



MACPro Medicaid State Plan Reference Document for State Users (Eligibility & Administration)

Reflects Appian Environment as of 09/03/2018

Date: 09/03/2018

Table of Contents

- Overview..... 4
 - What is MACPro?4
 - Obtaining MACPro Access5
 - Web Browser & Software Requirements for MACPro.....6
- MACPro User Roles 7
- Navigating MACPro 8
 - MACPro Upper Toolbar8
 - Package Navigation Menus12
 - Viewing Package Summary Screen & Timeline.....13
 - Expanding Information Viewable on the Screen15
 - Dependencies: Primary & Secondary RUs16
 - Validating RUs17
 - Navigating to Previously Approved RUs18
 - Viewing Related RUs20
- Creating or Updating the State Profile 21
 - To create a new State Profile.....21
 - To modify an existing State Profile21
- Developing & Submitting a SPA Package 23
 - Step 1: State Editor Creates Submission Package & Completes Reviewable Units24
 - Submission RUs.....25
 - Eligibility RUs37
 - Proposed Effective Date and SPA ID48
 - Step 2: State Editor Forwards Submission Package to SPOC51
 - Step 3: SPOC Reviews Submission Package & Forwards to State Director54
 - Step 4: State Director Reviews & Certifies Submission Package59
 - Step 5: SPOC Submits Package to CMS63
- Responding to a Clarification..... 67
- Responding to a Request for Additional Information (RAI)..... 75
- Creating or Modifying a Correspondence Log 84
 - Creating a Correspondence Log.....84
 - Modifying the Correspondence Log87
- Using the Draft Submission Functionality 91
 - Converting a Draft Submission to Official92

Step 1: State Point of Contact Closes the Draft Submission.....	92
Step 2: State Editor Converts the Closed Draft Submission to Official	96
Appendix: Additional Actions	108
Accessing a Submission Package for Editing.....	108
Accessing Implementation Guides.....	110
Accessing MMDL Approved Packages in MACPro.....	112
Acknowledging Package Approval.....	114
Allowing CMS to View a Package.....	116
Avoiding a MACPro Session Timeout.....	119
Breaking a Submission Package Lock.....	120
Deleting a Submission Package	123
Printing a Submission Package to PDF	125
Removing an RU from a Submission Package.....	131
Requesting System Help for System-Related Inquiries	133
Uploading Documents in MACPro	134
To upload a document.....	134
To delete an uploaded document.....	136
Withdrawing a Response to RAI	137
Withdrawing a Submission Package.....	140
Appendix: Reference Materials	143
MACPro System Notifications.....	143
Acronyms & Abbreviations.....	145
Glossary	147
General Accessibility Guidelines	150

Overview

This document describes the steps state users will follow to create, review, and submit an Eligibility and/or Administration State Plan Amendment (SPA) submission package in MACPro.

- Assistance with MACPro is available from the MACPro Help Desk, Monday through Friday, 9:00 am to 7:00 pm Eastern time. For questions regarding the use of MACPro, select the **Request System Help** link in MACPro. For details on where to find the link and related information, refer to the [Request System Help form](#) topic in this document. You may also contact the MACPro Help Desk at MACPro_HelpDesk@cms.hhs.gov or call 301-547-4688.
- The MACPro Help Desk Team welcomes your suggestions for our training and reference materials. Please contact us with your feedback and comments on this document, or if you need other MACPro assistance.

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 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.

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	<ul style="list-style-type: none">• Google Chrome updates automatically. The most recent version is supported.• Google Chrome is the optimal Web browser for using MACPro.
Mozilla Firefox	<ul style="list-style-type: none">• Mozilla Firefox updates automatically. The most recent version is supported.
Microsoft Internet Explorer	<ul style="list-style-type: none">• Version 11<ul style="list-style-type: none">○ 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	<ul style="list-style-type: none">• Not applicable. Software does not impact ability to access MACPro.
OS X Yosemite	<ul style="list-style-type: none">• Not applicable. Software does not impact ability to access MACPro.

MACPro 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. Additional details on the functions are available in this document at the provided links.

User Role	Functions
State System Administrator (SSA)	<ul style="list-style-type: none">• Creating or updating the State Profile• Approving MACPro State user role requests
State Editor (SE)	<ul style="list-style-type: none">• Creating a submission package• Editing a submission package• Forwarding the submission package to the SPOC• Converting a Draft submission to Official
State Point of Contact (SPOC)	<ul style="list-style-type: none">• 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)• Using the Correspondence Log• Closing a Draft submission
State Director (SDIR)	<ul style="list-style-type: none">• Reviewing and certifying package for submission to CMS

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**. Details on the toolbar tabs are listed below. A solid line below a tab's name indicates that you are currently accessing that tab.

Actions tab

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

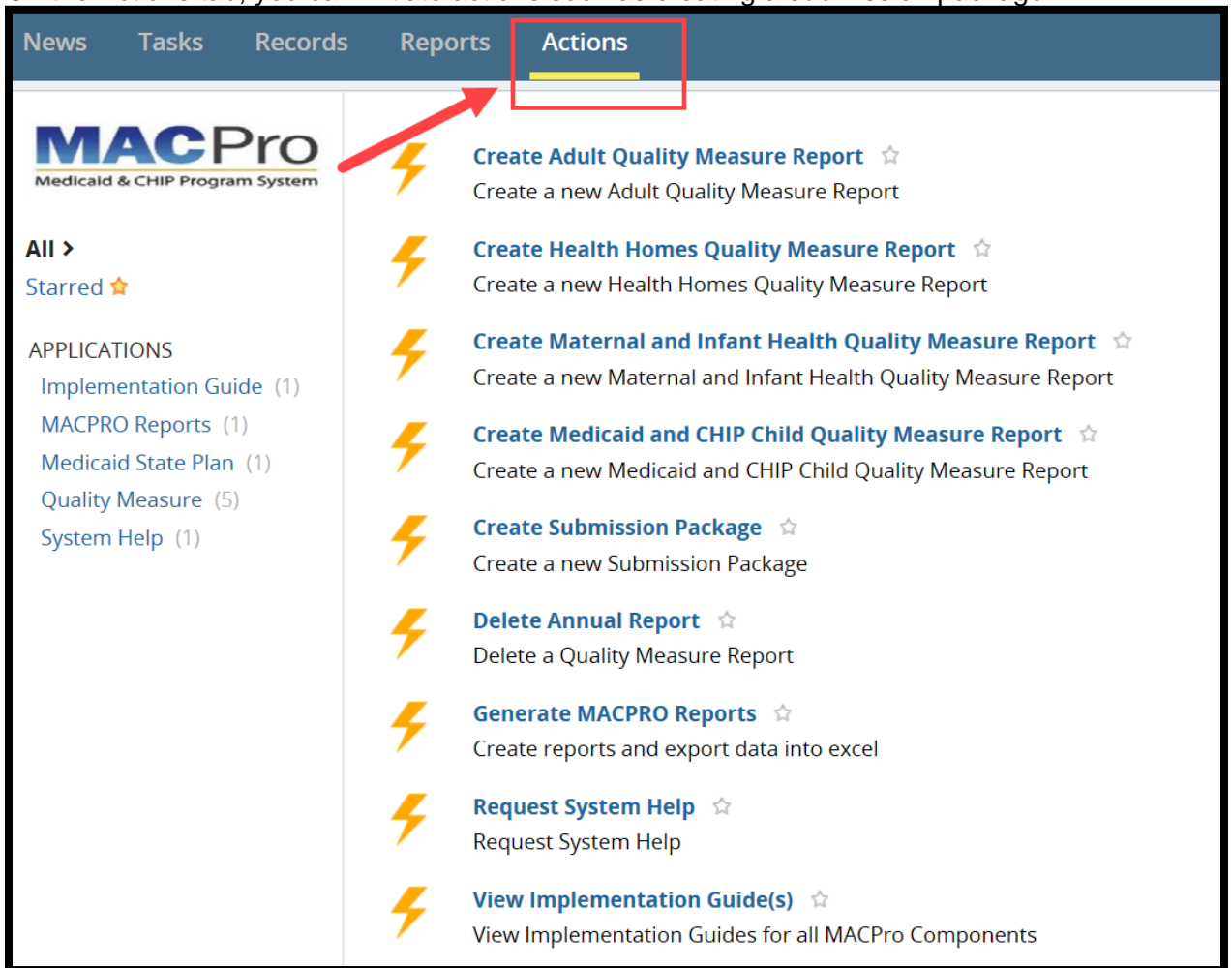


Figure 1: Actions tab

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; other MACPro users may see certain posts.

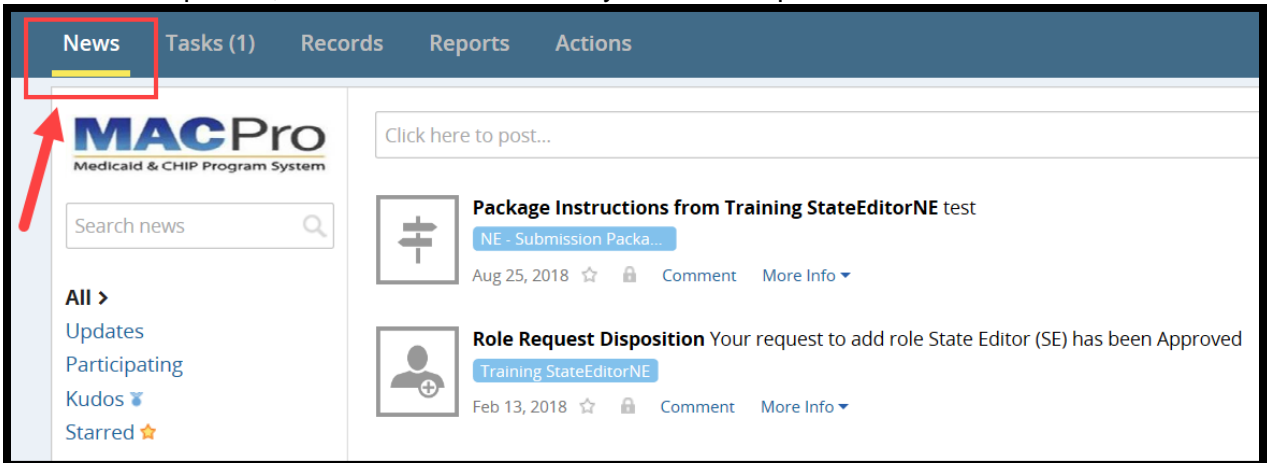


Figure 2: News tab

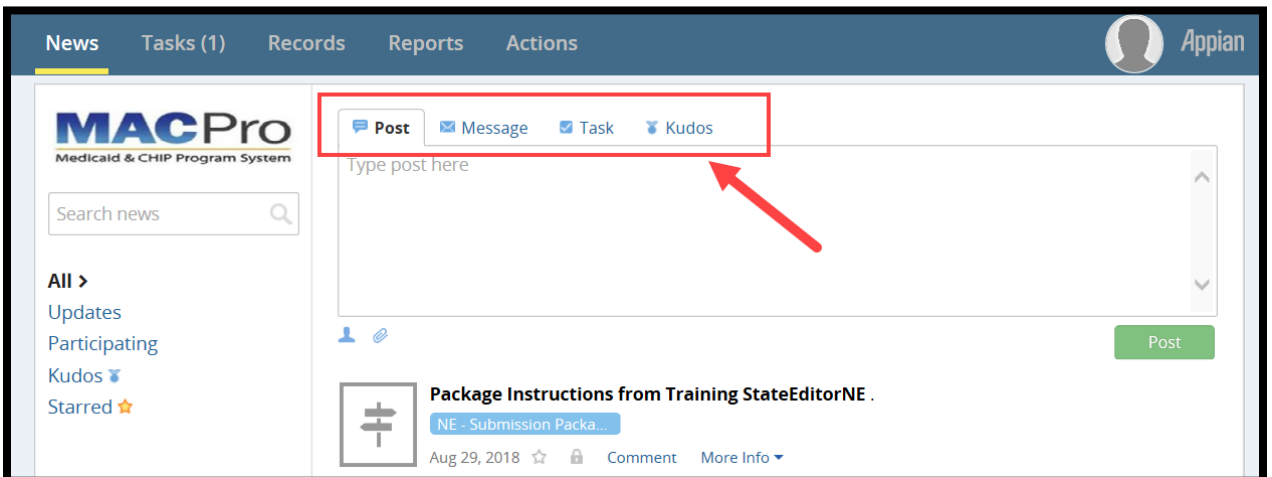


Figure 3: Post, Message, Task, and Kudos informal communication tabs

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 a submission package.

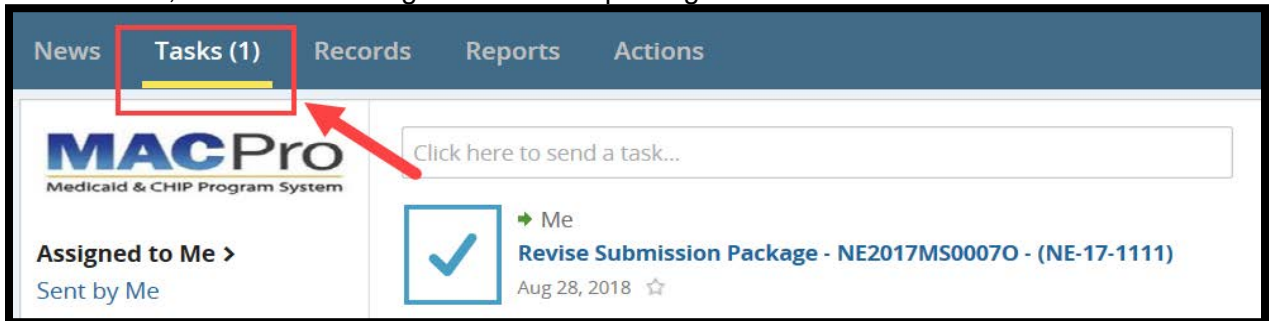


Figure 4: Tasks tab

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.

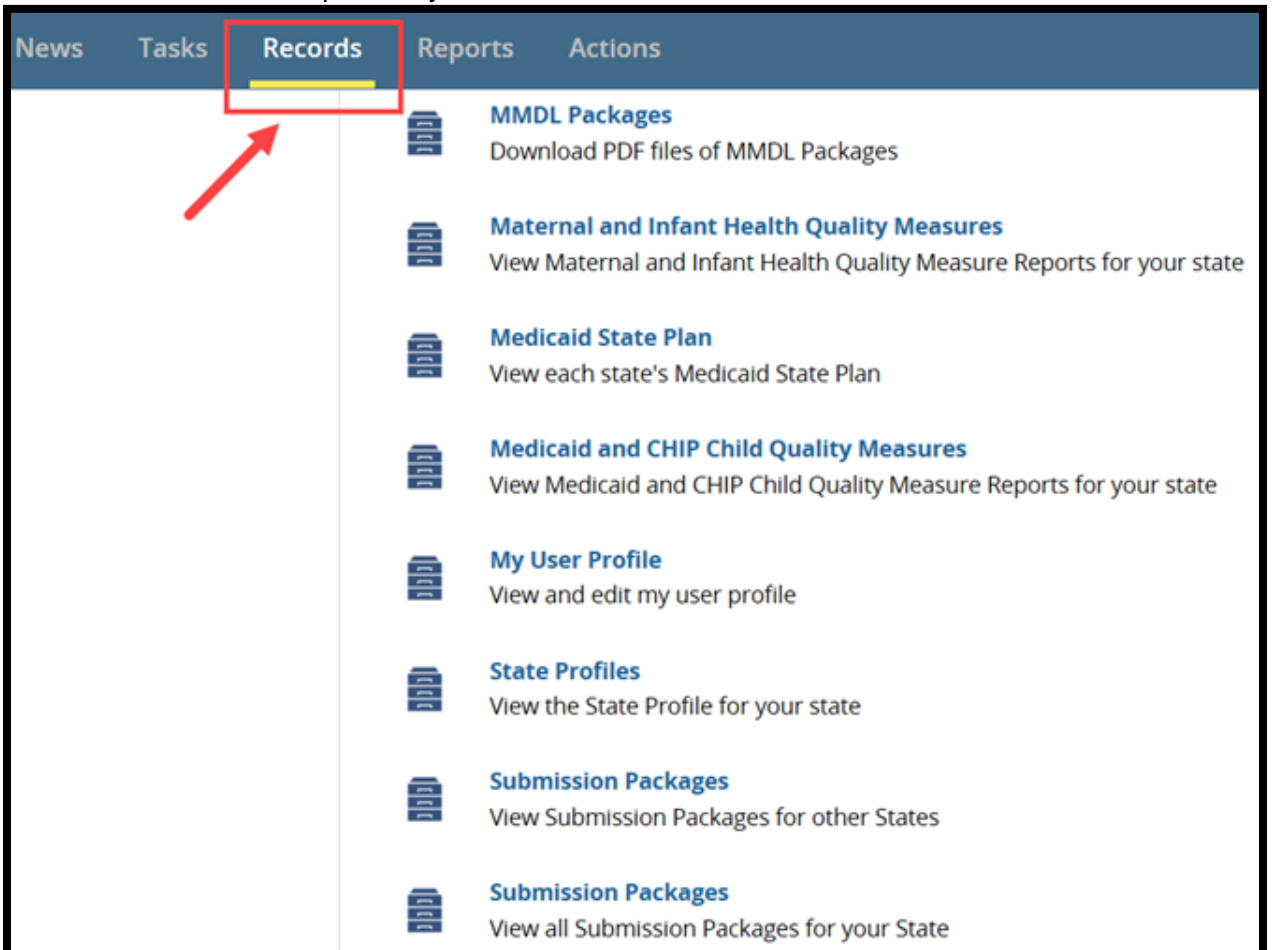
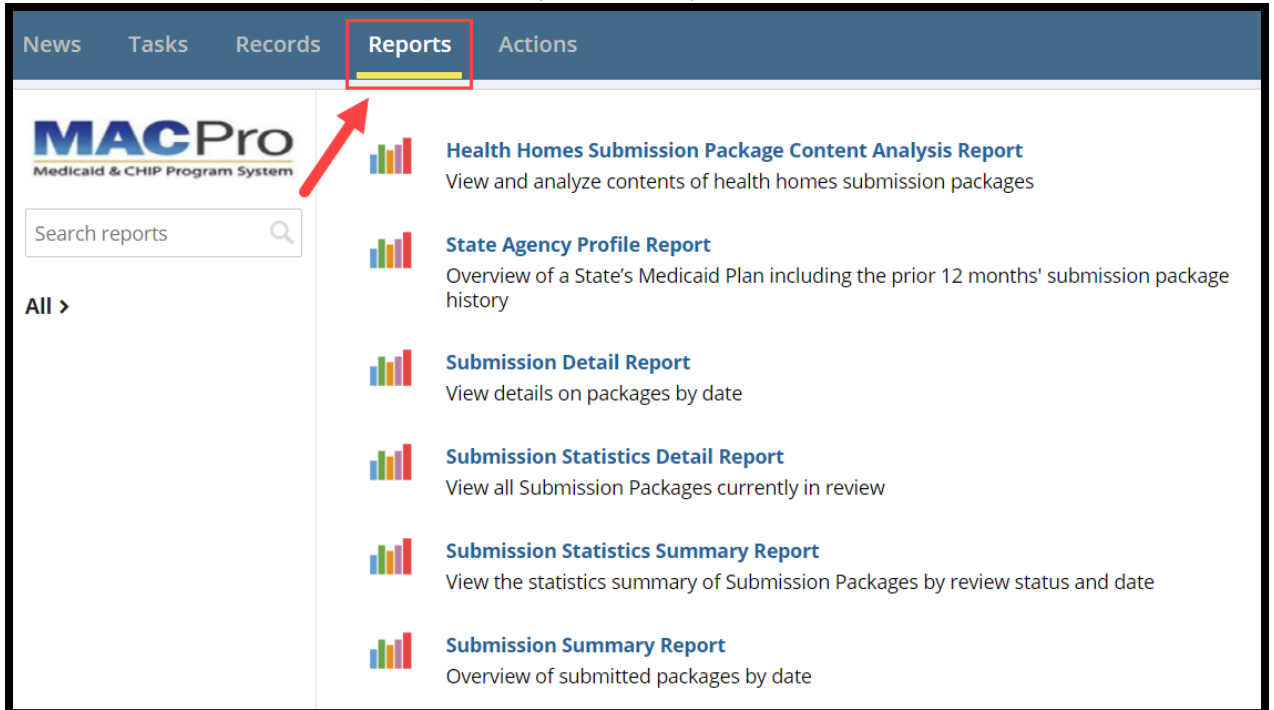


Figure 5: Records tab

Reports tab

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



The screenshot displays the MACPro interface with the 'Reports' tab selected in the top navigation bar. The 'Reports' tab is highlighted with a red box and a red arrow pointing to it. The main content area shows a list of reports, each with a small bar chart icon and a brief description. On the left side, there is a search bar labeled 'Search reports' and a link labeled 'All >'. The MACPro logo and 'Medicaid & CHIP Program System' text are visible in the top left corner of the main content area.

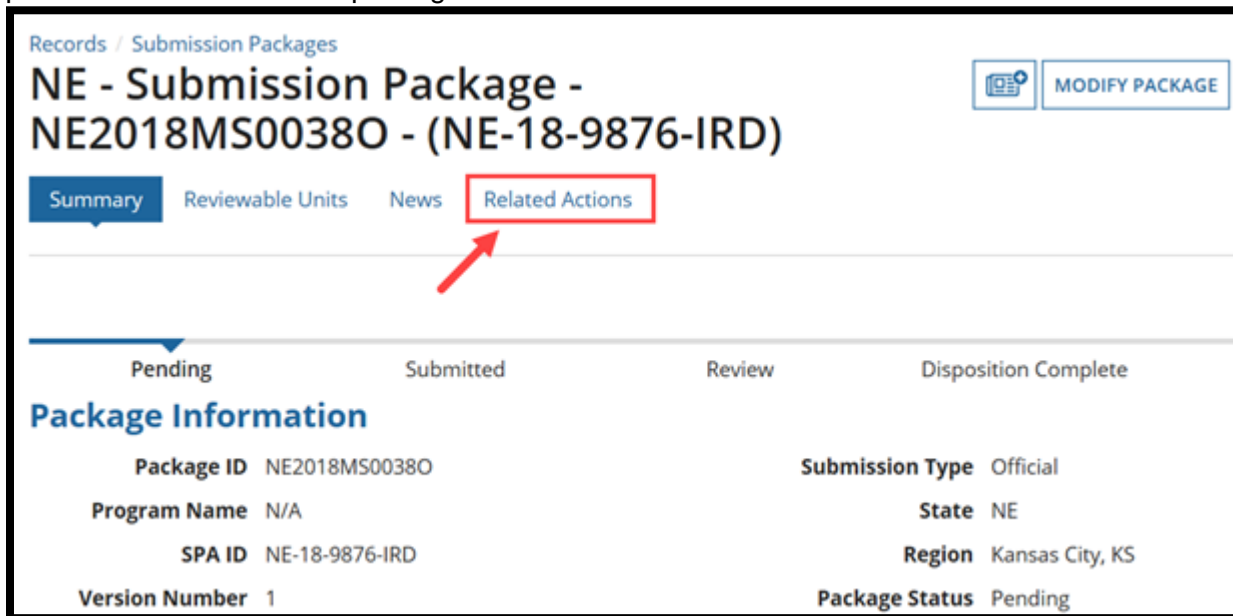
Report Name	Description
Health Homes Submission Package Content Analysis Report	View and analyze contents of health homes submission packages
State Agency Profile Report	Overview of a State's Medicaid Plan including the prior 12 months' submission package history
Submission Detail Report	View details on packages by date
Submission Statistics Detail Report	View all Submission Packages currently in review
Submission Statistics Summary Report	View the statistics summary of Submission Packages by review status and date
Submission Summary Report	Overview of submitted packages by date

Figure 6: 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 your user role(s) and the package status. For example, there may be an action listed to forward a package to the State Point of Contact or to the State Director, to convert a Draft submission to an Official submission, or to view a print preview of the submission package.



The screenshot shows a web interface for a submission package. At the top, there is a breadcrumb trail 'Records / Submission Packages' and a 'MODIFY PACKAGE' button. The main title is 'NE - Submission Package - NE2018MS00380 - (NE-18-9876-IRD)'. Below the title is a navigation menu with tabs: 'Summary', 'Reviewable Units', 'News', and 'Related Actions'. The 'Related Actions' tab is highlighted with a red box and a red arrow. Below the navigation menu is a progress bar with four stages: 'Pending', 'Submitted', 'Review', and 'Disposition Complete'. The 'Pending' stage is currently active. Below the progress bar is the 'Package Information' section, which displays the following details:

Package ID	NE2018MS00380	Submission Type	Official
Program Name	N/A	State	NE
SPA ID	NE-18-9876-IRD	Region	Kansas City, KS
Version Number	1	Package Status	Pending

Figure 7: Related Actions tab on Package Navigation Menu

Viewing Package Summary Screen & Timeline

When accessing a submission package from the Records tab, you are directed to the package Summary screen. The timeline at the top of the screen indicates the workflow stages a submission follows and the stage where the package currently stands.



Figure 8: Submission package timeline

Official Submission Packages – Workflow Stages

Official Submission Package Status	Workflow Location	Description
Pending	State	While state is creating, developing, finalizing, or certifying the package, the State Editor, SPOC, SDIR roles will all have the package in Pending status.
Submitted	CMS	When the state SPOC submits the package to CMS, while CPOC is being determined/assigned, and while SRT are being assigned.
Review	CMS	When the SRT are assigned, and the CPOC and SRT get package tasks to review the SPA, until the package is dispositioned.
Clarification	State	When the package has been returned to the state for editing by CPOC. Initiates from "Review", Clarification returns to "Review" status
RAI	State	When the package has been returned to the state for additional information by CPOC. Initiates from "Review", RAI returns to "Submitted" status.
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.
Approved	CMS	When the package has been approved by the CMS Package Approver.
Disapproved	CMS	When the package has been disapproved by the CMS Package Disapprover.
Closed Approved	CMS	When the approved package has been closed by CPOC.

Official Submission Package Status	Workflow Location	Description
Closed Disapproved	CMS	When the disapproved package has been closed by CPOC.
Deleted	State	When the package has been deleted by the state; can occur only from a Pending status only. Submitted packages cannot be deleted.

Draft Submission Packages – Workflow Stages

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

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** as shown below in option (a). This will expand all fields at once. Alternatively, to expand only a specific section of the RU, select the **Expand** link for that section as shown below in option (b). Then, to collapse an expanded section, select the **Collapse** link.

a. View All Responses

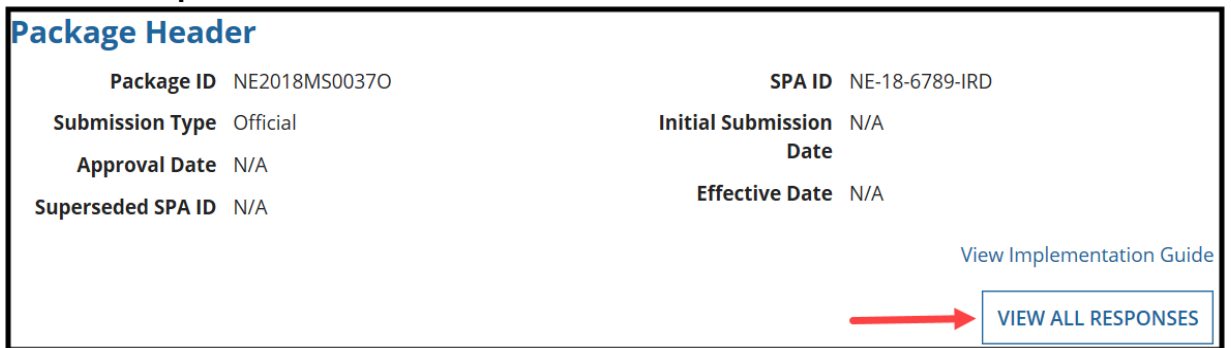


Figure 9: View All Responses button

b. Expand and Collapse links

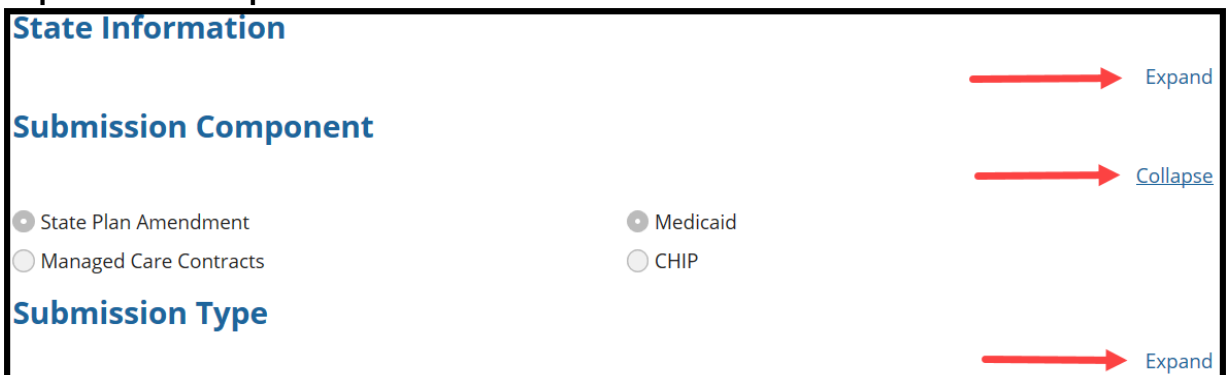


Figure 10: Expand and Collapse links

Dependencies: Primary & Secondary RUs

Many reviewable units (RUs) in MACPro are dependent upon other RUs, which means that a change to one RU could result in a change to another RU. In MACPro, these dependent RUs are described as primary and secondary RUs.

Each time a primary RU is changed, it could affect secondary RUs that are dependent on the primary.

For example, in the **Mandatory Eligibility Groups** RU, there is a question asking whether the state covers the Adult Group.

- If **Yes** is selected, and if the box is checked to include the **Adult Group** RU in the submission package, then that RU will be added to the package and the user can edit it.
- If **No** is selected, the **Adult Group** RU cannot be added to the package;
- If the **Adult Group** RU was previously approved in MACPro, it will be removed in this SPA and MACPro will ask the user to enter an end-date for coverage of the group.


In this example, the **Mandatory Eligibility Groups** RU is the **Primary RU** and the **Adult Group** RU is the **Secondary RU**. The **Adult Group** RU is dependent on selections made in the **Mandatory Eligibility Groups** RU.

Whenever a change in a primary RU affects a secondary RU, you will need to revise the secondary RU so that it reflects the changes made in the primary RU.

Validating RUs

In an **Official** submission, all RUs must be completed, validated and saved before the submission package can advance to the next step in the workflow. This also applies to **Draft** submissions; however, in a Draft submission, the Submission Public Comment and Submission Tribal Input RUs do not require validation prior to submitting the package to CMS.

To validate a reviewable unit, 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.



Validation & Navigation

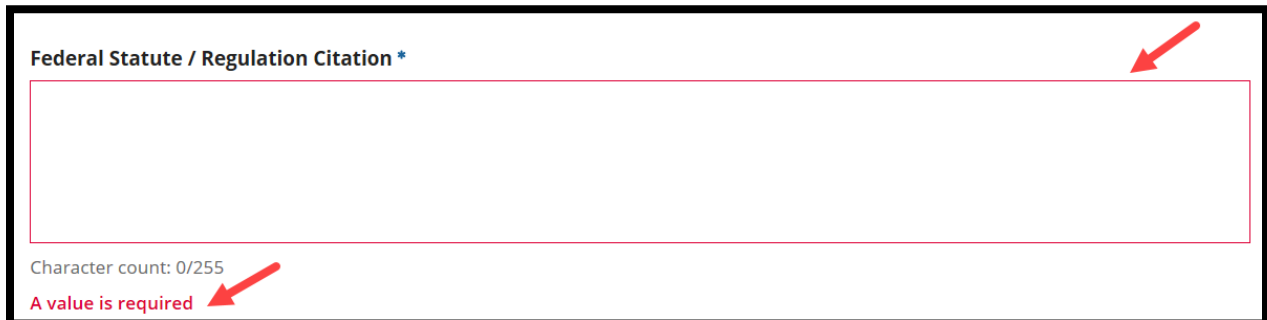
Would you like to validate the reviewable unit data?

Yes No

Note: If validation fails, errors will appear in red above.

Figure 11: Validate RU data question

Validation errors will be marked by either or both red text or red boxes outlining the error, as pointed out by the two arrows in the following image. If an RU fails validation, scroll back through the RU, look for red text and red boxes marking the error, and correct it. Then, save and validate the RU.



Federal Statute / Regulation Citation *

Character count: 0/255

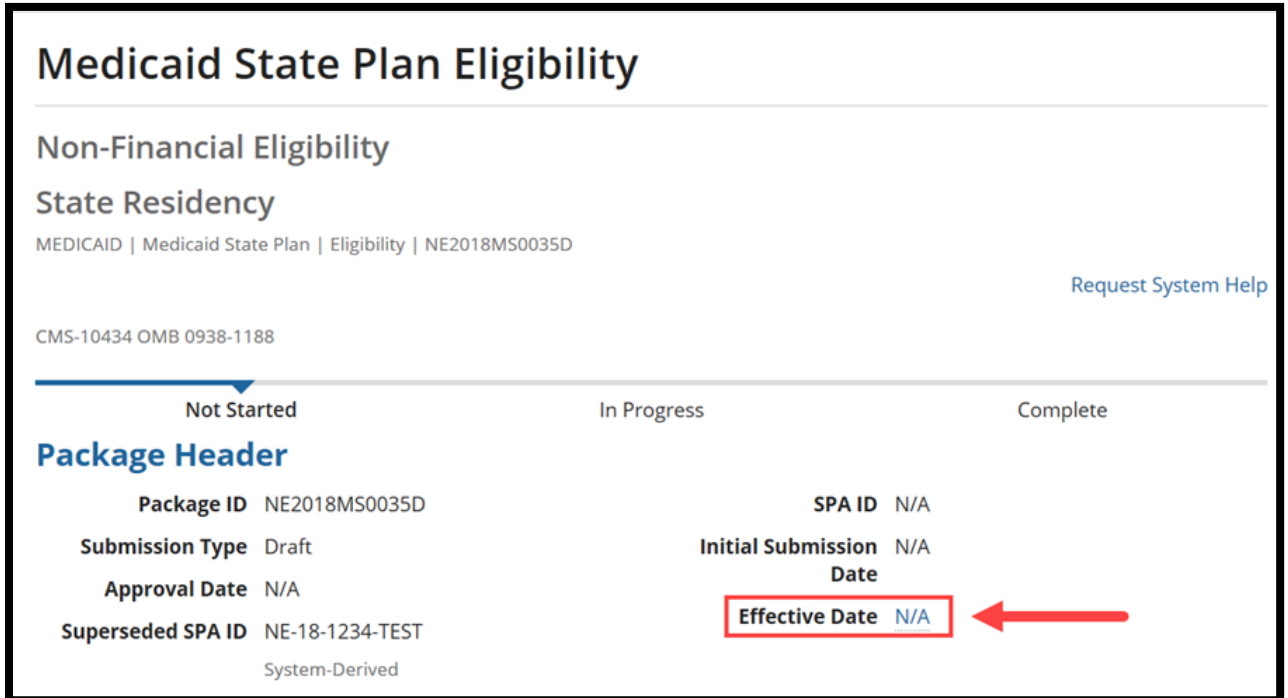
A value is required

Figure 12: Example of validation errors (empty text box with red outline and an error message in red text)

Navigating to Previously Approved RUs

When viewing an RU, the **Effective Date** (found in the package header) will appear as a blue link whenever a previously approved version of the RU exists in MACPro. You may view all previously approved versions of the RU for reference.

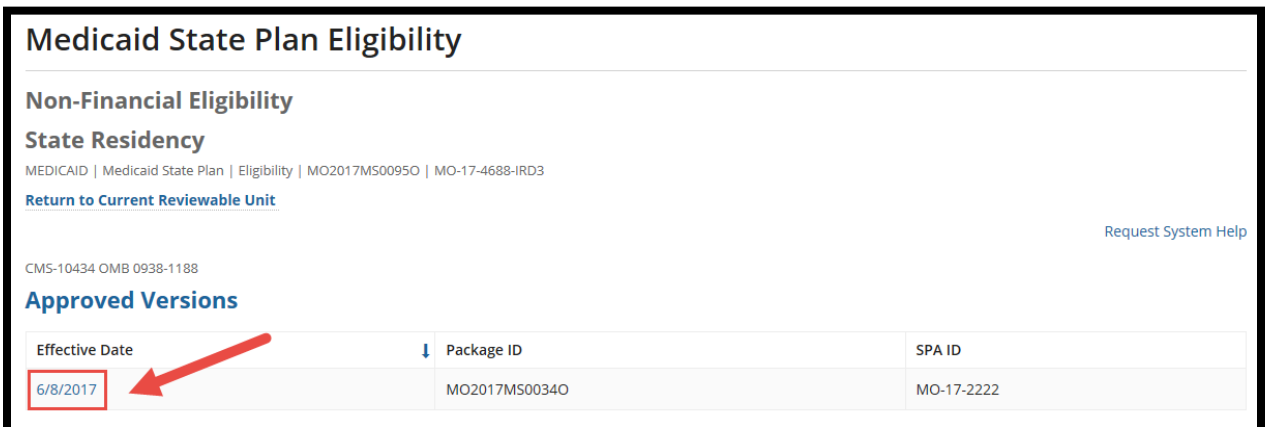
1. Select the **N/A** link next to **Effective Date**.



The screenshot shows the 'Medicaid State Plan Eligibility' page. Under the 'Package Header' section, the 'Effective Date' is listed as 'N/A' and is highlighted with a red box and a red arrow pointing to it. Other fields include Package ID (NE2018MS0035D), Submission Type (Draft), Approval Date (N/A), and Superseded SPA ID (NE-18-1234-TEST, System-Derived). The SPA ID is also listed as N/A. The page includes a progress bar with 'Not Started', 'In Progress', and 'Complete' stages, and a 'Request System Help' link.

Figure 13: Effective Date link

2. This will pull up a table of all approved versions of the RU. Under **Effective Date**, select the link for an RU to view.



The screenshot shows the 'Medicaid State Plan Eligibility' page with the 'Approved Versions' section. A table lists approved versions with columns for Effective Date, Package ID, and SPA ID. The 'Effective Date' column contains a link '6/8/2017' which is highlighted with a red box and a red arrow pointing to it. The Package ID is MO2017MS00340 and the SPA ID is MO-17-2222. The page also includes a 'Return to Current Reviewable Unit' link and a 'Request System Help' link.

Effective Date	Package ID	SPA ID
6/8/2017	MO2017MS00340	MO-17-2222

Figure 14: Link to review an approved RU

- This will expand the approved RU information below the table.

The screenshot shows an expanded view of an approved Reviewable Unit (RU). At the top, there is a table titled 'Approved Versions' with columns for Effective Date, Package ID, and SPA ID. Below this table, the text 'Hide Approved Reviewable Unit' is visible. The main heading is 'Medicaid State Plan Eligibility', with sub-sections for 'Non-Financial Eligibility' and 'State Residency'. A red arrow points to the 'Medicaid State Plan Eligibility' heading. Below the sub-sections, there is a breadcrumb trail: 'MEDICAID | Medicaid State Plan | Eligibility | MO2017MS00340 | MO-17-2222'. A 'Request System Help' link is on the right. Below this is a progress bar with three segments: 'Not Started', 'In Progress', and 'Complete'. The 'Package Header' section contains details for Package ID (MO2017MS00340), Submission Type (Official), Approval Date (6/8/2017), Superseded SPA ID (N/A), SPA ID (MO-17-2222), Initial Submission Date (6/8/2017), and Effective Date (6/8/2017). A 'View Implementation Guide' link and a 'VIEW ALL RESPONSES' button are also present. A checkbox is checked, indicating that the state provides Medicaid to otherwise eligible residents. The section is titled 'A. Mandatory Residency Requirements'.

Figure 15: Expanded view of an approved RU

- To return to the RU you were working in, select **Return to Current Reviewable Unit** and continue working.

The screenshot shows the 'Return to Current Reviewable Unit' link highlighted with a red box and a red arrow pointing to it. The page title is 'Medicaid State Plan Eligibility'. Below the title, there are sub-sections for 'Non-Financial Eligibility' and 'State Residency'. A breadcrumb trail reads: 'MEDICAID | Medicaid State Plan | Eligibility | MO2017MS00950 | MO-17-4688-IRD3'. Below the breadcrumb trail, the 'Return to Current Reviewable Unit' link is highlighted with a red box and a red arrow points to it. Below this is the CMS-10434 OMB 0938-1188 notice. The 'Approved Versions' table is visible at the bottom, showing Effective Date (6/8/2017) and Package ID (MO2017MS00340).

Figure 16: Return to Current Reviewable Unit link

Viewing Related RUs

Some RUs provide the option to review a related RU for reference. For example, if you're working on a MAGI-based eligibility group RU, it includes a section stating that MAGI-based methodologies are used in calculating household income. Because the MAGI-based methodologies are described on a separate RU, you would need to leave the Eligibility Group RU and open the **MAGI-based Methodologies** RU to get more information. In this example, MACPro provides a link that allows you to open the related RU for reference and then easily return to the Eligibility Group RU upon which you are working.

1. Select the link to **View approved version of MAGI-Based Methodologies**.

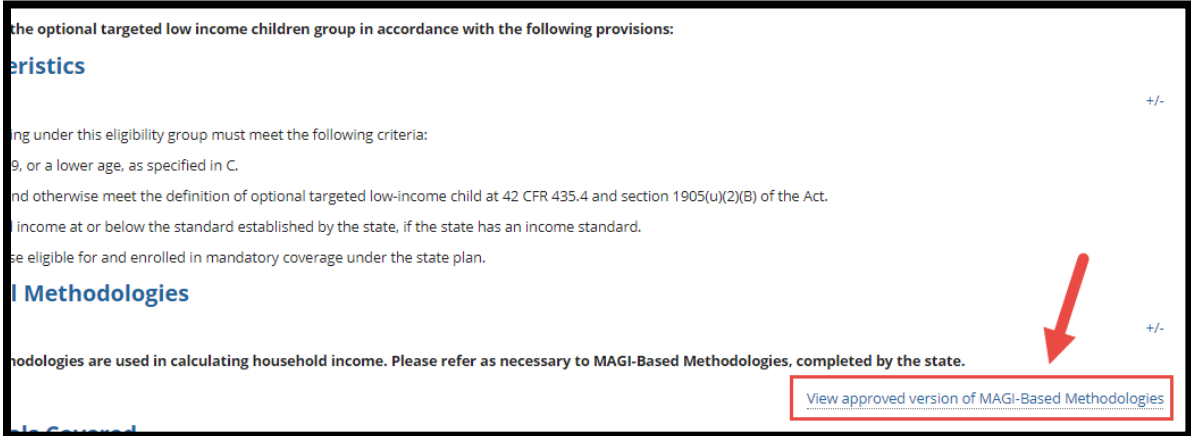


Figure 17: View approved version of MAGI-Based Methodologies link

2. If an approved version of the **MAGI-Based Methodologies** RU exists, it will display on the screen. If you do not have an approved version in MACPro, a message will appear indicating that there is no currently approved version available for display. You may return to the RU that you were reviewing by selecting the blue link in the upper-left corner. In this example, selecting the link would take you back to the **Optional Targeted Low Income Children** RU.

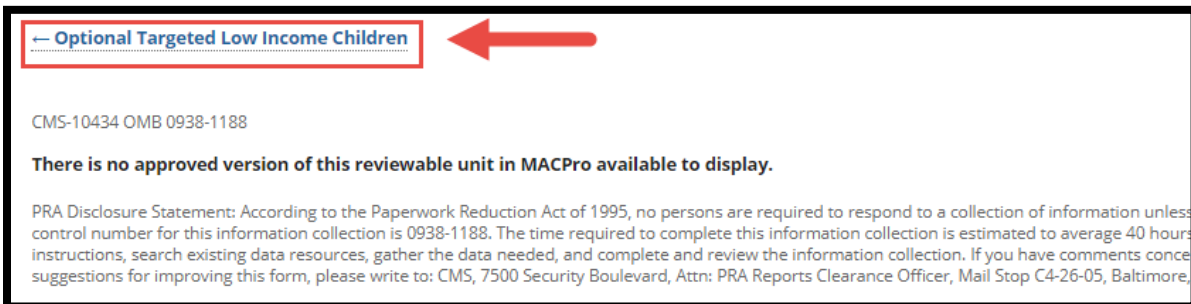


Figure 18: Link to return to Optional Targeted Low Income Children RU

Creating or Updating the State Profile

A State Profile must be created by the State System Administrator (SSA) before a state can create a submission package. There can be only one State Profile per state. If a State Profile already exists, the SSA can modify the existing profile, as needed.

To create a new State Profile

1. Log in to [MACPro](#) as the **SSA**.
2. On the **Actions** tab, select **Create State Profile**.

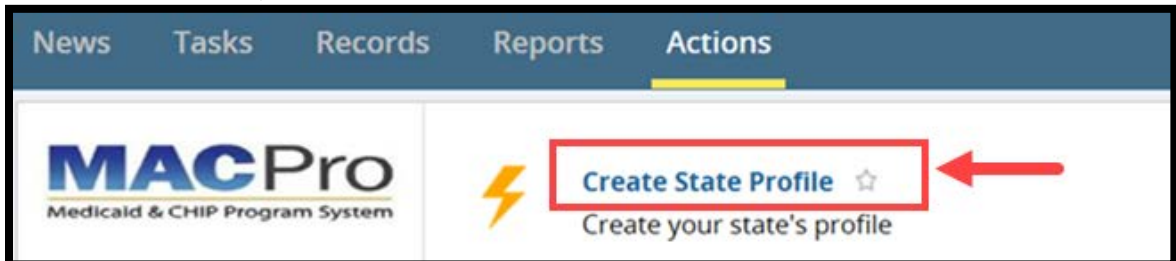


Figure 19: Create State Profile link on the Actions tab

3. Enter the requested information.
4. Select the **Save State Profile** button.

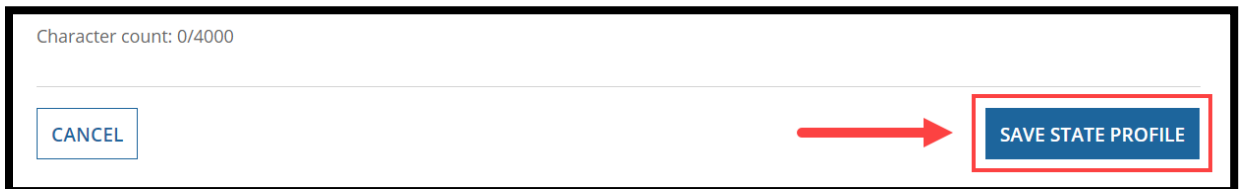


Figure 20: Save State Profile button

To modify an existing State Profile

1. Log in to [MACPro](#) as the **SSA**.
2. On the **Actions** tab, select **Create State Profile**.

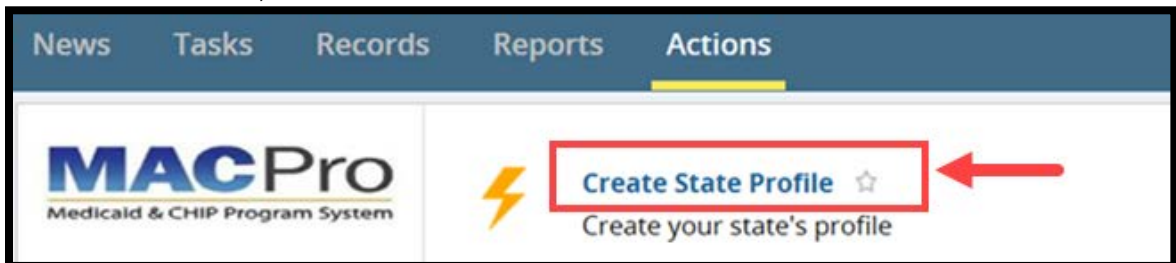


Figure 21: Create State Profile link on Actions tab

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

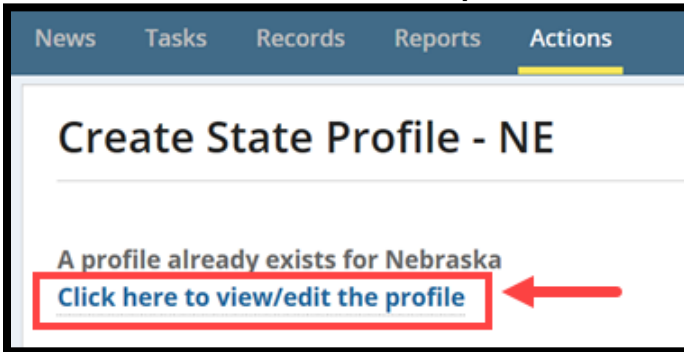


Figure 22: Click here to view/edit the profile link

4. Select **Update State Profile**.

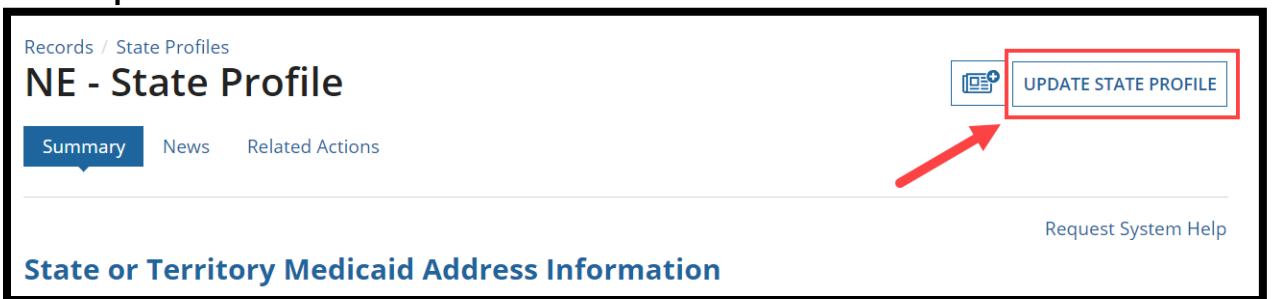


Figure 23: Update State Profile button

5. Update the state's information, as needed.
6. Select **Save State Profile**.



Figure 24: Save State Profile button

Developing & Submitting a SPA Package

The image below displays the steps that states will take to create, review, and submit a submission package in MACPro. Additional information on the steps of the workflow are provided on the following pages.



Figure 25: Developing & Submitting a SPA Package workflow

Step 1: State Editor Creates Submission Package & Completes Reviewable Units

The State Editor will create the submission package and complete all RUs included in the package. For an overview of the State Editor functions, refer to the [MACPro User Roles](#) table.

NOTE: The examples below highlight various features in RUs in MACPro but do not provide steps on how to complete every RU available in MACPro. Instructions specific to each RU are available in the Implementation Guides contained within MACPro (see [Accessing Implementation Guides](#)).

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

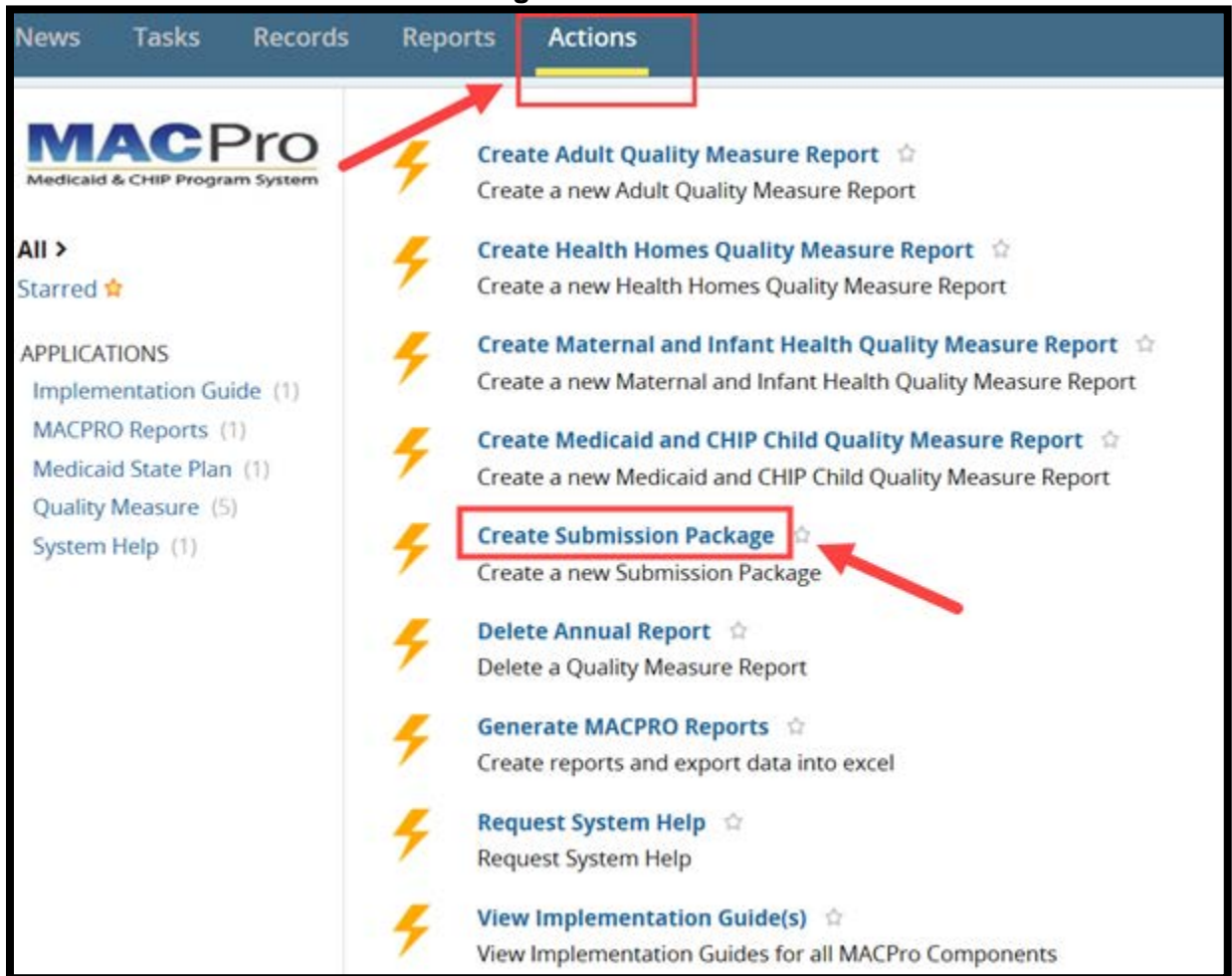


Figure 26: Create Submission Package link on the Actions tab

Submission RUs

Every submission package that a state creates begins with four Submission RUs, which are required components. Like the CMS 179 form, Submission 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 - Summary RU

1. When beginning any new SPA submission package, you will begin with the **Submission - Summary** RU. Select **View all Responses** to expand all fields at once as shown below in option (a). Or, select the **Expand** links as shown below in option (b) to expand only specific sections.

a. **View all Responses**



Figure 27: View All Responses button

b. **Expand links**



Figure 28: Expand links

- The **State Information** section is pre-populated with information from the State Profile. The **Submission Component** section is pre-filled based on the authorities currently available in MACPro.

Figure 29: State Information and Submission Component sections

- Complete the **Submission Type** section. The submission type defaults to **Draft Submission Package** and may be switched to **Official Submission Package** as shown below. An Official submission can be changed to a Draft submission, and vice versa, at any time before the package is submitted to CMS. Unless you will be seeking CMS review of a Draft submission prior to formally sending the package to CMS, it is recommended that you select to work in an Official submission.

If you select **Official Submission Package**, additional fields will appear on the screen. You must also answer the “**Allow this official package to be viewable by other states?**” question. For more information regarding the Draft submission type, refer to the [Using the Draft Submission Functionality](#) section.

Figure 30: Submission Type section

- In the Key Contacts section, select **Add a Key Contact** and then select who should be contacted with questions regarding the submission package. The Key Contacts that are available are entered by the SSA in the State Profile. More than one Key Contact may be selected for a submission package.

Name	Title	Phone Number	Email Address	MACPro Program	
Jones, Joe	Medicaid Contact	(301)547-4688	macpro_helpdesk@cms.hhs.gov	Medicaid	X

Figure 31: Add a Key Contact link

5. Complete the **SPA ID and Effective Date** sections for an Official submission package (see note below). In the SPA ID/Effective Dates section, the proposed effective date will be entered. However, because MACPro allows states to establish different effective dates for different RUs in a single package, you must return to this Submission – Summary RU to enter the effective date(s) **after** you have navigated to the **Submission – Medicaid State Plan** RU and selected the RUs to be included in the package.

NOTE:

- If **Official Submission Package** is selected as the submission type, you will have the option to enter the SPA ID if it is available at that time. The SPA ID field is editable to both the State Editor and State Point of Contact. The State Editor **must** fill out this field prior to submitting the SPOC; however, the SPOC does have the ability to edit the field once the package is submitted to them. The field itself remains editable to the SE and SPOC until submission to CMS. Once the package is submitted to CMS, it cannot be changed again.
- If **Draft Submission Package** is selected, the SPA ID and Effective Date section will not be available for completion until the package is closed and converted to Official. After the package is closed, during the conversion to Official process, the State Editor is prompted to edit this field. After they have saved it, however, they will not be able to edit the field again.



SPA ID and Effective Date Collapse

SPA ID *

NE-18-6789

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

Proposed Effective Date

Please complete Submission - Medicaid State Plan and then return to this section to enter the proposed effective dates for the reviewable units.

Figure 32: SPA ID and Effective Date section

6. Next are the **Executive Summary** section, the **Dependency Description** section, and the **Disaster-Related Submission** section. Details about these sections can be found in the Submission – Summary Implementation Guide (see [Accessing Implementation Guides](#)).

NOTE:

- The **Executive Summary** section and the **Disaster-Related Submission** sections are mandatory, as indicated by the asterisk (*), while the Dependency Description section is optional.
- The **Dependency Description** section may be used in a situation where the SPA you are submitting has a connection to another SPA or other 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.

The image shows a screenshot of a web form with three distinct sections. Each section title is in blue text and has a red arrow pointing to it from the right. The first section is titled "Executive Summary" and is followed by a sub-header "Summary Description Including Goals and Objectives *". Below this is a large empty text box, and a character count "0/4000" is shown. The second section is titled "Dependency Description" and is followed by a sub-header "Description of any dependencies between this submission package and any other submission package undergoing review". Below this is another large empty text box, and a character count "0/4000" is shown. The third section is titled "Disaster-Related Submission" and is followed by a sub-header "This submission is related to a disaster *". Below this are two radio button options: "Yes" and "No".

Figure 33: Executive Summary, Dependency Description, and Disaster-Related Submission sections

- The **Federal Budget Impact and Statute/Regulation Citation** section and the **Governor's Office Review** section are the final sections to complete. Upon entering a year for the **First Federal Fiscal Year**, a year will automatically populate for the **Second Federal Fiscal Year**.

NOTE: In the Federal Budget Impact table, if entering a negative value for **Federal Budget Impact**, you must use hyphen character to indicate the negative value (for example -15000). Do not use parenthesis to indicate a negative value. Any character other than a number or hyphen entered in these numeric fields will be automatically deleted (including commas).

Federal Budget Impact and Statute/Regulation Citation ←

Federal Budget Impact

	Federal Fiscal Year	Amount
First		
Second		

Warning: Please only enter numeric characters in this field. Only numeric characters will be retained.

Federal Statute / Regulation Citation *

Character count: 0/255

Governor's Office Review ←

No comment
 Comments received
 No response within 45 days
 Other

Figure 34: Federal Budget Impact and Statute/Regulation Citation section and Governor's Office Review section

- The **Authorized Submitter** section is not editable. Information about the State Point of Contact will automatically be populated here upon package submission to CMS.

Authorized Submitter

The following information will be provided by the system once the package is submitted to CMS.

- Name of Authorized Submitter
- Phone number
- Email address
- Authorized Submitter's Signature

I hereby certify that I am authorized to submit this package on behalf of the Medicaid Agency.

Figure 35: Authorized Submitter section

9. Select **Save Reviewable Unit** once all sections are complete.

NOTE:

- In an Official submission, the **Submission - Summary** RU cannot be validated at this point because the effective date has not been entered. You must save the RU and return later to enter the effective date(s) and validate the data.
- The **Submission - Medicaid State Plan** RU must be completed before the **Submission - Summary** RU can be validated. (See [Validating RUs](#) for additional information.)

Validation & Navigation

Would you like to validate the reviewable unit data?

Yes No

Note: This form can be validated only after the Submission - Medicaid State Plan is complete.

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 36: Save Reviewable Unit button

10. If you selected **Official Submission** as the submission type, upon saving the RU, you will receive a prompt indicating that you changed the submission type from Draft to Official. Select **Yes** to continue. If you selected **Draft Submission** you will not receive this prompt.

Are you sure you want to change the submission type of this package?

NO YES

Figure 37: Yes button on verification prompt

11. As a reminder, all RUs must be in **Complete** status before submitting the package to the SPOC. You will not be able to validate the **Submission – Summary** RU until you complete the **Submission - Medicaid State Plan** RU. To move to the next RU, select the drop-down list under **Navigate to Reviewable Unit** and select **Submission – Medicaid State Plan**.

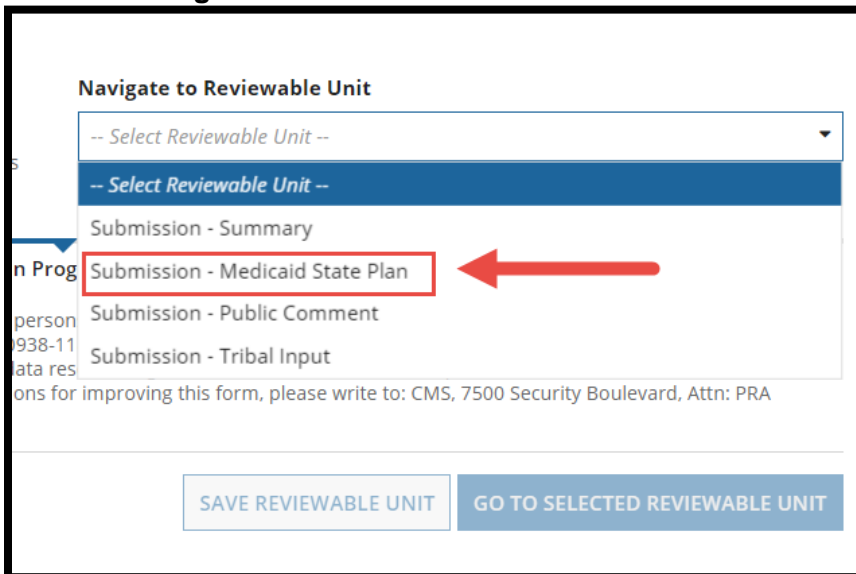


Figure 38: Submission - Medicaid State Plan selection in Navigate to Reviewable Unit drop-down list

12. Select **Go to Selected Reviewable Unit**.

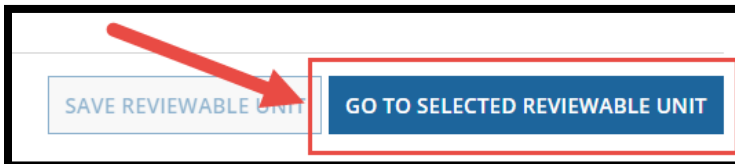


Figure 39: Go To Selected Reviewable Unit button

Submission - Medicaid State Plan RU

1. On the **Submission - Medicaid State Plan RU**, select the sections and subsections of the state plan that will be amended by your submission package. When you select the box next to a section, either additional subsections or the RUs included in that section will appear. The selections you make here will determine the RUs that are included in your submission.

NOTE: Upon initially navigating to this RU, a warning message will appear at the bottom of the screen indicating that you must select at least one section to complete the form.

Submission - Medicaid State Plan
MEDICAID | Medicaid State Plan | NE2018MS00380 | NE-18-9876-IRD

Request System Help

CMS-10434 OMB 0938-1188

Not Started In Progress Complete
View Implementation Guide

The submission includes the following:

- Administration
- Eligibility
- Benefits and Provider Payments

Validation & Navigation

Would you like to validate the reviewable unit data?
 Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit
-- Select Reviewable Unit --

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

You must select at least one component in order to complete this form.

Figure 40: "The submission includes the following" selections on Submission - Medicaid State Plan RU

2. When an RU is selected, a table will appear with the following information: the Reviewable Unit Name, whether the RU is Included in Another Submission Package, and the Source Type.

The screenshot displays two tables within a web interface. The top table is titled 'Optional Eligibility Groups' and has three columns: 'Reviewable Unit Name', 'Included in Another Submission Package', and 'Source Type'. The 'Included in Another Submission Package' column contains a solid black circle, and the 'Source Type' column contains the text 'APPROVED'. The bottom table is titled 'Eligibility Process' and also has three columns: 'Reviewable Unit Name', 'Included in Another Submission Package', and 'Source Type'. The 'Included in Another Submission Package' column contains an empty circle, and the 'Source Type' column contains the text 'NEW'. Both tables are highlighted with red boxes in the original image.

Figure 41: Included in Another Submission Package and Source Type indicators

a. **Included in Another Submission Package:**

A solid or filled-in circle indicates that the selected RU **is** included in another package that is currently being adjudicated by CMS. An empty circle indicates that the selected RU is **not** included in another package being adjudicated by CMS.

NOTE: This information is important because the potential for you to overwrite approved information exists when there are two versions of an RU in progress at the same time. To ensure that the approved state plan continues to include the correct information, you may consider taking one of the following actions:

- In developing the new submission, add all information included in the RU currently under review. The RU currently under review will need to be adjudicated before the new submission can be approved. By including the information currently under review in your new submission, the state will avoid run the risk of a lapse of coverage or reimbursement due to potential timing issues.
- Alternatively, once CMS approves the package currently under review, open the new submission package, go to the **Submission - Medicaid State Plan** RU, remove the RU that was revised in the approved package, and add then add the RU back to the package. This will update the RU with the newly approved information

- b. **Source Type:** If the source type is listed as **New**, this means that you will be starting with a blank template of the RU. If the Source Type is listed as **Approved**, this means that you are starting with the information previously approved in MACPro. The RU **will be pre-populated with the current, approved information with the latest effective date. The RU does not need to be effective to be pre-populated.** A **Converted** source type would indicate that the RU is populated with data from a SPA migrated from the Medicaid Model Data Lab (MMDL).

- After your selection(s) have been made, scroll to the bottom of the screen and select **Save Form**. This RU is automatically validated since there is only one sub-section to complete.

Validation & Navigation

Would you like to validate the reviewable unit data?
 Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit
-- Select Reviewable Unit --

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE FORM GO TO SELECTED REVIEWABLE UNIT

Figure 42: Save Form button

- Once the form is saved, the RUs you added to your submission package will appear in the **Navigate to Reviewable Unit** drop-down list. To move to the next Submission RU, select **Submission - Public Comment** from the drop-down list and then select **Go to Selected Reviewable Unit**.

Navigate to Reviewable Unit

Submission - Public Comment

-- Select Reviewable Unit --

Submission - Summary

Submission - Medicaid State Plan

Submission - Public Comment

Submission - Tribal Input

Designation and Authority

Financial Eligibility Requirements for Non-MAGI Groups

Mandatory Eligibility Groups

Optional Eligibility Groups

Children under Age 19 - Presumptive Eligibility

Figure 43: Submission - Public Comment selection in the Navigate to Reviewable Unit drop-down list

Submission - Public Comment and Submission – Tribal Input RUs

The next RUs are the **Submission-Public Comment** and **Submission-Tribal Input** RUs. Depending on the options selected in each RU, you may be prompted to enter additional information or to upload materials (see [Uploading Documents in MACPro](#)).

1. On the Submission-Public Comment RU, select an option to **Indicate whether public comment was solicited with respect to this submission** and then enter additional information if requested.

Submission - Public Comment
MEDICAID | Medicaid State Plan | Eligibility | NE2018MS0041O

CMS-10434 OMB 0938-1188

Request System Help

Not Started In Progress Complete

Package Header

Package ID	NE2018MS0041O	SPA ID	N/A
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

View Implementation Guide

Indicate whether public comment was solicited with respect to this submission. *

Public notice was not federally required and comment was not solicited

Public notice was not federally required, but comment was solicited

Public notice was federally required and comment was solicited

Figure 44: "Insert whether public comment was solicited with respect to this submission" options

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

Validation & Navigation

Would you like to validate the reviewable unit data? Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit
-- Select Reviewable Unit --

Not Started In Progress

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: C Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT

Figure 45: Validate RU selection and Save Reviewable Unit button

3. Navigate to the **Submission – Tribal Input** RU, provide the requested information, then validate and save the RU.

Navigate to Reviewable Unit

Submission - Tribal Input

In Progress Complete

respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data cy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard Attn: PRA

SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 46: Submission - Tribal Input selection in Navigate to Reviewable Unit drop-down list

Eligibility RUs

The examples below highlight various features in RUs in MACPro but do not provide steps on how to complete every RU available in MACPro. Instructions specific to each RU are available in the Implementation Guides contained within MACPro (see [Accessing Implementation Guides](#)).

Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability

NOTE: The **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability** RU was formerly named **Financial Eligibility Requirements for Non-MAGI Groups**.

1. The first time you complete an eligibility SPA in MACPro, you must complete the **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability** RU. This RU will not need to be completed again unless your state policy changes. Select the option that corresponds to your state. Some options may require that other RUs be included in the submission package.

Medicaid State Plan Eligibility

Income/Resource Methodologies

Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability

MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00440 | NE-18-7654-IRD

Request System Help

CMS-10434 OMB 0938-1188

Not Started | In Progress | Complete

Package Header

Package ID	NE2018MS00440	SPA ID	NE-18-7654-IRD
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	NE-18-0823-A System-Derived		

View Implementation Guide

A. Eligibility Determinations of Individuals Who Are Age 65 or Older or Who Have Blindness or a Disability

You must include the Optional Eligibility Groups and Mandatory Eligibility Groups reviewable units in this submission package.

Eligibility determinations of individuals who are age 65 or older or who have blindness or a disability are based on one of the following:

- 1. SSA Eligibility Determination State (1634 State)
- 2. State Eligibility Determination (SSI Criteria State)
- 3. State Eligibility Determination (209(b) State)

Figure 47: Selections in Eligibility Determinations of Individuals Who Are Age 65 or Older or Who Have Blindness or a Disability section

2. Select **Yes** to validate the RU and then select **Save Reviewable Unit** (see [Validating RUs](#)).

Validation & Navigation

Would you like to validate the reviewable unit data?

Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit

-- Select Reviewable Unit --

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 48: Validation RU question selection and Save Reviewable Unit button

3. Select **Yes** to continue after reviewing the prompt that appears. The prompt indicates that any RUs dependent on the **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability** RU will be affected by changes made to this RU. Refer to the Implementation Guide for this RU for information on the other RUs that may be impacted and a description of the relationship between the selections made on this RU and the options available on the other RUs (see [Accessing Implementation Guides](#)).

Any reviewable units that are dependent on this reviewable unit may be affected by changes made to this reviewable unit, including possible data loss. After you have completed, saved and validated this reviewable unit, you may need to include any already approved dependent reviewable unit(s) in this package in order to maintain their accuracy. The Implementation Guide provides information about which reviewable units are dependent. Do you wish to proceed?

NO YES

Figure 49: Yes button on verification prompt

- To go to the next RU, select Optional Eligibility Groups from the **Navigate to Reviewable Unit** drop-down list and then select **Go to Selected Reviewable Unit**.

NOTE: Optional Eligibility Groups is not a required RU; it is shown here as an example.

Navigate to Reviewable Unit

Optional Eligibility Groups

In Progress	Complete
Respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this form is 0938-0188. The average 40 hours per response, including the time to review instructions, search existing data resources, gather the data you need, and complete the form. If you have any questions about the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA	

SAVE REVIEWABLE UNIT

GO TO SELECTED REVIEWABLE UNIT

Figure 50: Optional Eligibility Groups selection in Navigate to Reviewable Unit drop-down list and Go to Selected Reviewable Unit button

Optional Eligibility Groups RU

Upon initially navigating to the **Optional Eligibility Groups** RU, an attention message may appear indicating that this RU is dependent upon information provided by the **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability** RU. You will receive this message if you do not already have that RU included in your package or already approved in MACPro. If you do have that RU included or it has already been approved in MACPro, you will not receive this message.

If that message appears, you must complete the information required in the primary RU (in this case the **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability** RU) before you can enter information into the secondary RU (in this case the **Optional Eligibility Groups** RU). (See [Dependencies: Primary & Secondary RUs](#) for additional information.)

The Implementation Guide that accompanies each RU provides information on the dependencies specific to that RU (see [Accessing Implementation Guides](#)).

The screenshot displays the 'Medicaid State Plan Eligibility' page. At the top, it shows 'Optional Eligibility Groups' with the breadcrumb 'MEDICAID | Medicaid State Plan | Eligibility | IL2018MS0011D' and a 'Request System Help' link. Below this is a progress bar with three stages: 'Not Started', 'In Progress', and 'Complete'. The 'Not Started' stage is currently selected. Underneath the progress bar is a 'Package Header' section with the following details:

Package ID	IL2018MS0011D	SPA ID	N/A
Submission Type	Draft	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

A red arrow points from the 'Package ID' field to a red-bordered box containing an attention message. The message reads: 'ATTENTION: In order to access this Reviewable Unit, you must either have an approved version of Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability in MACPro, or you must include it, complete it and save it in this Submission Package.' A 'View Implementation Guide' link is located at the bottom right of the page.

Figure 51: Attention message in Optional Eligibility Groups RU

1. Select **View All Responses** to expand all sections of the RU.

The screenshot shows the 'Medicaid State Plan Eligibility' page. At the top, there's a header with 'Optional Eligibility Groups' and navigation links. Below that, a progress bar indicates 'Not Started', 'In Progress', and 'Complete' stages. A 'Package Header' section contains details like Package ID (NE2018MS00440), Submission Type (Official), Approval Date (N/A), Superseded SPA ID (NE-16-1234), SPA ID (NE-18-7654-IRD), Initial Submission Date (N/A), and Effective Date (10/6/2018). A red arrow points to a 'VIEW ALL RESPONSES' button located at the bottom right of the page, next to a 'View Implementation Guide' link.

Figure 52: View All Responses button

2. Selecting **Yes** to “**The state provides Medicaid to specified optional groups of individuals**” will reveal tables listing Optional Eligibility Groups. **NOTE:** Yes is shown here as an example only; it is not a required selection.

The screenshot shows the 'A. Options for Coverage' section. It features a heading 'A. Options for Coverage' and a 'Collapse' link on the right. Below the heading, there's a statement: 'The state provides Medicaid to specified optional groups of individuals. *'. Underneath this statement, there are two radio buttons: 'Yes' (which is selected) and 'No'.

Figure 53: "The state provides Medicaid to specified optional groups of individuals" options

3. Select the Eligibility Groups that are covered in the state and/or included in the package, as follows:
 - **Covered in State Plan column:** The first time this RU is completed, select every optional eligibility group covered in the state plan (in the paper-based state plan, MMDL, or MACPro) by selecting the relevant checkboxes in the "Covered in State Plan" column. Once this RU has been approved, deselecting a group will remove that eligibility group from the state plan.
 - **Include RU in Package column:** Select the optional eligibility groups, if any, to be included in the package.

NOTE: The Optional Eligibility Groups Implementation Guide provides more information on how to complete the table (see [Accessing Implementation Guides](#)).

Families and Adults					
Eligibility Group Name		Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Optional Coverage of Parents and Other Caretaker Relatives		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	NEW
Reasonable Classifications of Individuals under Age 21		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	APPROVED
Children with Non-IV-E Adoption Assistance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
Independent Foster Care Adolescents		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
Optional Targeted Low Income Children		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	APPROVED

Figure 54: Selections in "Covered in State Plan" and "Include RU in Package" columns

4. Select **Yes** or **No** to indicate whether your **state provides Medicaid to specified groups of individuals who are medically needy**.

B. Medically Needy Options for Coverage

[Collapse](#)

The state provides Medicaid to specified groups of individuals who are medically needy. *

Yes No

Figure 55: "The state provides Medicaid to specified groups of individuals who are medically needy" options

If **Yes** is selected, a **Mandatory Medically Needy** table and an **Optional Medically Needy** table will appear listing eligibility groups.

- **Covered in State Plan column:** In the Mandatory Medically Needy table, checkboxes in the "Covered in State Plan" column are selected (or checked) by default because the groups are required if state coverage includes the medically needy. For the Optional Medically Needy table, select any optional groups covered in the state plan by selecting the relevant checkboxes in the "Covered in State Plan" column.
- **Include RU in Package column:** Select the Medically Needy Eligibility groups, if any, to be included in the package

1. Mandatory Medically Needy:					
Families and Adults					
Eligibility Group Name		Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Medically Needy Pregnant Women		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
Medically Needy Children under Age 18		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
Aged, Blind and Disabled					
Eligibility Group Name		Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Protected Medically Needy Individuals Who Were Eligible in 1973		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
2. Optional Medically Needy:					
Families and Adults					
Eligibility Group Name		Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type

Figure 56: Selections in "Covered in State Plan" and "Include RU in Package" columns

NOTE: If you deselect (or uncheck) an RU that was added to Mandatory Eligibility Groups or Optional Eligibility Groups in a submission package that was approved in MACPro, the RU will be terminated from the Medicaid State Plan. Then, if you navigate to a terminated RU, a screen will appear showing **Group No Longer Covered** along with **Covered Through** and **Terminated As Of** date fields. See the [Proposed Effective Date and SPA ID](#) section for details on completing the Terminated As Of Date field.



Figure 57: Covered Through and Terminate As Of fields on Group No Longer Covered screen

5. Select **Yes** to the “**Would you like to validate the reviewable unit data?**” question after entering all information. Then select **Save Reviewable Unit** (see [Validating RUs](#)).

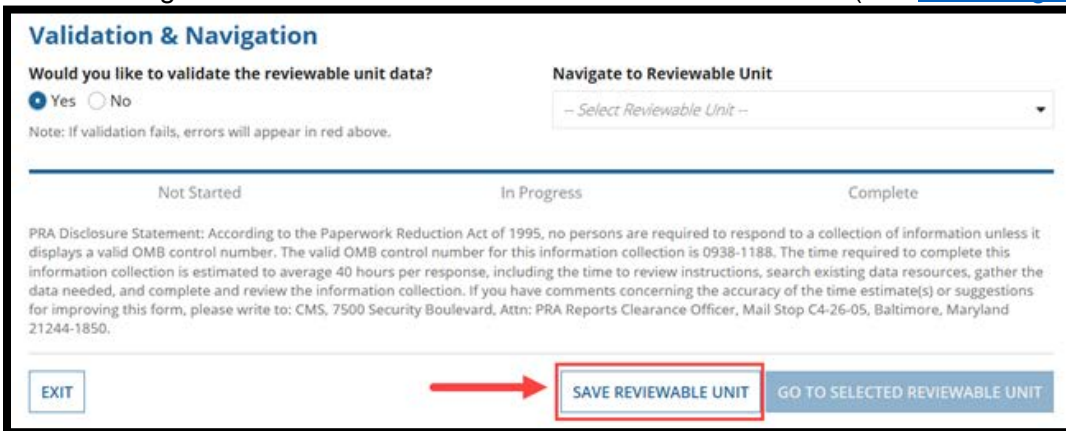


Figure 58: Save Reviewable Unit button

6. Like with the **Submission - Medicaid State Plan RU**, once this RU is saved, the RUs you have selected to include in your submission package will appear in the **Navigate to Reviewable Unit** drop-down list. To go to the next RU, select Mandatory Eligibility Groups from the drop-down list and then select **Go to Selected Reviewable Unit**.

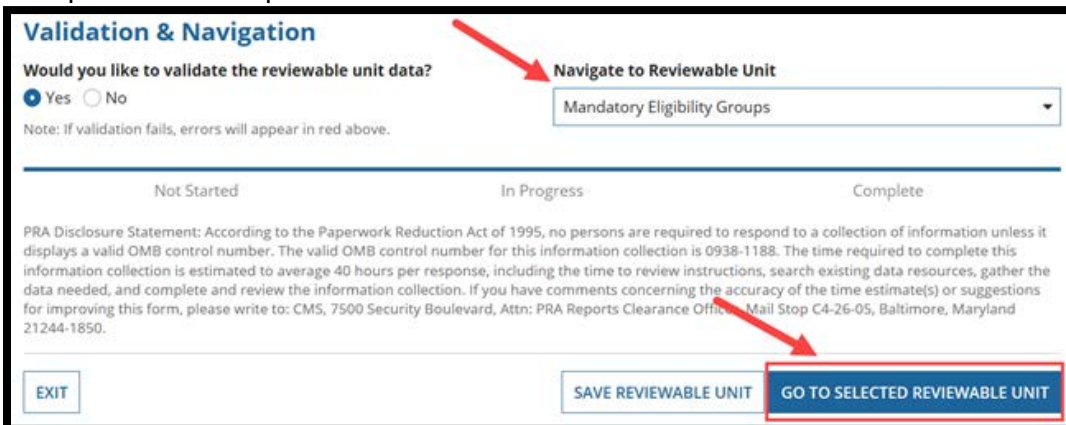


Figure 59: Mandatory Eligibility Groups selection in Navigate to Reviewable Unit drop-down list and Go to Selected Reviewable Unit button

Mandatory Eligibility Groups RU

1. The **Mandatory Eligibility Groups** RU functions like the **Optional Eligibility Groups** RU, except that the checkboxes in the **Covered in State Plan** column are pre-checked because all Eligibility Groups in this RU are required to be covered in the state plan.

Mandatory Coverage					
A. The state provides Medicaid to mandatory groups of individuals. The mandatory groups covered are:					
Families and Adults					
Eligibility Group Name		Covered In State Plan	Include RU In Package ?	Included in Another Submission Package	Source Type ?
Infants and Children under Age 19		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	NEW
Parents and Other Caretaker Relatives		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	NEW
Pregnant Women		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW
Deemed Newborns		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

Figure 60: Pre-selected checkboxes in "Covered in State Plan" column


2. Select the RUs to include in the package.

Aged, Blind and Disabled					
Eligibility Group Name		Covered In State Plan	Include RU In Package ?	Included in Another Submission Package	Source Type ?
SSI Beneficiaries		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	NEW
Closed Eligibility Groups		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	NEW
Individuals Deemed To Be Receiving SSI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

Figure 61: Selected checkboxes in "Include RU in Package" column

- Next scroll down to **Section B** and select **Yes** or **No** to indicate whether your state covers the Adult Group. If **Yes** is selected, a table will expand to show the Adult Group eligibility group.

B. The state elects the Adult Group, described at 42 CFR 435.119. *

Yes No 

Families and Adults






Eligibility Group Name		Covered In State Plan	Include RU In Package 	Included in Another Submission Package	Source Type 
Adult Group		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="radio"/>	NEW

Figure 62: "The state elects the Adult Group, described at 42 CFR 435.119" options and Adult Group checkbox selection in "Include RU in Package" column

- After all information is entered, select **Yes** to **"Would you like to validate the reviewable unit data?"** Then select **Save Reviewable Unit** to make sure that there are no errors on the screen. (See [Validating RUs](#) for more information.)


Validation & Navigation

Would you like to validate the reviewable unit data?

Yes No 

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit

-- Select Reviewable Unit -- 

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.




Figure 63: Save Reviewable Unit button

5. Select the next RU to work on (until all RUs are complete).

Navigate to Reviewable Unit

-- Select Reviewable Unit --

Progress Complete

1995, no persons are required to respond to a collection of information unless this information collection is 0938-1188. The time required to complete this including the time to review instructions, search existing data resources, gather you have comments concerning the accuracy of the time estimate(s) or boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore

SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 64: Navigate to Reviewable Unit drop-down list and Go to Selected Reviewable Unit button.

6. Upon completing all RUs, you must return to the Submission-Summary RU to enter the proposed effective date for each RU and the SPA ID number, if not already entered. See [Proposed Effective Date and SPA ID](#) for instructions.

Proposed Effective Date and SPA ID

This step applies only to Official submissions. In Draft submissions, you would not return to the **Submission - Summary** RU because the Draft submissions will not include an effective date or SPA ID. In Draft submissions, this step occurs upon converting your submission to Official.

For information on converting a Draft submission to Official, refer to [Using the Draft Submission Functionality](#).

1. On the **Submission Summary** RU, scroll up to the **SPA ID** and **Effective Date** section, and then expand the section by selecting the **Expand** link in the right corner of the section.



Figure 65: Expand link for SPA ID and Effective Date section

2. Enter a SPA ID (if not already provided).
3. If the proposed effective date is the same for all RUs, select **Yes** to “**Do you want to enter the same effective date for all the Reviewable Units?**” and enter a single date in the field that displays. If you are entering different proposed effective dates, select **No** and enter the proposed effective date for each RU included in the submission package.

- If an RU in this package supersedes an RU that was previously approved in MACPro, the Superseded SPA ID will be pre-filled by the system. You may overwrite the pre-filled Superseded SPA ID, if necessary. If the RU was not previously approved in MACPro, you must enter the SPA ID for the package that it supersedes. The Superseded SPA ID fields are required. If you do not have an applicable superseded SPA ID, enter detail in the field such as "New".

NOTE: If any RUs were terminated from the Medicaid State Plan, they will appear in this section. The date entered in the Proposed Effective Date will auto-populate the "Terminated As Of" field on the corresponding termination RU.

SPA ID and Effective Date [Collapse](#)

SPA ID *

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

Do you want to enter the same effective date for all the Reviewable Units?

Yes

No

Do you want to enter the same Superseded SPA ID for all reviewable units?

Yes

No

If blank, either enter the correct Superseded SPA ID, or if there is none, enter "New".

Reviewable Unit	Proposed Effective Date	Superseded SPA ID
Optional Eligibility Groups	<i>mm/dd/yyyy</i>	
Eligibility Process	<i>mm/dd/yyyy</i>	

Figure 66: SPA ID and Effective Date section

- After selecting the Proposed Effective Date and ensuring that the SPA ID and Superseded SPA ID fields are complete, scroll to the bottom and select **Yes** to “**Would you like to validate the reviewable unit data?**” (see [Validating RUs](#)). Then select **Save Reviewable Unit**.

Validation & Navigation

Would you like to validate the reviewable unit data? Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit
-- Select Reviewable Unit --

Not Started | In Progress

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT | SAVE REVIEWABLE UNIT

Figure 67: Validate RU data question and Save Reviewable Unit button

- Once the RU has been validated and saved, the status bar at the top and bottom of the screen will show the status as Complete. In an Official submission package, all RUs must be in Complete status to move the package forward in the workflow.

Validation & Navigation

Would you like to validate the reviewable unit data? Yes No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit
-- Select Reviewable Unit --

Not Started | In Progress | Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT | SAVE REVIEWABLE UNIT | GO TO SELECTED REVIEWABLE UNIT

Figure 68: RU status bar

Step 2: State Editor Forwards Submission Package to SPOC

Once all RUs are in Complete status, the next step is for the State Editor to forward the package to the State Point of Contact (SPOC) for review. For an overview of State Editor functions, refer to the [MACPro User Roles](#) table.

1. Log in to [MACPro](#) as the **State Editor**.
2. Select the **Records** tab.

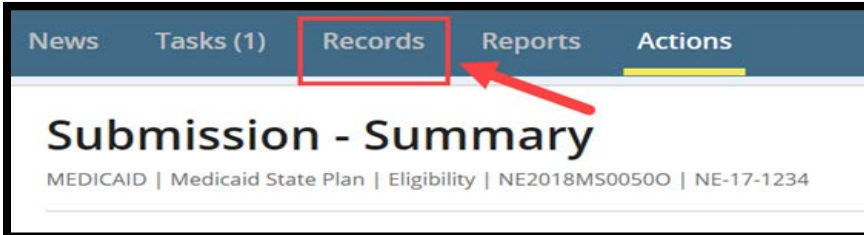


Figure 69: Records tab on upper toolbar

3. Select **Submission Packages – View all Submission Packages for your State**.

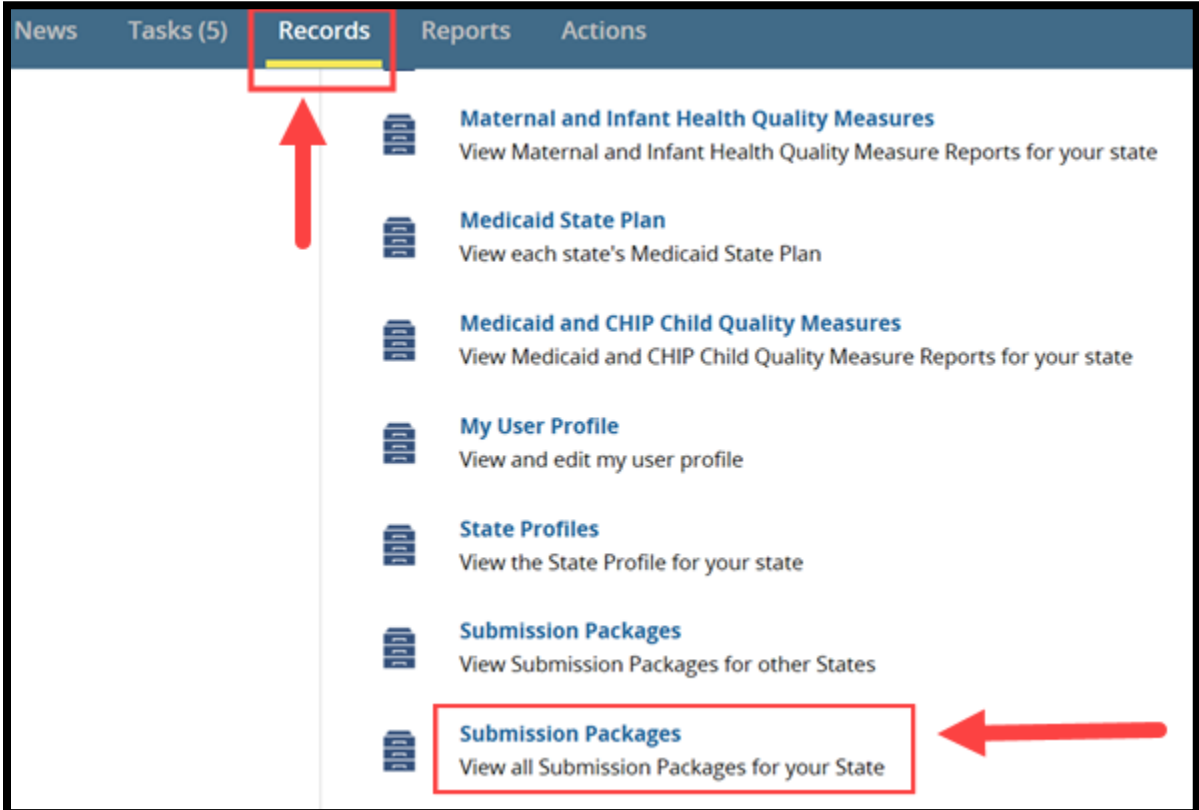


Figure 70: "Submission Packages - View all Submission Packages for your State" link on Records tab

4. Select the link to the relevant submission package.

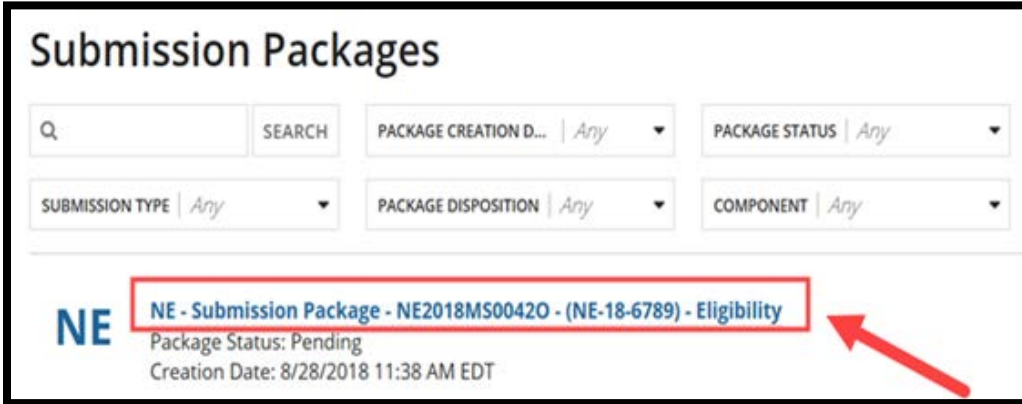


Figure 71: Submission package link

5. Select **Related Actions** from the package navigation menu.

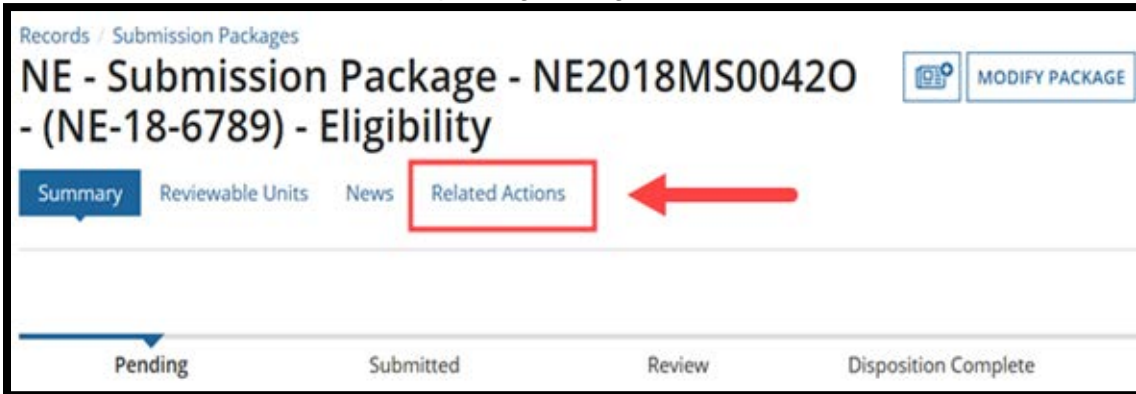


Figure 72: Related Actions tab on Package navigation menu

6. Select the **Forward Package to State POC for Review** link. If this option does not appear and the package is an Official submission package, ensure that all RUs are in Complete status.

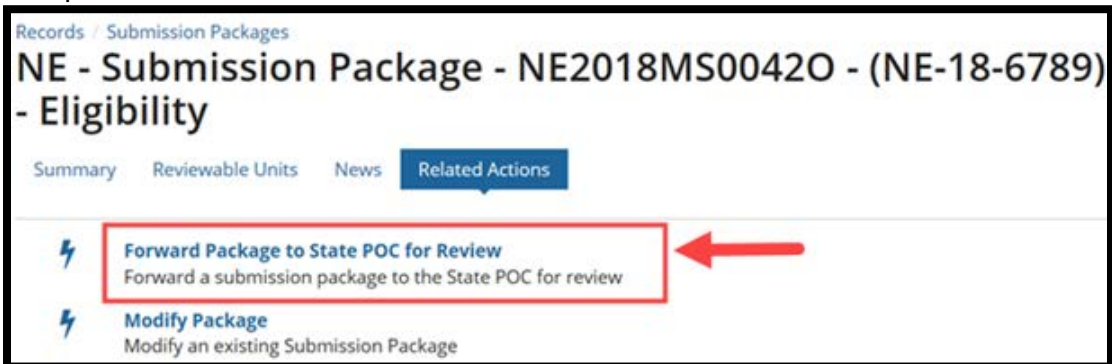


Figure 73: Forward package to State POC for Review link

7. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action, enter information in the Instructions text box as needed, and then select **Execute Action**.

NOTE: States may use the **Instructions** field to communicate internally regarding the content, status, and next steps needed for the submission package. The **Instructions** field is for state use only; it is not viewable by CMS.

Take Action on Package
MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00420 | NE-18-6789

[Request System Help](#)

Package Information

Package ID	NE2018MS00420	Submission Type	Official
Program Name	N/A	State	NE
SPA ID	NE-18-6789	Region	Kansas City, KS
Version Number	1	Package Status	Pending

[View Entire Package](#)

Audit Information

Created By	Training StateEditorNE	Updated By	Training StateEditorNE
Created Date	8/28/2018 11:38 AM EDT	Updated Date	8/28/2018 1:00 PM EDT

Choose Action

Available Workflow Actions *

- Forward Submission Package to State Point of Contact (SPOC)

Instructions

Figure 74: Take Action on Package screen

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

Are you sure you want to Forward Submission Package to State Point of Contact (SPOC)?

Figure 75: Yes button on verification prompt

Step 3: SPOC Reviews Submission Package & Forwards 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 User Roles](#) table.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Review Submission Package" task notification email.

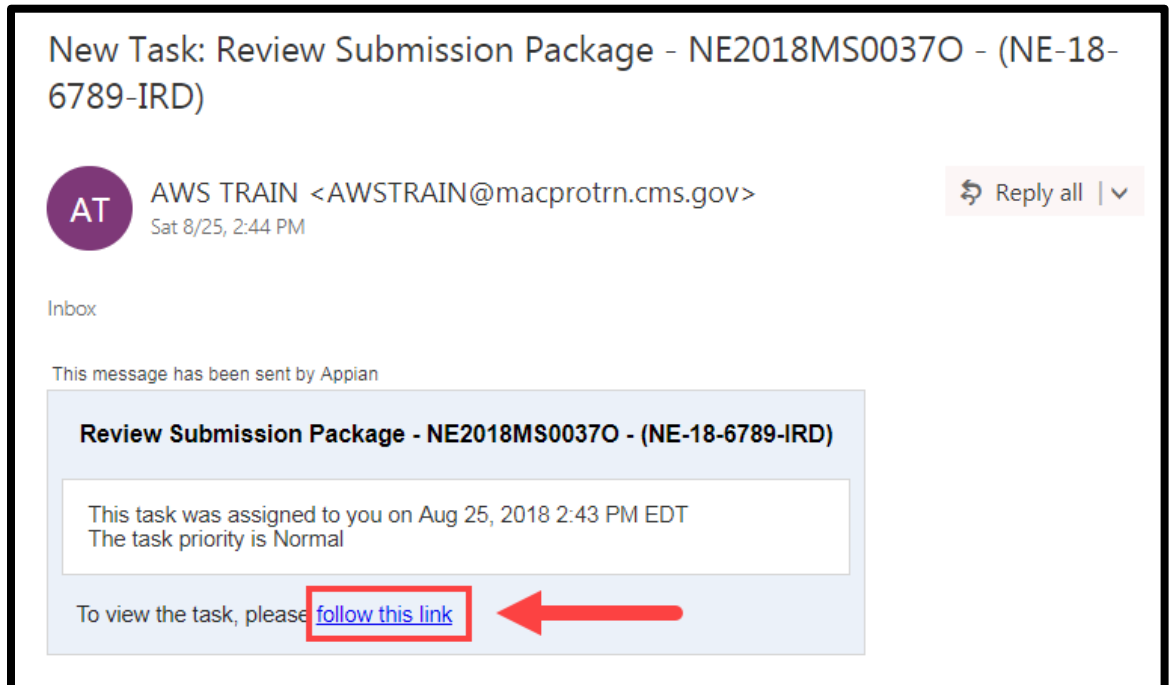


Figure 76: Link to task in task notification email

- b. Or, select the **Review Submission Package** link on the **Tasks** tab.

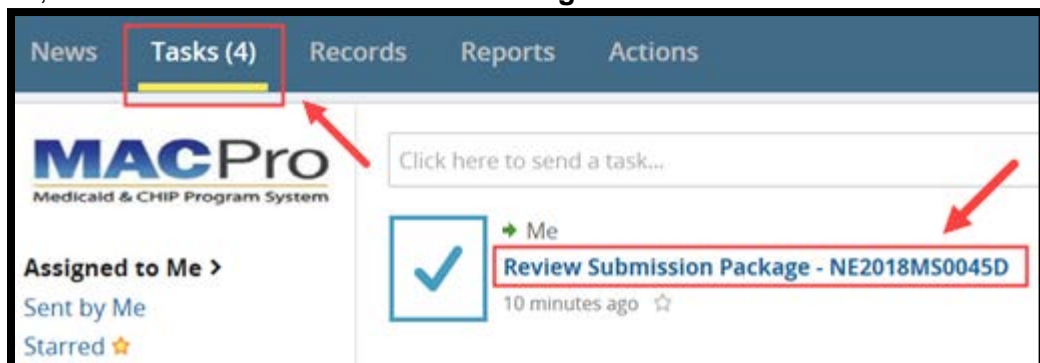


Figure 77: Review Submission Package task link on Tasks tab

- You will see the package summary with all RUs in Complete status. If no additional review is needed, you can skip to step 7 in this section. Otherwise, you may review each RU in the package 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 StateEditorNE	8/30/2018 9:01 AM EDT	✓	
Submission - Medicaid State Plan	Training StateEditorNE	8/30/2018 8:59 AM EDT	✓	
Submission - Public Comment	Training StateEditorNE	8/30/2018 8:59 AM EDT	✓	
Submission - Tribal Input	Training StateEditorNE	8/30/2018 8:59 AM EDT	✓	

Medicaid Eligibility SPA - Reviewable Units				
Reviewable Unit	Updated By	Updated Date	Other Approved Version	Status
Optional Eligibility Groups	Training StateEditorNE	8/30/2018 9:00 AM EDT	<input type="radio"/>	✓

Figure 78: Reviewable Units table

- Since the SPOC role can edit the package, you must re-validate each RU that you select. Scroll to the bottom of the screen and select **Yes** to **“Would you like to validate the reviewable unit data?”** Then select **Save Reviewable Unit**.

Validation & Navigation

Would you like to validate the reviewable unit data? Yes No ←

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit

Not Started In Progress

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: C Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

→

Figure 79: Validation question and Save Reviewable Unit button

- To move to the next RU, select another RU from the drop-down list under **Navigate to Reviewable Unit** and then select **Go to Selected Reviewable Unit**.

Navigate to Reviewable Unit

Submission - Medicaid State Plan

In Progress Complete

Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 80: Navigate to Reviewable Unit drop-down list and Go to Selected Reviewable Unit button

- Alternatively, at the end of each RU, you can select **Return to Package Summary** to be returned to the list of RUs in the package for your task.

Validation & Navigation

Would you like to validate the reviewable unit data?
 Yes No

Warning: Any field containing more than 4000 characters will be truncated when saved.

Navigate to Reviewable Unit
Submission - Medicaid State Plan

Not Started In Progress Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

RETURN TO PACKAGE SUMMARY SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 81: Return to Package Summary button

- Once your review is complete, return to the package summary and scroll to the bottom of the screen. Select the **Take Action on Package** button.

The screenshot shows a table titled "Medicaid Eligibility SPA - Reviewable Units". The table has six columns: Reviewable Unit, Proposed Effective Date, Updated By, Updated Date, Other Approved Version, and Status. There are three rows of data. Below the table, a red arrow points to a blue button labeled "TAKE ACTION ON PACKAGE".

Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	9/8/2018	Training StateEditorNE	8/25/2018 2:36 PM EDT	<input type="radio"/>	✓
MAGI-Based Methodologies	1/1/2016	Training StatePOCNE	8/27/2018 9:29 AM EDT	<input type="radio"/>	✓
Non-MAGI Methodologies	8/31/2018	Training StateEditorNE	8/25/2018 2:37 PM EDT	<input type="radio"/>	✓

Figure 82: Take Action on Package button

- Select **Yes** to the “Are you sure you want to take action on this package?” verification prompt.

The screenshot shows a verification prompt: "Are you sure you want to take action on this package?". Below the text are two buttons: "NO" and "YES". A red arrow points to the "YES" button.

Figure 83: Yes button on verification prompt

9. Upon landing on the **Take Action on this Package** screen, select an available workflow action: (1) Forward Submission Package to State Director, or (2) Return Submission Package to State Editor (SE) for Revision. Then, select the **Execute Action** button.

NOTE

- As the SPOC, you would not need to select “Return Submission Package to State Editor (SE) for Revision” workflow action if you have completed all necessary edits yourself. You would select that option if you wanted the State Editor to do the edits or to do additional edits to the package
- Once you take action on the package, the Review the Submission task will no longer appear on your Task list. If you inadvertently select the “Take Action on Package” button too early, you will need to select the **Return Submission Package to State Editor (SE) for Revision** option and the State Editor will need to send the package back to the SPOC. Alternatively, if you forward the package to the State Director, the State Director could select the **Return Submission Package to State Point of Contact (SPOC) for Revision** option.

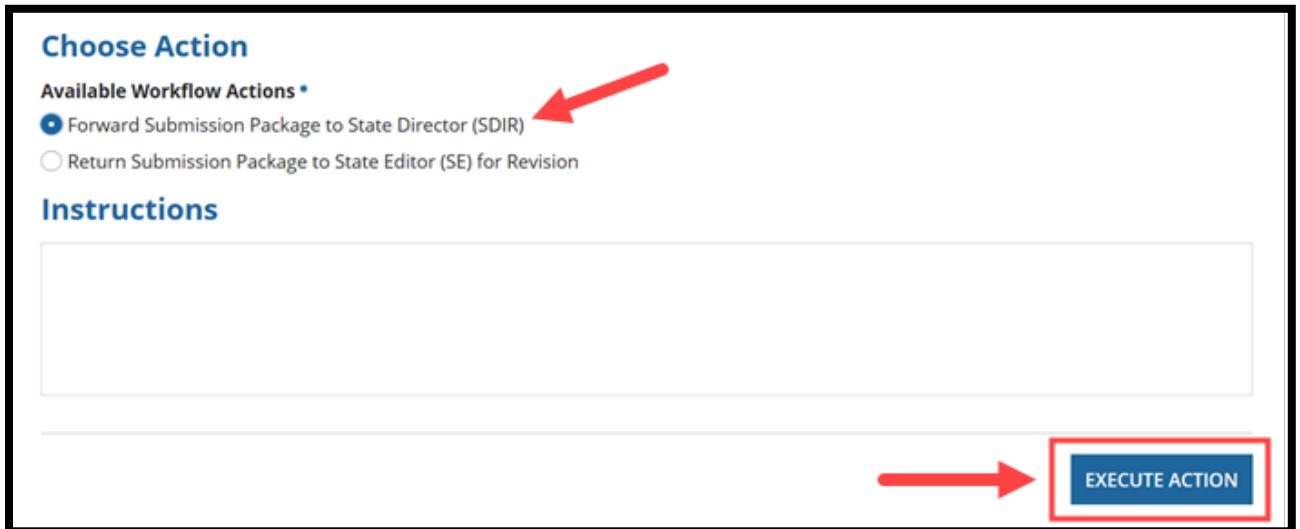


Figure 84: Available Workflow Actions and Execute Action button

10. Select **Yes** to the “**Are you sure you want to Forward Submission Package to State Director (SDIR)?**” verification prompt.

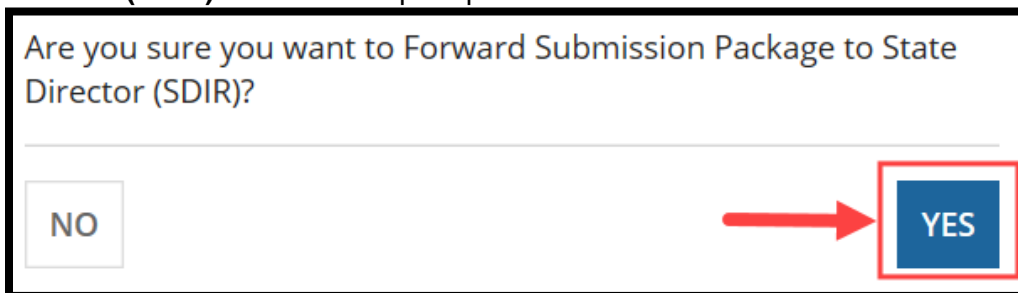


Figure 85: Yes button on verification prompt

Step 4: State Director Reviews & Certifies Submission Package

The State Director will receive a task to review the submission package once the SPOC completes their review. For an overview of State Director functions, refer to the [MACPro User Roles](#) table.

1. Log in to [MACPro](#) as the **State Director**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Review Submission Package" task notification email.

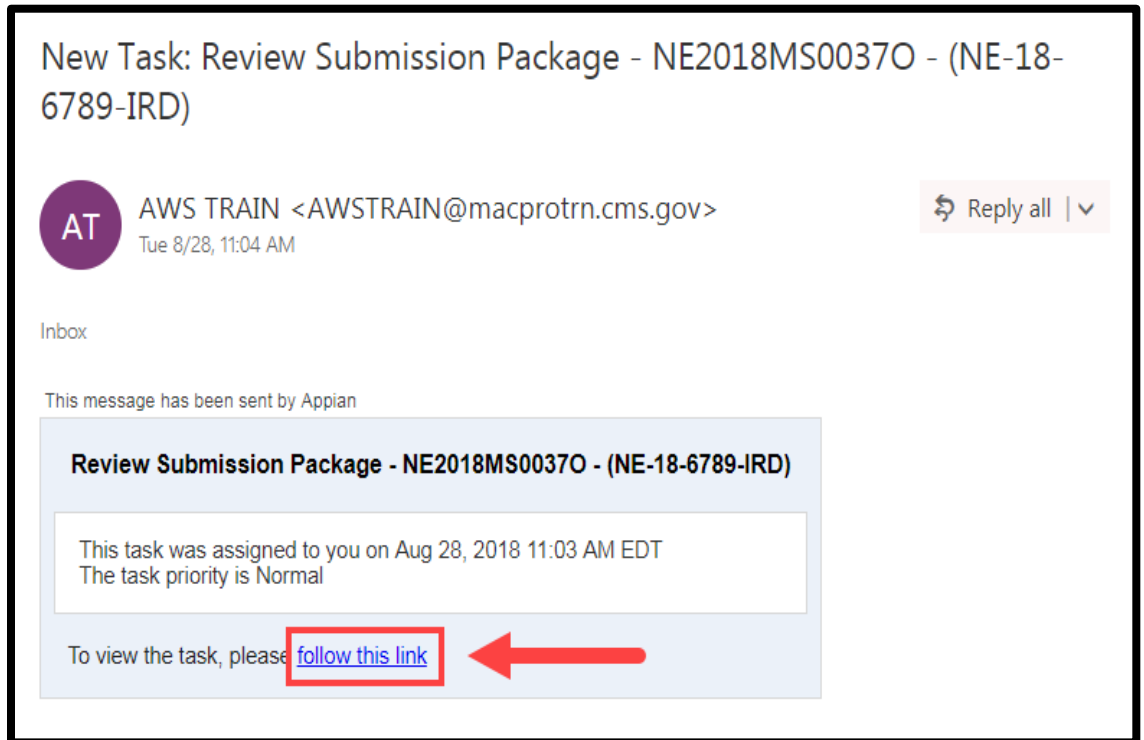


Figure 86: Link to task in task notification email

- b. Or, select the **Review Submission Package** link on the **Tasks** tab.

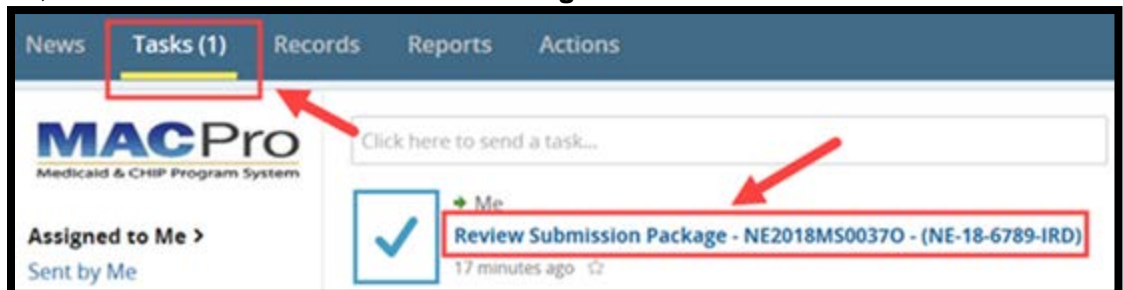


Figure 87: Review Submission Package task link on Tasks tab

- After selecting the task, you will be taken to the **Review Submission Package** screen, where you will see 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.

NOTE: The State Director does not have editing capabilities and can only view the information in the package.

Submission Form - Reviewable Units					
Reviewable Unit		Updated By	Updated Date		Status
Submission - Summary		Training StateEditorNE	8/25/2018 2:35 PM EDT		✓
Submission - Medicaid State Plan		Training StateEditorNE	8/25/2018 2:34 PM EDT		✓
Submission - Public Comment		Training StatePOCNE	8/28/2018 1:11 PM EDT		✓
Submission - Tribal Input		Training StateEditorNE	8/24/2018 7:09 PM EDT		✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	9/8/2018	Training StateEditorNE	8/25/2018 2:36 PM EDT	<input type="radio"/>	✓
MAGI-Based Methodologies	1/1/2016	Training StatePOCNE	8/27/2018 9:29 AM EDT	<input type="radio"/>	✓
Non-MAGI Methodologies	8/31/2018	Training StateEditorNE	8/25/2018 2:37 PM EDT	<input type="radio"/>	✓

[TAKE ACTION ON PACKAGE](#)

Figure 88: Reviewable Units table

- Once you select an RU to review, to navigate to a different RU, select the **All Reviewable Units** link at the top of the screen. Doing this will take you back to the Reviewable Units screen where you can select an RU from the list of RUs. Alternatively, you can select either of the links directly below **All Reviewable Units** to navigate directly to an adjacent RU.



Figure 89: Links to navigate to other RUs

- Select the **Take Action on Package** button at the bottom of the screen upon completing your review.

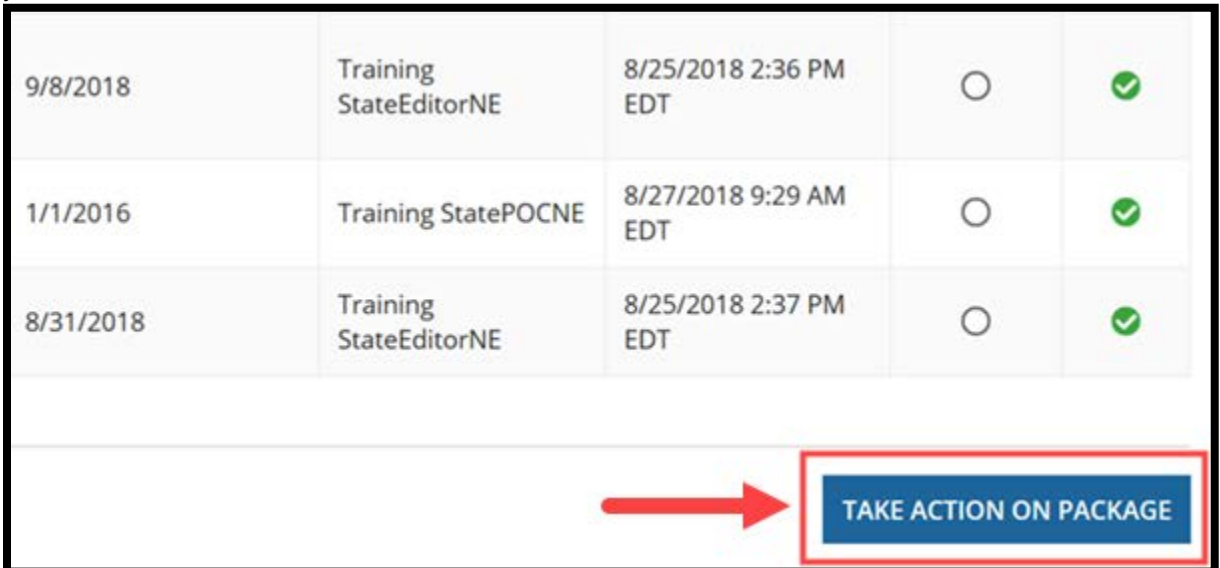


Figure 90: Take Action on Package button

5. Select **Yes** to the “**Are you sure you want to take action on this package?**” verification prompt.

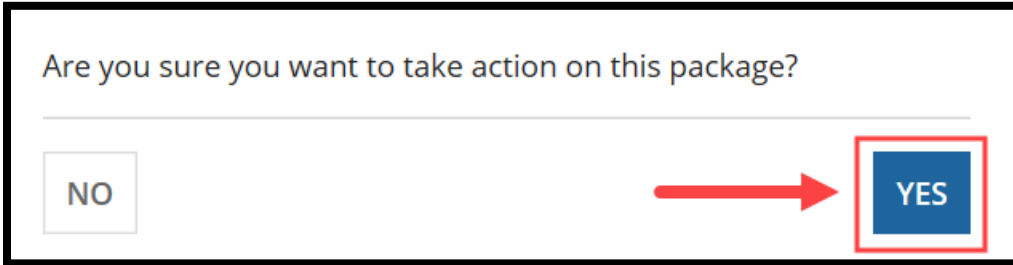


Figure 91: Yes button on verification prompt

6. You will be redirected to a Take Action on this Package screen. Select the workflow action to either (1) **Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS**, or (2) **Return Submission Package to State Point of Contact (SPOC) for Revision**. Then, select **Execute Action**.

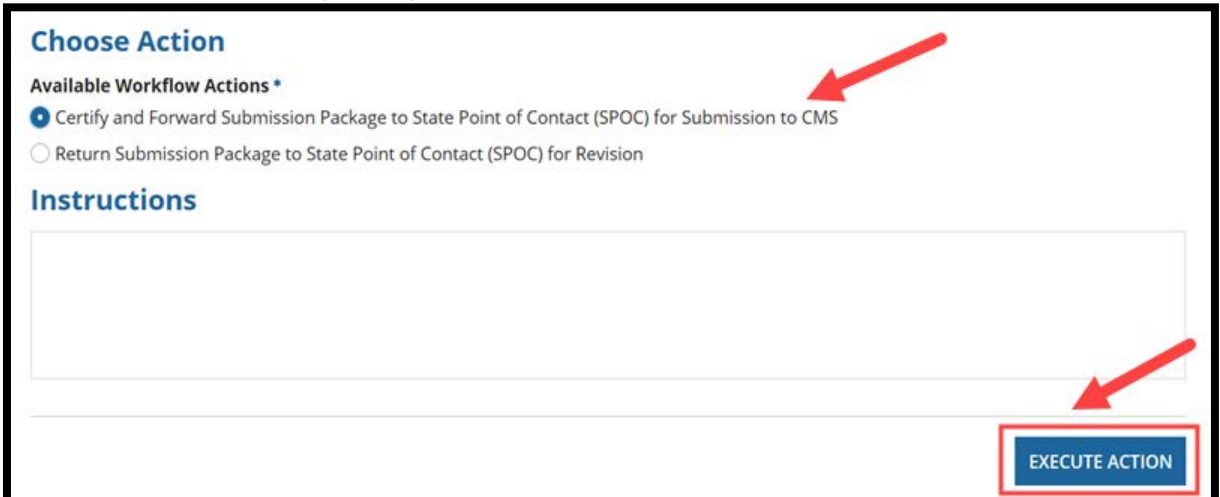


Figure 92: Available Workflow Actions and Execute Action button

7. Select **Yes** to the following verification prompt: “**Are you sure you want to Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS?**”

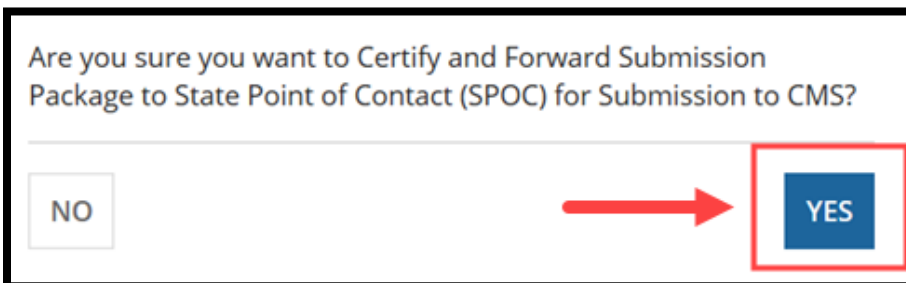


Figure 93: Yes button on verification prompt

Step 5: SPOC Submits Package to CMS

The State Point of Contact (SPOC) will receive a task to review the submission package. For an overview of SPOC functions, refer to the [MACPro User Roles](#) table.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways.
 - a. Select **follow this link** in the "Review Submission Package" task notification email.

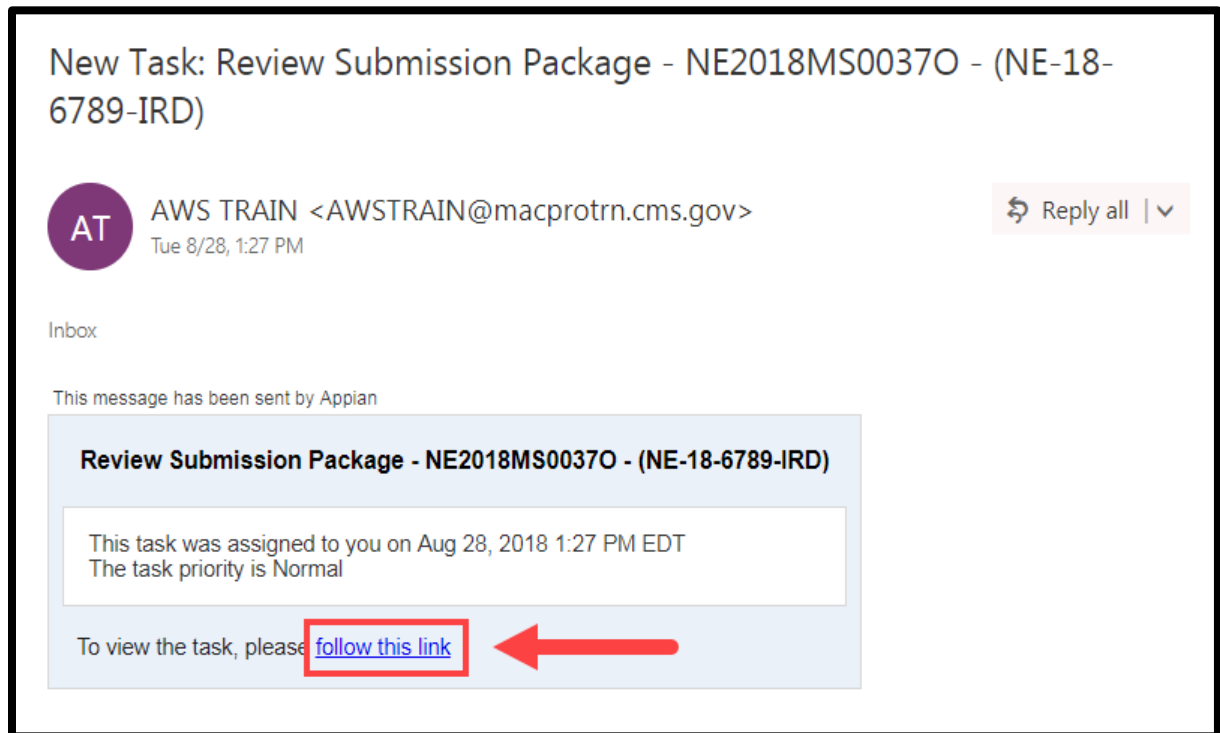


Figure 94: Link to task in task notification email

- b. Or, select the **Review Submission Package** link on the **Tasks** tab.

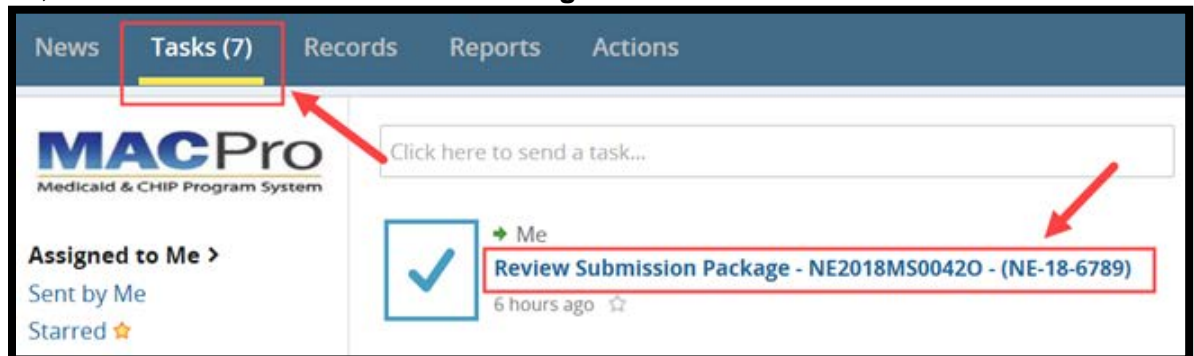


Figure 95: Review Submission Package task link on Tasks tab

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

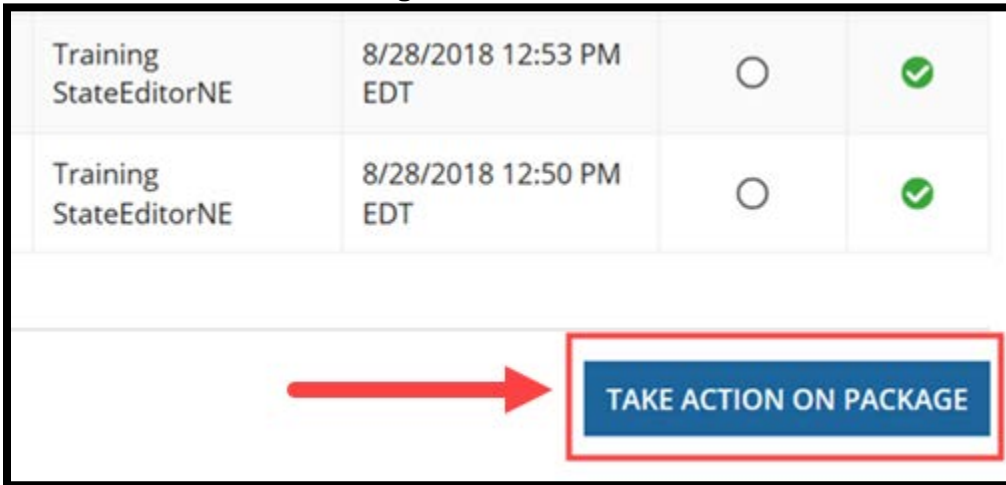


Figure 96: Take Action on Package button

4. Select **Yes** to the “Are you sure you want to take action on this package?” verification prompt.

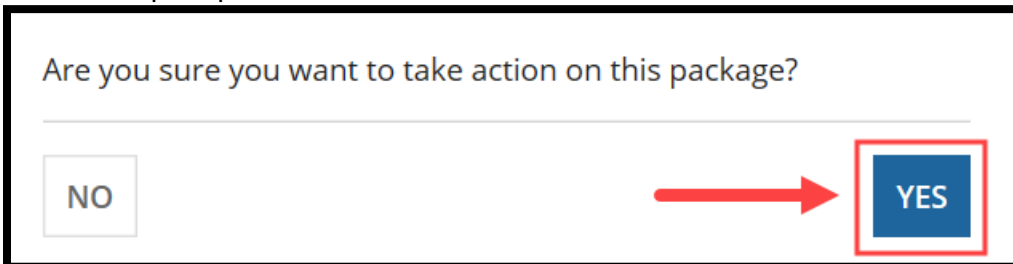


Figure 97: Yes button on verification prompt

5. When you are ready to take action on the package, there are two available workflow options. You may modify the package, by selecting **Modify the Certified Submission Package**. Otherwise, select **Submit the Submission Package to CMS** and continue to follow the next steps.

NOTE: If you select **Modify the Certified Submission Package** you must repeat the process of reviewing the package, forwarding the package to State Director for certification, and receiving the certified package to submit to CMS.

Take Action on Package
MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00420 | NE-18-6789

[Request System Help](#)

Package Information

Package ID NE2018MS00420	Submission Type Official
Program Name N/A	State NE
SPA ID NE-18-6789	Region Kansas City, KS
Version Number 1	Package Status Pending

[View Entire Package](#)

Audit Information

Created By Training StateEditorNE	Updated By Training StateDirectorNE
Created Date 8/28/2018 11:38 AM EDT	Updated Date 8/28/2018 8:15 PM EDT

Instructions

From Training StateDirectorNE

Instructions None

Choose Action

Available Workflow Actions *

- Modify the Certified Submission Package
- Submit the Submission Package to CMS

Instructions

EXECUTE ACTION

Figure 98: Take Action on Package screen

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

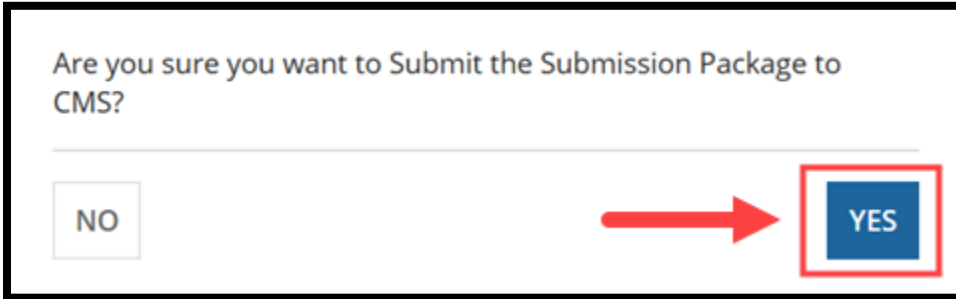


Figure 99: Yes button on verification prompt

7. This concludes the workflow steps for submitting a submission package to CMS. Following submission to CMS, the state may receive a Clarification, a Request for Additional Information (RAI), a task to convert a Draft submission to Official (if applicable), or a task to acknowledge the package disposition (approval or disapproval). For instructions on the steps to take following CMS submission, refer to the next sections in this document.

Responding to a Clarification

A Clarification is an informal request by CMS for more information regarding a submission package or specific RUs. When CMS requests Clarification, the package or specific RUs are unlocked for the State Point of Contact (SPOC) to modify or edit; however, the 90-day clock does not stop. The image below shows the workflow a SPOC follows to respond to a Clarification.

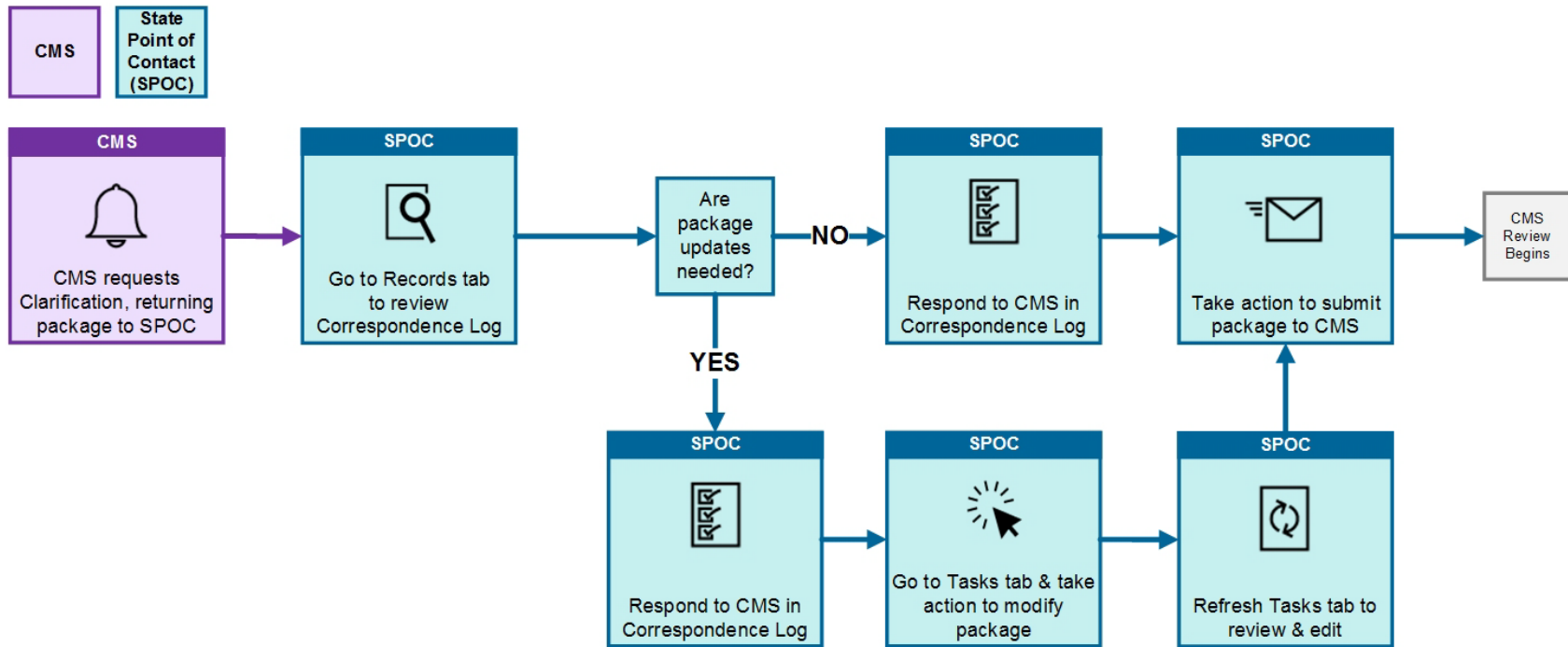


Figure 100: Responding to a Clarification Workflow

During the CMS review process, CMS may identify necessary revisions to a submission package, or to specific RUs within a package, and issue a Clarification. A Clarification unlocks a submission package or specific RUs for state for review and revision.

When CMS issues a Clarification at either the package level or the reviewable unit level, the State Point of Contact (SPOC) who submitted the package will receive a “Respond to Clarification” task notification email. If the SPOC who submitted the package is no longer active in MACPro, the task assignment will go to all SPOC users in the state.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Respond to Clarification" task notification email.

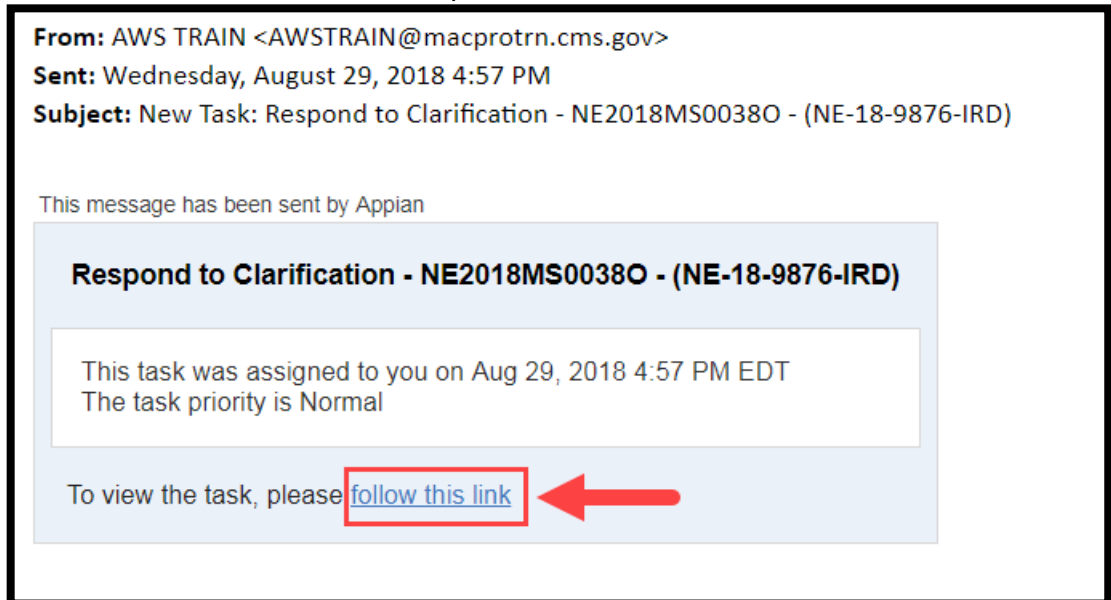


Figure 101: Link to task in task notification email

- b. Or, select the **Respond to Clarification** task on the **Tasks** tab.

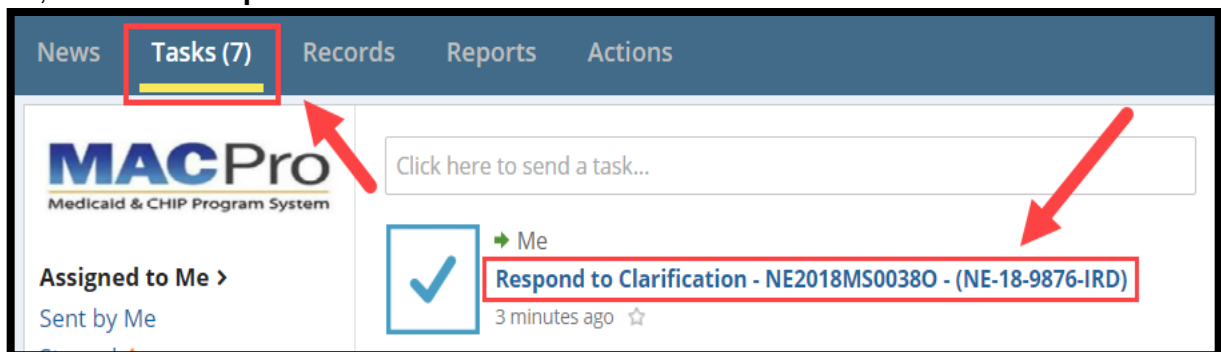


Figure 102: Respond to Clarification task link on Tasks tab

- When initiating a Clarification, the CMS Point of Contact will also add an entry to the Correspondence Log describing why the Clarification was initiated. To respond to the Clarification, the SPOC must respond to CMS via the Correspondence Log. For additional information, see [Modifying the Correspondence Log](#). Once a response is entered, you may take action on the package by selecting the task to **Respond to Clarification**.

NOTE: When a submission package or an RU is unlocked for a state submission is returned to the State, the RU data is in a read-only format. To modify the data, the SPOC must take action on the package, as shown in the next steps.

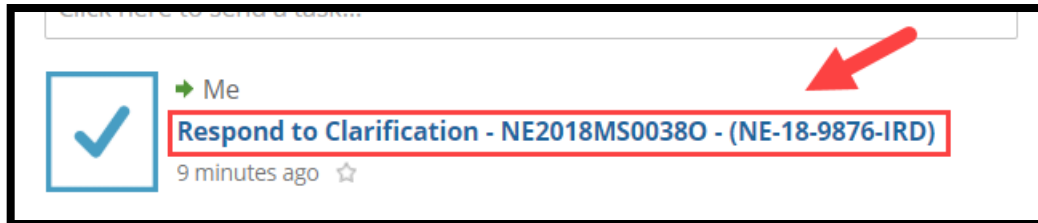


Figure 103: Respond to Clarification task link

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

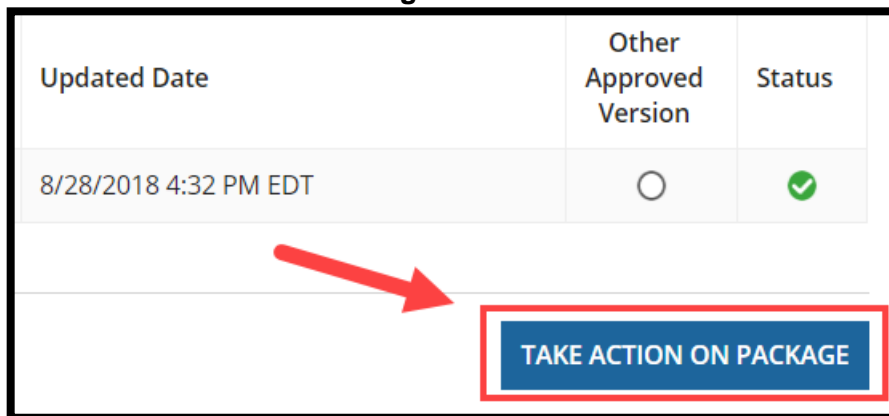


Figure 104: Take Action on Package button

- Select **Yes** to the "Are you sure you want to take action on this package?" prompt.

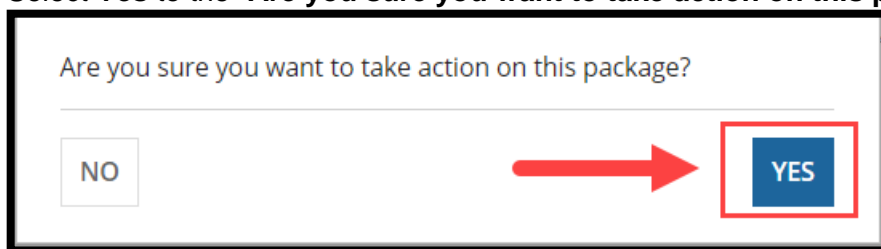


Figure 105: Yes button on verification prompt

6. Select one of the following workflow actions:
 - a. **Return Submission Package to State Editor (SE) for Revision.** If this option is selected, the State Editor will need to send the package back to the SPOC once the edits are complete. The SPOC can then return the submission to CMS.
 - b. **Modify the Returned Submission Package.** As the SPOC, you can make edits to the package yourself.
 - c. **Submit the Submission Package to CMS.** If you determine that the package does not require any edits, then you can return the submission to CMS without further revision.

NOTE: Even if the package is edited, MACPro does not require the State Director to review and certify the package again for re-submission to CMS.

Take Action on Package

MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00380 | NE-18-9876-IRD

Package Information

Package ID NE2018MS00380	Submission Type Official
Program Name N/A	State NE
SPA ID NE-18-9876-IRD	Region Kansas City, KS
Version Number 3	Package Status Clarification
Submitted By Training StatePOCNE	Submission Date 8/28/2018
	Regulatory Clock 89 days remain
	Review Status Clarification

[View Entire Package](#)

Audit Information

Created By Training StateEditorNE	Updated By Training CPOCNE
Created Date 8/24/2018 2:18 PM EDT	Updated Date 8/29/2018 4:57 PM EDT

Clarification Information

Initiated By Training CPOCNE	Group
Initiated Date 8/29/2018 4:57 PM EDT	Division

Instructions

From Training CPOCNE

Instructions None

Choose Action

Available Workflow Actions *

- Return Submission Package to State Editor (SE) for Revision
- Submit the Submission Package to CMS
- Modify the Returned Submission Package




Figure 106: Take Action on Package screen

7. In this example, the SPOC will modify the package as per the Clarification. To modify the submission package as SPOC, select the option to **Modify Returned Submission Package** and select **Execute Action**.

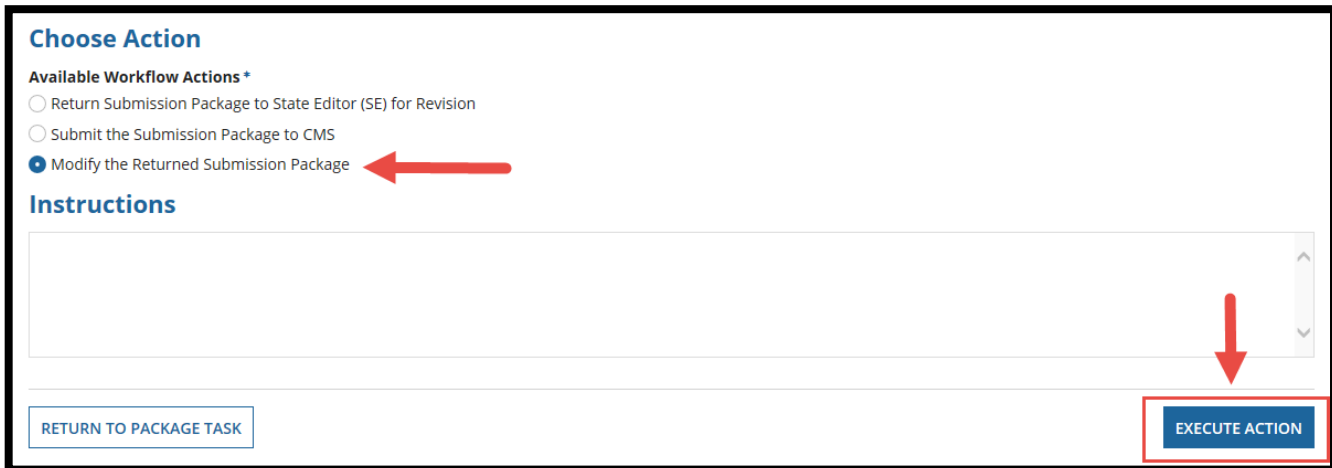


Figure 107: Available Workflow Actions and Execute Action button

8. Select **Yes** to the “Are you sure you want to Modify the Returned Submission Package?” verification prompt.

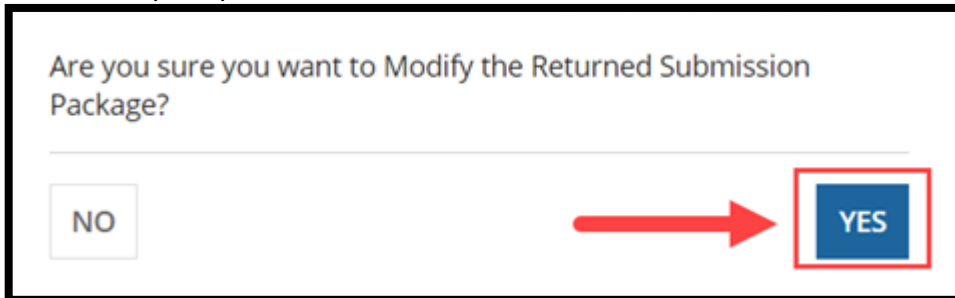


Figure 108: Yes button on verification prompt

9. Upon landing on the Tasks tab, select the **Tasks** tab again to refresh the screen.

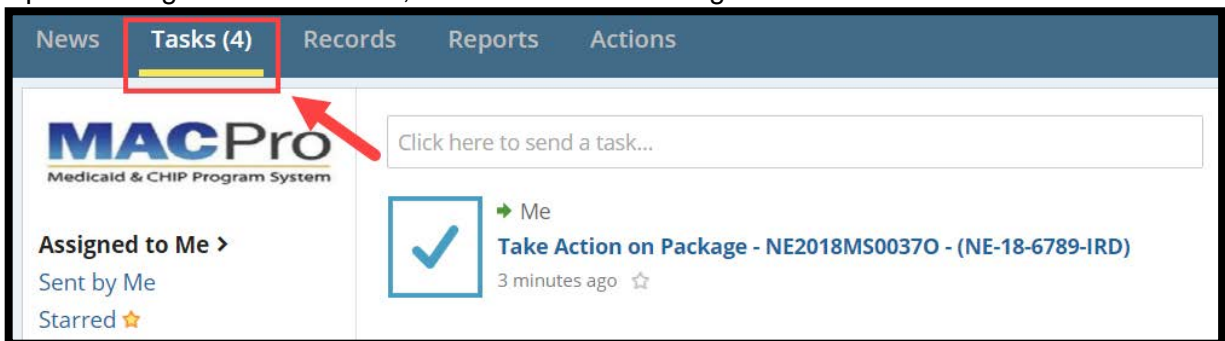


Figure 109: Tasks tab

10. Select the **Respond to Clarification** task once it appears.

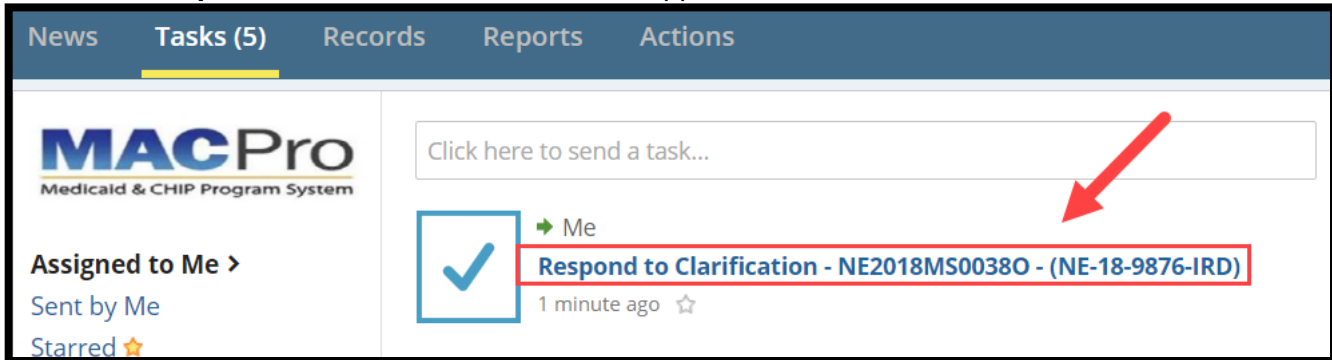


Figure 110: Respond to Clarification task link

11. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. In the image below, only the RUs CMS selected for Clarification are editable. You may modify an RU by selecting the blue link to the RU name. As a reminder, all RUs must be validated in the **Complete** status to submit the package back to CMS.

Submission Form - Reviewable Units					
Reviewable Unit		Updated By	Updated Date		Status
Submission - Summary		Training StateEditorNE	8/28/2018 4:39 PM EDT		✓
Submission - Medicaid State Plan		Training StateEditorNE	8/27/2018 3:21 PM EDT		✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Mandatory Eligibility Groups	9/1/2018	Training StateEditorNE	8/28/2018 4:32 PM EDT	○	✓

Figure 111: Reviewable Units table

12. Select **Take Action on Package** once all updates are made in accordance with the Clarification.

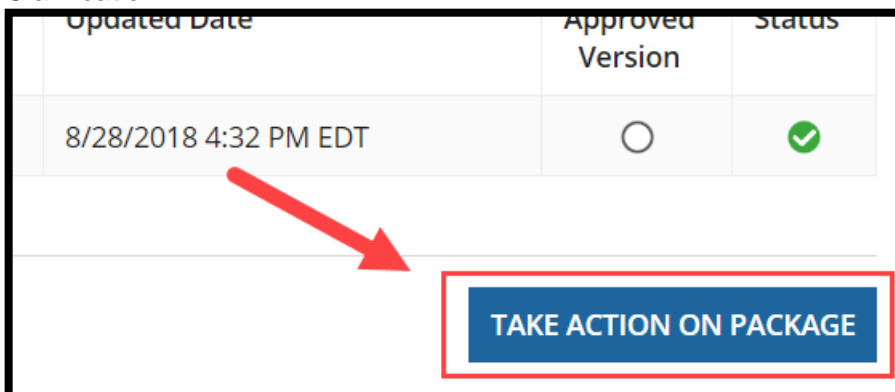


Figure 112: Take Action on Package button

13. Select **Yes** to the “Are you sure you want to take action on this package?” verification prompt.

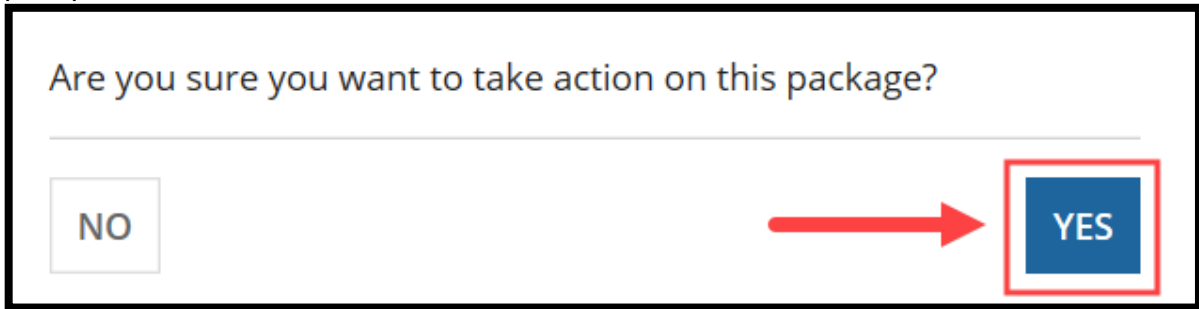


Figure 113: Yes button on verification prompt

14. Select the **Submit the Submission Package to CMS** workflow action and then select **Execute Action**.



Figure 114: Available Workflow Actions and Execute Action button

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

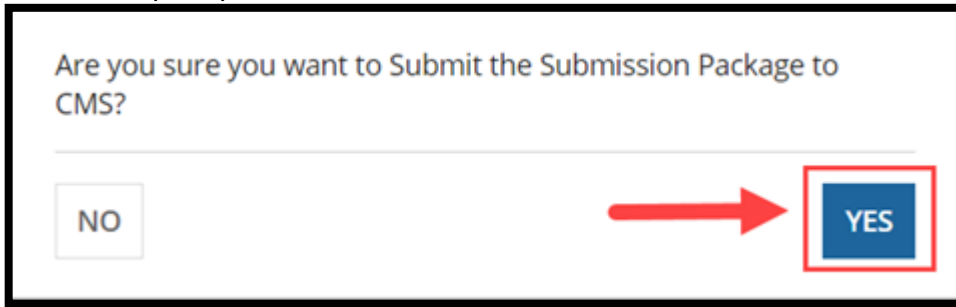


Figure 115: Yes button on verification prompt

16. This will return the package to CMS for continued review. The CMS Point of Contact will receive a notification letting them know that the package has been re-submitted.

Responding to a Request for Additional Information (RAI)

When CMS issues a request for additional information (RAI), the 90-day clock stops. This provides the state with an opportunity to address in-depth questions and resolve policy issues. The image below displays the RAI process.

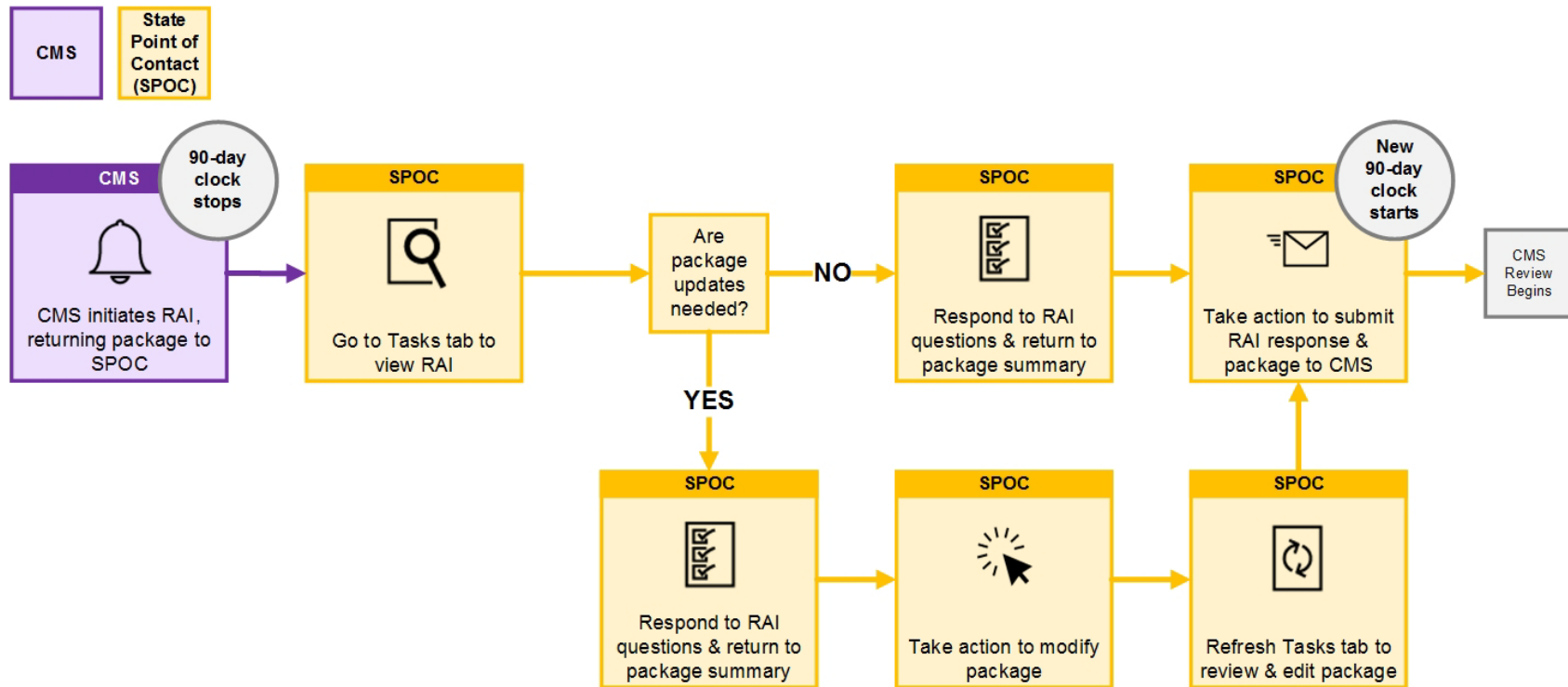


Figure 116: Responding to a Request for Additional Information (RAI) Workflow

The RAI differs from a Clarification in that the RAI stops the 90-day regulatory clock. It includes an RAI form where CMS lists specific questions and direction regarding package updates needed prior to an approval. A new 90-day clock will begin once CMS receives the state's response to the RAI. With the addition of the RAI form in MACPro, states will no longer receive a paper-based RAI. An RAI can be issued only once per submission.

The State Point of Contact (SPOC) will receive a "Respond to RAI" task for the submission package.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Request Additional Information" task notification email.

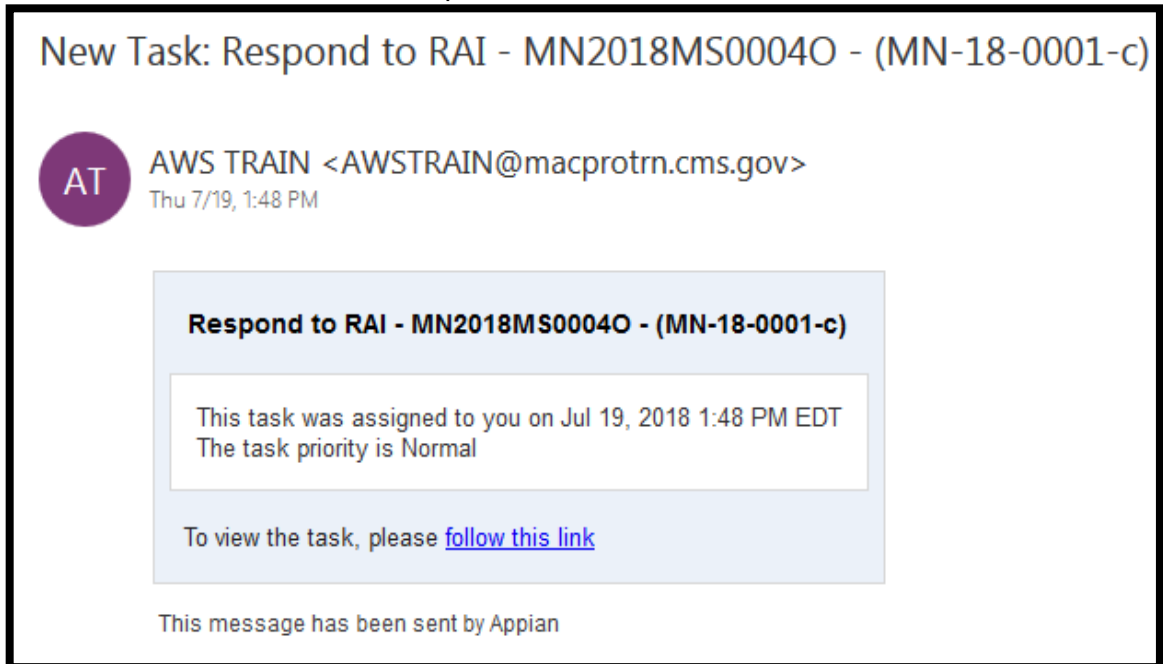


Figure 117: Link to task in task notification email

- b. Select the **Respond to RAI** task on the Tasks tab.

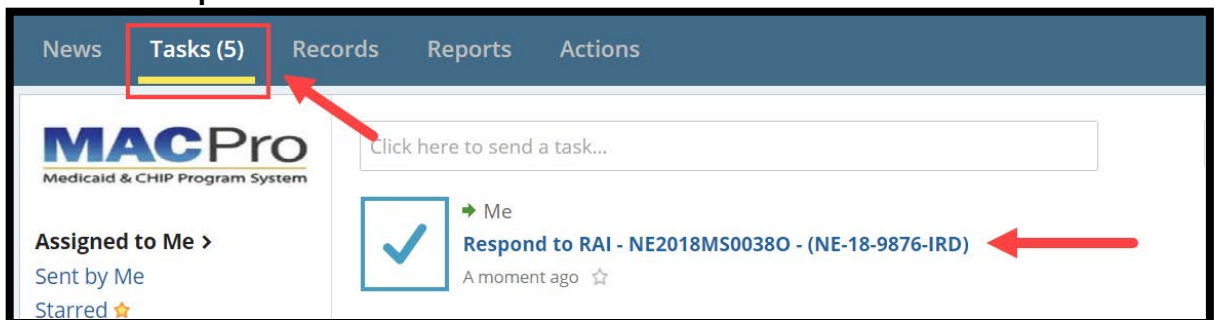


Figure 118: Respond to RAI task on the Tasks tab

3. Select **View/Respond to RAI**.

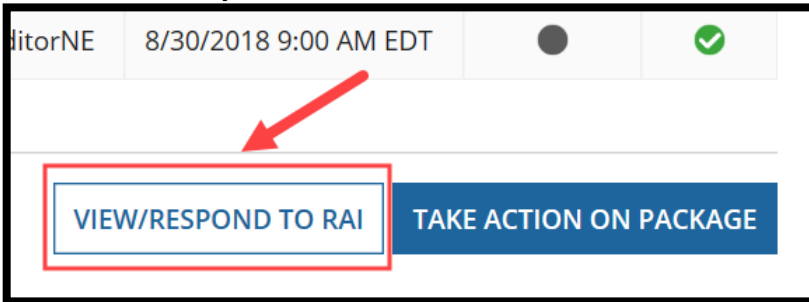


Figure 119: View/Respond to RAI button

4. The question(s) CMS has submitted to the state will appear in a table on the RAI form. Select the linked number in the Question ID column to expand a text box in which you may respond to the RAI.

All Questions
Click on a question ID to view details and respond to the question

Question ID ↑	Reference	CMS question to the State	Policy/Regulation	State Response
1	Example reference	Example question to the state	Example policy	

Figure 120: Question ID link

5. After reviewing the questions from CMS, you may need to reference an RU to determine whether any updates are needed. You can access the RUs in your package by right-selecting the **View Entire Package** link on the RAI form and then selecting **Open link in new tab**.

Respond to RAI
MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00380 | NE-18-9876-IRD

[Request System Help](#)

Policy Reference
CMS is issuing this Request for Additional Information (RAI) pursuant to Section 1915(f) of the Social Security Act (added by P.L. 97-35). This request has the effect of stopping the 90-day time period for CMS to act on the material. A new 90 day time frame will not begin until we receive your response to this request.

Submission Package NE2018MS00380
Authority Eligibility
State NE

Agency Name Agency
Submission Date Aug 28, 2018

[View Entire Package](#)

Instructions
From Training CPOCNE
Instructions None

State RAI Response to CMS

Question Details
Question 1

Right-click context menu for [View Entire Package](#) showing 'Open link in new tab' selected.

Figure 121: Respond to RAI screen

- The RU will open in a separate tab within the web browser. When you use multiple tabs in MACPro, it is recommended that you edit information in one tab and use the other tab as a reference. Also, be sure to keep all MACPro sessions within one browser window.

NOTE: When the submission package is returned to the State, the RU data is in read-only format. To modify the data, the SPOC must take action to do so as shown in the next steps.

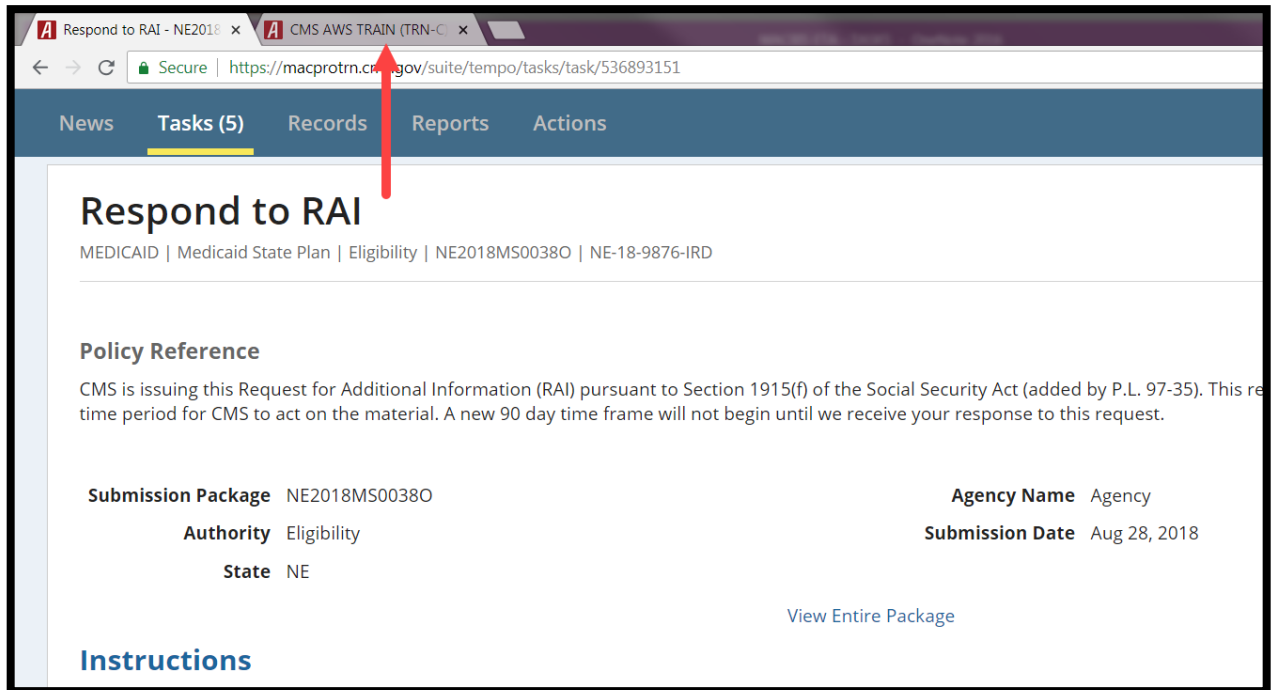


Figure 122: New browser tab

- Once you are done referencing the RU, you can close your reference tab and return to the tab with the **Respond to RAI** form. Enter information into the **State Response** text box, select outside of the text box to activate the **Save Response** button, and then select **Save Response**.



Figure 123: State Response text box and Save Response button

8. Depending on whether the package requires updates or edits to one or more RU in the package, select **Yes** or **No** to the **Submission Package was updated by the State in accordance with the response above** statement.



Submission Package was updated by the State in accordance with the response above

Yes

No

Figure 124: "Submission Package was updated by the State in accordance with the response above" options

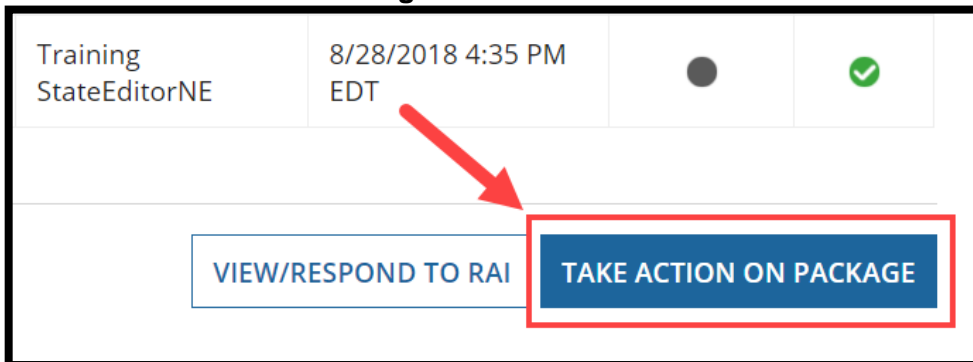
9. Next, to either modify an RU or to send the response to RAI, select **Return to Package Summary**.



RETURN TO PACKAGE SUMMARY

Figure 125: Return to Package Summary button

10. Select **Take Action on Package**.

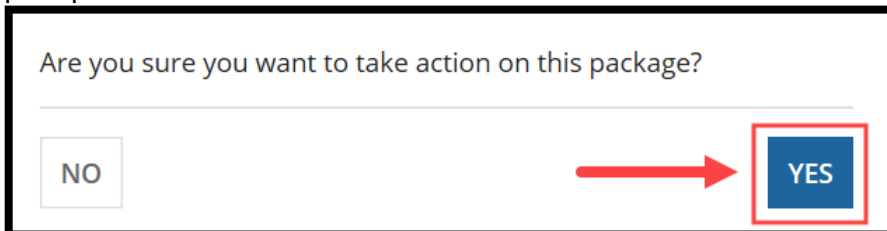


Training StateEditorNE	8/28/2018 4:35 PM EDT	●	✓
------------------------	-----------------------	---	---

VIEW/RESPOND TO RAI **TAKE ACTION ON PACKAGE**

Figure 126: Take Action on Package button

11. Select **Yes** to the “**Are you sure you want to take action on this package?**” verification prompt.



Are you sure you want to take action on this package?

NO **YES**

Figure 127: Yes button on verification prompt

12. Select a workflow action to either (1) **Modify the Returned Submission Package**, (2) **Return Submission Package to State Editor for Revision**, or (3) **Submit RAI Response to CMS**. For this example, select **Modify the Returned Submission Package**.

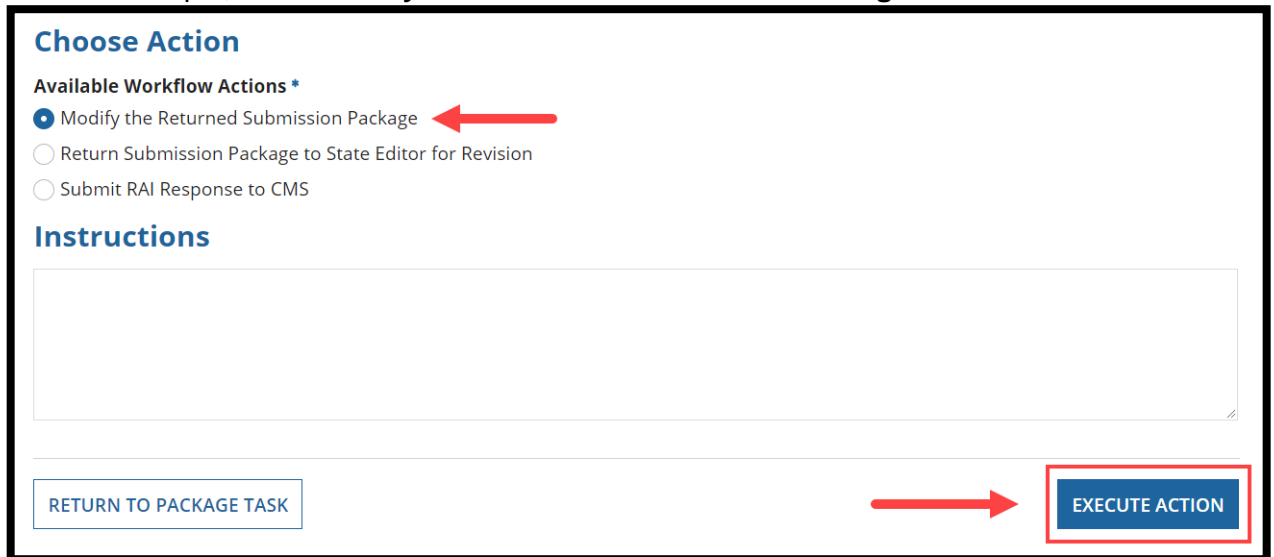


Figure 128: Available Workflow Actions and Execute Action button

13. Select **Yes** to the “**Are you sure you want to Modify the Returned Submission Package?**” verification prompt.

NOTE: The text of the verification prompt will correspond to the workflow action selected in the previous step.

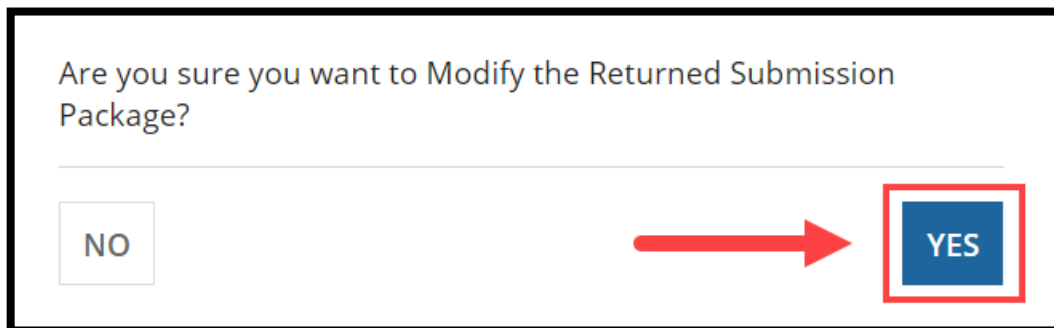


Figure 129: Yes button on verification prompt

14. You will be rerouted to the **Tasks** tab. Select the **Tasks** tab to refresh the screen.

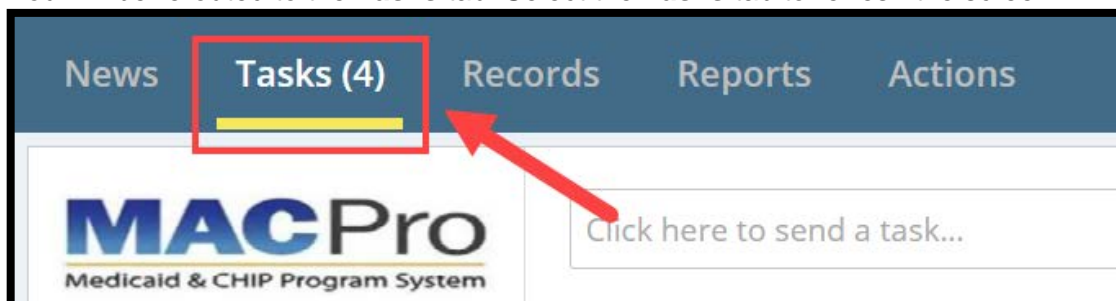


Figure 130: Tasks tab

15. Select the **Respond to RAI** task once it appears.

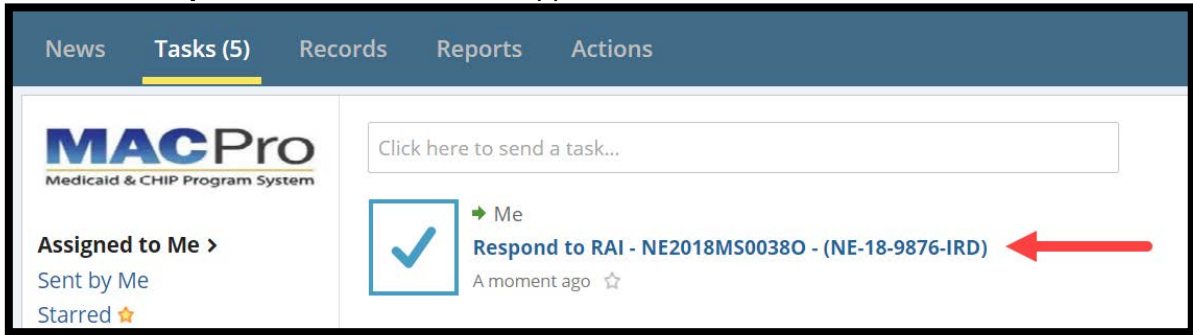


Figure 131: Respond to RAI task

16. This time the RUs will be editable. You may modify an RU by selecting the blue link to the RU name. As a reminder, all RUs must be validated and in **Complete** status to submit the package back to CMS. If the state would like CMS to view changes made to the submission prior to formally responding to the RAI, follow the steps in the [Allowing CMS to View a Package](#) section.

Submission Form - Reviewable Units					
Reviewable Unit	Updated By	Updated Date			Status
Submission - Summary	Training StateEditorNE	8/28/2018 4:39 PM EDT			✓
Submission - Medicaid State Plan	Training StateEditorNE	8/27/2018 3:21 PM EDT			✓
Submission - Public Comment	Training StateEditorNE	8/28/2018 4:31 PM EDT			✓
Submission - Tribal Input	Training StateEditorNE	8/28/2018 4:32 PM EDT			✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	9/1/2018	Training StateEditorNE	8/27/2018 3:21 PM EDT	●	✓
Mandatory Eligibility Groups	9/1/2018	Training StateEditorNE	8/28/2018 4:32 PM EDT	○	✓
Qualifying Individuals	9/1/2018	Training StateEditorNE	8/28/2018 4:35 PM EDT	○	✓
Optional Eligibility Groups	9/1/2018	Training StateEditorNE	8/28/2018 4:35 PM EDT	●	✓

Figure 132: Reviewable Units table

17. Once all updates are made in accordance with the RAI and a response has been entered on the RAI form, select **Take Action on Package** at the bottom of the screen.

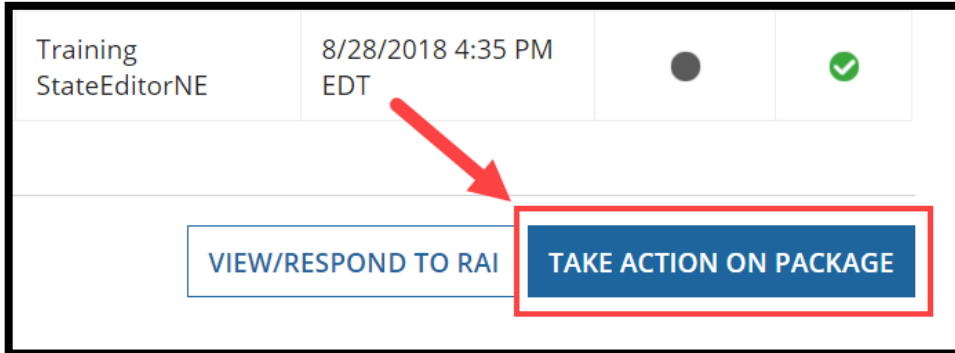


Figure 133: Take Action on Package button

18. Select **Yes** to the “Are you sure you want to take action on this package?” verification prompt.

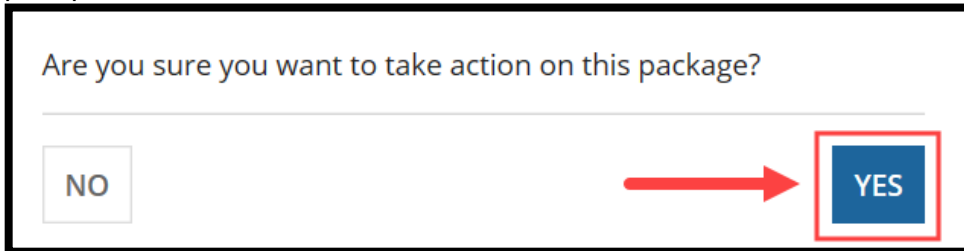


Figure 134: Yes button on verification prompt

19. Select **Submit RAI Response to CMS** and then select **Execute Action**.

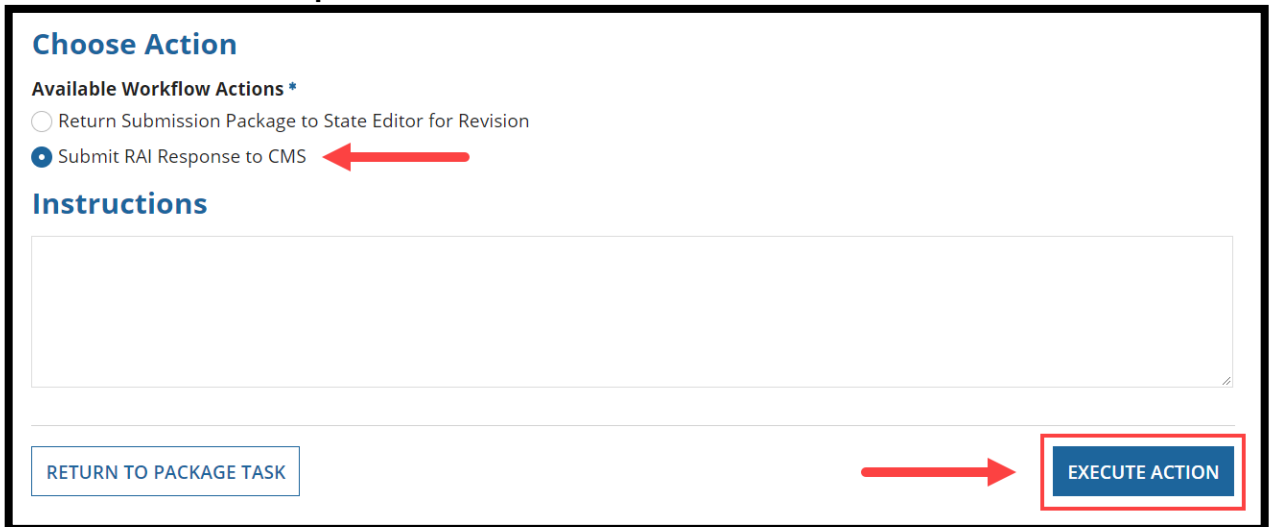


Figure 135: Available Workflow Actions and Execute Action button

20. Select **Yes** to the “**Are you sure you want to Submit RAI Response to CMS?**” verification prompt.

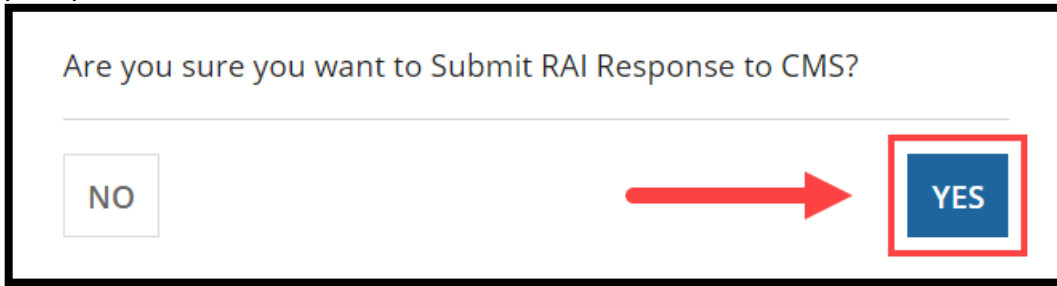


Figure 136: Yes button on verification prompt

Creating or Modifying a Correspondence Log

The Correspondence Log is the official record of communication between CMS and the state regarding a submission package. The CMS Point of Contact (CPOC) enters information into the Correspondence log to share with the state, and the State Point of Contact (SPOC) enters information into the Correspondence log to share with CMS. Only the CPOC and the SPOC can write in the Correspondence Log but others may view it for reference.

Creating a Correspondence Log

1. Log in to [MACPro](#) as the **SPOC**.
2. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

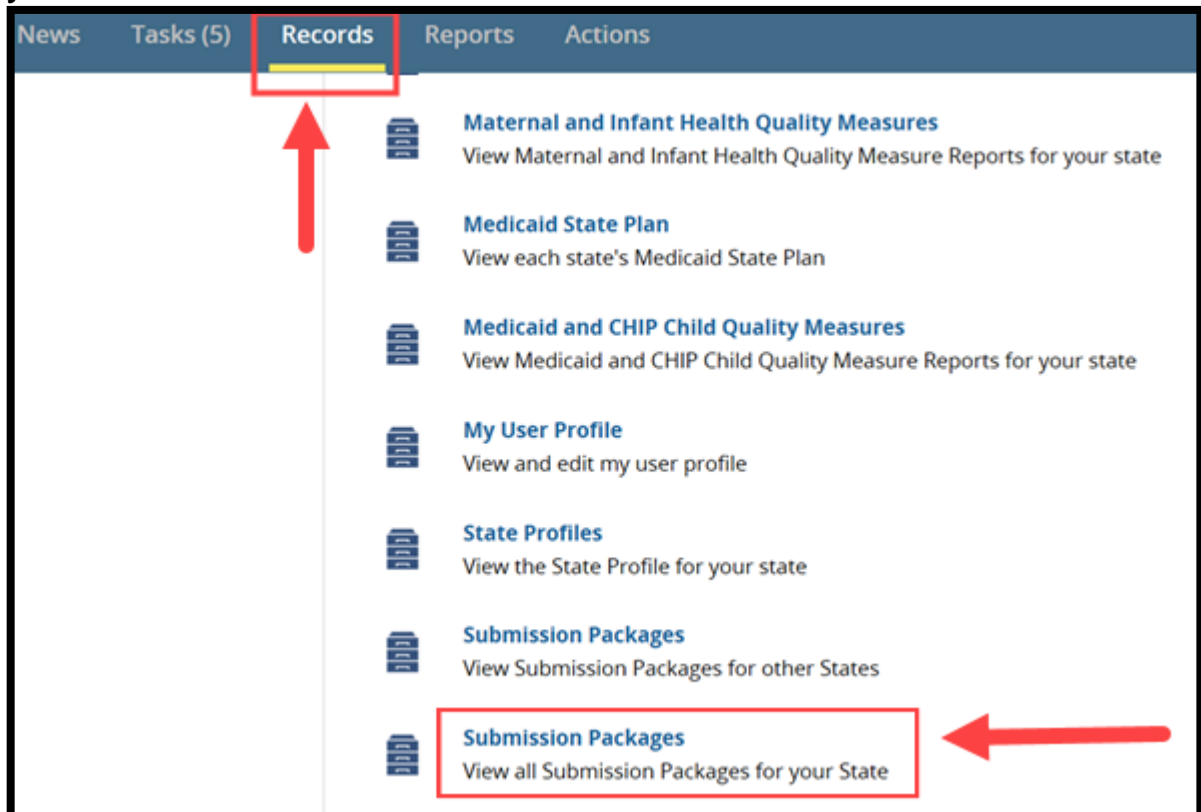


Figure 137: Submission Packages - View all Submission Packages for your State link on Records tab

3. Select the link for the relevant submission package.

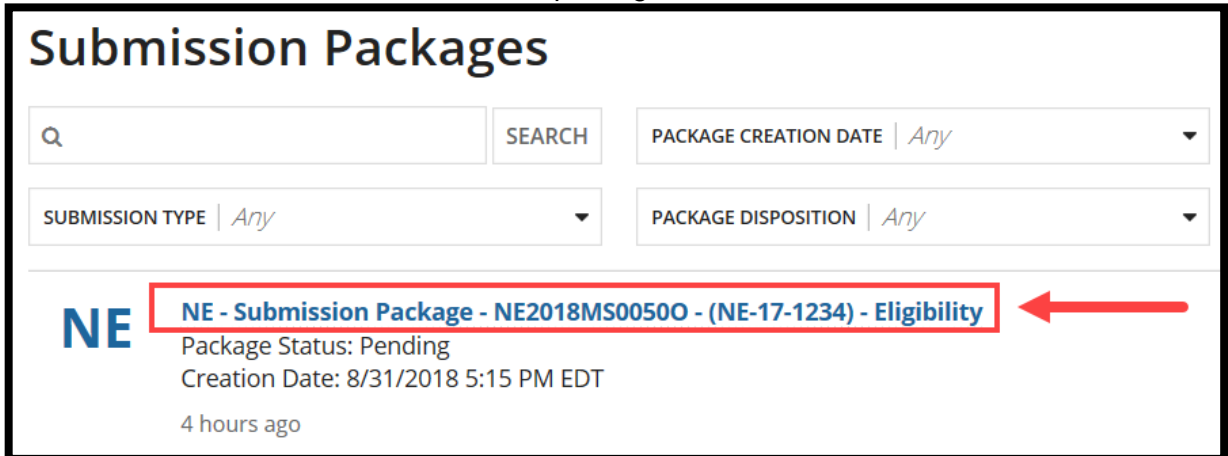


Figure 138: Submission Package link

4. Select **Related Actions** from the package navigation menu and then select **Create or Add Correspondence Log**.

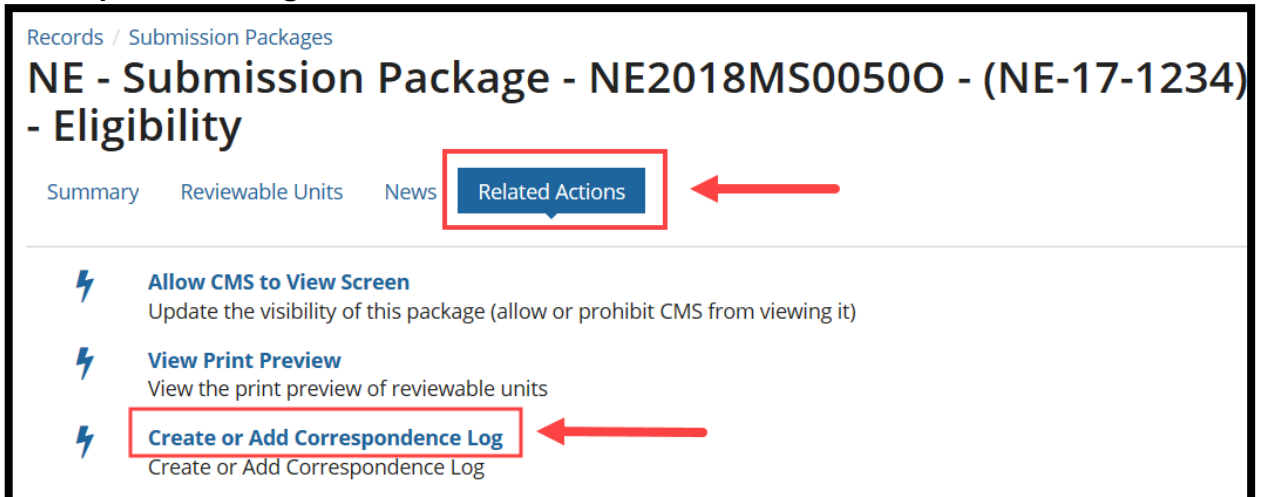


Figure 139: Create or Add Correspondence Log link on the Related Actions tab

5. Complete the **Reference Subject** field and the **Correspondence Detail** field.

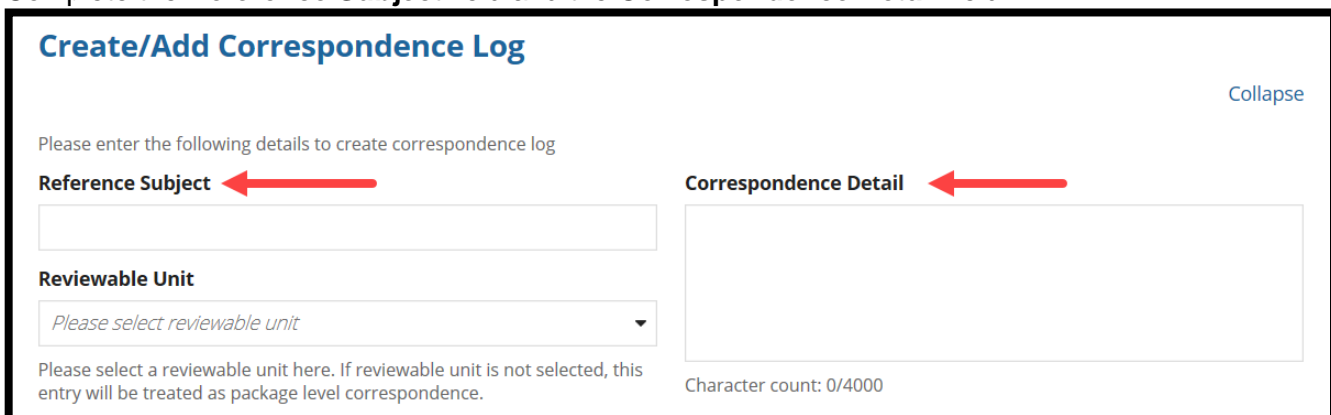


Figure 140: Reference Subject and Correspondence Detail fields

- If the Correspondence Log is applicable to only a specific RU, select that RU from the **Reviewable Unit** drop-down list. If an RU is not selected, then the Correspondence Log will be applicable to the entire submission package.

Create/Add Correspondence Log Collapse

Please enter the following details to create correspondence log

Reference Subject

Reviewable Unit

Please select reviewable unit

Please select a reviewable unit here. If reviewable unit is not selected, this entry will be treated as package level correspondence.

Correspondence Detail

Character count: 0/4000

Figure 141: Reviewable Unit drop-down list on Create/Add Correspondence Log screen

- To upload a document to the Correspondence Log, select the **Upload** button below **Correspondence Document**. Or, select document on your computer and drag and drop it next to the Upload button where **Drop file here** appears. Then select **Create Correspondence Log**.

Create/Add Correspondence Log Collapse

Please enter the following details to create correspondence log

Reference Subject

Reviewable Unit

Please select reviewable unit

Please select a reviewable unit here. If reviewable unit is not selected, this entry will be treated as package level correspondence.

Maximum Document Size - 125MB
Valid file extensions - pdf, doc, docx, xls, xlsx, ppt, pptx

Correspondence Document

UPLOAD Drop file here

Correspondence Detail

Character count: 0/4000

CREATE CORRESPONDENCE LOG

Figure 142: Create/Add Correspondence Log screen

Modifying the Correspondence Log

Once a Correspondence log has been created for a submission package, a **Correspondence Log** option appears on the package navigation menu.

1. Navigate to the Correspondence Log as described below in either option a or option b.
 - a. Select **Correspondence Log** on the package navigation menu and then select the “**Create or Add Correspondence...**” button in the upper-right corner of the screen.



Figure 143: Correspondence Log tab on package navigation menu

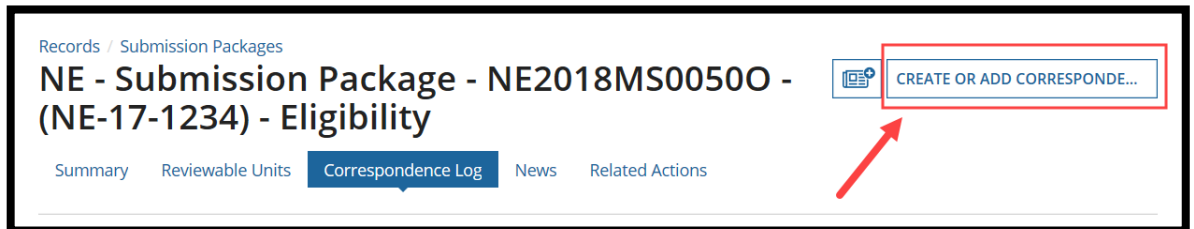


Figure 144: Create or Add Correspondence... button

- b. Or, select **Related Actions** on the package navigation menu and then select **Create or Add Correspondence Log**.



Figure 145: Related Actions tab on package navigation menu

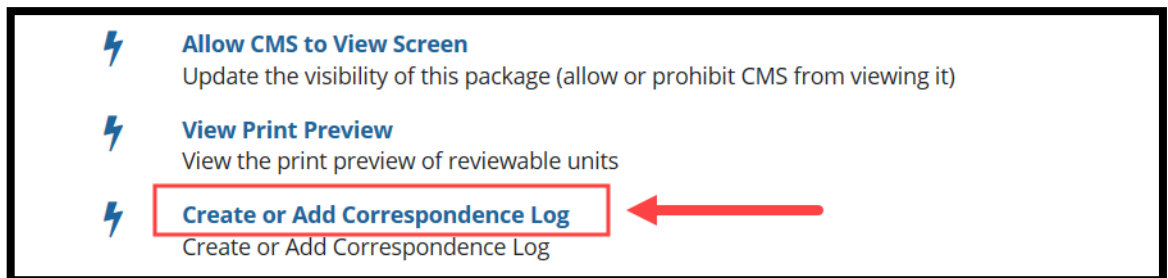


Figure 146: Create or Add Correspondence Log link

2. Select the **Reference Subject** link of the relevant Correspondence Log.

Name	Group	Division	POC E-mail	Reviewable Unit	Reference Subject	Correspondence Detail	Time and date
Training CPOCNE (TRAININGCPOCNE)			macpro@cms.hhs.gov	Mandatory Eligibility Groups	Example Subject	Example Correspondence Detail	8/29/2018 11:07 AM EDT

Figure 147: Reference Subject link

3. Select **Respond** to create a thread.

Maximize

Reference Subject : Example Subject

User : Training CPOCNE (TRAININGCPOCNE)
Group :
Division :

Date and Time : 8/29/2018 11:07 AM EDT
Email : macpro@cms.hhs.gov

Correspondence Detail
Example Correspondence Detail

Correspondence Document
[Example Document.docx](#)

Attachment ID
NE2018MS00400-CL-DOC-001

Correspondence Log Document Type
Supporting Documentation

Document Description
Example Document Description

[Respond](#)

[CLOSE](#)

Figure 148: Respond link

4. Enter your response in the **Correspondence Detail** text box and then select **Save Response**.

Reference Subject : Example subject (1)

User : Training StatePOCNE (TRAININGSPOCNE)
Group :
Division :

Date and Time : 9/8/2018 10:15 PM EDT
Email : macpro@cms.hhs.gov

Correspondence Detail
Example detail

Correspondence Detail

Character count: 0/4000

Maximum Document Size - 125MB
Valid file extensions - pdf, doc, docx, xlsx, xls, ppt, pptx

Correspondence Document

UPLOAD Drop file here

SAVE RESPONSE **DISCARD RESPONSE**

CLOSE

The screenshot shows a web form for entering correspondence details. At the top, it displays the reference subject and user information. Below this is a large text area for the correspondence detail, with a character count of 0/4000. There are also instructions for document uploads. At the bottom, there are three buttons: 'SAVE RESPONSE', 'DISCARD RESPONSE', and 'CLOSE'. Red arrows point to the 'Correspondence Detail' text box and the 'SAVE RESPONSE' button.

Figure 149: Correspondence Detail text box and Save Response button

5. Your response will appear as a thread to the Correspondence Log that you replied to. Select **Close** to return to the **Correspondence Log Summary** screen.

The screenshot displays a correspondence log thread. At the top, a light blue header reads "Reference Subject : Example subject (1)". Below this, the first message is shown with the following details:

- User :** Training StatePOCNE (TRAININGSPOCNE)
- Group :**
- Division :**
- Date and Time :** 9/8/2018 10:15 PM EDT
- Email :** macpro@cms.hhs.gov
- Correspondence Detail:** Example detail

Below the message is a "Respond" link. A red arrow points to a blue bar that separates the message from the response. The response is shown with the following details:

- User :** Training StatePOCNE (TRAININGSPOCNE)
- Group :**
- Division :**
- Date and Time :** 9/8/2018 10:23 PM EDT
- Email :** macpro@cms.hhs.gov
- Correspondence Detail:** Example response

Below the response is another "Respond" link. A red arrow points to a red-bordered button labeled "CLOSE" in the bottom right corner of the thread view.

Figure 150: Correspondence Log thread and Close button

Using the Draft Submission Functionality

When developing a submission package, you 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.

- 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.

When developing a Draft package, you will not complete the **Submission - Public Comment** and **Submission - Tribal Input** 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 a Draft package and returns it to the state, the following actions may be taken:

- **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:
 - The SPA ID/Effective Date and the Superseded SPA ID in the **Submission – Summary** RU,
 - The **Submission - Public Comment** RU, and
 - The **Submission - Tribal Input** RU.
- **Modify the Returned Submission:** This option allows the SPOC to make changes to the Draft package. Once changes are made to the package; 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 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. You would not select this option until after you have completed edits to the Draft package. **If you want to convert the Draft package to an Official package for submission to CMS, you must first close the Draft submission package.**

Converting a Draft Submission to Official

Once the Draft package is complete and does not require further updating, the state may convert the Draft package to an Official package. Both the 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 the Draft Submission

Once CMS has returned a Draft submission, the State Point of Contact (SPOC) will receive a task to review and edit the submission package.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Review Submission Package" task notification email.

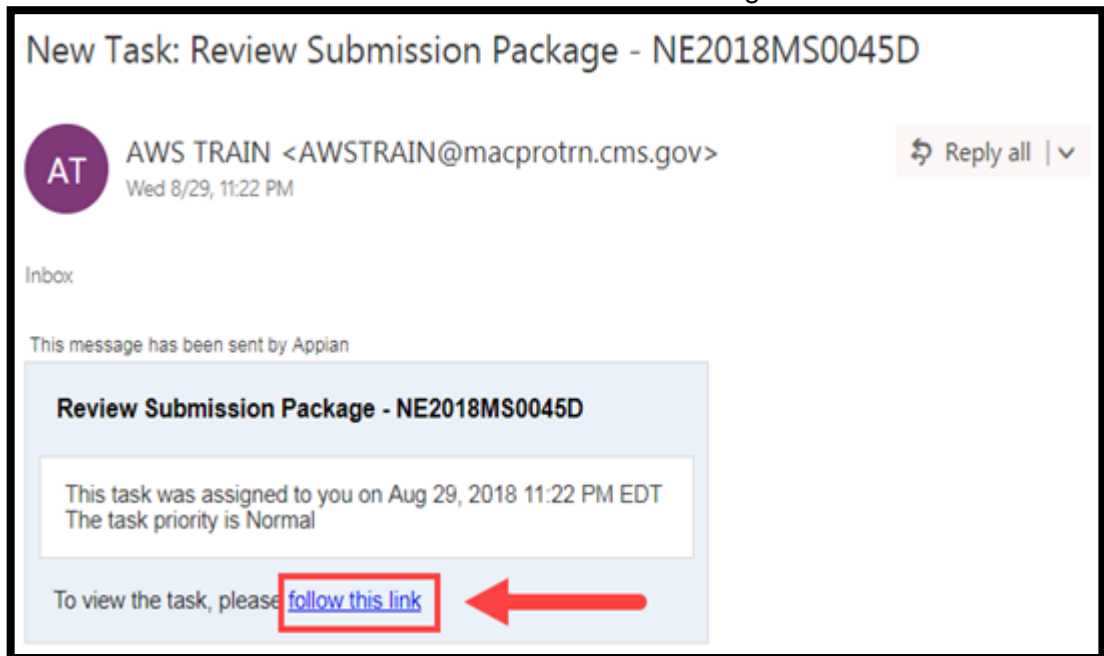


Figure 151: Task link in task notification email

- b. Or, select the **Review Submission Package** link on the **Tasks** tab.

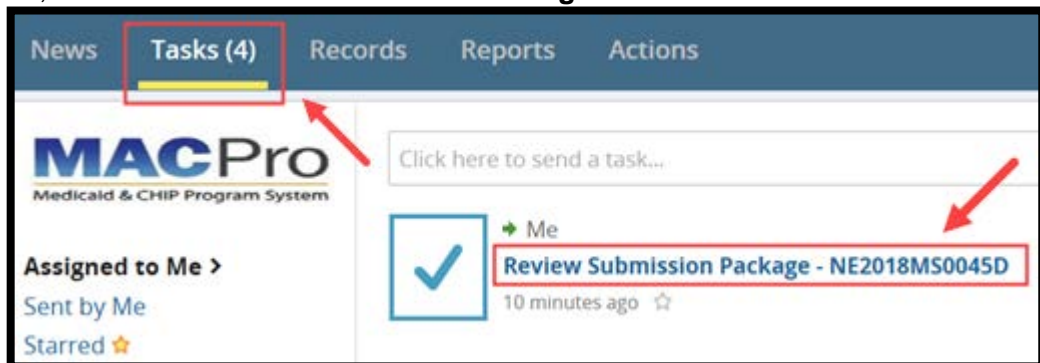


Figure 152: Review Submission Package link on Tasks tab

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



Figure 153: Take Action on Package button

4. Select **Yes** to the “**Are you sure you want to take action on this package?**” verification prompt.

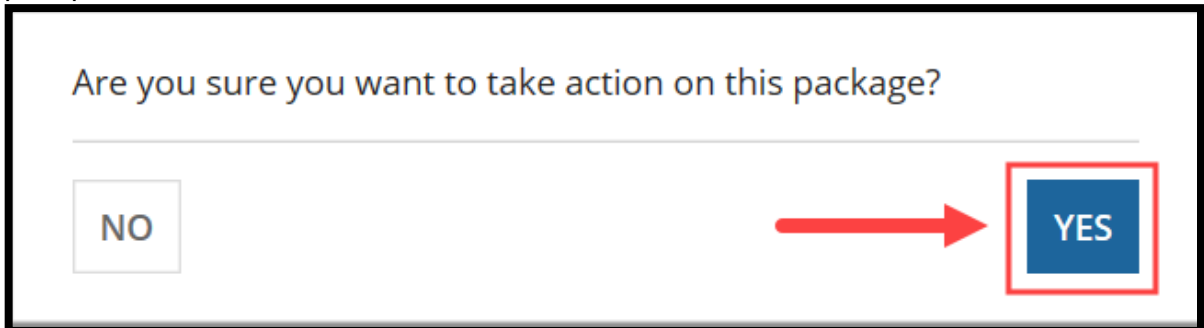


Figure 154: Yes button on verification prompt

5. You will be directed to a **Take Action on Package** screen. Select the **Close Draft Submission Package** option and then select the **Execute Action** button.

Take Action on Package

MEDICAID | Medicaid State Plan | Eligibility | NE2018MS0045D

[Request System Help](#)

Package Information

Package ID NE2018MS0045D	Submission Type Draft
Program Name N/A	State NE
Version Number 1	Region Kansas City, KS
Submitted By Training StatePOCNE	Package Status Returned
	Submission Date 8/29/2018

[View Entire Package](#)

Audit Information

Created By Training StateEditorNE	Updated By Training CPOCNE
Created Date 8/29/2018 10:49 PM EDT	Updated Date 8/30/2018 12:15 AM EDT

Instructions

From Training CPOCNE

Instructions .

Choose Action

Available Workflow Actions *

- Close the Draft Submission Package
- Modify the Returned Submission Package
- Return Submission Package to State Editor (SE) for Revision
- Submit the Submission Package to CMS

Instructions

RETURN TO PACKAGE TASK

EXECUTE ACTION

Figure 155: Take Action on Package screen

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

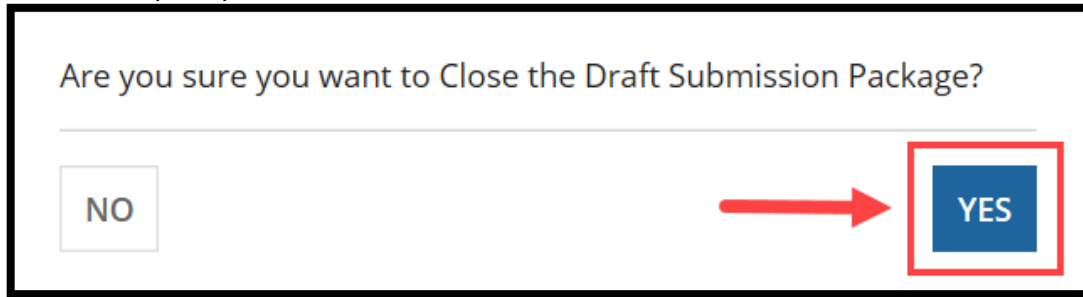


Figure 156: Yes button on verification prompt

7. Once the SPOC has closed the Draft submission, the State Editor must log in to MACPro and convert the closed Draft submission to Official. As a reminder, the SPOC is the only role that may close a Draft package and the State Editor is the only role that may convert the closed Draft package to an Official package.

NOTE:

- The State Editor will not receive a task in their Task list to complete this action. The State Editor will receive an email indicating that the submission package has been closed
- At the state level, one individual may hold the roles of both SPOC and State Editor.

Step 2: State Editor Converts the Closed Draft Submission to Official

1. Log in to [MACPro](#) as the **State Editor**.
2. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

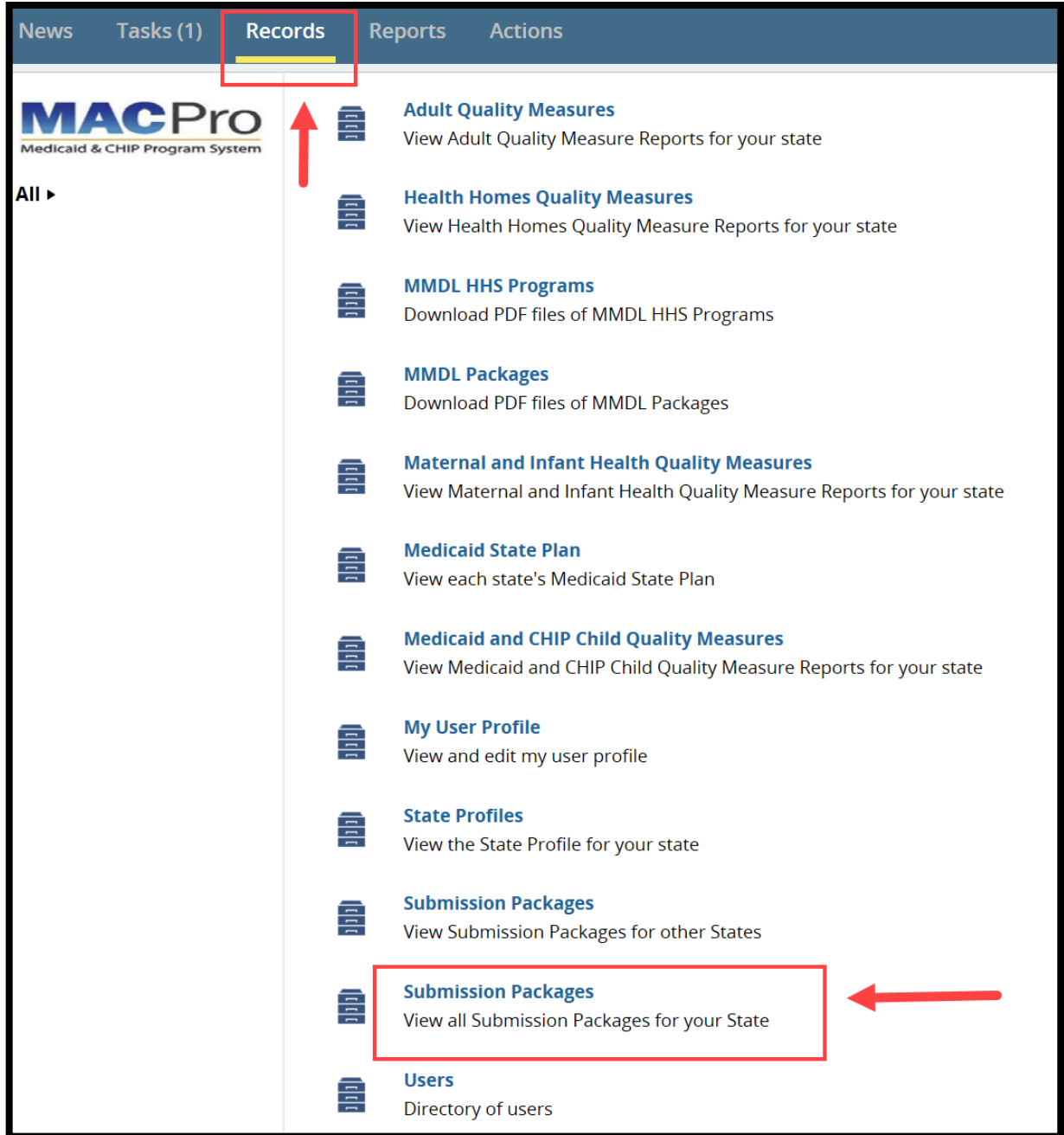


Figure 157: Submission Packages - View all Submission Packages for your State link on Records tab

3. Select the link to the relevant submission package.

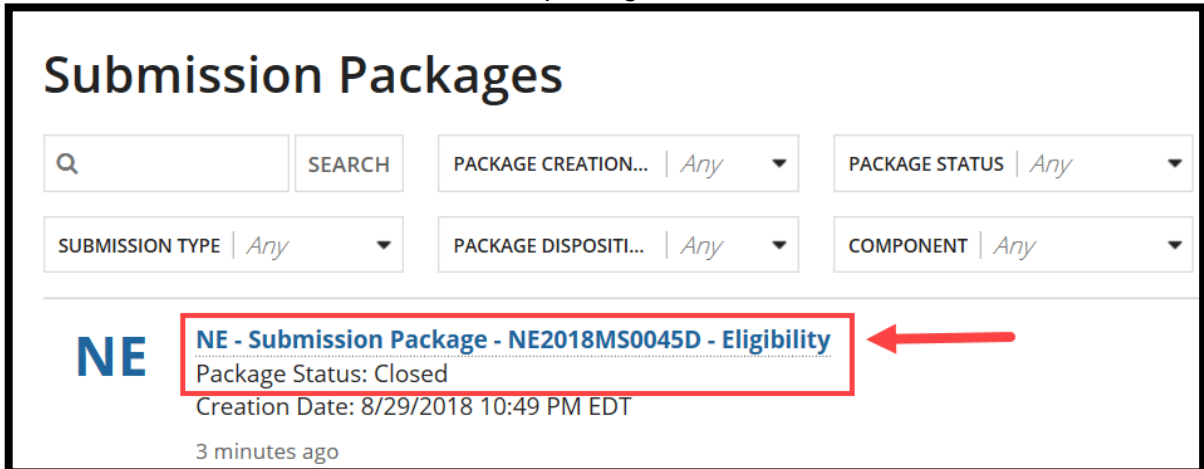


Figure 158: Submission Package link

4. Select **Related Actions** from the package navigation menu.

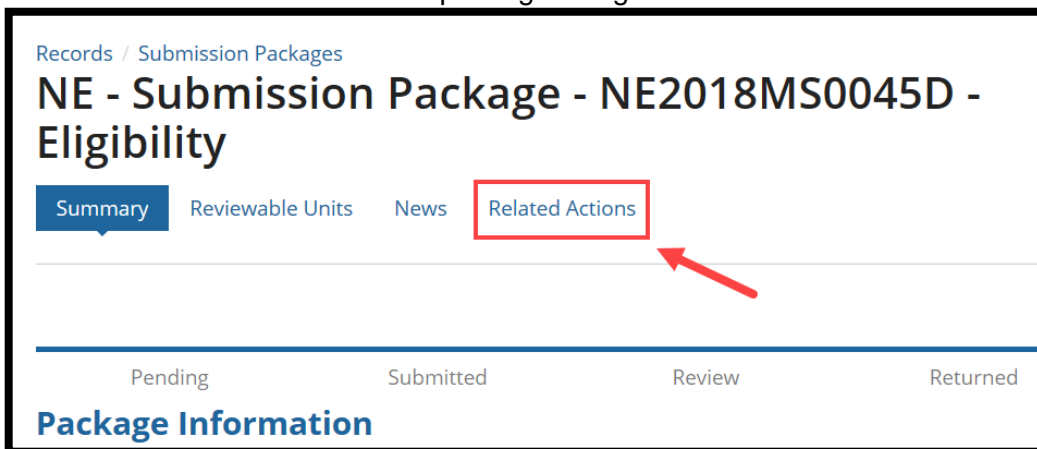


Figure 159: Related Actions tab

5. Select **Convert Draft Package to Official**.

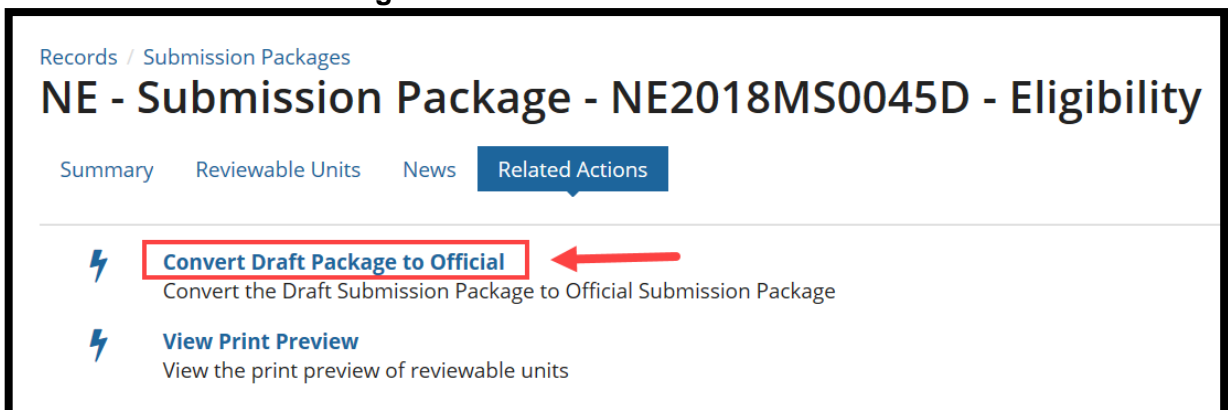


Figure 160: Convert Draft Package to Official link

- Prior to converting, you will be prompted 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**.

Records / Submission Packages

NE - Submission Package - NE2018MS0046D - Eligibility

Summary Reviewable Units News **Related Actions**

Convert Draft Submission Package to Official Submission Package

[Request System Help](#)

Package Information

Package ID NE2018MS0046D	Submission Type Draft
Program Name N/A	State NE
Version Number 1	Region Kansas City, KS
Submitted By Training StatePOCNE	Package Status Closed
	Submission Date 8/30/2018

[View Entire Package](#)

Audit Information

Created By Training StateEditorNE	Updated By Training StatePOCNE
Created Date 8/30/2018 8:57 AM EDT	Updated Date 8/30/2018 9:33 AM EDT

SPA ID and Effective Date

SPA ID *

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

Do you want to enter the same effective date for all the Reviewable Units?

Yes
 No

Do you want to enter the same Superseded SPA ID for all reviewable units?

Yes
 No

If blank, either enter the correct Superseded SPA ID, or if there is none, enter "New".

Reviewable Unit	Proposed Effective Date	Superseded SPA ID
Optional Eligibility Groups	09/15/2018	NE-18-0823-A

Figure 161: SPA ID, Proposed Effective Date, and Superseded SPA ID fields

7. Select **Yes** to the “**Are you sure you want to convert draft submission package to official submission package?**” verification prompt.

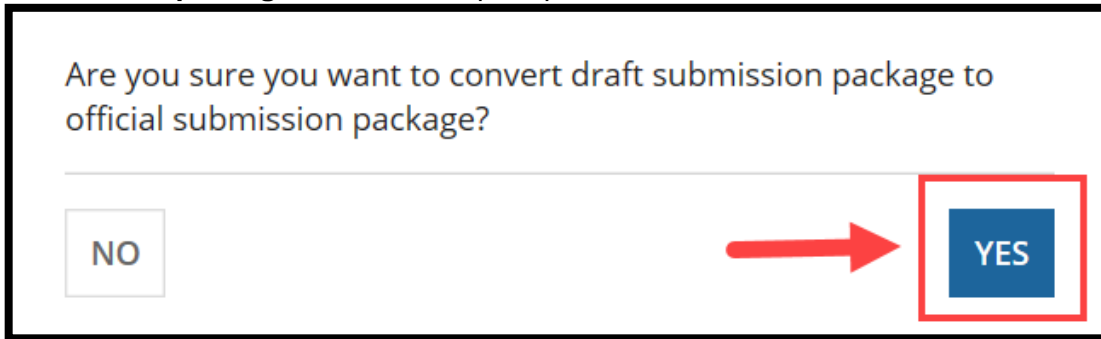


Figure 162: Yes button on verification prompt

8. After conversion, you will be routed back to the **Related Actions** screen.

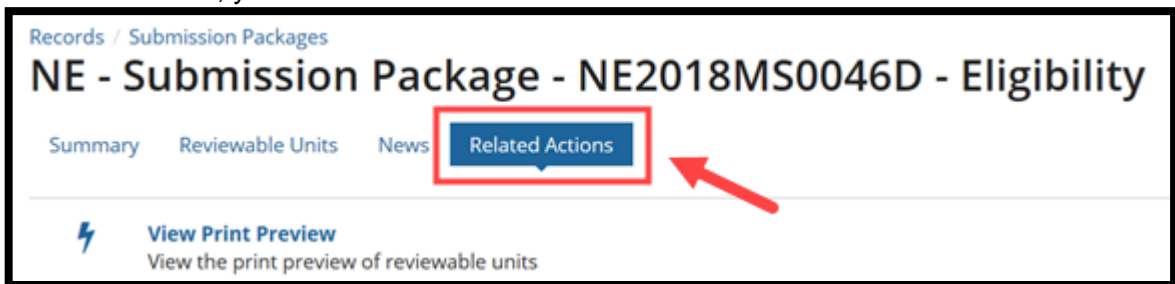


Figure 163: Related Actions tab

9. On the **Records** tab, select **Submission Packages - View All Submission Packages for your State**.

The screenshot shows the MACPro Medicaid & CHIP Program System interface. At the top, there is a navigation bar with tabs for News, Tasks (1), Records, Reports, and Actions. The 'Records' tab is highlighted with a red box and an upward-pointing red arrow. Below the navigation bar, the MACPro logo is displayed. On the left side, there is a sidebar with an 'All' link and a right-pointing arrow. The main content area lists various menu items, each with a folder icon and a description. The 'Submission Packages' item, which includes the sub-link 'View all Submission Packages for your State', is highlighted with a red box and a left-pointing red arrow.

Item	Description
Adult Quality Measures	View Adult Quality Measure Reports for your state
Health Homes Quality Measures	View Health Homes Quality Measure Reports for your state
MMDL HHS Programs	Download PDF files of MMDL HHS Programs
MMDL Packages	Download PDF files of MMDL Packages
Maternal and Infant Health Quality Measures	View Maternal and Infant Health Quality Measure Reports for your state
Medicaid State Plan	View each state's Medicaid State Plan
Medicaid and CHIP Child Quality Measures	View Medicaid and CHIP Child Quality Measure Reports for your state
My User Profile	View and edit my user profile
State Profiles	View the State Profile for your state
Submission Packages	View Submission Packages for other States
Submission Packages	View all Submission Packages for your State
Users	Directory of users

Figure 164: Submission Packages - View all Submission Packages for your State link

- 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. As a note, the Official package will not be listed as the first option in the list.

Submission Packages

SEARCH PACKAGE CREATION... | Any PACKAGE STATUS | Any

SUBMISSION TYPE | Any PACKAGE DISPOSITI... | Any COMPONENT | Any

NE [NE - Submission Package - NE2018MS0046D - Eligibility](#)
 Package Status: Closed
 Creation Date: 8/30/2018 8:57 AM EDT
 17 minutes ago

NE [NE - Submission Package - NE2018MS0047O - \(NE-18-7890\) - Eligibility](#)
 Package Status: Pending
 Creation Date: 8/30/2018 10:03 AM EDT
 17 minutes ago

Figure 165: Submission Package link

- Select **Related Actions** on the package navigation menu.

Records / Submission Packages

NE - Submission Package - NE2018MS0047O - (NE-18-7890) - Eligibility

Summary Reviewable Units News **Related Actions**

Pending Submitted Review Disposition Complete

Package Information

Package ID NE2018MS0047O	Submission Type Official
Program Name N/A	State NE
SPA ID NE-18-7890	Region Kansas City, KS
Version Number 1	Package Status Pending

Figure 166: Related Actions tab

12. Select **Validate Submission Form RUs**.



Figure 167: Validate Submission Form RUs link

13. You will be prompted to first fill out the **Submission - Public Comment** RU. Enter information in this RU (if not already completed), validate the RU by selecting **Yes** to the “**Would you like to validate the reviewable unit data?**” question. Then select **Save Reviewable Unit**.

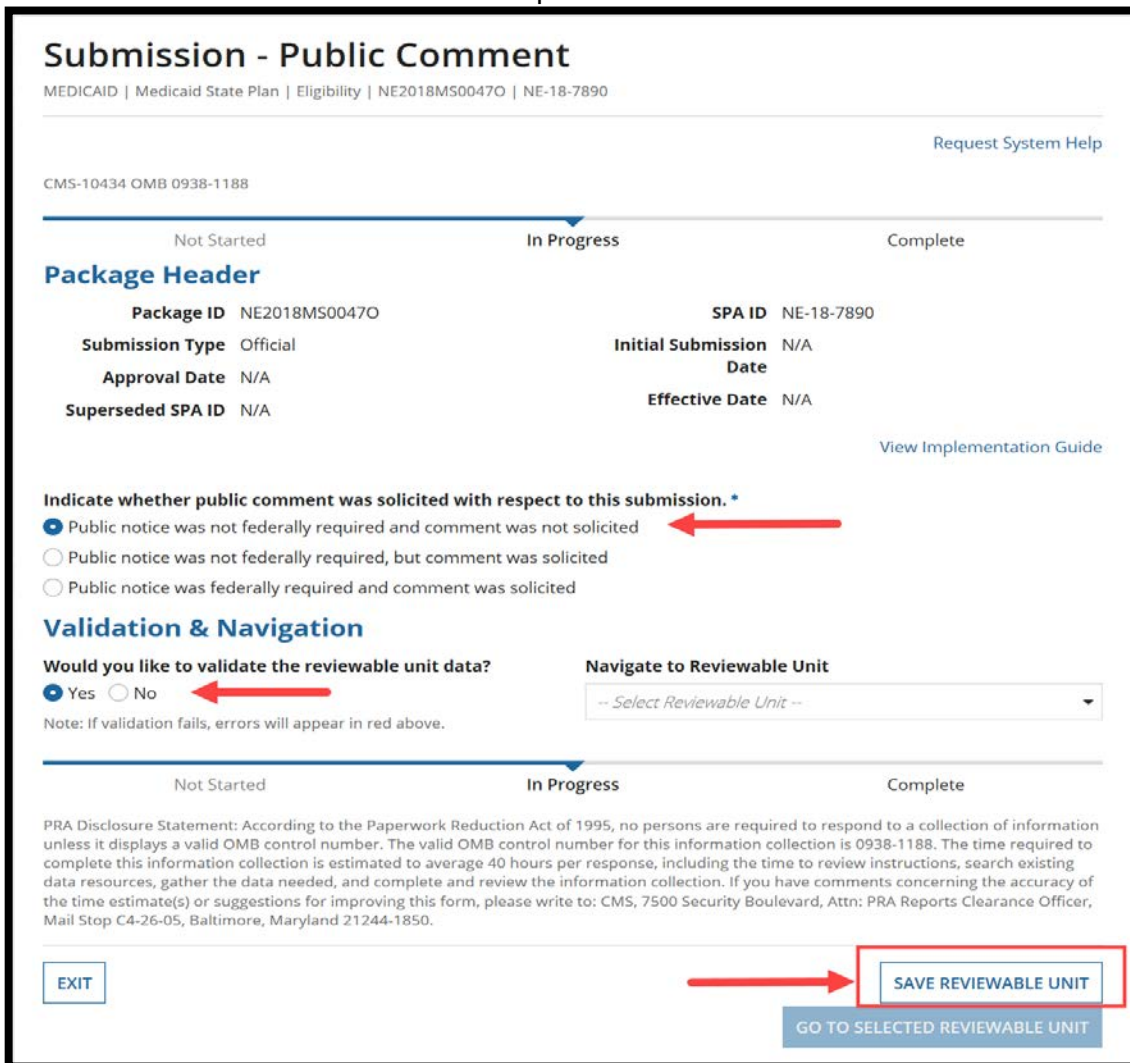


Figure 168: Public comment/public notice options, validation question, and Save Reviewable Unit button

14. Once the **Submission - Public Comment** RU is completed, validated and saved, select **Submission - Tribal Input** from the RU drop-down list, and select **Go to Selected Reviewable Unit**.

The screenshot shows a web interface with a dropdown menu titled "Navigate to Reviewable Unit". The dropdown menu is open, showing "Submission - Tribal Input" as the selected option. A red arrow points to the dropdown menu. Below the dropdown menu, there are two buttons: "SAVE REVIEWABLE UNIT" and "GO TO SELECTED REVIEWABLE UNIT". The "GO TO SELECTED REVIEWABLE UNIT" button is highlighted with a red box and a red arrow points to it. The background of the interface is white with a blue header bar.

Figure 169: Submission - Tribal Input in Navigate to Reviewable Unit drop-down list and Go to Selected Reviewable Unit button

15. Fill out the **Submission - Tribal Input** RU (if not already completed). Validate the RU by selecting **Yes** to the “**Would you like to validate the reviewable unit data?**” question. Then select **Save Reviewable Unit**.

Submission - Tribal Input

MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00470 | NE-18-7890

[Request System Help](#)

CMS-10434 OMB 0938-1188

Not Started **In Progress** Complete

Package Header

Package ID	NE2018MS00470	SPA ID	NE-18-7890
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

[View Implementation Guide](#)

One or more Indian health programs or Urban Indian Organizations furnish health care services in this state *

Yes No

Validation & Navigation

Would you like to validate the reviewable unit data? Yes No

Navigate to Reviewable Unit

-- Select Reviewable Unit --

Note: If validation fails, errors will appear in red above.

Not Started **In Progress** Complete

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

[EXIT](#) [SAVE REVIEWABLE UNIT](#) [GO TO SELECTED REVIEWABLE UNIT](#)

Figure 170: Submission - Tribal Input RU

16. Once both the **Submission - Public Comment** and **Submission - Tribal Input** RUs are both in the **Complete** status, select **Related Actions** from the package navigation menu.



Figure 171: Related Actions tab

17. This time, the option to **Forward Package to State POC for Review** will be available. Select this option.

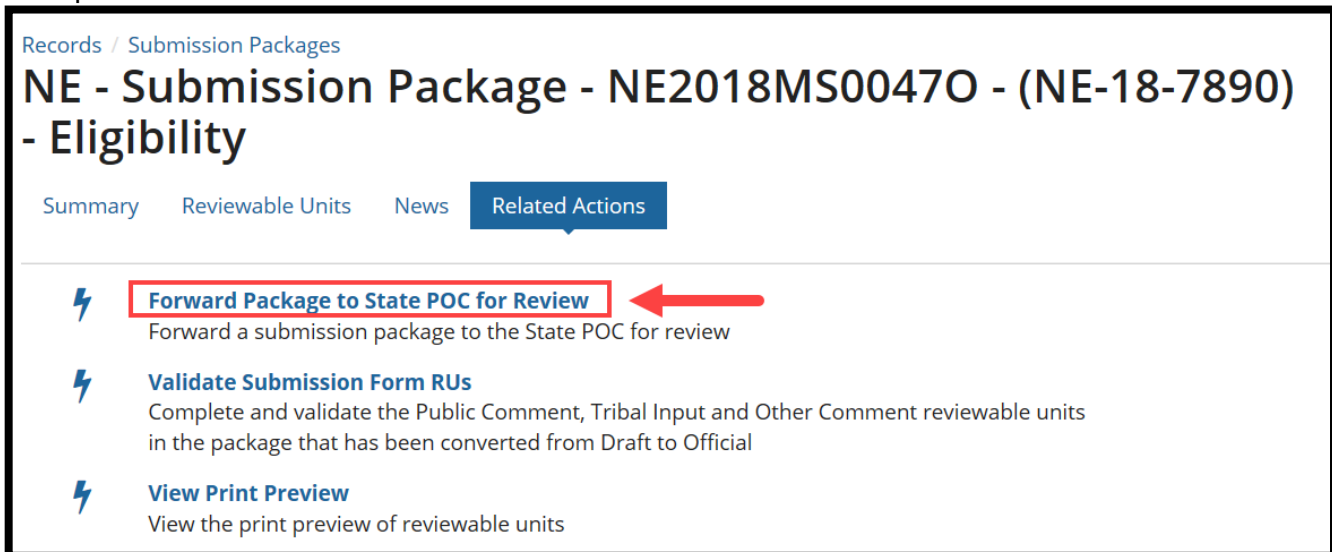


Figure 172: Forward Package to State POC for Review link

18. On the **Take Action on Package** screen, select the only available workflow action to **Forward Submission Package to SPOC**. Then select **Execute Action**.

Records / Submission Packages

NE - Submission Package - NE2018MS00470 - (NE-18-7890) - Eligibility

Summary Reviewable Units News **Related Actions**

Take Action on Package

MEDICAID | Medicaid State Plan | Eligibility | NE2018MS00470 | NE-18-7890

[Request System Help](#)

Package Information

Package ID	NE2018MS00470	Submission Type	Official
Program Name	N/A	State	NE
SPA ID	NE-18-7890	Region	Kansas City, KS
Version Number	1	Package Status	Pending

[View Entire Package](#)

Audit Information

Created By	Training StateEditorNE	Updated By	Training StateEditorNE
Created Date	8/30/2018 10:03 AM EDT	Updated Date	8/30/2018 10:26 AM EDT

Choose Action

Available Workflow Actions *

- Forward Submission Package to SPOC

Instructions

Figure 173: Take Action on Package screen

19. Select **Yes** to the “**Are you sure you want to Forward Submission Package to SPOC?**” verification prompt.

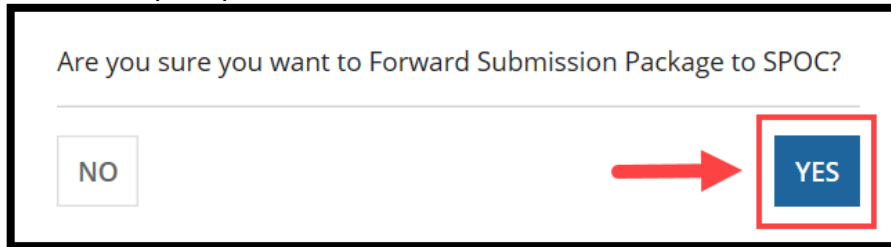


Figure 174: Yes button on verification prompt

20. At this point 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 2 through 5](#) for detailed instructions.

Appendix: Additional Actions

Accessing a Submission Package for Editing

While developing a submission package, if you need to navigate away from the package at any point, it is important to save your work first. Then follow the instructions below to access your submission package from the **Records** tab. This section is applicable only if you hold the State Editor role.

1. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

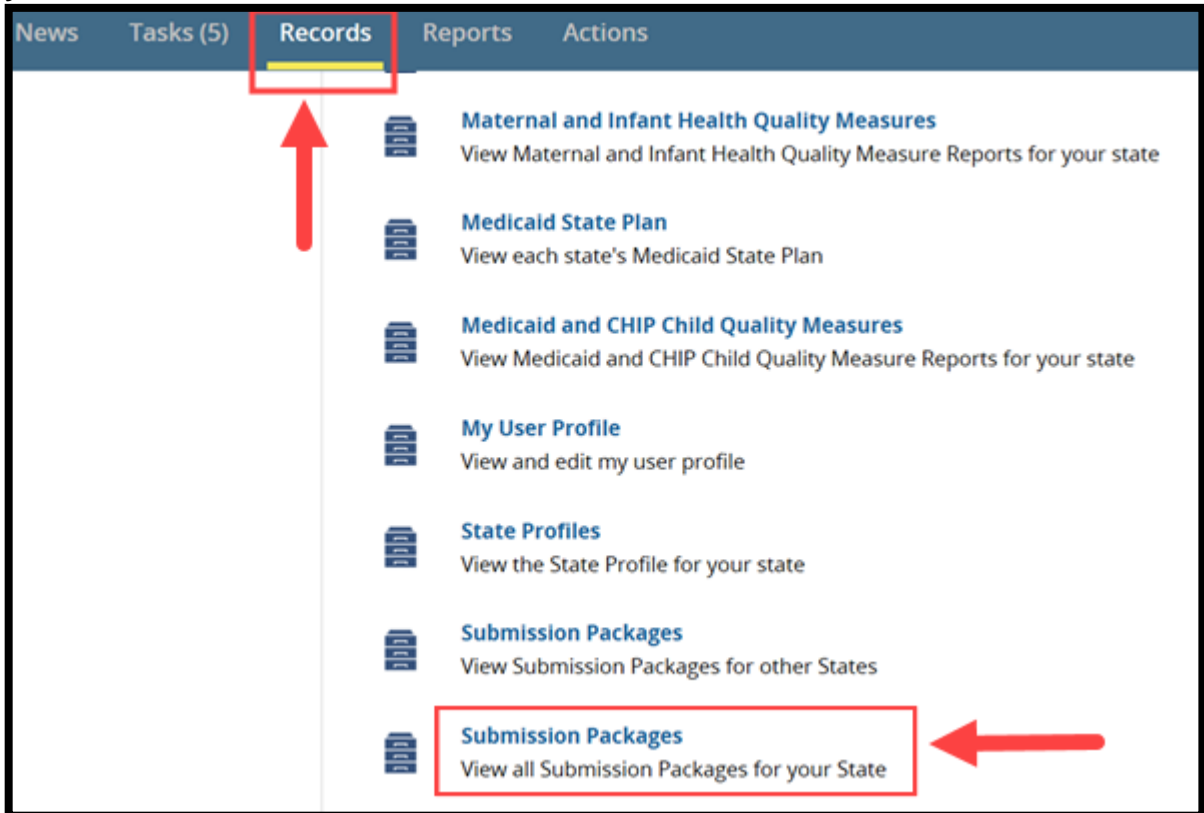


Figure 175: Submission Packages - View all Submission Packages for your State link on Records tab

2. Select the link to the relevant submission package.

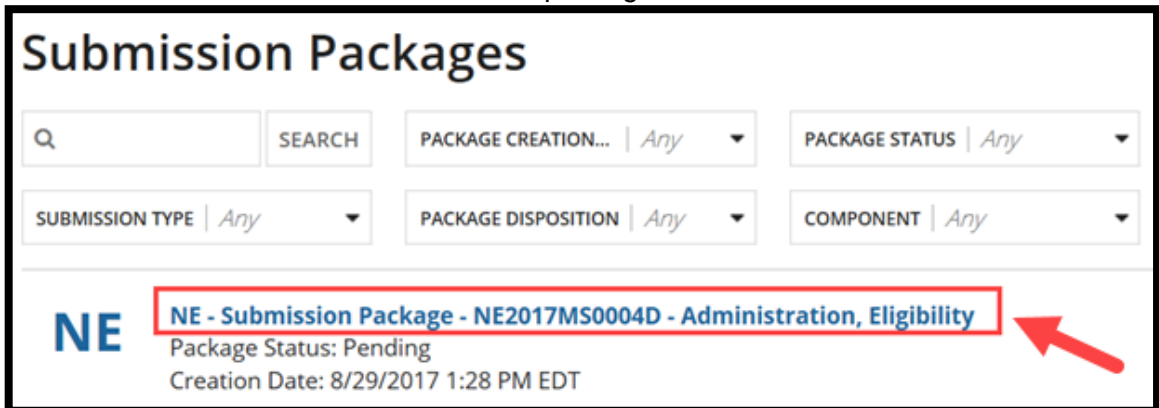


Figure 176: Submission Package link

3. You will be taken to the submission package summary screen. This screen provides a timeline describing the current status of the package. In the upper-right corner of the screen, select **Modify Package**.

NOTE: The **Modify Package** button will be available only if you hold the State Editor role.

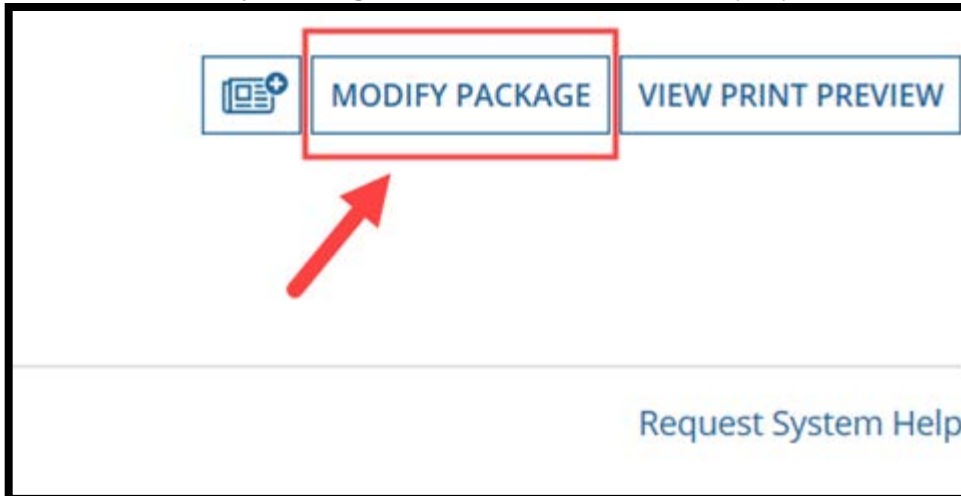


Figure 177: Modify Package button

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.

The screenshot displays the 'Submission - Summary' page. At the top, it shows 'MEDICAID | Medicaid State Plan | Eligibility | NE2018MS0045D' and a 'Request System Help' link. Below this is the CMS-10434 OMB 0938-1188 identifier. A progress bar indicates 'Not Started', 'In Progress', and 'Complete' stages. The 'Package Header' section contains the following information:

Package ID	NE2018MS0045D	SPA ID	N/A
Submission Type	Draft	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

A red arrow points to a button labeled 'View Implementation Guide' which is highlighted with a red box. Below this button is another button labeled 'VIEW ALL RESPONSES'.

Figure 178: View Implementation Guide link

Option 2: Via the **Actions** tab:

- a. Select the **View Implementation Guide(s)** link.

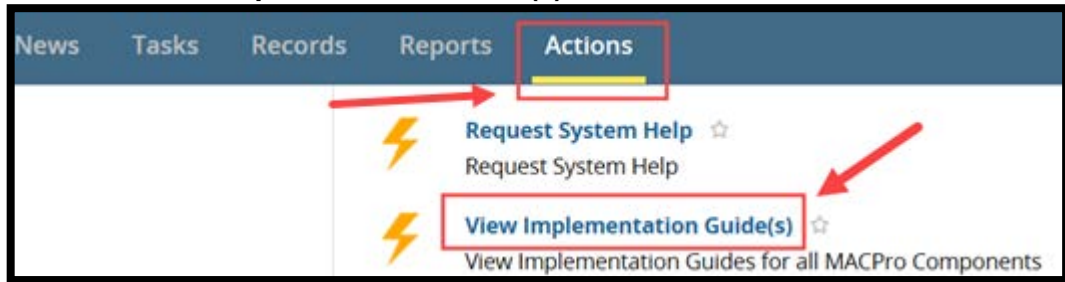


Figure 179: View Implementation Guide(s) link on Actions tab

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

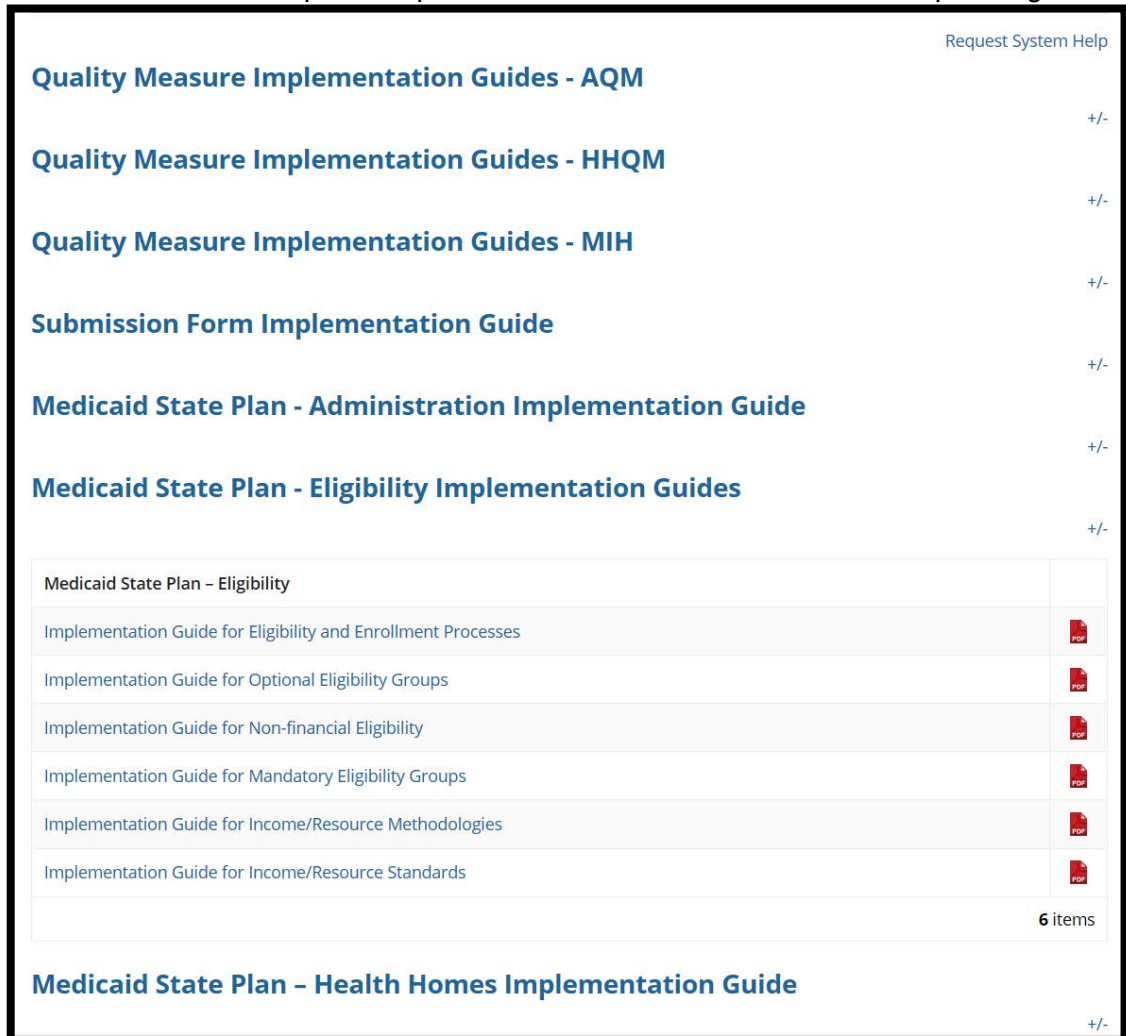


Figure 180: View Implementation Guides screen

Accessing MMDL Approved Packages in MACPro

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

1. On the **Records** tab, select the **MMDL Packages** link.



Figure 181: MMDL Packages link on Records tab

2. Select the link to the relevant MMDL Package.

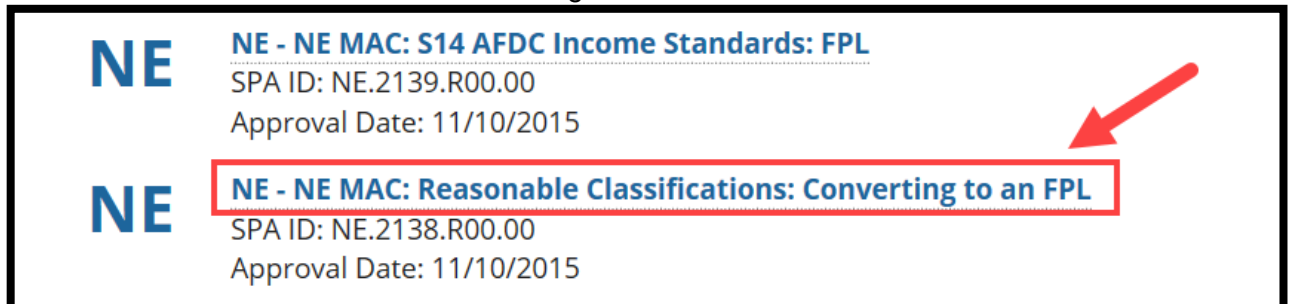


Figure 182: MMDL Package link

3. Select the file name link next to **Submission Document** to download the PDF file to your PDF viewer.

Records / MMDL Packages

NE - NE MAC: Reasonable Classifications: Converting to an FPL

Summary News Related Actions

[Request System Help](#)


Submission Title	NE MAC: Reasonable Classifications: Converting to an FPL	State	Nebraska
Submission ID	NE.2138	Region	Region 7
SPA ID	NE.2138.R00.00	Effective Date	11/1/2015
Transmittal Number	NE-15-0011	Approval Date	11/10/2015
Submission Document	Download: NE 15-0011-MM1 SPA Pages	Document Type	

Figure 183: PDF file download link

Acknowledging Package Approval

The State Point of Contact (SPOC) will receive an "Acknowledge Package Receipt" task once the CMS Point of Contact approves a submission package. The SPOC must acknowledge the package approval so that CMS can close the package.

1. Log in to [MACPro](#) as the **SPOC**.
2. Access the task via one of the following two ways:
 - a. Select **follow this link** in the "Acknowledge Package Receipt" task notification email.

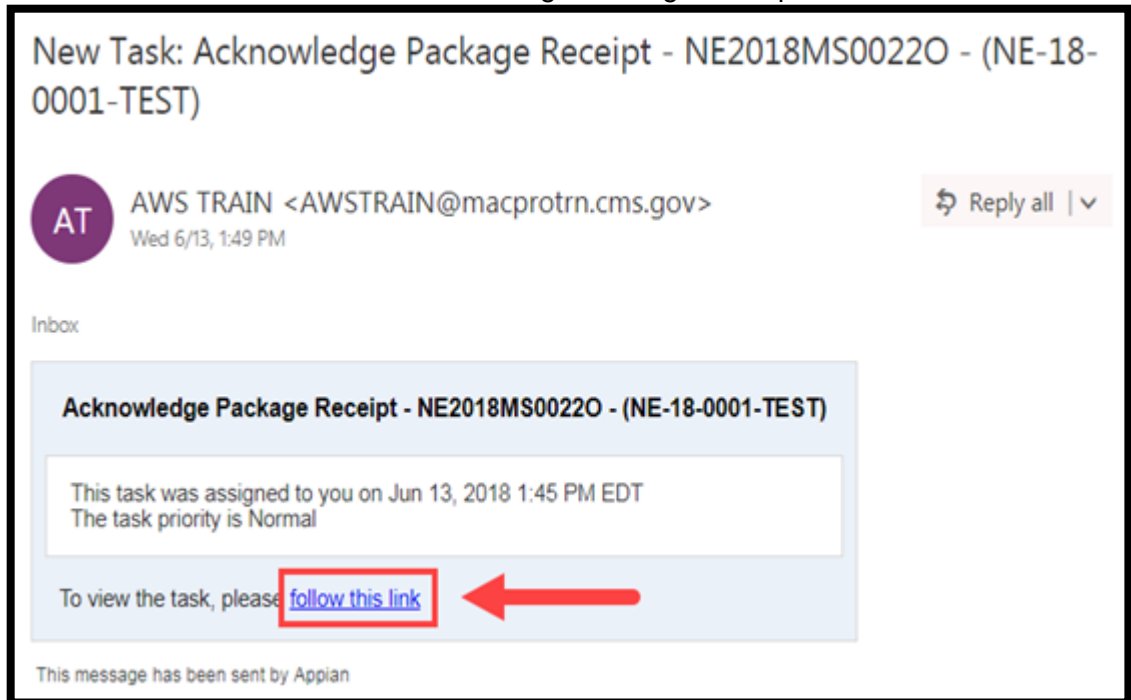


Figure 184: Task link in task notification email

- b. Or, select the **Acknowledge Package Receipt** link on the **Tasks** tab.

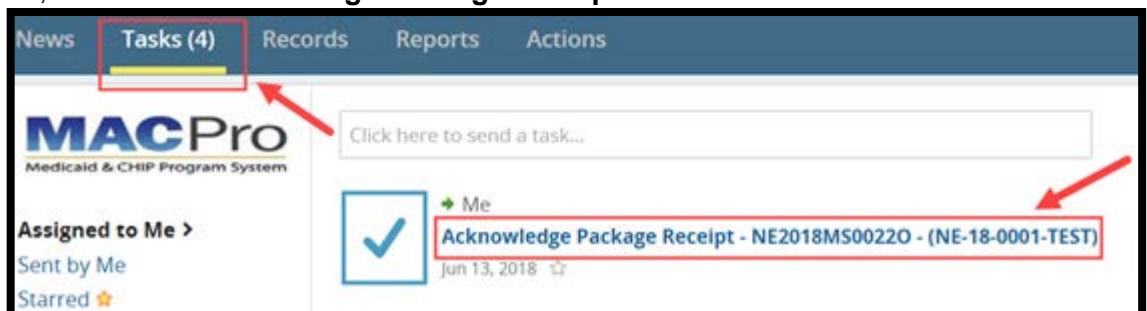


Figure 185: Acknowledge Package Receipt link on Tasks tab

3. Select the **Acknowledge the Approved Submission Package** workflow action and then select **Execute Action**.

Acknowledge Package Receipt - NE2018MS00220
MEDICAID | Medicaid State Plan | Health Homes | NE2018MS00220 | NE-18-0001-TEST | NE-HHSPA-0001

[Request System Help](#)

Package Information

Package ID	NE2018MS00220	Submission Type	Official
Program Name	NE-HHSPA-0001	State	NE
SPA ID	NE-18-0001-TEST	Region	Kansas City, KS
Version Number	2	Package Status	Approved
Submitted By	Training StatePOCNE	Submission Date	4/19/2018
Package Disposition		Approval Date	6/13/2018 1:43 PM EDT

[View Entire Package](#)

Audit Information

Created By	Training StateEditorNE	Updated By	Training CPOCNE
Created Date	4/19/2018 11:41 AM EDT	Updated Date	6/13/2018 1:45 PM EDT

Instructions

From Training CPOCNE
Instructions None

Choose Action

Available Workflow Actions *

- Acknowledge the Approved Submission Package

Instructions

[EXECUTE ACTION](#)

Figure 186: Acknowledge Package Receipt screen

4. Select **Yes** to the “Are you sure you want to Acknowledge the Approved Submission Package?” verification prompt.

Are you sure you want to Acknowledge the Approved Submission Package?

Figure 187: Yes button on verification prompt

Allowing CMS to View a Package

Prior to submitting a SPA package to CMS, or when responding to comments from CMS, you may find it helpful to allow CMS to view your submission package. This feature will allow CMS staff to review the contents of the package and to provide informal feedback via the Correspondence Log before the regular review process begins. You may change the visibility at any point before a package is submitted to either turn on or turn off the CMS view.

NOTE: Only the State Point of Contact (SPOC) can allow CMS to view a submission package. The SPOC may enable or disable the functionality once the State Editor has forwarded the submission package to the SPOC for review and editing.

1. Log in to [MACPro](#) as the **SPOC**.
2. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

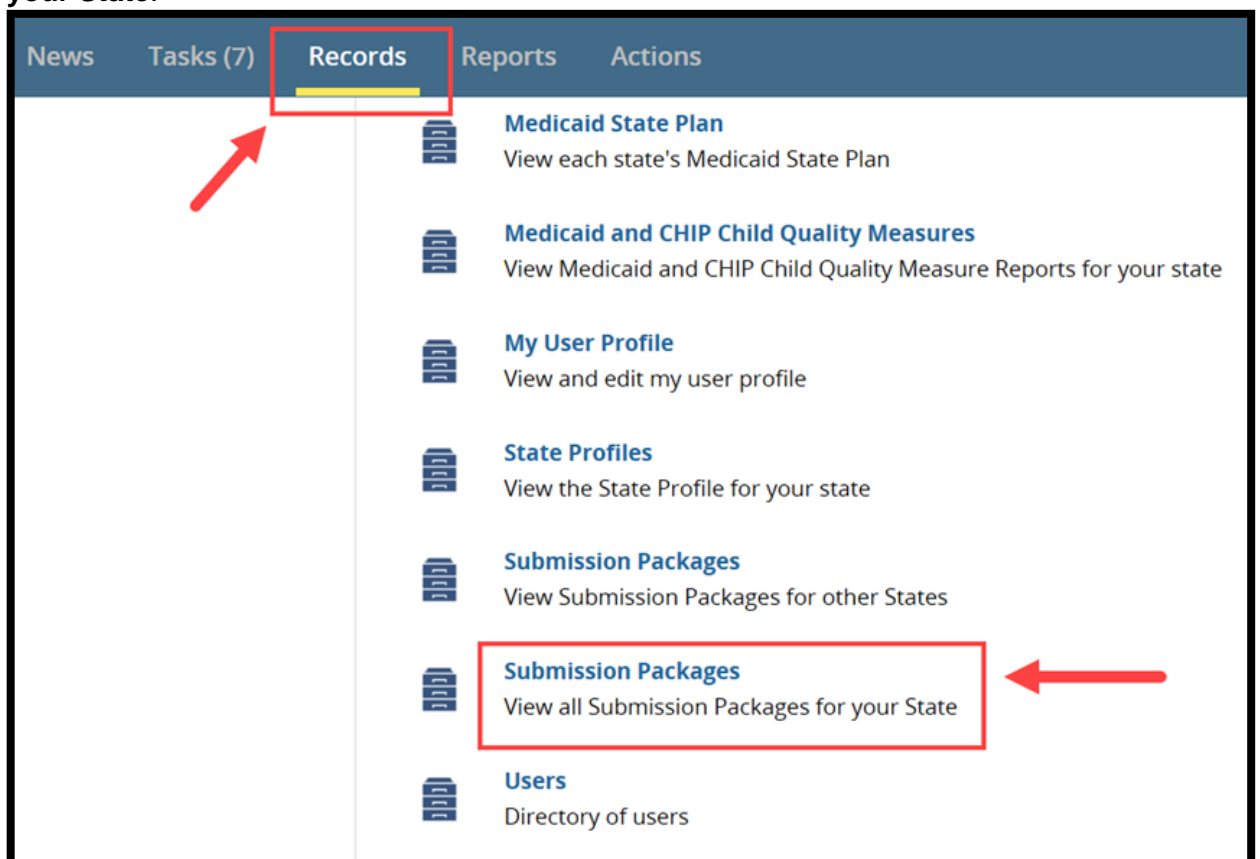


Figure 188: Submission Packages - View all Submission Packages for your State link on Records tab

3. Select the link to the relevant submission package.

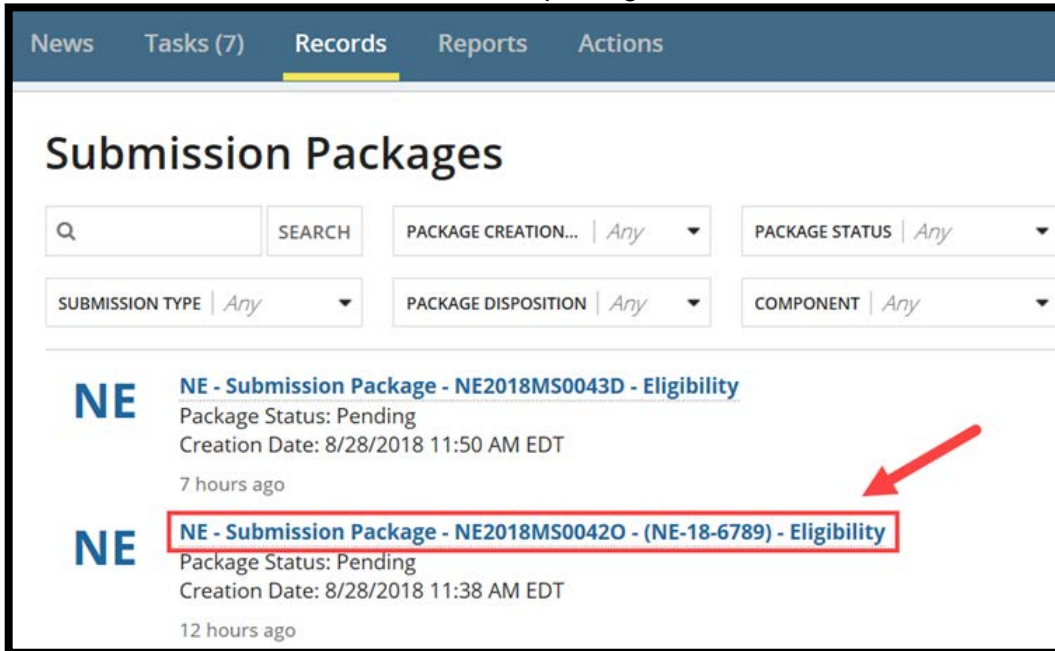


Figure 189: Submission Package link

4. Select **Related Actions** on the package navigation menu.

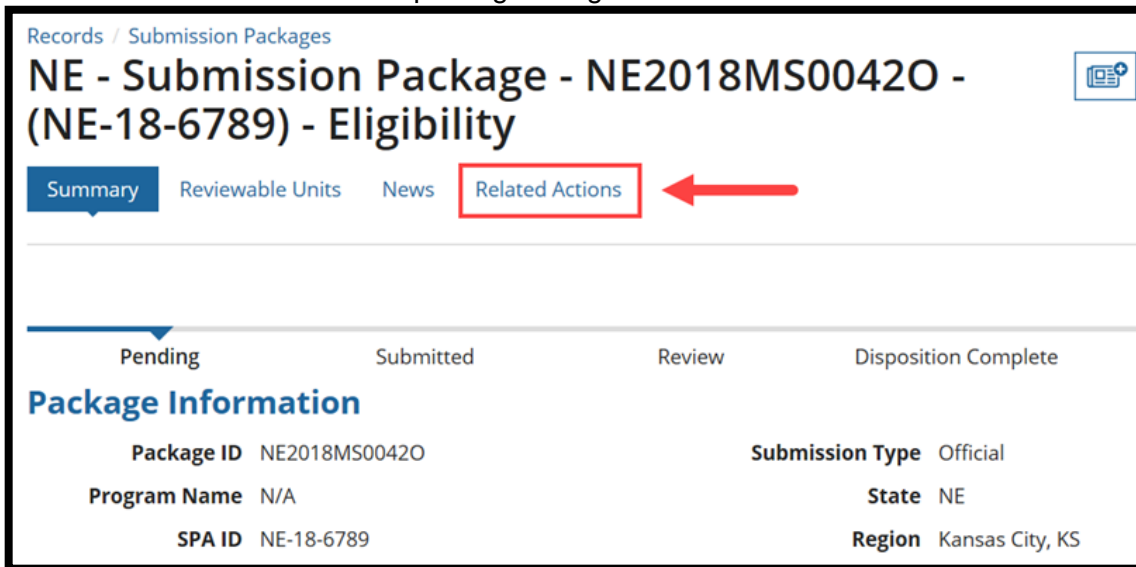


Figure 190: Related Actions tab

5. Select **Allow CMS to View Screen**.



Figure 191: Allow CMS to View Screen link

6. Select **Yes** to “**Would you like to allow CMS to view the screen?**” and then select **Update Visibility**.

Records / Submission Packages
NE - Submission Package - NE2018MS0042O - (NE-18-6789) - Eligibility

Summary Reviewable Units News **Related Actions**

Allow CMS to View Screen

Use the form below to change the visibility of this package

[Request System Help](#)

Package Information

Package ID NE2018MS00420	Submission Type Official
Program Name N/A	State NE
SPA ID NE-18-6789	Region Kansas City, KS
Version Number 1	Package Status Pending

[View Entire Package](#)

Audit Information

Created By Training StateEditorNE	Updated By Training StateDirectorNE
Created Date 8/28/2018 11:38 AM EDT	Updated Date 8/28/2018 8:15 PM EDT

Visibility Setting

Would you like to allow CMS to view the screen? * ←

Yes

No

Note : Selecting this option will permit the CMS review team to see the screens in this submission package as they are now. It does not cause the package to be submitted as Draft or Official, and does not start a CMS review clock. Validation of the screens is not required. Notify your CMS contact that viewing is available and who you wish to see it; MACPro does not notify CMS staff. You can deselect this option at any time

Figure 192: Allow CMS to View Screen form

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!**”

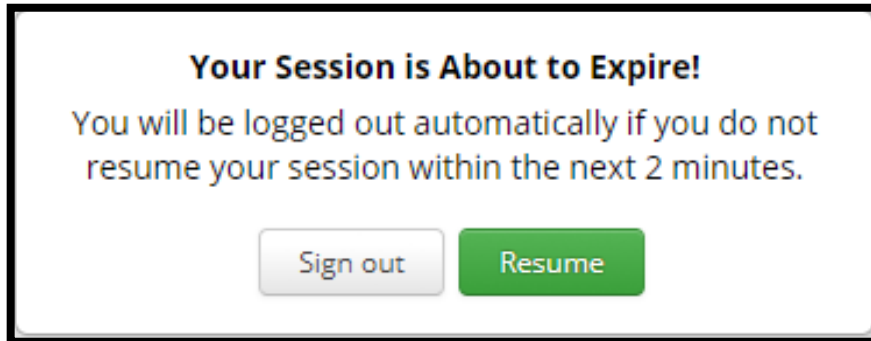


Figure 193: Session Timeout prompt

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

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**.

Breaking a Submission Package Lock

Only the State Editor who creates a submission package can edit the package prior to it initially being submitted to the State Point of Contact (SPOC) for review. If another State Editor needs to edit the package before it's submitted to the SPOC, the second State Editor must "break the lock" to obtain possession of the package and edit it. Prior to the second State Editor breaking the lock, please assure the first State Editor has saved their work up to that point.

NOTE: The "break the lock" functionality is applicable only to State Editors and only prior to a submission package initially being submitted to a SPOC for review in the beginning stages of the workflow.

To edit a package currently in possession by another State Editor:

1. Log in to [MACPro](#) as the **State Editor**.
2. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

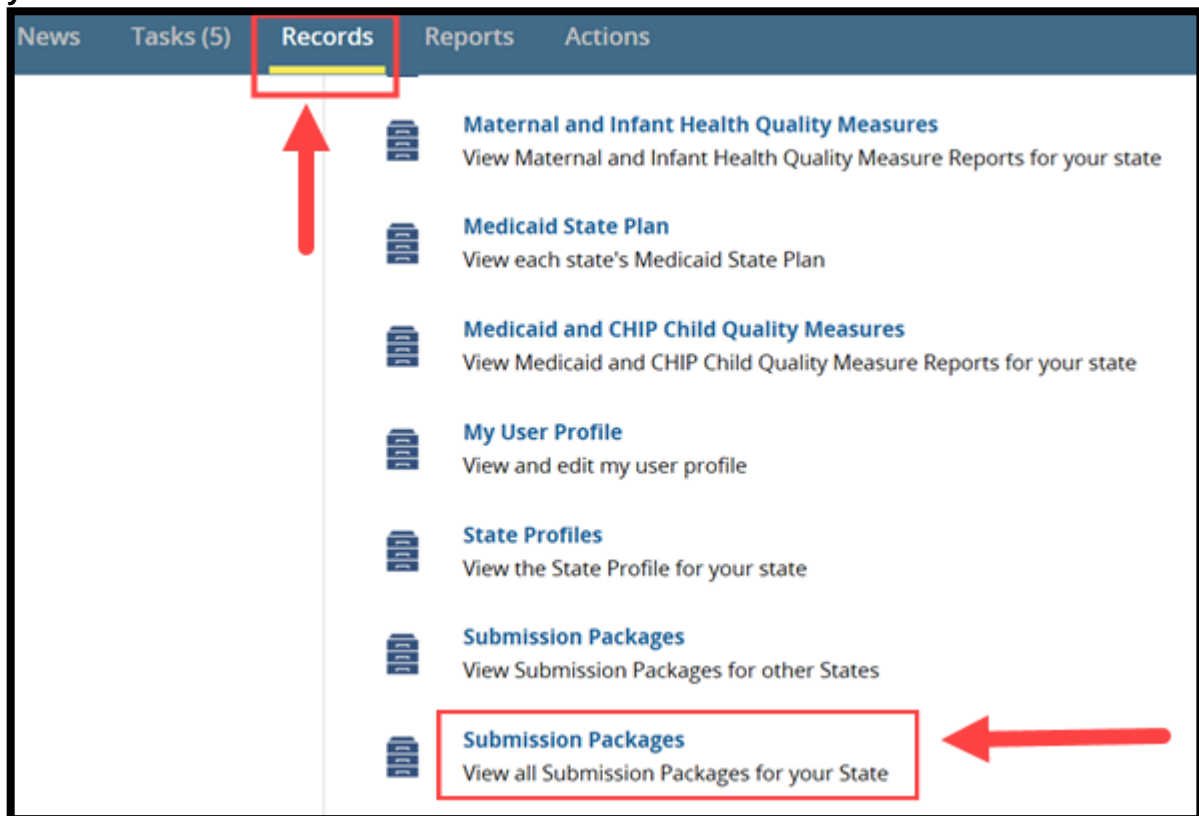


Figure 194: Submission Packages - View all Submission Packages for your State link on Records tab

3. Select the link to the relevant submission package.

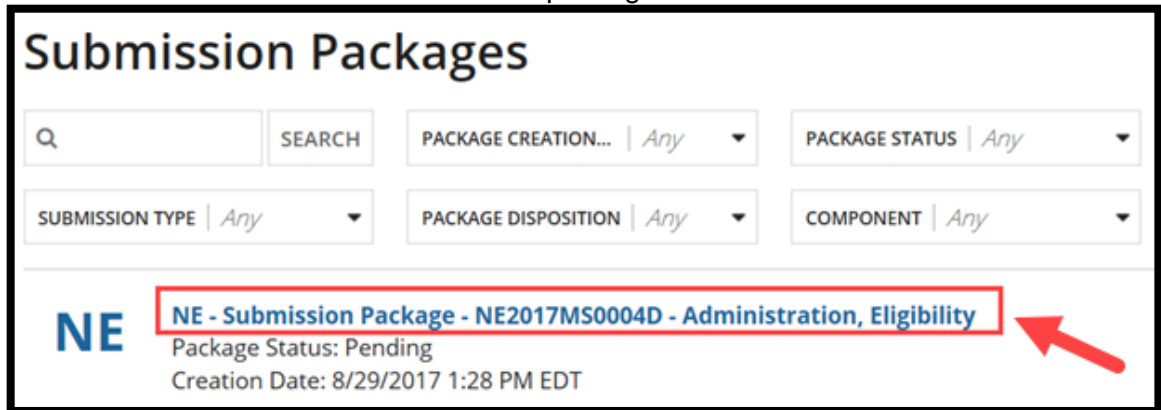


Figure 195: Submission Package link

4. Select **Modify Package** in the upper-right corner of the screen.

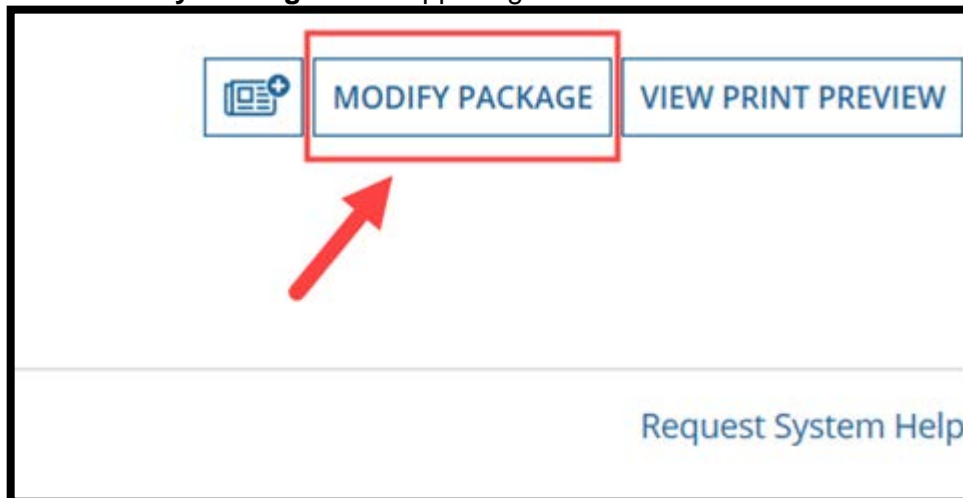


Figure 196: Modify Package button

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

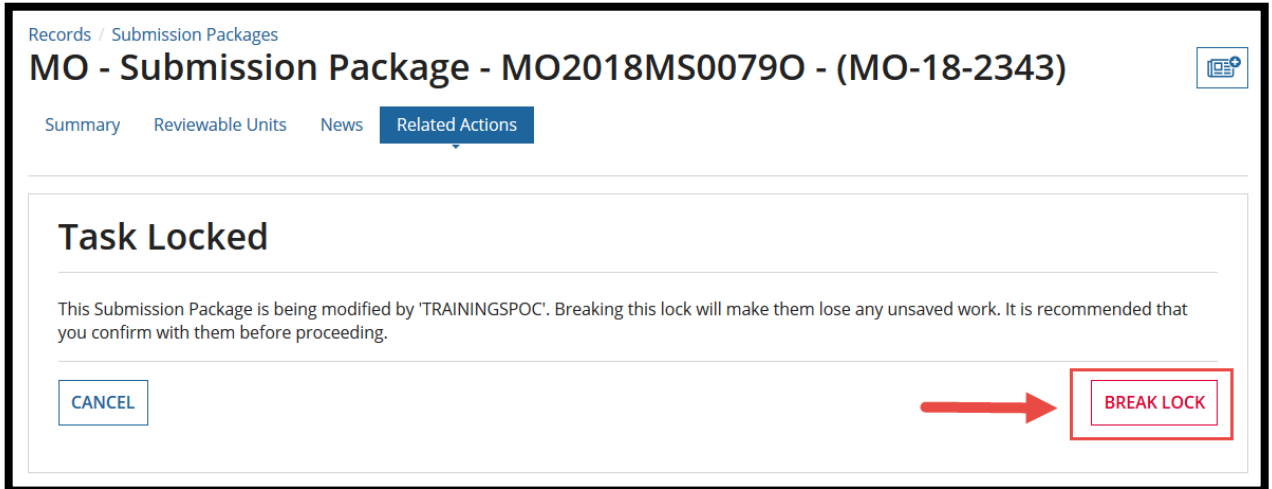


Figure 197: Break Lock button

6. Select **Yes** to “Are you sure you want to break the lock?” and then edit package as needed.

NOTE: Once the lock is broken, the State Editor who previously edited the package will no longer be able to edit it. If that State Editor needs to edit the package again, they must break the lock to obtain possession of the package and edit it.

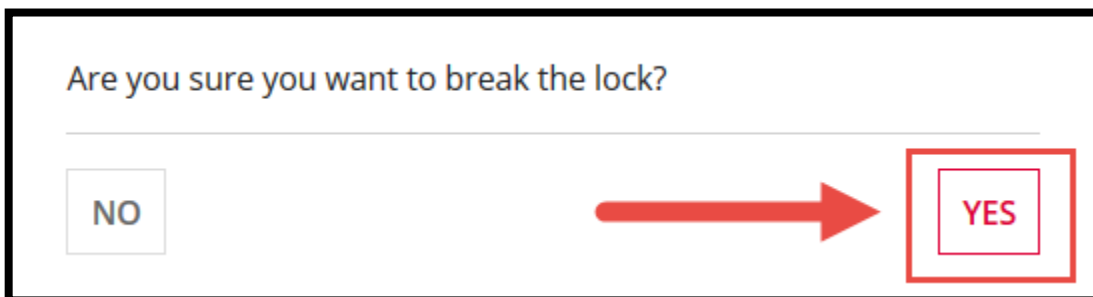


Figure 198: Yes button on verification prompt

Deleting a Submission Package

States have the option to delete a submission package (either a Draft or Official package) at any point before the package is submitted to CMS. The State Point of Contact (SPOC) is the only user role with the ability to use this functionality.

NOTE: The Delete Submission Package functionality is available **only prior to the package being submitted to CMS**. If a state needs to remove a package **after** submitting it to CMS for review, they must use the [Withdraw Submission Package](#) feature to do so.

1. Log in to [MACPro](#) as the **SPOC**.
2. On the **Actions** tab, select **Delete Submission Package**.

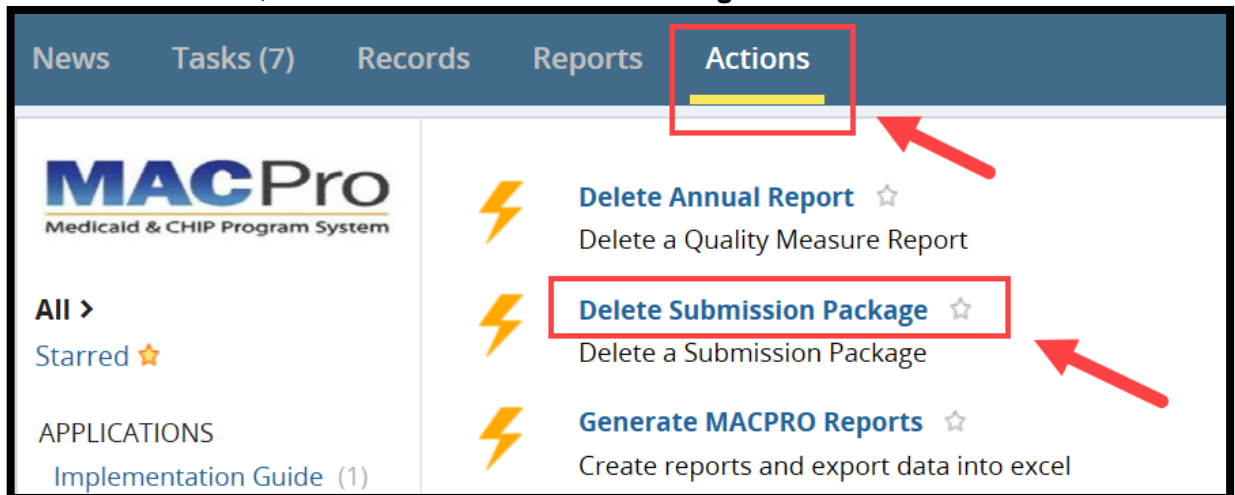


Figure 199: Delete Submission Package link on Actions tab

3. Enter the **Package ID** or **SPA ID** and then select **Search for Submission Package**. The Package ID and the SPA ID fields are case sensitive.



Figure 200: Delete Submission Package screen

4. Select **Delete Submission Package**.

Delete Submission Package
Enter a package ID or SPA ID to search a submission package

Request System Help

Package ID: NE2018MS0043D SPA ID: [Empty]

SEARCH FOR SUBMISSION PACKAGE

Package Information

Package ID: NE2018MS0043D Submission Type: Draft
Program Name: N/A State: NE
Version Number: 1 Region: Kansas City, KS
Package Status: Pending

[View Entire Package](#)

Audit Information

Created By: Training StateEditorNE Updated By: Training StateEditorNE
Created Date: 8/28/2018 11:50 AM EDT Updated Date: 8/29/2018 12:50 AM EDT

CANCEL **DELETE SUBMISSION PACKAGE**

Figure 201: Delete Submission Package screen

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

Are you sure you want to delete this package?

NO **YES**

Figure 202: Yes button on verification prompt

Printing a Submission Package to PDF

You can create a PDF copy or a printer-friendly version of a submission package.

NOTE: The instructions below are shown in the optimal browser for MACPro, Google Chrome. Other browsers may be used to complete the steps below. However, note that page breaks do not function in Mozilla Firefox.

1. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

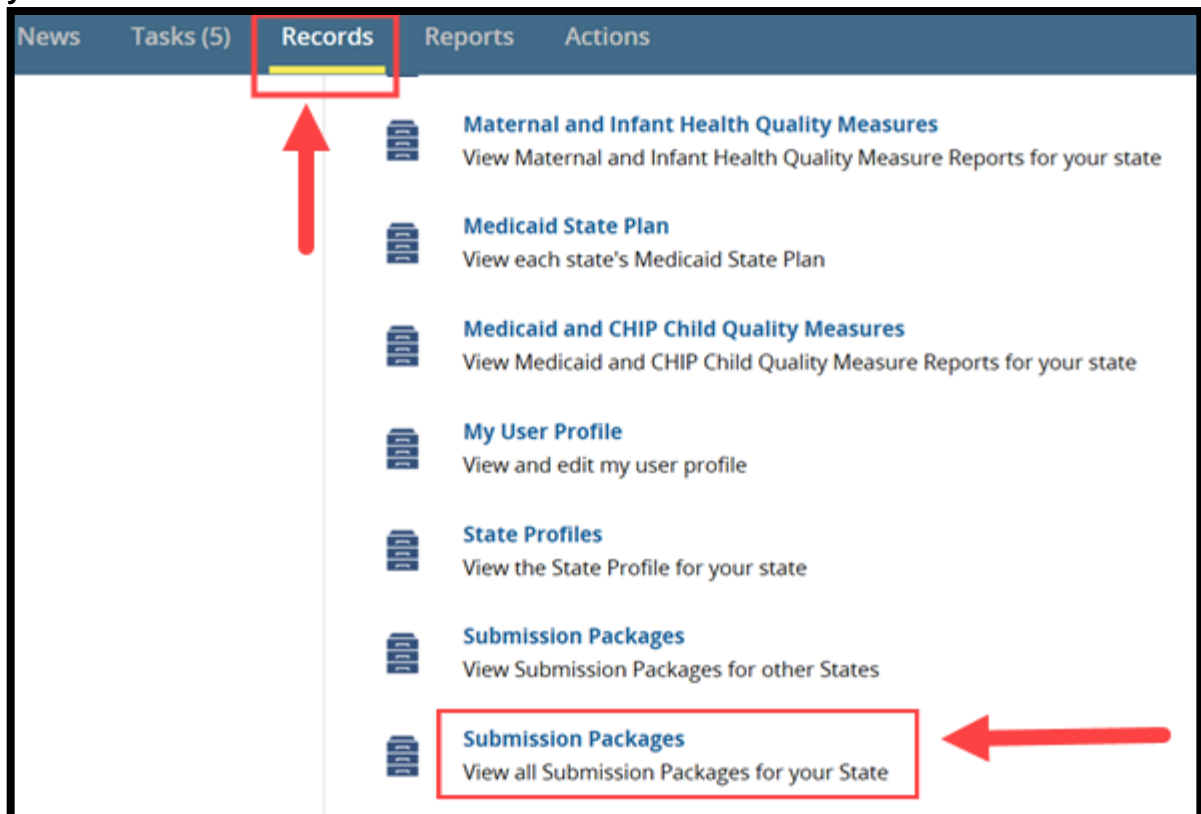


Figure 203: Submission Packages - View all Submission Packages for your State link on Records tab

2. Select the link to the relevant submission package.

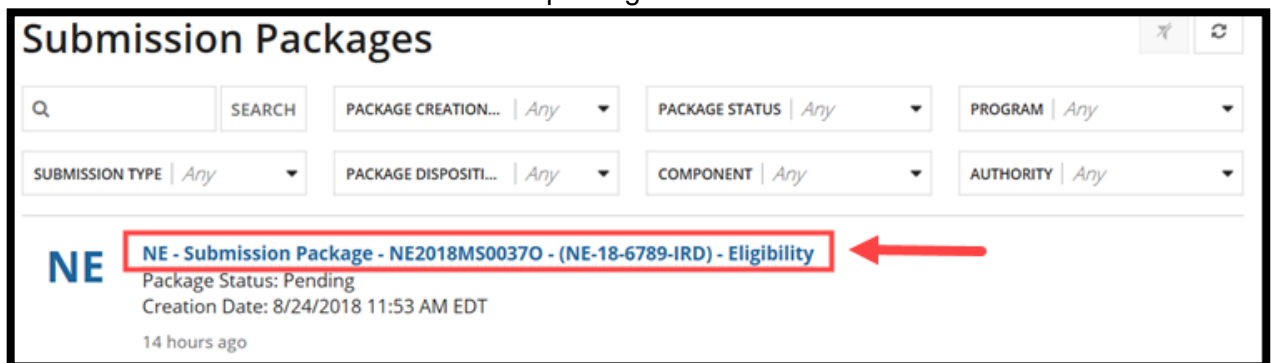


Figure 204: Submission Package link

3. Select the **View Print Preview** button.

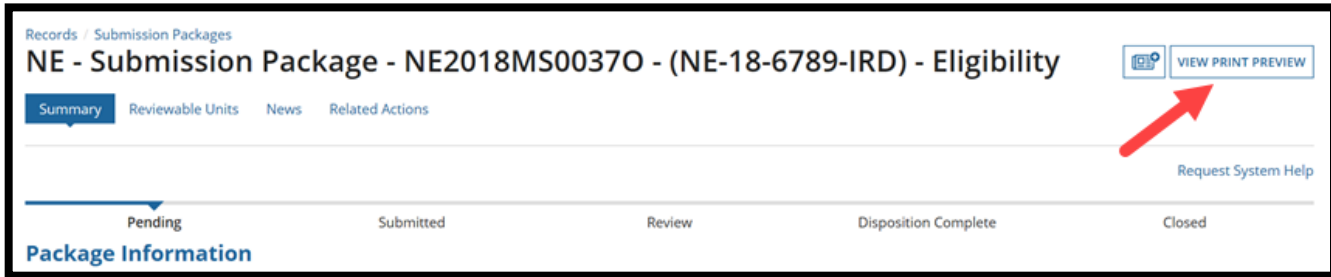


Figure 205: View Print Preview button

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.

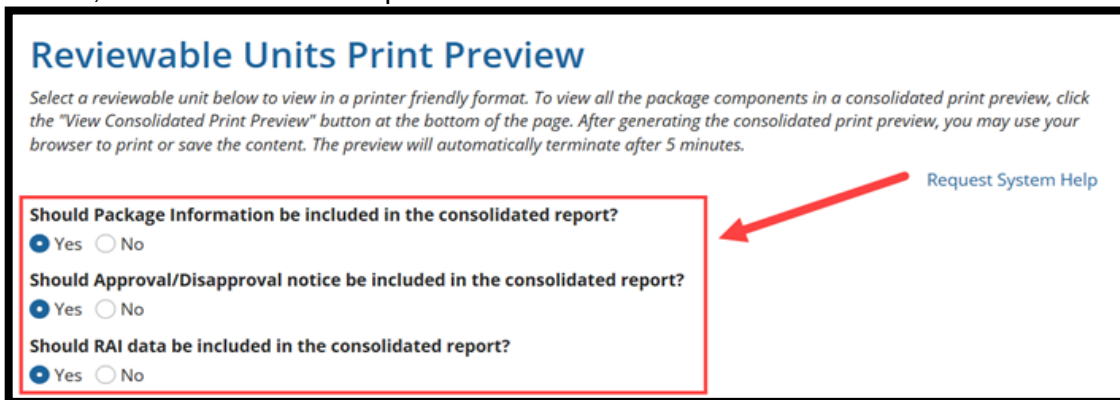


Figure 206: Reviewable Units Print Preview screen

- Select certain reviewable units to include in the print preview. If none are selected, all will be included by default.

Submission Form - Reviewable Units					
<input type="checkbox"/>	Reviewable Unit		Updated By	Updated Date	Status
<input type="checkbox"/>	Submission - Summary		Training StateEditorNE	8/25/2018 2:35 PM EDT	✓
<input type="checkbox"/>	Submission - Medicaid State Plan		Training StateEditorNE	8/25/2018 2:34 PM EDT	✓
<input type="checkbox"/>	Submission - Public Comment		Training StateEditorNE	8/24/2018 7:08 PM EDT	✓
<input type="checkbox"/>	Submission - Tribal Input		Training StateEditorNE	8/24/2018 7:09 PM EDT	✓

Medicaid Eligibility SPA - Reviewable Units						
<input type="checkbox"/>	Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
<input type="checkbox"/>	Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	9/8/2018	Training StateEditorNE	8/25/2018 2:36 PM EDT	<input type="radio"/>	✓
<input type="checkbox"/>	MAGI-Based Methodologies	1/1/2016	Training StatePOCNE	8/27/2018 9:29 AM EDT	<input type="radio"/>	✓
<input type="checkbox"/>	Non-MAGI Methodologies	8/31/2018	Training StateEditorNE	8/25/2018 2:37 PM EDT	<input type="radio"/>	✓

Figure 207: Reviewable Units table

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

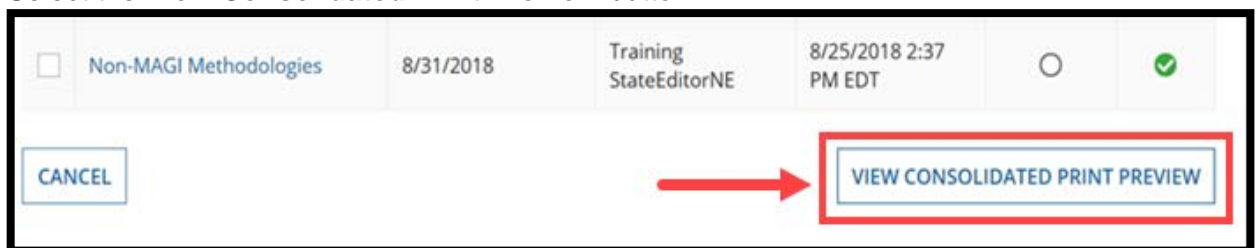


Figure 208: View Consolidated Print Preview button

7. **Right-select** to open the pop-up menu and then select **Print**.

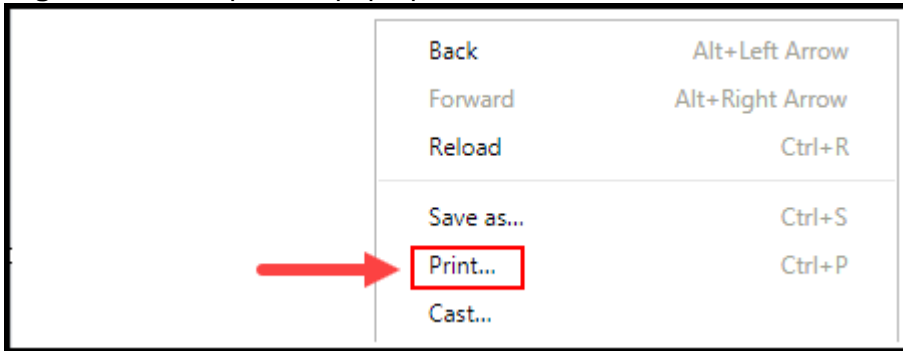


Figure 209: Print menu option

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

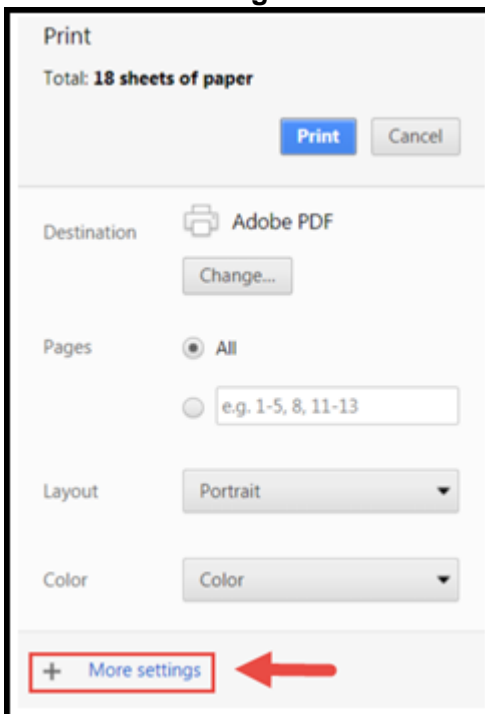


Figure 210: More Settings link

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.

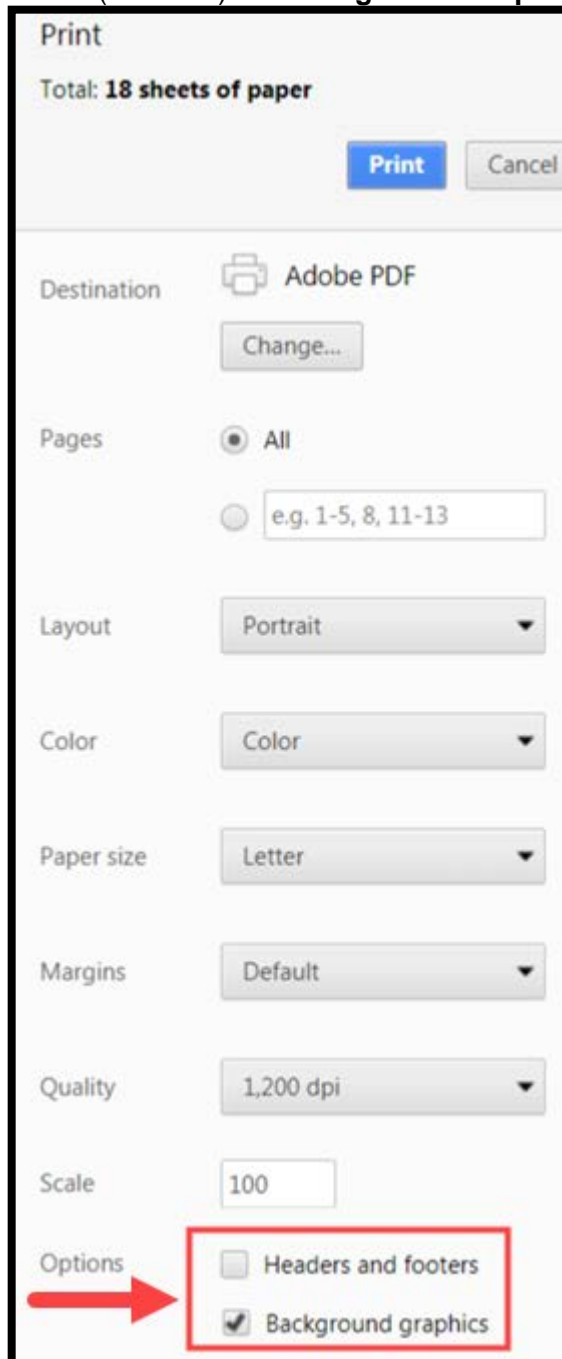


Figure 211: Headers and footers and Background graphics checkboxes

10. Use 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 5 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.

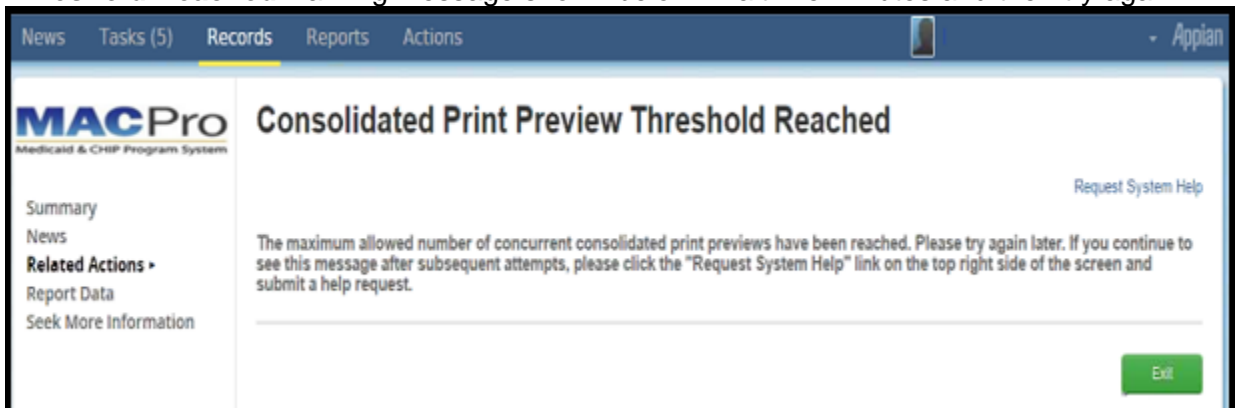
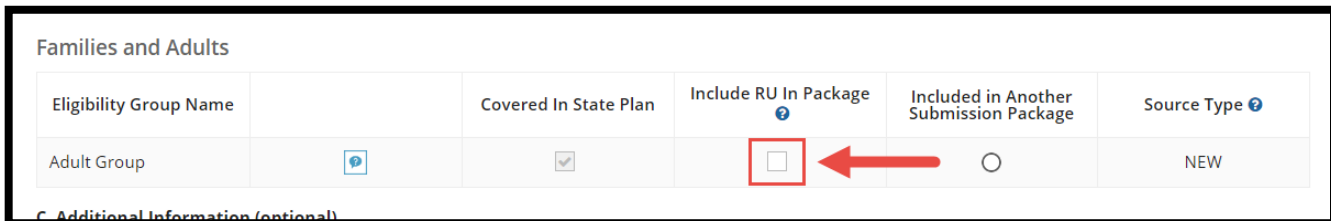


Figure 212: Consolidated Print Preview Threshold Reached screen

Removing an RU from a Submission Package

You can remove an RU by deselecting (or unchecking) its selection in the “Include RU in Package” checkbox next to it and then saving the RU. For example, on the **Mandatory Eligibility Groups** RU, you may initially add the **Adult Group** RU to your submission package and then later determine that you do not wish to make changes to this RU. To remove it from the submission package:

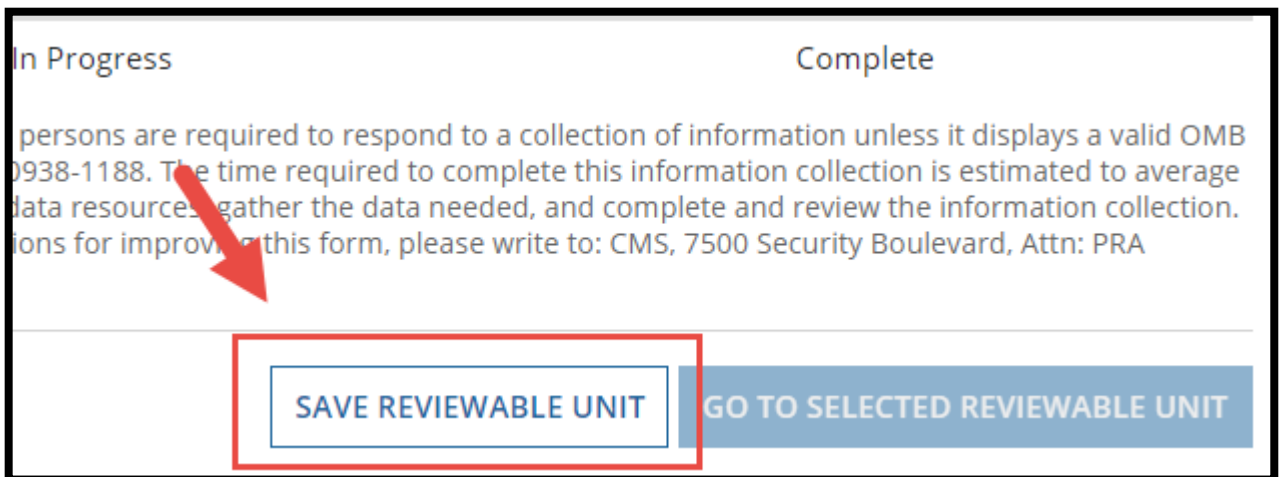
1. Navigate to the **Mandatory Eligibility Groups** RU and deselect (or uncheck) the selection for the Adult Group in the column labeled **Include RU in Package**. Then select **Save Reviewable Unit**.



Families and Adults					
Eligibility Group Name		Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Adult Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

C. Additional Information (optional)

Figure 213: Include RU in Package checkbox



In Progress Complete

persons are required to respond to a collection of information unless it displays a valid OMB 0938-1188. The time required to complete this information collection is estimated to average data resources gather the data needed, and complete and review the information collection. ions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA

SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 214: Save Reviewable Unit button

- If the RU includes any dependencies that may be impacted by this action, you will receive the message below. Select **Yes** to proceed.

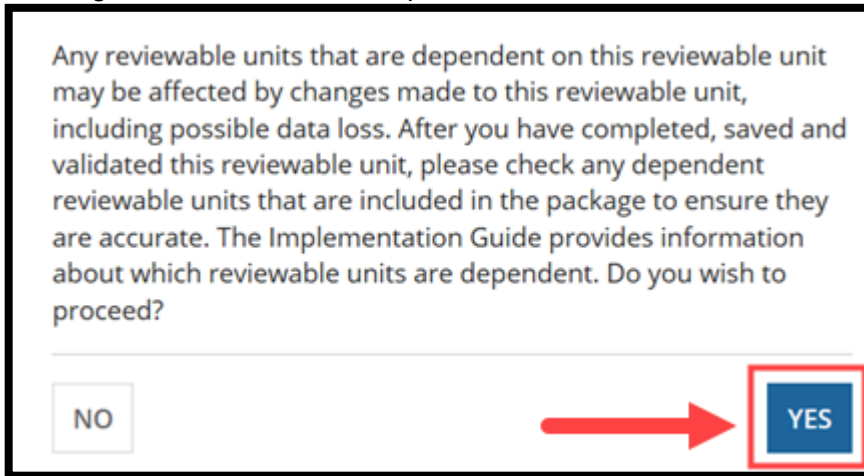


Figure 215: Yes button on verification prompt

- You will be asked to confirm the removal of the RU. If **Confirm** is selected, the RU will be removed from the package. If **Revert Changes** is selected, the RU will not be removed from the package.

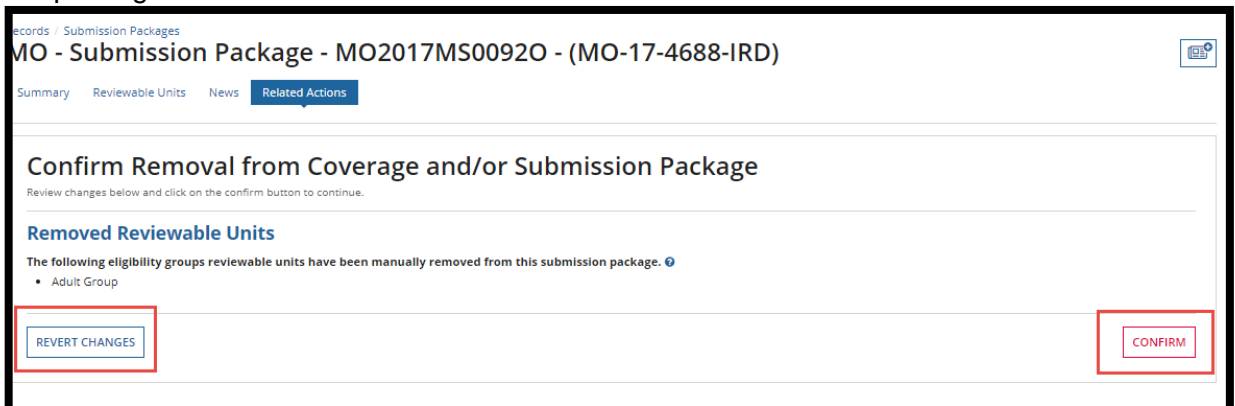
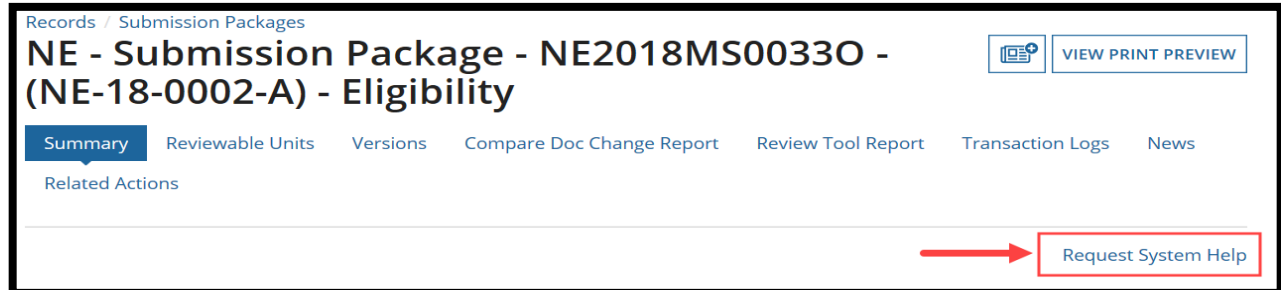


Figure 216: Confirm Removal from Coverage and/or Submission Package screen

Requesting System Help for System-Related Inquiries

The **Request System Help** link for MACPro system-related inquiries is easily accessible on every screen of a submission package. It is also listed on the **Actions** tab. Select the link should you need system-related assistance at any point while working on a submission package in MACPro.



Records / Submission Packages

NE - Submission Package - NE2018MS00330 - (NE-18-0002-A) - Eligibility

VIEW PRINT PREVIEW

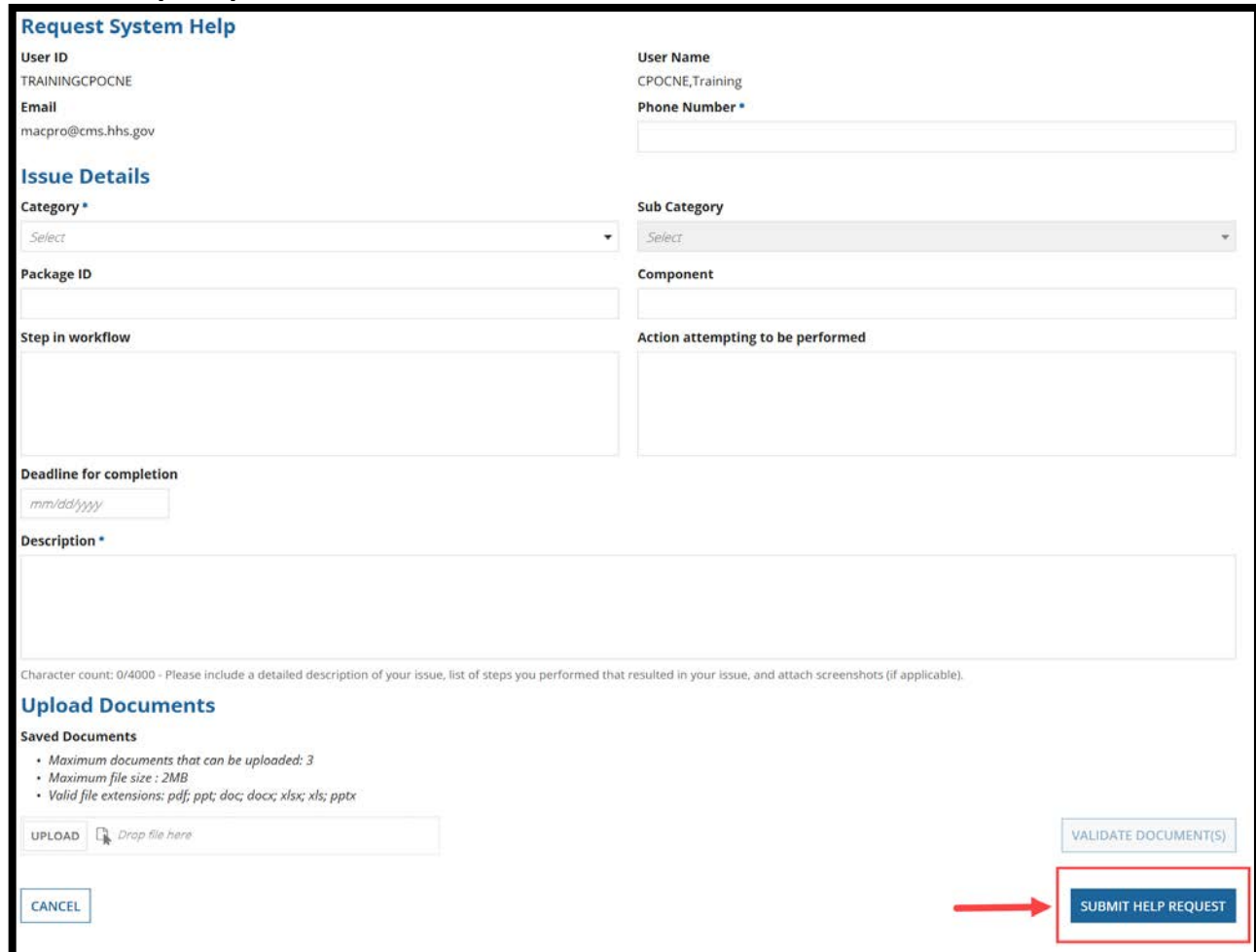
Summary | Reviewable Units | Versions | Compare Doc Change Report | Review Tool Report | Transaction Logs | News

Related Actions

Request System Help

Figure 217: Request System Help button

A form will open in a new tab to avoid interrupting your work. Fill out all required fields and then select **Submit Help Request**.



Request System Help

User ID: TRAININGCPOCNE
User Name: CPOCNE,Training
Email: macpro@cms.hhs.gov
Phone Number *

Issue Details

Category *
Sub Category
Package ID
Component
Step in workflow
Action attempting to be performed
Deadline for completion
Description *

Character count: 0/4000 - Please include a detailed description of your issue, list of steps you performed that resulted in your issue, and attach screenshots (if applicable).

Upload Documents

Saved Documents

- Maximum documents that can be uploaded: 3
- Maximum file size: 2MB
- Valid file extensions: pdf; ppt; doc; docx; xls; xlsx; pptx

UPLOAD | Drop file here

CANCEL | VALIDATE DOCUMENT(S) | **SUBMIT HELP REQUEST**

Figure 218: Submit Help Request button

Uploading Documents in MACPro

There is an option to upload supporting documents at various points of the MACPro SPA workflow. See below for the steps to upload documents and to delete uploaded documents.

To upload a document

1. Select the document to upload via the method shown below in either option a or option b.
 - a. Select the **Upload** button and then select a document on your computer.

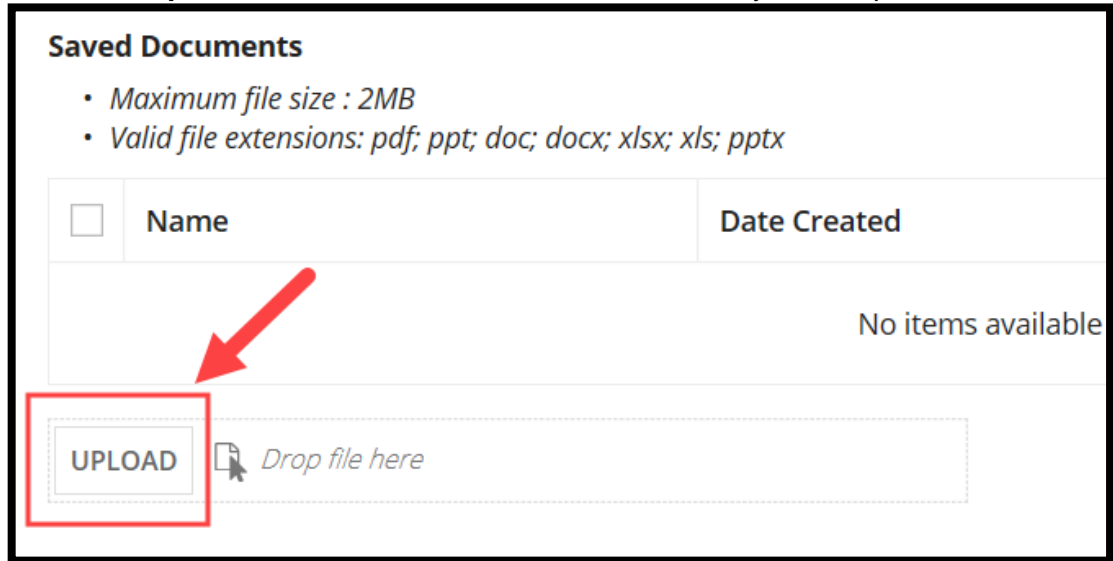


Figure 219: Upload button

- b. Or, select a document on your computer and drag and drop it next to the Upload button where **Drop file here** appears.

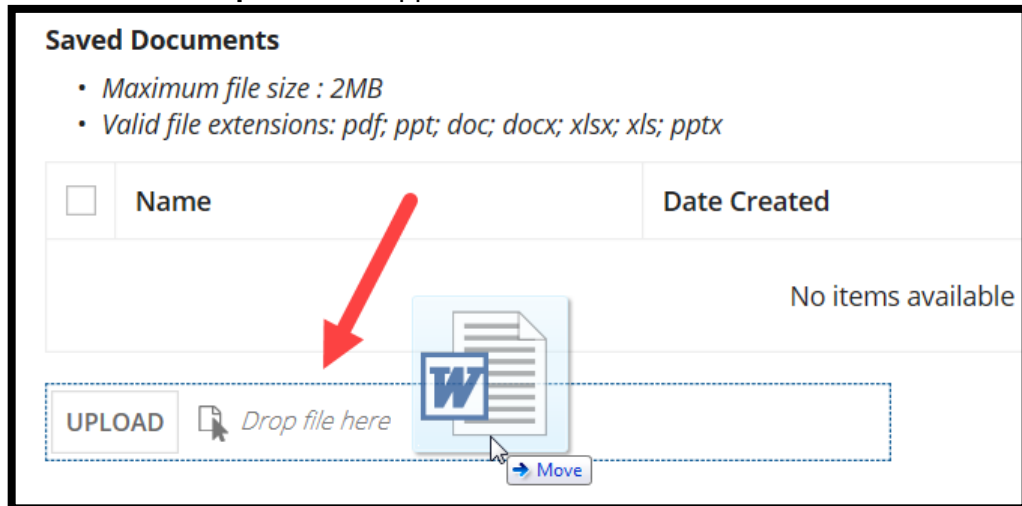


Figure 220: Drop file here text next to Upload button

2. Select the **Save Document(s)** button.

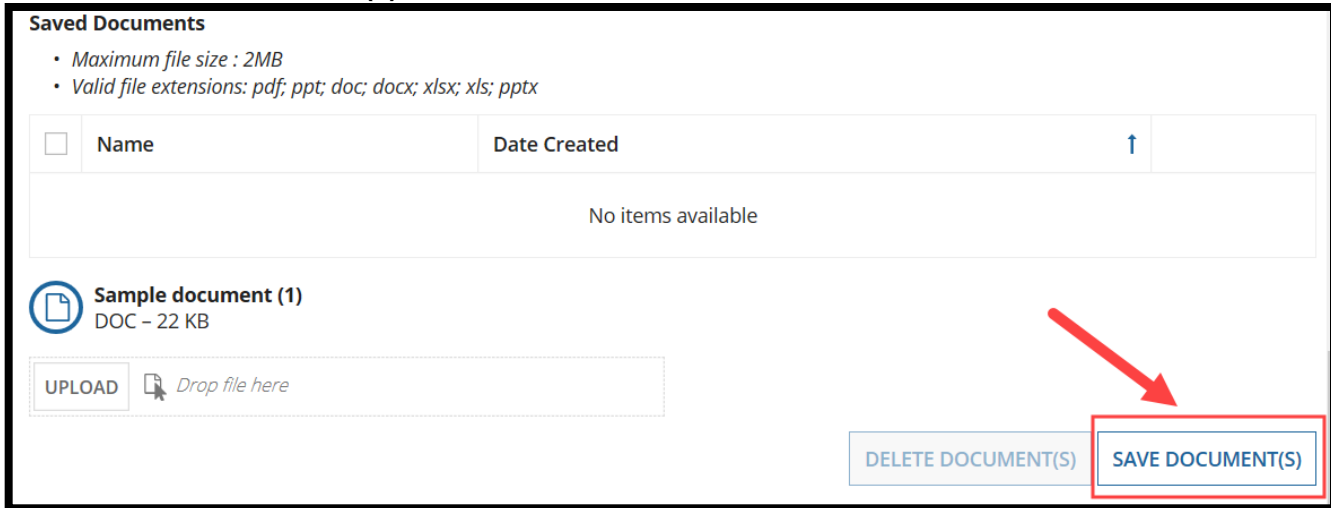


Figure 221: Save Document(s) button

3. You may be directed to a **Document(s) Save in Progress** screen. After a few seconds, select the **Refresh** button to return to your package.

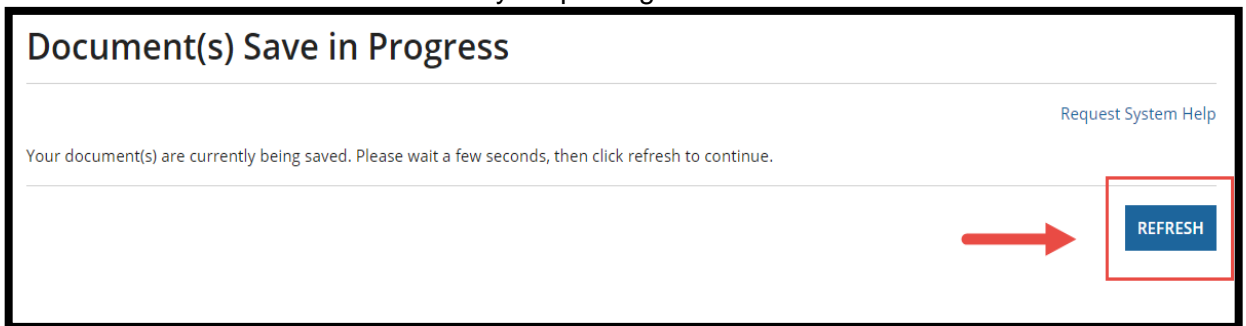


Figure 222: Refresh button

4. Uploaded documents will appear in a table below **Saved Documents**.

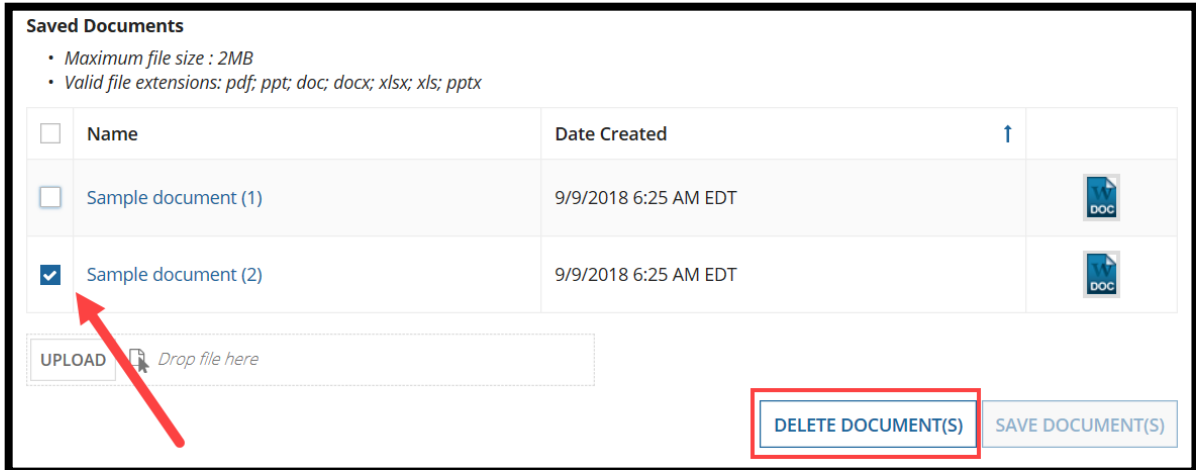
The screenshot shows the 'Saved Documents' table with two rows of data. Each row includes a checkbox, the document name, the date and time it was created, and a 'DOC' icon.

<input type="checkbox"/>	Name	Date Created	
<input type="checkbox"/>	Sample document (1)	9/9/2018 6:25 AM EDT	
<input type="checkbox"/>	Sample document (2)	9/9/2018 6:25 AM EDT	

Figure 223: Saved Documents table

To delete an uploaded document

1. Select the checkbox next the document in the **Saved Documents** table.



The screenshot shows a 'Saved Documents' interface. At the top, it lists file size and extension constraints. Below is a table with columns for 'Name', 'Date Created', and an icon. The second row, 'Sample document (2)', has its checkbox checked. A red arrow points to this checkbox. At the bottom right, the 'DELETE DOCUMENT(S)' button is highlighted with a red box. An 'UPLOAD' button and a 'Drop file here' area are also visible.

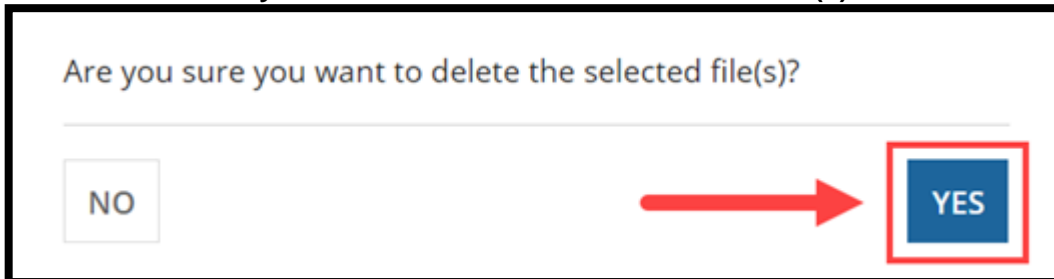
<input type="checkbox"/>	Name	Date Created	
<input type="checkbox"/>	Sample document (1)	9/9/2018 6:25 AM EDT	
<input checked="" type="checkbox"/>	Sample document (2)	9/9/2018 6:25 AM EDT	

UPLOAD Drop file here

DELETE DOCUMENT(S) SAVE DOCUMENT(S)

Figure 224: Checkbox in Saved Documents table and Delete Document(s) button

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



The screenshot shows a verification prompt: 'Are you sure you want to delete the selected file(s)?'. Below the text are two buttons: 'NO' and 'YES'. A red arrow points from the 'NO' button to the 'YES' button, which is highlighted with a red box.

Are you sure you want to delete the selected file(s)?

NO YES

Figure 225: Yes button on verification prompt

Withdrawing a Response to RAI

States can withdraw an RAI response after submitting a response to CMS. This action can be completed only when CMS moves the package to Review status.

1. Log in to [MACPro](#) as the **SPOC**.
2. On the **Records** tab, select **Submission Packages** for your state.



Figure 226: Submission Packages – View all Submission Packages for your State link on the Records tab

3. Select the link to the relevant submission package.

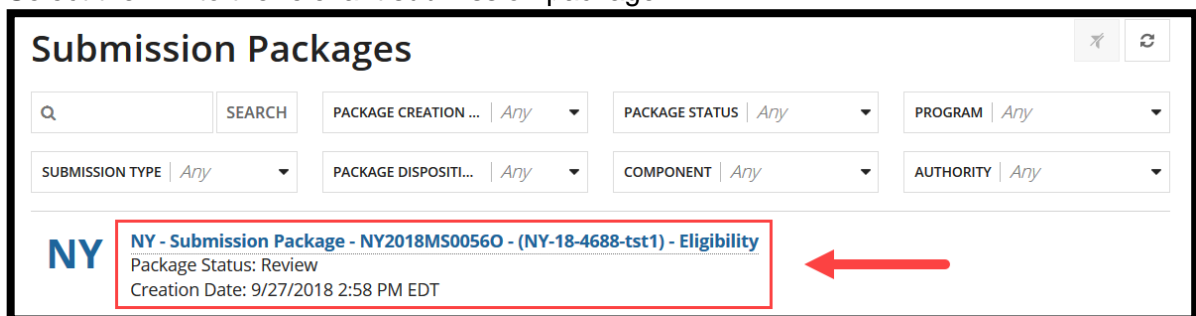


Figure 227: Submission Package link

4. Ensure the submission package is in **Review** status. If the package is not in Review status, you will not be able to withdraw the RAI response.



Figure 228: Submission Package timeline

5. Select **Related Actions**.



Figure 229: Related Actions tab on package navigation menu

6. Select **Withdraw RAI Response**.

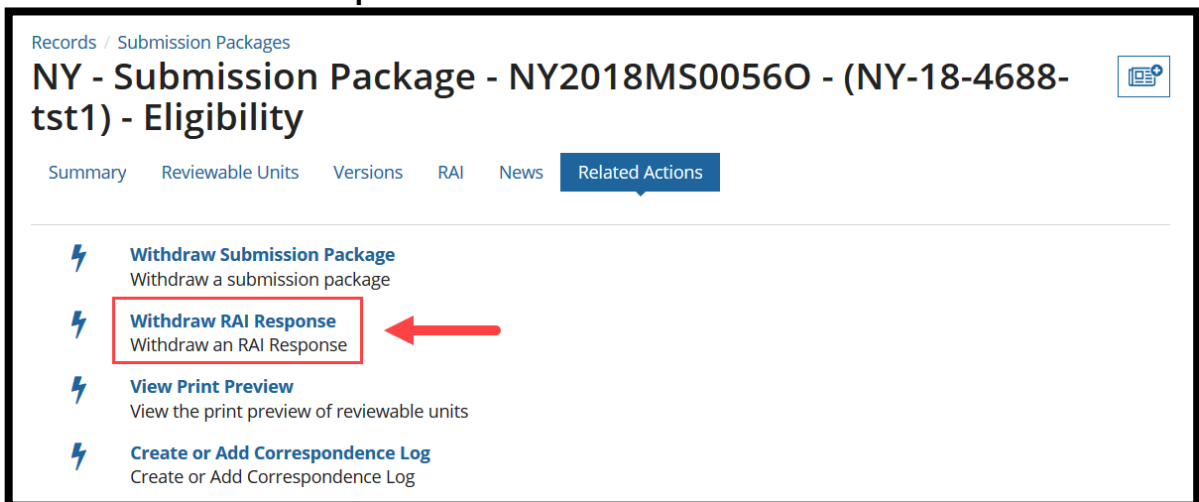


Figure 230: Withdraw RAI Response link on Related Actions tab

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



Figure 231: Withdraw RAI Response button.

8. Select **Yes** to the “**Are you sure you want to withdraw your RAI response?**” prompt.

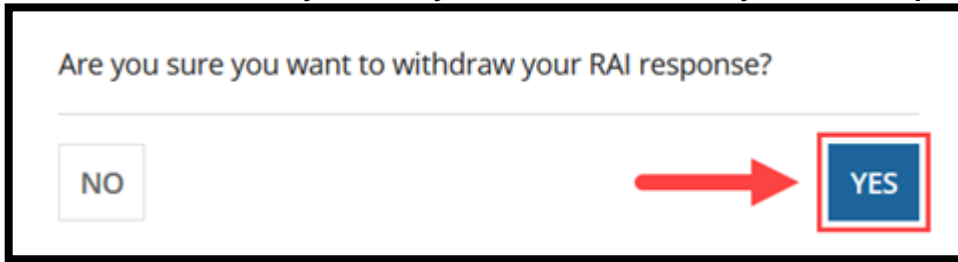


Figure 232: Yes button on verification prompt.

9. At this point, the SPOC will receive a new **Respond to RAI** task. To resubmit an RAI response, begin on Step 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 it has been submitted to CMS. However, once withdrawn, the package cannot be resubmitted to CMS in MACPro.

- 1. Log in to [MACPro](#) as the **SPOC**.
- 2. On the **Records** tab, select **Submission Packages – View all Submission Packages for your State**.

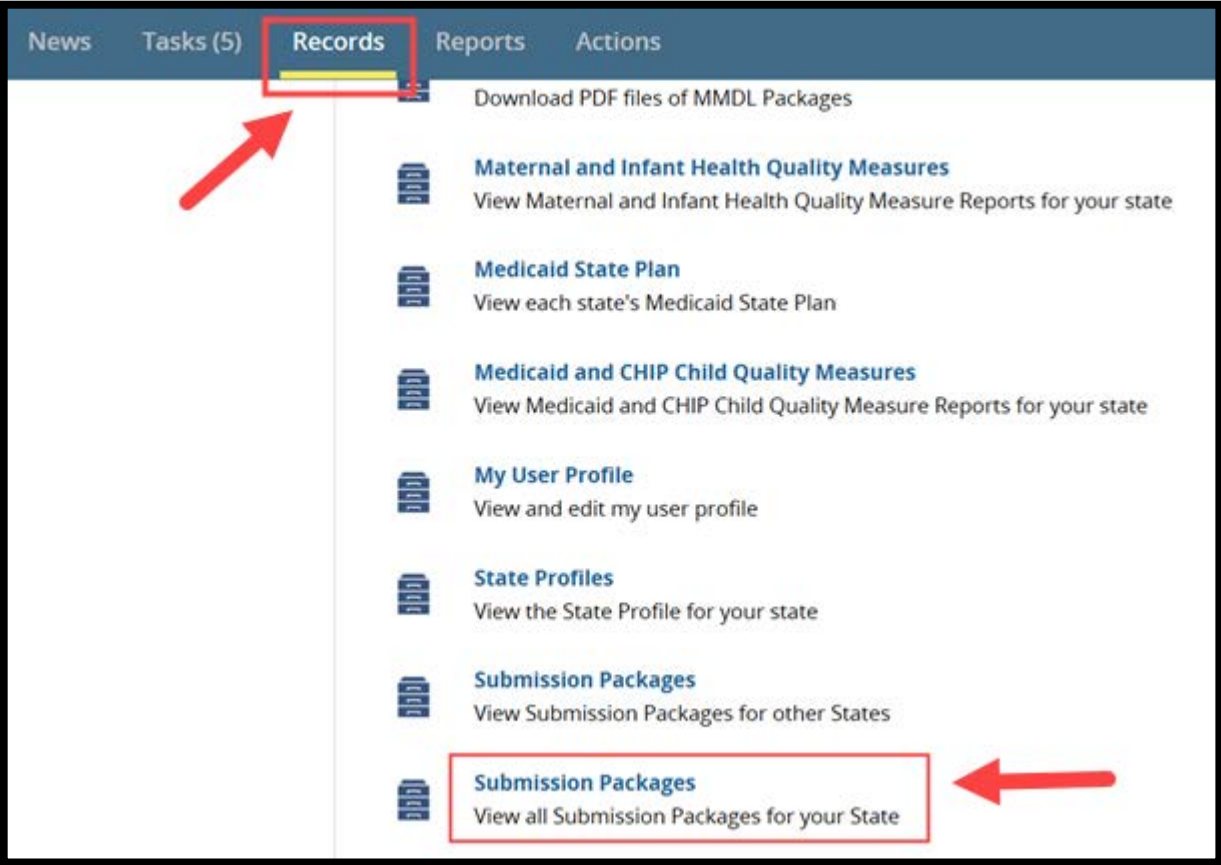


Figure 233: Submission Packages - View all Submission Packages for your State link on Records tab

3. Select the link to the submission package to withdraw.

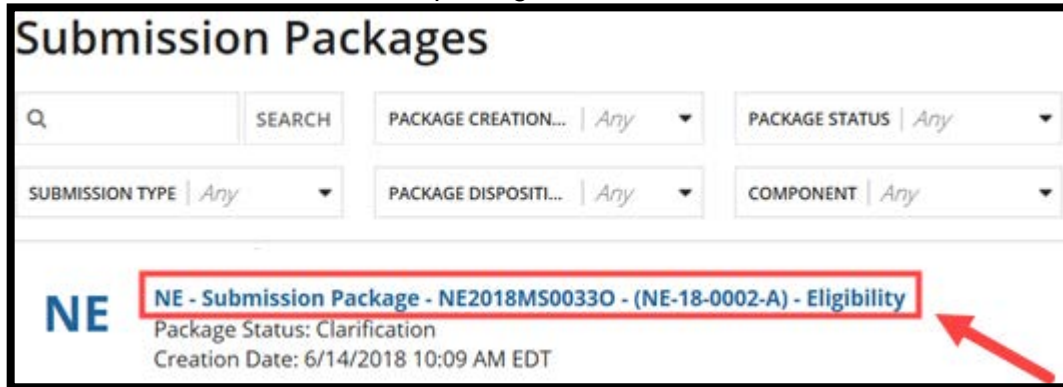


Figure 234: Submission Package link

4. Select **Related Actions** from the package navigation menu.

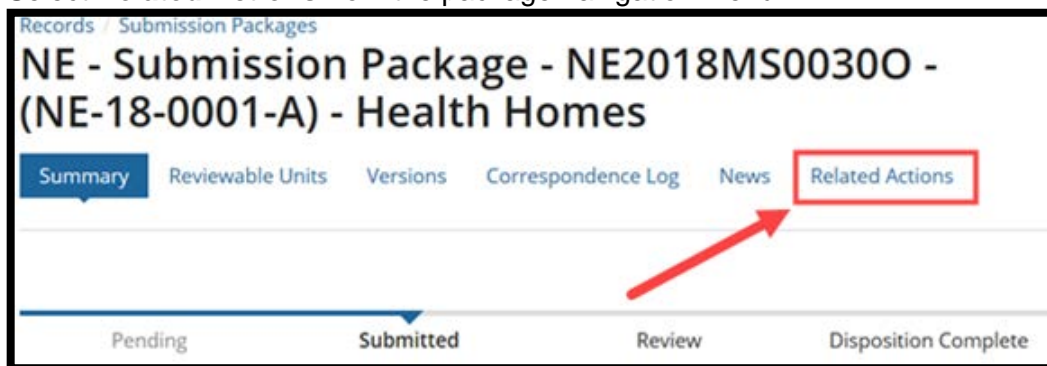


Figure 235: Related Actions tab

5. Select **Withdraw Submission Package**.

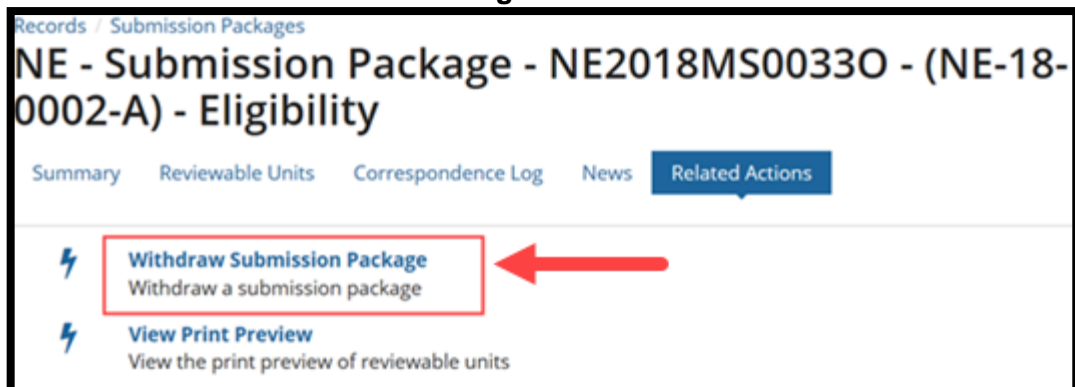


Figure 236: Withdraw Submission Package link

6. Select the **Withdraw Submission Package** button after verifying the package information.

Withdraw Submission Package [Request System Help](#)

Package Information

Package ID	NE2018MS00300	Submission Type	Official
Program Name	NE-18-0001-A	State	NE
SPA ID	NE-18-0001-A	Region	Kansas City, KS
Version Number	2	Package Status	Submitted
Submitted By	Training StatePOCNE	Submission Date	6/6/2018
		Regulatory Clock	7 days remain
		Review Status	Review 1

[View Entire Package](#)

Audit Information

Created By	Training StateEditorNE	Updated By	Training StatePOCNE
Created Date	6/6/2018 3:41 PM EDT	Updated Date	6/13/2018 1:52 PM EDT

Figure 237: Withdraw Submission Package button

7. Select **Yes** to the “Are you sure you want to withdraw the submission package?” verification prompt.

Are you sure you want to withdraw the submission package?

Figure 238: Yes button on verification prompt

Appendix: Reference Materials

MACPro System Notifications

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

The **State and CMS Package Information Notification** column lists the subject of the informational email received regarding actions taken on a submission package. The **State Task Notification** column lists the subject of the notification email received and includes 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 Breaks Lock on package	Package has been unlocked	N/A	SE (creator of the package)
SPOC deletes submission package	Package Deleted	N/A	SE, SPOC, SDIR
State Editor (SE) completes package and forwards to State Point of Contact (SPOC)	Package Completed	New Task: Review Submission Package	SPOC
SPOC completes the review	Package Ready for Review	New Task: Review Submission Package	SDIR
State Director (SDIR) certifies the package	Package Certified by State Director (SDIR)	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

Action	State & CMS Package Information Notifications	State Task Notifications	Recipient
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 request for Official submission	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 approved package to SPOC for acknowledgement	Action Required: Acknowledge Approval of Official Submission Package	New Task: Acknowledge Package Receipt	SPOC
CMS forwards disapproved package to SPOC for acknowledgement	Action Required: Acknowledge Disapproval of Official Submission Package	New Task: Acknowledge Package Receipt	SPOC

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 Identification Management
FFY	Federal Fiscal Year
HHSPA	Health Homes State Plan Amendment
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

Term	Definition
SE	State Editor
SPA	State Plan Amendment
SPOC	State Point of Contact
SSA	State System Administrator

Glossary

Term	Definition
Approval Notice	A state specific approval notice generated by CMS. The approval notice does not replace official approval documentation; rather, it is a form that notifies the state that their submission package has been approved. It is a part of the official record of the package and can be viewed by the state following 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.

Term	Definition
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.
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.

Term	Definition
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 current CMS form 179. A state will not be able to submit a SPA in MACPro without a complete State Profile in the system.
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.

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.