

Implementation Guide: Medicaid State Plan Administration Organization Single State Agency Assurances

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Single State Agency Assurances

POLICY CITATION

Statute: 1902(a)(3), 1902(a)(4)

Regulation: 42 CFR 431.10; 431.12; 431.50; 432.10 and 42 CFR 432 Subpart B

BACKGROUND

This reviewable unit (RU) provides for assurances pertaining to various administrative functions performed by the state Medicaid agency and compliance with certain regulatory requirements described in 42 CFR 431.10, 431.12, 431.50, 432.10 and 42 CFR 432 Subpart B. States must indicate that they comply with these statutory or regulatory provisions by providing assurances to that effect in their state plans.

The single state agency must assure compliance with the following:

- The state plan is in operation on a statewide basis, in accordance with all requirements of 42 CFR 431.50.
- All requirements of 42 CFR 431.10 are met, including designation and certification of a single state agency.
- In accordance with 42 CFR 431.12, a Medical Care Advisory Committee has been established to advise the agency director on health and medical services. All requirements of 42 CFR 431.12 are met.
- The Medicaid agency does not delegate, other than to its own officials, the authority to supervise the plan or to develop or issue policies, rules, and regulations on program matters, as described at 42 CFR 431.10(e).
- The Medicaid agency has established and maintains methods of personnel administration on a merit basis in accordance with the standards described at 5 USC 2301, and regulations at 5 CFR Part 900, Subpart F. All requirements of 42 CFR 432.10 are met.
- All requirements of 42 CFR Part 432, Subpart B are met, with respect to a training program for Medicaid agency personnel and the training and use of sub-professional staff and volunteers.
- The plan is locally administered and state supervised. The requirements of 42 CFR 432.10 are met with respect to local agency administration. (This assurance applies only when the state supervises the administration of portions of the state plan through other state agencies and/or through counties or local government entities.)

REVIEWABLE UNIT DEPENDENCIES

Many RUs in MACPro are dependent upon other RUs. Each time a primary RU is changed, there could be an effect on other, secondary RUs which are dependent on the primary. For example, in the **Mandatory Eligibility Groups** RU, there is question as to whether the state covers the adult group. If *Yes* is selected, and if a box is checked to include the adult group in the submission package, then the **Adult Group** RU will be included by the system in the package and the user can navigate to it to complete it. If *No* is selected, the **Adult Group** RU will not be included in the package. 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 considered to be dependent on selections made in the **Mandatory Eligibility Groups** RU.

Whenever a change in a primary RU may affect a secondary RU, you either need to revise the secondary RU (if it is already in the package) or add the secondary RU to the package so that it can be updated in the same submission package as the primary RU.

The following table explains the dependent relationships for the **Single State Agency Assurances** RU:

Primary RU	Secondary RU	Nature of Dependency	Actions Needed
Designation and Authority	Single State Agency Assurances	Unless the Designation and Authority RU (primary) has either been approved in MACPro or is included, completed and validated in the submission package, the Single State Agency Assurances RU (secondary) cannot be displayed.	If the secondary RU will not display because the primary RU is neither approved in MACPro nor included in the package, you need to: <ul style="list-style-type: none"> • Add the primary RU to the package, complete it and validate it. • Alternatively, remove the secondary RU from the package.

Primary RU	Secondary RU	Nature of Dependency	Actions Needed
Designation and Authority	Single State Agency Assurances	In section C of the Designation and Authority RU (primary), if either C.2.a or C.2.b. has been selected, indicating that the single state agency supervises administration of the state plan by another state agency or a local governmental entity, in the secondary RU – Single State Agency Assurances , an additional assurance about local administration and state supervision is added.	If you indicated in the primary RU that the single state agency supervises administration of the state plan by another state agency or a local governmental entity, you need to check the assurance at A.7. in the secondary RU.

INSTRUCTIONS

A. Assurances

- Indicate compliance with requirements listed at **A.1** through **A.6**. To do this, check the box next to each assurance.
- If **C.2.a** or **C.2.b** is selected in the **Designation and Authority** RU, indicating that the Medicaid agency supervises the administration of certain functions by local governmental entities or other state agencies, the Medicaid agency must indicate at **A.7** that it meets the requirements of 42 CFR 432.10 with respect to local agency administration. To do this, check the box next to the assurance.

B. Additional Information (optional)

Except in limited circumstances, this field remains blank. Please consult with CMS before adding any additional information concerning this RU.

REVIEW CRITERIA

No specific review criteria are needed.