



## State User Tasks for Budget Neutrality In 1115 PMDA

A description of the purpose of each task and detailed step-by-step instructions are in the State User Manual.

Click the FAQ icon at the bottom of any CMA page to access the latest documentation.

This Quick Reference summarizes the tasks that a State User performs in 1115 PMDA to support usage of a standardized Budget Neutrality Workbook template. This Quick Reference does not reflect all tasks that a State User may perform in PMDA.

NOTE: Standardized Budget Neutrality deliverable functionality in PMDA will be turned on for an individual demonstration after CMS and State Users agree on an implementation plan. Before this occurs, all CMS and State Users associated with the demonstration will receive additional communications and appropriate training.

### Step 1 - Download Budget Neutrality Workbook Template or Instructions

**Prerequisite: A State User received an e-mail notifying them that a Budget Neutrality Workbook Template or Instruction has been uploaded by CMS. An e-mail is sent whenever a more current version is uploaded.**

1. On the *State Specific Demo Dashboard* page, for a specific demonstration, select **Deliverables** under the **Actions** column and click **Go** to go to the *Deliverables* page.
2. In the upper right corner, click **Download Templates and Instructions** to go to the *Download Templates and Instructions* page.

NOTE: If the download link is not visible on the *Deliverables* page, a template has not yet been uploaded.

3. Click either the instructions or the template for the Budget Neutrality Workbook to download the file.

### Step 2 - Populate the Budget Neutrality Workbook Template with Actual and Projected Expenditure Information

A State User should refer to the **Budget Neutrality Workbook Instructions** document for information about how to populate a template after it has been downloaded. Instructions can be downloaded from the *Deliverables* page. The populated template is referred to a Budget Neutrality Workbook.

### Step 3 - Upload Budget Neutrality Workbook to a Deliverable and Submit for CMS Review

NOTE: If you are not able to populate the Budget Neutrality Workbook prior to a deliverable due date, you can select the **Override Budget Neutrality Requirement** indicator at the top of the *Deliverable Details* page instead of uploading a file. Do this before you change the status. You must also enter a reason for the override request. These comments are visible in the *State Comments to CMS* comments section.

1. On the *State Specific Demo Dashboard* page, for a specific demonstration, select **Deliverables** under the **Actions** column and click **Go** to go to the *Deliverables* page.
2. For the deliverable type = Budget Neutrality Report, click **Upload/View Docs** under the **Actions** column to access the deliverable.



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3. On the *Deliverable Details* page, in the **Add a New State File** section, click **Choose File** and then click the file name to upload. Click **Open**.
4. Enter a file description (optional) to provide additional description about the uploaded file.
5. Click **Upload File**.

NOTE: If you encounter any critical or non-critical errors when uploading the file(s), PMDA displays a dialog box showing the errors. Critical errors must be resolved before the file can be uploaded. Non-critical errors can be resolved if needed. Refer to the section in this Quick Reference titled BN Workbook Data Validation Checks for more information.

### To Change the Status to Ready for CMS Review:

6. When the deliverable is complete and is ready to be submitted for CMS review, in the **Select a Submission Confirmation** section, select **Ready for CMS Review**.
7. Click **Update Status**.
8. As needed, enter a comment about the deliverable and click **Add Comments**.

NOTE: An e-mail notification is sent to the appropriate CMS resources when you select Ready for CMS Review. The Project Officer or Financial Lead can either accept the deliverable or request resubmission. An e-mail notification is sent to State contacts describing the determination.

## BN Workbook Data Validation Checks

During upload, the 1115 PMDA system validates the uploaded Budget Neutrality Workbook by performing several checks. If there are critical issues identified, the State User must correct these issues. If there are non-critical errors identified, the State User has the option to override (or ignore) these errors. CMS can review non-critical errors during their review of the deliverable.

Error Type	Tab Name	Error Trigger	Error Message Text
Critical		The uploaded Workbook file is not in the correct file format.	The uploaded file is not in the .xlsm format.
Critical		The Document ID associated with the uploaded template does not match the Document ID associated with the submitted Budget Neutrality Workbook.	There may be a mismatch with the version of the BN workbook that is being used. Please ensure that you are using the most current version. If this problem persists, please reach out to the PMDA Help Desk.
Critical		No active BN Template is available in PMDA for the demonstration.	A Budget Neutrality template is not currently uploaded for this demonstration. Please contact the PMDA Help Desk.
Critical	C Report	Waiver data is not pasted into correct location. Cells A100 and A200 should have value = 'Waiver Name'.	C Report tab - Data is not pasted correctly. Please refer to the instructions on the tab.
Critical	C Report	The 'Reporting DY' value is blank.	C Report tab - Reporting DY value is missing.



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Error Type	Tab Name	Error Trigger	Error Message Text
Critical	C Report	The 'Reporting Quarter' value is blank.	C Report tab - Reporting Quarter value is missing.
Critical	C Report	'Data Pulled On:' field is blank	C Report tab - 'Data Pulled On:' field is blank.
Critical	C Report	'For the Time Period Through:' field is blank.	C Report tab - 'For the Time Period Through:' field is blank.
Critical	C Report	Expenditure data is present for DY(s) that extend beyond the Reporting DY.	C Report tab -What has been entered includes data for one or more demonstration years that exceed the entered Reporting DY. Please ensure that data is being reported for the correct demonstration years.
Non-Critical	C Report	The value for the 'Total Less Non-Adds' field of the MAP Waiver Total Computable section is the same as that from the last submitted workbook. Ignored if this is the first workbook submission.	C Report tab - The total actual expenditures entered for the current reporting period this matches the total from previous submission. Please confirm that the workbook you are submitting contains data from current C Report.
Non-Critical	C Report	Reporting DY + Reporting Quarter are not incremented by 1 from the last submission. The increment must be +1 Quarter if previous submission Quarter was 1,2, or 3. If previous submission Quarter was a 4. The DY increments by 1 and the Quarter sets back to 1 for the checks. Ignored if this is the first workbook submission.	The Reporting DY and Reporting Quarter entries indicate a gap between the reporting period of the last submitted Budget Neutrality Workbook and the reporting period of the workbook being submitted. Please validate that no reporting quarters were missed, and that the Reporting DY and Reporting Quarter values are entered correctly.
Critical	MemMon Actual	Data entry field(s) contains a non-numerical value.	MemMon Actual tab - Numerical fields contain non-numerical values.
Critical	MemMon Projected	Data entry field(s) contains a non-numerical value.	MemMon Projected tab - Numerical fields contain non-numerical values.
Non-Critical	MemMon Projected	Projected values for any MEG for the current Demonstration Year (DY) is equal to the value provided in the prior submitted workbook. Ignored if this is the first workbook submission.	MemMon Projected tab - Projected number for [MEG name] for the current demonstration year is unchanged since last deliverable submission. Please confirm that the projected number is entered correctly.
Non-Critical	MemMon Projected	Values are present for a past DY for any MEG.	MemMon Projected tab - [MEG name] shows projected numbers for a preceding demonstration year.
Non-Critical	Summary TC	1115A Dual Demonstration Savings (state preliminary estimate) amount entered for any DY is positive.	Dollar amount for '1115A Dual Demonstration Savings (state preliminary estimate)' must be negative or zero.



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Non-Critical	Summary TC	1115A Dual Demonstration Savings (OACT certified) amount entered for any DY is positive.	Dollar amount for '1115A Dual Demonstration Savings (OACT certified)' must be negative or zero.
Critical	Total Adjustments	Data entry field(s) contains a non-numerical value.	Total Adjustments tab - Numerical fields contain non-numerical values.
Critical	WW Spending Projected	Data entry field(s) contains a non-numerical value.	WW Spending Projected tab - Numerical field cell XXX contain non-numerical values.
Non-Critical	WW Spending Projected	Projected values for any MEG for the current Demonstration Year (DY) is greater than or equal to the value provided in the prior submitted workbook. Ignored if this is the first workbook submission.	WW Spending Projected tab - Projected number for [MEG name] for the current demonstration year is unchanged since last deliverable submission. Please confirm that the projected number is entered correctly.
Non-Critical	WW Spending Projected	Values are present for a past DY for any MEG.	WW Spending Projected tab - [MEG name] shows projected numbers for a preceding demonstration year.