



# **MACPro Quality Measures Quick Start Guide for CMS Users**

**Reflects Appian Environment as of 1/15/2016**

Version 1.0  
Date: 1/3/2018

## Table of Contents

Welcome to the Quick Start Guide for MACPro Quality Measures CMS Users .....	3
Overview – Quality Measures Submission and Review Process Workflow .....	3
Figure 1: Quality Measures Workflow – State and CMS Users .....	4
Figure 2: Quality Measures Workflow – CMS Users Process Flow .....	5
Step 1: CMS Reviews a Quality Measures Report .....	6
Additional Actions .....	14
Generating Quality Measures Reports.....	14
Accessing Quality Measures Reports.....	18
Accessing Implementation Guides .....	20
Viewing Record Status .....	22
Printing a Report.....	24
Appendix A.....	27
Role Description Table .....	27

## Welcome to the Quick Start Guide for MACPro Quality Measures CMS Users

This Quick Start Guide for MACPro CMS Users describes the steps for CMS users to review a state submitted Quality Measures report. Please contact the Help Desk if you have questions outside the scope of this document.

Assistance with the MACPro system is available through the MACPro Help Desk, Monday through Friday, 8:00 am – 8:00 pm Eastern Time For questions regarding *the use of MACPro*, contact the MACPro Help Desk at [MACPro\\_HelpDesk@cms.hhs.gov](mailto:MACPro_HelpDesk@cms.hhs.gov) or call 301-547-4688. For questions pertaining to *quality measure content and reporting*, contact [MACQualityTA@cms.hhs.gov](mailto:MACQualityTA@cms.hhs.gov).

*Note: The "Request Technical Assistance" link found on MACPro should only be used for quality measure content and questions.*

The MACPro Help Desk Team welcomes your suggestions for our training and reference materials. Please contact us with your feedback and comments on this training, or if you need other MACPro assistance.

### Overview – Quality Measures Submission and Review Process Workflow

[CMS Central Office Administrator \(CMS CO Admin\)](#) or the [CMS Contractor Central Office Administrator \(CMS Con CO Admin\)](#)

The high level steps for reviewing a Quality Measures report are listed below:

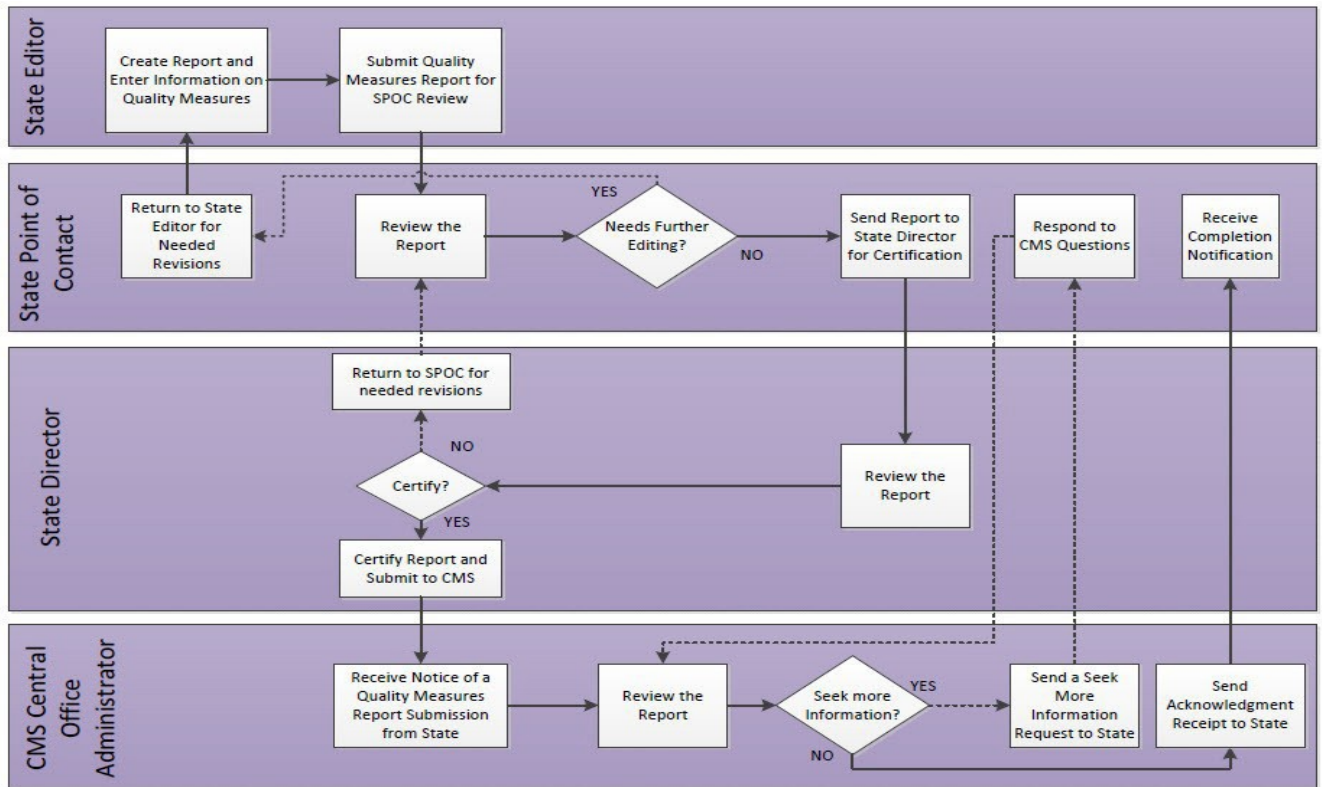
- receives an e-mail and system notification that a Quality Measures report was submitted by the state
- reviews the Quality Measures report
- Seeks More Information (Yes or No)
  - o If yes, send a Seek More Information request to the state.
  - o If no, accept the Quality Measures report.

Once CMS accepts the report, the state will be sent an acknowledgement via e-mail and system notification.

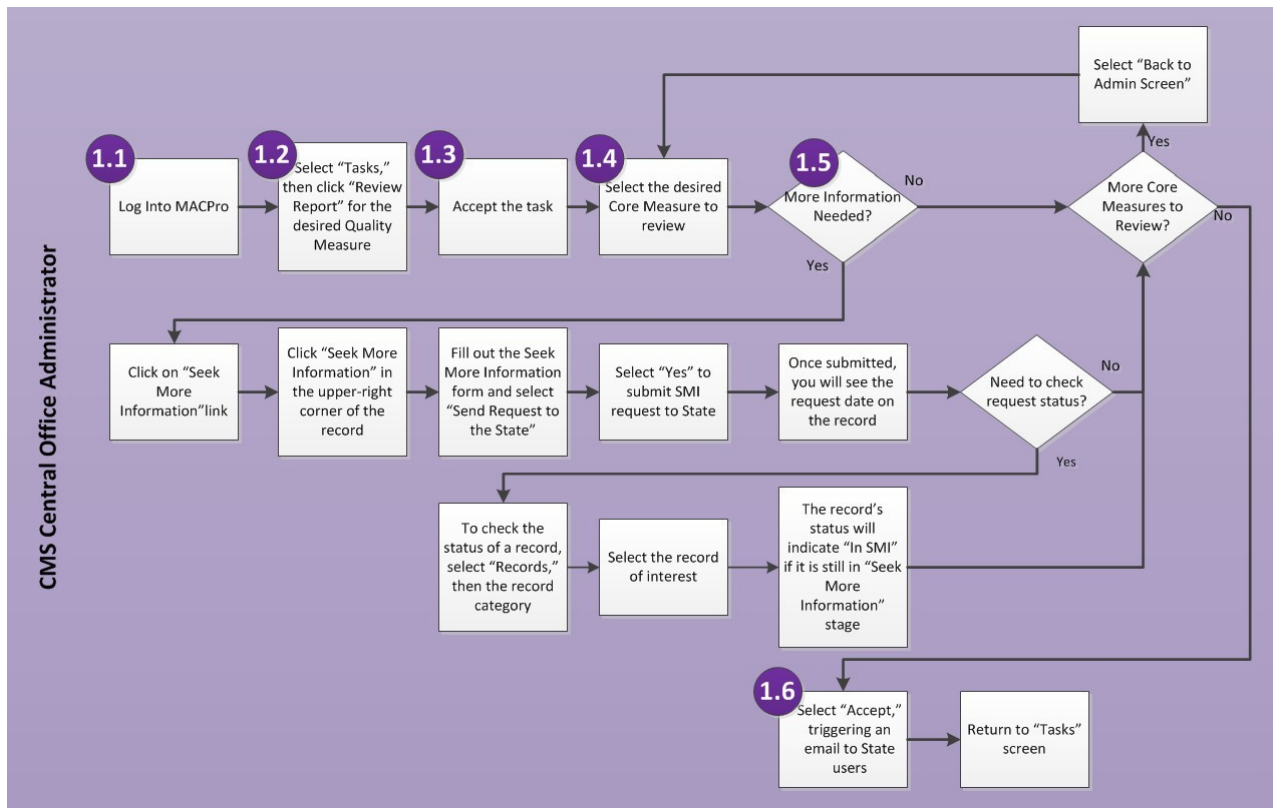
Below Figure 1: Quality Measures Workflow – State and CMS Users identifies the high-level steps of the CMS review process.

Figure 2: Quality Measures Workflow – CMS Users Process Flow identifies the detailed steps of the CMS review process.

Figure 1: Quality Measures Workflow – State and CMS Users

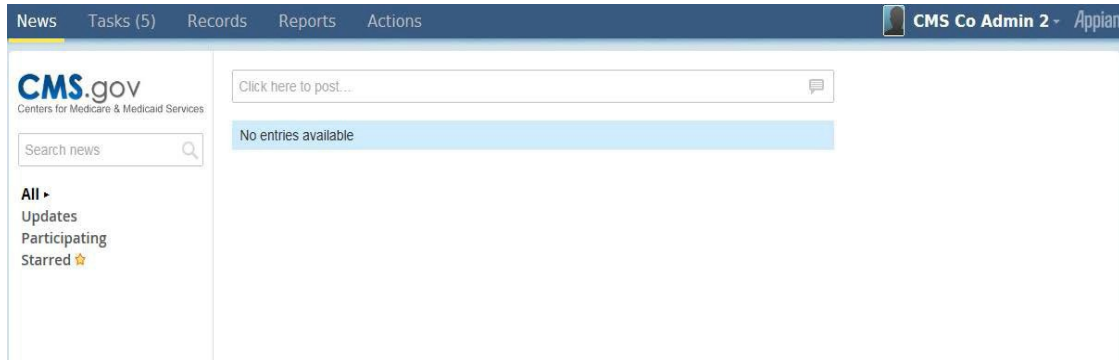


**Figure 2: Quality Measures Workflow – CMS Users Process Flow**



## Step 1: CMS Reviews a Quality Measures Report

1.1 CMS CO Admin or CMS Con CO Admin logs into MACPro. These roles are for individuals with direct responsibility for implementing and/or administering Quality Measurement programs.



1.2 Select "Tasks," and then click on "Review Report" for the desired Quality Measure report.



1.3 Click “Accept.” You must accept the report to review it.



1.4 Select the desired **Core Measure** in the Quality Measure report to review.

*Below is an Adult Quality Measure example.*



1.5 If you do not have questions about a Quality Measure, select “**Back to Admin Screen**”. Please continue to step 1.6 (page 13).

*Below is an Adult Quality Measure example.*

The screenshot displays the CMS.gov interface for reviewing a quality measure. At the top, there are navigation tabs for News, Tasks (9), Records, Reports, and Actions. The user is logged in as 'CMS Co Admin 2 - Applian'. A notification bar at the top states, 'You have accepted this task. Return task to all assignees.' The main content area is titled 'Review Report: Adult Quality Measure (VA2015AQM\_673)' and identifies it as a 'Medicaid Adult Core Quality Measure - VA - 2015'. A message indicates the measure is ready for review and provides instructions on how to seek more information. A 'View Implementation Guide' link is available. In the left sidebar, under the CMS.gov logo and 'Centers for Medicare & Medicaid Services', there are buttons for 'Save Changes', 'Reject Task', and 'Reassign Task'. A red arrow points to the 'Back to Admin Screen' link in the sidebar. The main content area shows 'Breast Cancer Screening (BCS)' with a status of 'No' for reporting. A reason for not reporting is listed as '1. Service not covered'. Below this is a 'Report Documents' section with a table that currently has no items available.

**Review Report: Adult Quality Measure (VA2015AQM\_673)**  
Medicaid Adult Core Quality Measure - VA - 2015

This core measure is ready for your review. If you have questions, please click "Seek More Information" link below. Note: You will not be able to submit the review if there are outstanding questions.

To seek more information about this record, click this link:  
[Seek More Information](#)

[View Implementation Guide](#)

[Back to Admin Screen](#)

### Breast Cancer Screening (BCS)

Are you reporting on this measure? No

Reason(s) for not reporting on this measure: 1. Service not covered

#### Report Documents

Name	Description	Date Created	Uploaded By	Type
No items available				



If you have questions for the state, click on the **“Seek More Information” (SMI)** link. Please note, you **will not be** able to accept a report if you send a SMI request.

*Below is an Adult Quality Measure example.*

News Tasks (5) Records Reports Actions CMS Co Admin 2 - Applian

CMS.gov  
Centers for Medicare & Medicaid Services

Save Changes  
Reject Task  
Reassign Task

You have accepted this task. Return task to all assignees.

### Review Report: Adult Quality Measure (VA2015AQM\_584)

Medicaid Adult Core Quality Measure - VA - 2015

This core measure is ready for your review. If you have questions, please click "Seek More Information" link below. Note: You will not be able to submit the review if there are outstanding questions.

To seek more information about this record, click this link:  
[Seek More Information](#)

[View Implementation Guide](#)

[Back to Admin Screen](#)

## Breast Cancer Screening (BCS)

Are you reporting Yes on this measure?

**Status of Data Reported** +/-

**Measurement Specification** +/-

**Data Source** +/-

**Date Range** +/-

**Definition of Population Included in the Measure** +/-

**Deviations from Measurement Specifications** +/-

**Other Performance Measure** +/-

**Combined Rate(s) from Multiple Reporting Units** +/-

**Additional Notes/Comments on Measure (Optional)** +/-

**Optional Measure Stratification** +/-

**Report Documents**

Name	Description	Date Created	Uploaded By	Type
No items available				

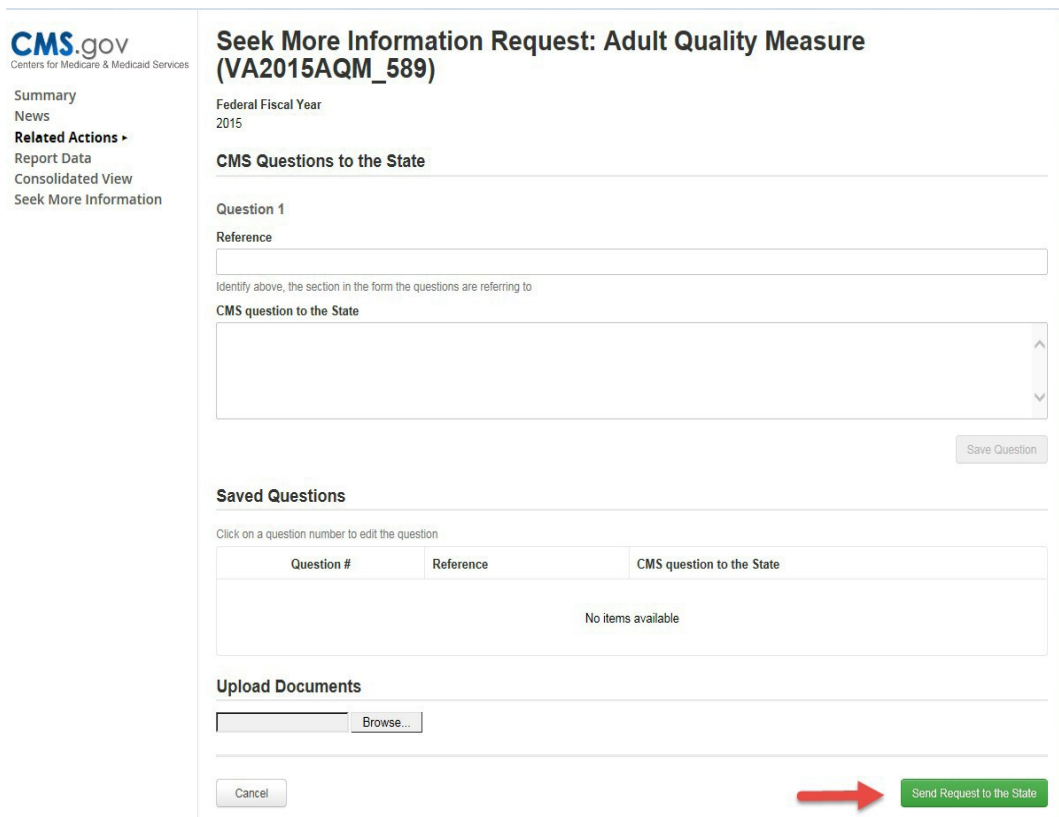
This takes you to the Records page. Click on **“Seek More Information”** in the upper right-hand corner of the record.

*Below is an Adult Quality Measure example.*



Fill out the SMI form. If you have multiple questions, select the **“Save Question”** button after typing in each. When all questions are entered, select **“Send Request to the State”**.

*Below is an Adult Quality Measure example.*



Select **“Yes”** to submit the SMI request to the State Point of Contact (SPOC) for response. Please note, you **will not** be able to acknowledge and close the report if there is a SMI on any measure.

Are you sure you want to submit the SMI?

Once the SMI request is submitted, you will see the request date on the record.

*Below is an Adult Quality Measure example.*

News Tasks (6) Records Reports Actions CMS Co Admin 2 - Applian

CMS.gov  
Centers for Medicare & Medicaid Services

Summary  
News  
Related Actions  
Report Data  
Consolidated View  
Seek More Information >

Records / Adult Quality Measures  
**VA - Adult Quality Measure (VA2015AQM\_589) - 2015** Follow

**Seek More Information #1**

CMS User CMS Co Admin 2 Request Date 10/3/2015 7:24 PM EDT  
State User Response Date

**Request Details**

**CMS Questions to the State**  
Click on a question number to view details about the question and response

Question #	CMS question to the State	State's response
1	Test Question	

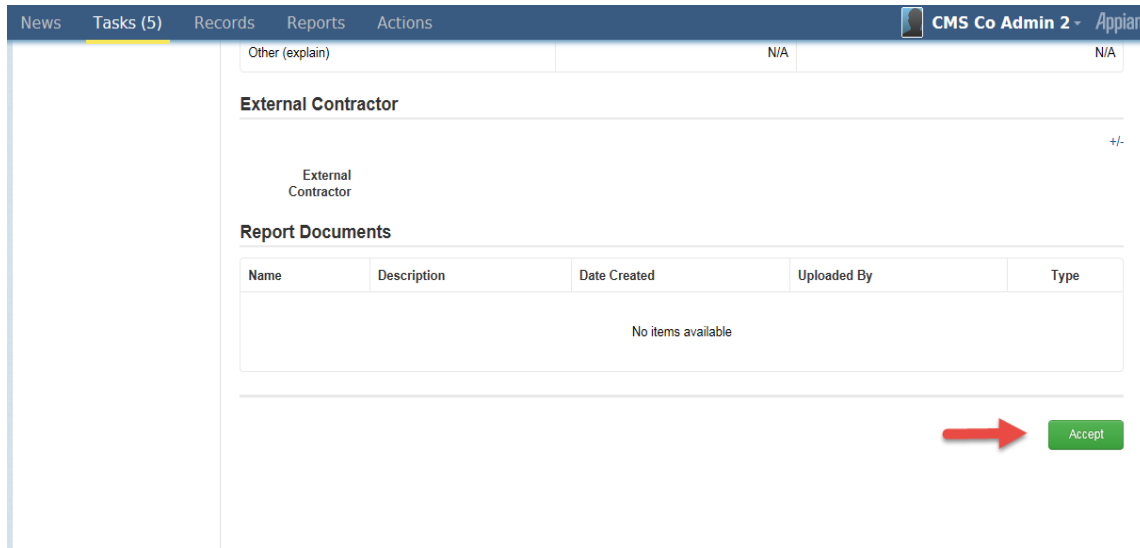
**Files Uploaded By CMS**

Name	Date Created	Size	Type
No items available			

**Files Uploaded By the State**

Name	Date Created	Size	Type
No items available			

1.6 Once you complete the review of all Quality Measures (and have not submitted a SMI), select “**Accept**”. This triggers an e-mail acknowledgement sent to the State Editor, State Point of Contact (SPOC), and the State Director. Please note, if you submitted a SMI, this button will not be activated and cannot be accepted.



Once completed, you will return to the “**Tasks**” screen.

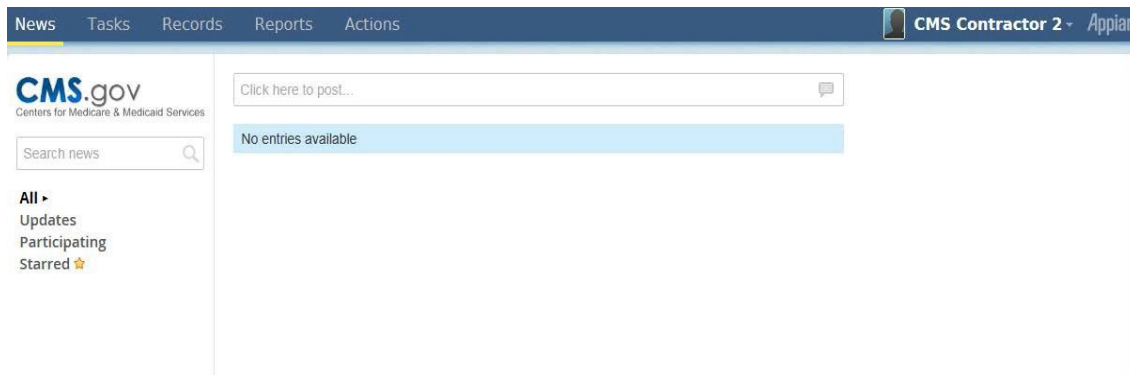


# Additional Actions

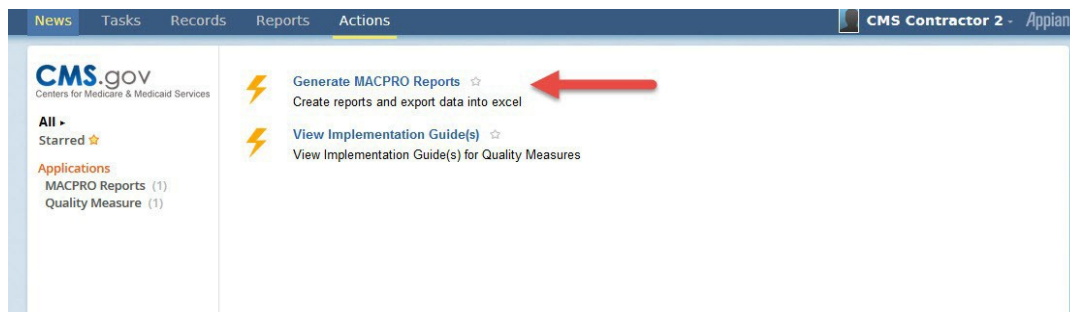
## Generating Quality Measures Reports

A CMS user or contractor with approved business needs may generate a Quality Measures report. This may apply to **CMS Central Office or Regional Office (CMS CO and RO)** role(s) or **CMS Contractor** role(s) that do not have direct responsibility for implementing or administering Quality Measurement programs, but who may be interested in states' reporting of measures.

1. The **CMS user** logs into MACPro.



2. Select the “**Actions**” tab, and then the “**Generate MACPro Reports**” link.



3. Select options from the drop-down boxes under **report name** and **report type**.

The screenshot shows the 'MACPro Reports' page in the CMS Contractor 2 system. The navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The page title is 'MACPro Reports' with a sub-header 'Please select the report specifications as appropriate and press "Generate Report". You will be notified once the report is ready.' Below this, there are two drop-down menus: 'Report Name' and 'Report Type', both currently set to '--Select--'. A 'Cancel' button is on the left and a green 'Generate Report' button is on the right. Two red arrows point upwards to the 'Report Name' and 'Report Type' drop-down menus.

4. Select two consecutive options under **report years** and at least one option under **state**, and select "Generate Report".

The screenshot shows the 'MACPro Reports' page with the following selections: 'Report Name' is 'MACPro State by State Measure by Measure Report' and 'Report Type' is 'Child Quality Measure'. Under the 'Filters' section, the 'Report Year' list has '2015' and '2014' selected (highlighted in blue). The 'State' list has 'Virginia' selected (highlighted in blue). Below the lists, there are instructions: 'Please select two consecutive years for this report' and 'Select one or more states to filter'. A 'Cancel' button is on the left and a green 'Generate Report' button is on the right. Three red arrows point to the 'Report Year' list, the 'State' list, and the 'Generate Report' button.

5. You will be taken back to the “**Actions**” screen. Select the “**Tasks**” tab.



6. The report you generated will appear on this screen. Click on its link to review.

*Below is a Child Quality Measure example.*



7. Click on the report name to download an Excel copy of the report.

*Below is a Child Quality Measure example.*

The screenshot shows the 'MACPRO Report' interface. At the top, there is a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user is logged in as 'CMS Contractor 2 - Applan'. On the left, there is a sidebar with the 'CMS.gov' logo and links for 'Save Changes' and 'Reassign Task'. The main content area is titled 'MACPRO Report' and 'MACPro State by State Measure by Measure Report - CQM'. Under 'Selected Filters', there are two dropdown menus: 'Report Year' (set to 2015) and 'State' (set to Virginia). Below the filters is a table titled 'Generated Report' with the following data:

Requested By	Report Timestamp	Report	Type
CMS Contractor 2	10/23/2015 6:31 PM EDT	<a href="#">MACPro_State_by_State_Measure_by_Measure_Report_CQM_CMSContractor2_20151023183149</a>	

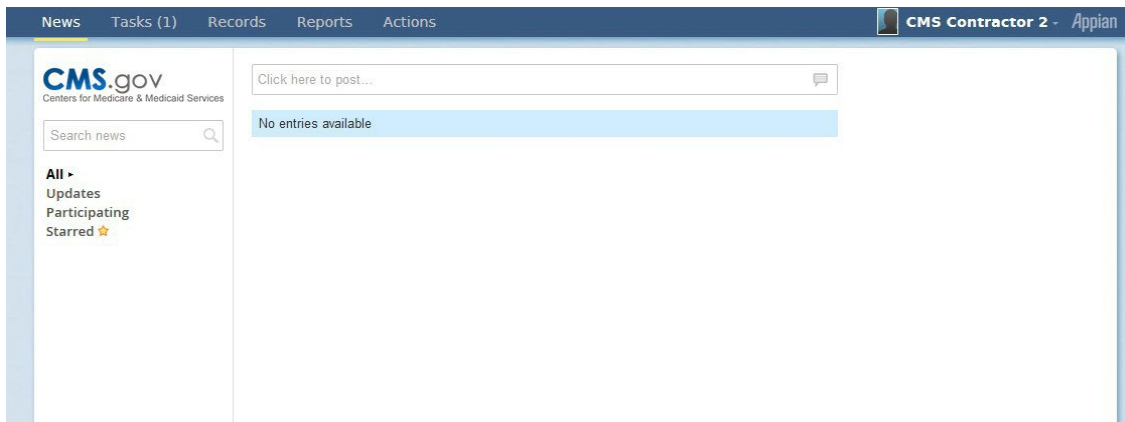
A red arrow points to the report name in the table. A 'Close' button is located at the bottom right of the interface.



## Accessing Quality Measures Reports

*In addition to generating a State Measure by Measure Report, other reporting options are available.*

1. The **CMS user** logs into MACPro.



2. Select "Reports" tab, and select from the reports listed on the page.



3. Reports have different options to filter information, such as year, state, or quality measure and can vary depending on the Quality Measure report. Below is an example of reporting the Additional Stratifications Report using Health Homes. Select the information of choice to review the report.

*Below is a Health Homes Quality Measure example.*

**MACPro Health Homes Additional Stratifications Report**

**Report**  
User: CMS Contractor 2  
Report Time: 10/23/2015 6:57 PM EDT

**Filters**

**Report Year**  
Select a year [dropdown]  
Select FFY to generate report

**State**  
Alabama  
Alaska  
Arizona  
Arkansas  
California  
Select one or more states to filter

**Health Homes Measure**  
Select a core measure to filter [dropdown]  
Select core measure to generate report

**Additional Stratifications Summary**

States	Report #	Program	Reported Any Optional Stratifications?	Race	Ethnicity	Sex	Primary Spoken Language	Disability Status	Geography
No items available									

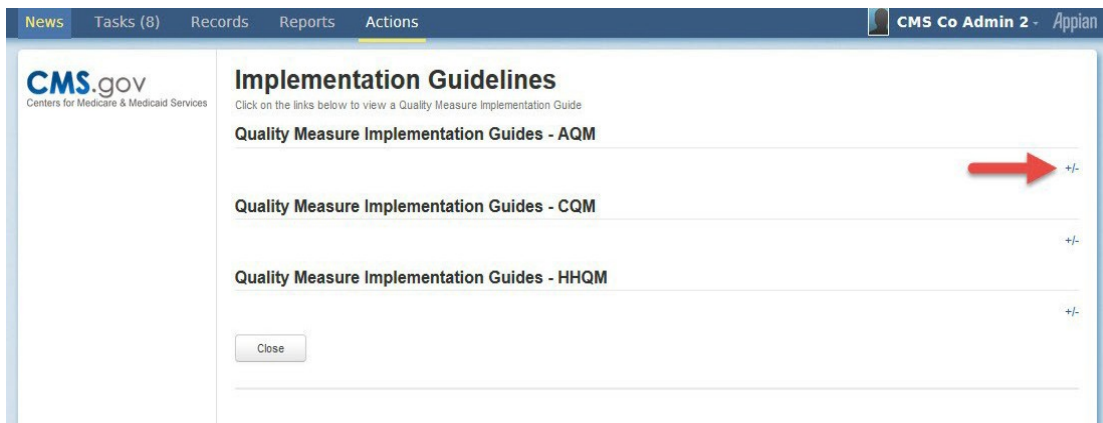
## Accessing Implementation Guides

Implementation Guides are available in MACPro for each application. These documents provide specific information on how to complete and review specific sections of MACPro.

1. Log into MACPro, select “**Actions**”, and select “**View Implementation Guide(s)**”.



2. Select an Implementation Guide of interest by clicking on the +/- button.



3. Click on the title to download a PDF copy of the Implementation Guide.

The screenshot displays the CMS.gov website interface. At the top, there is a navigation bar with the following items: News, Tasks (8), Records, Reports, and Actions. The user is logged in as 'CMS Co Admin 2' using 'Appian'. The main content area is titled 'Implementation Guidelines' and includes the CMS.gov logo and the text 'Centers for Medicare & Medicaid Services'. Below the title, there is a sub-header 'Quality Measure Implementation Guides - AQM' with a '+/-' expand/collapse icon. A table lists three implementation guides for Adult Quality Measures (AQM) for the years 2013, 2014, and 2015. A red arrow points to the 2015 entry. Below the AQM section, there are sections for 'Quality Measure Implementation Guides - CQM' and 'Quality Measure Implementation Guides - HHQM', both with '+/-' icons. A 'Close' button is located at the bottom left of the main content area.

AQM		+/-
Implementation Guide for Adult Quality Measures - 2015		
Implementation Guide for Adult Quality Measures - 2014		
Implementation Guide for Adult Quality Measures - 2013		

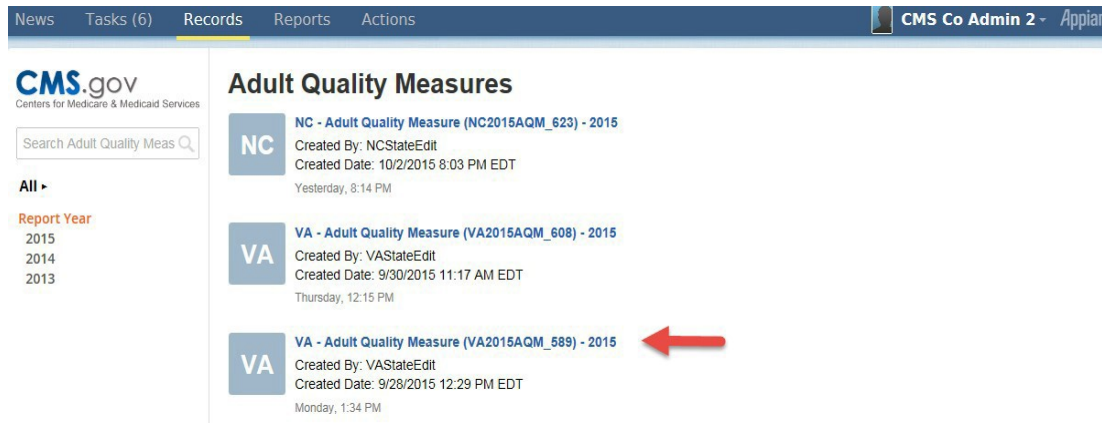
## Viewing Record Status

The following steps outline how to check the status of a record.

1. Log into MACPro, select “**Records**” and select the record category.



2. Select the record of interest.



3. The record's timeline will indicate the status.

The screenshot displays the CMS.gov interface for a specific record. At the top, there are navigation tabs: News, Tasks (10), Records (selected), Reports, and Actions. The user is logged in as 'CMS Co Admin 2 - Appian'. The main content area shows the record title 'VA - Adult Quality Measure (VA2015AQM\_589) - 2015' with a 'Follow' button. Below the title is a timeline with stages: Created, In Updates, In Review, Awaiting Certification, In CMS Review, In SMI (highlighted with a red arrow), and CMS Review Complete. The left sidebar contains a 'Summary' section with links for News, Related Actions, Report Data, Consolidated View, and Seek More Information. The main content area is divided into three sections: Report Information, SPOC Information, and Audit Information.

**Report Information**

Package ID	VA2015AQM_589	State	VA
Report Year	2015		
Extension Date			

**SPOC Information**

Reviewed By	VA State Poc	Email Address	lori.grayczyk@truvenhealth.com
-------------	--------------	---------------	--------------------------------

**Audit Information**

Created By	VA State Editor	Last Updated By	VA State Director
Created Date	9/28/2015 12:29 PM EDT	Last Updated Date	9/28/2015 1:34 PM EDT

## Printing a Report

The following steps outline how to print a report.

1. Select "Records" from the navigation panel at the top of the screen.



2. Select the appropriate Quality Measure from the Records list.

## Records



### Adult Quality Measures

View Adult Quality Measure Reports for your state



### Health Homes Quality Measures

View Health Homes Quality Measure Reports for your state



### Maternal and Infant Health Quality Measures

View Maternal and Infant Health Quality Measure Reports for your state



### Medicaid and CHIP Child Quality Measures

View Medicaid and CHIP Child Quality Measure Reports for your state



### My User Profile

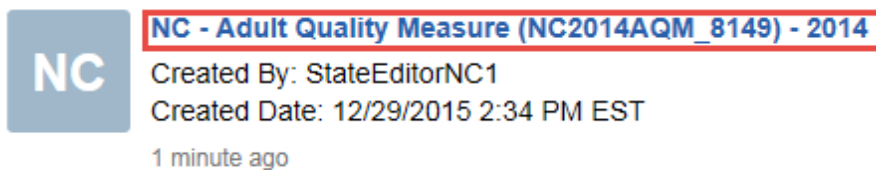
View and edit my user profile



### Users

Directory of users

3. Select the appropriate Report ID.

A screenshot of a report card. On the left is a blue square with the letters 'NC' in white. To the right of this is the report title 'NC - Adult Quality Measure (NC2014AQM\_8149) - 2014', which is highlighted with a red rectangular box. Below the title, the text reads 'Created By: StateEditorNC1' and 'Created Date: 12/29/2015 2:34 PM EST'. At the bottom left of the card, it says '1 minute ago'.

- On the left hand menu, choose "Report Data."



- Summary ▾
- News
- Related Actions
- Report Data**

- This will direct you to the Admin Screen. Click on a Core Measure link.

### Core Measures in Report

Core Measure
<a href="#">Adult Body Mass Index Assessment (ABA)</a>

- You may then expand each field you would like to print within the Core Measure by scrolling down the page and selecting the +/- button.

## Adult Body Mass Index Assessment (ABA)

Are you reporting on this measure?  Yes

### Information Part of Grant

The information for this measure is being provided as part of the Adult Medicaid Quality Measures Grant  Yes



### Status of Data Reported

Status of data reported  Provisional

+/-

### Measurement Specification

Measurement Specification  National Committee for Quality Assurance (NCQA)  Version of HEDIS used  2013

+/-

### Data Source

Data Source  1. Administrative Data Only

+/-



7. Select "File", scroll down and then select "Print". You may also use the keyboard shortcut Ctrl+P. This will print the core measure data to the printer of your choice.

The screenshot shows a web application interface with a 'File' menu open on the left. The 'Print...' option is highlighted with a red box and a red arrow. The main content area displays the following information:

**Records Reports Actions** Appian

Status of data reported

**Measurement Specification** +/-

For non-grantee states, both measures are optional. Submission of the Maternal and Infant Health report is not required. If reporting on one measure only (e.g. "Use of contraceptive Methods by Postpartum Women"), the state must also access the screen for the other measure which is not being reported (e.g. "Maternal and Infant Health Initiative Developmental Measure: Use of Contraceptive Methods by Postpartum Women") and select "No" to the question "Are you reporting on this measure?" and complete the "Not reporting on Measure" section.

**Rate 1: Most effective or moderately effective contraception**

Measurement Office of Population Affairs(OPA)/Centers for Disease Control and Prevention(CDC)  
Specification

**Rate 2: Long-acting reversible contraception**

Measurement Office of Population Affairs(OPA)/Centers for Disease Control and Prevention(CDC)  
Specification

**Data Source** +/-

**Date Range** +/-

**Definition of Population Included in the Measure** +/-

Definition of Denominator  
Denominator represents total population

Delivery systems represented in denominator

Delivery System	Number of Health Plans	Percentage of total state population represented

## Appendix A

### Role Description Table

User Role	Role For...	Actions
<p><b><i>CMS Central Office Administrator</i></b> <b><i>(CMS CO Admin)</i></b></p>	<p><b>Central Office personnel</b></p> <p>Direct responsibility for implementing/administering Quality Measurement programs</p>	<ul style="list-style-type: none"> <li>• Complete submission reviews</li> <li>• Create and complete “Seek More Information” requests</li> <li>• Browse/view quality measure submission reports</li> <li>• View/modify CMS quality measure user profiles</li> <li>• Approve CMS quality measure user roles</li> <li>• Add/update extension dates</li> <li>• Reassign quality measure user tasks</li> <li>• Disassociate quality measure users</li> <li>• Generate data reports</li> </ul>
<p><b><i>CMS Contractor Central Office Administrator</i></b> <b><i>(CMS Contractor CO Admin)</i></b></p>	<p><b>Contractor personnel</b></p> <p>Direct responsibility for helping CMS implement/administer Quality Measurement programs</p>	<ul style="list-style-type: none"> <li>• Complete submission reviews</li> <li>• Create and complete “Seek More Information” requests</li> <li>• Browse/view quality measure submission reports</li> <li>• Add/update extension dates</li> <li>• Reassign quality measure user tasks</li> <li>• Generate data reports</li> </ul>

User Role	Role For...	Actions
<b><i>CMS Central Office or Regional Office (CMS CO/RO)</i></b>	<p><b>Central Office or Regional Office personnel</b></p> <p>No direct responsibility for implementing/administering Quality Measurement programs, but have an interest in state reporting</p>	<ul style="list-style-type: none"> <li>• Browse/view quality measure submission reports</li> <li>• Generate data reports</li> </ul>
<b><i>CMS Contractor</i></b>	<p><b>Contractor personnel</b></p> <p>No direct responsibility for implementing/administering Quality Measurement programs, but have CMS-related or approved business needs requiring access to state reporting</p>	<ul style="list-style-type: none"> <li>• Browse/view quality measure submission reports</li> <li>• Generate data reports</li> </ul>
<b><i>CMS System Administrator (CMS Admin)</i></b>	<p><b>CMS personnel</b></p> <p>No direct responsibility for implementing/administering Quality Measurement programs, but involved with MACPro role assignment/approval</p>	<ul style="list-style-type: none"> <li>• Approve State Admin</li> <li>• Approve CMS CO Admin</li> <li>• Reassign State Admin tasks</li> <li>• Disassociate State Admin</li> <li>• Reassign tasks for CMS Co Admin</li> <li>• Disassociate CMS CO Admin</li> </ul>