Medicaid & CHIP Business Information Solutions (MACBIS)

Introductory Guide to Creating Medicaid Eligibility SPAs in MACPro

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Introduction

This reference guide describes the steps for creating your first Medicaid eligibility State Plan Amendments (SPAs) in MACPro. It is designed for users holding the State Editor role who are responsible for starting a new MACPro submission package and completing the reviewable units (RUs) to be included in a package.

This guide focuses on Medicaid eligibility group SPAs. Other types of eligibility SPAs, such as those related to non-financial eligibility, presumptive eligibility, and enrollment are not specifically addressed in this guide, but many of the same steps apply.

This guide does not walk through every available RU. Detailed background information and instructions for completing an RU can be found in the Implementation Guides contained within MACPro. When you open an RU in MACPro, you will find a link to access the Implementation Guide specific to that RU.

Once you have completed all RUs for your submission, refer to the MACPro Medicaid State Plan Reference Document for State Users for next steps in the submission process. The state reference document is available on Medicaid.gov, and you can find it by selecting Medicaid and CHIP Program Portal under Resources for States.
Beginning a New Submission Package

NOTE: Prior to creating a submission package, you must ensure that a state profile has been created for your state. Only users holding the State System Administrator role can establish or update the state profile. See the MACPro Medicaid State Plan Reference Document for State Users for additional information.

1. Log in to MACPro as the State Editor. ([https://macpro.cms.gov](https://macpro.cms.gov))

2. Select the Create Submission Package link on the Actions tab.
Submission RUs

Every submission package begins with the four Submission reviewable units (RUs). These are required components for any submission package. 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)

1. When beginning a 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**

   ![View all Responses](image)

   **State Information**

   **Submission Component**

   **Expand links**

   ![Expand links](image)

2. Proceed with entering information into the **Submission – Summary** RU. For detailed steps on completing this RU, please refer to the **MACPro Medicaid State Plan Reference Document for State Users** or the Implementation Guide that accompanies the RU. Then select **Save Reviewable Unit**.
3. To move to the **Submission – Medicaid State Plan** RU, where you will select the eligibility RUs for inclusion in the package, select the drop-down menu under **Navigate to Reviewable Unit** and select **Submission – Medicaid State Plan**.

4. Select **Go to Selected Reviewable Unit**.
Submission – Medicaid State Plan RU

1. Select the Eligibility section.

![Selection of Eligibility RU](image)

Two eligibility RUs appear:
- Mandatory Eligibility Groups
- Optional Eligibility Groups

And four eligibility subsections appear:
- Income/Resource Methodologies
- Income/Resource Standards
- Non-Financial Eligibility
- Eligibility and Enrollment Processes

When you select one of the eligibility subsections, additional RUs will appear.

2. Select the RUs you want to include in the SPA. When an RU is selected, a table appears with the following information: the RU name, whether the RU is included in another submission package, and the source of any pre-populated information.
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.

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). Converted data is available only for MAGI-based eligibility RUs.

3. The first time your state submits an eligibility SPA in MACPro, you will need to complete one or more prerequisite RUs. See the Dependencies and Prerequisite RUs section for additional information. Once these RUs have been submitted and approved in MACPro, you will not need to submit them again, unless the policy changes.

Depending on the type of SPA that you are submitting, you will need to include one or more of the following RUs:

a. **Any Eligibility SPA:** you must complete the Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability RU. This is necessary even if your SPA contains RUs related to children and families exclusively.
Select the **Income/Resource Methodologies** subsection and then select the **Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability** RU.

**NOTE:** **Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability** was formerly named **Financial Eligibility Requirements for Non-MAGI Groups**. If your state has already completed **Financial Eligibility Requirements for Non-MAGI Groups** and it was approved by CMS, you do not need to complete **Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability**.

b. **Eligibility Group SPA:** you must complete the **Mandatory Eligibility Groups** RU and the **Optional Eligibility Groups** RU.

c. **Non-MAGI Eligibility Group SPA:** you must complete the **Non-MAGI Methodologies** RU.
Select the **Income/Resource Methodologies** subsection under **Eligibility** and then select the **Non-MAGI Methodologies** RU.

![Non-MAGI Methodologies](image)

**d. Medically Needy Eligibility Group SPA:** you must complete the **Medically Needy Income Level** RU, the **Handling of Excess Income (Spenddown)** RU, and the **Medically Needy Resource Level** RU.

Select the **Income/Resource Standards** subsection under **Eligibility** and then select each of these RUs.

![Income/Resource Standards](image)

**4. For 209(b) states only,** before completing a non-MAGI eligibility group RU, you will need to complete the **Handling of Excess Income (Spenddown)** RU, which can be found in the **Income/Resource Standards** subsection under Eligibility. And you will need to complete the **More Restrictive Requirements than SSI under 1902(f) – (209(b) States)** RU, which can be found in the **Income/Resource Methodologies** subsection.
First, select the **Income/Resource Standards** subsection under **Eligibility** and then select the **Handling of Excess Income (Spenddown)** RU.

Next, select the **Income/Resource Methodologies** subsection under **Eligibility** and then select the **More Restrictive Requirements than SSI under 1902(f) – (209(b) States)** RU.
5. 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.

6. Once the form is saved, the RUs you added to your submission package will appear in the **Navigate to Reviewable Unit** drop-down list. You may complete the **Submission - Public Comment** and the **Submission – Tribal Input** RUs next or you can complete them later. For detailed information on these RUs, please refer to the [MACPro Medicaid State Plan Reference Document for State Users](#) or the Implementation Guide that accompanies the RU.

7. Then select the next appropriate RU from the **Navigate to Reviewable Unit** drop-down list and click **Go To Selected Reviewable Unit**.

If you are completing your first eligibility group SPA, you will select the **Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability** RU. Proceed to the **Eligibility Determinations of Individuals Age 65 or Older or Who Have**
Blindness or a Disability RU section of this guide for information on how to complete that RU.
Dependencies and Prerequisite RUs

Many RUs in MACPro are dependent upon other RUs. This means that a change to one will result in a change to the other. In MACPro, these dependent RUs are described as primary and secondary RUs.

The primary RUs dictate the information and options available in secondary RUs, so the primary RUs must be completed first. You cannot access a secondary RU in MACPro unless the primary RU (1) has already been approved in MACPro, or (2) is included in the submission package and has already been completed and validated.

In Medicaid eligibility, many RUs are dependent upon other RUs. The figure below shows four different types of Medicaid eligibility SPAs and the prerequisite RUs that must be completed as you develop your SPA submission package.

![Diagram of Medicaid Eligibility SPAs]

Before completing any eligibility SPA, you must first complete the Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability RU. This RU is a prerequisite to almost all Medicaid eligibility SPAs.

If you are developing a non-MAGI eligibility group SPA, you must first complete the Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability RU, which is required for all eligibility SPAs, along with the Mandatory and Optional Eligibility
**Group** RUs, which are required for all eligibility group SPAs. Finally, you must complete the **Non-MAGI methodologies** RU.

You can jump ahead in this guide by clicking on the name of the RU that you need to complete.

**Any Eligibility SPA:**
- [Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability](#)

**Eligibility Group SPA:**
- [Mandatory Eligibility Groups](#)
- [Optional Eligibility Groups](#)

**Non-MAGI Eligibility Group SPA:**
- [Non-MAGI methodologies](#)

**Medically Needy Eligibility Group SPA:**
- [Medically Needy Income Level](#)
- [Handling of Excess Income (Spenddown)](#)
- [Medically Needy Resource Level](#)

**209(b) states only:**
- [Handling of Excess Income (Spenddown)](#)
- [More Restrictive Requirements than SSI under 1902(f) – (209(b) States)](#)
Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability RU

NOTE: The Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability RU was formerly named Financial Eligibility Requirements for Non-MAGI Groups. If you have already obtained approval of this RU under its old name, you do not need to complete it again under its new name.

1. Select the option – 1634 State, SSI Criteria State, or 209(b) State – that corresponds to your state.

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

3. Select Yes to continue after reviewing the prompt that appears. The prompt indicates that any RUs dependent on the Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability RU will be affected by changes made to this RU.
Moving from a 209(b) state to a 1634 or SSI Criteria State will impact many other eligibility RUs. Refer to the Implementation Guide included with 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.

4. To go to the next RU, select the next appropriate RU from the **Navigate to Reviewable Unit** drop-down list and then select **Go to Selected Reviewable Unit**. If you are completing your first eligibility group SPA, proceed to the **Mandatory Eligibility Groups** RU.
Mandatory Eligibility Groups RU

Upon initially navigating to the Mandatory Eligibility Groups RUs, an attention message may appear indicating that this RU is dependent upon information provided by the Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability RU. You will receive this message if that RU is not already approved in MACPro and you have not already included the RU in your submission package. You must complete and validate the Eligibility Determinations of Individuals Age 65 or Older or Who have Blindness or a Disability RU before you can enter information into the Mandatory Eligibility Groups RU.

1. Upon opening the Mandatory Eligibility Groups RU, you will see that all of the eligibility groups in Section A. have been pre-checked in the Covered in State Plan column.

<table>
<thead>
<tr>
<th>Eligibility Group Name</th>
<th>Covered In State Plan</th>
<th>Include RU In Package</th>
<th>Included in Another Submission Package</th>
<th>Source Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants and Children under Age 19</td>
<td>✔️</td>
<td>✔️</td>
<td>☐</td>
<td>NEW</td>
</tr>
<tr>
<td>Parents and Other Caretaker Relatives</td>
<td>☐</td>
<td>✔️</td>
<td>☒</td>
<td>NEW</td>
</tr>
<tr>
<td>Pregnant Women</td>
<td>☐</td>
<td>✔️</td>
<td>☐</td>
<td>NEW</td>
</tr>
<tr>
<td>Deemed Newborns</td>
<td>☐</td>
<td>✔️</td>
<td>☐</td>
<td>NEW</td>
</tr>
</tbody>
</table>
2. If you plan to include a mandatory eligibility group RU in this submission package, check the box next to that RU in the **Include RU in Package** column. You do not need to include any specific eligibility group RUs in the package at this time, but you may include as many as you want.

![Aged, Blind and Disabled](image)

3. 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 that the Adult Group is covered in your state plan. You may include the **Adult Group** RU in this submission package by checking the box in the **Include RU in Package** column.

![B. The state elects the Adult Group, described at 42 CFR 435.119.](image)
4. 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 page.

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

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

2. Select **Yes** to the “The state provides Medicaid to specified optional groups of individuals” statement. This will reveal the tables listing optional eligibility groups.

3. Select the eligibility groups that are covered in the state and/or included in the package.

   - **Covered in State Plan column:** The first time this RU is completed, some data may be prepopulated for the MAGI-based eligibility groups, based on which groups your state included in MMDL. All optional eligibility groups that are covered in your state plan (in the paper-based state plan, MMDL, or MACPro) need to be selected in the **Covered in State Plan** column.

   Once this RU has been approved, deselecting a group under the **Covered in State Plan** column 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. You do not need to include any of the groups in the package at this time, but you may include as many groups as you want.

**NOTE**: The Optional Eligibility Groups Implementation Guide provides more information on how to complete the tables.

![Optional Eligibility Groups Table]

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

![Medically Needy Options for Coverage]

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

- **Covered in State Plan column**: In the Mandatory Medically Needy table, the eligibility groups have been pre-checked in the **Covered in State Plan** column because these groups are required in any state that covers the medically needy. For the Optional Medically Needy, select all additional medically needy groups your state covers in the **Covered in State Plan** column.
- **Include RU in Package column**: Select the specific medically needy eligibility groups, if any, to be included in the package.
6. 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 page.

7. To go to the next RU, select the next appropriate RU from the Navigate to Reviewable Unit drop-down list and then select Go To Selected Reviewable Unit.

Next appropriate RU:

- If you are completing a MAGI-based eligibility group SPA, you may select the eligibility group now. For detailed information on how to complete an eligibility group RU, refer to the Implementation Guide that accompanies that RU.

- If this is your first non-MAGI eligibility group SPA, select the Non-MAGI Methodologies RU and continue with that RU.
Non-MAGI Methodologies RU

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

2. Proceed with entering information for **Section A** through **Section G**. Please keep in mind that MACPro is dynamic. As you make selections, additional options may appear. Detailed instructions for completing this RU can be found in the Implementation Guide.
3. After entering all information, select Yes to the “Would you like to validate the reviewable unit data?” question. Then select Save Reviewable Unit.

4. To go to the next RU, select the next appropriate RU from the Navigate to Reviewable Unit drop-down list and then select Go To Selected Reviewable Unit.

Next appropriate RU:

- If you are completing a non-MAGI eligibility group SPA, and your state is not a 209(b) state, you may select the eligibility group now. Proceed to the Non-MAGI Eligibility Groups section of this guide for information on how to complete those RUs. Additional information can also be found in the Implementation Guide that accompanies each RU.

- If you are completing a non-MAGI eligibility group SPA, and your state is a 209(b) state, select the Handling of Excess Income (Spenddown) RU and continue with that RU. Proceed to the Handling of Excess Income (Spenddown) RU section of this guide for information on how to complete the RU.
If this is your first medically needy eligibility group SPA, select the Medically Needy Income Level RU and continue with that RU. Proceed to the Medically Needy Income Level RU section of this guide for information on how to complete the RU.
Medically Needy Income Level RU

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

![View Implementation Guide]

2. After responding to question 2 in **Section A** (and question 3 if you’re a 209(b) state), you will enter the medically needy income standard for your state. Depending on your response to question 2 (and question 3 if applicable), you may need to enter more than one income level. Please refer to the Implementation Guide for additional details.

To enter the medically needy income level(s) used, click the **Add Medically Needy Income Level** button.

![Add Medically Needy Income Level]

3. On the next screen, you will indicate whether your medically needy income level is expressed as a dollar amount or as a percentage.

![Medically Needy Income Level]

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4. If a percentage is selected, choose the type of percentage and enter the percentage in the text box. If a dollar amount is selected, enter the dollar amount for a household size of one and then select “+Add a household size” to enter the dollar amount for the next household size.

5. Continue to add household sizes and enter corresponding dollar amounts as appropriate for your state. Then answer the questions about whether the state uses an additional incremental amount for larger household sizes and whether the dollar amounts increase automatically each year. Depending on your responses, you may need to respond to follow-up questions.

6. 

7. Once you’ve completed all fields, select Save Medically Needy Income Level to insert the medically needy income level into your RU.
8. After the medically needy income level (in this example – 100% of the FPL) has been inserted into the RU, you can modify the standard by clicking the **Edit Medically Needy Income Level** button.

![Edit Medically Needy Income Level button](image)

9. After entering all information, select **Yes** to the “**Would you like to validate the reviewable unit data?**” question. Then select **Save Reviewable Unit**.

![Validation & Navigation](image)

10. To go to the next RU, select the **Handling of Excess Income (Spenddown)** RU from the **Navigate to Reviewable Unit** drop-down list and then select **Go To Selected Reviewable Unit**.
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Medicaid & CHIP Business Information Solutions (MACBIS)
Handling of Excess Income (Spenddown) RU

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

2. Proceed with entering information for Section A through Section G. Please keep in mind that MACPro is dynamic. As you make selections, additional options may appear. Detailed instructions for completing this RU can be found in the Implementation Guide.
3. After entering all information, select Yes to the “Would you like to validate the reviewable unit data?” question. Then select Save Reviewable Unit.

4. To go to the next RU, select the Medically Needy Resource Level RU from the Navigate to Reviewable Unit drop-down list and then select Go To Selected Reviewable Unit.
Medically Needy Resource Level RU

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

2. In **Section B.**, you will enter the resource standard used for each household size. If your state is a 209(b) state, you may need to enter more than one resource standard depending on the options elected in **Section A.** Please refer to the Implementation Guide for additional information and detailed instructions.

   Enter the resource standard for a household size of one. Then click the “**Add a household size**” button to add additional household sizes and resource standards.

3. Complete any remaining fields. After entering all information, select **Yes** to the “**Would you like to validate the reviewable unit data?**” question. Then select **Save Reviewable Unit**.
4. To go to the next RU, select the appropriate medically needy eligibility group RU from the Navigate to Reviewable Unit drop-down list. In this example, we’ve selected the Medically Needy Pregnant Women RU. Then select Go To Selected Reviewable Unit.
More Restrictive Requirements than SSI under 1902(f) – (209(b) States) RU

Before you can complete the More Restrictive Requirements than SSI under 1902(f) – (209(b) States) RU, you must complete several prerequisite RUs. To determine which prerequisite RUs to fill out, refer back to the Dependencies and Prerequisite RUs section of this document. If you have not yet completed the prerequisite RUs, you will receive a reminder with language like this.

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, with option "State Eligibility Determination (209(b) States)" selected, or you must include it, complete it and validate it in this Submission Package.

In order to access this Reviewable Unit, you must either have an approved version of Optional Eligibility Groups, or you must include it, complete it and validate it in this Submission Package.

In order to access this Reviewable Unit, you must either have an approved version of Handling of Excess Income (Spenddown), or you must include it, complete it and validate it in this Submission Package.

1. Select View All Responses to expand all sections of the RU. Please keep in mind that MACPro is dynamic. As you make selections, additional options may appear.

Notice that the list skips from section C. to section J. Sections D, E, F, G, H, I may become available depending on the options that you select in the other sections.
2. Proceed with entering information for **Section A** through **Section K**. Detailed instructions for completing this RU can be found in the Implementation Guide. Click the **View Implementation Guide** link to access the Implementation Guide.

3. After all information has been entered, select **Yes** to the “Would you like to validate the reviewable unit data?” question. Then select **Save Reviewable Unit**.

4. To go to the next RU, select the next appropriate RU from the **Navigate to Reviewable Unit** drop-down list. In this example, we’ve selected the **Medically Needy Pregnant Women RU**. Then select **Go To Selected Reviewable Unit**.
For information on how to complete a non-MAGI eligibility group RU, such as a medically needy eligibility group RU, proceed to the next section.

If you have completed all RUs, see the MACPro Medicaid State Plan Reference Document for State Users for the next steps in the submission process.
Non-MAGI Eligibility Groups RUs

Many non-MAGI eligibility group RUs include new functionality for entering the less restrictive income and resource counting methodologies permitted by section 1902(r)(2) of the Social Security Act. In the traditional, paper-based state plan, less restrictive methodologies were all entered together in supplements 8a and 8b to Attachment 2.6-A. In MACPro, the less restrictive methodologies applicable to a specific eligibility group are described within the RU for that eligibility group.

Recognizing that one set of less restrictive methodologies may be used for multiple eligibility groups, MACPro will allow you to re-use, or to re-use with modification, a set of less restrictive methodologies that have already been entered for another RU.

Below, we will complete the Qualified Medicare Beneficiaries RU to demonstrate the new functionality.

1. Select View All Responses to expand all sections of the RU.
2. In the **Financial Methodologies** section, you will have the option to indicate whether your state uses less restrictive income counting or resource counting methodologies for this eligibility group.

![B. Financial Methodologies](image)

3. If **Yes** is selected, click on the **Add/Modify Less Restrictive Methodologies** button.

![ADD/MODIFY LESS RESTRICTIVE METHODOLOGIES](image)

4. You will be directed to a new screen entitled “**Less Restrictive Income Methodologies under 1902(r)(2)**” or “**Less Restrictive Resource Methodologies under 1902(r)(2)**”. If this is the first time your state has entered a less restrictive methodology, you will need to select “**Start with a blank form to enter less restrictive methodologies**.”

You’ll be asked to enter a name for this less restrictive methodology, so that you can access it again later. Once you’ve entered a set of less restrictive methodologies, those methodologies can be used in other RUs, even if they have not yet been approved.

In this example, we chose the name “Medicare Savings Program methodology” because we plan to use this less restrictive income counting methodology for our other Medicare Savings
Program eligibility groups. Click the **Describe New Methodology** button to proceed to the next screen.

5. Select **View all Responses** to expand all sections of the screen.

6. Then select one or more less restrictive methodologies. In this example, we elected to disregard a specified amount of income and entered the amount as $150.
7. Once all disregards have been entered, click the Save button in the bottom right corner of the screen.

8. The less restrictive methodologies will be inserted into your RU. You can modify these less restrictive methodologies by clicking the Add/Modify Less Restrictive Methodologies button.

9. This set of less restrictive methodologies is now available for use in other eligibility group RUs that allow for the use of less restrictive methodologies. The next time you select
Add/Modify Less Restrictive Methodologies, you see that the set of methodologies we just created is available as an option.

You may re-use this set of less restrictive methodologies in one of two ways:

a. If you select, “Start with an existing set of less restrictive methodologies to use as is”, you may re-use it with exactly the same selections you made the first time.

b. If you select, “Start with an existing set of less restrictive methodologies to modify”, you may re-use it, but make changes to it. In this case, you will be required to provide a new name, as you will be creating a new set of less restrictive methodologies. This option may save time if the less restrictive methodologies you need are almost, but not quite, the same as what you have already entered.

10. After all information has been entered, select Yes to the “Would you like to validate the reviewable unit data?” question. Then select Save Reviewable Unit.
11. To go to the next RU, select the next appropriate RU from the **Navigate to Reviewable Unit** drop-down list and then select **Go To Selected Reviewable Unit**. In this example, we’ve selected the **Medically Needy Pregnant Women** RU.

If you have completed all RUs, see the **MACPro Medicaid State Plan Reference Document for State Users** for the next steps in the submission process.