

MACPro

Medicaid & CHIP Program System

Medicaid and CHIP Program (MACPro) System

Health Home State Plan Amendment (SPA)

CMS Roles Training

May 2016

What is MACPro?



- ◆ What is MACPro?
- ◆ MACPro Health Home State Plan Amendment (SPA)
- ◆ Conversion from MMDL to MACPro
- ◆ MACPro Health Home SPA User Roles
- ◆ MACPro CMS and State Health Home SPA Workflows
- ◆ How Do I Get Access to MACPro?
- ◆ Help Desk and Technical Assistance
- ◆ What's Next?
- ◆ Questions

What is MACPro?

What is MACPro?



- ◆ A web-based system for the submission, review, disposition, and management support of Medicaid and CHIP initiatives
 - ◆ State Plan Amendments (SPA)
 - ◆ Quality Measures Reporting
 - ◆ Waivers
 - ◆ Demonstrations
 - ◆ Advance Planning Documents

- ◆ Will eventually replace the Medicaid Model Data Lab (MMDL) and paper-based process of submitting and reviewing Health Home SPAs

Background on MACPro



- ◆ Why is MACPro being implemented?
 - ◆ To improve the state reporting and federal review processes, federal program management, and transparency
 - ◆ To support data-driven decision making for Medicaid and CHIP programs through online access to data and information

MACPro
Medicaid & CHIP Program System

MACPro Health Home SPA Rollout Plan

MACPro Health Home SPA Rollout Plan



Health Home SPA Release

Trainings will cover:

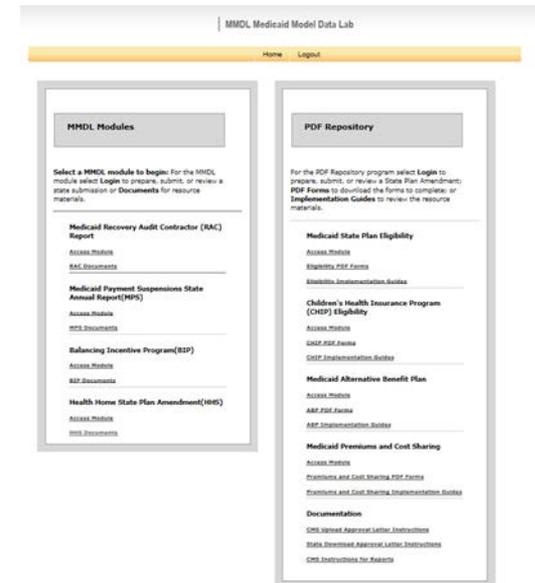
- ◆ Available roles in MACPro
- ◆ How to get access to MACPro
- ◆ How to submit SPAs
- ◆ CMS review and approval process

Conversion from Medicaid Model Data Lab (MMDL) to MACPro

Conversion from MMDL to MACPro



- ◆ The data in MMDL from approved Health Homes SPAs will be copied into the MACPro Health Homes template, for states to use as the basis for future amendments
 - ◆ Except where the MMDL and MACPro templates differ, states will find the MACPro screens prepopulated with the currently approved information
- ◆ The official and complete copy of all Health Homes SPAs approved in MMDL may be viewed in MACPro as PDFs
- ◆ Health Homes SPAs currently being processed in MMDL will be completed in MMDL
- ◆ As of May 2, 2016, all new SPA actions should be made in MACPro
- ◆ When subsequent SPAs are submitted and approved in MACPro, they become the official record of the Health Homes program



MACPro Health Home SPA CMS User Roles

What Will I Learn?



- ◆ What are the CMS Health Homes SPA MACPro roles?
- ◆ What does each CMS MACPro Health Home SPA role do?

MACPro SPA User Roles



- ◆ Numerous distinct CMS and state user roles in MACPro
- ◆ MACPro roles determine users' authority, range of available actions, responsibilities, and what reports can be accessed
- ◆ MACPro roles differ from those currently used in other CMS web-based systems (e.g., MMDL, WMS, CARTS)
- ◆ MACPro Health Home SPA CMS roles differ from MACPro CMS Quality Measure Roles
- ◆ All roles must be filled for proper workflow functionality

MACPro Health Home SPA

CMS User Roles



- ◆ **CMS Point of Contact (CPOC)**
- ◆ CMS Point of Contact Administrator (CMS POC Admin)
- ◆ **Submission Review Team (SRT)**
- ◆ **CMS Senior Management (SrMGR)**
- ◆ CMS Package Approver (PA)
- ◆ CMS Package Disapprover (PD)
- ◆ Subscriber (SUB)
- ◆ Subject Matter Expert (SME)
- ◆ Office of Strategic Operations and Regulatory Affairs (OSORA)
- ◆ Report Administrator (RA)

MACPro Health Home SPA CMS User Role Descriptions



Primary User	Actions
CMS Package Disapprover (PD)	<ul style="list-style-type: none">• Disapproves packages <p><i>This role is for Central Office users only</i></p>
Office of Strategic Operations & Regulatory Affairs (OSORA)	<ul style="list-style-type: none">• Coordinates communication for disapproval process between CMS Offices• Informs CMS Point of Contact and CMS Point of Contact Admin of package clearance and documentation completion

MACPro Health Home SPA CMS User Role Descriptions



Primary User	Actions
CMS Senior Management (SrMGR)	<ul style="list-style-type: none">• Evaluates recommended disposition• Reviews recommended disposition of disapproval and disapproval justification
CMS Package Approver (PA)	<ul style="list-style-type: none">• Approves Medicaid SPA packages <i>Central Office Role for P1 and P2 SPAs; Regional Office Role for P3 SPAs</i>

MACPro Health Home SPA CMS User Role Descriptions



Primary User	Actions
CMS Point of Contact Administrator (POC Admin)	<ul style="list-style-type: none">• Oversees the submission package through the CMS senior management review process for recommended disapprovals• Tailors disapproval notices
Subject Matter Expert (SME)	<ul style="list-style-type: none">• Provides SME input to Review Team, upon request (offline or as SRT member)

MACPro Health Home SPA CMS User Role Descriptions



Primary User	Actions
Submission Review Team (SRT)	<ul style="list-style-type: none">• Receives package review assignments• Provides section assessments through the Review Tool• Reviews and submits notes and comments for Official and Draft Submissions• Provides recommendations for RAI, Approval, and Disapproval

MACPro Health Home SPA CMS User Role Descriptions



Primary User

Actions

CMS Point of Contact (CPOC)

- Oversees the review of Official and Draft submissions
 - Maintains the composition of the review team (selects review team members within MACPro)
 - Documents and reviews correspondence log entries
 - Reviews team feedback within the Review Tool
 - Recommends a disposition for a submission package
 - Requests clarifications and initiates a request for additional information (RAI) from the state
 - Tailors approval notice to the state
 - Sets and manages internal milestones and reminders for SRT and SrMGR
 - Oversees the submission package through the CMS senior management review process for recommended approvals
- CMS users may choose to be CPOCs for specific states within their program and authority*

MACPro Health Home SPA CMS User Role Descriptions



Primary User	Actions
Report Administrator (RA)	<ul style="list-style-type: none">• Views reports and submission packages on behalf of CMS Review Team Administrators (POC Admin)
Subscriber (SUB)	<ul style="list-style-type: none">• Subscribes to specific states of interest <p><i>CMS users may choose to be subscribers for specific states within their program and authority</i></p>

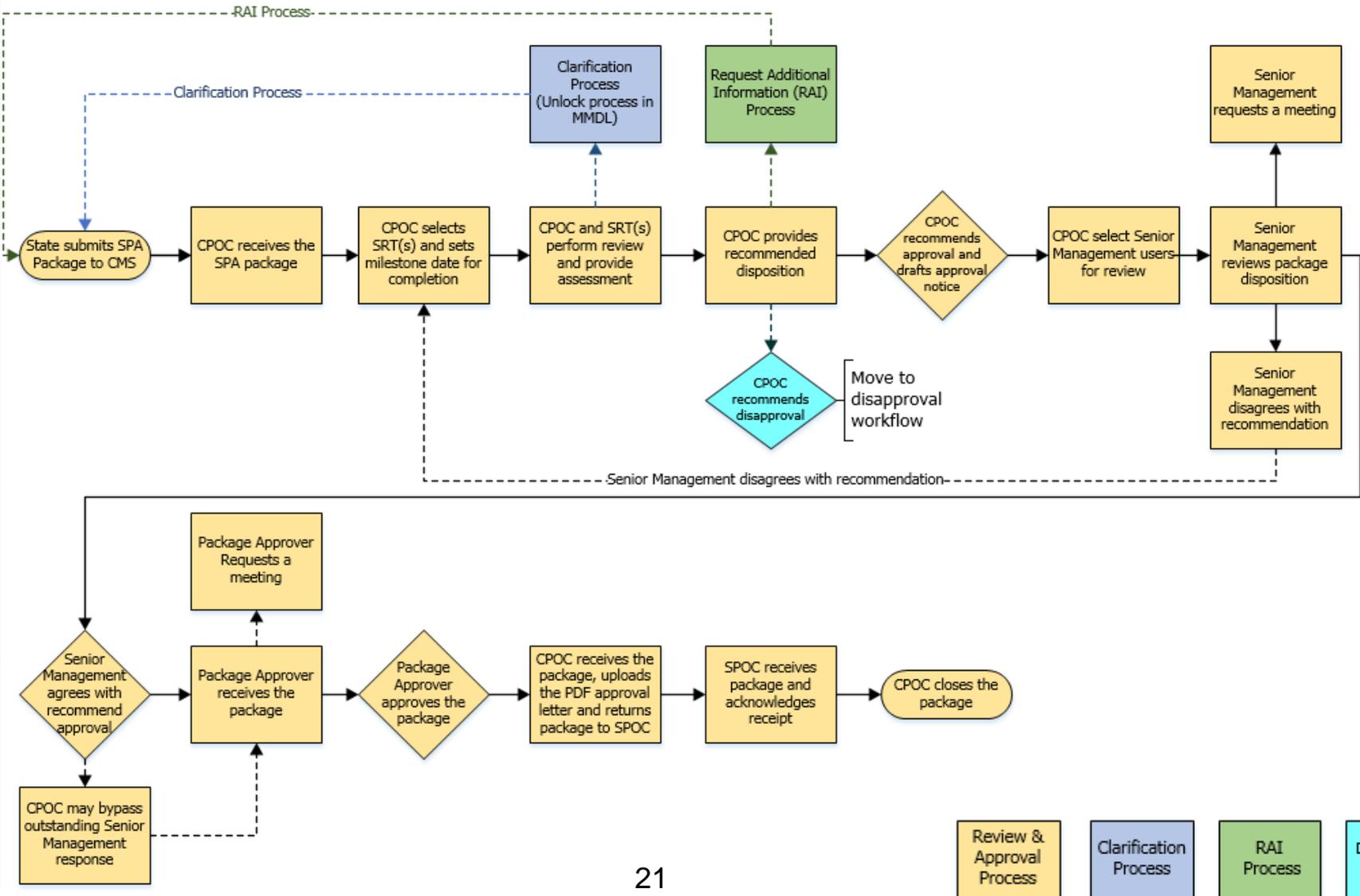
MACPro Health Home SPA CMS Workflows

What Will I Learn?

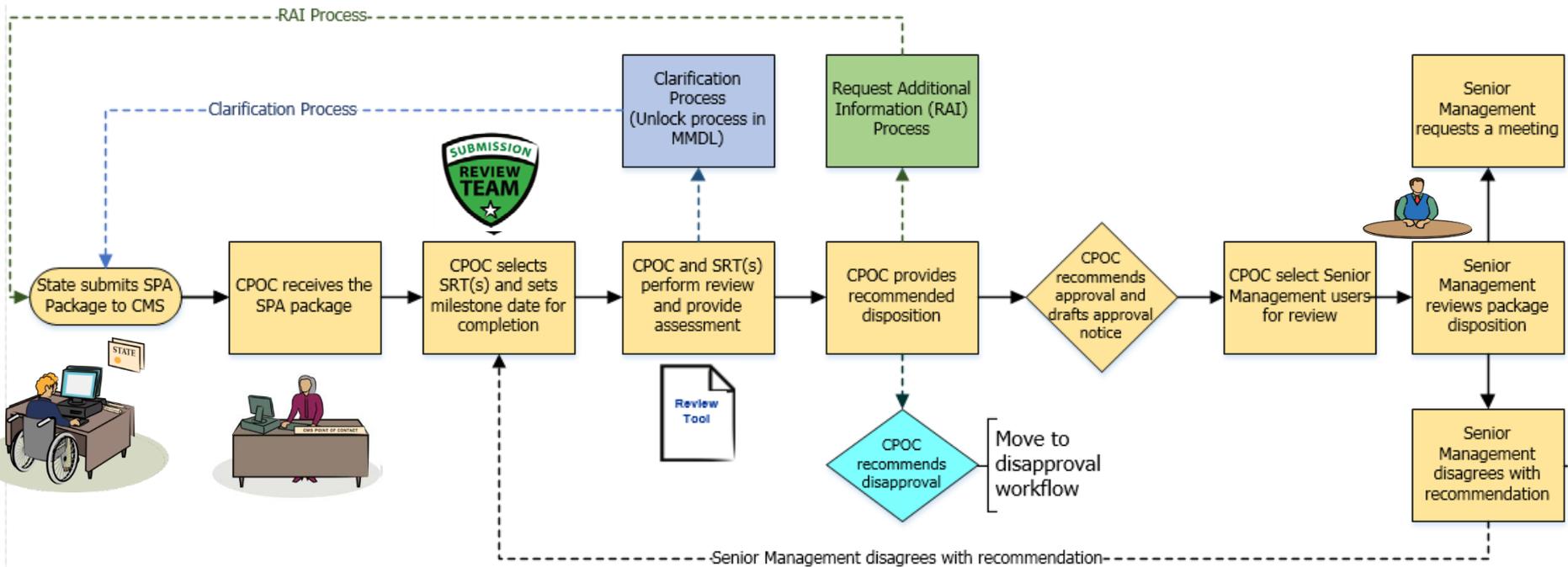


- Generally, how is a SPA reviewed by CMS?
 - Who is involved in the approval process?
 - Who is involved in the disapproval process?

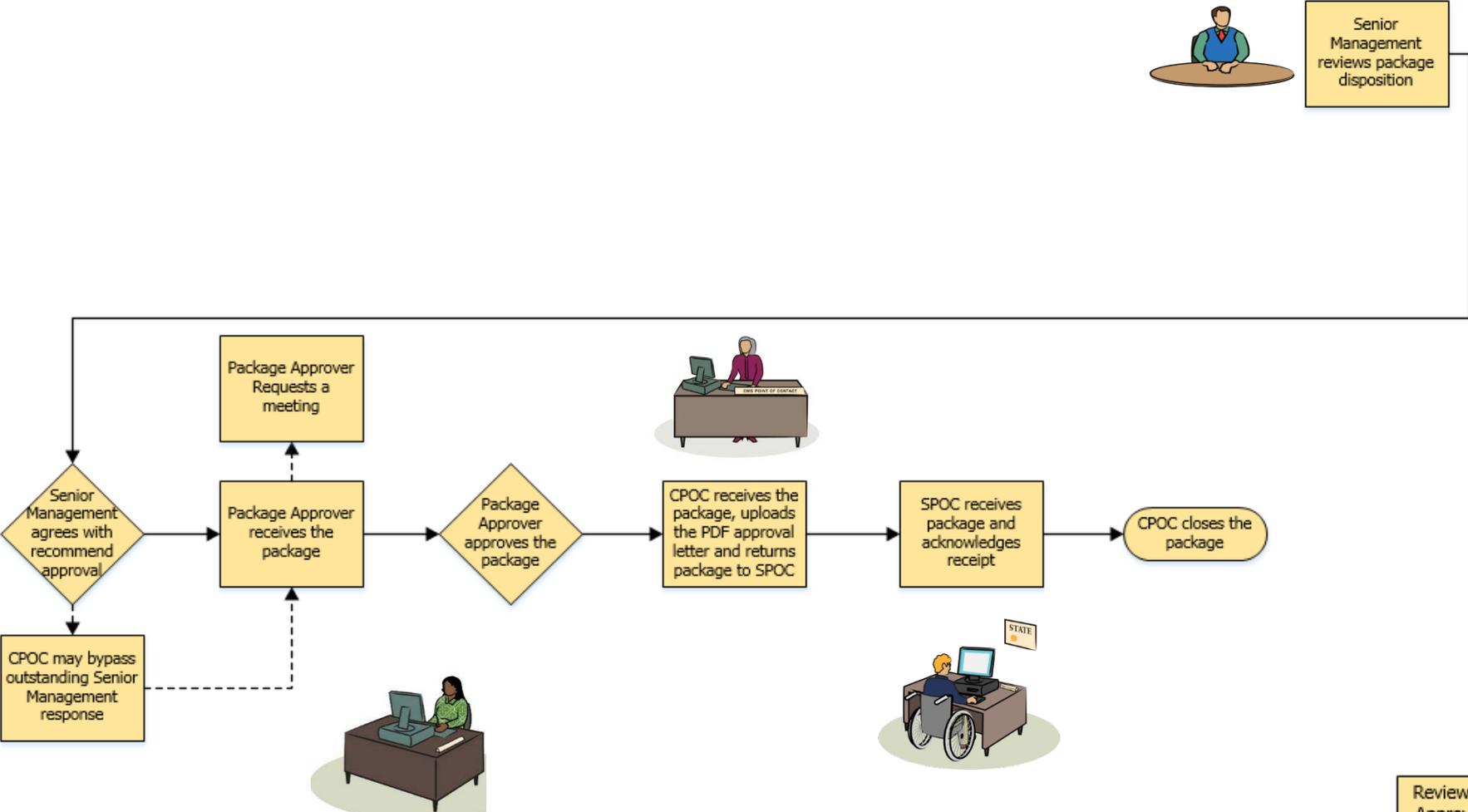
Official SPA Submission: CMS Approval Workflow



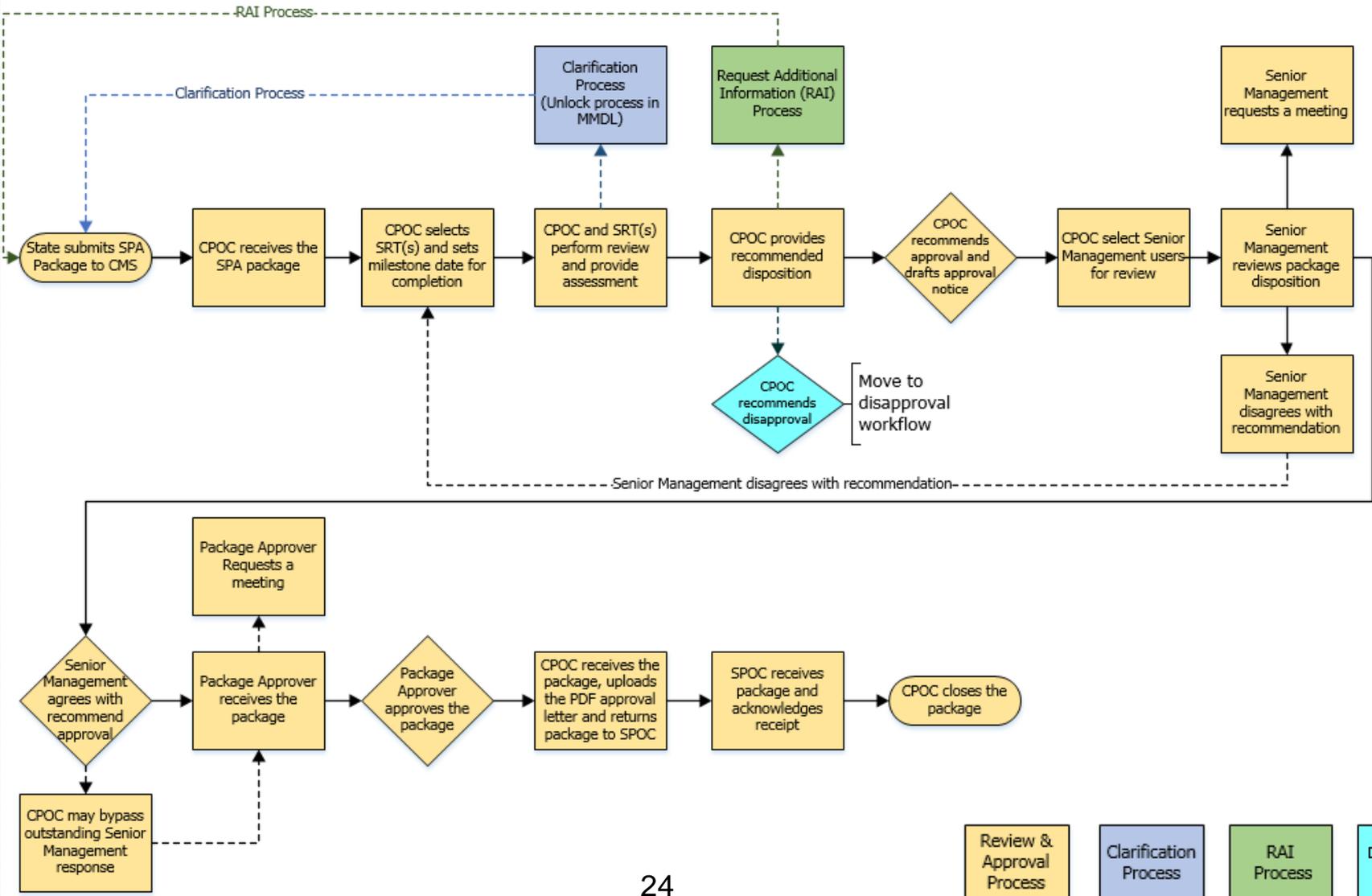
Official SPA Submission: CMS Approval Workflow



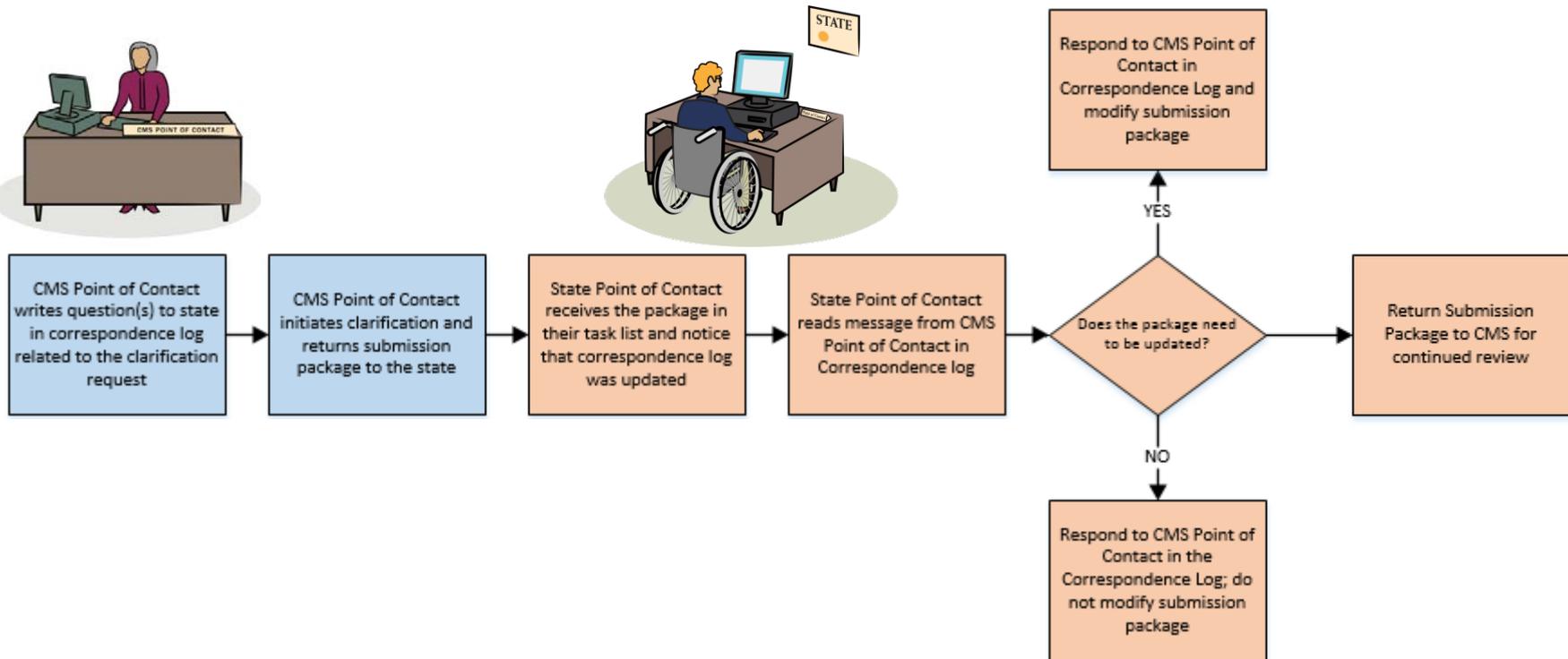
Official SPA Submission: CMS Approval Workflow



Official SPA Submission: CMS Approval Workflow



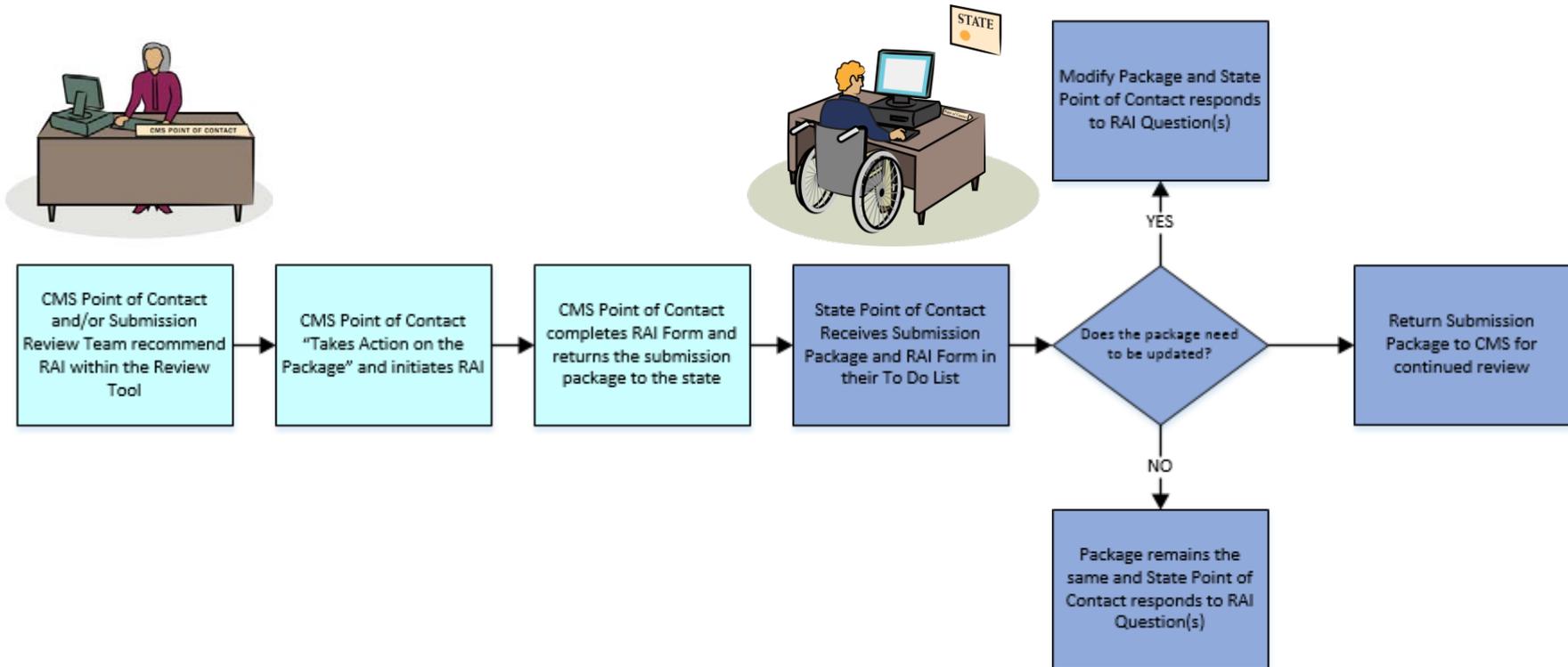
Clarification Process Detailed View



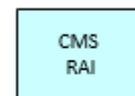
- Clarification process does *not* stop the 90 day clock



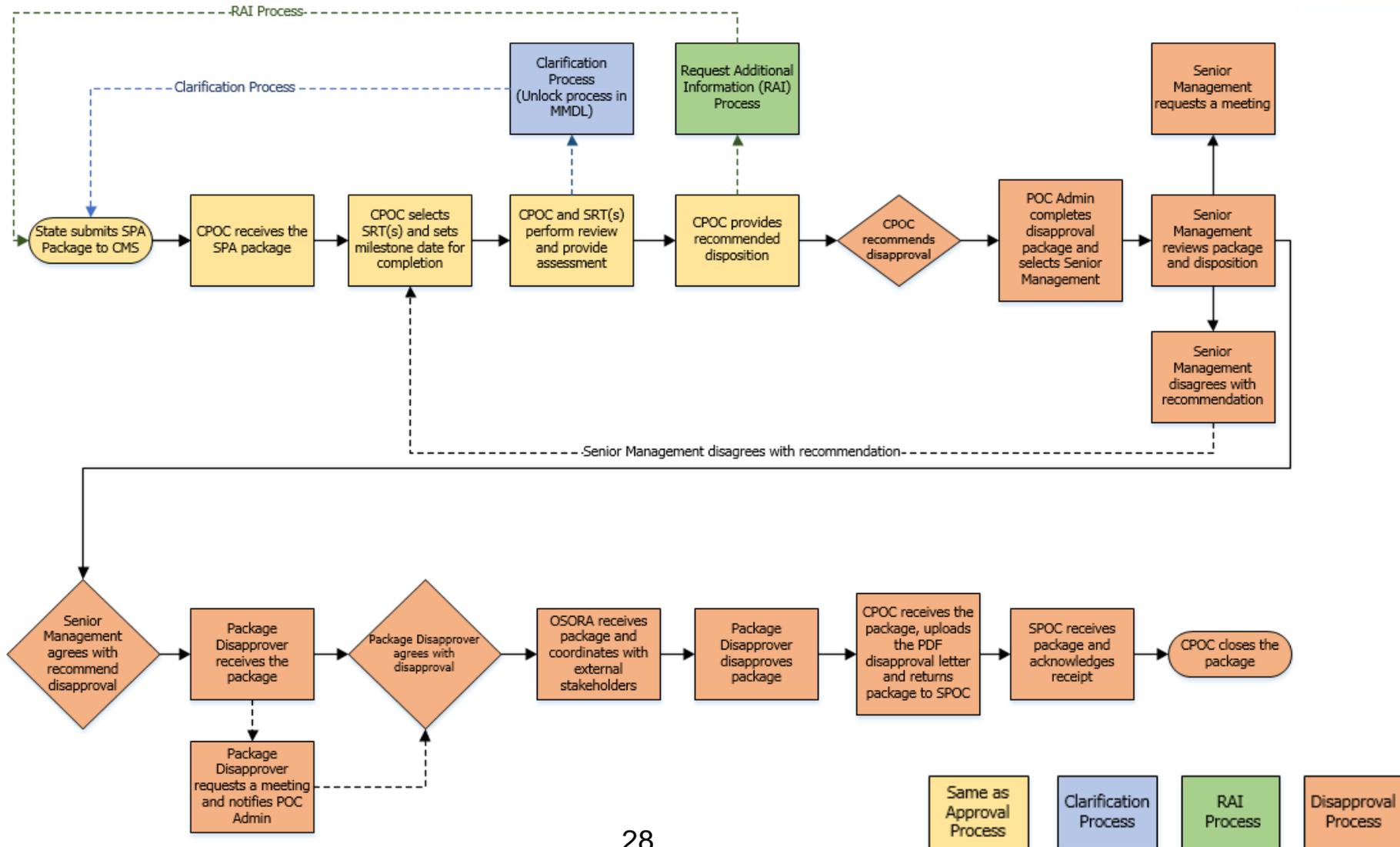
RAI Process Detailed View



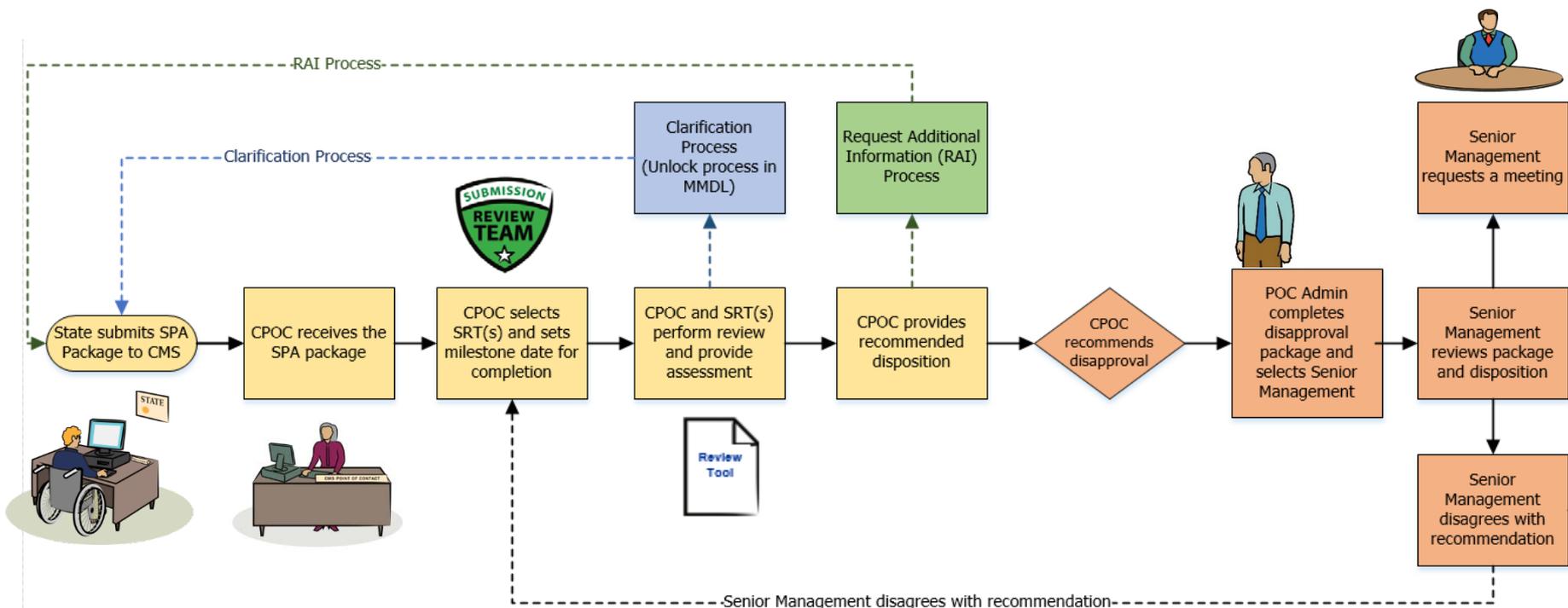
- RAI process *stops* the 90 day clock



Official SPA Submission: CMS Disapproval Workflow



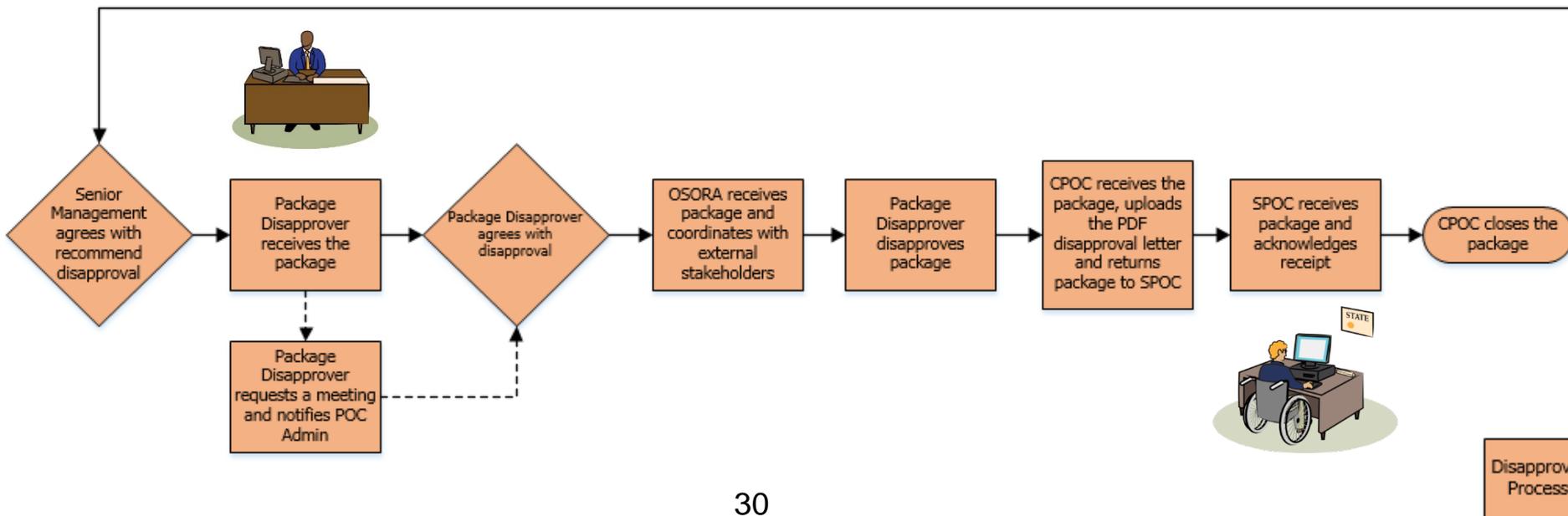
Official SPA Submission: CMS Disapproval Workflow



Official SPA Submission: CMS Disapproval Workflow



Senior Management reviews package and disposition



MACPro Health Home SPA State User Roles

What Will I Learn?



- Generally, who is involved in the state process?

MACPro Health Home SPA State User Roles



- ◆ State Editor (SE)
- ◆ State Point of Contact (SPOC)
- ◆ State/Territory Medicaid Director (State Director)
- ◆ State System Administrator (SSA)

MACPro Health Home SPA State User Role Descriptions



Primary User	Actions
State Editor (SE)	<ul style="list-style-type: none">• Responsible for creating SPA submission packages

MACPro Health Home SPA State User Role Descriptions



Primary User	Actions
State Point of Contact (SPOC)	<ul style="list-style-type: none">• Responsible for reviewing and submitting the SPA submission to CMS• Responds to Requests for Additional Information (RAIs) from CMS• Documents and reviews Correspondence Log

MACPro Health Home SPA State User Role Descriptions



Primary User	Actions
State Director (State Director)	<ul style="list-style-type: none">• Reviews and certifies submission packages
State System Administrator (SSA)	<ul style="list-style-type: none">• Creates/maintains State Profile

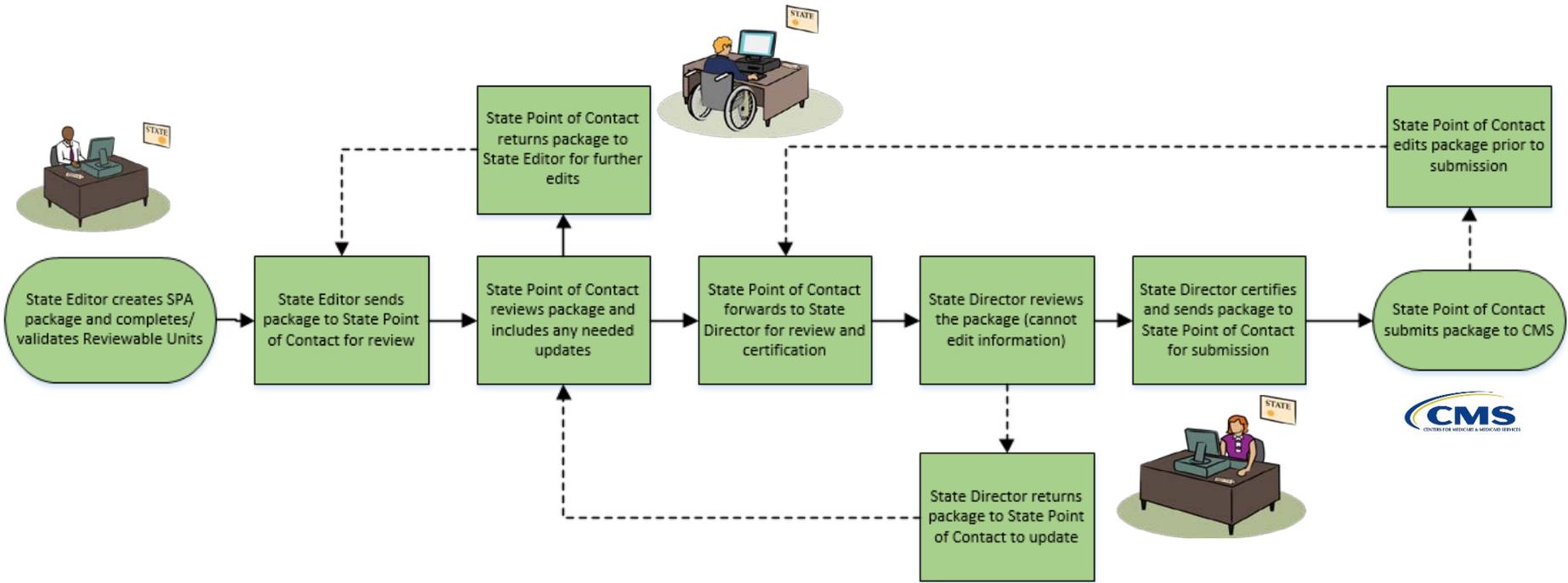
MACPro Health Home SPA State Workflow

What Will I Learn?



- Generally, how does a state create and submit a SPA?
 - Who is involved in the state submission process?

Official SPA Submission: State Workflow



State Submission Workflow

How Do I Get Access to MACPro?

Health Home SPA Release User Provisioning



- ◆ Reach out to your manager to make sure your role was identified on a CMS MACPro Roles Template
- ◆ All CMS roles requests should be confirmed for your ENTIRE team by March 23rd, 2016.

MACPro Help Desk and Technical Assistance

Help Desk and Technical Assistance



- ◆ For issues related to MACPro access and how to use the MACPro system
 - ◆ Contact the *MACPro Help Desk* at
 - ◆ **Email:** MACPro_Helpdesk@cms.hhs.gov
 - ◆ **Phone:** 301-547-4688

Help Desk and Technical Assistance (cont.)



Information to provide in email request

- ◆ User contact information (Name, phone number, organization/state, email address, User ID)

- ◆ Application (Health Home SPA)

- ◆ Extent of problem (Individual desktop, multiple desktops at site, entire site) and description

- ◆ Last screen/tab/navigation activity before problem

- ◆ Error Message (exact verbiage) or screenshot

Next Steps



- ◆ Send the MACPro Role Templates back to MACPro_HelpDesk@cms.hhs.gov
- ◆ In-system demonstrations will be conducted
- ◆ You will receive notifications with your MACPro information
- ◆ Look out for the MACPro Health Homes State Plan Amendment (SPA) release announcement



Questions?

