

#### State Plan Amendment Submission and Processing for State Medicaid Agencies

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#### **Today's Hosts & Presenters**

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### Introduction

- Each state and territory is required to have a Medicaid State Plan, that documents:
  - who is eligible,
  - what services are covered, and
  - how the state will reimburse providers.
- To make changes to a State Plan, states submit a State Plan Amendment (SPA) to CMS for approval. States and territories submit multiple SPAs each year.
- The requirements, processes, and submission systems for SPAs are complex.
- CMCS developed this training to help our state partners understand the SPA submission requirements and submission process.

# Topics

- (1) State Plan structure
- (2) SPA processing overview
- (3) SPA submission packages
  - Public notice
  - Tribal consultation
- (4) Completing the CMS 179 form
- (5) Effective date requirements
- (6) CMS review team roles
- (7) SPA submission systems

# (1) Medicaid State Plan Structure

- 1. Single State Agency Organization
- 2. Eligibility
- 3. Coverage
- 4. General Program Administration
- 5. Personnel Administration
- 6. Financial Administration
- 7. General Provisions
- 8. MAGI
- 9. MACPro

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Att 2.2-A B25 Breast or cervical cancer	
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#### (2) SPA Processing Overview-(1/2)

 SPA processing starts with CMS staff review of the submission for compliance with statutory and regulatory requirements. CMS staff may have questions after their initial review of the submission, and may provide technical assistance to the state. In turn, the state staff provide responses to CMS questions and revised documents. This cycle may happen multiple times before the final version of the SPA is compliant with relevant statutes and regulations.

Upon submission, the CMS review team offers to schedule an introductory call to allow the state to provide an overview of the submission and any critical timelines. These calls simplify the initial CMS review, allow CMS to communicate any areas of incomplete information, and identify major policy issues, which can help shorten processing time.

# (2) SPA Processing Overview-(2/2)

- Under section 1915(f) of the Social Security Act, CMS must approve, disapprove, or request additional information on a SPA within 90 days of submission or the amendment is deemed approved.
- For Medicaid, the 90-day time period can be stopped only once by a formal, written request for additional information (RAI) from CMS. Upon receipt of the formal RAI response from the state, a new 90-day clock is initiated.
- CMS can also request additional information informally, which is called issuing clarification. Informal clarification requests do not stop the 90-day clock.
- States can withdraw SPA submissions at any point during the review process.

#### (2) SPA Processing Overview The 90-Day Clock(s)

SPA Submitted The 15-day call takes place; state staff provide a high-level overview of the SPA. Informal questions and responses are typically sent during this period.	RAI Issued The 90-day clock stops the day that CMS issues the RAI.	RAI Responses Submitted The 2 <sup>nd</sup> 90-day clock starts the day the state submits responses to the RAI.	SPA Approved
First 90-Day Clock	Off the Clock	Second 90-Day Clock	
When there is sufficient information to approve a SPA during the first 90-day clock, no RAI is issued and there is no second clock.	SPA Approved		

# (3) SPA Submission Packages

• SPA submission packages must include the following:

Submission System	Pages	CMS 179 Form
OneMAC	State Plan Pages	CMS 179 Form
MACPro	Reviewable Units	Submission Summary
MMDL	PDF Forms	Summary Page (CMS 179)

- SPAs must also include:
  - Documentation of public notice (if required)
  - Documentation of tribal consultation (if required by the State's approved tribal consultation SPA)
- Depending on the type of submission, additional documents may be required.

# (3) SPA Submission Packages Public Notice Requirements-(1/2)

- Documentation of public notice is required for SPAs that:
  - Changes methods and standards for setting payment rates (42 CFR 447.205)
  - Establish or modify Medicaid premiums and cost-sharing (42 CFR 447.57(c))
  - Establish or modify an ABP (42 CFR 440.386)
- The public notice timelines and content requirements for these 3 types of SPAs are different. Review the relevant regulations carefully to ensure you understand the requirements.

# (3) SPA Submission Packages Public Notice Requirements-(2/2)

- Public notice timing will impact the effective date of the SPA. It is important to plan in advance to avoid effective date delays resulting from incomplete or late public notice.
- Further resources and details about federal public notice requirements for SPAs affecting Medicaid payment rates can be found in the June, 2016 <u>CMCS Informational</u> <u>Bulletin</u>.
- Please consult with your CPOC in advance if you have questions about federal public notice requirement for a specific SPA.

# (3) SPA Submission Packages Tribal Consultation-(1/2)

- Federal law and CMS guidance require states to solicit advice from Indian Health Care Providers before submitting SPAs to CMS:
  - Section 1902(a)(73) of the Social Security Act
  - 42 CFR 431.408
  - SMDL #01-024
- The State plan must describe the process for soliciting advice prior to submission on matters that have a direct impact on Indians, Indian Health Programs, or Urban Indian Organizations, such as Medicaid SPAs, 1915 waivers, CHIP programs, and 1115 demonstrations. All State plans have a description of their tribal consultation requirements and process in Section 1.4-Adminstration.
- States must include documentation of tribal consultation in the SPA submission package when required.

# (3) SPA Submission Packages Tribal Consultation-(2/2)

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

#### State:

**Tribal Consultation Requirements** 

Section 1902(a)(73) of the Social Security Act (the Act) requires a State in which one or more Indian Health Programs or Urban Indian Organizations furnish health care services to establish a process for the State Medicaid agency to seek advice on a regular, nogoing basis from designees of Indian health programs, whether operated by the Indian Health Service (HIS), Tribes or Tribal organizations under the Indian Self-Determination and Education Assistance Act (ISDEAA), or Urban Indian Organizations under the Indian Health Care Improvement Act (IIICIA). Section 2107(e)(1) of the Act was also amencied to apply these requirements to the Childran's Health Insurance Program (CHIP). Consultation is required ennearring Medicaid and CHIP matters having a direct impact on Indian health programs and Urban Indian organizations.

Please describe the process the State uses to seek advice on a regular, ongoing basis from federally-recognized cubes, Indian Health Programs and Urban Indian Organizations on matters related to Medicaid and CHIP programs and for consultation on State Plan Amendments, waiver proposals, waiver extensions, waiver amendments, waiver renewals and proposals for demonstration projects prior to submission to CMS. Please include information about the frequency, inclusiveness and process for seeking such advice.

has three different trihal previder types including 638 tribal facilities, facilities operated by the Indian Health Service, and Urban Indian dunies (This collective group is referred to as Indian Tribal Units IFTUs). The agency has quarkerly meetings with all of the Indian Health Service business office managers, and meets on an as needed basis with any of the three tribal provider types, as well as conducts site visits and trainings as meeded. Additionally, the agency has an annual tribal cusuallation meeting each year in, which all tribal provider types are invited.

In regard to rule, waiver implementations or nerowals, state plan changes, and demonstrations projects, the agency issues an EFEU Public Notice provider letter to each EFEU provider(s) advising them of all proposed rule, waiver implementations or renovals, state plan changes, and demonstrations projects, and/or state plan changes. The EFRAs are encouraged to offer feedback on proposed changes. The letter is also posted to our public website under EFRU Public Notification which is a designsted place for EFRUs updates and information. The agency also has a proposed rule change page on our public website that allows public comment on proposed rule charges and offers web aleres for future updates and comment uppertunities. Notification to tribus for consolitation under normal circumstances is provided at least 60 days prior to a rule change or waiver/SPA submission. In the event of abnormal circumstances (such as, but not exclusive to Federal Regulatory changes, judgments thum lawsuits, etc.), EFRAs are given as much notice for consultation as possible; if such an abnormal process has been identified, notification to tribes for consultation could be as short as 14 days prior to submission of the waiver implementations or renewals, state p an changes, and/or demonstratious projects, in conjunction with email notification to the T/Us of the proposed changes.

Please describe the consultation process that occurred specifically for the development and submission of this State Plan Amendment, when it occurred and who was involved.

The agency developed and issued a survey and letter to UT/Us to ascentar if the tribes were satisfied with the current process and to offer suggestions for improvement. Of the respondents, approximately 80% indicated that they were satisfied or very satisfied with the current process.

Revised 12-01-10

TN 13-19 Supersedes TN 10-38 Approval Date 9/19/16

Effective Date \_\_\_\_\_10/1/13



# (3) SPA Submission Packages Reimbursement

- SPAs that include reimbursement pages (in Attachments 4.19-A, 4.19-B, or 4.-19-D) must include answers to the <u>Standard Funding</u> <u>Questions</u>
- Many useful tools and documents related to Reimbursement SPAs are available on <u>Medicaid.gov</u>, including a Fee For Service SPA Submission Package Completeness Checklist.

#### (4) The CMS-179 Form-(1/3)

- A completed CMS-179, or Submission Summary for SPAs submitted using MMDL or MACPro, must be included with all SPA packages.
- The CMS-179 form provides pertinent SPA and budget information.
- A fillable <u>CMS-179 Form</u> and instructions for completing it are posted on Medicaid.gov

### (4) The CMS-179 Form-(2/3)

DEPARTMENT OF HEALTH ANDHUMAN SERVICES CENTERS FOR MEDICARE & MEDICAID SERVICES		FORM APPROVED OMB No. 0938-0193
TRANSMITTAL AND NOTICE OF APPROVAL OF STATE PLAN MATERIAL FOR: CENTERS FOR MEDICARE & MEDICAID SERVICES		1. TRANSMITTAL NUMBER       2. STATE         2       3       0       0       1       S       T         3. PROGRAM IDENTIFICATION: TITLE OF THE SOCIAL SECURITY ACT       XIX       XXI
TO: CENTER DIRECTOR CENTERS FOR MEDICAID & CHIP S DEPARTMENT OF HEALTH AND HU	ERVICES MAN SERVICES	4. PROPOSED EFFECTIVE DATE 01/01/2023
5. FEDERAL STATUTE/REGULATION C 1905(a)(13) of the Social Security Act;	ITATION 42 CFR 440.130	6. FEDERAL BUDGET IMPACT (Amounts in WHOLE dollars)           a FFY         2023           b. FFY         2024           \$ 2,000
7. PAGE NUMBER OF THE PLAN SECT Attachment 3.1A, #13, pages 1-5 Attachment 4.19B, #13, page 2 NEW	ION OR ATTACHMENT Each state has its own way of numbering and organizing state plan pages; your state's page numbers may not look like this!	8. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION OR ATTACHMENT (If Applicable) Attachment 3.1A, #13, pages 1-5
9. SUBJECT OF AMENDMENT This amendment adds coverage and re	eimbursement of Tobacco Ce	essation Counseling.

#### (4) The CMS-179 Form-(3/3)

1	INSTRUCTIONS FOR COMPLETING FORM CMS-179
Use Form CMS-179 to transmit St typed transmittal form with each	ate plan material to the Center for Medicaid & CHIP Services for approval. Submit a separate plan/amendment.
Block 1 - Transmittal Number - Er with the first two digits being the year is required for consistency	iter the State Plan Amendment transmittal number. Assign consecutive numbers on a <b>calendar year</b> basis two-digit year (e.g., 21-0001, 21-0002, etc.). Because states have different state fiscal years, a calendar .
Block 2 - State - Enter the two-lette	r abbreviation code of the State/District/Territory submitting the plan material.
Block 3 - Program Identification -	Enter the applicable Title of the Social Security Act (Title XIX Medicaid or Title XXI CHIP).
Block 4 - Proposed Effective Date the first day of the calendar que plan, the effective date may not following publication of notice of	<ul> <li>Enter the proposed effective date of material. The effective date of a new plan may not be earlier than arter in which an approvable plan is submitted. With respect to expenditures for assistance under such to earlier than the first day on which the plan is in operation on a statewide basis or earlier than the day f changes.</li> </ul>
Block 5 - Federal Statute/Regulation	ion Citation - Enter the appropriate statutory/regulatory citation.
Block 6 - Federal Budget Impact - the SPA & estimated Federal sh date of any amended payment In general, the estimates should	6(a) - IN WHOLE DOLLARS, NOT IN THOUSANDS, Enter 1st Federal Fiscal Year (FFY) impacted by iare of the cost of the SPA for 1st FFY. The first FFY should be the FFY inclusive of the earliest effective language; 6(b) - Enter 2nd FFY impacted by the SPA & estimated Federal share of the cost for 2nd FFY. 1 include any amount not currently approved in the state's plan for assistance.
Block 7 - Page No.(s) of Plan Sec space is needed, use bond pap	tion or Attachment - Enter the page number(s) of plan material amended and transmitted. If additional er. New pages should be included in Block 7, but not in Block 8.
Block 8 - Page No.(s) of the Supe number) that is being supersed in Block 7.	rseded Plan Section or Attachment (if Applicable) - Enter the page number(s) (including the transmittal ed. If additional space is needed, use bond paper. Deleted pages should be included in Block 8, but not
Block 9 - Subject of Amendment	Briefly describe plan material being transmitted.
Block 10 - Governor's Review - C	heck the appropriate box. See SMM section 13026 A.
Block 11 - Signature of State Age	ncy Official - Authorized State official signs this block.
Block 12 - Typed Name - Type nar	ne of State official who signed block 11.
Block 13 - Title - Type title of State	official who signed block 11.
Block 14 - Date Submitted - Enter then resubmits it, this date show record.	the date that the state transmits plan material to CMCS. Unless the state officially withdraws this SPA and and not be revised. Documentation of version revisions will be maintained in the CMCS administrative
Block 15 - Return To - Type the na	me and address of State official to whom this form should be returned.
Block 16-22 (FOR CMS USE ONL	Y).
Block 16 - Date Received - Enter the subscribed submission procession and the subscript subsc	he date plan material is received by CMCS. This is the date that the submission is received by CMCS via sets.
Block 17 - Date Approved - Enter	the date CMCS approved the plan material.
Block 18 - Effective Date of Appro each provision and its effective	ved Material - Enter the date the plan material becomes effective. If more than one effective date, list date in Block 22 or attach a sheet.
Block 19 - Signature of Approving	g Official - Approving official signs this block.
Block 20 - Typed Name of Approv	ring Official - Type approving official's name.
Block 21 - Title of Approving Offic	cial - Type approving official's title.
Block 22 - Remarks - Use this bloc	k to reference and explain agreed to changes and strike-throughs to the original CMS-179 as submitted, a

According to the Papework 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 number for this information collection is 038-0193. The time required to complete this information collection is 038-0193. The time required to complete this information collection is 038-0193. The time required to complete this information collection is 038-0193. The time required to complete this information collection is 038-0199. The time required to complete the review the information collection. If you have any comments concerning the adapt aceded and complete and review the information collection. If you have any comments concerning the adapt edded the time to review the information collection. If you have any comments concerning the adapt edded and complete and review the information collection. If you have any comments concerning the adapt edded and complete and review the information collection. If you have any comments concerning the adapt edded and complete and review the information collection. If you have any comments concerning the adapt edded and complete and review the information collection. If you have any comments concerning the adapt edded and complete and review the information collection. If you have any comments concerning the adapt edded at the time to review the information collection. If you have any comments concerning the adapt edded at the time to review the information collection. If you have any addition the adapt edded at the time to review the information collection. If you have any addition the time to review the information collection. If you have any addition the time to review the information collection. If you have any addition the time to review the information the time to review the information collection is the time to review the information to review the information to review the information collection is the time to review the information to review the information thave and the time to review th

# (5) Effective Date Requirements-(1/2)

- In accordance with 42 CFR 430.20, the effective date of a SPA may be no earlier than the first day of the quarter it was submitted.\*
  - Example Earliest possible effective date for a SPA submitted on March 31 is January 1.
- For all SPAs affecting reimbursement methods and payments, public notice must be issued at least one day prior to the effective date of the SPA.
  - Example: if public notice begins on January 1, earliest possible effective date is January 2.

### (5) Effective Date Requirements-(2/2)

- For SPAs that make significant changes to premiums and cost-sharing, or ABPs, States must provide the public with advance notice and a reasonable opportunity to comment. SPAs cannot be submitted to CMS prior to the end of this reasonable opportunity period.
- The general rule about effective dates being no earlier than the first day of the quarter in which a SPA is submitted also applies to these types of SPAs.
- There are also special requirements relating to the content of public notice for these types of SPAs; review the regulations at 42 CFR 447.57(c) and 42 CFR 440.386.

### (6) CMS Review Team Roles-(1/2)

- The Center for Medicaid and CHIP Services (CMCS) is responsible for the policy development, operations and oversight of Medicaid, CHIP and BHP.
- CMCS is a center within CMS that is organized into Groups; Groups are further organized into Divisions.
- SPA review teams are comprised of members from one or more of the seven groups within CMCS with specific subject matter area expertise.

# (6) CMS Review Team Roles-(2/2)

- CPOC (CMS Point of Contact)
  - CMS staff person who serves as the state's main point of contact during a SPA review.
  - The individual assigned the CPOC role depends on the content of the SPA.
- SMEs (Subject Matter Expert)
  - Typically, one or more CMS SMEs are assigned to the review team to address specific policy areas in the submission.
  - The SMEs assigned to the review team depend on the content of the SPA.

# (6) CMS Review Team Roles Different SPAs have Different CPOCs-(1/2)

- It is most efficient if states can direct questions and other correspondence to the CPOC leading the SPA review.
- State Leads are the CPOCs for many types of SPAs, such as:
  - all disaster relief SPAs (Section 7)
  - SPAs that include both coverage (3.1 A and B) and reimbursement (4.19 A, B, or D) pages (i.e., combination SPAs)
  - Eligibility SPAs (MACPro or MMDL; Attachment 2 when submitted through OneMAC)
- Analysts from the Division of Reimbursement Review (DRR) are the CPOCs for SPAs that <u>only</u> include reimbursement pages from Attachment 4.19-A, B, or D

### (6) CMS Review Team Roles Different SPAs have Different CPOCs-(2/2)

- Division of Pharmacy analysts are the CPOCs for SPAs that include pages from Attachment 3.1-A item 12a; Attachment 4.19-B item 12a; or Section 4.26.
- The CPOCs for other types of SPAs come from other CMCS Groups and Divisions. For example:
  - Managed care (Attachment 3.1F) and PACE SPAs (Attachment 3.1A) are led by an analyst from the Division of Managed Care Operations (DMCO)
  - 1915(i), 1915(k), and 1915(j) SPAs (various locations within Attachment 3.1A) are lead by an analyst from the Division of HCBS Operations (DHCBSO)

#### (7) SPA Submission Systems

SPA Submission Systems		
Medicaid Model Data Lab (MMDL)	MACPro Medicaid & CHIP Program System	<b>D</b> one <b>MAC</b>
Alternative Benefit Plan (ABP) and certain cost- sharing SPAs	Administrative, Health Homes, and most eligibility SPAs	All SPAs not submitted to MACPro or MMDL
<u>https://wms-</u> mmdl.cms.gov/MMDL/faces /portal.jsp.	<u>MACPro login-IDM</u> <u>homepage</u>	https://onemac.cms.gov/

# MMDL Medicaid Model Data Lab-(1/2)

- MMDL is a web-based PDF repository used for the submission of two types of SPAs:
  - Premium and Cost Sharing –assurance of compliance with limits
  - Alternative Benefit Plans (ABPs)
- MMDL contains fillable PDF forms and implementation guides for these SPAs. The PDF forms are the actual SPA pages; the implementation guides describe the relevant regulations and policies and technical guidance.
- Access MMDL at: <u>https://wms-</u> mmdl.cms.gov/MMDL/faces/portal.jsp

# MMDL Medicaid Model Data Lab-(2/2)

- For SPAs submitted in MMDL, correspondence between CMS and the state is conducted by email; revisions to the PDF forms are submitted in MMDL.
- For ABP SPAs, states should submit amendments to existing MMDL records rather than creating new packages.
- For cost-sharing SPAs, states should create new packages.

#### MMDL Home Screen-(1/2)

	Home Logout
MMDL Modules	PDF Repository
Select a MMDL module to begin: For the MMDL module select Login to prepare, submit, or review a state submission or Documents for resource materials.	For the PDF Repository program select <b>Login</b> to prepare, submit, or review a State Plan Amendment; <b>PDF Forms</b> to download the forms to complete; or <b>Implementation Guides</b> to review the resource materials.
Medicaid Payment Suspensions State Annual Report(MPS) <u>Access Module</u> <u>MPS Documents</u>	Medicaid State Plan Eligibility Access Module Eligibility PDF Forms
Balancing Incentive Program(BIP) Access Module BIP Documents	Eligibility Implementation Guides Children's Health Insurance Program (CHIP) Eligibility
Health Home State Plan Amendment(HHS)	Access Module CHIP PDF Forms
Access Modulo	CHIP Implementation Guides

#### MMDL Home Screen-(2/2)

#### **Medicaid Alternative Benefit Plan**

Access Module

ABP PDF Forms

ABP Implementation Guides

Medicaid Premiums and Cost Sharing

Access Module

Premiums and Cost Sharing PDF Forms

Premiums and Cost Sharing Implementation Guides

Documentation

CMS Upload Approval Letter Instructions

State Download Approval Letter Instructions

CMS Instructions for Reports

#### **MMDL Access Module**

#### Medicaid Premiums and Cost Sharing Finder

State <u>Submission</u> <u>#</u>	Draft ID	Submission title	
ZZ	ZZ.205	RIMPC	Active Detail
ZZ	ZZ.243	ZZ MPC	Active Detail
ZZ	ZZ.281	ZZ MPC	Active Detail
ZZ	ZZ.330	ZZ MPC- 1/29/2021	Active Detail
ZZ	ZZ.337	ZZ MPC	Active Detail
ZZ	ZZ.342	ZZ MPC	Active Detail
ZZ	ZZ.345	ZZ MPC	Active Detail
ZZ	ZZ.355	Cathy's Test MPC SPA	Active Detail
ZZ	ZZ.358	ZZ MPC	Active Detail
ZZ	ZZ.046	ZZ MPC	Active Detail
ZZ	ZZ.048	ZZ MPC	Active Detail
ZZ	ZZ.055	ZZ MPC	Active Detail

#### **MMDL "Active" SPA Screen**



#### **MMDL Forms**

Home Back
dicaid Premiums and Cost Sharing PDF Forms
Forms:
1: <u>Cost Sharing Requirements</u>
2a: Cost Sharing Amounts - Categorically Needy
2b: Cost Sharing Amounts - Medically Needy
2c: Cost Sharing Amounts - Targeting
3: <u>Cost Sharing Limitations</u>

#### **MMDL Implementation Guides**

	Home Back
M	odicald Promiums and Cost Sharing Implementation
G	uides
In	plementation Guides:
	Medicaid Cost Sharing Background
	G1 Cost Sharing Requirements
	G2a Cost Sharing Amounts - Categorically Needy
	G2b Cost Sharing Amounts - Medically Needy
	G2c Cost Sharing Amounts - Targeting
	G3 Cost Sharing Limitations



- MACPro is a web-based application for the submission, review, and disposition of three types of SPAs:
  - Administration
  - Eligibility
  - Health Homes
- Instead of SPA pages, MACPro contains Reviewable Units (RUs) with structured data forms.
- All SPA related actions are conducted in the system, including:
  - CMS requests for clarification and state responses,
  - Reviewable Unit revisions,
  - Formal RAIs and state formal response to RAI, and
  - Draft SPA submissions
- Access MACPro at: <u>MACPro</u>

#### **MACPro Login Screen**



#### **MACPro Submission Summary RU**

Submission - Summary		
		ل Spell Check Instructions     Request System Help
M5-10434 OMB 0938-1188		
Not Started In Pro	ogress	Complete
Package Header		
Package ID N/A	SPA ID N/A	
Submission Type N/A	Initial Submission N/A Date	
Approval Date N/A	Effective Date N/A	
Superseded SPAID N/A		View Implementation Guide
		VIEW ALL RESPONSES
itate Information		Evpand
ubmission Component		Copertor
		Expand
iubmission Type		Evolution
Key Contacts		
executive Summary		Expand
		Expand
ependency Description		Expand
isaster-Related Submission		
		Expand
ederal Budget Impact and Statute/Regulation Citation		
		Expand
overhor's office Review		Expand
uthorized Submitter		
		Expand
alidation & Navigation		
ould you like to validate the reviewable unit data?	Navigate to Reviewable Unit	
Yes ONO	- Select Reviewable Unit	-
ote: This form can be validated only after the Submission - Medicaid State Plan is complete.	- Select Reviewable Unit	
Not Started in Pro	Submission - Summary	
In Pledenies Patement: Contex for Medicale & Medicale Contex (CMP) collisies the	Submission - Medicaid State Plan	
on unsciosure statement: centers for Medicare & Medicaid Services (CM5) collects this mandatory information in a state plans and plan amendment information in a format defined by CMS for the purpose of improving the state of	ap Submission - Public Comment	
nildren's Health Insurance Program, and to standardize Medicaid program data which covers basic requirements, a ed to monitor and analyze performance metrics related to the Medicaid and Children's Health Insurance Program	an Submission - Tribal Input	
The privacy det of the angle performance menors reason to use moustain and sinueres the text of the law. The privacy det of the angle periodic performance methods and the periodic pe	According to the Paperwork Reduction A ction is 0938-1188. The time required to the data needed, and complete and revie rd, Attn: PRA Reports Clearance Officer. I	ct of 1995, no persons are required to respond to a collection of complete this information collection is estimated to range from 1 hour to withe information collection. If you have comments concerning the Mail Stop C4-26-63, Baltimore, Maryland 21244-1856.
EXIT		SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

#### **MACPro Medicaid State Plan RU**

A - SUDMISSION PACKAGE - IA2023IVISU	0010 - (IA-23-0001)	
Submission - Medicaid State Plan MEDICAID   Medicaid State Plan   IA2023M500010   IA-23-0001		
		🛓 Spell Check Instructions   😯 Request System Help
CM5-10434 OMB 0938-1188		
Not Started	In Progress	Complete
		View Implementation Guide
The submission includes the following:		
Administration		
Eligibility		
Benefits and Payments		
Validation & Navigation		
Would you like to validate the reviewable unit data?	Navigate to Reviewable Unit	
Yes No Note: If validation fails, errors will appear in red above.	Select Reviewable Unit	
Not Started	In Disperses	Complete

#### **Administration RUs**

- Submission Package - IA2023MS000	010 - (IA-23-0001)	
Submission - Medicaid State Plan MEDICAID   Medicaid State Plan   IA2023MS00010   IA-23-0001		
		🛓 Spell Check Instructions   😯 Request System Help
CM5-10434 OMB 0938-1188		
Not Started	In Progress	Complete
		View Implementation Guide
The submission includes the following:		
Administration		
✓ Organization		
	Designation and Authority	
	Intergovernmental Coope	ration Act Waivers
	Eligibility Determinations	and Fair Hearings
	Organization and Adminis	tration

# **Eligibility RUs**

The submission in	ncludes the following:	
Administration		
<ul> <li>Eligibility</li> </ul>		
	Income/Resource Methodologies	
		Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability
		MAGI-Based Methodologies
		Non-MAGI Methodologies
		More Restrictive Requirements than SSI under 1902(f) - (209(b) States)
Selection is requ	ired. Please select an option.	
	✓ Income/Resource Standards	
		AFDC Income Standards
		Medically Needy Income Level
		Handling of Excess Income (Spenddown)
		Medically Needy Resource Level
Selection is requ	ired. Please select an option.	
	Mandatory Eligibility Groups	
	Optional Eligibility Groups	
	Non-Financial Eligibility	

#### **Health Homes RUs**

The submission includes the following:		
Administration		
Eligibility		
Benefits and Payments		
Health Homes Program		
1945A Health Home Program		
Selection is required. Please select an option.		
Validation & Navigation		
Would you like to validate the reviewable unit data?	Navigate to Reviewable Unit	
🔘 Yes 🔘 No	Select Reviewable Unit	•
Note: If validation fails, errors will appear in red above.		

#### **MACPro Records Menu**

News Tasks Records Reports Actions		прр арр
Q Search record types SEARCH		
Adult Quality Measures	Health Homes Quality Measures	Maternal and Infant Health Quality Measures
View Adult Quality Measure Reports for your state	View Health Homes Quality Measure Reports for your state	View Maternal and Infant Health Quality Measure Reports f
Medicaid and CHIP Child Quality Measures	Medicaid State Plan	B MMDL HHS Programs
View Medicaid and CHIP Child Quality Measure Reports for	View each state's Medicaid State Plan	Download PDF files of MMDL HHS Programs
B MMDL Packages Download PDF files of MMDL Packages	My User Profile View and edit my user profile	State Profiles View the State Profile for your state
Submission Packages - Other States	Submission Packages - Your State	Users
View Submission Packages for other States	View all Submission Packages for your State	Directory of users

# MACPro – Finding & Modifying a Submission Package

Subr	nission Packag	es - Y	our State				Υ-
<b>Q</b> Search	Submission Packages - Your Sta	SEARCH	PACKAGE CREATION DATE Any	•	PACKAGE STATUS Any	•	PROGRAM Any
REVIEWAB	LE UNITS   Any	•	SUBMISSION TYPE   Any	•	PACKAGE DISPOSITION Any	•	
IA	IA - Submission Package - IA2 Package Status: Pending Creation Date: 1/9/2023 10:28	2 <b>023M5000</b> 1 AM EST	IO - (IA-23-0001)				
IA	Monday 10:28 AM IA - Submission Package - IA2 Package Status: Pending Creation Date: 10/13/2022 3:44	2 <mark>022MS000</mark> 1 6 PM EDT	IO - (IA-22-0001)				
	Oct 13, 2022						

Records / Submission P IA - Submission Summary Reviewa	ackages - Your State Sion Packag able Units News Re	ge - IA2023MS0001	O - (IA-23-0001)		e	MODIFY PACKAGE	VIEW PRINT PREVIEW
					🛃 Spell C	heck Instructions	Request System Help
Pendi	ng	Submitted	Review	Disposition Complete		Clo	osed
Package Inform	mation						
Package ID	IA2023MS00010		Submission Type	Official			
Program Name	N/A		State	IA			
SPA ID	IA-23-0001		Region	Kansas City, KS			
Version Number	1		Package Status	Pending			

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# Eligibility & Administration SPAs (1/2)

- Most eligibility SPAs are submitted to MACPro, including:
  - All mandatory and optional eligibility groups
  - Financial methodologies used to determine eligibility,
  - Income and resource standards used to determine eligibility
  - Presumptive eligibility
- This means that most of the SPAs that would have previously included pages from Section 2, Attachments 2.2-A, or 2.6-A in the paper State Plan; or A1-A3, or any MAGI page in MMDL, are submitted using the corresponding MACPro RUs.



#### Eligibility & Administration SPAs (2/2)

- CMS published 2 crosswalk documents that are useful tools to understand which eligibility sections are included in the different MACPro RUs, what parts of the paper State Plan they correspond to, and which eligibility sections are still submitted using the "paper-based" pages:
  - <u>Crosswalk from MACPro to Paper-Based State Plan and MMDL</u>
  - Crosswalk from Paper-based State Plan to MACPro and MMDL
- CMS eligibility subject matter experts are available to provide technical assistance on questions on eligibility submission packages.

#### Eligibility SPAs NOT Submitted to MACPro

- OneMAC (paper-based) SPAs
  - Post-Eligibility Treatment of Income (PETI) (Attachment 2.6-A)
  - Third Party Liability (TPL) (Attachment 4.22)
  - Express Lane Eligibility (ELE) (Attachment 2.1)
  - Cost-sharing and premium elections and methodologies (Attachments 2.6 and 4.18)
- MMDL SPAs
  - assurances of compliance with limits on cost-sharing and premiums (G1)



# One MAC -(1/2)

- OneMAC is a submission portal for "paper-based" SPAs and formal responses to RAIs.
- Responses and revisions related to informal questions (clarifications) are submitted directly to the SPA's CMS Point of Contact via email.
- Detailed information about the OneMAC submission process, onboarding materials, and helpdesk information are available in the FAQs tab on <u>onemac.cms.gov</u> (log-in is not required to access these resources).



# One MAC -(2/2)

• OneMAC user roles for state users:

OneMAC Role	Actions	Role Approver
State Submitter	Creates new paper-based submissions, submits packages, submits official RAI responses to CMS for review, withdraws SPA packages, and withdraws official RAI responses: •Medicaid SPAs •1915(b) waivers •1915(c) waivers	State System Administrator
State System Administrator	Reviews and acts on State Submitter user role requests and system access, has all State Submitter permissions (above)	CMS Role Approver

#### **Current Available OneMAC Actions**



# OneMAC – Log In-(1/2)



# OneMAC – Log In-(2/2)

CMS.gov   IDM
Sign In
User ID
t.
Password
Agree to our <u>Terms &amp; Conditions</u>
Sign In
OR
CMS PIV Card Only
Attention CMS PIV card users: If this is your
first time signing in you must first sign in
using your EUA ID and password before having the option to log in with your PIV card.
New User Registration
Forgot your <u>Password, User ID</u> or <u>Unlock</u> your account?

#### **OneMAC** Dashboard

	MAC	Home	Dashboard	User Management FA	Q		My Account <del>~</del>		
	Package	Dashboai	rd			News	Submission +		
SPAs	Waivers							Filter By	Close
arch by Pack	age ID, CPOC Nam	e, or Submitte	r Name	Show/H	ide Columns 🗸	Filter		Reset	
SPA ID	Туре 🗢	Status 🖨	Initial Submission 🗸	Formal RAI Response 🗢	Submitted By 🗢	Actions		State	
/A-23-0002	CHIP SPA	Submitted	Apr 21, 2023		Michala Walker	1		Select	
A-23-0001	Medicaid SPA	Submitted	Apr 21, 2023		Michala Walker	-		Туре	
								<ul><li>CHIP SPA</li><li>Medicaid SPA</li></ul>	
								Status	
								Submitted	
								Initial Submission	

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Select Date Range

Formal RAI Response

Select Date Range

#### **OneMAC – Package Details**

Stetus Approved	Peckage Actions No actions are currently available for this submission.
Medicaid SPA Package Details	
Submission ID 23-0002	
State	Туре
	Medicaid SPA
Initial Submission Date	Proposed Effective Date
Wed, Dec 7 2022, 9:24:08 AM	Jan 1 2023
Approved Effective Date	Final Disposition Date
Jan 1 2023	Feb 21 2023
Formal RAI Response	
Subject	Description
Rehabilitation Services	Add Parent Peer Support as a behavioral health rehabilitation benefit. A technical correction is also included to add section number "8" to Attachment 3.1-A #13.d. Page 8.
CPOC	
Michala Walker	
Review Team (SRT)	
A Initial Package Submitted Wed, Dec 7 2022, 9:24:08	8 AM
Supporting Documentation	
Documents wallable on this name may not reflect the actual documen	ts that were approved by CM5. Please refer to uplin CMS Point of Contac

for the approved documents.

# **OneMAC – New Submission-(1/4)**

Home	Dashboard	User Management	FAQ		My Account 🗸
ion Type	e				
Selec	ct a Submissi	on Type.			
Sta Sut	ate Plan Amend	l <mark>ment (SPA)</mark> aid & CHIP State Plan Ame	ndments or RAI	>	
Wa	<b>aiver Action</b> omit Waivers, Ame	endments, Renewals, RAI,	or Temp. Extension	>	
	Home Select Sta Sul	Home       Dashboard         ion Type       Select a Submission         Select a Submission       State Plan Amendo         Submit a new Medic       Waiver Action         Submit Waivers, Amendo       Submit Waivers, Amendo	Home       Dashboard       User Management         ion Type       Select a Submission Type.       Image: Compare the second se	Home       Dashboard       User Management       FAQ         ion Type       Select a Submission Type.       Select a Submission Type.         State Plan Amendment (SPA)       Submit a new Medicaid & CHIP State Plan Amendments or RAI         Waiver Action       Submit Waivers, Amendments, Renewals, RAI, or Temp. Extension	Home       Dashboard       User Management       FAQ         Sion Type       Select a Submission Type.       Image: State Plan Amendment (SPA)       Image: Submit a new Medicaid & CHIP State Plan Amendments or RAI       Image: State Plan Amendment (SPA)       Image: Submit a new Medicaid & CHIP State Plan Amendments or RAI       Image: Submit Waivers, Amendments, Renewals, RAI, or Temp. Extension

# **OneMAC – New Submission-(2/4)**

MAC	Home	Dashboard	User Management	FAQ		My Account -
< SPA Тур	be					
	Select a SI	PA type to sta	art your submission	ı.		
	Medicaid Submit a n	<b>i SPA</b> new Medicaid State	Plan Amendment		>	
	CHIP SPA Submit a r	new CHIP State Plan	n Amendment		•	
	Submit at	ice ci ili State i lai	Tranenument			

# **OneMAC – New Submission-(3/4)**



### **OneMAC – New Submission-(4/4)**

this content to review yo	our package, and you will not be able to ed	it this form. If CMS needs	
any additional information	on, they will follow up by email. If you lea	ve this page, you will	
inte jour progress on t			
SPA ID*	What is my SPA ID?		
Must follow the format S	SS-YY-NNNN or SS-YY-NNNN-xxxx		
Reminder - CMS recomme submitted.	ends that all SPA numbers start with the year	in which the package is	
Proposed Effective Dat	e of Medicald SPA*		
mm/dd/yyyy	٥		
Attachments			
Maximum file size of 80 type, except for the CN on the EAQ Page.	MB per attachment. <b>You can add multipi</b> IS Form 179. Read the description for eac	e files per attachment h of the attachment types	
We accept the following FAO Page:	file formats: .docx, .jpg, .pdf, .png, .xisx.	See the full list on the	
* indicates required atta	chment		
CMS Form 179*		Add File	No file chosen
SPA Pages*		Add File	No flie chosen
Cover Letter		Add File	No file chosen
Cover Letter	sting Good-Faith Tribal Engagement	Add File Add File	No flie chosen No flie chosen
Cover Letter Document Demonstra	sting Good-Faith Tribal Engagement ge(s)	Add Flie Add Flie Add Flie	No file chosen No file chosen No file chosen
Cover Letter Document Demonstra Existing State Plan Pa Public Notice	sting Good-Faith Tribal Engagement ge(s)	Add Rie Add Rie Add Rie Add Rie	No flie chosen No flie chosen No flie chosen No flie chosen
Cover Letter Document Demonstra Existing State Plan Pa Public Notice Standard Funding Que	sting Good-Faith Tribal Engagement ge(s) estions (SFQs)	Add File Add File Add File Add File Add File	No file chosen No file chosen No file chosen No file chosen No file chosen
Cover Letter Document Demonstra Existing State Plan Pa Public Notice Standard Funding Que Tribal Consultation	sting Good-Falth Tribal Engagement ge(s) estions (SFQs)	Add File Add File Add File Add File Add File	No file chosen No file chosen No file chosen No file chosen No file chosen

# OneMAC – Submit Formal Responses to RAI-(1/2)

- For any SPA submitted in OneMAC or MMDL for which an RAI has been issued, you have 2 options to submit a response. The 2 options will be covered shortly in the presentation.
- It should be noted that if a State is responding to a RAI issued for a MMDL SPA, that RAI response must be submitted via OneMAC.
- Submitting responses to an RAI is very similar to submitting a new SPA package.

# **OneMAC – Submit Formal Responses to RAI**-(2/2)

**Option 1:** Select the link to the SPA from your dashboard; on the package details screen, select "Respond to RAI" from the Package Actions area.

< SS-22-1228	
Status RAI Issued	Package Actions Withdraw Package Respond to RAI

**Option 2:** On your dashboard, click the Actions button for the SPA. Then select "Respond to RAI."

SPA ID	State 🖨	Туре 🖨	Status 🖨	Initial Submission Date 🗸	Submitted By 🖨	Actions
<u>SS-22-1228</u>	SS	CHIP SPA	RAI Issued	Dec 28, 2022		-
<u>SS-22-0111</u>	SS	CHIP SPA	Submitted	Dec 28, 2022		Withdraw Package Respond to RAI

# **OneMAC-Withdraw RAI Responses-(1/4)**

- To withdraw a Formal RAI Response in OneMAC, the first step is to ask the CPOC to enable the Withdraw RAI Response feature for the SPA in question.
- Once the CPOC has done so, the SPA status in the dashboard will indicate the RAI withdrawal function has been enabled:

MD-22-2400-VM	Medicaid SPA	Under Review Withdraw Formal RAI Response Enabled	Dec 28, 2022	Feb 9, 2023	Statesubmitter Nightwatch	:

# **OneMAC-Withdraw RAI Responses-(2/4)**

- Once the Withdraw RAI Response feature is enabled, there are 2 ways to withdraw the RAI responses.
- **Option 1** is to use the Actions button on the dashboard:

SPA ID	Туре 🗢	Status 🗢	Initial Submission 👻	Formal RAI Response 🖨	Submitted By 🗢	Actions
MD-22-2400-VM	Medicaid SPA	Under Review Withdraw Formal RAI Response Enabled	Dec 28, 2022	Feb 9, 2023	Statesubmitter Nightwatch Withdraw Package	
					Withdraw Formal RAI	Response

# **OneMAC-Withdraw RAI Responses-(3/4)**

• **Option 2** is to select the link to the SPA on your dashboard and then select "Withdraw Formal RAI Response" from the Package Actions.

MD-22-2400-VM	
Status	Package Actions
<b>Under Review</b>	Withdraw Package
Withdraw Formal RAI Response Enabled	Withdraw Formal RAI Response

# **OneMAC-Withdraw RAI Responses-(4/4)**

• Click "yes" to confirm that you wish to withdraw the RAI response.

Withdraw Formal RAI Response?					
You are about to withdraw the Formal RAI Response for MD-22- 2400-VM. CMS will be notified.					
Yes, withdraw response	Cancel				

# **OneMAC - Withdraw SPA Package-(1/2)**

- The initial steps for withdrawing a SPA in OneMAC are similar to submitting RAI responses.
  - Option 1 is to click the link to the SPA on your dashboard or selecting "Withdraw package" form the Package Actions area or
  - Option 2 is to click the Actions button for the SPA on your dashboard and select "Withdraw Package"

# **OneMAC - Withdraw SPA Package-(2/2)**

• A warning message will appear reminding you that once withdrawn, the package cannot be resubmitted. If you are sure you want to withdraw the package, click yes.

#### Withdraw Package?

You are about to withdraw SS-22-1228. Once complete, you will not be able to resubmit this package. CMS will be notified.

Yes, withdraw package

Cancel

#### **OneMAC FAQs**



# **System Links and System Resources**

- OneMAC –<u>onemac.cms.gov</u>
- <u>OneMAC FAQ</u> questions and answers about OneMAC system access and roles, SPA and waiver submissions
- OneMAC Helpdesk <u>OneMAC\_Helpdesk@cms.hhs.gov</u> or (833) 228-2540
- <u>MACPro</u> <u>https://macpro.cms.gov/</u>
- <u>Medicaid and CHIP Program (MACPro) Portal</u> information and training on how to access MACPro, MACPro roles, system navigation, and the RUs available
  - <u>Crosswalk from MACPro to Paper-Based State Plan and MMDL</u>
  - <u>Crosswalk from Paper-based State Plan to MACPro and MMDL</u>
- MACPro HelpDesk <u>MACPro\_HelpDesk@cms.hhs.gov</u> or 833-228-2540
- MMDL <u>https://wms-mmdl.cms.gov/MMDL/faces/portal.jsp</u>
- MMDL Helpdesk <u>https://wms-mmdl.cms.gov/MMDL/mmdlHelpDesk.html</u>

#### **Information Resources**

- <u>Medicaid.gov</u> Resources
  - <u>Medicaid SPA Toolkit</u> guidance on submissions and policy for many types of SPAs
  - <u>CMS 179 Form</u>
  - Public Notice/Public Process requirements
  - <u>Standard Funding Questions</u>
  - <u>CMCS Organizational Chart</u>
  - Plus many more!

# Appendix A: CPOCs for Common SPA Types

Type of SPA	<b>CPOC</b> Division	CMCS Group
Disaster Relief SPAs SPAs that include coverage and reimbursement pages Eligibility SPAs (submitted through any system)	Division of Progam Operations (State Lead)	Medicaid and CHIP Operations Group
SPAs that only include reimbursement pages	Division of Reimbursement Review	Financial Management Group
Pharmacy SPAs - Attachment 3.1A item 12a; Attachment 4.19B item 12a; Section 4.26	Division of Pharmacy	Children and Adults Health Programs Group
Managed Care- Attachment 3.1F PACE - Attachment 3.1A	Division of Managed Care Operations	Managed Care Group
HCBS SPAs for 1915(i), 1915(k) and 1915(j)	Divisions of HCBS Operations and Oversight	Medicaid and CHIP Operations Group

# Appendix B: Acronym Glossary

- ABP Alternative Benefit Plan
- CHIP Children's Health Insurance Program
- CMS Centers for Medicare & Medicaid
- CMCS Center for Medicaid and CHIP
- CPOC CMS Point of Contact
- DHCBSO Division of HCBS Operations
- DMCO Division of Managed Care Operations
- DRR Division of Reimbursement Review
- ELE Express Lane Eligibility

- MAGI Modified Adjusted Gross Income
- MMDL Medicaid Model Data Lab
- PACE Program of All-Inclusive Care
- PETI Post-Eligibility Treatment of Income
- RAI Request for Additional Information
- RU Reviewable Unit
- SPA State Plan Amendment
- SME Subject Matter Expert
- TPL Third Party Liability

#### Questions?