Medicaid and CHIP Program (MACPro) System

Health Home State Plan Amendment (SPA)
State 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 State Health Home SPA Workflow
- 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 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
State MACPro 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)
<table>
<thead>
<tr>
<th>Primary User</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Editor (SE)</td>
<td>• Responsible for creating SPA submission packages</td>
</tr>
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### MACPro Health Home SPA
#### State User Role Descriptions

<table>
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<tr>
<th>Primary User</th>
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<tbody>
<tr>
<td>State Point of Contact (SPOC)</td>
<td>• Responsible for reviewing and submitting the SPA submission to CMS</td>
</tr>
<tr>
<td></td>
<td>• Responds to Requests for Additional Information (RAIs) from CMS</td>
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<tr>
<td></td>
<td>• Documents and reviews Correspondence Log</td>
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</tbody>
</table>
## MACPro Health Home SPA
### State User Role Descriptions

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<tr>
<td>State Director (State Director)</td>
<td>• Reviews and certifies submission packages</td>
</tr>
<tr>
<td>State System Administrator (SSA)</td>
<td>• Creates/maintains State Profile</td>
</tr>
</tbody>
</table>
MACPro Health Home SPA
State Workflow
What Will I Learn?

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

1. State Editor creates SPA package and completes/validates Reviewable Units.
2. State Editor sends package to State Point of Contact for review.
3. State Point of Contact returns package to State Editor for further edits.
4. State Point of Contact reviews package and includes any needed updates.
5. State Point of Contact forwards package to State Director for review and certification.
6. State Director reviews the package (cannot edit information) and sends package to State Point of Contact for submission.
7. State Director returns package to State Point of Contact to update.
8. State Point of Contact edits package prior to submission.
9. State Point of Contact submits package to CMS.
How Do I Get Access to MACPro?
Health Home SPA Release
Provisioning Steps

- Coordinate with your team to complete the MACPro Roles Template

- All invitees and attendees will receive the MACPro Roles Template within 1 business day

- Send a single MACPro Roles Template for your ENTIRE team by March 23rd, 2016 to MACPro_Helpdesk@cms.hhs.gov
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

- Invitees and attendees will receive the MACPro Roles Template from the MACPro Help Desk to indicate the names of the persons fulfilling each role needed for the state review process.

- Send the MACPro Role Templates back to MACPro_HelpDesk@cms.hhs.gov.

- In-system demonstration 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?