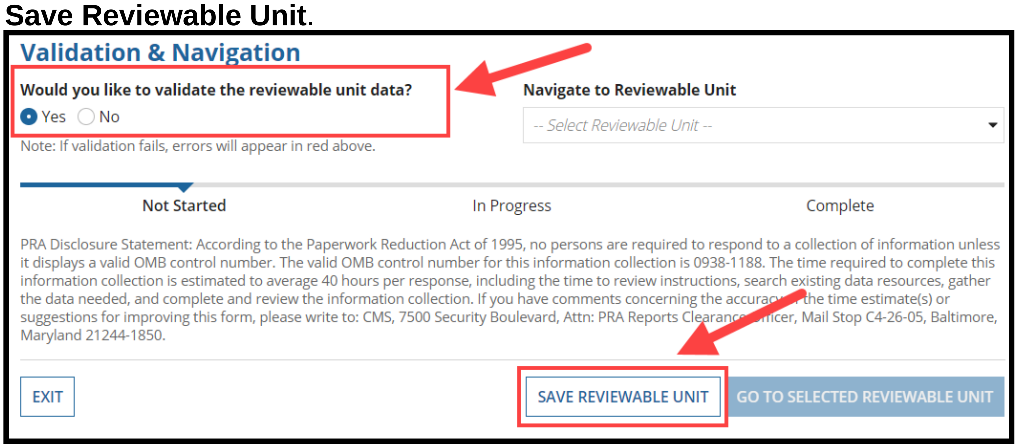


Figure 72: Validation & Navigation section

3. Select **Submission – Other Comment** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit.**

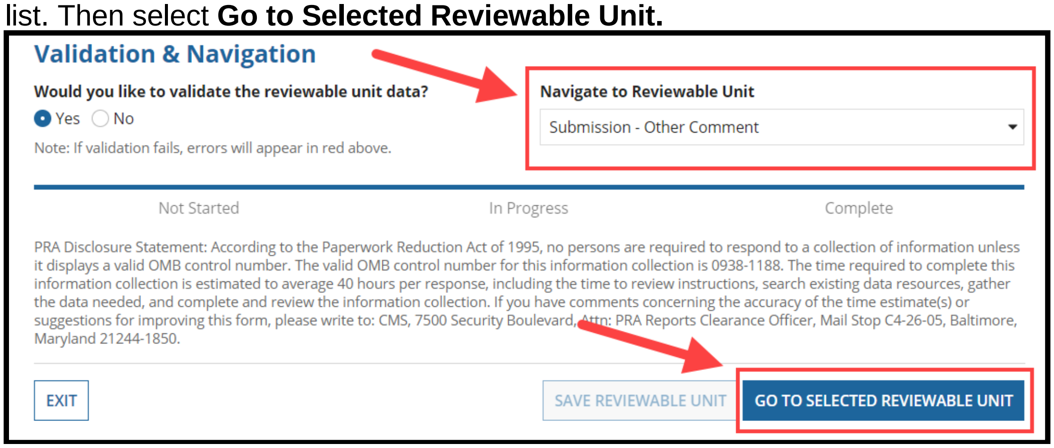


Figure 73: Validate & Navigation section

Step 3c: Complete Submission - Other Comment RU

The final Submission RU is Submission – Other Comment. For guidance on completing this RU, refer to the "Implementation Guide for Submission Form" (see Accessing Implementation Guides).

1. In the **SAMHSA Consultation** section, select the checkbox next to the statement that in part reads, "**The State provides assurance that it has consulted and coordinated with the Substance Abuse and Mental Health Services Administration…**"

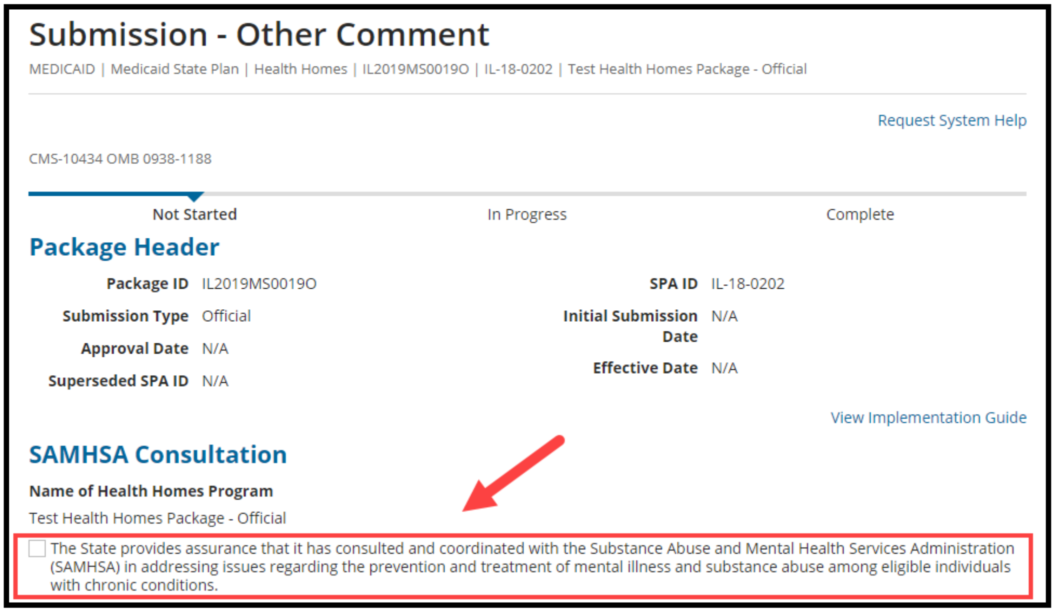


Figure 74: SAMHSA Consultation section

2. Enter a **Date of consultation**.

Figure 75: Date of consultation field

3. Select **Yes** to "**Would you like to validate the reviewable unit data?**" and then select **Save Reviewable Unit**.

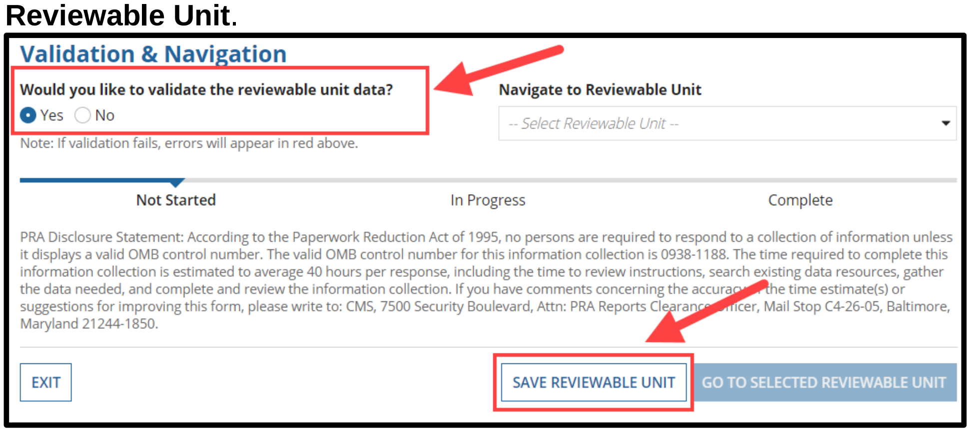


Figure 76: Validation & Navigation section

Next complete the Health Homes RUs as described in Step 4: State Editor - Completes Health Homes RUs. To begin, select a Health Homes RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**

Step 4: State Editor - Completes Health Homes RUs

Health Homes Intro

For guidance on completing the Health Homes Intro RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

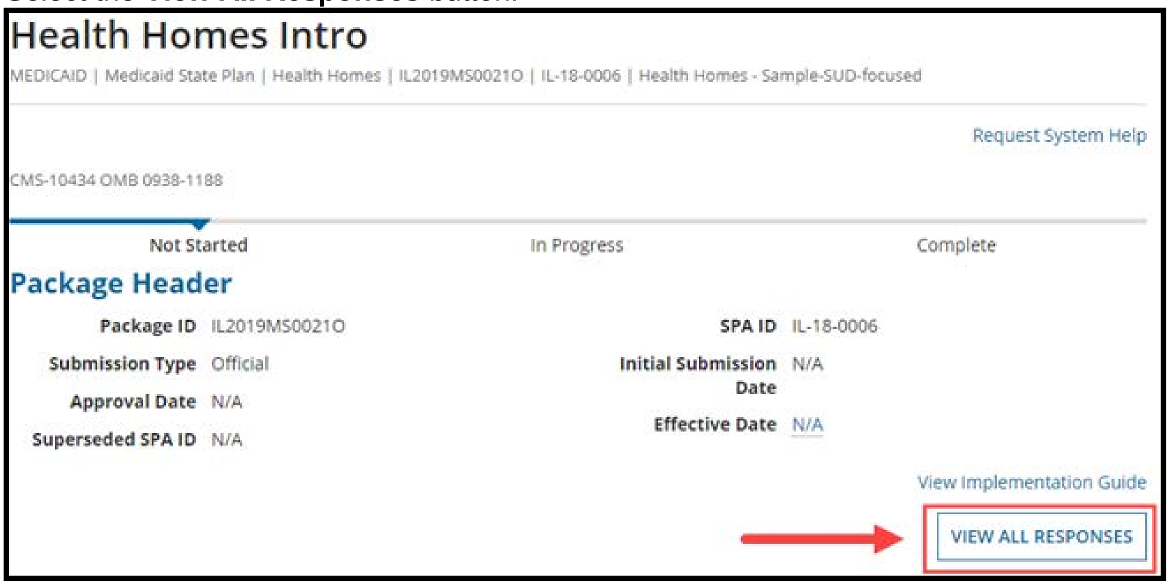


Figure 77: View All Responses button

2. In the **Executive Summary** section, enter the required information in the **"Provide an executive summary of this Health Homes program including the goals and objectives of the program, the population, providers, services and delivery model used"** text box.

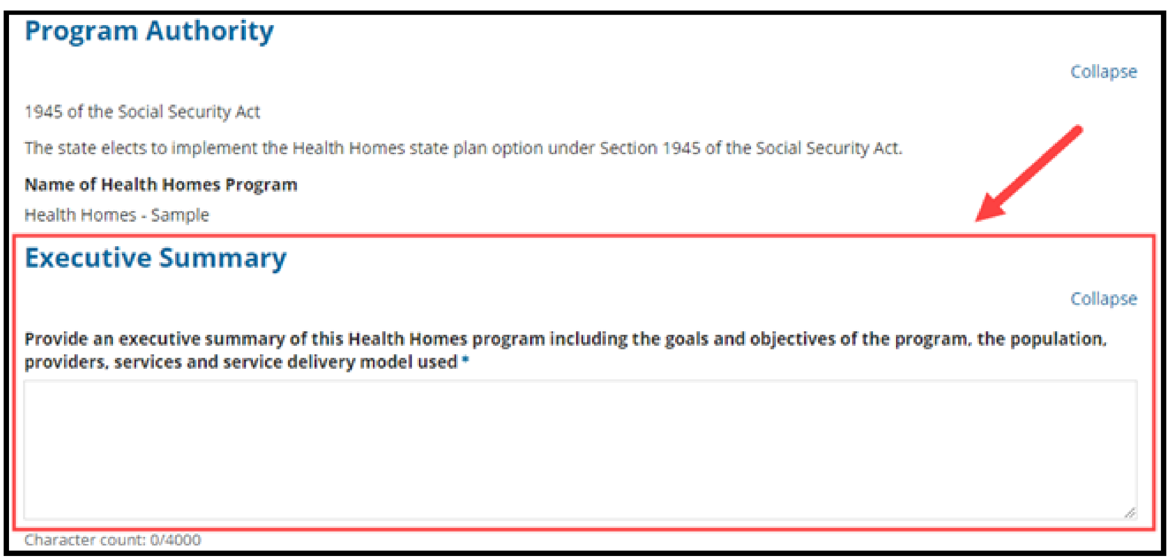


Figure 78: "Provide an executive summary of this Health Homes program..." text box

3. Complete the **General Assurances** section.

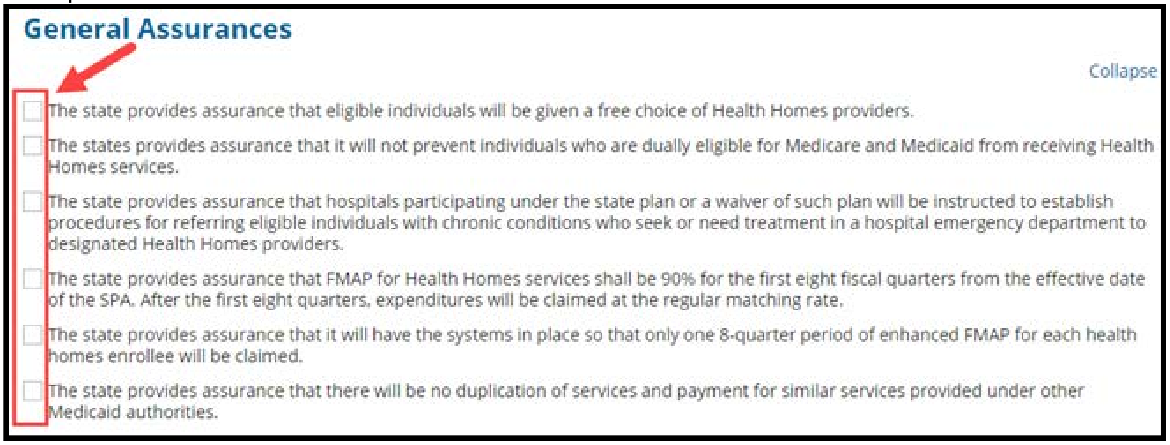


Figure 79: General Assurances checkboxes

4. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

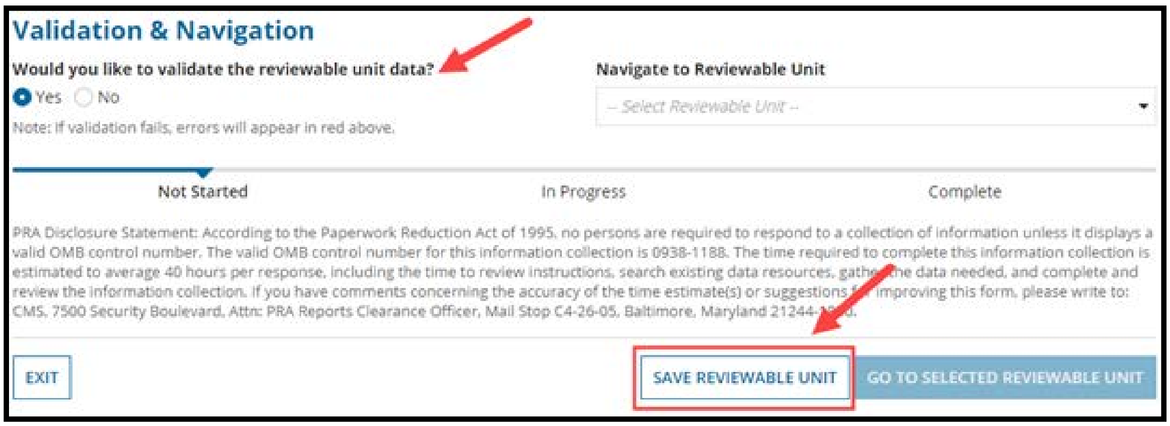


Figure 80: Validation & Navigation section

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Geographic Limitations

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see [Accessing Implementation Guides](#)).

1. Select the applicable option regarding the availability of the state's Health Homes services.

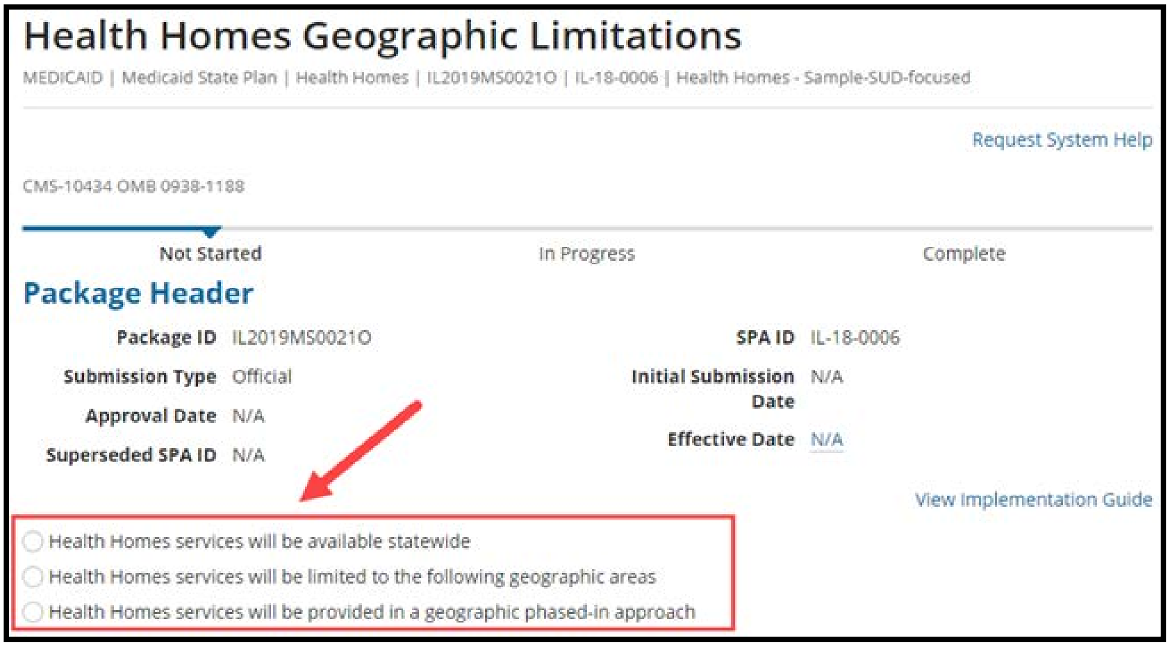


Figure 81: Availability of state's Health Homes services options

2. Select **Yes** to "**Would you like to validate the reviewable unit data?**" Then select **Save Reviewable Unit.**

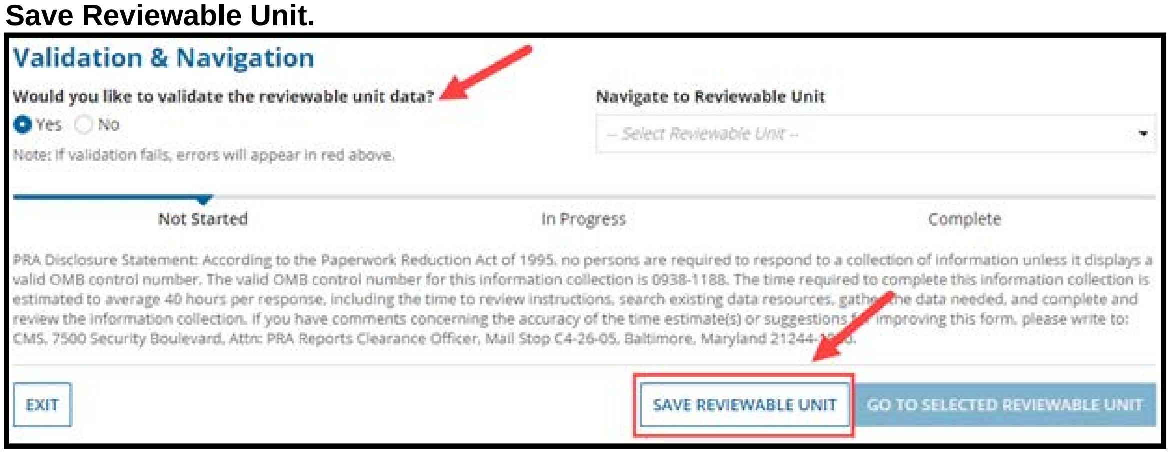


Figure 82: Validation & Navigation section

3. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Population and Enrollment Criteria

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

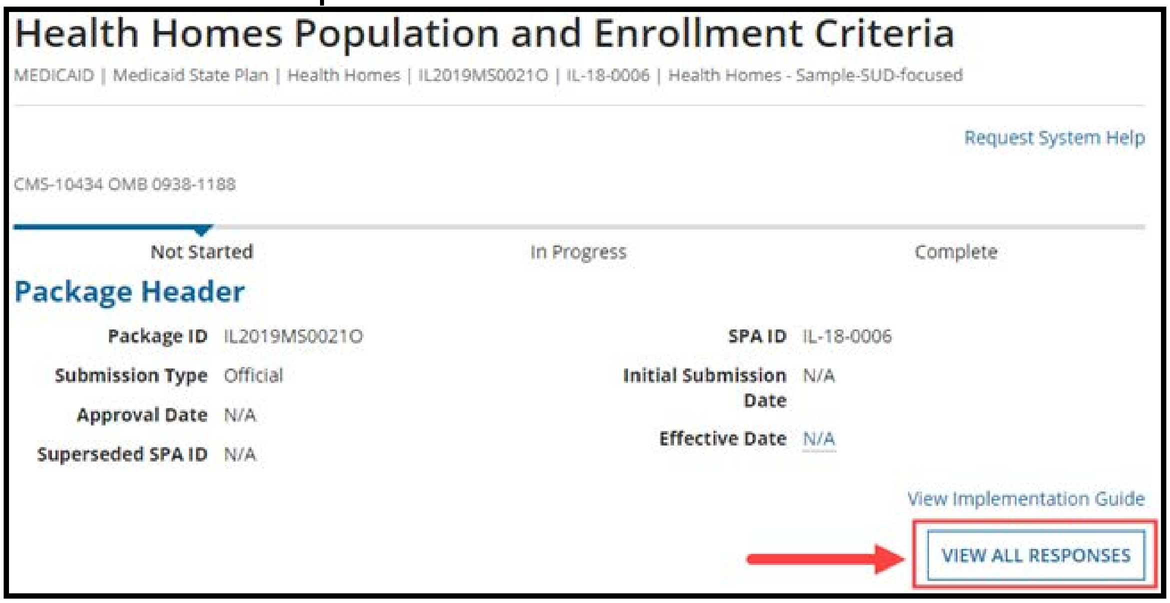


Figure 83: View All Responses button

2. Update the **Categories of Individuals and Populations Provided Health Homes Services** section, as needed.

   NOTE: The "Categorically Needy (Mandatory and Options for Coverage) Eligibility Groups" checkbox is pre-selected. If you select the "Medically Needy Eligibility Groups" checkbox, additional options will appear.

Figure 84: Categories of Individuals and Populations Provided Health Homes Services section

3. Make the applicable selection(s) in the **Population Criteria** section.

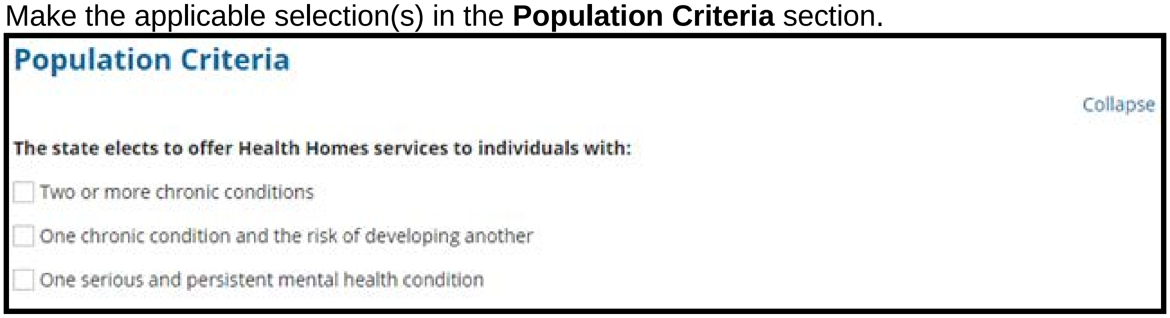


Figure 85: Population Criteria section

4. Select the applicable option in the **Enrollment of Participants** section. Additional options may appear depending on your selection.

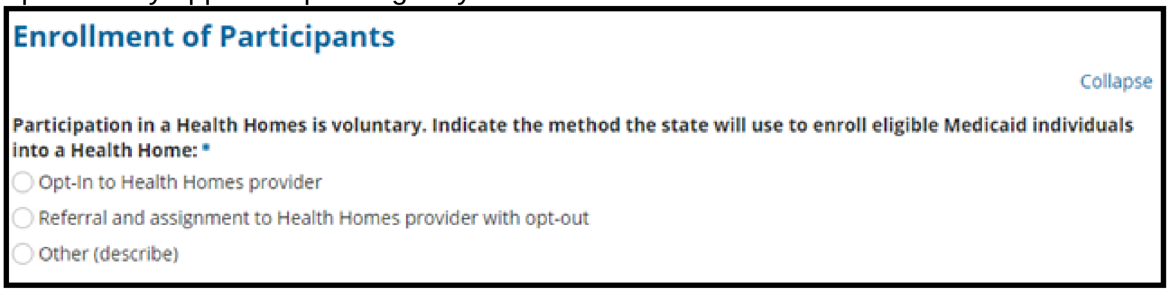


Figure 86: Enrollment of Participants section

5. Select **Yes** to “**Would you like to validate the reviewable unit data**” and then select **Save Reviewable Unit**.

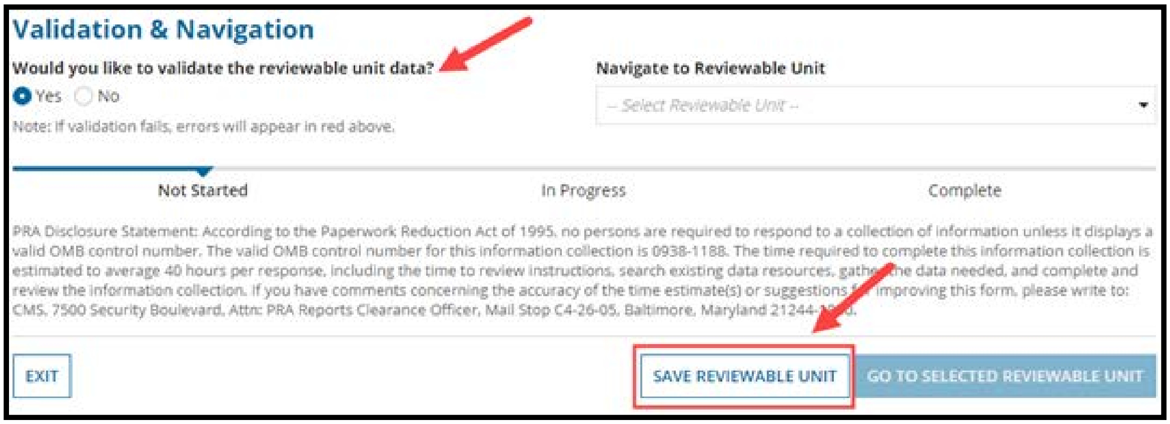


Figure 87: Validation & Navigation section

6. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Providers

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

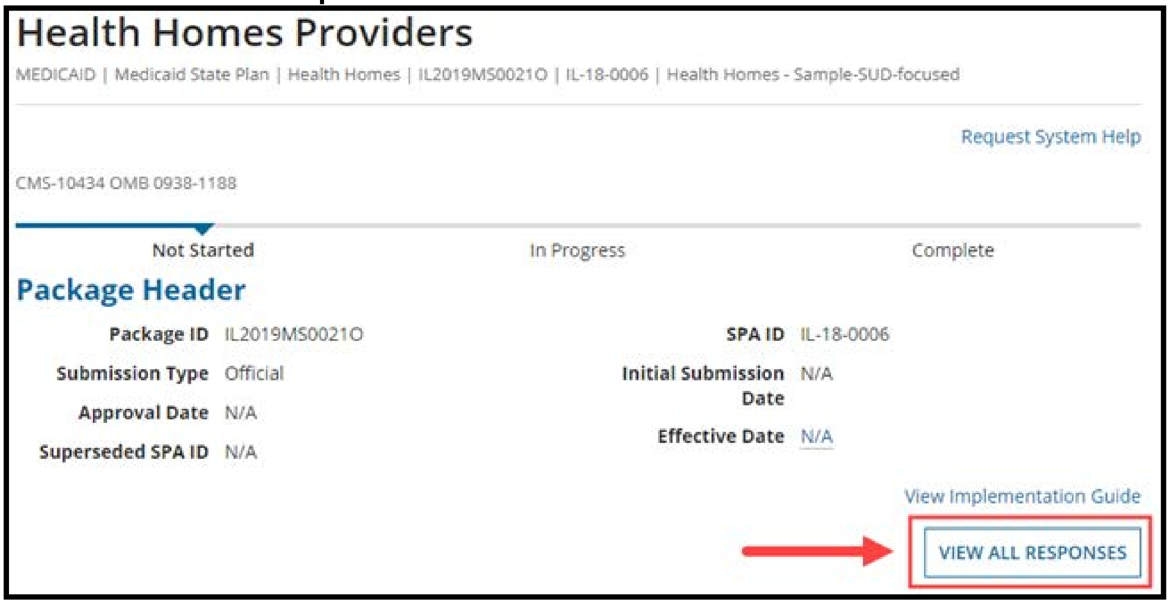


Figure 88: View All Responses button

2. Select the applicable checkbox(es) in the **Types of Health Homes Providers** section. Additional options may appear depending on your selection.

Figure 89: Types of Health Homes Providers options

3. Complete the **"Describe the infrastructure of provider arrangements for Health Home Services"** text box in the **Provider Infrastructure** section.

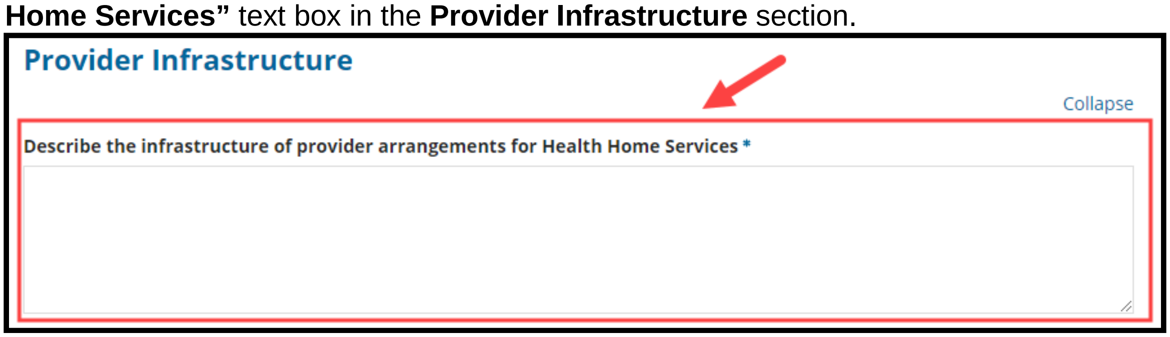


Figure 90: "Describe the infrastructure of provider arrangements for Health Home Services" text box

4. Complete the **Description** text box in the **Supports for Health Homes Providers** section.

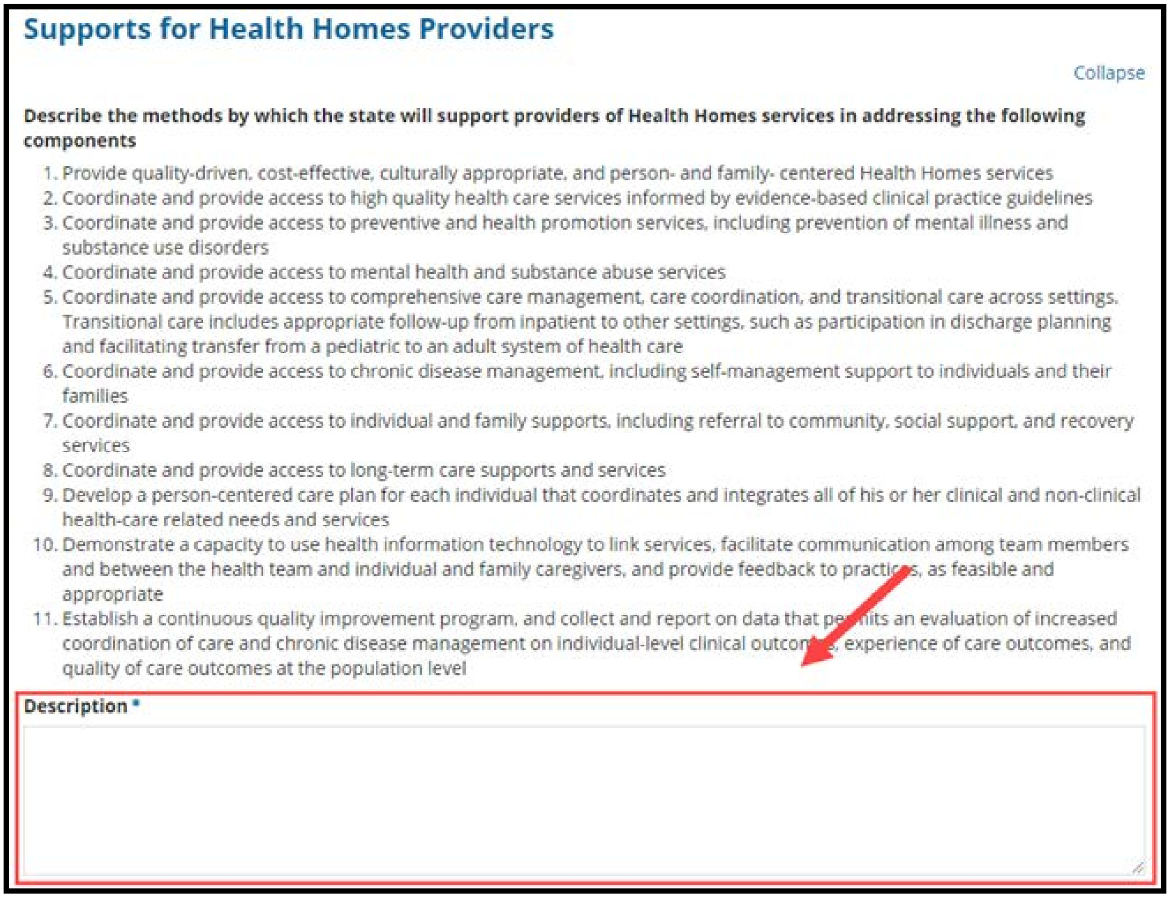


Figure 91: Description text box

5. Fill out the **"The state's requirements and expectations for Health Homes providers are as follows"** text box in the **Other Health Homes Provider Standards** section. If needed, you can also upload documents. (For instructions, refer to [Uploading Documents in MACPro](#).)

Figure 92: "The state's requirements and expectations for Health Homes providers are as follows" text box

6. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

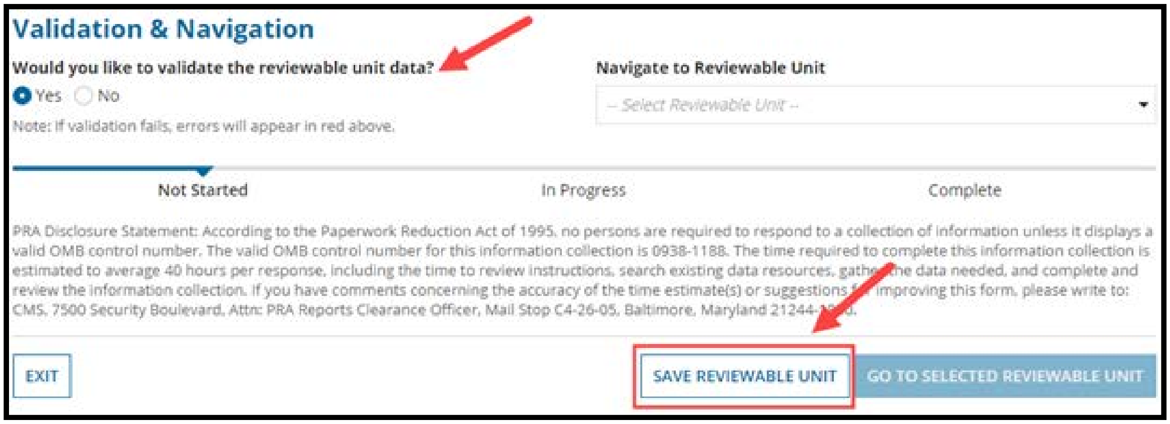


Figure 93: Validation & Navigation section

7. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Service Delivery Systems

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the applicable checkbox(es) below **"Identify the service delivery system(s) that will be used for individuals receiving Health Homes services."** Additional options may appear depending on your selection.

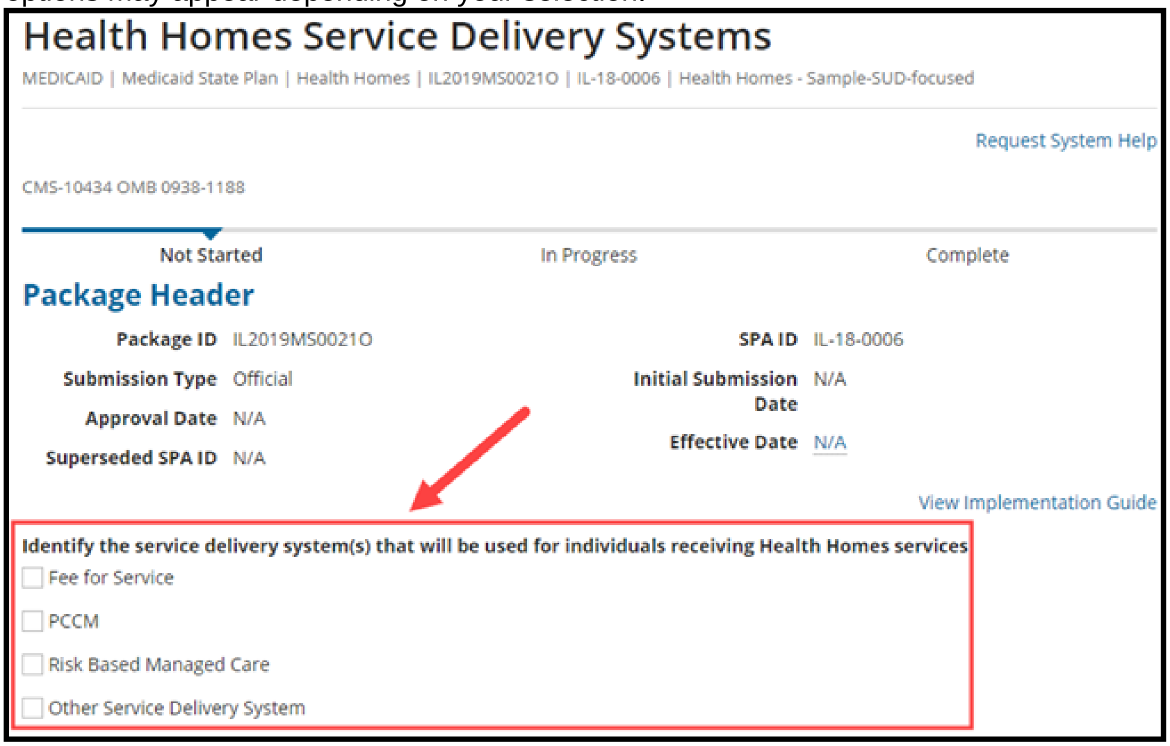


Figure 94: "Identify the service delivery system(s) that will be used…" checkboxes

2. Select **Yes** to "**Would you like to validate the reviewable unit data?**" and then select **Save Reviewable Unit**.

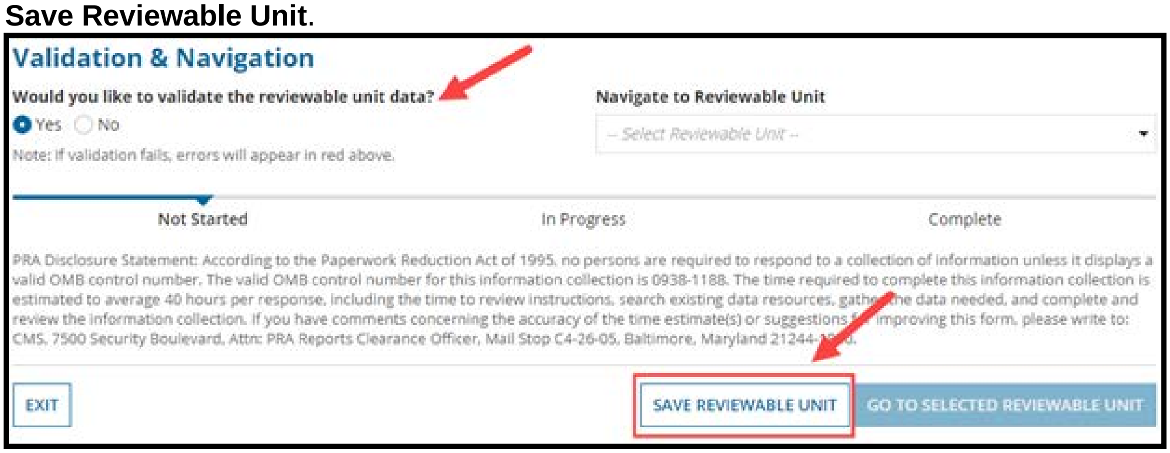


Figure 95: Validation & Navigation section

3. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Payment Methodologies

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

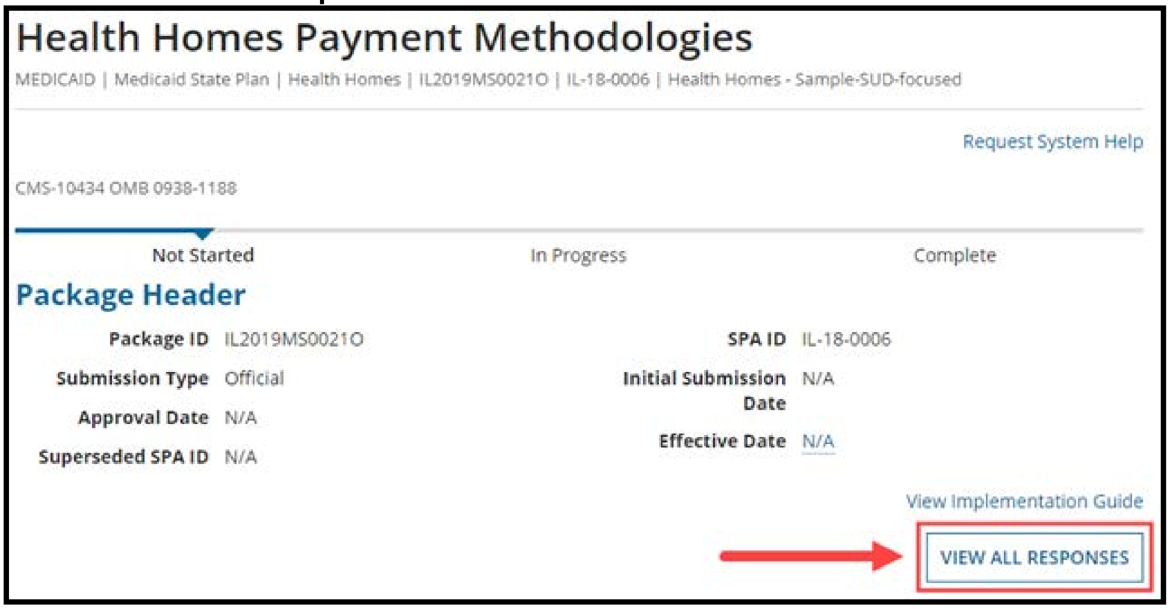


Figure 96: View All Responses button

2. Select the applicable checkbox(es) below **"The State's Health Homes payment methodology will contain the following features"** in the Payment Methodology section.

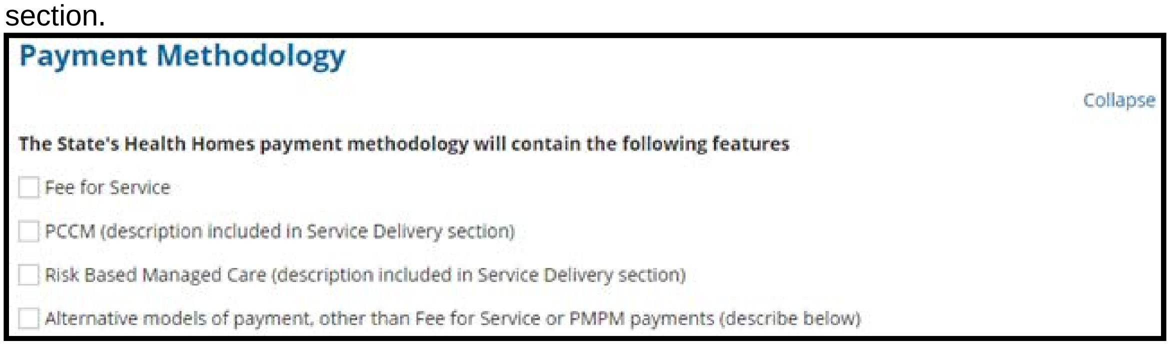


Figure 97: "The State's Health Homes payment methodology will contain the following features" checkboxes

3. Complete the **Assurances** section.

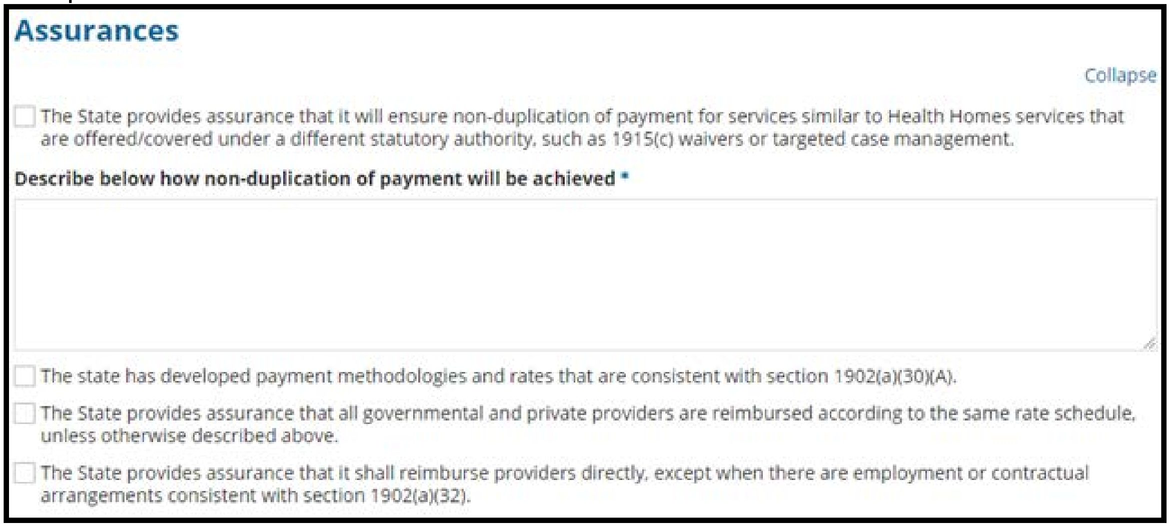


Figure 98: Assurances checkboxes & text box

4. Upload documents, if needed, in the **Optional Supporting Material Upload** section. (For instructions, see [Uploading Documents in MACPro](#).)
5. Select **Yes** to "**Would you like to validate the reviewable unit data?**" and then select **Save Reviewable Unit**.

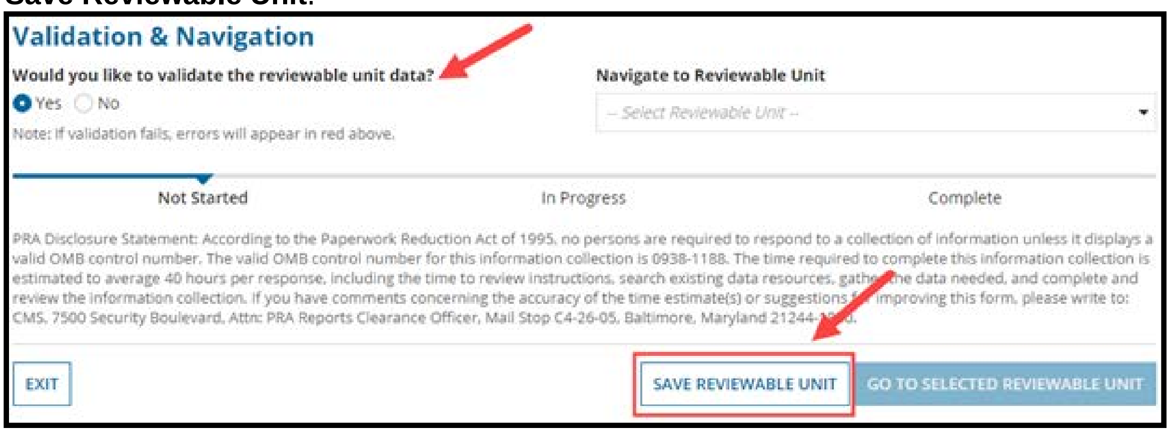


Figure 99: Validation & Navigation section

6. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

Health Homes Services

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

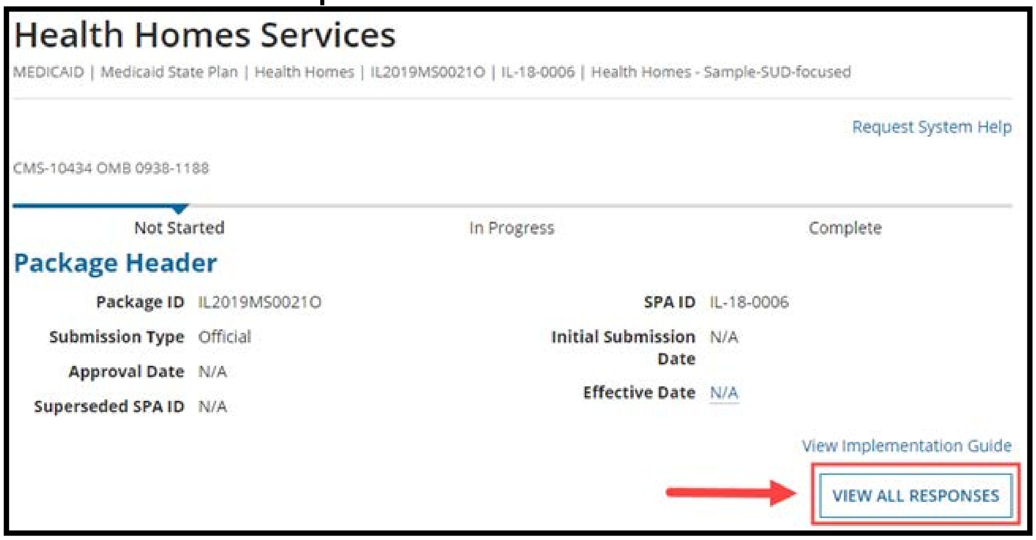


Figure 100: View All Responses button

2. In the **Service Definitions** section, you must complete the following items for each Health Homes service:
   - **Definition** text box
   - **Describe how Health Information Technology will be used to link this service in a comprehensive approach across the care continuum** text box
   - **Scope of Service** checkbox(es). Additional options will appear for each provider type selected.

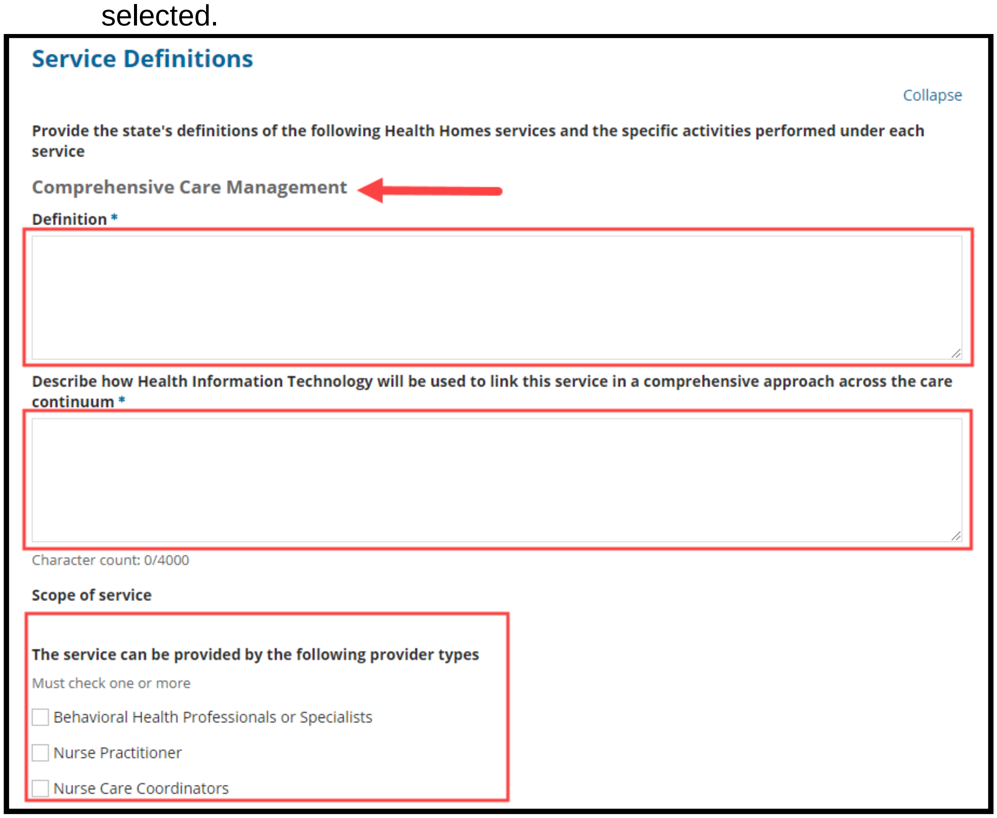


Figure 101: Service Definitions section

3. Complete the text box in the **Health Homes Patient Flow** section. Then, upload the required documentation. (For instructions, refer to Uploading Documents in MACPro.)

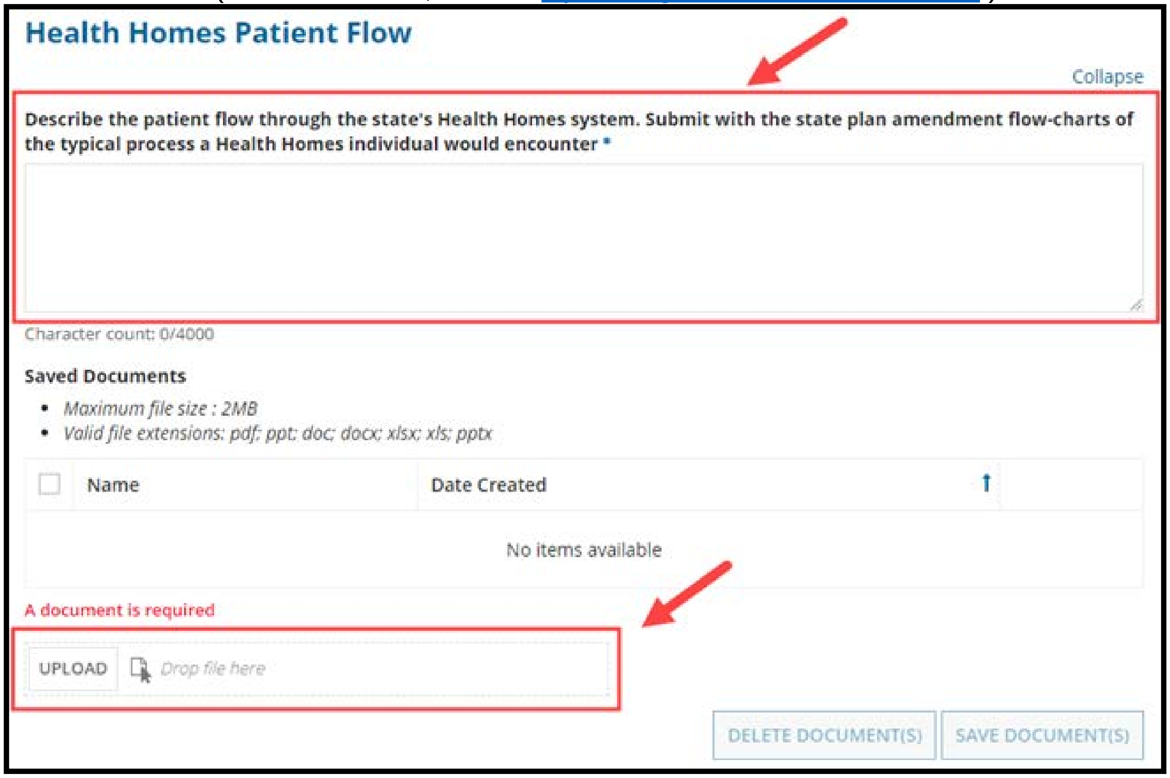


Figure 102: Health Homes Patient Flow section

4. Select **Yes** to "**Would you like to validate the reviewable unit data?**" and then select **Save Reviewable Unit**.

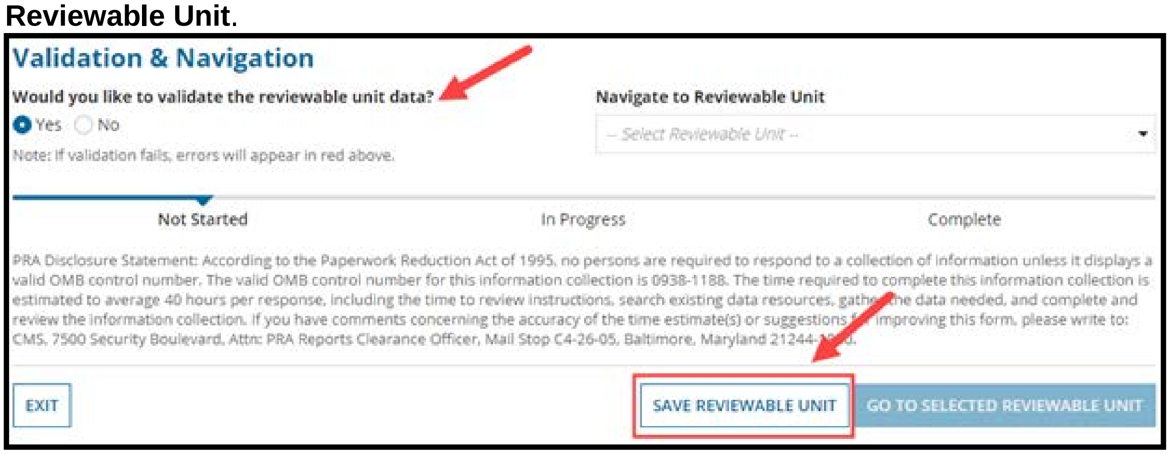


Figure 103: Validation & Navigation section

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit.**

Health Homes Monitoring, Quality Measurement and Evaluation

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View all Responses** button.

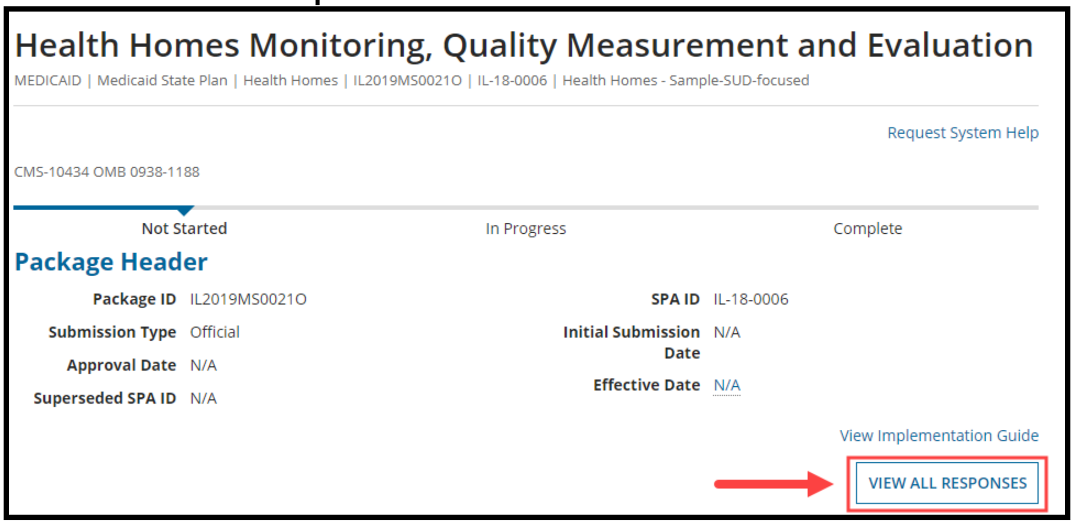


Figure 104: View All Responses button

2. Complete the two text boxes in the **Monitoring** section.

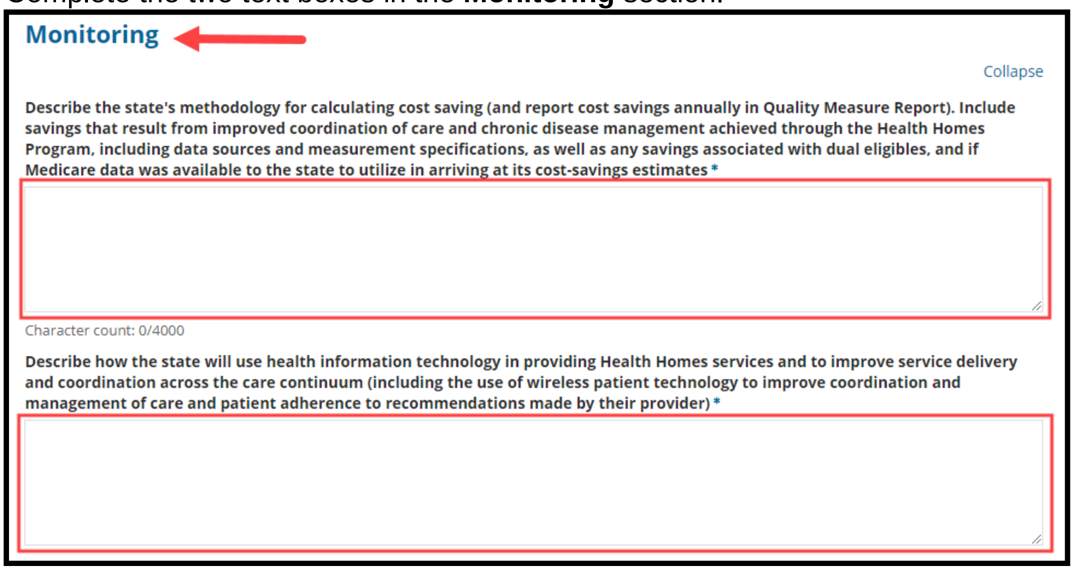


Figure 105: Monitoring section

3. Complete the **Quality Measurement and Evaluation** section.

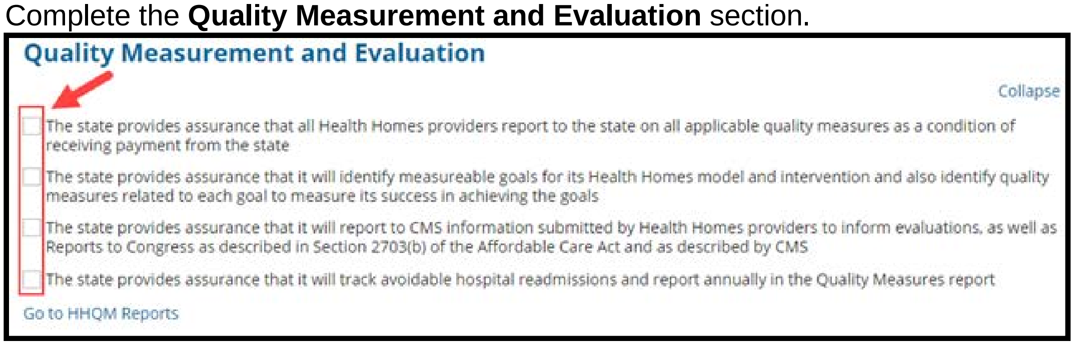


Figure 106: Quality Measurement and Evaluation section

4. Select **Yes** to **“Would you like to validate the reviewable unit data?”** and then select **Save Reviewable Unit**.

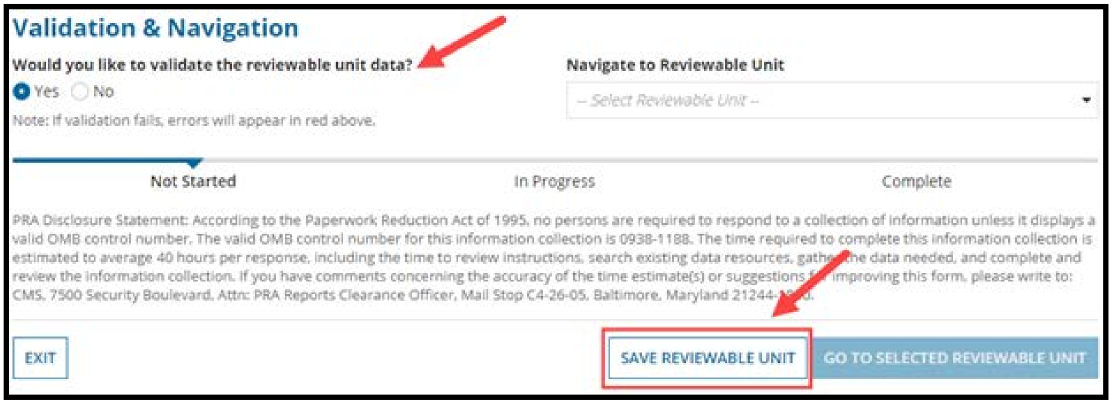


Figure 107: Validatation & Navigation section

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit.**

Step 5: State Editor - Updates Proposed Effective Dates & SPA ID

After completing all RUs, the State Editor must return to the Submission - Summary RU to add the Effective Date(s) for all RUs included in the package, update the SPA ID (if necessary), and add or update the Superseded SPA ID(s).

For guidance on completing the fields described below, refer to the Submission - Summary RU section of the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. Navigate to the **Submission - Summary** RU.
2. Enter a **SPA ID** (if not already provided) in the **SPA ID and Effective Date** section.

Figure 108: SPA ID field

3. Select **Yes** or **No** to “**Do you want to enter the same effective date for all the Reviewable Units?**”
   - If Yes, enter a date in the **Proposed Effective Date** field that appears.
   - If No, enter a date for each RU in the **Proposed Effective Date** column of the Reviewable Unit table.

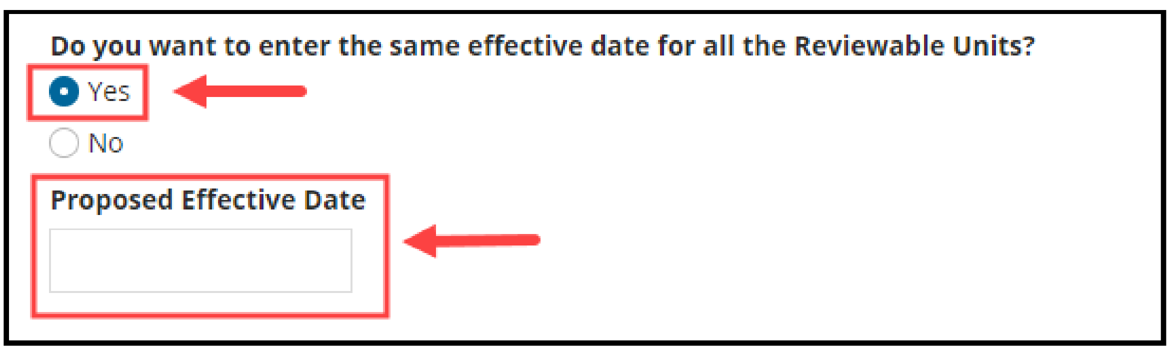


Figure 109: Proposed Effective Date

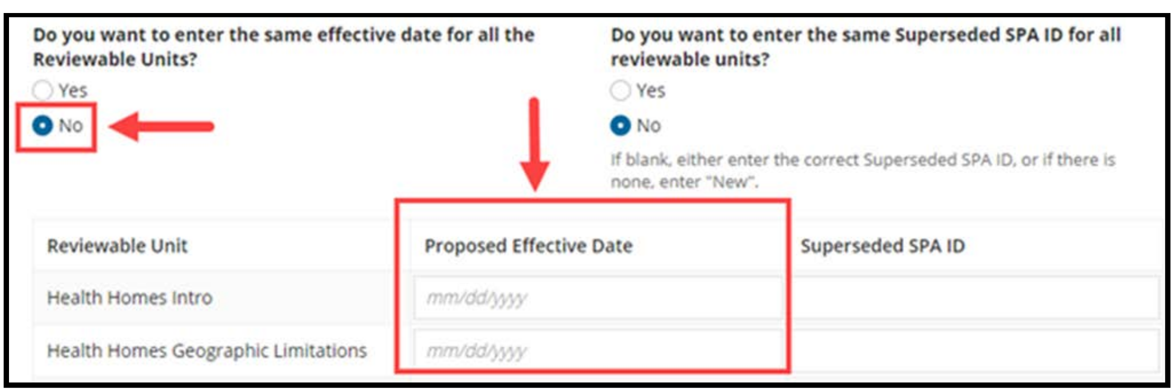


Figure 110: Proposed Effective Date

4. Select **Yes** or **No** to "**Do you want to enter the same Superseded SPA ID for all reviewable units?"**
    - If an RU in the package supersedes an RU that was previously approved in MACPro, the Superseded SPA ID field will be pre-filled by the system. You may overwrite the pre-filled Superseded SPA ID, if necessary.
    - Or, if the RU was **not** previously approved in MACPro, you must enter the SPA ID for the package that it supersedes.

    NOTE: The Superseded SPA ID fields are required and allow up to 25 characters. If there is not an applicable superseded SPA ID, enter detail such as "New" in the fields.

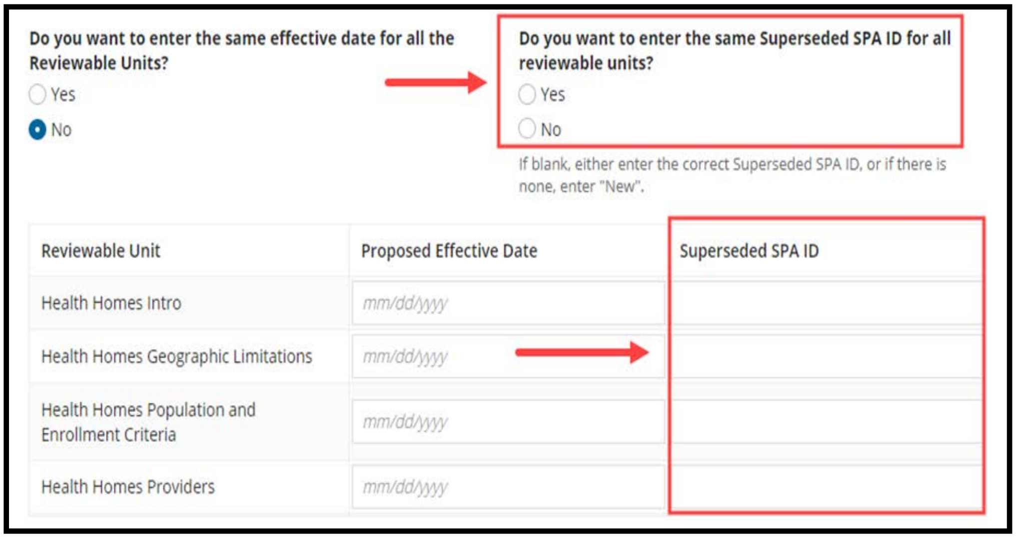


Figure 111: Superseded SPA ID fields

5. Fill out the **"Page Number of the Superseded Plan Section or Attachment (If Applicable)"** text box, as needed. This text box will appear if the package contains at least one RU with a Superseded SPA ID that is not pre-filled by the system.

Figure 112: "Page Number of the Superseded Plan Section or Attachment (If Applicable)" text box

6. Select **Yes** to "**Would you like to validate reviewable unit data?**" and then **Save Reviewable Unit**. Then select the **Exit** button.

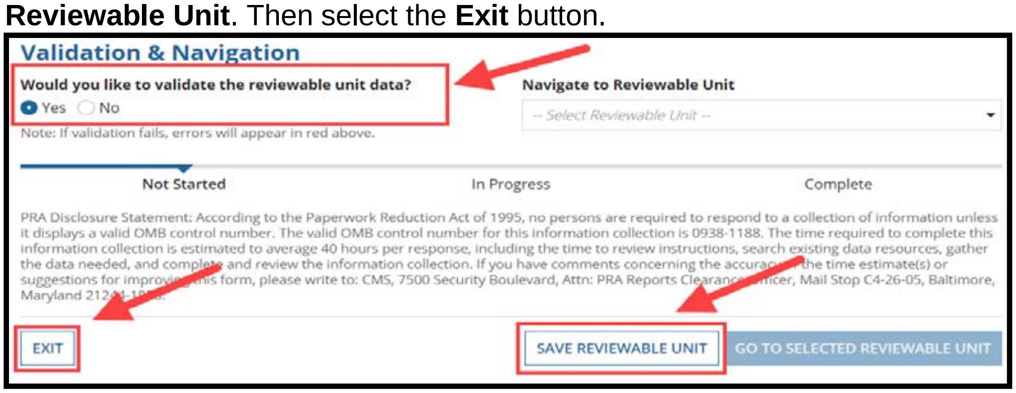


Figure 113: Validation & Navigation section

Step 6: State Editor - Forwards Submission Package to State Point of Contact

Once all RUs are in Complete status, the State Editor will forward the package to the State Point of Contact for review. Note that the State Editor who performs this step becomes the State Editor associated with the package going forward.

1. Log in to [MACPro]() as the **State Editor**.
2. Select the **Submission Packages - Your State** link on the **Records** tab.

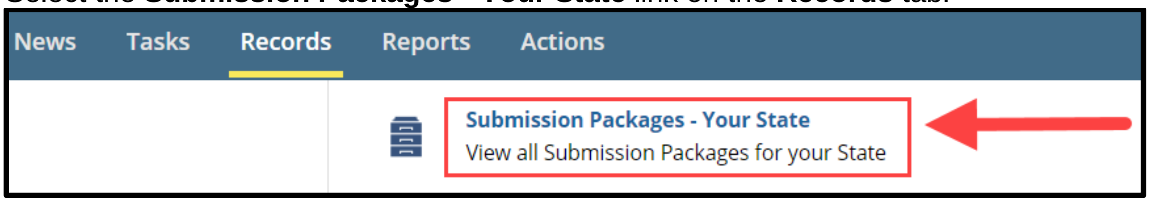


Figure 114: Records tab

3. Select the link for the relevant submission package.
4. Select the **Forward Package to State POC for Review** link on the **Related Actions** tab.

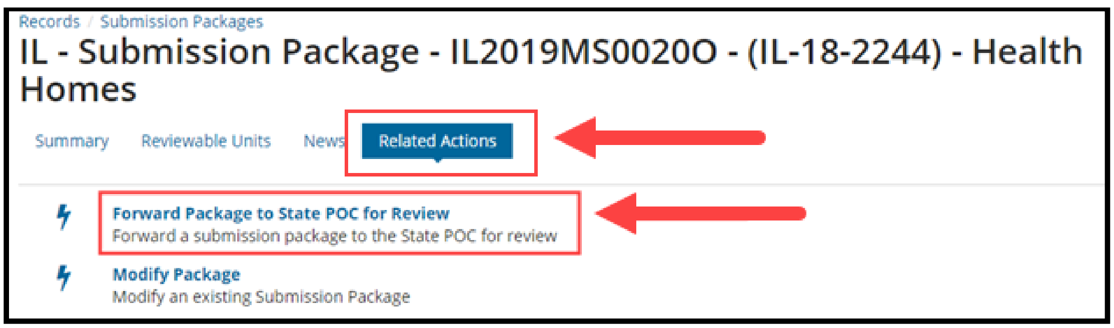


Figure 115: Related Actions tab

5. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action.

Figure 116: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.

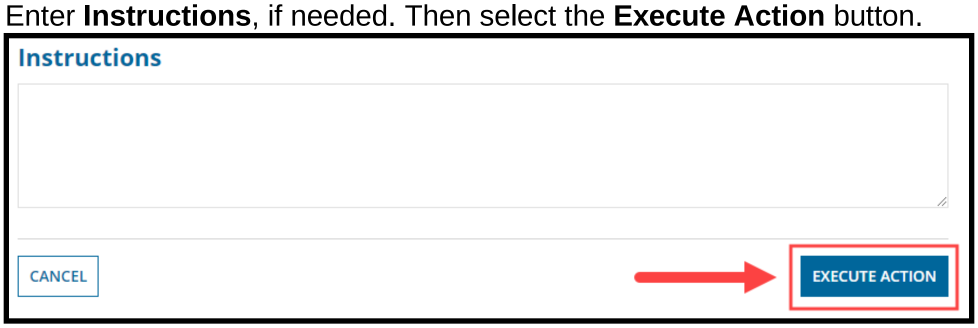


Figure 117: Execute Action button

7. Select **Yes** to the "**Are you sure you want to Forward Submission Package to State Point of Contact (SPOC)?**" prompt.

Step 7: State Point of Contact - Reviews & Forwards Submission Package to State Director

The State Point of Contact (SPOC) will receive a "Review Submission Package" task after the State Editor forwards them the package for review. For an overview of SPOC functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

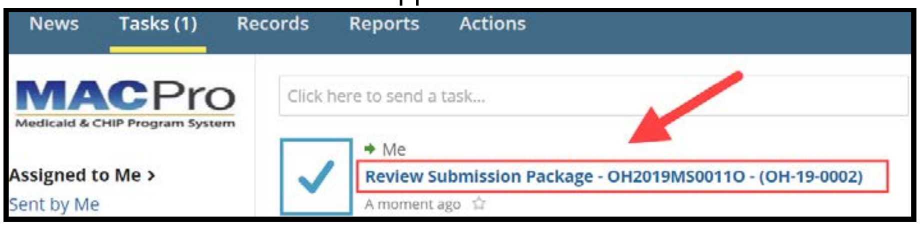


Figure 118: Tasks tab

3. Select **Accept**, if prompted. Accepting the task removes it from the Tasks list of other SPOCs.

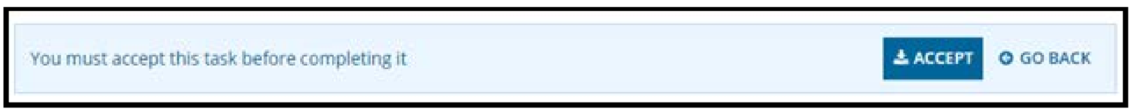
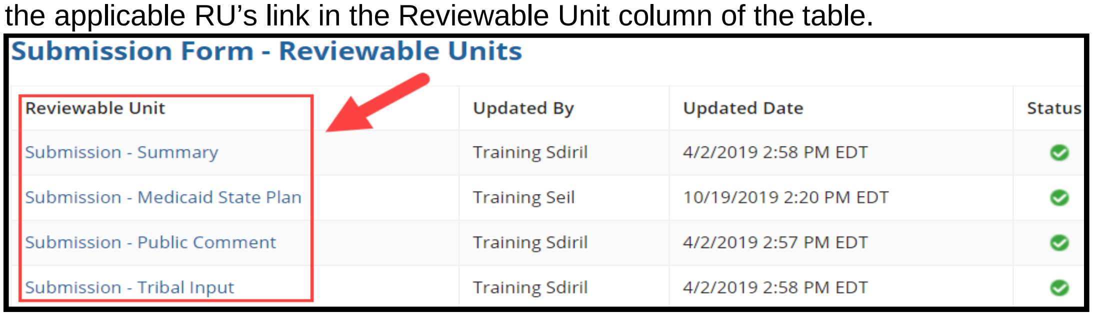


Figure 119: Accept button

4. A table will appear showing all RUs in Complete status. If no additional review is needed, skip to step 8 in this section. Otherwise, you may review RUs in the package by selecting the applicable RU's link in the Reviewable Unit column of the table.



Submission Form - Reviewable Units

Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Sdiril	4/2/2019 2:58 PM EDT	✓
Submission - Medicaid State Plan	Training Seil	10/19/2019 2:20 PM EDT	✓
Submission - Public Comment	Training Sdiril	4/2/2019 2:57 PM EDT	✓
Submission - Tribal Input	Training Sdiril	4/2/2019 2:58 PM EDT	✓

Figure 120: Reviewable Units table

5. Review the RU. You must revalidate the RU if you modify it. To do so, select **Yes** to "**Would you like to validate the reviewable unit data?**" Then select **Save Reviewable Unit**.

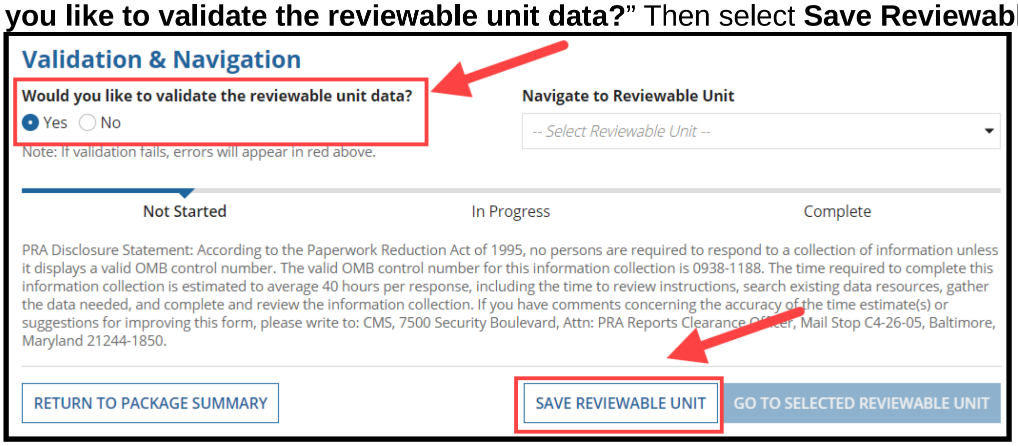


Figure 121: Validation & Navigation section

6. After completing the review of an RU, select the **Return to Package Summary** button.

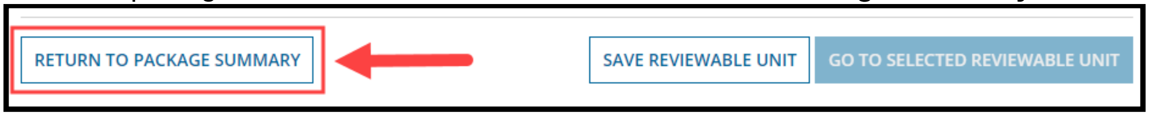


Figure 122: Return to Package Summary button

7. Repeat steps 4 to 6 as needed.
8. Select the **Take Action on Package** button on the package summary screen upon completing your review of all RUs.

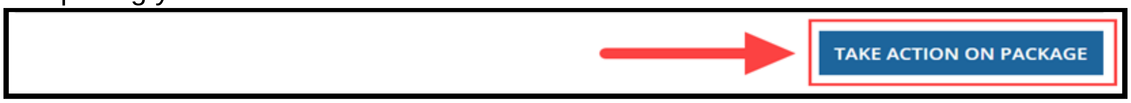


Figure 123: Take Action on Package button

9. Select **Yes** to the **"Are you sure you want to take action on this package?"** prompt.
10. To move the package forward in the workflow, as shown below, select the **Forward Submission Package to State Director (SDIR)** workflow action.

    NOTE: As the SPOC, you would not need to select the "Return Submission Package to State Editor (SE) for Revision" workflow action if you have completed all necessary edits yourself. You would select that option only if you want the State Editor to edit the package.

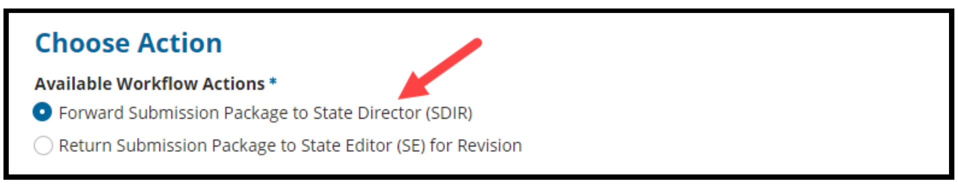


Figure 124: Choose Action section

11. Enter **Instructions**, if needed. Then select the **Execute Action** button.

    NOTE: If at this point you decide that you are not ready to move the package forward in the workflow, you can select the **Return to Package Task** button in the lower-left corner, which will regenerate a new "Review Submission Package" task that will appear in your Tasks list.

Figure 125: Execute Action button

12. Select **Yes** to the "**Are you sure you want to Forward submission Package to State Director (SDIR)?**" prompt.

Step 8: State Director - Reviews & Certifies Submission Package

The State Director will receive a “Review Submission Package” task once the State Point of Contact completes their review. The State Director can view but not edit the submission package. For an overview of State Director functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the **State Director**.
2. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

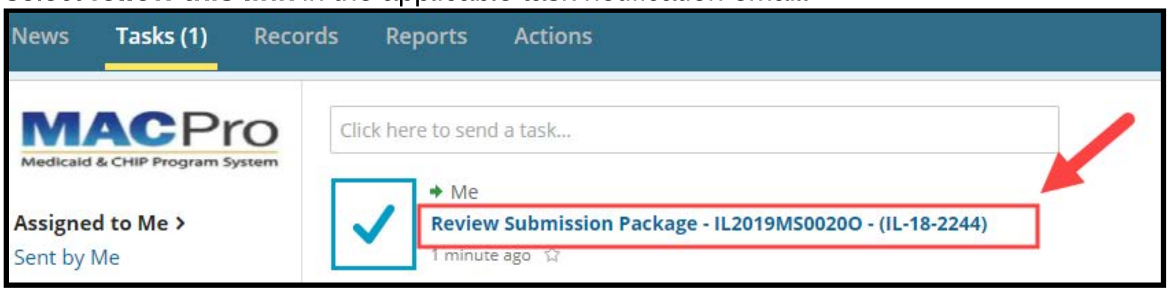
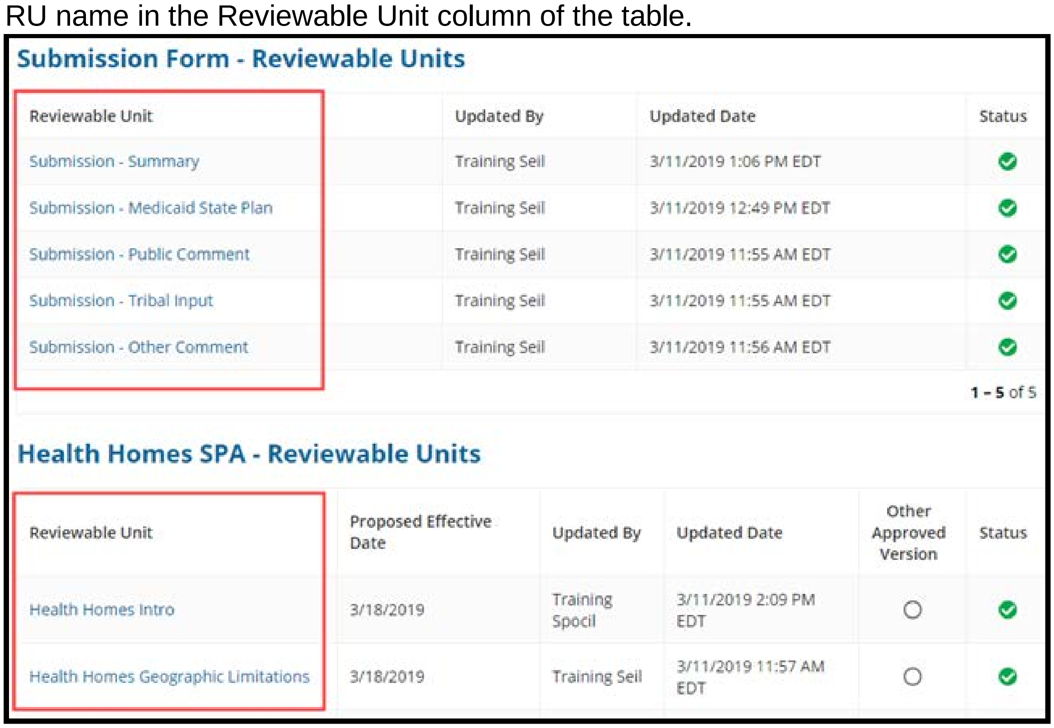


Figure 126: Tasks tab

3. Select **Accept**, if applicable. Accepting the task removes it from the Tasks list of other State Directors.

Figure 127: Accept button

4. A Review Submission Package screen will appear showing the package summary and all RUs in Complete status. Each RU in the package may be reviewed by selecting the RU name in the Reviewable Unit column of the table.



Submission Form - Reviewable Units

Reviewable Unit		Updated By	Updated Date	Status
Submission - Summary		Training Seil	3/11/2019 1:06 PM EDT	✔
Submission - Medicaid State Plan		Training Seil	3/11/2019 12:49 PM EDT	✔
Submission - Public Comment		Training Seil	3/11/2019 11:55 AM EDT	✔
Submission - Tribal Input		Training Seil	3/11/2019 11:55 AM EDT	✔
Submission - Other Comment		Training Seil	3/11/2019 11:56 AM EDT	✔

1 - 5 of 5

Health Homes SPA - Reviewable Units

Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Health Homes Intro	3/18/2019	Training Spocil	3/11/2019 2:09 PM EDT	○	✔
Health Homes Geographic Limitations	3/18/2019	Training Seil	3/11/2019 11:57 AM EDT	○	✔

Figure 128: Reviewable Units table

5. Upon completing the review of an RU, you can navigate to another RU by selecting the **All Reviewable Units** link above the current RU's name, and then selecting another RU from the table provided (as shown above in step 4). Or, you can select either the right or left arrow links directly below the All Reviewable Units link to navigate directly to an adjacent RU.

Figure 129: Links to navigate to other RUs

6. Select the **Take Action on Package** button upon completing your review.

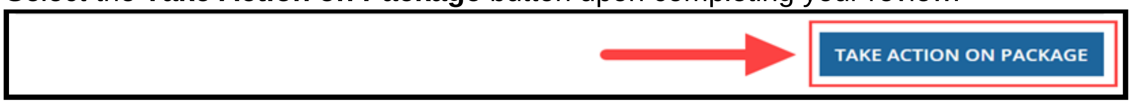


Figure 130: Take Action on Package button

7. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
8. To move the package forward, select the **Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS** workflow action, as shown in this example.

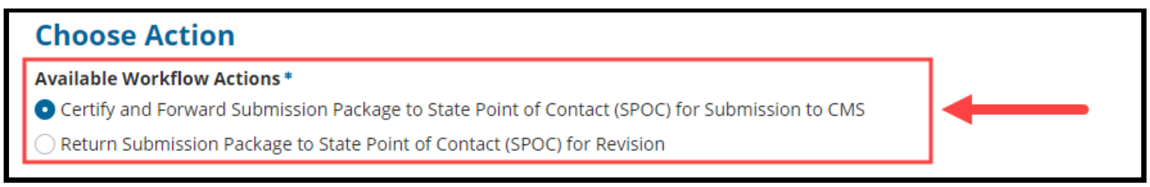


Figure 131: Choose Action section

9. Enter **Instructions**, if needed. Then select the **Execute Action** button.

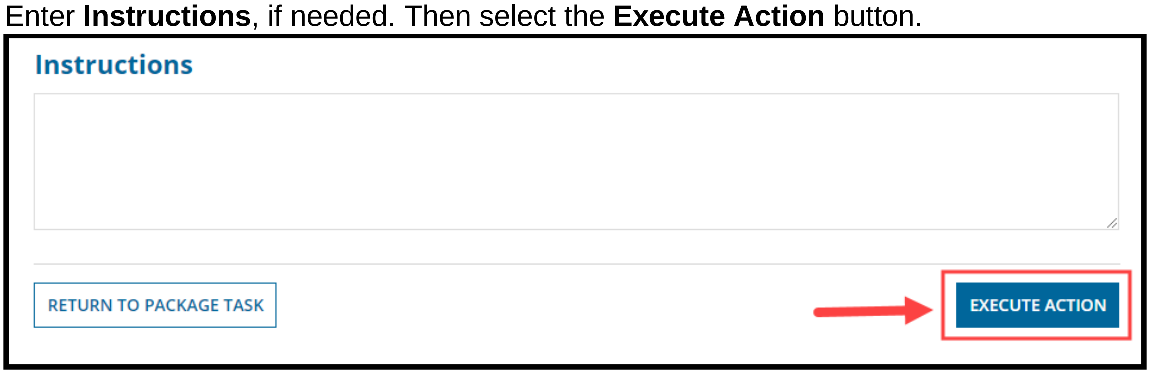


Figure 132: Execute Action button

10. Select **Yes** to the "**Are you sure you want to Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS?**" prompt.

Step 9: State Point of Contact - Submits Package to CMS

The State Point of Contact (SPOC) will receive a “Review Submission Package” task once the State Director completes their review.

1. Log in to MACPro as the **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

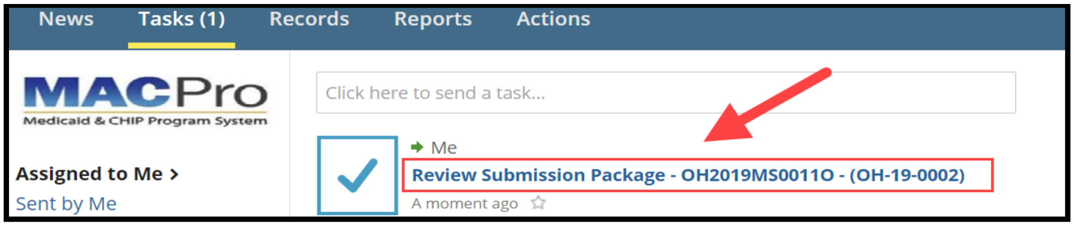


Figure 133: Tasks tab

3. Select the **Take Action on Package** button.

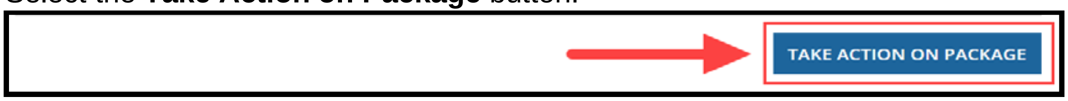


Figure 134: Take Action on Package button

4. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.
5. To move the package forward, select the **Submit the Submission Package to CMS** workflow action, as shown in this example.

   NOTE: If you select the “Modify the Certified Submission Package” workflow action, you must review the package again and forward it to the State Director for certification again.

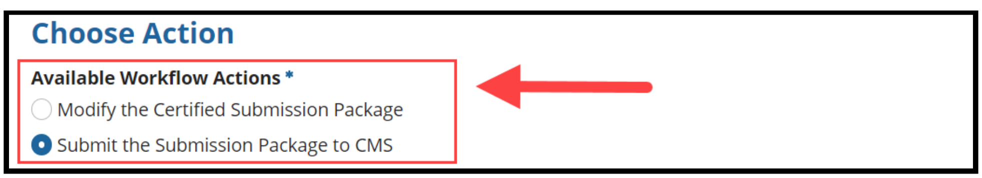


Figure 135: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.

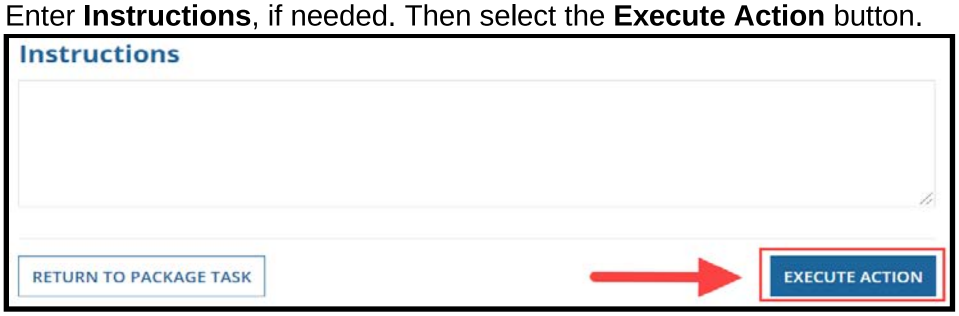


Figure 136: Execute Action button

7. Select **Yes** to “**Are you sure you want to Submit the Submission Package to CMS?**”

This concludes the steps for developing and submitting a SPA to CMS. Next the state may receive requests from CMS, for example, to respond to a Clarification or a Request for Additional Information (RAI). Refer to the following topics for details on handling those requests, and more. Once approved, the package’s Approval Letter can be accessed in MACPro.

Using the Correspondence Log

A Correspondence Log in MACPro is the official record of communication between the state and CMS regarding a submission package. State Editors and State Point of Contacts can create Correspondence Log entries.

Note the following:

- Any State Editor (SE) who works with a package by creating it or modifying it can create a Correspondence Log entry.
- Any State Point of Contact (SPOC) with matching attributes to the submission package can create a Correspondence Log entry until an individual SPOC becomes associated with the package. An SPOC becomes associated with a package once they forward a package to the State Director for review.

A notification is sent via email to both the SE who submitted the package and the SPOC when CMS saves a Correspondence Log entry, and vice versa. Note that these users will receive a notification only for entries submitted by others, not for entries that they submit themselves.

While only the SE(s) and SPOC can create Correspondence Log entries, other state and CMS users may view the entries for reference, regardless of whether the package is with the state or CMS. All state users belonging to the same state will be able to view the Correspondence Log. CMS users who are associated with the package can view the Correspondence Log before the package gets approved. Once approved, all CMS users can view it.

Note that the SE(s), SPOC, and CMS Point of Contact (CPOC) can write in and view the Correspondence Log regardless of who the submission package is with. For example, the SE and SPOC can write in the Correspondence Log while CMS is reviewing the package.

Analyst Notes in Correspondence Logs

This topic provides information about a type of record that can appear in a Correspondence Log. Analyst Notes are questions and comments that CMS enters on individual reviewable units while reviewing the submission package. CMS can utilize Analyst Notes tagged “For the Correspondence Log” to communicate information directly to the state.

“For Correspondence Log” Analyst Notes are automatically posted to a Correspondence Log entry, which will reflect "Analyst Note - For Correspondence Log - ID" at the beginning of the entry’s Reference Subject. The State Point of Contact and State Editor(s) can reply to such entries via the same steps described in the Posting a Reply to a Correspondence Log Entry topic in this document.

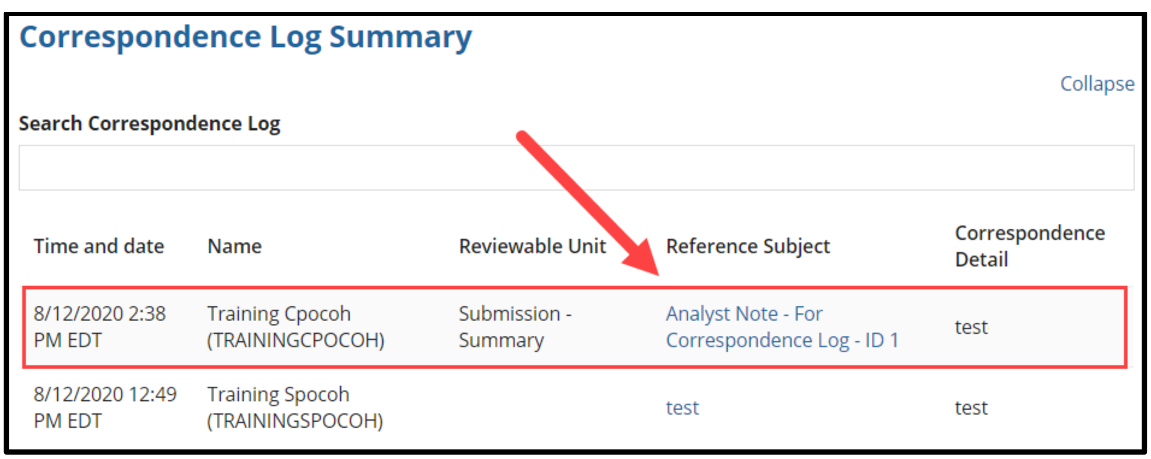


Figure 137: Correspondence Log entry

Creating a Correspondence Log Entry

Below are the steps for a State Editor (SE) and State Point of Contact (SPOC) to create an entry in the Correspondence Log. The option to do so will be available to the SE upon creating or modifying a package. It will be available to the SPOC upon receiving the package for review.

The Correspondence Log tab will appear on the package navigation menu after the first Correspondence Log entry has been created.

IMPORTANT NOTES:

- If a submission package currently in review with CMS needs updating (e.g., based on comments from CMS in the Correspondence Log), it is important that the SPOC **does not** withdraw the package to make the updates. **Withdrawn submission packages cannot be re-submitted to CMS in MACPro**.
- Instead, the SPOC should request (e.g., outside of MACPro via email or phone) or wait for CMS to return the package to the state (e.g., via a Clarification task in MACPro), and then take action to update the package via the applicable task(s). For more information, refer to the [Responding to a Clarification](#) topic in this document.

---

1. Log in to [MACPro](#) as the **State Editor** or **State Point of Contact**.
2. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

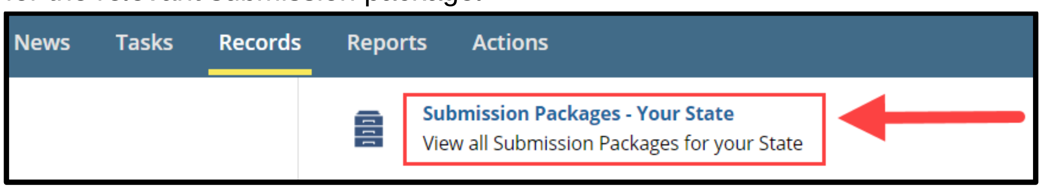


Figure 138: Records tab

3. Select the **Create Correspondence Log Entry** link on the **Related Actions** tab, or select the **Correspondence Log** tab and then select the "**Create Correspondence Log…**" button in the upper-right corner.

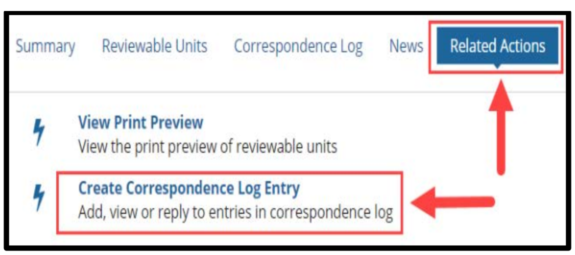


Figure 139: Related Actions tab

Figure 140: Correspondence Log tab

4. Complete the **Reference Subject** and **Correspondence Detail** fields. Optionally, select the applicable RU(s) from the **Reviewable Unit** drop-down list. If an RU is not selected, then the Correspondence Log entry will be applicable to the entire submission package.

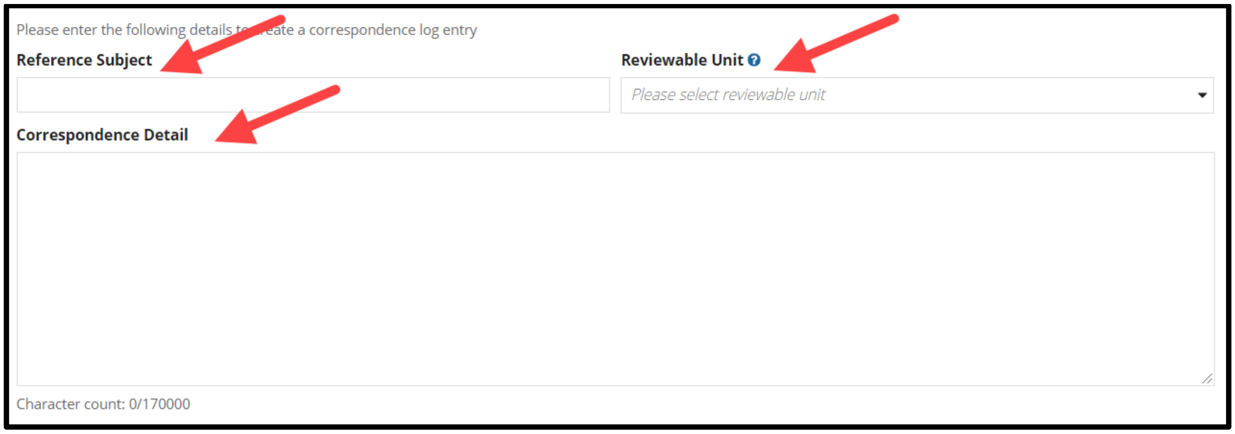


Figure 141: Correspondence Log entry

5. To upload a document (optional), select the "**+ Add Documents**" link. Then, either select the **Upload** button that appears and select a document, or drag a document onto the "**Drop file here**" text. Also complete the **Description** field.

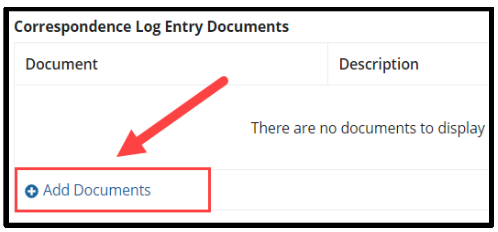


Figure 142: Add Documents link

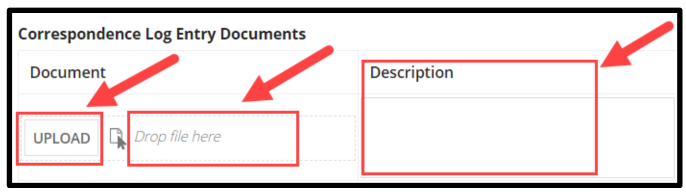


Figure 143: Upload document fields

6. Select the **Create Correspondence Log Entry** button.

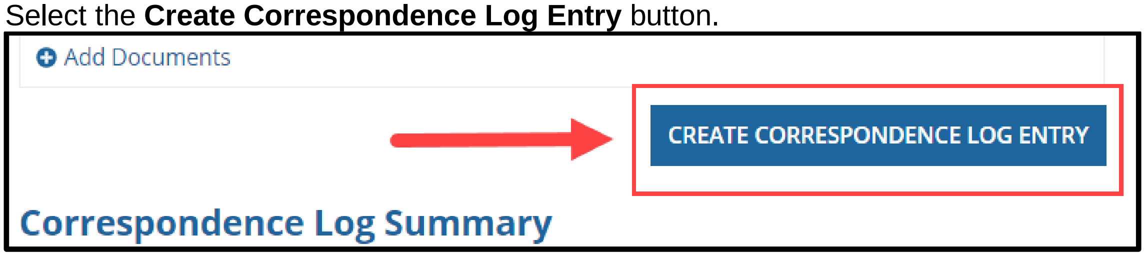


Figure 144: Create Correspondence Log Entry button

7. Select the **Create** button on the "**A new correspondence log entry will be created, are you sure you want to proceed?**" prompt. **NOTE:** Entries cannot be edited or deleted once saved.

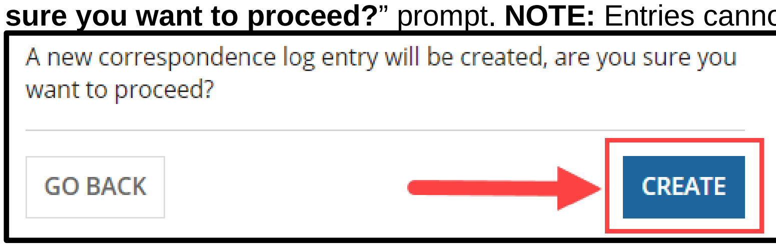


Figure 145: Create button

Posting a Reply to a Correspondence Log Entry

This topic describes how a State Editor and State Point of Contact (SPOC) can post a reply to a Correspondence Log entry.

IMPORTANT NOTES:

- If a submission package currently in review with CMS needs updating (e.g., based on comments from CMS in the Correspondence Log), it is important that the SPOC **does not** withdraw the package to make the updates. **Withdrawn submission packages cannot be re-submitted to CMS in MACPro**.
- Instead, the SPOC should request or wait for CMS to return the package to the state (e.g., via a Clarification), and then take action to update the package via the applicable task(s). For more information, refer to the Responding to a Clarification topic in this document.

---

1. Log in to MACPro as the **State Editor** or **State Point of Contact**.
2. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

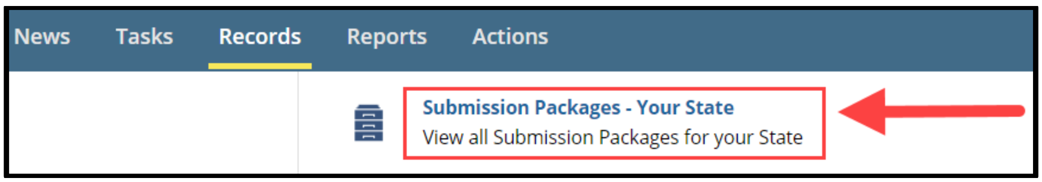


Figure 146: Records tab

3. Either select the **Create Correspondence Log Entry** link on the **Related Actions** tab, or select the **Correspondence Log** tab and then the "**Create Correspondence Log…**" button in the upper-right corner.

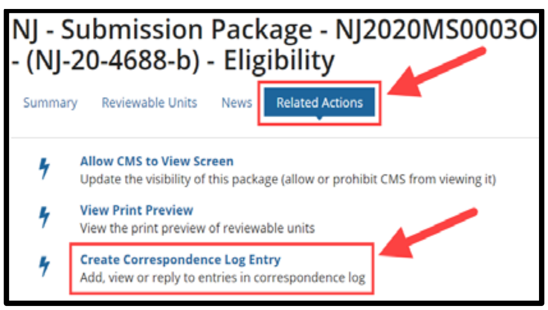


Figure 147: Related Actions tab

Figure 148: Correspondence Log tab

4. Scroll down to the **Correspondence Log Summary** section and select the link in the **Reference Subject** column for the relevant Correspondence Log entry.

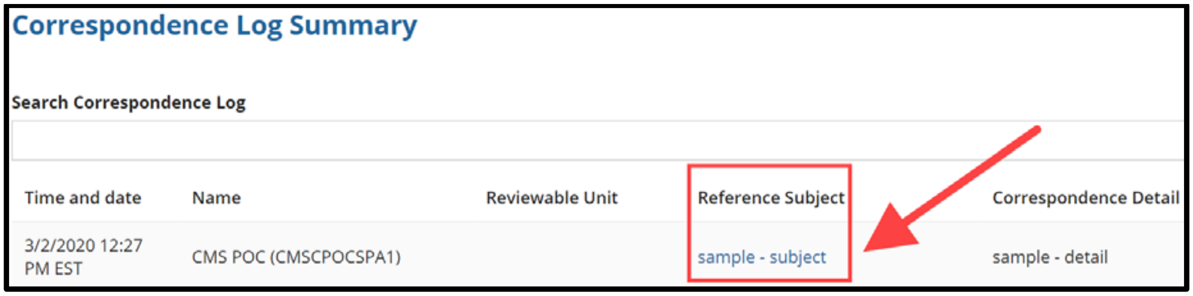


Figure 149: Correspondence Log Summary

5. Select the **Reply** link.

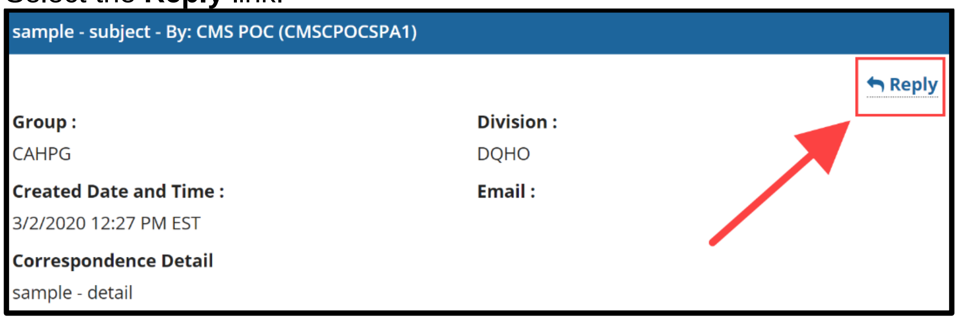


Figure 150: Reply link

6. Complete the **Correspondence Detail** text box.

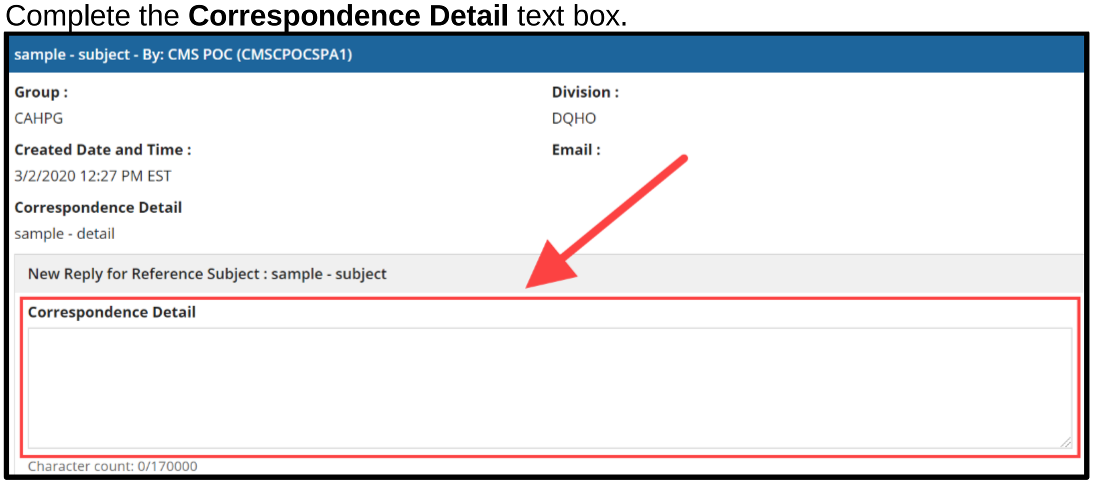


Figure 151: Correspondence Detail

7. To upload a document (optional), either select the **Upload** button and select a document, or drag a document onto the "**Drop file here"** text. Complete the **Correspondence Log Document Type** and **Document Description** fields.

Figure 152: Upload document fields

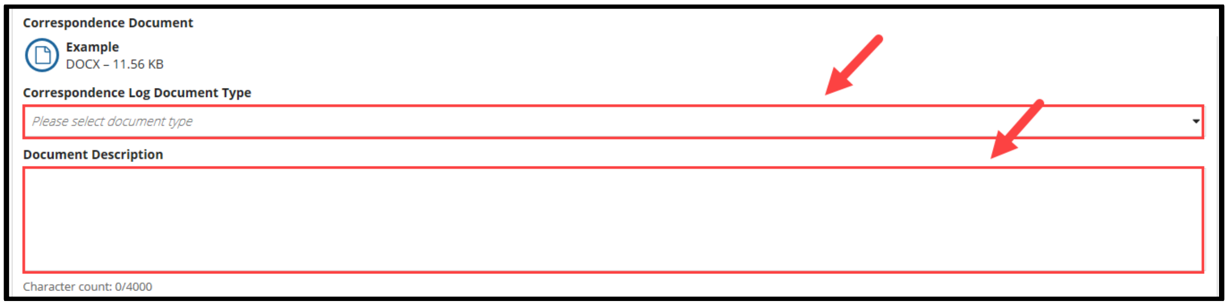


Figure 153: Upload document fields

8. Select the **Submit** button to initiate the save process for the reply.

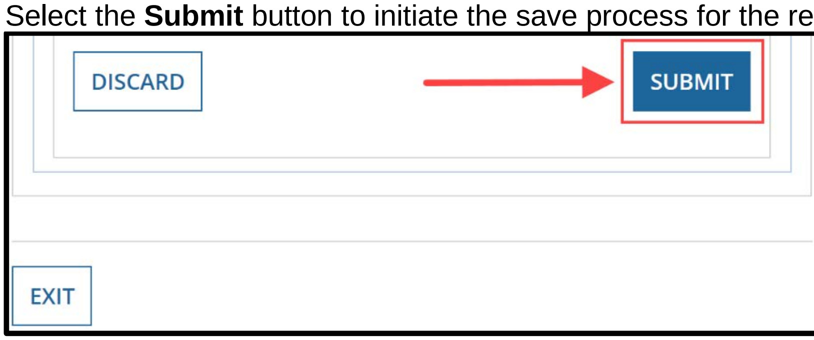


Figure 154: Submit button to initiate save

9. Select the **Submit** button on the "**Your reply will be saved. Are you sure you want to proceed?**" prompt to complete the save process. **NOTE:** Correspondence Log replies cannot be edited or deleted once saved.

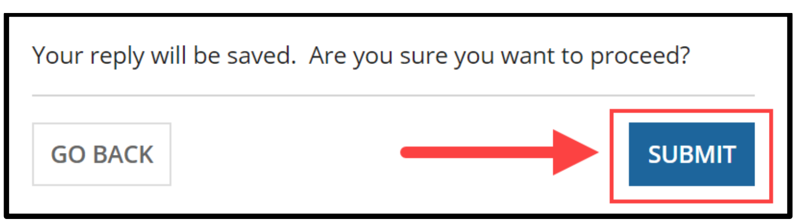


Figure 155: Submit button to confirm & complete save

Generating a PDF of a Correspondence Log

State users can generate a PDF of a Correspondence Log. The PDF file name will consist of the package ID, the Correspondence Log label, and the file generation timestamp in “MM_dd_yyyy hr:mm” format (for example, NJ2020MS0002O-CorrespondenceLog3_2_2020 12_25 PM EST).

Please note the following additional details:

- The PDF **will** contain package header information, such as the package ID, program name (if applicable), SPA ID, submission type, state, region, and package status. It will also contain all Correspondence Log entries.
- The PDF **will not** contain names of documents uploaded to a Correspondence Log entry or names of applicable reviewable units if any were selected for an entry.

---

1. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

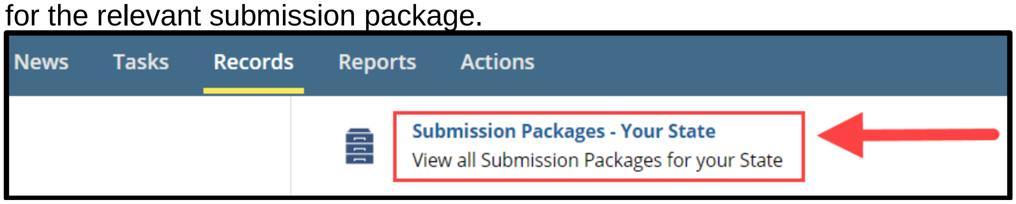


Figure 156: Records tab

2. Select the **Correspondence Log** tab on the package navigation menu.

Figure 157: Correspondence Log tab

3. Select the **Generate PDF** link (or the **Regenerate PDF** link).

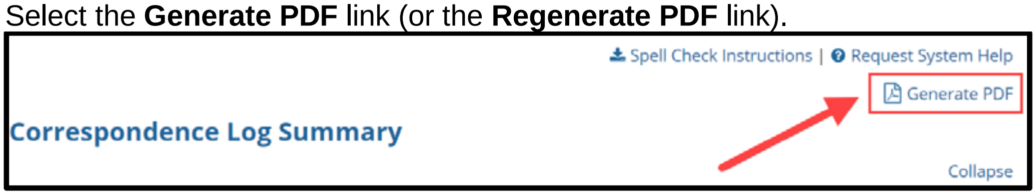


Figure 158: Generate PDF link

IMPORTANT NOTE: Do not navigate away from or perform any actions on the screen while “PDF generation in progress” (or “PDF regeneration in progress”) appears on the screen. It may take a few moments for the process to complete.

Figure 159: "PDF generation in progress" indicator

4. Select the **Download PDF** link.

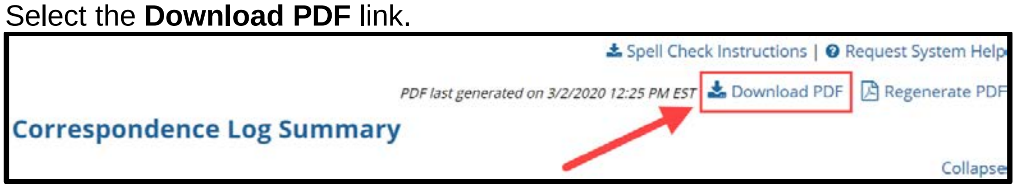


Figure 160: Download PDF link

Responding to a Request for Additional Information (RAI)

A Request for Additional Information (RAI), which stops the 90-day clock, is a formal request from CMS that returns a submission package to a state to address in-depth questions or updates. A new 90-day clock starts once CMS receives the state's response to the RAI. For an image of the overall RAI workflow, refer to Request for Additional Information (RAI) Workflow.

When CMS submits an RAI, the State Point of Contact (SPOC) will receive a "Respond to RAI" task. The SPOC will then review and respond to the questions in the RAI form, determine whether to submit the RAI response back to CMS with or without modifying the package, and then select the applicable workflow action to do so.

Key Points about RAIs:

- An RAI can be issued only once per submission.
- With the addition of the RAI form in MACPro, states will no longer receive paper-based RAIs.
- If a state's RAI response is not returned to CMS within 90 calendar days, CMS will initiate the Disapproval workflow.

Part 1: State Point of Contact Responds to RAI Question(s) & Selects Workflow Action

Upon receiving a “Respond to RAI” task, the State Point of Contact (SPOC) will view the RAI questions, determine whether the submission package needs revisions per the RAI, and then select the applicable workflow action.

TIP: While viewing the RAI questions in one browser tab, you may find it helpful to reference the RUs in a separate tab. For instructions to do so, refer to the Viewing RUs in a Separate Browser Tab topic.

1. Log in to MACPro as the **State Point of Contact**.
2. Select the **Respond to RAI** task (as shown below). Or, select **follow this link** in the applicable task notification email.

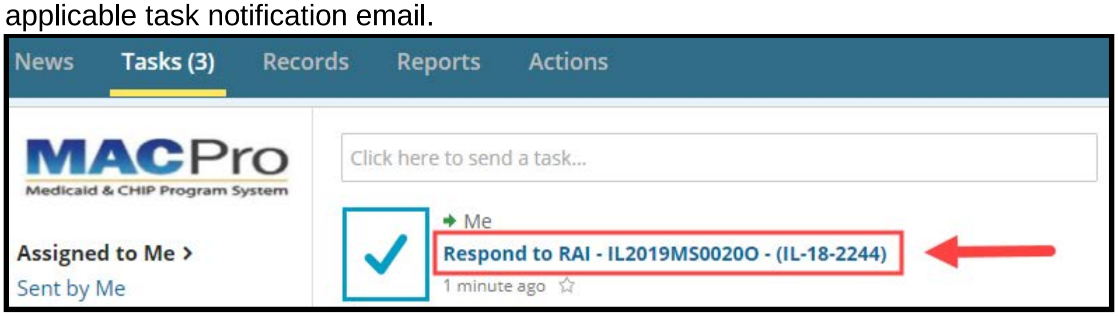


Figure 161: Tasks tab

3. Select the **View/Respond to RAI** button at the bottom of the screen.

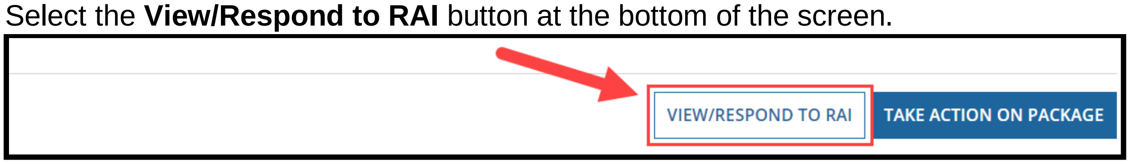


Figure 162: View/Respond to RAI button

4. In the **All Questions** table, select the **linked number** in the **Question ID** column to expand the Question Details screen for that question.

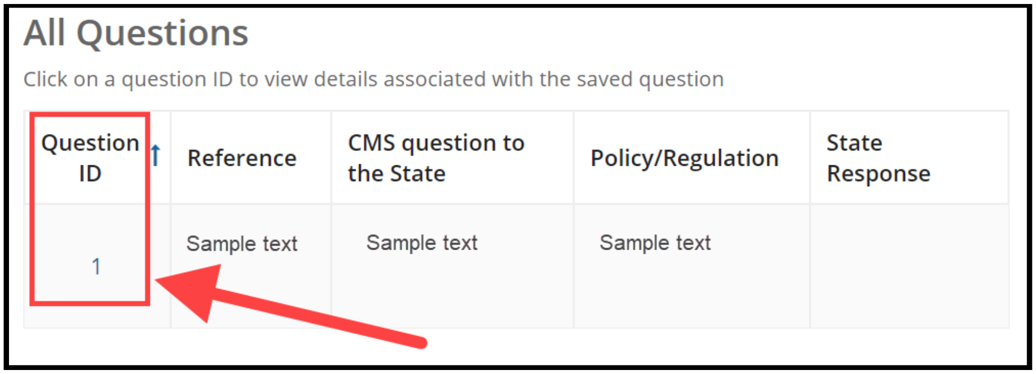


Figure 163: RAI question link

5. Enter information in the **State Response** text box, select (click) outside of the text box to activate the **Save Response** button, and then select **Save Response**.

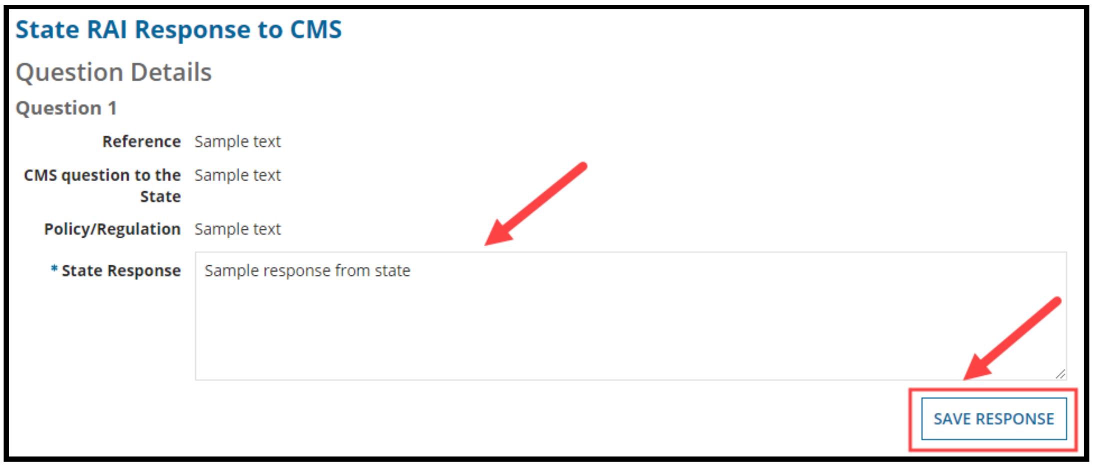


Figure 164: State RAI Response to CMS form

6. Repeat steps 4 and 5 above until a response is entered for each RAI question.

7. Determine whether the submission package will require updates or edits per the RAI. And then select **Yes** or **No** to the "**Submission Package was updated by the State in accordance with the response above"** statement.

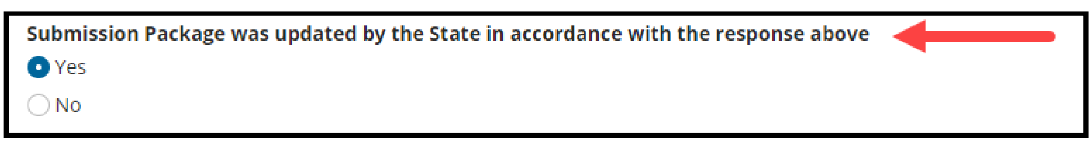


Figure 165: "Submission Package was updated by the State in accordance with the response above" options

8. Select the **Return to Package Summary** button.

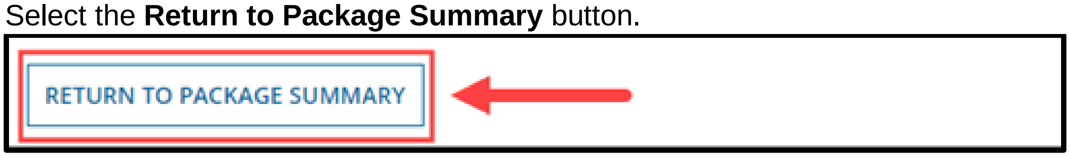


Figure 166: Return to Package Summary button

9. Select the **Take Action on Package** button.

Figure 167: Take Action on Package button

10. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
11. Select the applicable workflow action depending on whether the package requires revisions and if so, who will make them.
    - If the package **does not require** revisions, select "Submit RAI Response to CMS"
    - If the package **requires** revisions that the **SPOC** will make, select "Modify the Returned Submission Package"
    - If the package **requires** revisions that the **State Editor** will make, select "Return Submission Package to State Editor (SE) for Revision"

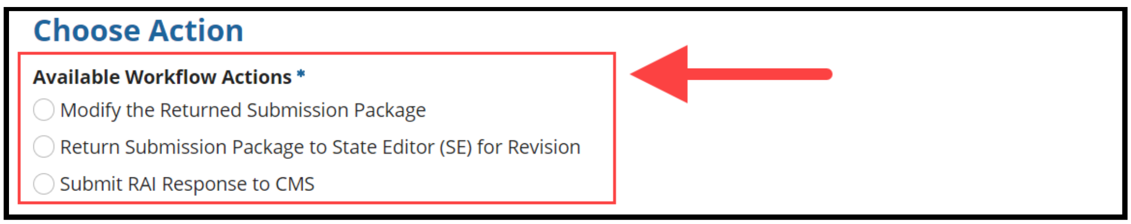


Figure 168: Choose Action section

12. Enter **Instructions**, if needed. Then select the **Execute Action** button.

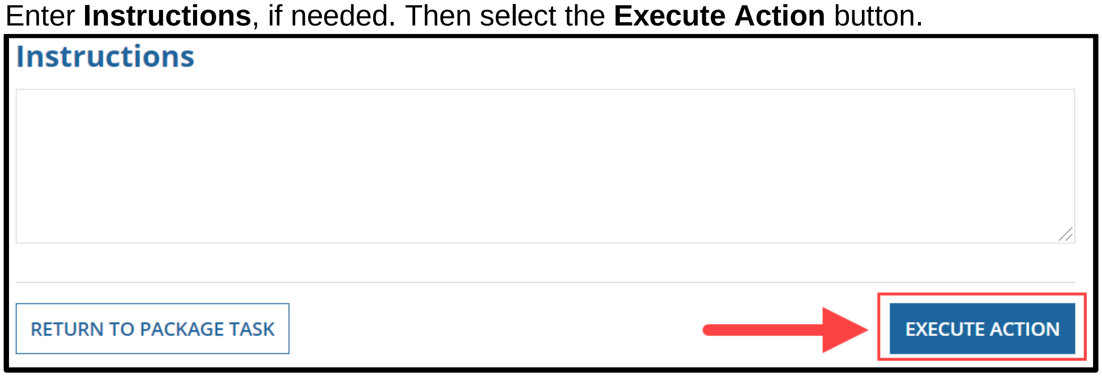


Figure 169: Execute Action button

13. Select **Yes** at the prompt to continue. The text of the prompt will correspond to the workflow action selected above.

Part 2: State Point of Contact or State Editor Revises Package for RAI

This section picks up immediately following the State Point of Contact (SPOC), in response to an RAI, selecting the workflow action to either “Modify the Returned Submission Package” or to “Return Submission Package to State Editor for Revision.”

To continue moving the state’s RAI response forward, select the appropriate option linked below depending on who will revise the submission package:

- If the **State Point of Contact** will revise the package, proceed to Option A: SPOC Modifies Package & Submits Package to CMS for RAI.
- If the **State Editor** will revise the package, proceed to Option B: State Editor Revises Package & Forwards Package to SPOC for RAI.

Option A: SPOC Modifies Package & Submits Package to CMS for RAI

The State Point of Contact will receive another “Respond to RAI” task if they select to modify a submission package in response to an RAI.

1. Upon landing on the Tasks tab, select the **Tasks** tab to refresh the screen. Then select the **Respond to RAI** task once it appears.

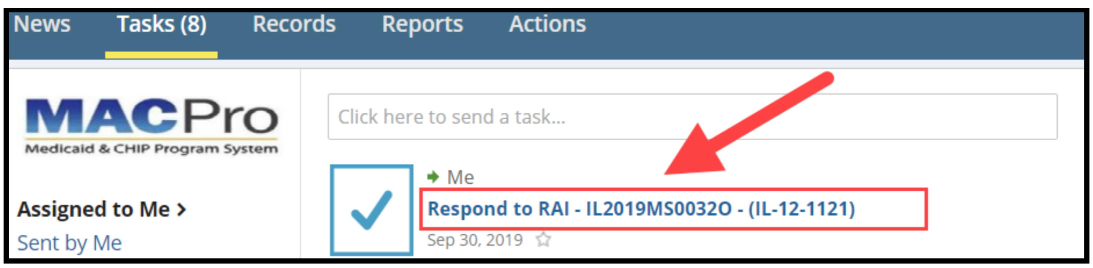
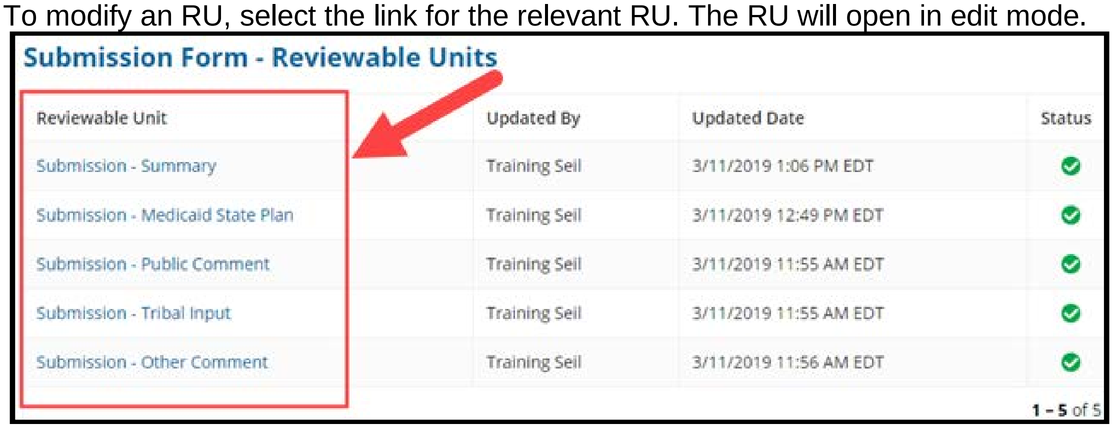


Figure 170: Tasks tab

2. To modify an RU, select the link for the relevant RU. The RU will open in edit mode.


Submission Form - Reviewable Units

Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Seil	3/11/2019 1:06 PM EDT	
Submission - Medicaid State Plan	Training Seil	3/11/2019 12:49 PM EDT	
Submission - Public Comment	Training Seil	3/11/2019 11:55 AM EDT	
Submission - Tribal Input	Training Seil	3/11/2019 11:55 AM EDT	
Submission - Other Comment	Training Seil	3/11/2019 11:56 AM EDT	

1 - 5 of 5

Figure 171: Reviewable Units table

3. After updating an RU, select **Yes** to **"Would you like to validate the reviewable unit data?"** Then select **Save Reviewable Unit**.

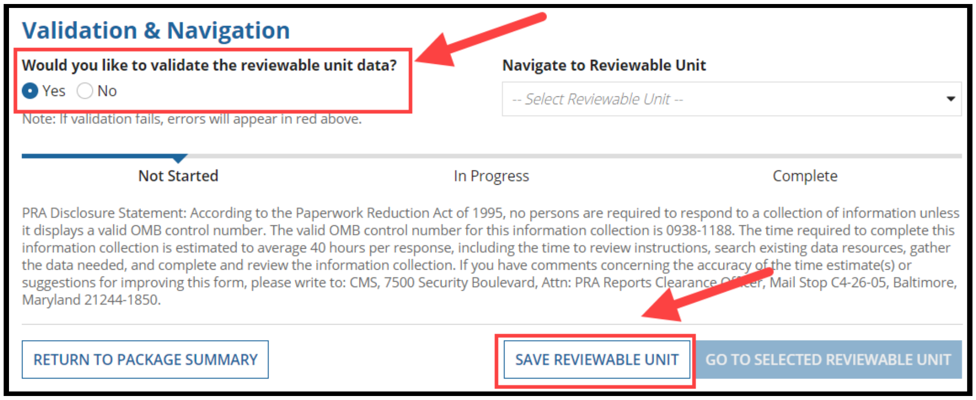


Figure 172: Validation & Navigation section

4. Select **Return to Package Summary**.

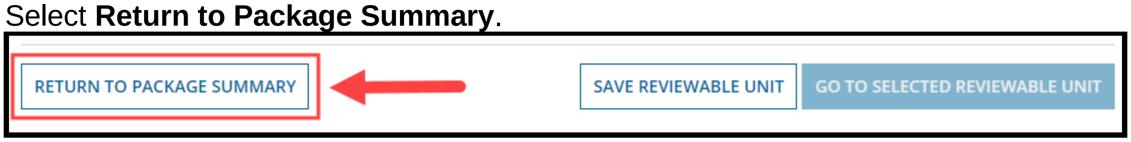


Figure 173: Return to Package Summary button

5. Repeat steps 2 to 4 as necessary.
6. Once all updates are made in accordance with the RAI, and a response has been entered for all questions on the RAI form, select the **Take Action on Package** button at the bottom of the package summary screen.

Figure 174: Take Action on Package button

7. Select Yes to the "**Are you sure you want to take action on this package?**" prompt.
8. Select the **Submit RAI Response to CMS** workflow action. Then select the **Execute Action** button.

Figure 175: Choose Action section & Execute Action button

Option B: State Editor Revises Package & Forwards Package to SPOC for RAI

The State Editor will receive a “Revise Submission Package” task after the State Point of Contact (SPOC) returns a package to them for revisions in response to an RAI. Once the State Editor completes the following steps, the SPOC will then receive another “Respond to RAI” task to complete the process.

1. Log in to MACPro as the **State Editor**.
2. Select the **Revise Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

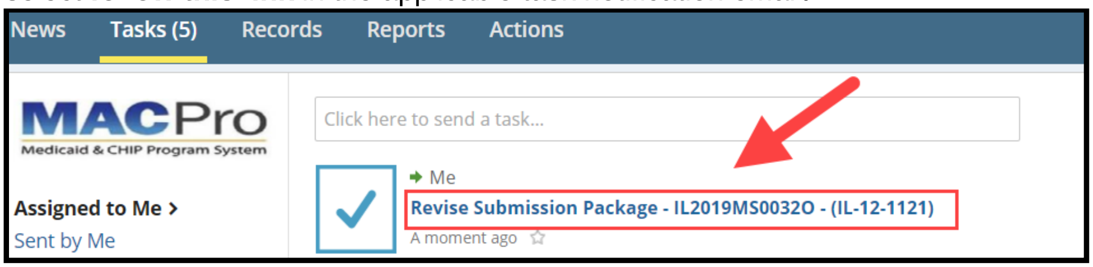
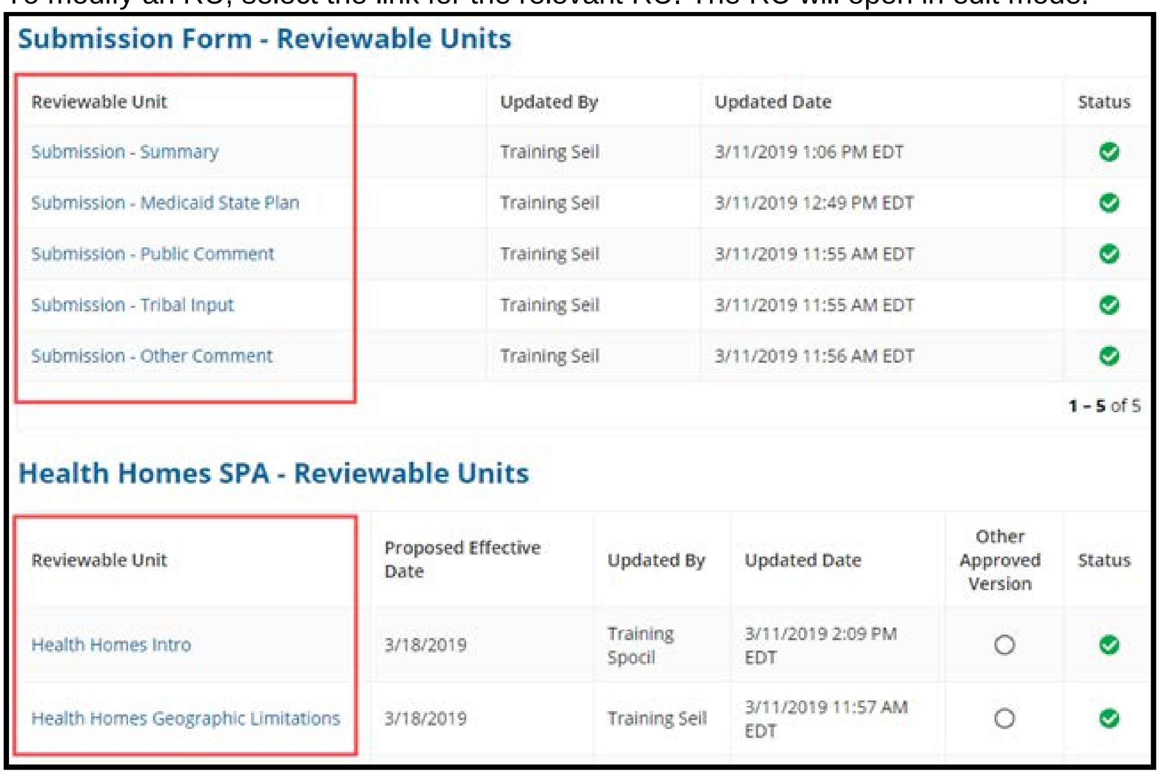


Figure 176: Tasks tab

3. Review the information provided by the SPOC in the **Instructions** field.
4. To modify an RU, select the link for the relevant RU. The RU will open in edit mode.



Submission Form - Reviewable Units

Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Seil	3/11/2019 1:06 PM EDT	✔
Submission - Medicaid State Plan	Training Seil	3/11/2019 12:49 PM EDT	✔
Submission - Public Comment	Training Seil	3/11/2019 11:55 AM EDT	✔
Submission - Tribal Input	Training Seil	3/11/2019 11:55 AM EDT	✔
Submission - Other Comment	Training Seil	3/11/2019 11:56 AM EDT	✔

1 - 5 of 5

Health Homes SPA - Reviewable Units

Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Health Homes Intro	3/18/2019	Training Spocil	3/11/2019 2:09 PM EDT	○	✔
Health Homes Geographic Limitations	3/18/2019	Training Seil	3/11/2019 11:57 AM EDT	○	✔

Figure 177: Reviewable Units table

5. After updating an RU as needed, select **Yes** to **"Would you like to validate the reviewable unit data?"** Then select **Save Reviewable Unit**.

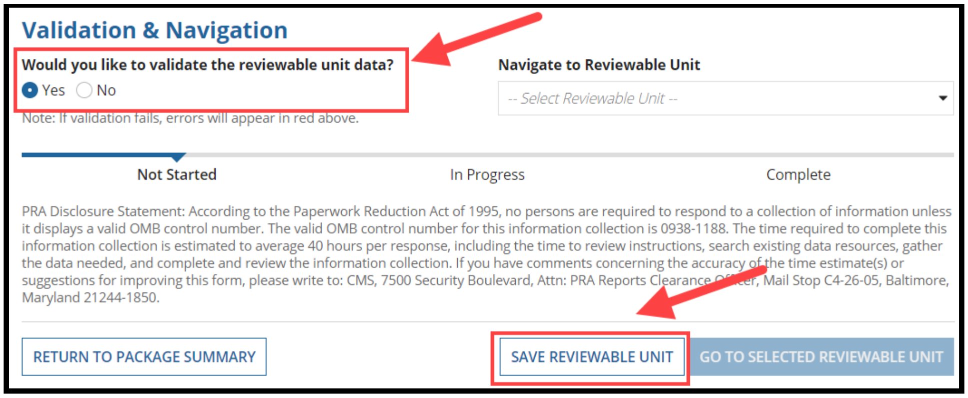


Figure 178: Validation & Navigation section

6. Select **Return to Package Summary.**

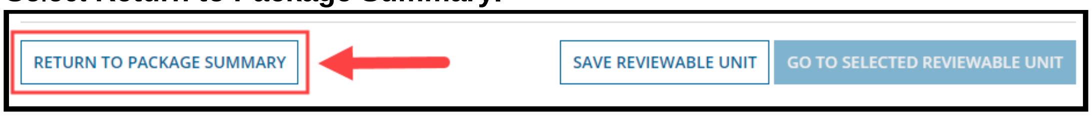


Figure 179: Return to Package Summary button

7. Repeat steps 4 to 6 as necessary.
8. Once all updates are made for all applicable RUs, select the **Take Action on Package** button at the bottom of the package summary screen.

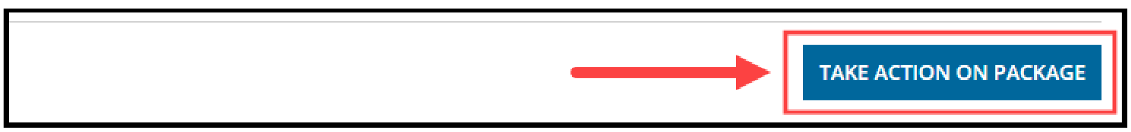


Figure 180: Take Action on Package button

9. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
10. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action. Then select the **Execute Action** button.

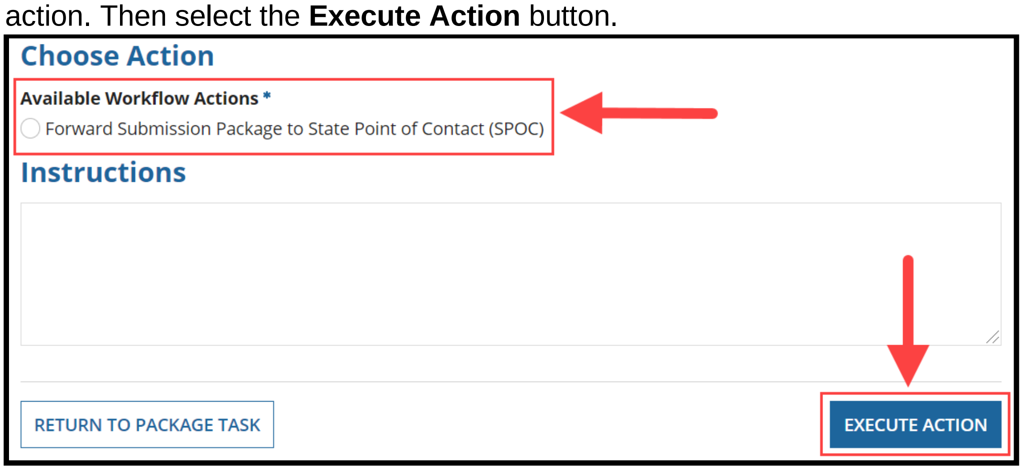


Figure 181: Choose Action section & Execute Action button

Responding to a Clarification

A Clarification unlocks a submission package, or specific RUs within a package, for additional review and revision by the state; it does not stop the 90-day clock. For an image of the overall Clarification workflow, refer to [Clarification Workflow](). When CMS submits a Clarification, the State Point of Contact (SPOC) is assigned a "Respond to Clarification" task. If the SPOC associated with the package is no longer active in MACPro, the task assignment is sent to all SPOC users for the state.

Part 1: SPOC Responds to Clarification & Selects Workflow Action

In addition to responding to a Clarification as described below, the SPOC should also review and respond to any questions or comments regarding the Clarification that CMS posted to the Correspondence Log (see [Posting a Reply to a Correspondence Log Entry]()).

1. Log in to [MACPro]() as the **State Point of Contact**.
2. Select the **Respond to Clarification** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

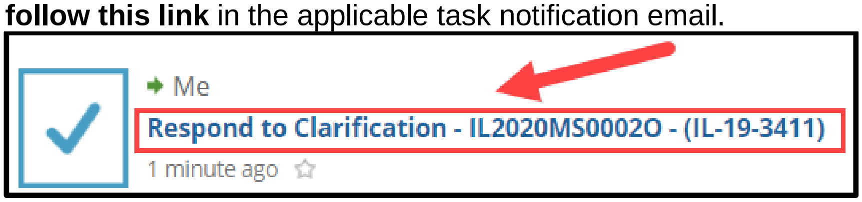


Figure 182: Tasks tab

3. Select the **Take Action on Package** button at the bottom of the screen.

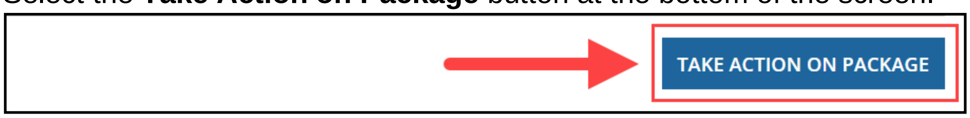


Figure 183: Take Action on Package button

4. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
5. Select the applicable workflow action, depending on whether the package requires revisions, and if so, who will make them.
    - If the package **requires** revisions that the **State Editor** will make, select "Return Submission Package to State Editor (SE) for Revision"
    - If the package **does not require** revisions, select "Submit the Submission Package to CMS"
    - If the package **requires** revisions that the **State Point of Contact** will make, select "Modify the Returned Submission Package"

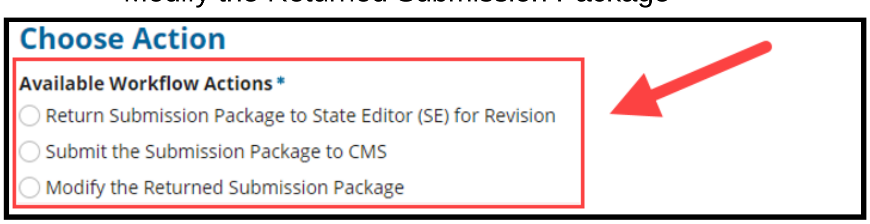


Figure 184: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.

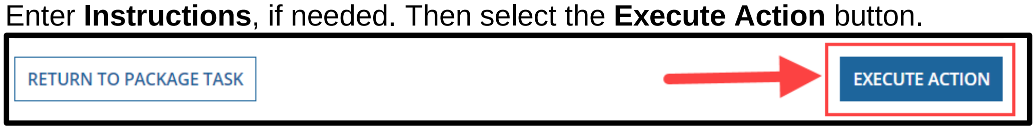


Figure 185: Execute Action button

7. Select **Yes** at the prompt to continue. The text of the prompt will correspond to the workflow action selected above.

Part 2: State Point of Contact or State Editor Revises Package for Clarification

This section picks up immediately following the State Point of Contact (SPOC), in response to a Clarification, selecting the workflow action to either “Modify the Returned Submission Package” or to “Return Submission Package to State Editor for Revision.”

To continue moving the state’s package forward, select the appropriate option linked below depending on who will revise the submission package:

- If the **State Point of Contact** will revise the package, proceed to [Option A: SPOC Modifies Package & Submits Package to CMS for Clarification](#).
- If the **State Editor** will revise the package, proceed to [Option B: State Editor Revises Package & Forwards Package to SPOC for Clarification](#).

Option A: SPOC Modifies Package & Submits Package to CMS for Clarification

The State Point of Contact will receive another “Respond to Clarification” task if they select to modify the submission package in response to a Clarification.

1. Upon landing on the Tasks tab, select the **Tasks** tab to refresh the screen. Then select the **Respond to Clarification** task once it appears.

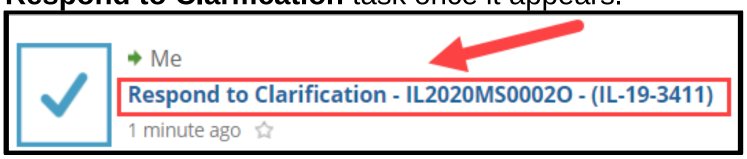
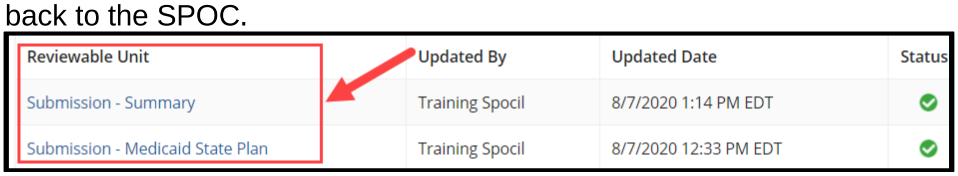


Figure 186: Tasks tab

2. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. To modify an RU, select the link for the relevant RU. The RU will open in edit mode. **REMINDER:** All RUs must be validated and in Complete status to submit the package back to the SPOC.



Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Spocil	8/7/2020 1:14 PM EDT	
Submission - Medicaid State Plan	Training Spocil	8/7/2020 12:33 PM EDT	

Figure 187: Reviewable Units table

3. Select the **Take Action on Package** button once all necessary RU updates are complete.

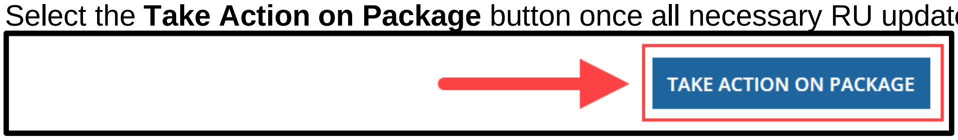


Figure 188: Take Action on Package button

4. Select **Yes** to the “**Are you sure you want to take action on this package?”** prompt.
5. Select **the Submit the Submission Package to CMS** workflow action.

Figure 189: Choose Action section

6. Enter **Instructions**, if needed. Then select the Execute Action button.

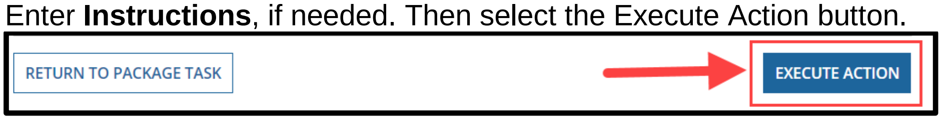


Figure 188: Execute Action button

7. Select **Yes** to the “**Are you sure you want to Submit the Submission Package to CMS?**” prompt

Option B: State Editor Revises Package & Forwards Package to SPOC for Clarification

The State Editor will receive a "Respond to Clarification" task after the State Point of Contact (SPOC) returns a package to them for revisions in response to a Clarification. Once the State Editor (SE) completes the following steps, the SPOC will then receive a task to complete the process.

1. Log in to [MACPro]() as the **State Editor**.
2. Select the **Respond to Clarification** task on the **Tasks** tab (as shown below). Or, select follow this link in the applicable task notification email.

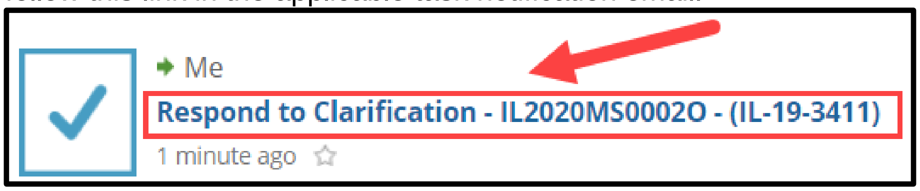
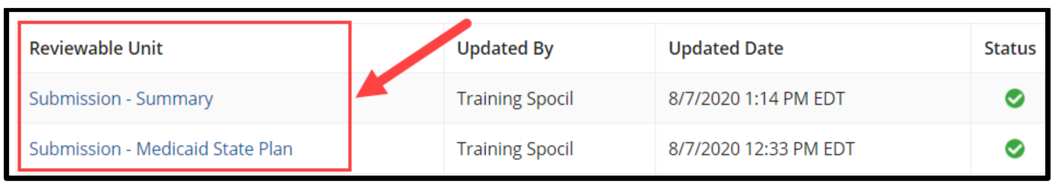


Figure 190: Link to Respond to Clarification task on Tasks tab

3. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. To modify an RU, select the link for the relevant RU.

   REMINDER: All RUs must be validated and in Complete status to submit the package back to the SPOC.



Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Spocil	8/7/2020 1:14 PM EDT	✓
Submission - Medicaid State Plan	Training Spocil	8/7/2020 12:33 PM EDT	✓

Figure 191: Reviewable Units table

4. Select the **Take Action on Package** button once all necessary RU updates are complete.

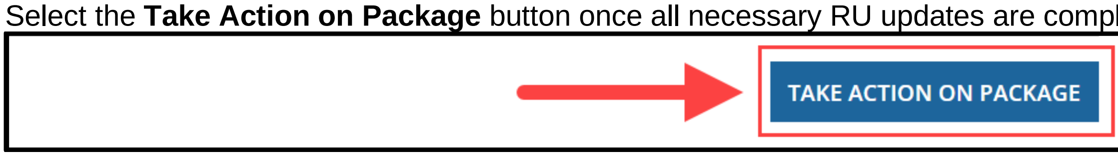


Figure 192: Take Action on Package button

5. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
6. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action.

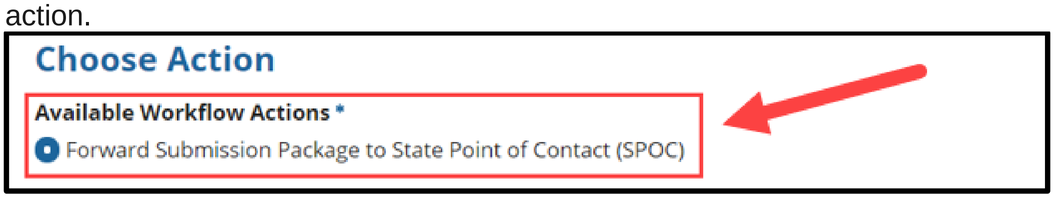


Figure 193: Choose Action section

7. Enter **Instructions**, if needed. Then select the **Execute Action** button.

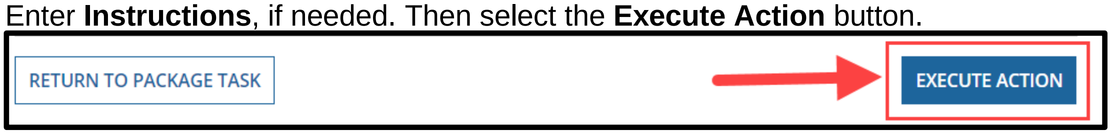


Figure 194: Execute Action button

8. Select **Yes** to the "**Are you sure you want to Forward Submission Package to State Point of Contact (SPOC)?**" prompt.

Viewing an Approval Letter

The State Point of Contact (SPOC) will receive an email notification upon CMS approving a submission package. The submission package's Approval Letter can be viewed in MACPro by any MACPro user for the state.

1. Log in to MACPro.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

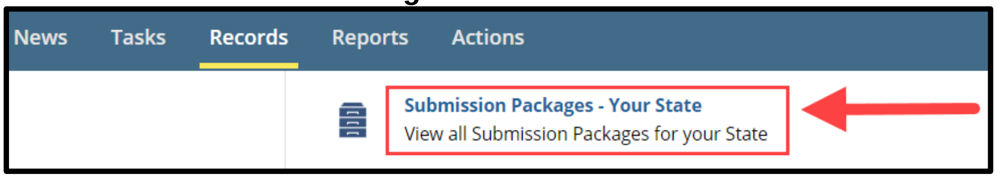
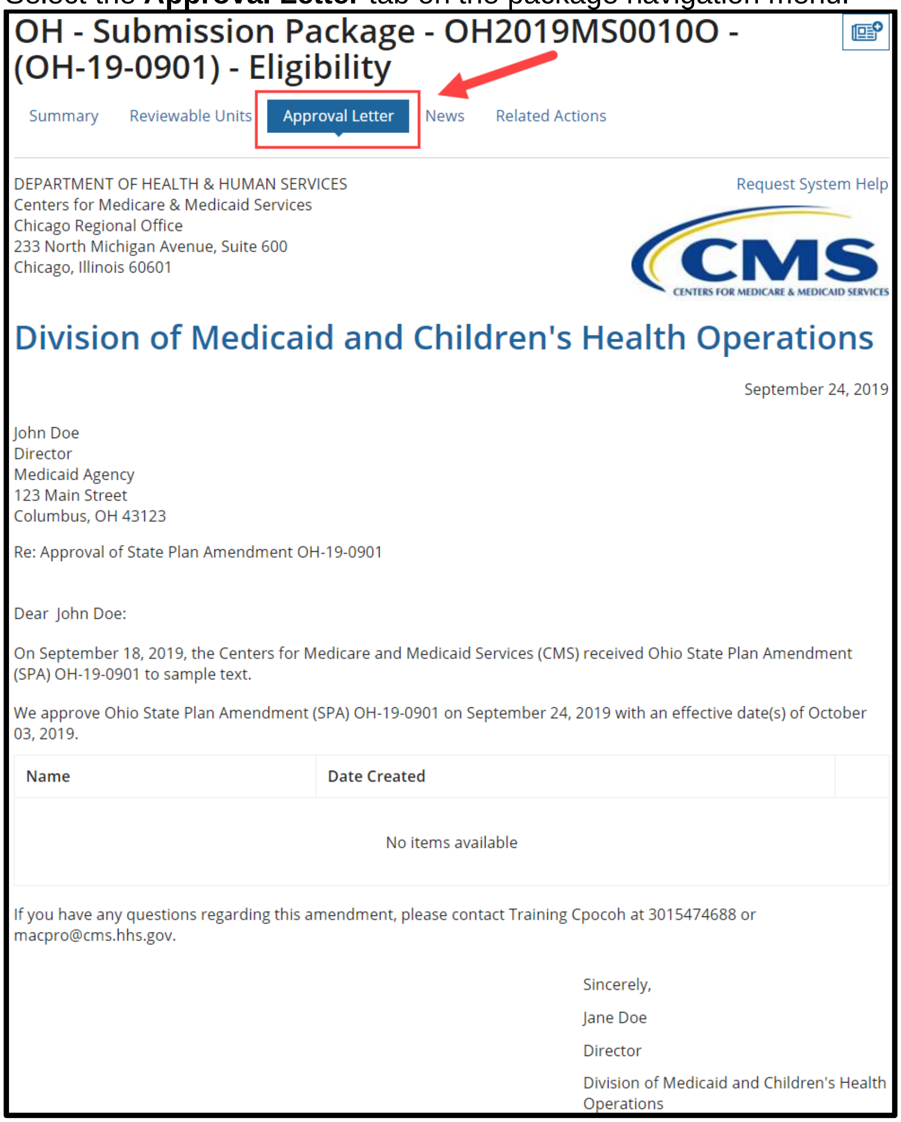


Figure 195: Submission Packages link

3. Select the link for the relevant submission package.
4. Select the **Approval Letter** tab on the package navigation menu.


OH - Submission Package - OH2019MS0010O - (OH-19-0901) - Eligibility

Summary | Reviewable Units | Approval Letter | News | Related Actions

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Chicago Regional Office
233 North Michigan Avenue, Suite 600
Chicago, Illinois 60601

Request System Help

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Division of Medicaid and Children's Health Operations

September 24, 2019

John Doe
Director
Medicaid Agency
123 Main Street
Columbus, OH 43123

Re: Approval of State Plan Amendment OH-19-0901

Dear John Doe:

On September 18, 2019, the Centers for Medicare and Medicaid Services (CMS) received Ohio State Plan Amendment (SPA) OH-19-0901 to sample text.

We approve Ohio State Plan Amendment (SPA) OH-19-0901 on September 24, 2019 with an effective date(s) of October 03, 2019.

Name	Date Created
No items available	

If you have any questions regarding this amendment, please contact Training Cpocoh at 3015474688 or macpro@cms.hhs.gov.

Sincerely,

Jane Doe

Director

Division of Medicaid and Children's Health Operations

Figure 196: Approval Letter

Using the Draft Submission Functionality

When developing a submission package, State Editors have the option to create a Draft package for CMS review. This option will begin the SPA processing workflow at CMS, but it does not start the 90-day clock. A Draft package allows the state to work with CMS off-the-clock when significant feedback may be needed prior to submission.

Key Points:

- Submission of a Draft package does not start the 90-day clock.
- CMS may review, but cannot approve, disapprove, request a Clarification, or issue an RAI.
- CMS will provide feedback through the Correspondence Log and then return the package to the state for revision.
- After the state edits the returned package, it is re-submitted to CMS for further review.
- Once the state has completed all necessary edits and CMS completes a final review, the returned package may be closed and converted to an Official package for submission to CMS.

Note about Submission RUs (Public Comment, Tribal Input & Other Comment)
When developing a Draft package**,** the State Editor will not complete the Submission - Public Comment, Submission - Tribal Input, and Submission - Other Comment RUs. These RUs are completed and validated **after** the package is converted to Official. The SPA ID and proposed effective date(s) are also added at that time.

After CMS reviews and returns a Draft package, the state may take the following actions:

- **Close Draft Submission Package:** This step is necessary to convert the package from Draft to Official. Once the Draft package is closed, the state will not be able to edit the package again, with the exception of the following components, which are specific to an Official submission:
  - SPA ID/Effective Date and the Superseded SPA ID in the Submission - Summary RU, Submission - Public Comment RU, Submission - Tribal Input RU, and Submission - Other Comment RU.

- **Modify the Returned Submission:** This option allows the State Point of Contact to make changes to the Draft package. Once changes are made, the Draft submission package must be re-submitted to CMS for re-review and returned to the state prior to conversion to an Official package.

- **Return Submission Package to State Editor (SE) for Revisions:** This option returns the Draft package to the State Editor so that changes can be made in response to CMS feedback. Once changes are made to the Draft package, it must be re-submitted to CMS for review and then returned to the state prior to conversion to an Official package.

- **Submit the Submission Package to CMS:** This option will re-submit the Draft package to CMS with no changes.

Converting a Draft Submission to Official

Once a Draft submission package is complete and does not require further updating, the state may close it and then convert it to an Official package. Both the State Point of Contact (SPOC) and the State Editor must take action to close the Draft submission and convert it to Official.

Step 1: State Point of Contact Closes Draft Submission

Once CMS has returned a Draft submission, a "Review Submission Package" task will be assigned to the SPOC.

1. Log in to MACPro as the **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab.

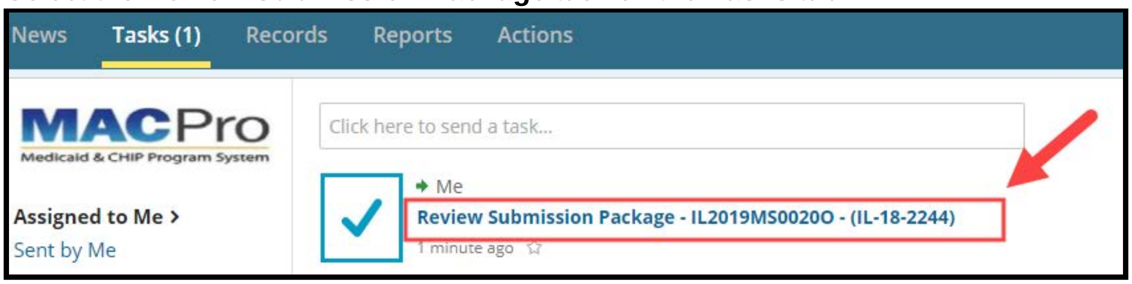


Figure 197: Tasks tab

3. Select the **Take Action on Package** button at the bottom of the screen.

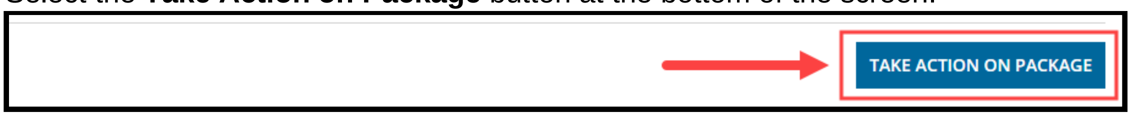


Figure 198: Take Action on Package button

4. Select **Yes** to the "**Are you sure you want to take action on this package?**" prompt.
5. Select the **Close Draft Submission Package** workflow action. Then select the **Execute Action** button.

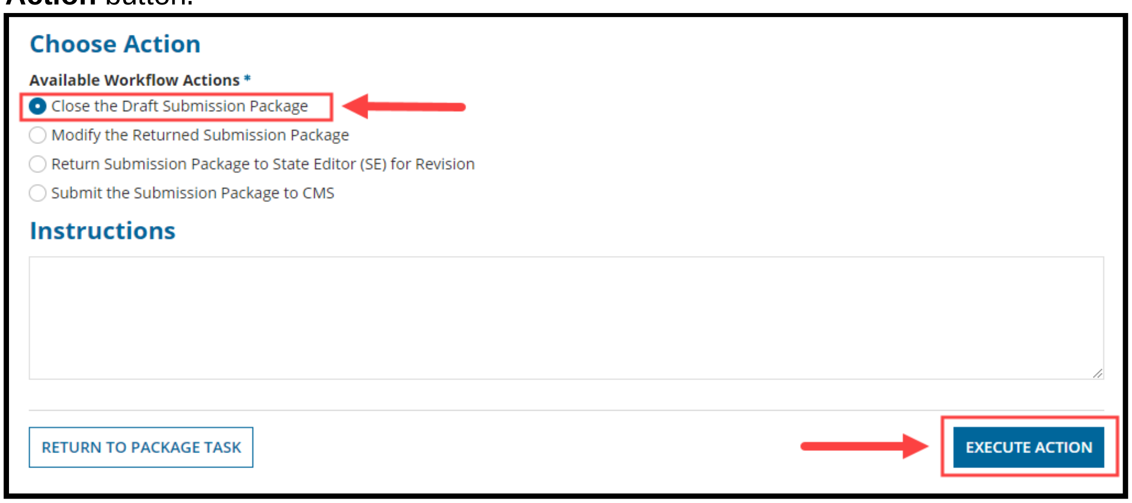


Figure 199: Choose Action section & Execute Action button

6. Select **Yes** to the "**Are you sure you want to Close the Draft Submission Package?**" prompt.

Step 2: State Editor Converts Closed Draft Submission to Official

Upon receiving an email notification that the Draft submission package has been closed, the State Editor must perform the following steps to convert the closed Draft submission package to Official.

NOTE: State Editors will receive notification via email only; they will not receive a task in their Task list to complete this action.

1. Log in to MACPro as the **State Editor**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

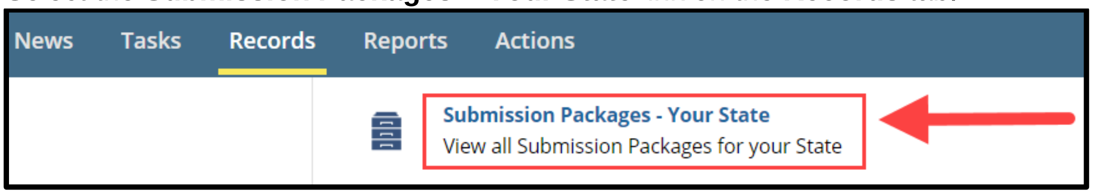


Figure 200: Records tab

3. Select the link for the relevant submission package, which will show Package Status: Closed.

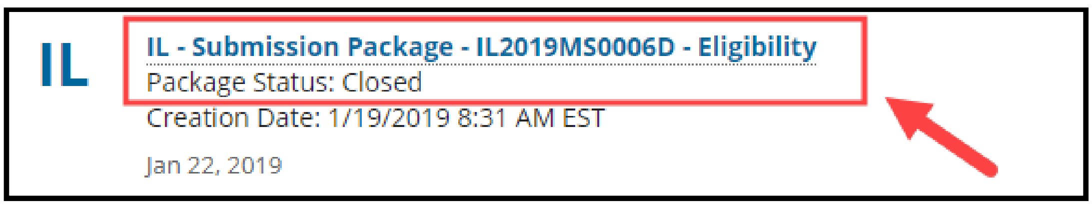


Figure 201: Submission Package link

4. Select the **Convert Draft Package to Official** link on the **Related Actions** menu.

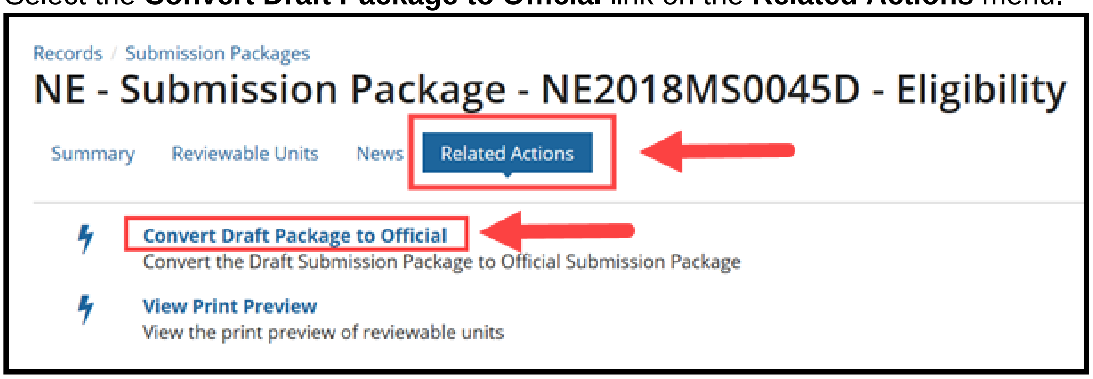


Figure 202: Related Actions tab

5. Prior to converting, you will receive a prompt to enter a SPA ID, Proposed Effective Date(s), and Superseded SPA ID(s). Enter all required information and then select **Convert from Draft to Official**.

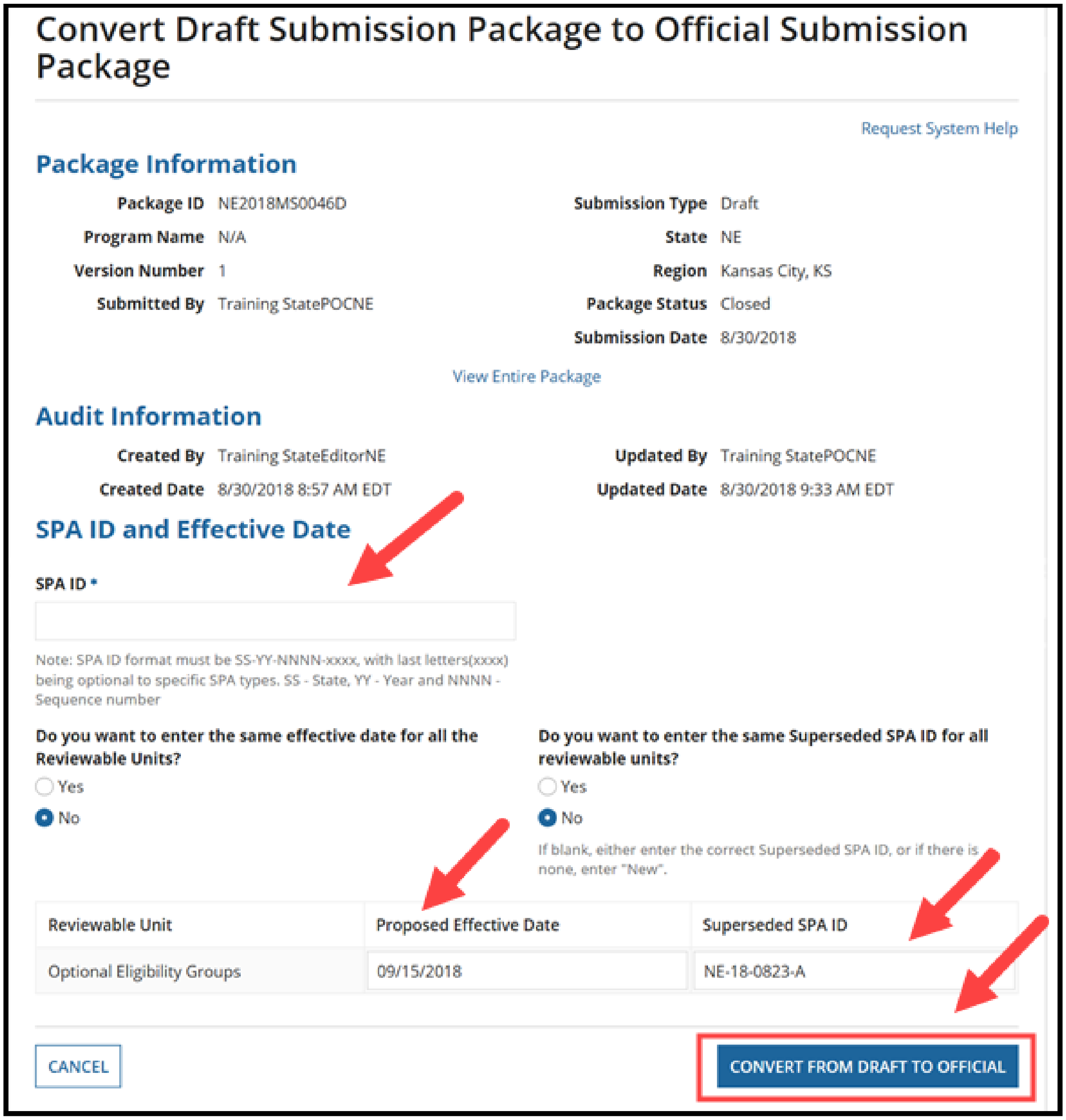


Figure 203: SPA ID and Effective Date section & Convert from Draft to Official button

6. Select **Yes** to the "**Are you sure you want to convert draft submission package to official submission package?**" prompt.

7. After the conversion, you will be routed back to the Related Actions screen. To continue, select the **Submission Packages – Your State** link on the **Records** tab.

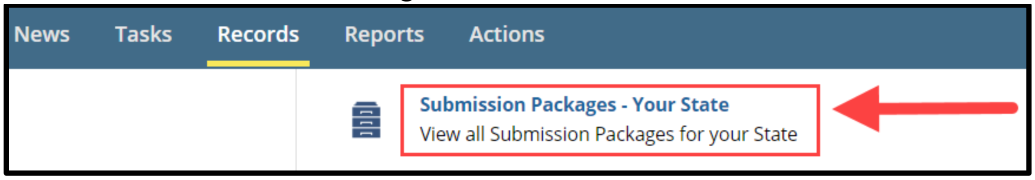


Figure 204: Records tab

8. Select the new submission package ID that ends with an uppercase letter "O." The package ID will also include the SPA ID you just created. **NOTE:** The Official package will **not** be listed as the first option in the list.

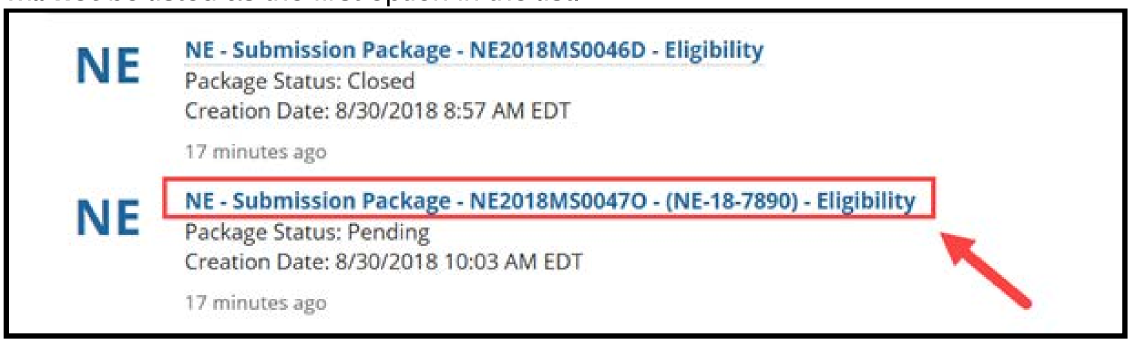


Figure 205: Submission Package link

9. Select **Validate Submission Form RUs** on the **Related Actions** tab.

Figure 206: Related Actions tab

10. Complete, validate, and save the Submission – Public Comment RU, the Submission – Tribal Input RU, and the Submission - Other Comment RU. (See Step 3: State Editor - Completes Public Comment, Tribal Input, and Other Comment Submission RUs for related information.)

11. Once the Submission RUs are in Complete status (as described in the Viewing Reviewable Unit Status topic), select the **Forward Package to State POC for Review** link on the **Related Actions** tab.

Figure 207: Related Actions tab

12. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action. Then select the **Execute Action** button.

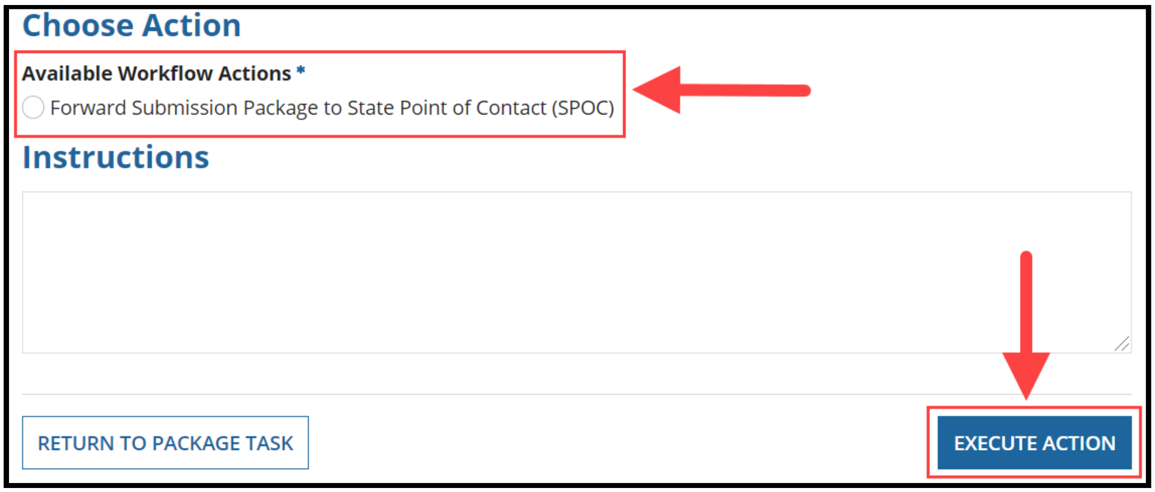


Figure 208: Choose Action section & Execute Action button

13. Select **Yes** to the "**Are you sure you want to Forward Submission Package to SPOC?**" prompt.

Next the package will pass through a process similar to the one described earlier for developing and submitting a SPA package. The SPOC will review the package, but they **cannot edit it**.

Then the State Director will certify the package, and the SPOC will submit the **Official** package to CMS. Refer to steps 7 through 9 in the Developing & Submitting a SPA Package section for detailed instructions.

Appendix A: Additional Actions

Accessing a Submission Package for Editing

While developing a submission package, if a State Editor must navigate away from the package, it is important that before doing so they (1) save their work, and (2) select the Exit button to release their lock on the package. Then to resume editing the package, a State Editor can follow the instructions below.

NOTE: The following steps are applicable only to State Editors and only prior the package being submitted to the State Point of Contact for review.

1. Select the **Submission Packages – Your State** link on the **Records** tab.

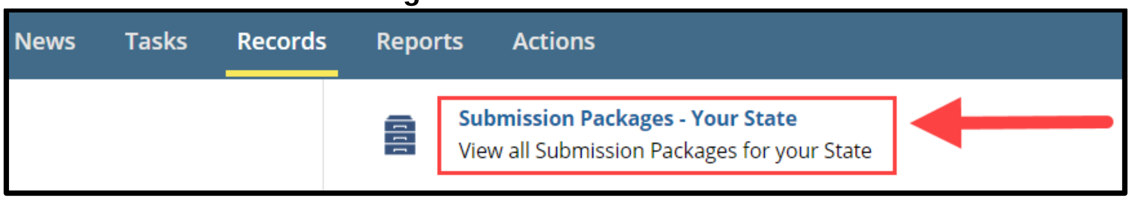


Figure 209: Records tab

2. Select the link for the relevant submission package.
3. Select the **Modify Package** button in the upper-right corner of the screen. Reminder, this button is available only for State Editors.

Figure 210: Modify Package button

4. You may now access the RUs currently included in the submission package and resume editing the package.

Accessing Implementation Guides

Implementation Guides provide background information and instructions for completing and reviewing each section of a MACPro submission. Each reviewable unit has its own Implementation Guide, which can be accessed directly from within the RU (as shown below in Option 1) or via the Actions tab on the upper toolbar (as shown below in Option 2).

Option 1: While viewing an RU.

a. Select **View Implementation Guide** in the Package Header section on an RU.

Figure 211: View Implementation Guide button

Option 2: Via the Actions tab.

a. Select the **View Implementation Guide(s)** link on the Actions tab.

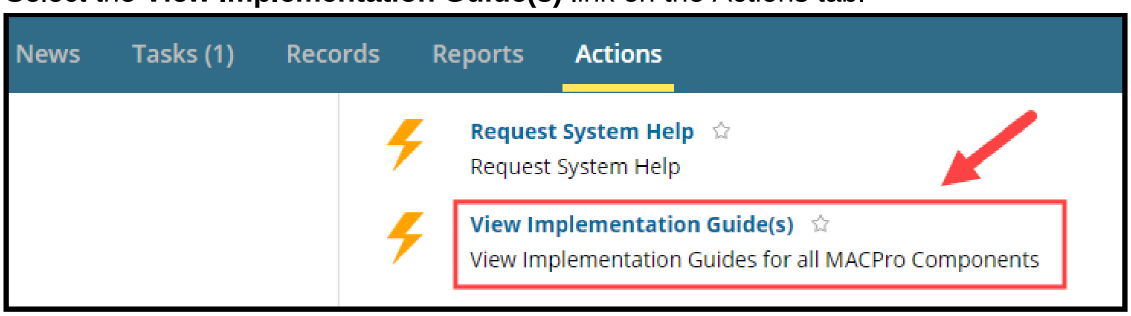


Figure 212: View Implementation Guide(s) link

b. Select the **+/-** link to expand a specific section. Then select a link in that section for a specific guide.

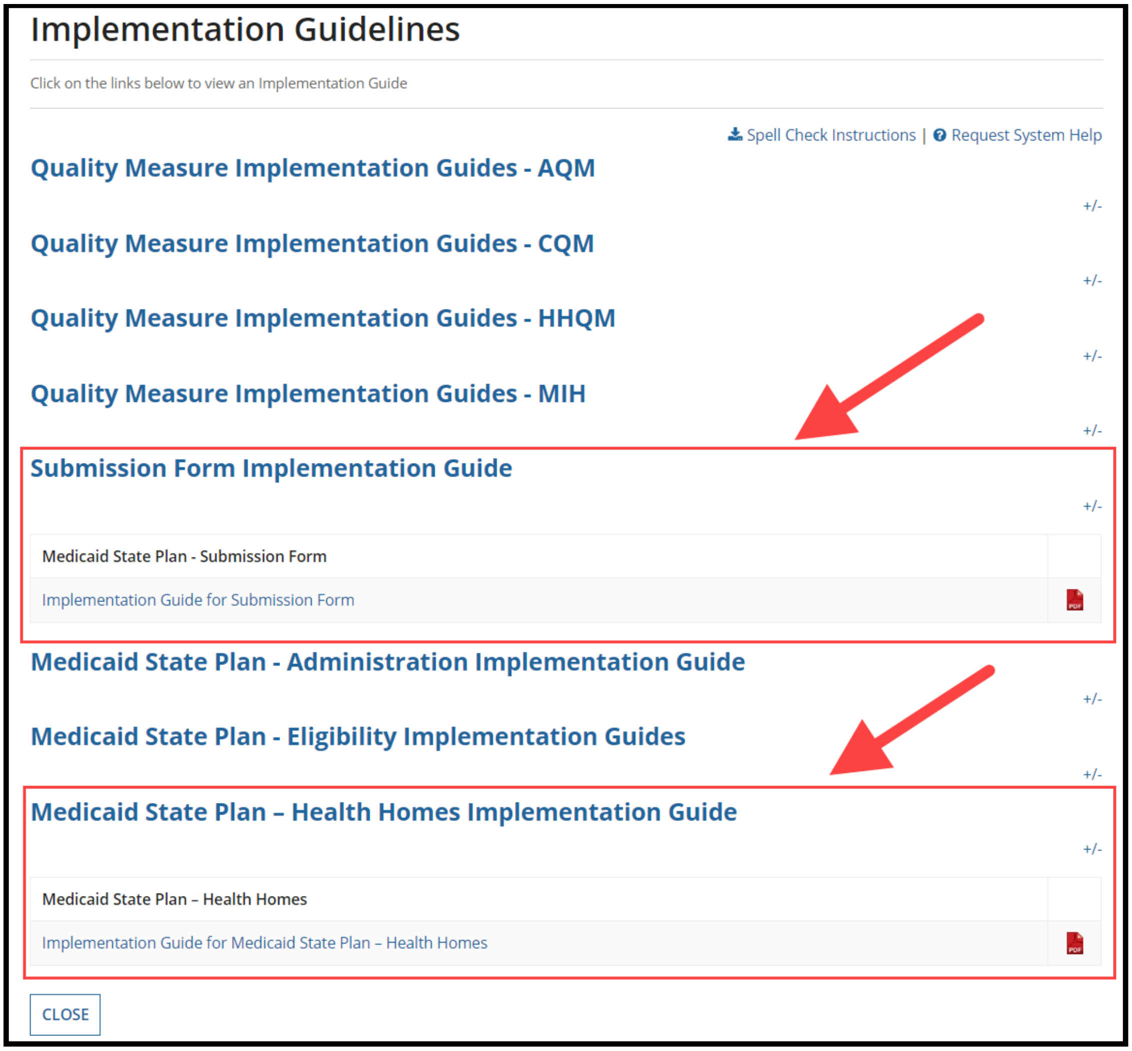


Figure 213: Implementation Guide links

Accessing MMDL Approved Packages in MACPro

To view a PDF of packages approved in MMDL, follow the steps below.

1. Select the **MMDL HHS Programs** link on the **Records** tab.

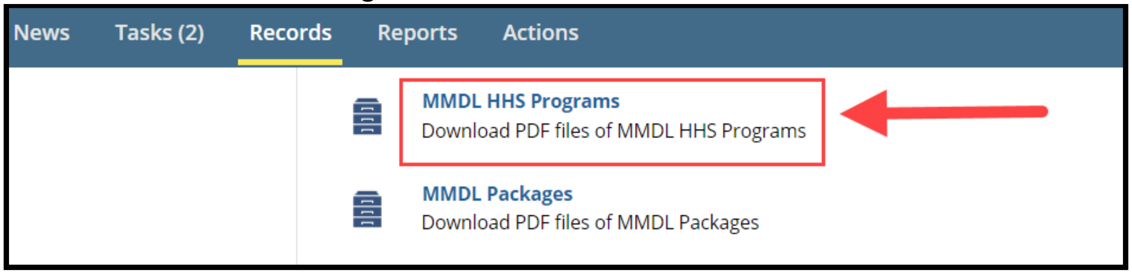


Figure 214: Records tab

2. Select the link to the relevant MMDL HHS program.
3. Select the link next to **Submission Document** to download the PDF file.

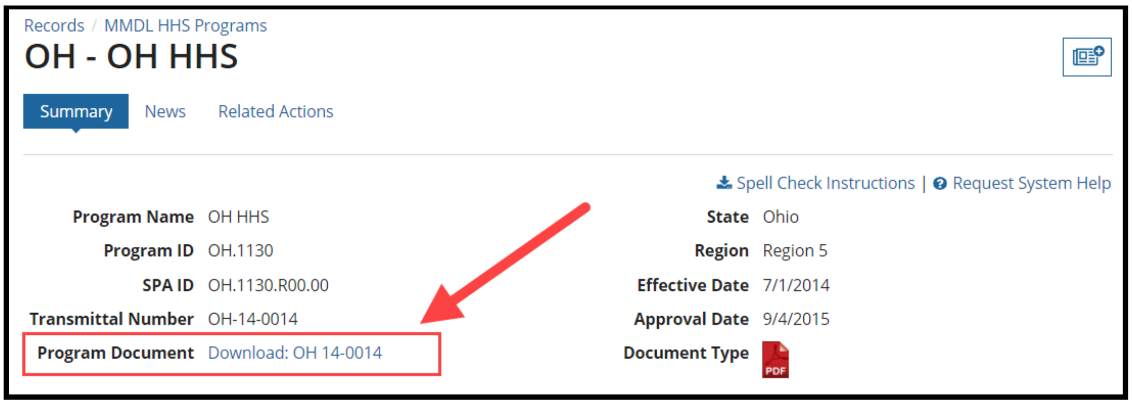


Figure 215: Download link

Allowing CMS to View a Package

Allow CMS to View Screen functionality allows CMS to view the contents of a package before the official review process begins. The State Point of Contact (SPOC) can enable the functionality upon receiving the package for review. The SPOC can update the package's visibility (e.g., turning it off and on) at any point prior to submitting it to CMS for review.

NOTE: The SPOC should notify CMS once visibility is turned on for the package as MACPro does not send a notification. CMS can provide feedback about the package via the Correspondence Log.

1. Log in to MACPro as the **State Point of Contact**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

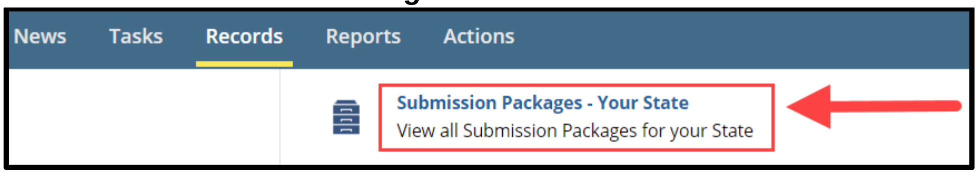


Figure 216: Records tab

3. Select the link for the relevant submission package.
4. Select **Allow CMS to View Screen** on the **Related Actions** tab.

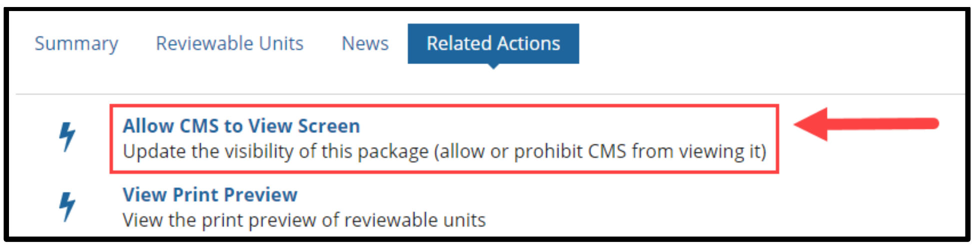


Figure 217: Related Actions tab

5. Select **Yes** to the "**Would you like to allow CMS to view the screen?**" question. Then select the **Update Visibility** button.

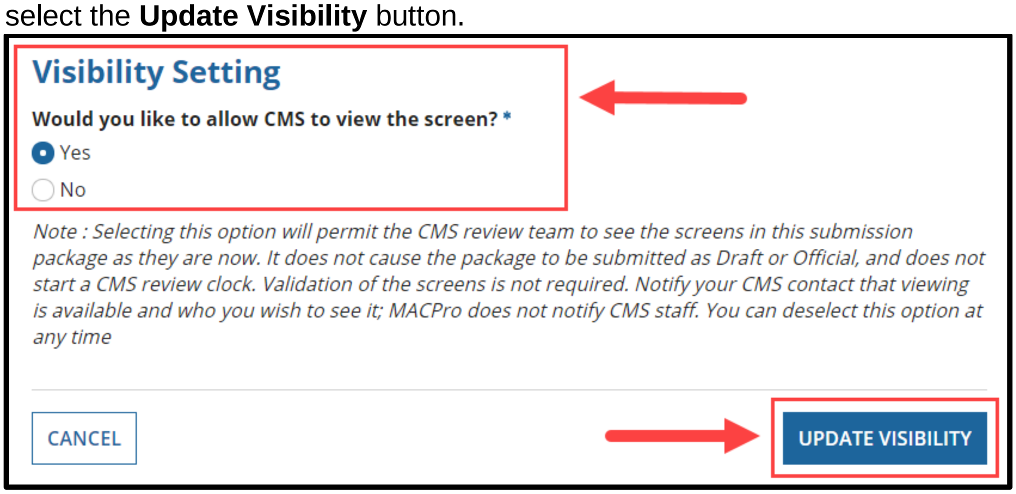


Figure 218: Visibility Setting options

Breaking a Submission Package Lock

The "Break the Lock" functionality may be helpful in cases where one State Editor selects the "Modify Package" button in a submission package, but then later does not select the Exit button to release their lock on the package. In those cases, if necessary, another State Editor who needs to modify the package can break the lock on the package by performing the following steps.

NOTE: The "Break the Lock" functionality is applicable (1) only to State Editors, and (2) only prior to a submission package initially being submitted to a State Point of Contact for review in the beginning stages of the workflow.

To break another State Editor's lock on a package:

1. Log in to [MACPro]() as a **State Editor**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

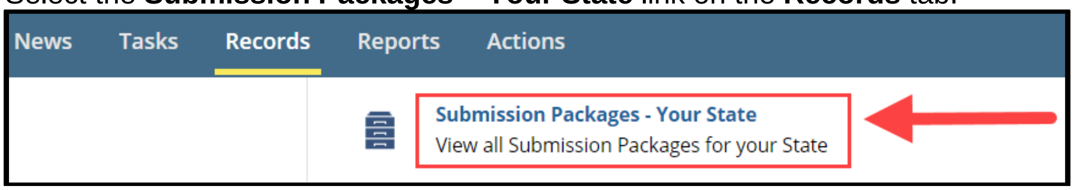


Figure 219: Records tab

3. Select the link for the relevant submission package.
4. Select **Modify Package** in the upper-right corner of the screen.

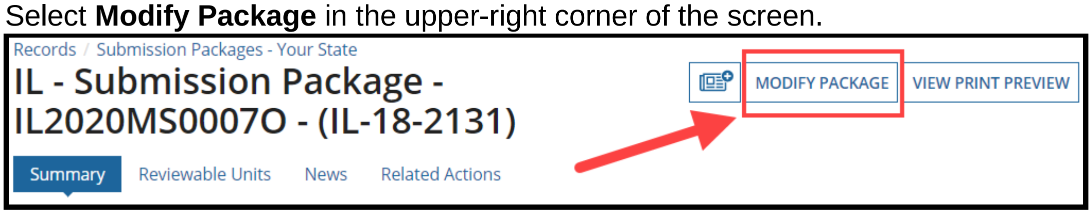


Figure 220: Modify Package button

5. Select the **Break Lock** button.

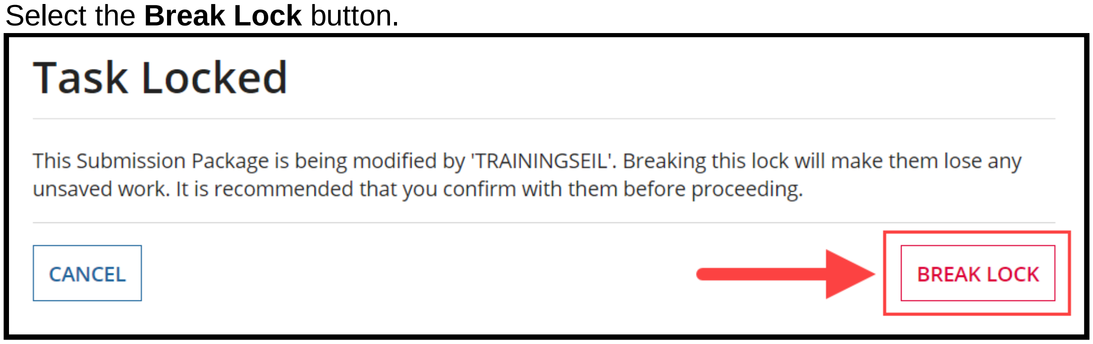


Figure 221: Break Lock button

6. Select **Yes** to the **"Are you sure you want to break the lock?"** prompt.

Deleting a Submission Package

The State Point of Contact (SPOC) can delete a submission package at any point **prior** to the package being submitted to CMS.

NOTE: For instructions on removing a submission package **after** submission to CMS, refer to the Withdrawing a Submission Package topic.

1. Log in to [MACPro]() as the **State Point of Contact**.
2. Select the **Delete Submission Package** link on the **Actions** tab.

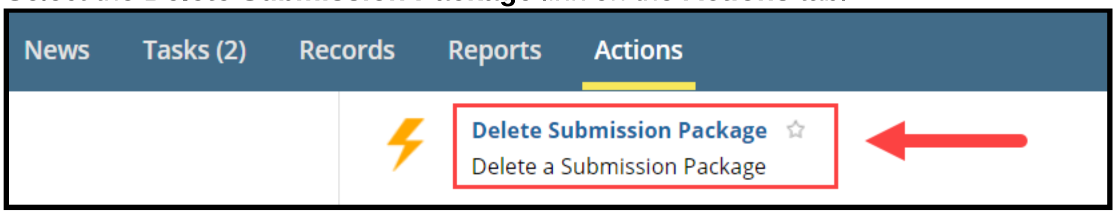


Figure 222: Actions tab

3. Enter the **Package ID** or the **SPA ID** (note that these fields are case sensitive). Then select **Search for Submission Package**.

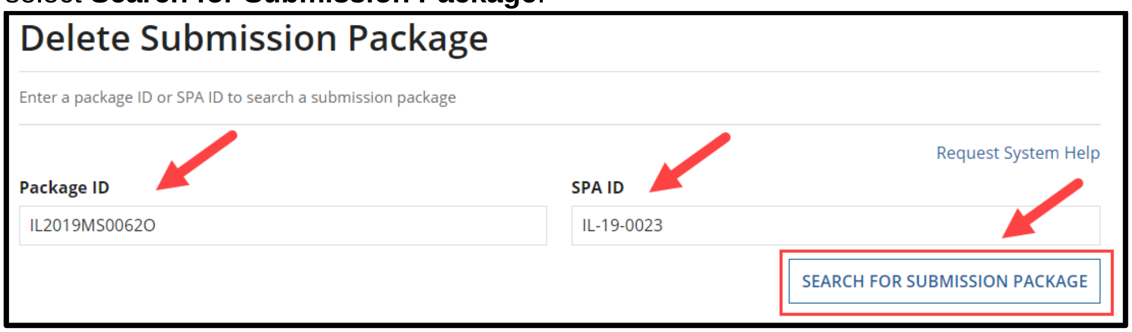


Figure 223: Delete Submission Package screen

4. Select the **Delete Submission Package** button.

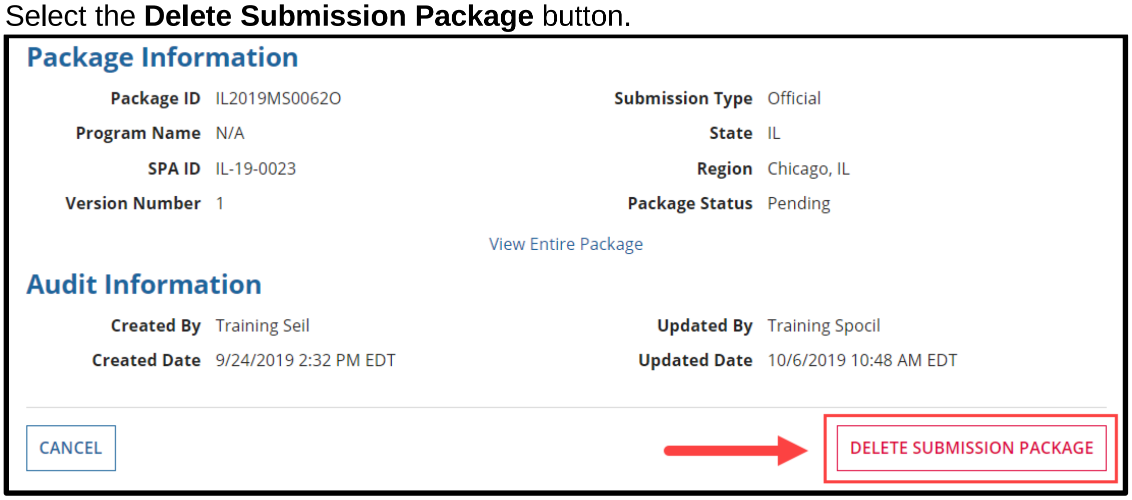


Figure 224: Delete Submission Package button

5. Select **Yes** to the “**Are you sure you want to delete this package?**” prompt.

Printing a Submission Package to PDF

You can create a PDF copy or a printer-friendly version of a submission package. The instructions below are shown in the optimal browser for MACPro, Google Chrome. Other browsers may be used for printing.

NOTE: Printing the PDF in Firefox may significantly reduce the number of pages printed compared to printing the PDF in another browser, including Chrome. However, note that page breaks do not function in Firefox.

1. Select the **Submission Packages – Your State** link on the **Records** tab.

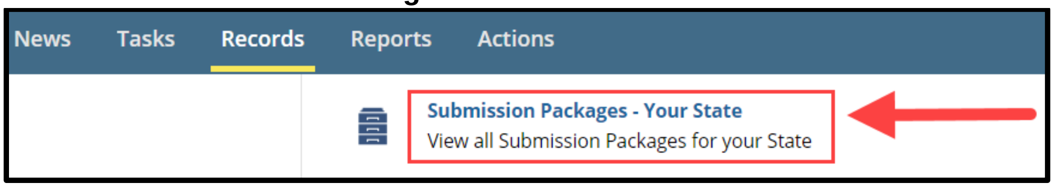


Figure 225: Records tab

2. Select the link for the relevant submission package.
3. Select the **View Print Preview** button in the upper-right corner.

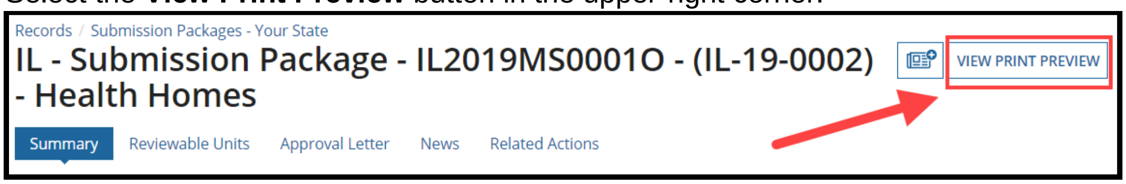


Figure 226: View Print Preview button

4. Select **Yes** or **No** to the three questions asking whether **package information**, **approval/disapproval notice**, or **RAI data** should be included in the consolidated report. By default, the answer for each question is set to Yes.

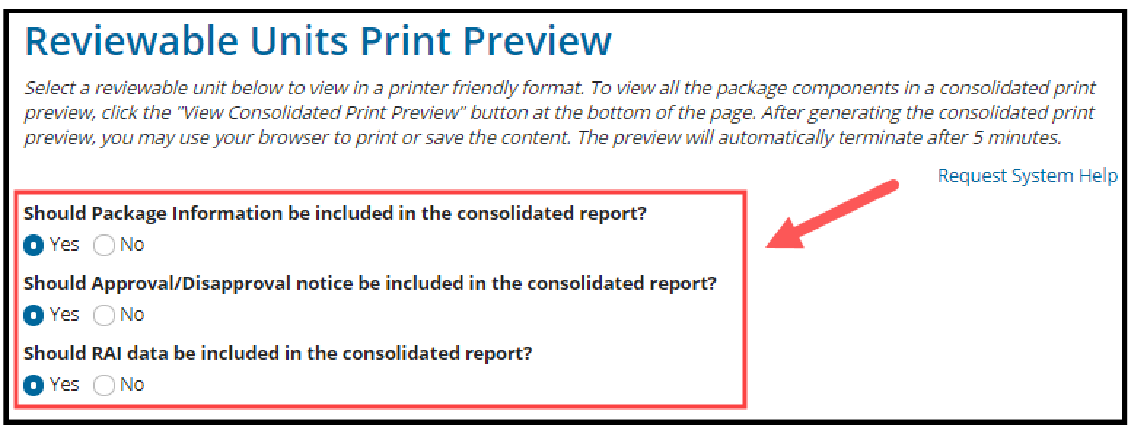
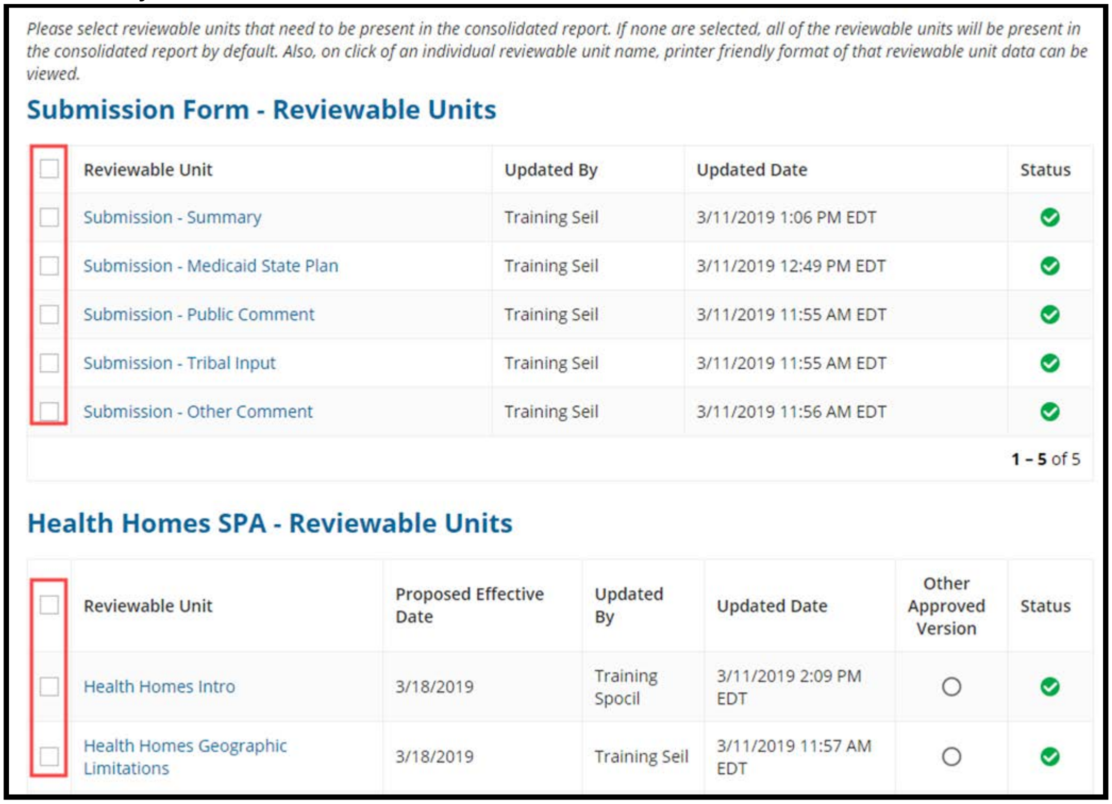


Figure 227: Consolidated report options

5. Select the RUs to include in the print preview. If none are selected, all RUs will be included by default.



Please select reviewable units that need to be present in the consolidated report. If none are selected, all of the reviewable units will be present in the consolidated report by default. Also, on click of an individual reviewable unit name, printer friendly format of that reviewable unit data can be viewed.

Submission Form - Reviewable Units

	Reviewable Unit	Updated By	Updated Date	Status
☐	Submission - Summary	Training Seil	3/11/2019 1:06 PM EDT	✔
☐	Submission - Medicaid State Plan	Training Seil	3/11/2019 12:49 PM EDT	✔
☐	Submission - Public Comment	Training Seil	3/11/2019 11:55 AM EDT	✔
☐	Submission - Tribal Input	Training Seil	3/11/2019 11:55 AM EDT	✔
☐	Submission - Other Comment	Training Seil	3/11/2019 11:56 AM EDT	✔

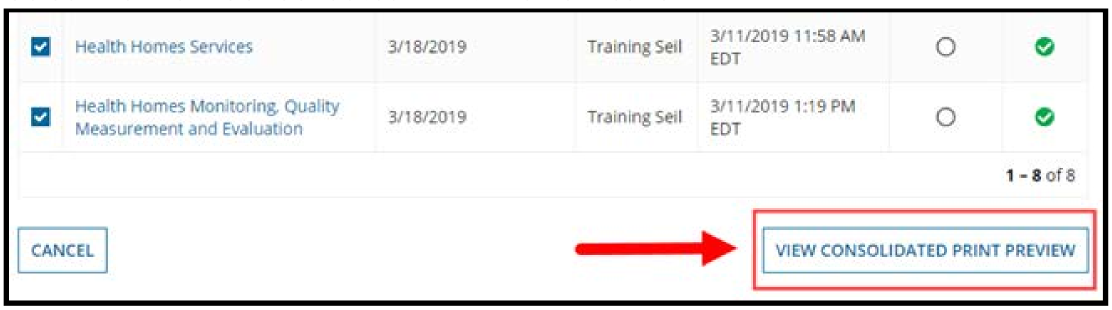
1 - 5 of 5

Health Homes SPA - Reviewable Units

	Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
☐	Health Homes Intro	3/18/2019	Training Spocil	3/11/2019 2:09 PM EDT	○	✔
☐	Health Homes Geographic Limitations	3/18/2019	Training Seil	3/11/2019 11:57 AM EDT	○	✔

Figure 228: Reviewable Units table

6. Select the **View Consolidated Print Preview** button.



☑	Health Homes Services	3/18/2019	Training Seil	3/11/2019 11:58 AM EDT	○	✔
☑	Health Homes Monitoring, Quality Measurement and Evaluation	3/18/2019	Training Seil	3/11/2019 1:19 PM EDT	○	✔

1 - 8 of 8

Figure 229: View Consolidated Print Preview button

7. Right-select (right-click) on the screen to open the web browser's pop-up menu. Then select **Print**.

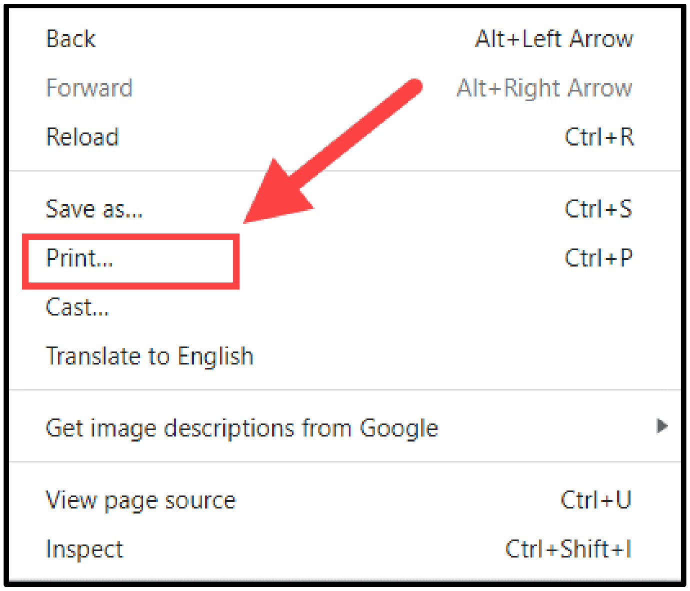


Figure 230: Print menu option

8. Select **More settings** in the Print window.

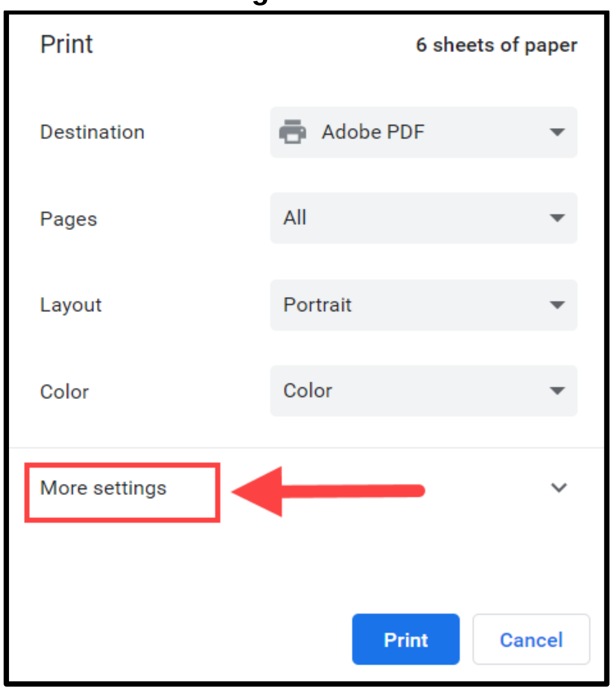


Figure 231: More settings link

9. Set the **Background Graphics** and the **Headers and Footers** options as described and shown below.
    a. Deselect (or uncheck) the **Headers and Footers** checkbox.
    b. Select (or check) the **Background Graphics** checkbox.

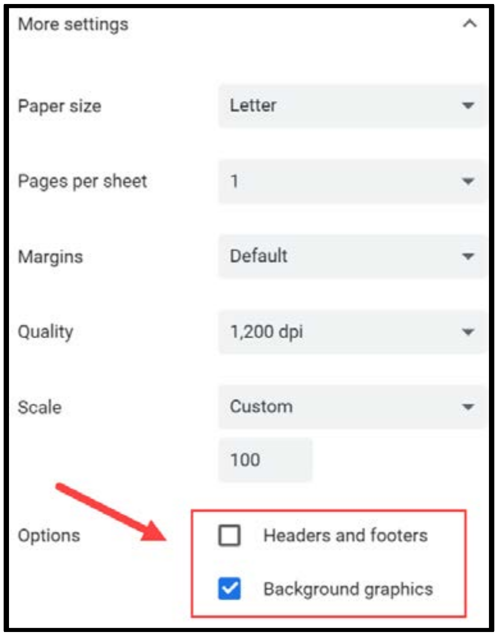


Figure 232: Print options

10. se the browser's Print functionality to either print or save the content to your desktop. Once the Consolidated Print Preview is generated, it will be available for **only five minutes** for you to print or save it.

NOTE:

- Any supporting documentation uploaded to the submission package will not be included in the printer-friendly versions of the package. Supporting documentation must be manually accessed and printed separately from the printer-friendly report.
- MACPro has limitations on the amount of concurrent consolidated print previews that can be generated system wide by users at a given time. If you attempt to generate a consolidated print preview and reach the threshold, you will receive the **Consolidated Print Preview Threshold Reached** warning message shown below. Wait five minutes and then try again.

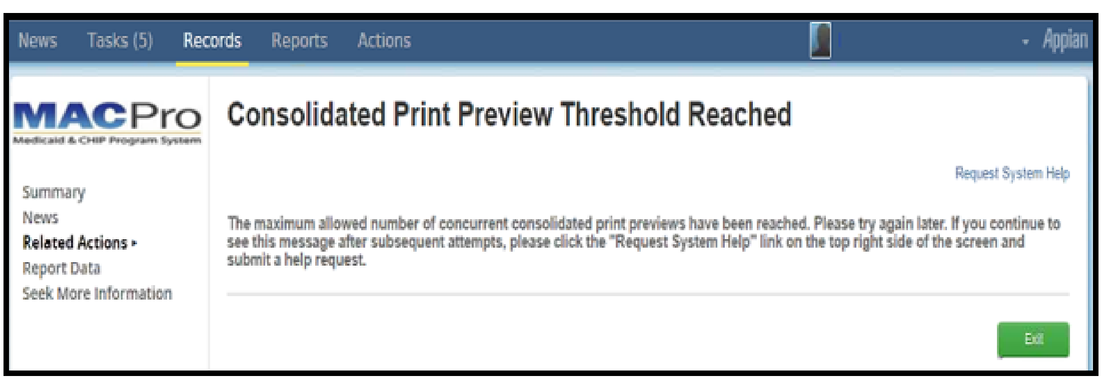


Figure 233: Threshold reached message

Requesting System Help for System-Related Inquiries

A **Request System Help** link is easily accessible on every screen of a submission package in MACPro. A link is also available on the **Actions** tab of the upper toolbar. Select the link should you need system-related assistance at any point while working on a submission package.

Figure 234: Request System Help button

A form will open in a new browser tab to avoid interrupting your work. Complete all required fields. Then select the **Submit Help Request** button.

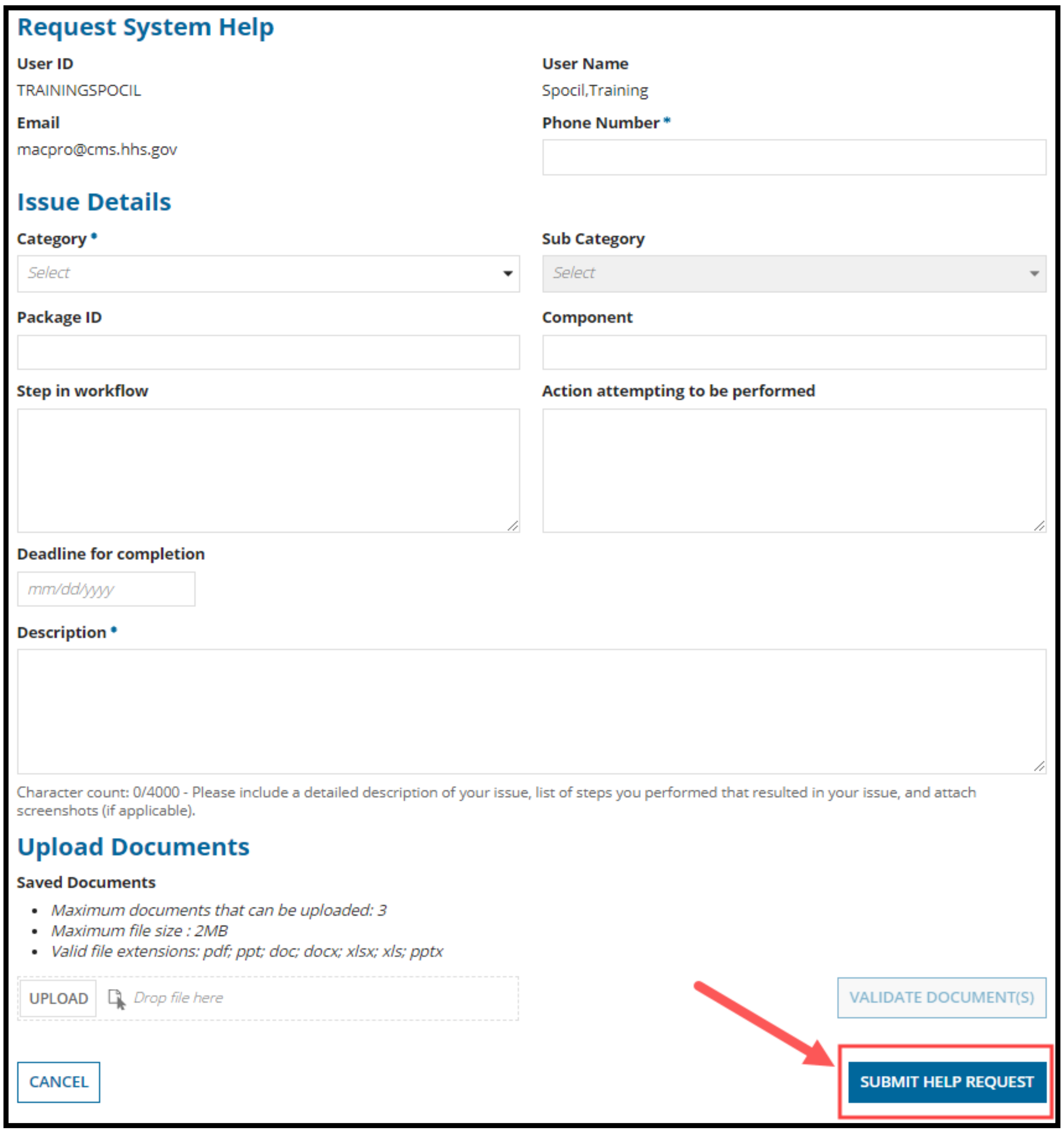


Figure 235: Request System Help screen

Uploading Documents in MACPro

An option to upload documents is available at various points of the MACPro SPA workflow. For example, documents can be uploaded to a Correspondence Log and to some fields in the Submission - Summary and the Submission - Public Comment RUs.

To upload a document

1. Either (a) select the **Upload** button and then select a document, or (b) select a document and then drag it to where **Drop file here** appears.

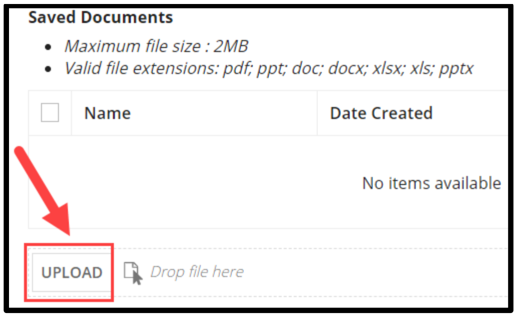


Figure 236: Upload button

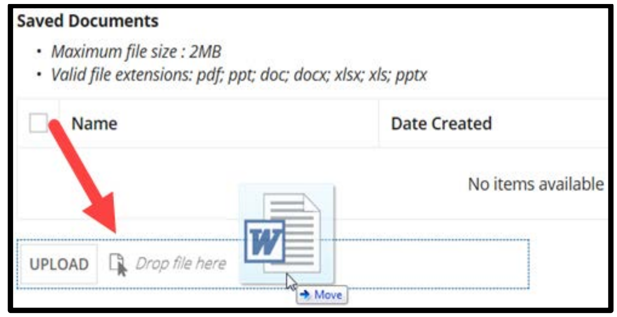


Figure 237: Drop file here

2. Select the **Save Document(s)** button. Once saved, uploaded documents will appear in the Saved Documents table.

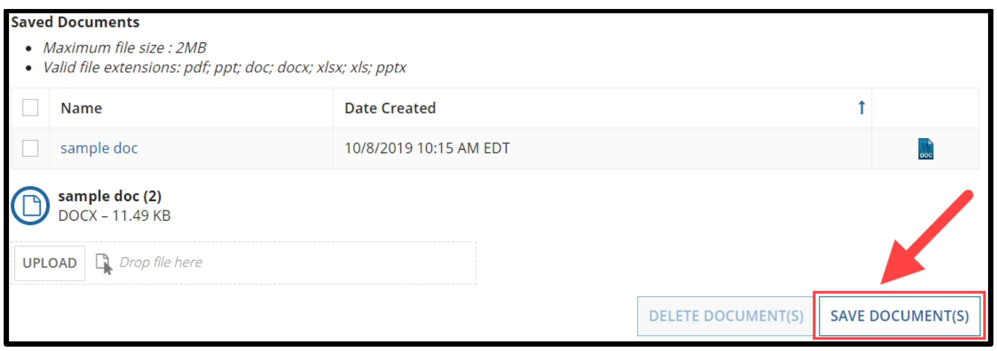


Figure 238: Saved Documents section

To delete an uploaded document

1. Select the checkbox next to a document in the **Saved Documents** table. Then select the **Delete Documents** button.

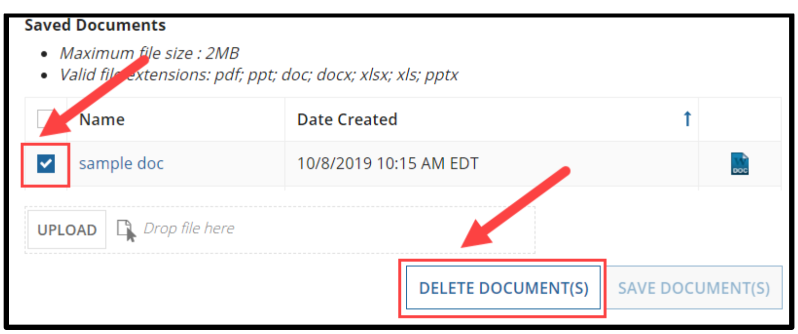


Figure 239: Saved Documents section

2. Select **Yes** to the **"Are you sure want to delete the selected file(s)?"** prompt.

Viewing a Consolidated Medicaid State Plan

Any MACPro user can follow the steps below to generate a consolidated view of all approved reviewable units in a state's Medicaid State Plan.

1. Log in to MACPro.
2. Select the **Medicaid State Plan** link on the **Records** tab.

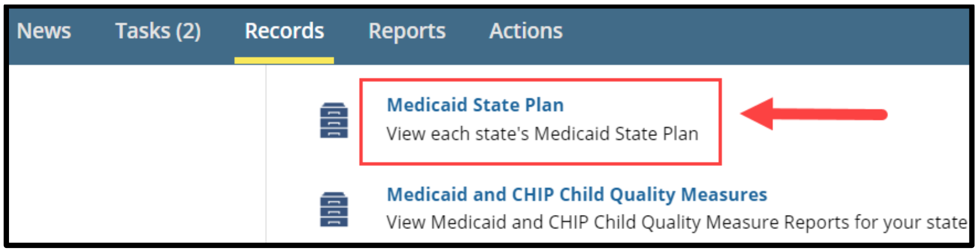


Figure 240: Records tab

3. Select the state's Medicaid State Plan link.
4. Select the **View Medicaid State Plan** button in the upper-right corner.

Figure 241: View Medicaid State Plan button

5. If needed, update the **State Plan as of Date** field (e.g., to reflect an upcoming effective date). Then select the **Apply Filter** button.

Figure 242: State Plan as of Date field & Apply Filter button

6. Select the **Generate MSP** button.

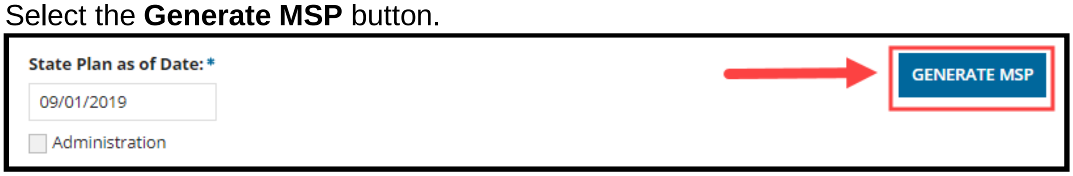


Figure 243: Generate MSP button

7. Select **Yes** at the prompt to continue.

Viewing RUs in a Separate Browser Tab

At various points while working on a submission package in one browser tab, you may find it helpful to view the submission package in another browser tab. When using multiple browser tabs in MACPro, it is recommended that you edit information in only one tab and use the other tab only as a reference. Also, be sure to keep all MACPro sessions within one browser window.

To view a submission package in a second browser tab

1. Right-select the **View Entire Package** link. Then select **Open link in new tab**.

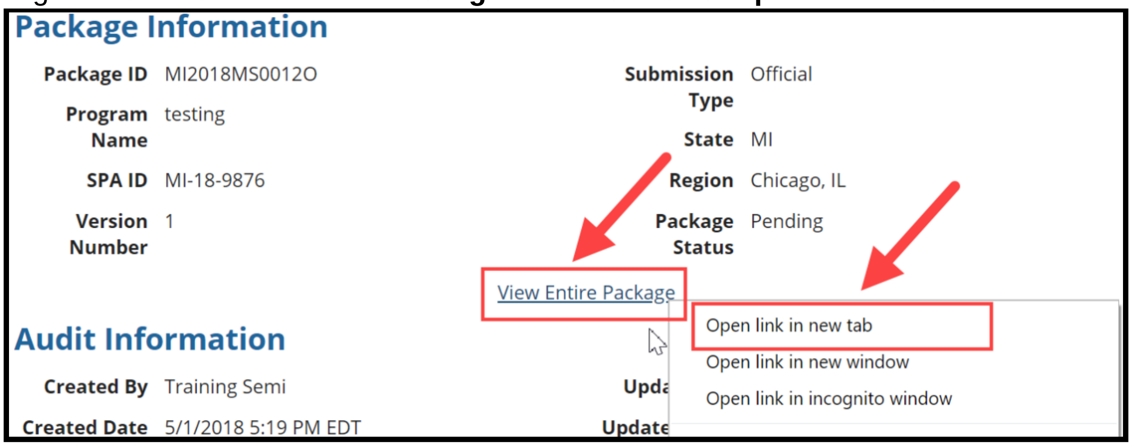


Figure 244: View Entire Package link & right-select menu

2. On the second browser tab, select the Reviewable Units on the package navigation menu. From there, you can select an RU link to open it in read-only mode.

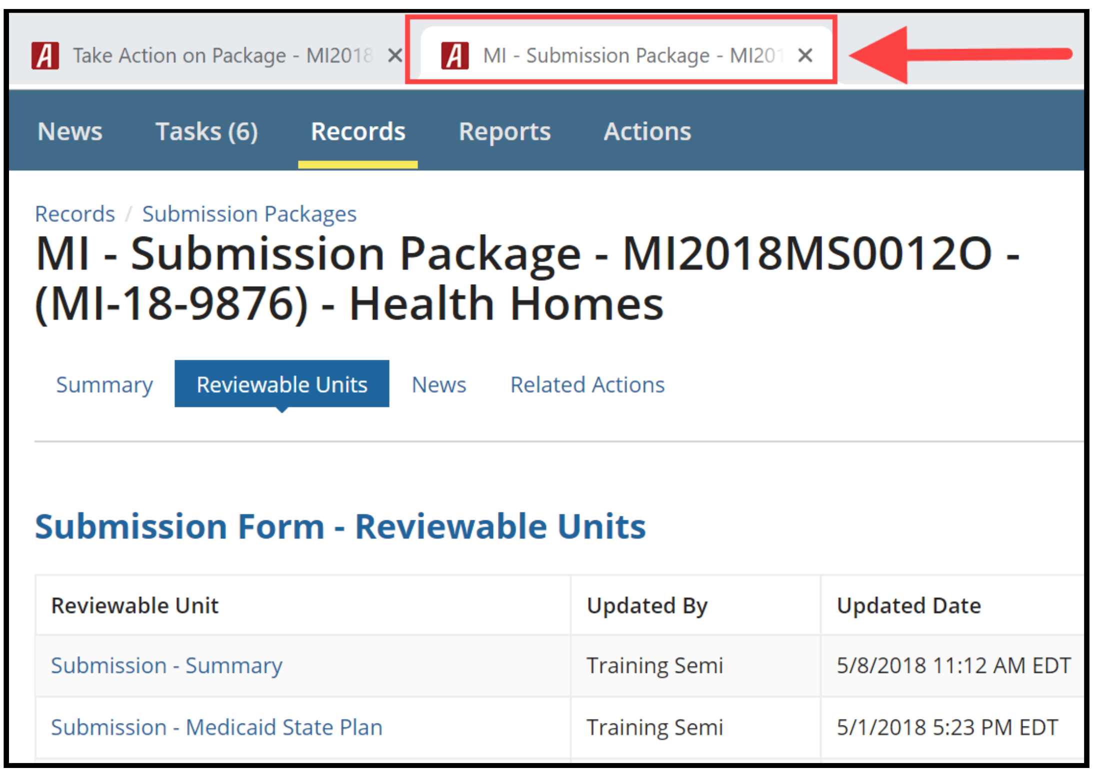


Figure 245: Second browser tab

Viewing Reports in MACPro

The following table provides information on some of the reports available in MACPro.

Report Name	Description	Available For
State Agency Profile Report	Overview of a State’s Medicaid Plan including the prior 12 months' submission package history	State Point of Contact; State Director
Submission Detail Report	View details on packages by date	State Editor; State Point of Contact; State Director
Submission Statistics Detail Report	View all Submission Packages currently in review	State Editor; State Point of Contact; State Director
Submission Summary Report	Overview of submitted packages by date	State Editor; State Point of Contact; State Director

Withdrawing a Response to RAI

The State Point of Contact (SPOC) can withdraw the state's response to a Request for Additional Information (RAI) after submitting it to CMS. This action is available only when the package is in either Submitted status or Review status.

1. Log in to [MACPro]() as the **State Point of Contact**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

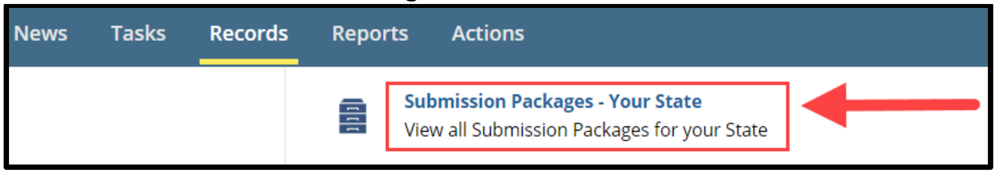


Figure 246: Records tab

3. Select the link for the relevant submission package. (Reminder: The package status must be either Review or Submitted.)
4. Select the **Withdraw RAI Response** link on the **Related Actions** tab.

Figure 247: Related Actions tab

5. Select the **Withdraw RAI Response** button.

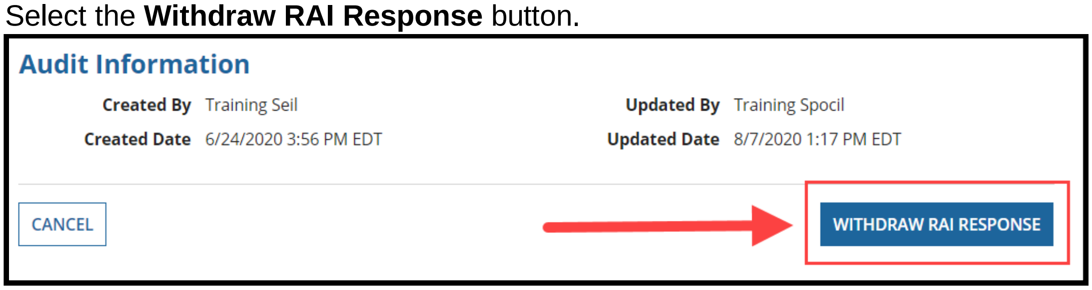


Figure 248: Withdraw RAI Response screen

6. Select **Yes** to the "**Are you sure you want to withdraw your RAI response?**" prompt.

At this point the SPOC will receive a new **Respond to RAI** task. To resubmit an RAI response, start at Part 1 of the [Responding to a Request for Additional Information (RAI)]() section in this document.

Withdrawing a Submission Package

A State Point of Contact (SPOC) can withdraw a submission package at any point after submitting it to CMS. However, please note that once withdrawn, **a submission package cannot be resubmitted** to CMS in MACPro.

1. Log in to [MACPro]() as the **State Point of Contact**.
2. Select the **Submission Packages- Your State** link on the **Records** tab.

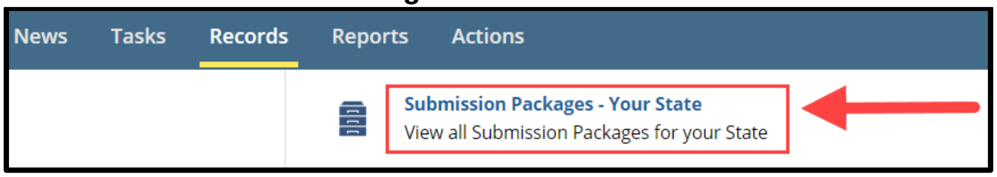


Figure 249: Records tab

3. Select the link to the submission package to withdraw.
4. Select the **Withdraw Submission Package** link on the **Related Actions** tab.

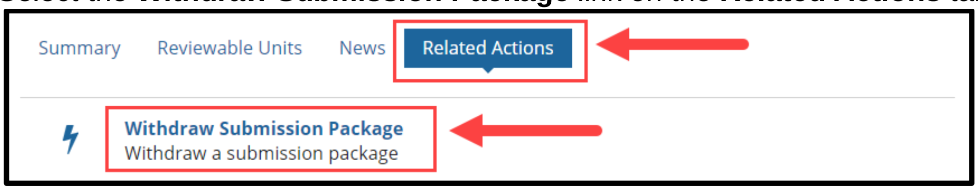


Figure 250: Related Actions tab

5. Select the **Withdraw Submission Package** button. As a reminder, once withdrawn, a submission package **cannot** be resubmitted to CMS in MACPro.

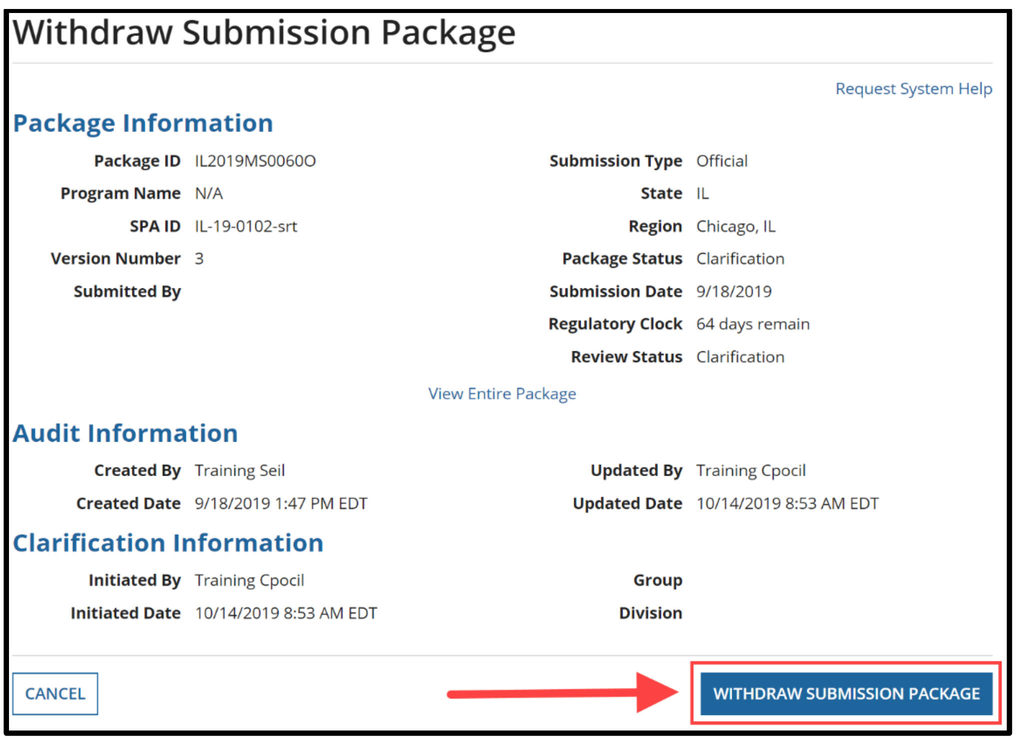


Figure 251: Withdraw Submission Package button

6. Select **Yes** to the "**Are you sure you want to withdraw the submission package?**" prompt.

Appendix B: Reference Materials

Acronyms & Abbreviations

Term	Definition
CHIP	Children’s Health Insurance Plan
CMS	Centers for Medicare and Medicaid Services
CO	Central Office
CPOC	CMS Point of Contact
EIDM	Enterprise Identity Management
FFY	Federal Fiscal Year
HHSPA	Health Homes State Plan Amendment
RD	Reference Document (formerly IRD - Introductory Reference Document)
MACPro	Medicaid and CHIP Program
MAGI	Modified Adjusted Gross Income
MMDL	Medicaid Model Data Lab
MSP	Medicaid State Plan
RAI	Request for Additional Information
RU	Reviewable Unit
SDIR	State Director
SE	State Editor
SPA	State Plan Amendment
SPOC	State Point of Contact
SSA	State System Administrator

Glossary

Term	Definition
Approval Letter (Approval Notice)	A state specific approval letter (approval notice) generated by MACPro upon Official submission package approval.
Authority	The section within a Component. Under the Components of Quality Measures or Medicaid State Plan, there are various Authorities such as Adult Quality Measure, Medicaid and CHIP Child Quality Measures, Health Homes SPA, MAGI Eligibility, or Administration.
Clarification	A Clarification is an informal request by CMS for more information. When CMS submits a Clarification, it puts the package back in the state's hands. It is similar to an unlock in MMDL and does not stop the 90-day clock.
CMS Enterprise Portal	An Internet web site located at https://portal.cms.gov that provides access to certain new and existing CMS content, products, and services.
Component	Describes a program section available within MACPro. The two Components currently available in MACPro are Quality Measures Reporting and Medicaid State Plan.
Correspondence Log	A Correspondence Log is a method of centralized communication that serves as the official record of communication between CMS and the state. Only the State Point of Contact (SPOC) and the CMS Point of Contact (CPOC) can write in the Correspondence Log, but others may view the Correspondence Log in a package for reference.
EIDM	MACPro access is managed by the Enterprise Identity Management (EIDM) portal, an identity management and services system that provides users with access to CMS applications. EIDM is accessed through the CMS Enterprise Portal address (https://portal.cms.gov).
EIDM ID	The ID users enter to access MACPro. An EIDM ID is registered via the CMS Enterprise Portal. All MACPro users are required to obtain an EIDM ID.
EIDM Role for MACPro	All users with a registered EIDM ID must request an EIDM role for MACPro to access MACPro. An EIDM role for MACPro only provides access to MACPro. All state users should request the "MACPro State User" EIDM Role. An EIDM role for MACPro is different than a MACPro User role.
Implementation Guide	A document in MACPro that provides federal policy applicable to Medicaid State Plan Amendments for a particular authority. The Implementation Guide contains information regarding federal statute, regulations, and policy applicable to an area/authority of the Medicaid State Plan.
MACPro User Roles	MACPro is designed around specific user roles, which determine the functionality available to a particular user.

Term	Definition
Package ID Number	System-generated identifier for each Submission Package necessary for MACPro to uniquely identify packages and versions.
Process Flow/Workflow	Structured sequence of activities and tasks that are used to implement a specific process, including automatic routing and tracking of documents for approval and other tasks.
Program	Section of MACPro that designates what the user is reporting on. Available Programs are CHIP or Medicaid. Users can select various Components and Authorities under a Program.
Request for Additional Information (RAI)	An opportunity for CMS to put the package back into the state's hands to address questions and updates. This option stops the 90-day clock.
Reviewable Unit (RU)	The part of a MACPro authority or other discrete unit in the application that a state user enters information into for their submission package.
SPA ID	The numbering convention for a SPA that states select that that is used to identify the SPA. The general format is: ST-YY-NNNN-xxxx, with ST representing the state abbreviation, YY representing the last two digits of the year of submission, NNNN representing sequential numbering of SPAs for the year, and xxxx representing up to four optional additional alphanumeric digits for the state to identify a SPA.
SPA Submission Package	A SPA submission package is the electronic package created by the state to propose amendments to the Medicaid State Plan. The submission package includes all necessary attachments and supporting information that is required for CMS approval. It is a collection of files and the associated file reference information provided to CMS from the state to support the state's request for approval. A SPA submission package also contains an electronic version of the CMS 179, which captures specific information related to a SPA Package. The Submission Form also can include Public Notice and Tribal Consultation documents.
State Profile	Basic information in MACPro about each state that is referenced for each submission. Includes some of the functions of the current CMS form 179. A state will not be able to submit a SPA in MACPro without a complete State Profile in the system. The State System Administrator (SSA) creates and maintains the State Profile. CMS cannot modify or update the State Profile.
Thread	An item for correspondence (Correspondence Log) initiated by State or CMS users (with appropriate access) for the communication of questions or clarifications related to a submission package. A Correspondence Log item can be responded to by eligible users with appropriate access to view and respond to a Correspondence Log. Users can also reply to a response spawning into n^{th} level of hierarchy.

MACPro System Notifications

This table lists notification emails sent to MACPro users and the actions taken that initiate the emails.

The **State & CMS Package Information Notification** column lists the subject of the informational email regarding actions taken on a submission package. The **State Task Notification** column lists the subject of the task notification email, which will include a link to a new task in MACPro.

If CMS is specified in the Recipient column, this indicates that they will receive the Package Information Notification. CMS does not receive State Task Notifications.

Action	State & CMS Package Information Notifications	State Task Notifications	Recipient
State Editor (SE) breaks lock on package	Package has been unlocked	N/A	SE (who locked the package)
State Point of Contact (SPOC) deletes submission package	Package Deleted	N/A	SE, SPOC, SDIR
State Editor (SE) completes package and forwards to State Point of Contact	Package Completed	New Task: Review Submission Package	SPOC
SPOC completes the review	Package Ready for Review	New Task: Review Submission Package	SDIR
State Director certifies the package	Package Certified by State Director	New Task: Review Submission Package	SPOC
SPOC submits the package to CMS	Package Submitted to CMS	N/A	SE, SPOC, SDIR
A package is submitted with a reviewable unit that exists in another submission package that has not yet been dispositioned	Notification of Duplicate Reviewable Unit	N/A	SPOC, CMS
SPOC returns the package to the SE for revision	Package Returned by State Point of Contact (SPOC)	New Task: Revise Submission Package	SE
SDIR returns the package to SPOC for revision	Package Returned by State Director (SDIR)	New Task: Revise Submission Package	SPOC
CMS requests Clarification	Clarification Requested by CMS	Respond to Clarification	SPOC, CMS
SPOC completes the task after CMS initiates Clarification	Package Submitted to CMS	N/A	CMS
CMS returns Draft SPA to the state	Package Returned by CMS	Review Submission Package	SPOC
SPOC closes Draft SPA	Draft Package Closed by State Point of Contact (SPOC)	N/A	SE
CMS submits RAI request to the state for Official submission package	Request for Additional Information on Package	Respond to RAI	SPOC
State withdraws RAI submission	RAI response withdrawn for package	Respond to RAI	SPOC, CMS
SPOC or CMS creates/updates Correspondence Log	Correspondence Log Entry	N/A	SPOC, CMS
CMS forwards disapproved package to SPOC for acknowledgement	Action Required: Acknowledge Disapproval of Official Submission Package	New Task: Acknowledge Package Receipt	SPOC

Appendix C: General Accessibility Guidelines

MACPro users can utilize the **Tab** key to navigate through every data field, image, icon and link within MACPro. The following general functions are available to users in MACPro:

1. **Expand and Collapse links**
    - Selecting an Expand link will expand a collapsed section.
    - Selecting a Collapse link will collapse an expanded section.
2. **+/- link**
    - Selecting this link will expand or collapse particular sections within the application.
3. **View All Responses button**
    - Selecting this button will expand all sections on a screen within MACPro.
4. **Save button**
    - Selecting this button will save data already entered. If you do not receive a red validation error after selecting the save button, the data can be considered successfully saved.
5. **Other Action buttons**
    - When the user selects any action button like **Cancel**, **Go to Admin Page, or Take Action on Package**, the application will perform the respective function. If you do not receive any errors on the screen, the action can be considered successfully completed.

Alternatively, the following shortcut keys in JAWS can be used to navigate and take actions:

1. **Insert + F7 key**
    - By using this key combination, users will be provided with a list of all links on the screen. Users can navigate through the list using the arrow keys and take appropriate actions.
2. **Insert + F6 key**
    - By using this key combination, users will be provided with a list of all headings on the screen. Users can navigate through the list using the arrow keys and take appropriate actions.