



# **MACPro Quality Measures Introductory Reference Document for State Users**

Reflects Appian Environment as of 4/2/2018

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# Table of Contents

- Overview..... 3
  - What is MACPro?..... 3
  - Obtaining MACPro Access ..... 4
- Creating & Submitting Quality Measure Reports Workflow Overview ..... 5
  - Web Browser & Software Requirements for MACPro ..... 6
- High-Level Workflow Steps..... 7
- Detailed Workflow Steps..... 8
- Navigating MACPro: The Upper Toolbar ..... 9
  - Viewing the Summary Screen & Timeline ..... 12
  - Viewing Core Measures Status..... 13
  - Accessing & Editing Reports from the Records Tab..... 14
- Validating a Report..... 16
  - Audit or Validation of Measures Section..... 17
  - Filling out the Audit or Validation of Measures Section ..... 18
- Step 1: State Editor - Creates Report & Enters Quality Measure Information..... 21
  - A. Health Homes Quality Measure Reports (Only) ..... 22
- Step 2: State Editor – Submits Quality Measure Report for State Point of Contact Review .... 28
- Step 3: State Point of Contact - Reviews and Edits the Report ..... 29
- Step 4: State Point of Contact – Sends Report to State Director for Certification ..... 34
- Step 5: State Director – Reviews Quality Measure Report..... 35
- Step 6: State Director –Certifies & Submits Report or Denies Certification..... 39
  - SPOC - Report was Denied Certification..... 41
- Step 7: State Editor or State Point of Contact – Responds to SMI Request ..... 45
  - High-Level Steps for Responding to a SMI Request ..... 45
  - Detailed Steps for Responding to a SMI Request..... 46
  - Detailed Steps for Uncertifying a Report ..... 51
- Glossary..... 53
- Appendix: Additional Actions ..... 55
  - Accessing Implementation Guides ..... 55
  - Generating MACPro Reports..... 57

Printing Quality Measure Reports.....	61
Requesting System Help for System-Related Inquiries .....	68
Requesting Technical Assistance for Content-Related Inquiries.....	70
Uploading Documents in MACPro.....	72
Deleting Quality Measure Reports in MACPro .....	75
Avoiding a MACPro Session Timeout.....	77
General Accessibility Guidelines .....	78

## Overview

This document describes the steps for State users to create and submit Quality Measure reports in the Medicaid and CHIP Program (MACPro) System.

- For questions regarding the use of MACPro, please contact the MACPro Help Desk, Monday through Friday, 9:00 am – 7:00 pm Eastern Time via the MACPro Help Desk email address, [MACPro\\_Helpdesk@cms.hhs.gov](mailto:MACPro_Helpdesk@cms.hhs.gov), or call at 301-547-4688. Alternatively, you can fill out the [Request System Help form](#) within MACPro.
- The MACPro Help Desk Team welcomes your suggestions for our training and reference materials. Please contact us with your feedback and comments on this training, or if you need other MACPro assistance.

**NOTE:** The images in this document are reflective of a training environment; the available options in your environment may differ based on your user role. The images are taken from various authorities for Quality Measures reporting and the information in them does not reflect the state in any way.

## What is MACPro?

MACPro is a web-based application for the submission, review, disposition, and management support of Medicaid and Children’s Health Insurance Program (CHIP) initiatives, Quality Measure Reporting, State Plan Amendments (SPA), Waivers, Demonstrations and Advance Planning Documents.

MACPro replaces CARTS for Adult and Child Core Set reporting and is the new application for Health Homes Core Set reporting. Additionally, MACPro is the application for reporting under the “Adult Medicaid Quality: Improving Maternal and Infant Health Outcomes in Medicaid and CHIP” grant. MACPro is the current system being used to improve the state reporting and federal review processes, federal program management, and transparency. It also supports data-driven decision making for Medicaid and CHIP programs through online access to data and information.

**NOTE:** The logo in MACPro has been recently updated to show the MACPro logo instead of the old CMS.gov logo. The images in this document may still feature the old MACPro logo; however, the information contained within is current and accurate.

## Obtaining MACPro Access

MACPro is integrated with the Enterprise Portal (EIDM), a CMS shared service. EIDM is an identity management and services system that provides users with access to a variety of CMS applications.

An EIDM account ensures that only authorized and registered users can access protected information and systems through the CMS Enterprise Portal. All existing and potential MACPro users, regardless of user role, are required to have an Enterprise Identity Management (EIDM) ID.

**To obtain access to MACPro**, complete steps 1 through 3 in the Enterprise Portal (<https://portal.cms.gov>). Instructions for these steps are in the EIDM Instructions for MACPro Users (<https://www.medicaid.gov/state-resource-center/medicaid-and-chip-program-portal/downloads/eidminstructionsmacprouers.pdf>)

Then, complete steps 4 through 6 in MACPro (<https://macpro.cms.gov>). Instructions can be found in the Introductory Reference Document for MACPro Roles and Administration: <https://www.medicaid.gov/state-resource-center/medicaid-and-chip-program-portal/downloads/ird-macprorolesadministration.pdf>.

- **Step 1** - Register for an EIDM ID (if you do not already have one)
- **Step 2** - Request the MACPro State User role in EIDM
- **Step 3** - Receive approval for your MACPro State User role request (via email)
- **Step 4** - Log in to MACPro with your EIDM credentials
- **Step 5** - Request all roles needed in MACPro
- **Step 6** - Receive approval for your MACPro role request(s) via email

# Creating & Submitting Quality Measure Reports

## Workflow Overview

This section contains high-level steps for creating and submitting Quality Measure reports. You can select the link provided for each step for detailed information.

- [Step 1](#): State Editor creates a report and enters Quality Measures data
- [Step 2](#): State Editor submits Quality Measure Report for State Point of Contact (SPOC) review
- [Step 3](#): SPOC reviews and sends report to State Director for certification (**NOTE**: SPOC may revise the report and/or send it back to the State Editor for revisions before forwarding the report to the State Director)
- [Step 4](#): SPOC sends report for certification to State Director
- [Step 5](#): State Director reviews Quality Measure Report
- [Step 6](#): State Director certifies and submits report to CMS or denies certification
- [Step 7](#): State Editor or State Point of Contact responds to Seek More Information Request (SMI). (**NOTE**: This step occurs after submission to CMS).

### Before you begin, note the following:

- Users can hold more than one role. If you hold multiple roles, you are still required to complete each step separately in the workflow. You do not need to log out and log back in to access each role; tasks for each role will appear after refreshing the Tasks tab.
- Some fields in MACPro are dynamic. This means different questions/fields may appear as certain options are selected. For example, the Data Source selected in a core measure may determine the population and denominator questions available.
- To upload a document at any point in the report, refer to the [Uploading Documents in MACPro](#) instructions listed in this document.
- To navigate away from a report at any point, you must first save the report. Then, follow the [Accessing & Editing your Report from the Records tab](#) section of this document.

## Web Browser & Software Requirements for MACPro

This table lists Web browser and software requirements for accessing MACPro.

Browsers & Software	Version necessary to access MACPro
Google Chrome	<ul style="list-style-type: none"><li>• Google Chrome updates automatically. The most recent version is supported.</li><li>• Google Chrome is the <b>optimal Web browser</b> for using MACPro</li></ul>
Mozilla Firefox	<ul style="list-style-type: none"><li>• Mozilla Firefox updates automatically. The most recent version is supported</li></ul>
Microsoft Internet Explorer	<ul style="list-style-type: none"><li>• Version 11<ul style="list-style-type: none"><li>- Users who attempt to access MACPro using Internet Explorer versions lower than 11 will see a screen indicating that they are using an unsupported browser. Login will be prevented</li></ul></li></ul>
Windows 10	<ul style="list-style-type: none"><li>• Not applicable. Software does not impact ability to access MACPro</li></ul>
OS X Yosemite	<ul style="list-style-type: none"><li>• Not applicable. Software does not impact ability to access MACPro</li></ul>

# High-Level Workflow Steps

The image below displays the high-level steps States take to submit a State Quality Measure report to CMS.

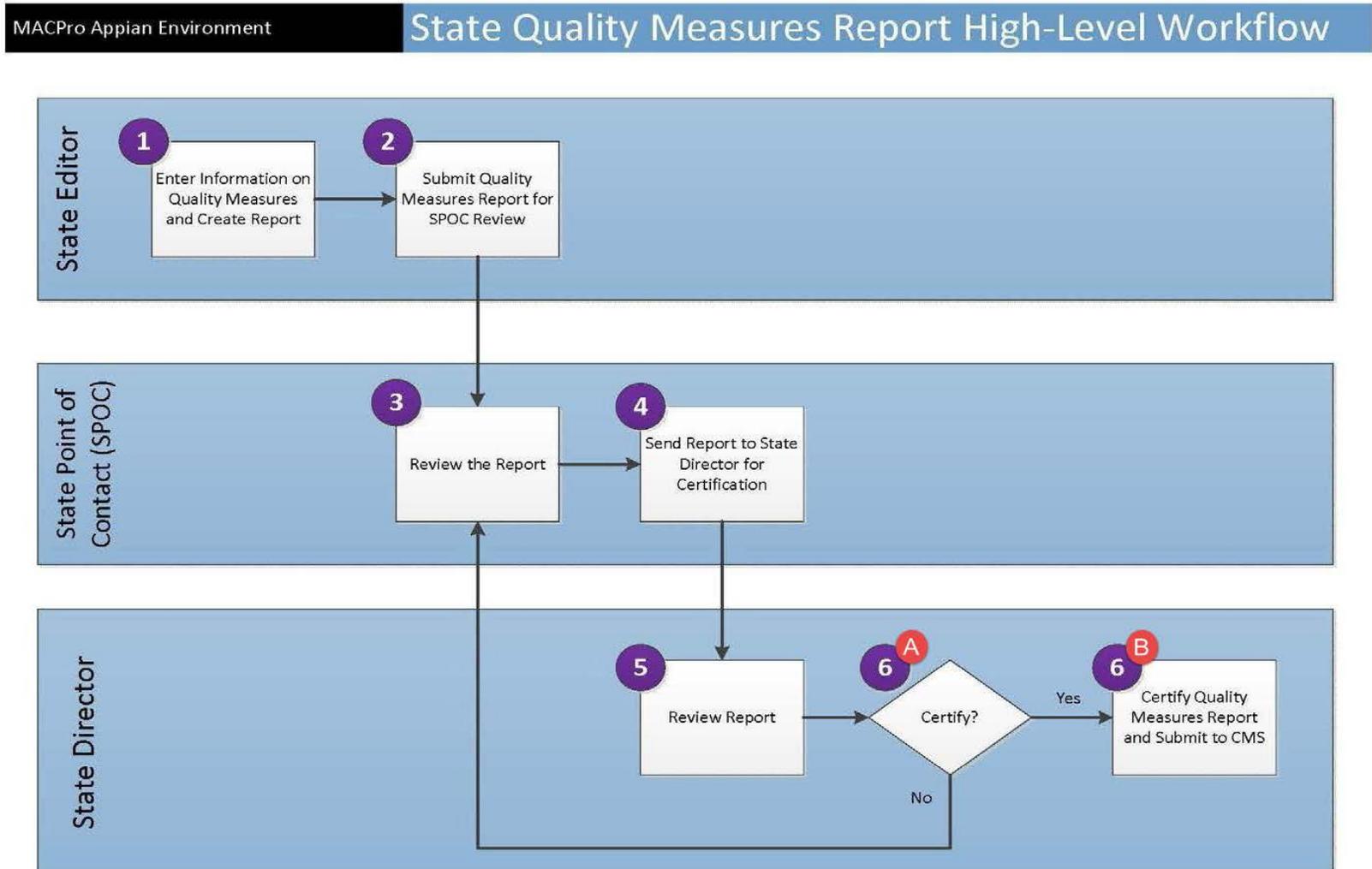


Figure 1: State Quality Measures Report High-Level Workflow

# Detailed Workflow Steps

The image below displays the detailed steps States take to submit a State Quality Measures report to CMS.

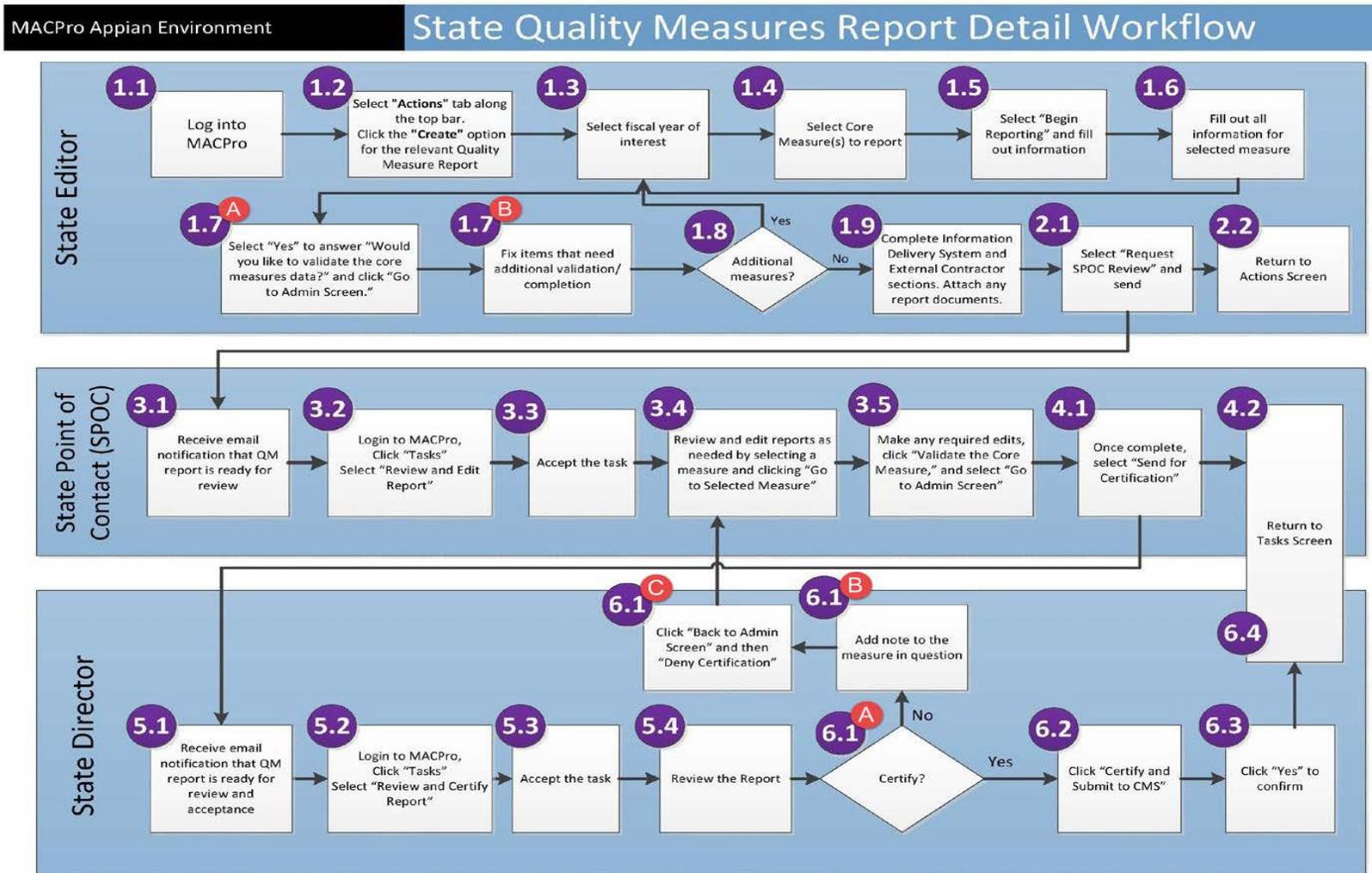


Figure 2: State Quality Measures Report Detailed Workflow

# Navigating MACPro: The Upper Toolbar

The MACPro upper toolbar consists of the following tabs: **News**, **Tasks**, **Records**, **Reports**, and **Actions**. Upon login, MACPro opens to the Actions tab. Details on the toolbar tabs are listed below.

## Actions tab

- On the Actions tab, you can initiate actions such as creating a Quality Measure Report and generating a MACPro report for tracking purposes.
- To create a report for tracking purposes, refer to the [Generate MACPro Reports](#) topic in the Appendix of this document.



Figure 3: Actions Tab

## News tab

- On the News tab, you can view general status updates about reports and informally communicate about reports with other MACPro users. For example, in the text box at the top of the page, you can write a post for your team, send a message and an attachment to an individual, send a social task to an individual, or recognize someone by sending them kudos.
- Any communication sent on the News tab is informal and thus is not included in the Quality Measure Report record.

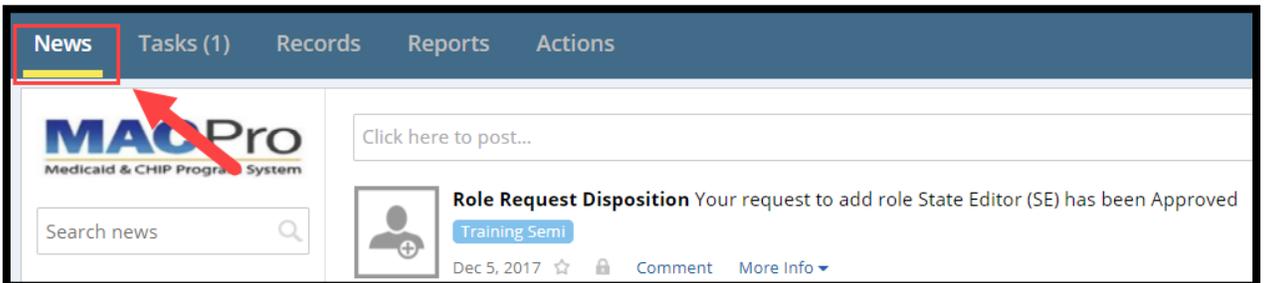


Figure 4: News Tab

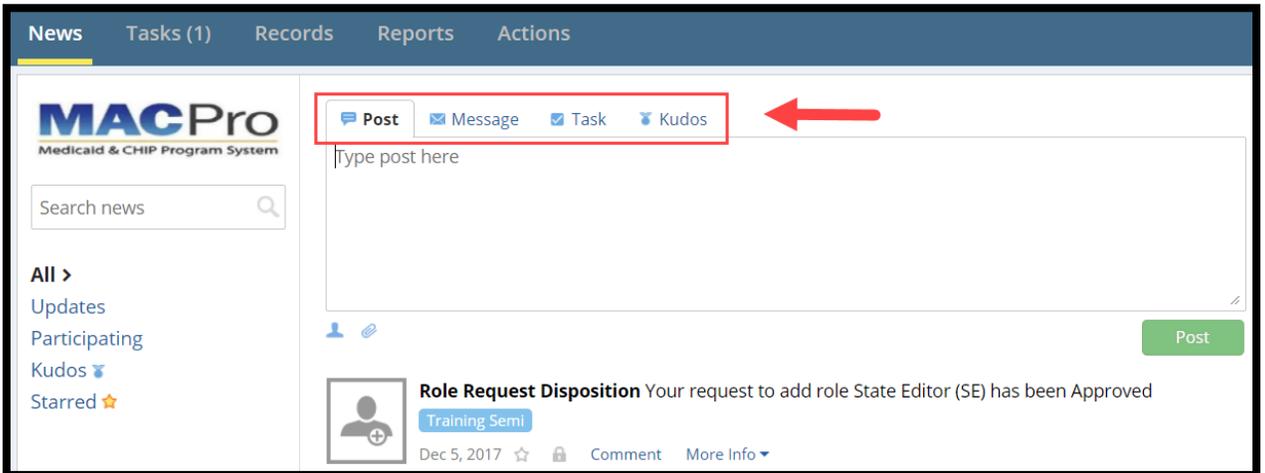


Figure 5: Informal communication tabs

## Tasks tab

- On the Tasks tab, you can view Tasks assigned to you.
- Tasks are activities that you must complete to keep the report moving through the workflow. For example, depending on your role, you may be assigned a task to review a report or respond to a Seek More Information (SMI) request.



Figure 6: Tasks tab

## Records tab

- On the Records tab, you can view Quality Measures reports that are either complete or in progress.
- The records available vary based on your user role in MACPro. For example, if you have access to both Adult Quality Measures and Health Homes Quality Measures, then you will be able to view reports for those two authorities under their respective Records link.



Figure 7: Records tab

## Viewing the Summary Screen & Timeline

When accessing a Quality Measure report from the Records tab, you are directed to the report's Summary screen. The timeline at the top of the screen indicates what stages of the workflow a Quality Measure report follows and the stage where the report currently stands.

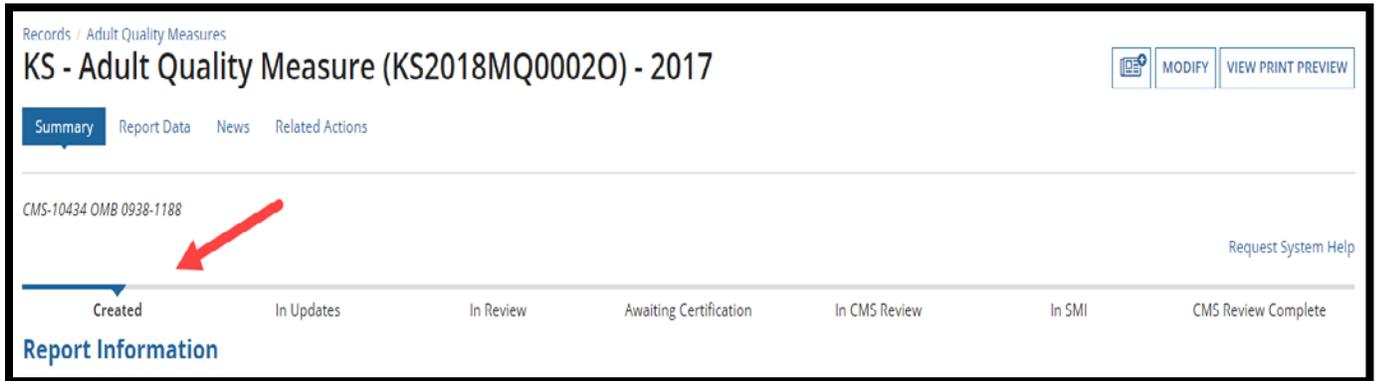


Figure 8: Reports summary timeline

Workflow Stage	Description
Created	The report is with the State Editor and has not yet been submitted to the State Point of Contact (SPOC).
In Updates	The report is with the State Editor following submission to the SPOC. This means the SPOC returned the report to the State Editor for further revisions.
In Review	The report is with the SPOC. At this stage, the SPOC is currently reviewing the report before submitting to the State Director.
Awaiting Certification	The report is currently with the SDIR. Once the report has been reviewed, the State Director must certify and submit the report to CMS.
In CMS Review	The report has been successfully submitted to CMS and is currently under review
In SMI	CMS had further questions on the report. It can mean that the report is with the State or CMS. If the report is with the State this means CMS has submitted their Seek More Information Request to the State. If it is with CMS, it means that CMS is reviewing the State's response to the SMI request and has not closed the SMI request.
CMS Review Complete	CMS has completed their review of the report and has approved it.

## Viewing Core Measures Status

Every core measure in a Quality Measure report will display a status that indicates the current stage it is in. All core measures must be in the Complete status prior to submission to CMS.

- **Not Started** indicates that the State Editor has not entered any information in the core measure. (Corresponding icon: Red circle with x).
- **In Progress** indicates that the State Editor has entered information on the core measure but has not yet completed it by filling out all required fields, validating the core measure, and saving it. (Corresponding icon: Clock)
- **Complete** indicates that the State Editor has entered all necessary information in the core measure, validated the core measure, and saved it. (Corresponding icon: Green circle with checkmark).

Core Measures				
<input type="checkbox"/>	Measure	Status	Reporting on the measure?	
<input type="checkbox"/>	Follow-Up Care for Children Prescribed Attention-Deficit/Hyperactivity Disorder (ADHD) Medication (ADD)	Not Started		
<input type="checkbox"/>	Ambulatory Care - Emergency Department (ED) Visits (AMB)	In Progress	Yes	
<input type="checkbox"/>	Use of Multiple Concurrent Antipsychotics in Children and Adolescents (APC)	Complete	Yes	

Figure 9: Core Measures screen

## Accessing & Editing Reports from the Records Tab

It is important to always save any edits to a report before navigating away from it. When you are ready to edit the report again, follow the steps below.

1. On the **Records** tab, select the relevant **Quality Measure authority** link.

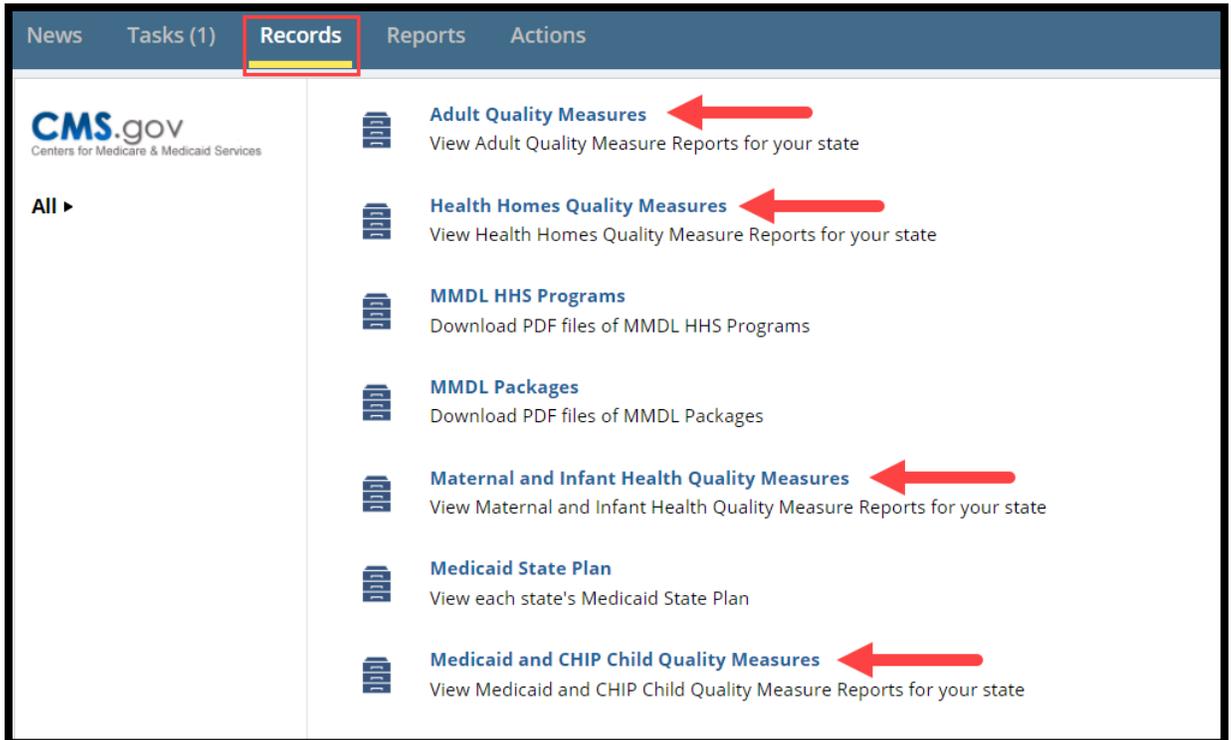


Figure 10: Records tab, Quality Measures reports

2. Select a report to modify.



Figure 11: Link to report

3. Select the **Modify** button in the upper-right corner. The **Modify** button appears only if (1) you are currently assigned to the report as a State Editor, and (2) you have access to the appropriate authorities to edit the report.

For information on how to obtain the State Editor role for a specified authority, refer to the [Obtaining MACPro Access](#) section in this document.



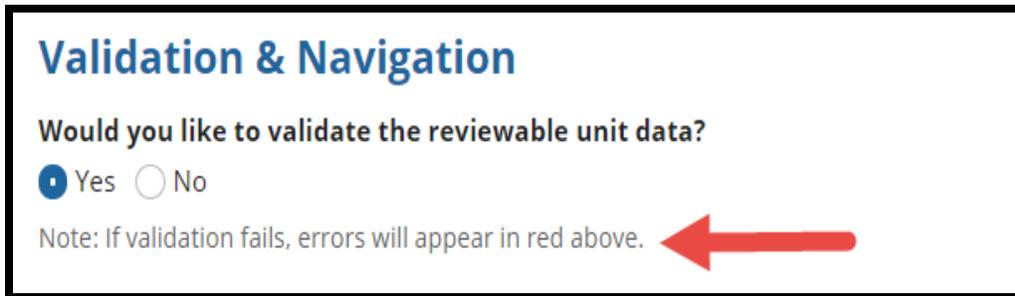
Figure 12: Modify button

4. At this point you will be back on the report's Admin Screen and you can continue reporting from there.

## Validating a Report

To submit a Quality Measure report, all core measures must be completed, validated, and saved. It is important to remember that even if you are not reporting on a measure, you still must indicate no to the “**Are you reporting on this measure?**” question that appears at the top of the measure, and then you must validate and save the measure.

**To validate a core measure**, select yes to the “**Would you like to validate the reviewable unit data?**” question. If a core measure contains an incomplete field or information that was entered incorrectly, the system will not validate the measure.



**Validation & Navigation**

Would you like to validate the reviewable unit data?

Yes  No

Note: If validation fails, errors will appear in red above. ←

Figure 13: Validation errors note

**Validation errors** will be marked by either or both red text or a red box outlining the error, as pointed out by the two red arrows in the following image. If a core measure fails validation, scroll back through the measure, look for red text and/or a red box marking the error, and correct it. Then save and validate the core measure.



Other

\* Specify

A value is required

Figure 14: Validation error

## Audit or Validation of Measures Section

The Audit or Validation of Measures section on the Admin Screen of a report provides State Editors with the opportunity to indicate whether an audit or validation was performed for core measures and who performed it.

This section is mandatory for FFY 2017 Quality Measure reports for Adult Quality Measure, Child Quality Measure, and Maternal and Infant Health Quality Measure. It does not apply to previous Federal Fiscal Years.

### Important notes about the Audit or Validation of Measures section:

- This section does not appear upon initial creation of a report (before modifying any core measure).
- This section appears on the Admin Screen once the State Editor who created the report performs one of the following actions:
  - Selects **Begin Reporting** on the Admin Screen after modifying the report
  - Sends a Technical Assistance Request (i.e., selects the “Request Technical Assistance” link) before modifying the report
  - Uploads a document on the Admin Screen before modifying the report
- Once the section appears, a response must be provided before core measures can be modified.
- Once an entry is made it saves automatically; there is no Save button.

## Filling out the Audit or Validation of Measures Section

1. On the report's **Admin Screen**, scroll down to the **Audit or Validation of Measures** section.

**Delivery System**

As of September 30, 2016, what percentage of your Medicaid/CHIP enrollees (under age 21) were enrolled in each delivery system?

Delivery System	Medicaid (under age 21)	CHIP
Fee-for-service		
PCCM		
Managed care		
Other		

**Audit or Validation of Measures** ←

Were any of the Core Set measures audited or validated? \*

Yes  
 No

Which measures were audited or validated?	Who conducted the audit or validation?
-- Select --	

+ Add Measure

Figure 15: Audit or Validation of Measures section

2. Select yes or no to the “**Were any of the Core Set measures audited or validated?**” question. If yes, additional options become available.

**Audit or Validation of Measures**

Were any of the Core Set measures audited or validated? \*

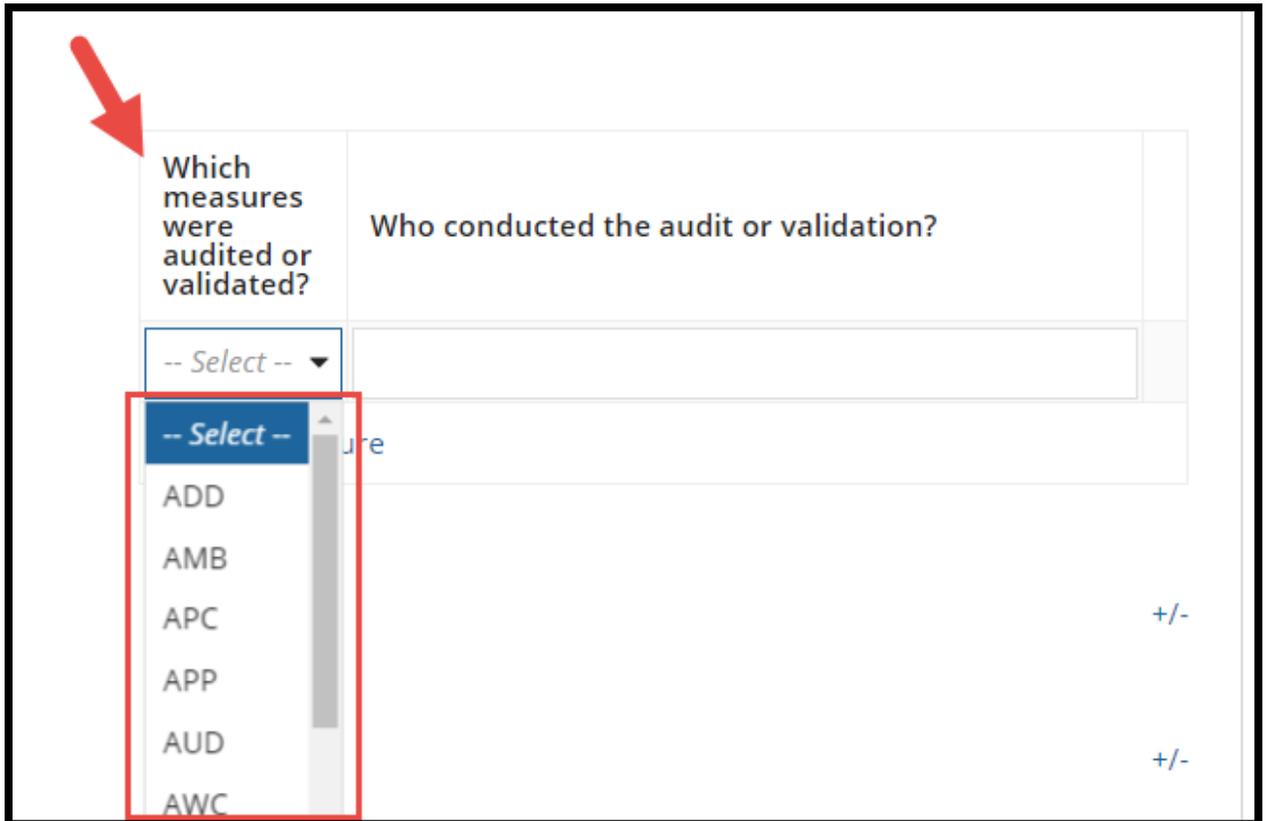
Yes ←  
 No

Which measures were audited or validated?	Who conducted the audit or validation?
-- Select --	

+ Add Measure →

Figure 16: Yes radio button, Additional options

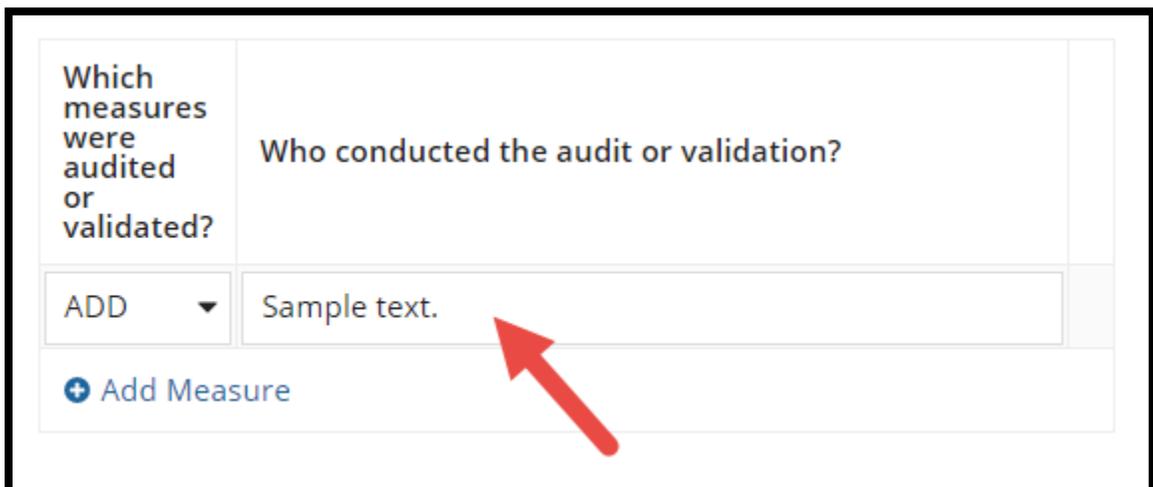
3. Select a core measure from the “Which measures were audited or validated?” drop-down list.



The screenshot shows a form with two main sections. The left section is titled "Which measures were audited or validated?" and contains a dropdown menu currently set to "-- Select --". A red arrow points to the dropdown, and a red box highlights the list of measures: ADD, AMB, APC, APP, AUD, and AWC. The right section is titled "Who conducted the audit or validation?" and contains a text input field. Below the text input field, there are two rows of data, each with a "+/-" button on the right.

Figure 17: Measures drop-down list

4. Enter text in the “Who conducted the audit or validation?” box. It will save automatically; there is no **Save** button.



The screenshot shows the same form as Figure 17, but the dropdown menu is now set to "ADD". The text input field in the "Who conducted the audit or validation?" section contains the text "Sample text.". A red arrow points to the text in the input field. Below the text input field, there is a blue button with a plus sign and the text "Add Measure".

Figure 18: Text box field

5. Select **Add Measure** to add another measure that has been audited or validated.

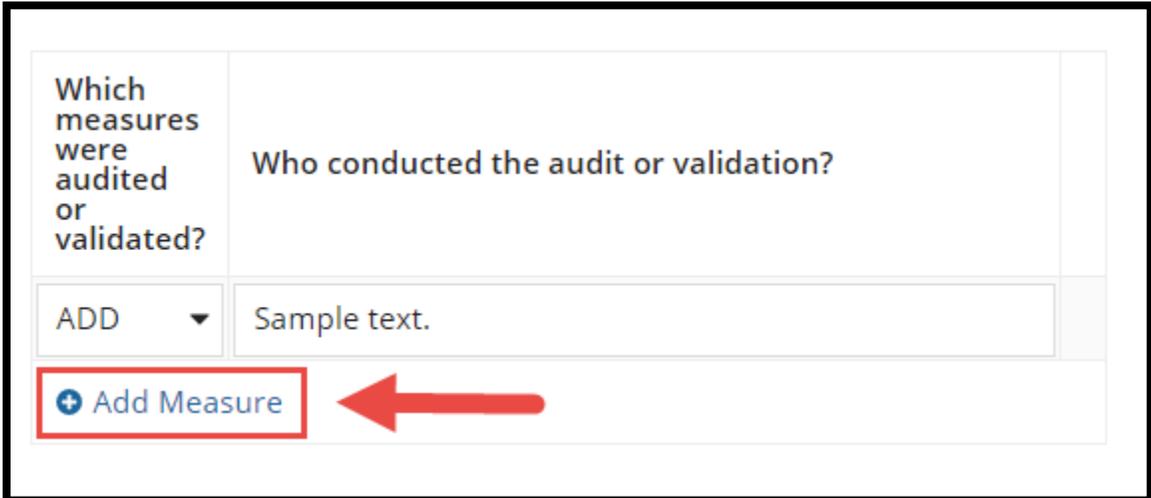


Figure 19: Add Measure button

6. To delete a measure, select the **X** to the right of the text box field. You may delete an entry only if at least one entry will remain.

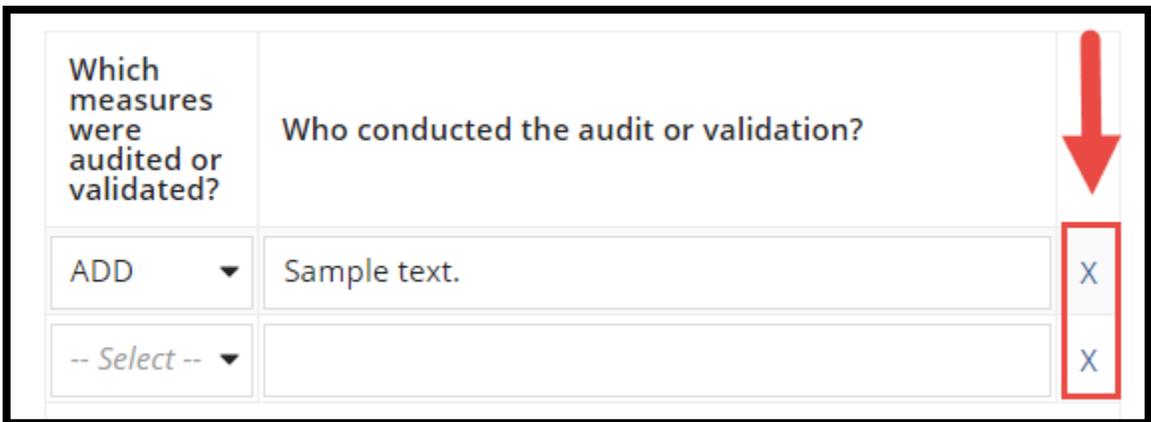


Figure 20: X link

# Step 1: State Editor - Creates Report & Enters Quality Measure Information

- 1. The State Editor selects **Actions** from the upper toolbar and then the “**Create ...**” link for the relevant Quality Measure report.



Figure 21: Create Adult Quality Measures Report link

- 2. Select the **Federal Fiscal Year** (FFY) from the drop-down list. Available core measures vary by FFY and authority—Adult, Child, Maternal and Infant Health, and Health Homes Quality Measures (HHQM).
  - o If creating a HHQM report, start with steps A and B below.
  - o If not creating a HHQM report, go directly to step 3 below.

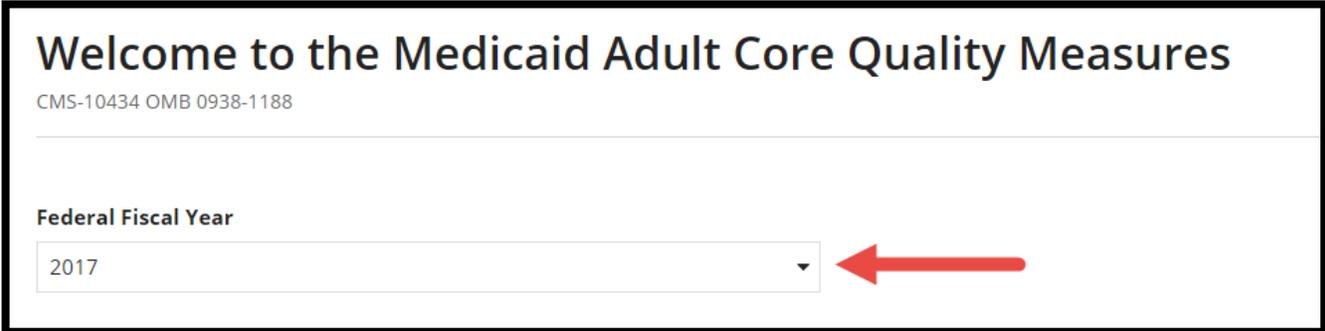


Figure 22: Federal Fiscal Year drop-down list

## A. Health Homes Quality Measure Reports (Only):

The Admin Screen of the Health Homes Quality Measure report differs from the remaining Quality Measure reports. Select a **Federal Fiscal Year** and a **Health Home Program** from each respective drop-down list.

### NOTE:

- States are expected to report the Health Home Core Set measures when their state plan amendment (SPA) has been in effect for six months or more of the measurement period.
- For SPA amendments, states are expected to include data affected by the amendment combined with data from the original SPA when the amendment is in effect for six or more months of the measurement period.

The screenshot shows a web interface for the Health Homes Quality Measure report. At the top right, there are three links: "Request System Help", "Request Technical Assistance", and "View Implementation Guide". Below these links is a "Federal Fiscal Year" drop-down menu with "2017" selected. A red arrow points to this menu. Below the menu is a paragraph of text explaining the Health Homes provision. Below the text is a "Choose the Health Home Program" drop-down menu with "-- Select --" selected. A red arrow points to this menu.

Figure 23: Federal Fiscal Year and Health Homes State Program drop-down lists

## B. Complete the Administrative Questions and Cost Savings Data form.

The screenshot shows a form titled "Administrative Questions" and "Cost Savings Data". The "Administrative Questions" section includes three text input fields: "Please indicate the total annual number of individuals in the Health Homes Program", "Please indicate the total annual number of adults and children" (with sub-fields for "Adults" and "Children"), and "Please indicate the number of Health Homes providers operating under the Health Homes program". The "Cost Savings Data" section includes a text input field for "Amount of cost savings" (with a "\$" symbol) and a text area for "Please describe your cost savings methodology in the box below". A red arrow points to the "Administrative Questions" header. At the bottom, there is a note: "If you would like to provide additional information regarding cost savings data, you may upload a document."

Figure 24: Administrative Questions and Cost Saving Data form

3. **Select the checkbox** next to a core measure to report on it. Select multiple checkboxes at once to move from one measure to the next without returning to the Admin Screen. To report on all measures in order, select the **Begin Reporting** button at the bottom of the screen.

**NOTE:** If State Editors are not reporting on a core measure, they must still select the measure, indicate that they are not reporting the measure, and explain the reasons why.

Core Measures			
<input type="checkbox"/>	Measure	Status	Reporting on the measure?
<input checked="" type="checkbox"/>	Adult Body Mass Index Assessment (ABA)	Complete	<input type="checkbox"/>
<input type="checkbox"/>	Antidepressant Medication Management (AMM)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Breast Cancer Screening (BCS)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Controlling High Blood Pressure (CBP)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Contraceptive Care - Postpartum Women Ages 21-44 (CCP)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Cervical Cancer Screening (CCS)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Screening for Clinical Depression and Follow-Up Plan (CDF)	Not Started	<input type="checkbox"/>
<input type="checkbox"/>	Chlamydia Screening in Women Ages 21-24 (CHL)	Not Started	<input type="checkbox"/>

Figure 25: Core measures check box

4. Select **Begin Reporting**.

*Work Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. If this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 minutes per response, including reviewing instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Washington, DC 20457.*

Figure 26: Begin Reporting button

5. Select yes or no to the “**Are you reporting on this measure?**” question for the specific core measure.
- If yes, select the **View All Responses** button on the right to expand each section in the measure.
  - If no, select a reason why not in the **Please explain why you are not reporting on the measure** list.

Adult Body Mass Index Assessment (ABA)  
CMS-10434 OMB 0938-1188

Medicaid Adult Core Quality Measure - MO - 2017

REQUEST TECHNICAL ASSISTANCE CLEAR **VIEW ALL RESPONSES** Request System Help  
View Implementation Guide

Are you reporting on this measure? \*  
 Yes  No

Status of Data Reported

Measurement Specification

Figure 27: View All Response button, yes radio button

Are you reporting on this measure? \*

Yes  
 No

Please explain why you are not reporting on the measure:  
Select all that apply (must select at least one)

Service not covered  
 Population not covered  
 Data not available  
 Small Sample Size (less than 30)  
 Other

Figure 28: No radio button, reasons for not reporting checkboxes

6. If reporting on a core measure (by selecting yes to the above question), continue entering information as required.

**Reminder:** Some fields in MACPro are dynamic, which means that when certain options are selected, additional questions and fields may appear. For example, the Performance Measure section within a core measure may differ depending on the specifications entered.

7. Select yes or no to the “**Would you like to validate the Core Measures data?**” question.

- If no, next select **Save** and then come back to validate later. Note that core measures must be validated to be considered complete.
- If yes, next select **Save**. Then, correct validation errors if any exist. Validation errors will be marked by either or both red text or a red outline, as indicated by the two red arrows in the second image below.

The screenshot shows a question: "Would you like to validate the core measure data at this time?". There are two radio buttons: "Yes" (selected) and "No". A red arrow points to the "Yes" button. Below the question is a note: "(Note: While the measure does not need to be validated at this time in order to proceed, each measure must be validated for the measure to be marked as 'complete' and before the report can be submitted to CMS).". Another note says: "Note: If validation fails, errors will appear in red above." There is a "PRA Disclosure Statement" paragraph. At the bottom, there are three buttons: "CANCEL", "SAVE" (highlighted with a red box and a red arrow), and "GO TO ADMIN SCREEN" and "GO TO NEXT MEASURE".

Figure 29: Yes radio button, Save button

The screenshot shows a question: "Did you Combine Rates from Multiple Reporting Units (e.g., health plans, delivery systems, programs) to Create a State-Level Rate?". There are two radio buttons: "Yes" (selected) and "No". To the right, there is a section: "If yes, indicate whether the state-level rate is weighted". Under "Must select one", there are two radio buttons: "The rates are weighted based on the size of the measure-eligible population for each reporting unit" and "The rates are weighted based on another weighting factor" (selected). Below this is a text box labeled "Describe the other weighting factor:". Two red arrows point to the text box, and a red message "A value is required" is displayed below it.

Figure 30: Validation Error

- Select the **Go to Admin Screen** button once there are no validation errors.

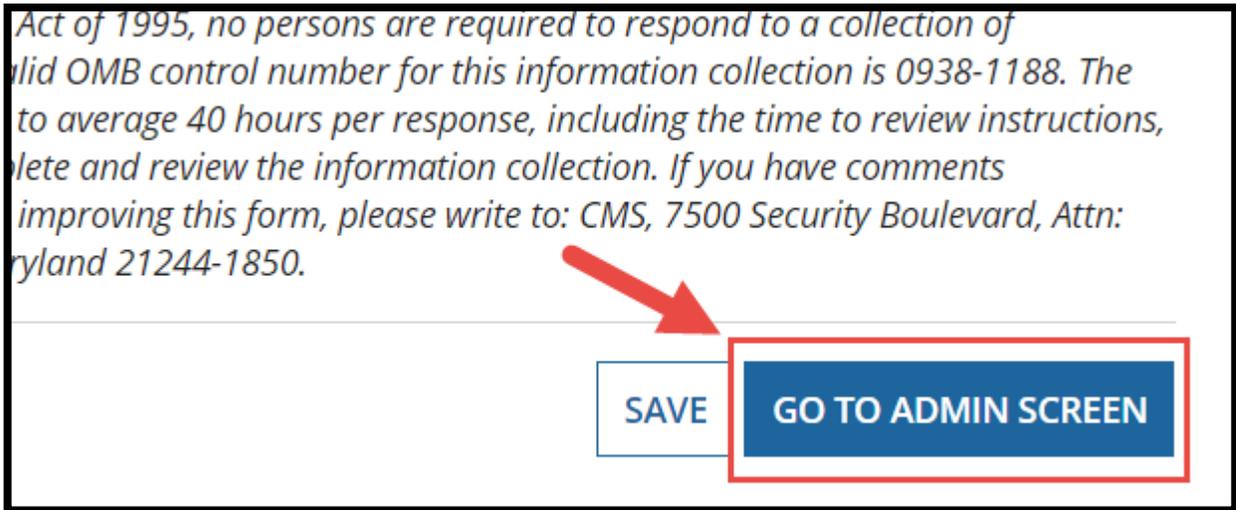


Figure 31: Go to Admin Screen button

- On the Admin Screen, once a core measure is completed and validated it will appear as status **Complete**.

Core Measures			
<input type="checkbox"/> Measure	Status	Reporting on the measure?	
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Complete	Yes	✓
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started		✗

Figure 32: Complete status

- Conversely, if a core measure contains incomplete information or is not validated the core measure will appear as status **In Progress**.

Core Measures			
<input type="checkbox"/> Measure	Status	Reporting on the measure?	
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	In Progress	Yes	🕒
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started		✗

Figure 33: In Progress status

11. Repeat this process for each Quality Measure. Complete the **Delivery System**, the **Audit or Validation of Measures**, and the **External Contractor** sections on the Admin Screen as necessary. For instructions, refer to the [Audit or Validation of Measures](#) section of this document.

**NOTE:**

- The **Delivery System** section is required for FFY 2016 and 2017 Adult Quality Measure, Child Quality Measure, and Maternal and Infant Health Measure Reports. It is optional for all FFY Health Homes Quality Measure Reports
- The **Delivery System** section and the **External Contractor** section can also be completed after reporting begins.

**Delivery System** ←

As of September 30, 2016, what percentage of your Medicaid/CHIP enrollees (under age 45) were enrolled in each delivery system?

Delivery System	Ages 15-20	Ages 21-44
Fee-for-service		
PCCM		
Managed care		
Other		

**Audit or Validation of Measures** ←

Were any of the Core Set measures audited or validated? \*

Yes  
 No

Which measures were audited or validated?	Who conducted the audit or validation?
CCW	example

[Add Measure](#)

**External Contractor** ←

Optional: Please indicate whether your state obtained assistance from one or more external contractors in collecting, calculating, and/or reporting Core Set data.

Select all that apply:

External quality review organization (EQRO)

Figure 34: Delivery System, Audit or Validation of Measures and External Contractor Sections

12. Submit the report for review to the State Point of Contact (SPOC) once all core measures are completed, validated, and saved.

**NOTE:**

- Each core measure must have information entered and validated for the report to show as complete in MACPro.
- As it is not required that a state report on every measure, State Editors can select the No option on the measure’s description page, answer the subsequent questions, and then validate the measure.

# Step 2: State Editor – Submits Quality Measure Report for State Point of Contact Review

1. The State Editor selects the **Request State POC Review** button on the Admin Screen when the report is ready to be sent to the State Point of Contact (SPOC) for review and editing.

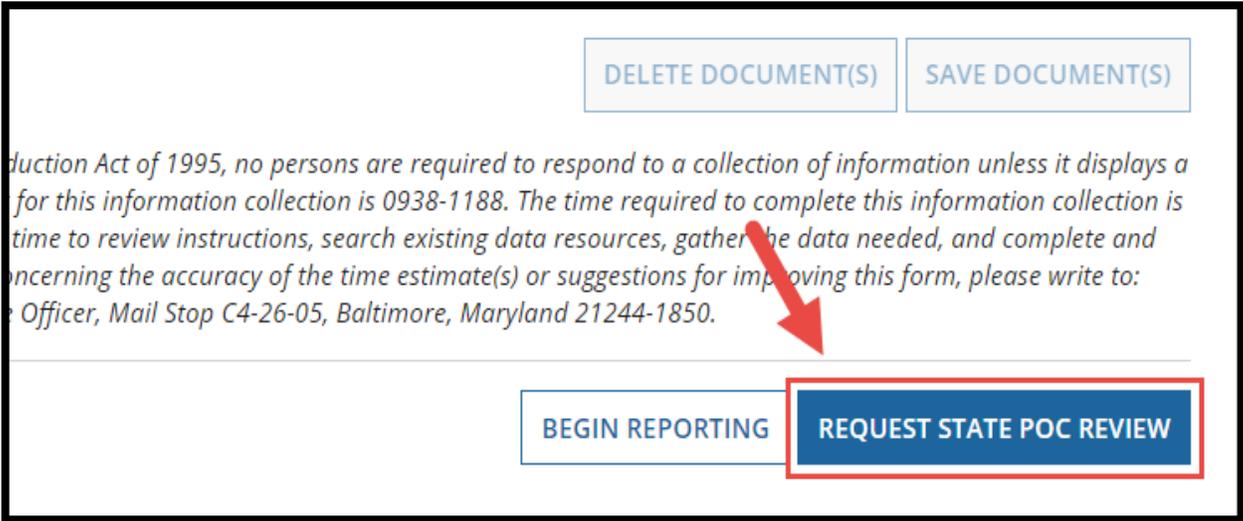


Figure 35: Request State POC Review button

2. The State Editor will then receive an **Action completed successfully** message at the top of the screen.

**NOTE:**

- State Editors cannot make any additional edits to the report once sent to the SPOC.
- To update the report, the SPOC must return the report to the State Editor as detailed in step 5 of the [State Point of Contact-Review and Edit Report](#) section of this document.

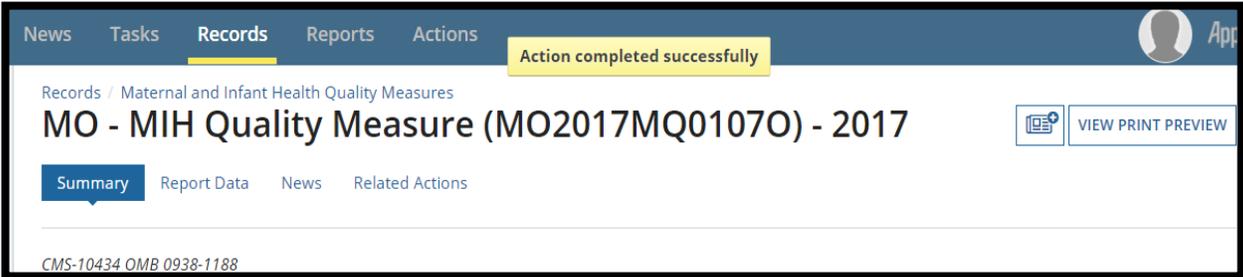


Figure 36: Action completed successfully banner

## Step 3: State Point of Contact - Reviews and Edits the Report

1. The State Point of Contact (SPOC) receives an email notification stating that a Quality Measure report is available for their review and edit. SPOCs can access the task using one of the following two options:
  - a. Select **follow this link** in the email notification.

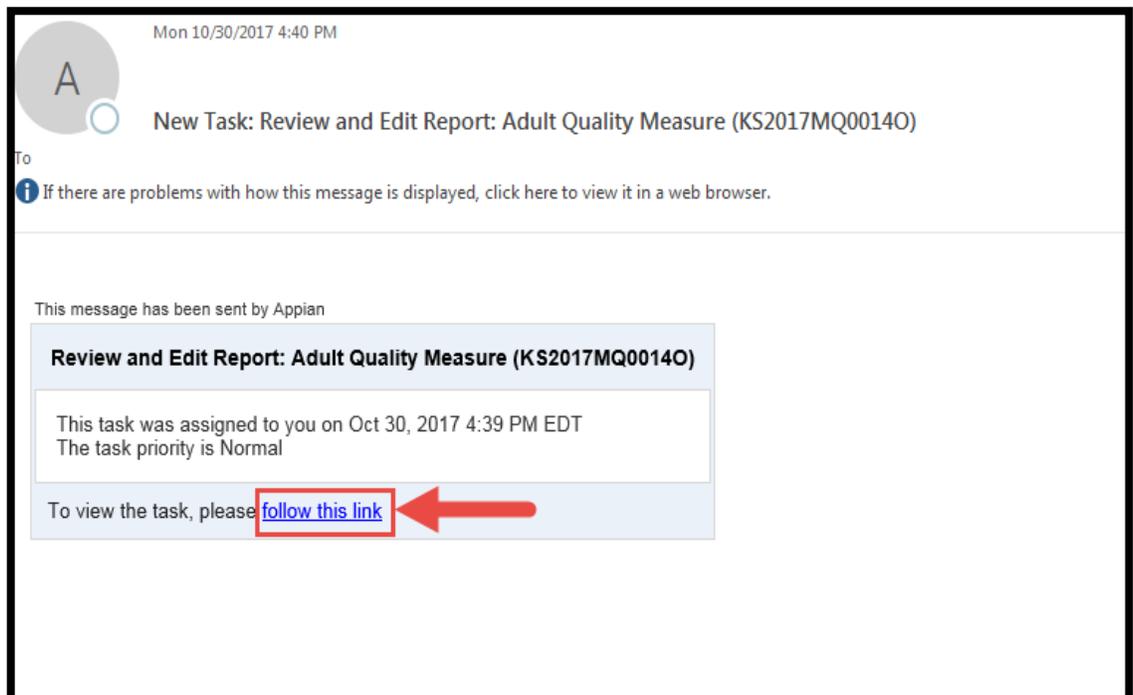


Figure 37: Task link in email notification

- b. Or, select **Tasks** from the upper toolbar in MACPro.

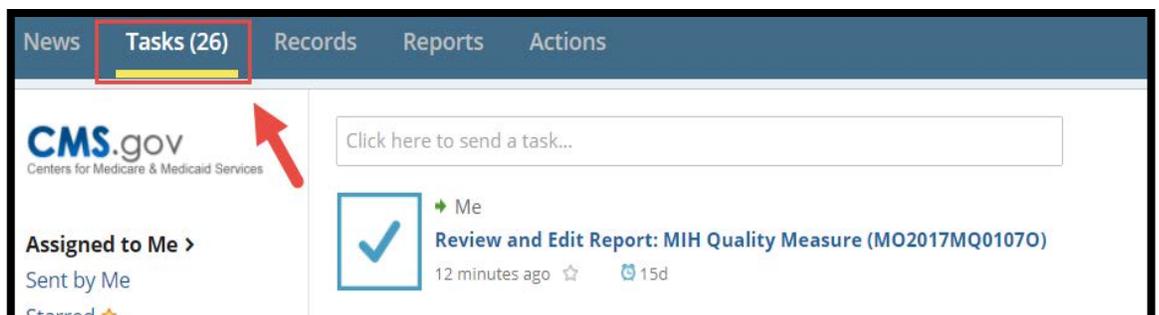


Figure 38: Tasks tab

2. Select the **“Review and Edit Report...”** link for the report.

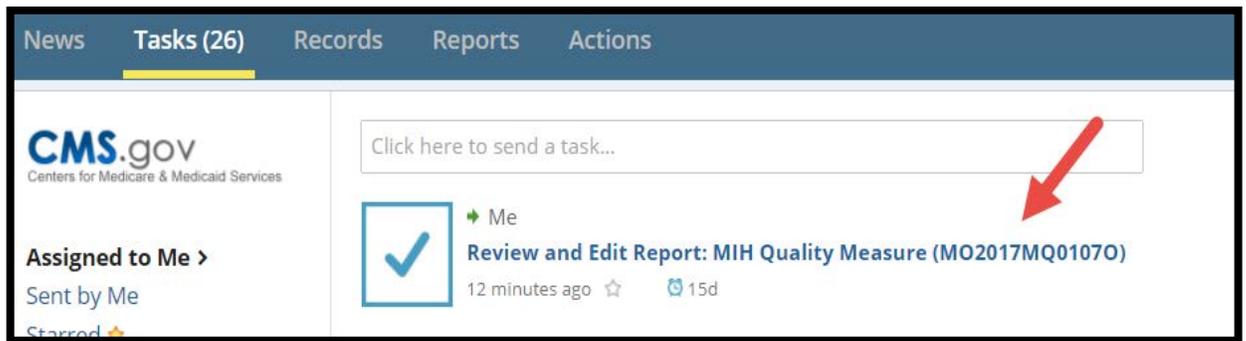


Figure 39: Review and Edit Quality Measure link

3. Select **Accept**, if applicable. If there are multiple state SPOCs with access to the same authorities, only one SPOC can accept the task before acting on it. This removes the task from the queues of other SPOCs to ensure that multiple SPOCs are not reviewing the report at once.

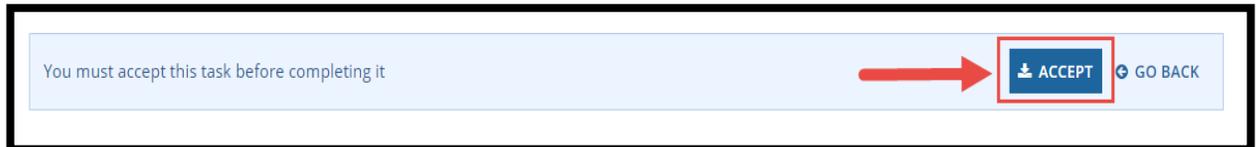


Figure 40: Accept button

4. Select the checkbox next to a core measure to review and update it. At this point, it is not possible to select more than one core measure at a time.



Figure 41: Core Measures check box

5. Select **Go to Selected Measure** at the bottom of the screen.

**NOTE:** At this point the SPOC also has the option to send the report back to the State Editor (SE) for further edits (by selecting **Return Report to SE**) or to send the report to the State Director for certification (by selecting **Send for Certification**).

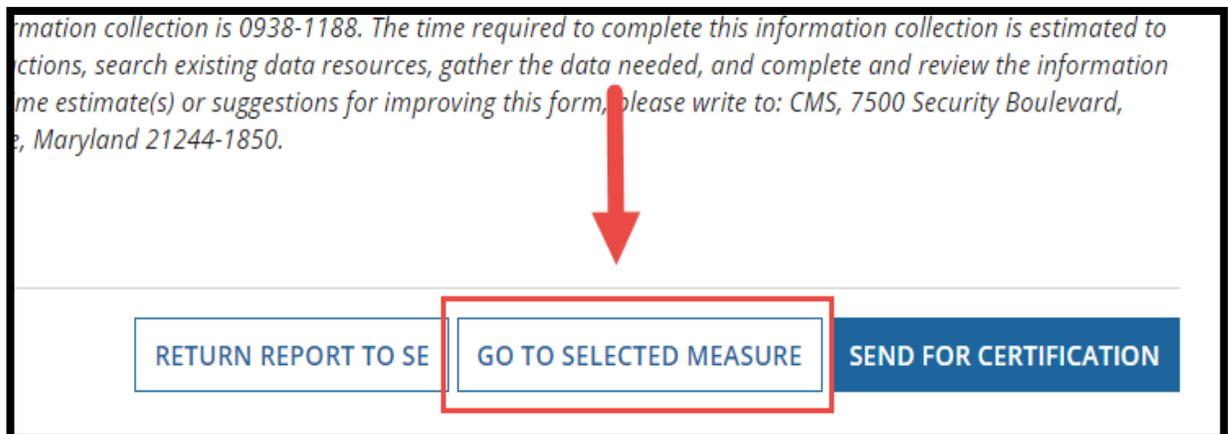


Figure 42: Go to Selected Measure button

6. Select **View All Responses** in the upper-right corner and make any necessary updates.

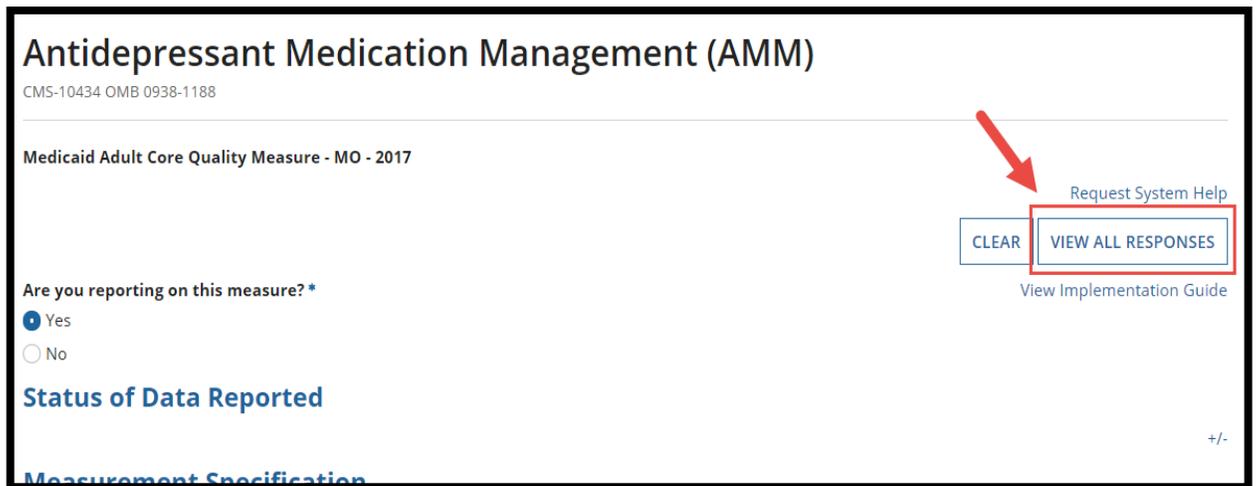


Figure 43: View All Responses button

7. Select yes to the “**Would you like to validate the core measure data at this time?**” question.

**NOTE:** For each core measure reviewed, the validation question at the bottom of the screen automatically resets the answer to no. After reviewing and editing each core measure, the SPOC must answer yes to this question for the core measure to be considered complete. As a reminder, all core measures must be in Complete status to activate the **Send for Certification** button on the Admin Screen.

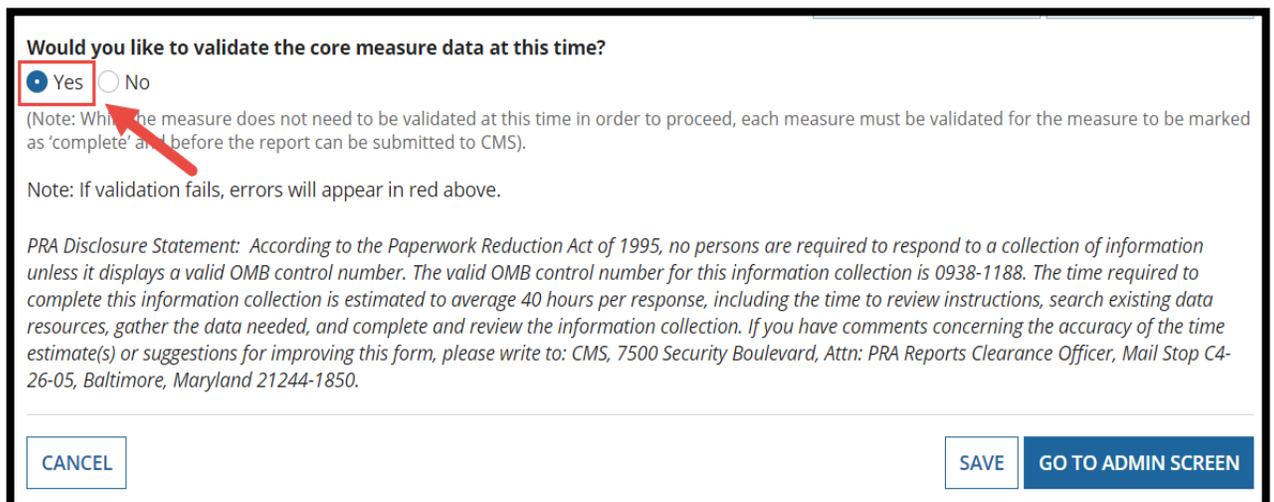


Figure 44: Yes radio button

8. Select **Save** after validating the core measure.

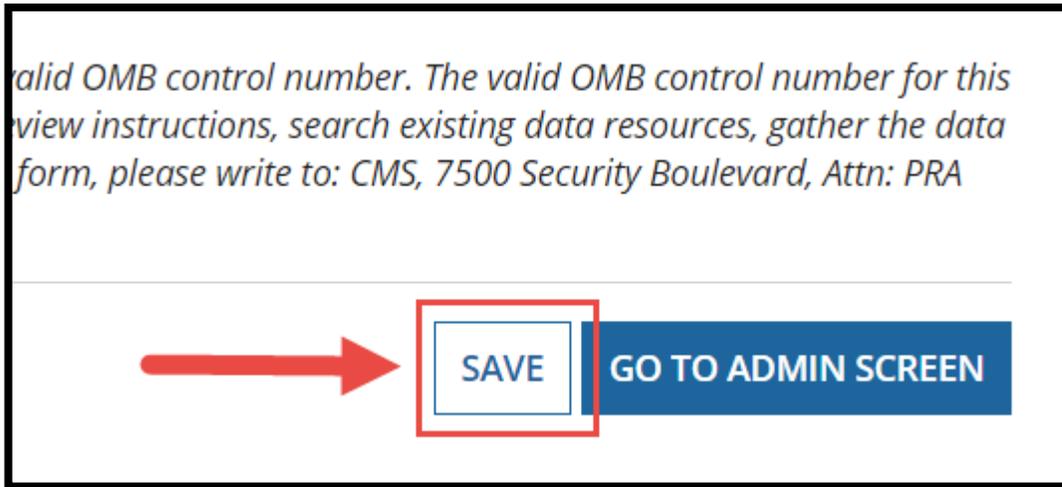


Figure 45: Save button

9. Select **Go to Admin Screen**. Repeat this process for every core measure that needs a review and edit.

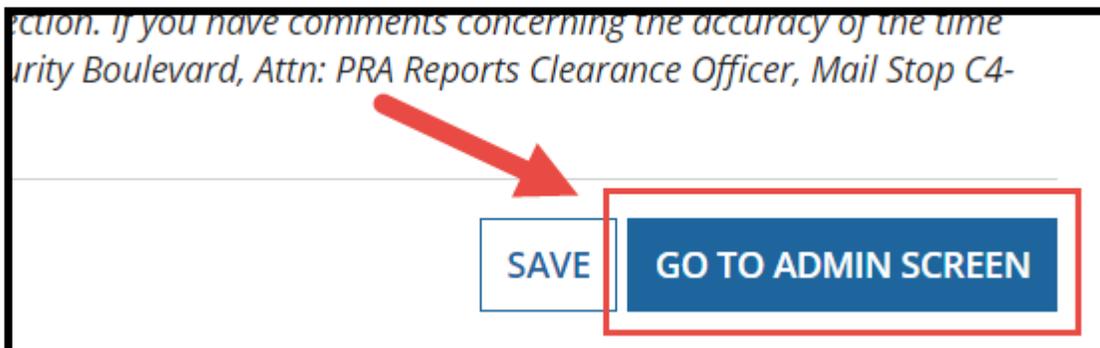


Figure 46: Go to Admin Screen

## Step 4: State Point of Contact – Sends Report to State Director for Certification

1. The State Point of Contact (SPOC) selects **Send for Certification** once they have reviewed and edited the report.

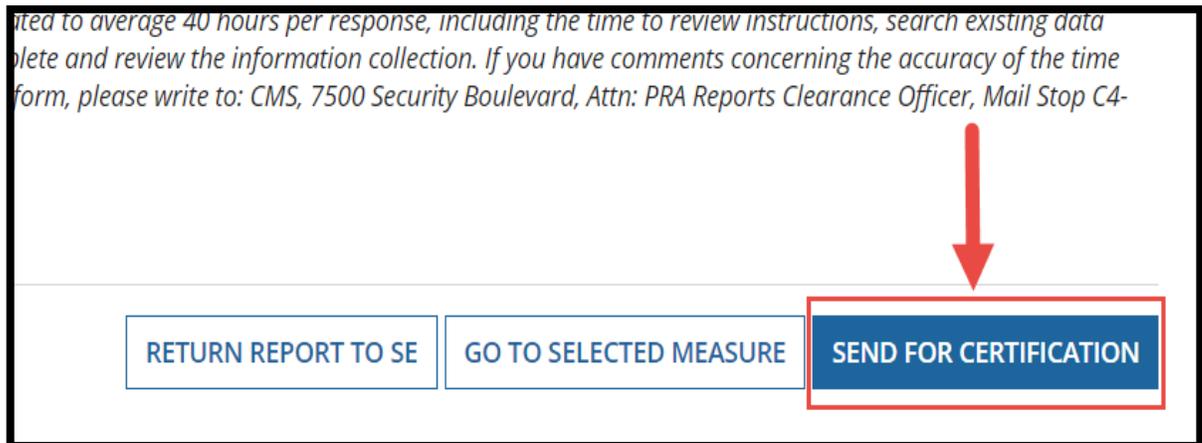


Figure 47: Send for Certification button

2. At this point, the task to Review and Edit the report will automatically be removed from the SPOC's list of tasks on the **Tasks** tab.

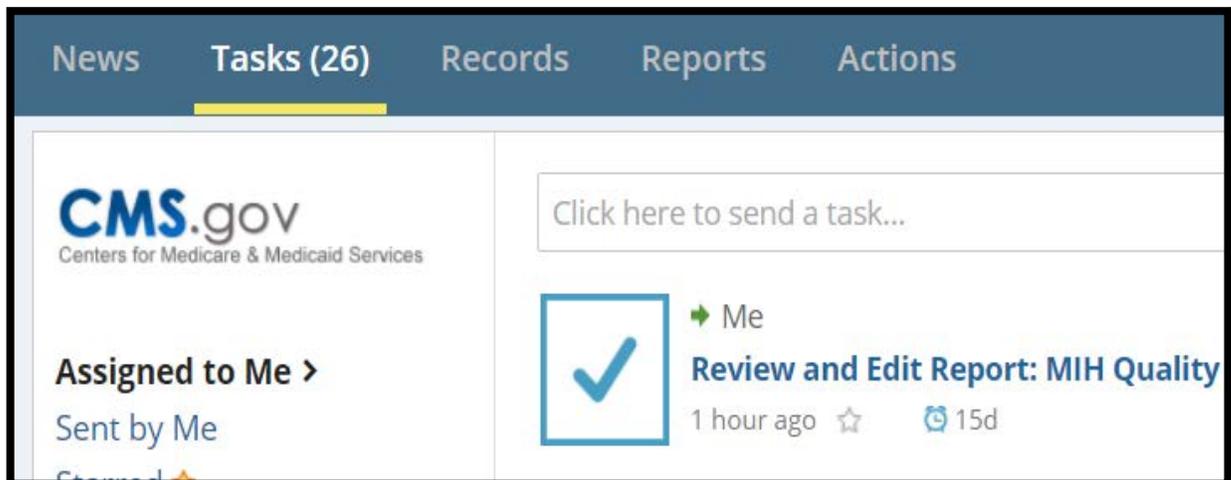


Figure 48: Tasks tab

## Step 5: State Director – Reviews Quality Measure Report

1. The State Director (SDIR) will receive an email notification stating that a Quality Measure report is available for them to review and certify. Access the task using one of the following two options:
  - a. Select **follow this link** in the email notification.

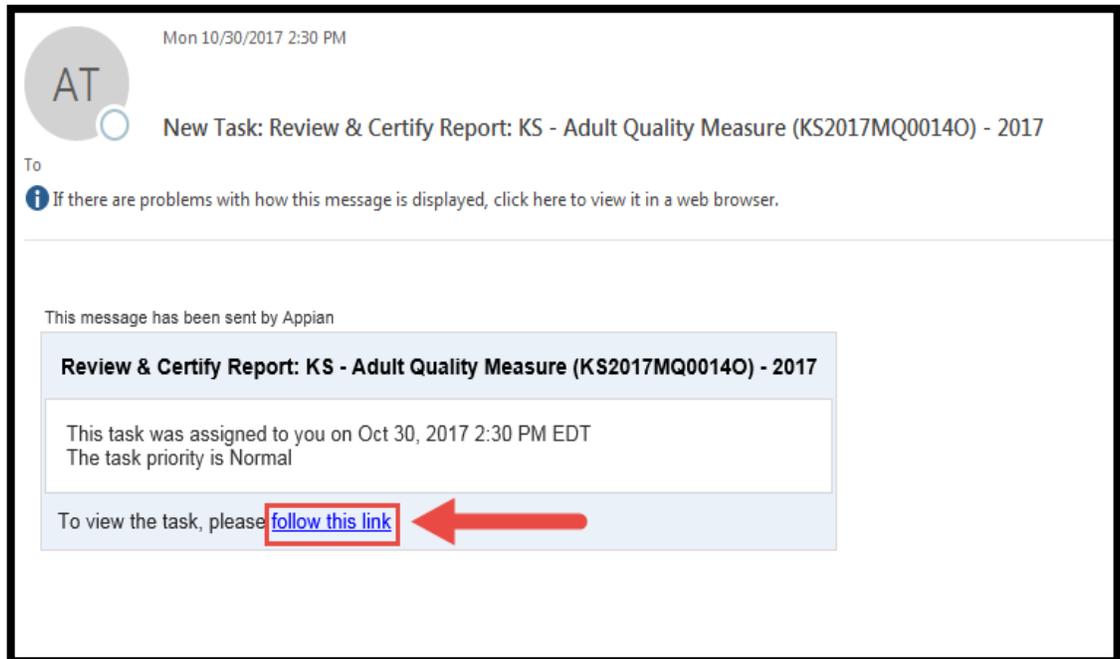


Figure 49: Task link in email notification

- b. Or, log in to MACPro and select **Tasks** from the upper toolbar.

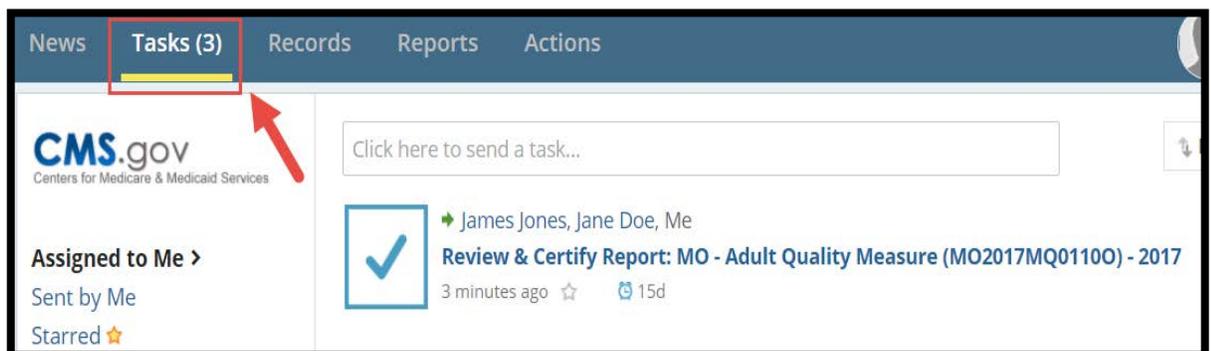


Figure 50: Tasks tab

2. Select the “**Review & Certify Report...**” link for the report.

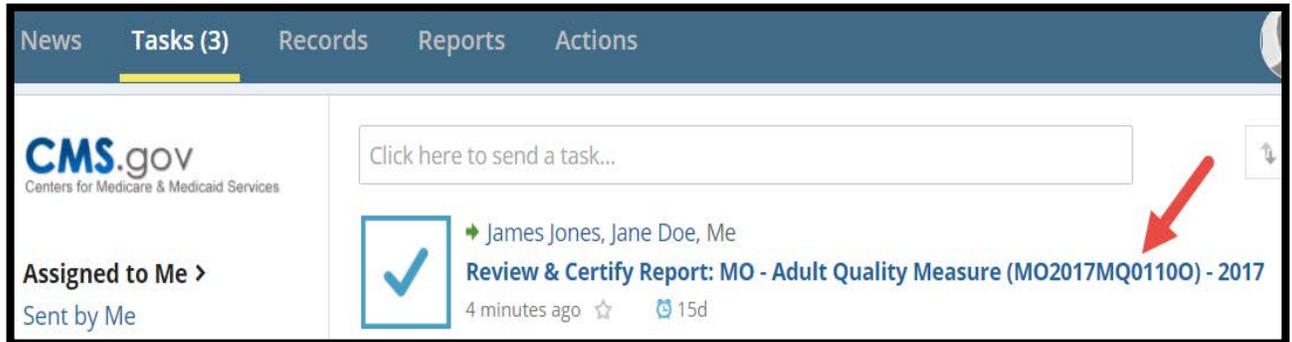


Figure 51: Review and Certify Report Link

3. Select **Accept**, if applicable. If there are multiple SDIRs with access to the same authorities, only one SDIR can accept the task before acting on it. This will remove the task from the queues of others to ensure that multiple SDIRs are not reviewing the report at once.



Figure 52: Accept button

- Select the core measure link to review each core measure. Although the SDIR cannot edit the report they can certify or deny the report. The SDIR also has the option to leave review comments (detailed in the next steps).

## Review Report: Adult Quality Measure (MO2017MQ01100)

This annual report is ready for your review. If the report needs to be corrected, please provide review comments at the bottom of the core measures and click "Deny Certification".

[Request System Help](#)

### Report Information

<b>Annual Report ID</b> MO2017MQ01100	<b>Program</b> Medicaid
<b>Report Year</b> 2017	<b>State</b> MO
<b>Extension Date</b>	

### Audit Information

<b>Created By</b> Training SE	<b>Last Updated By</b> Training SPOC
<b>Created Date</b> 11/16/2017 11:54 AM EST	<b>Last Updated Date</b> 11/16/2017 3:12 PM EST

CMS-10434 OMB 0938-1188

[View Implementation Guide](#)

### Core Measures in Report

Core Measure	Status	Reporting on the measure?	
Adult Body Mass Index Assessment (ABA)	Complete	No	✓
Antidepressant Medication Management (AMM)	Complete	No	✓

Figure 53: Adult Body Mass Index Assessment Core Measure Link

5. Review each section within a core measure.

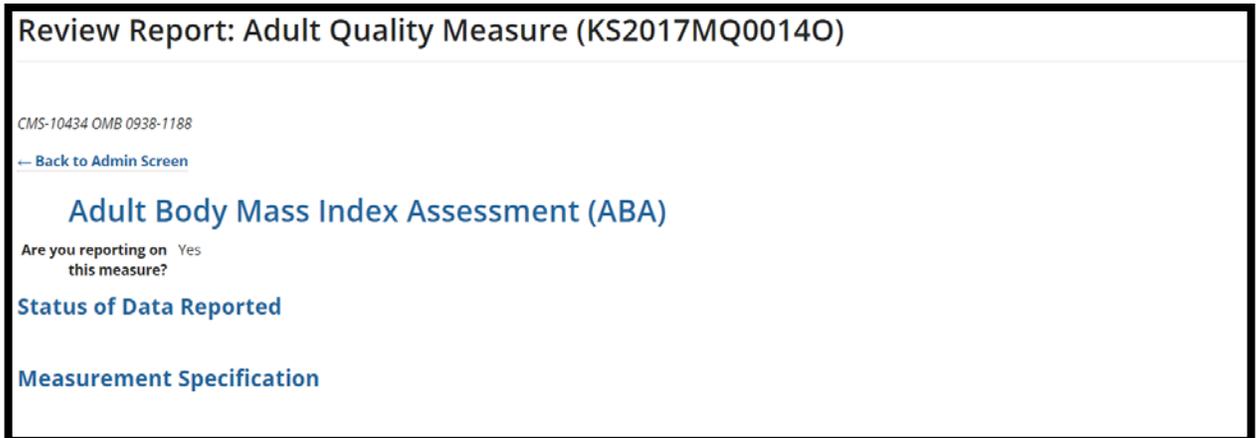


Figure 54: Review Report screen

6. Enter any comments in the **Review Comments** text box at the bottom of each core measure.

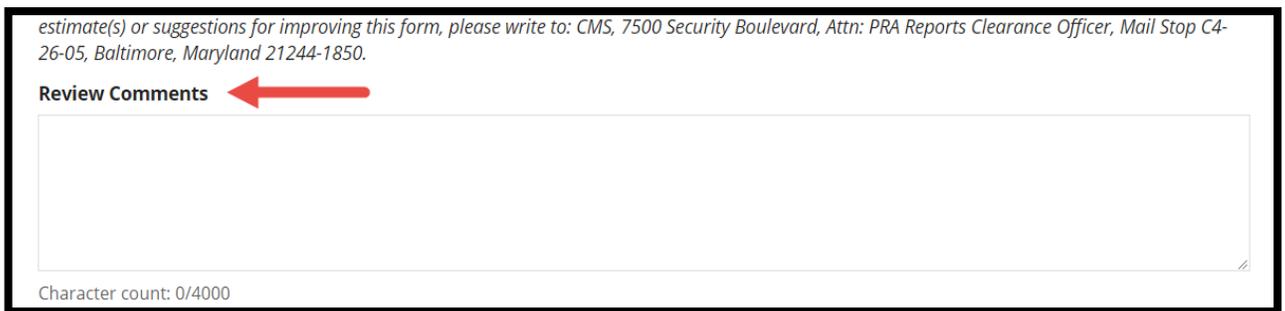


Figure 55: Review Comments text box

7. Select the **Back to Admin Screen** link at the top of the measure, which will also save text entered in **Review Comments**.

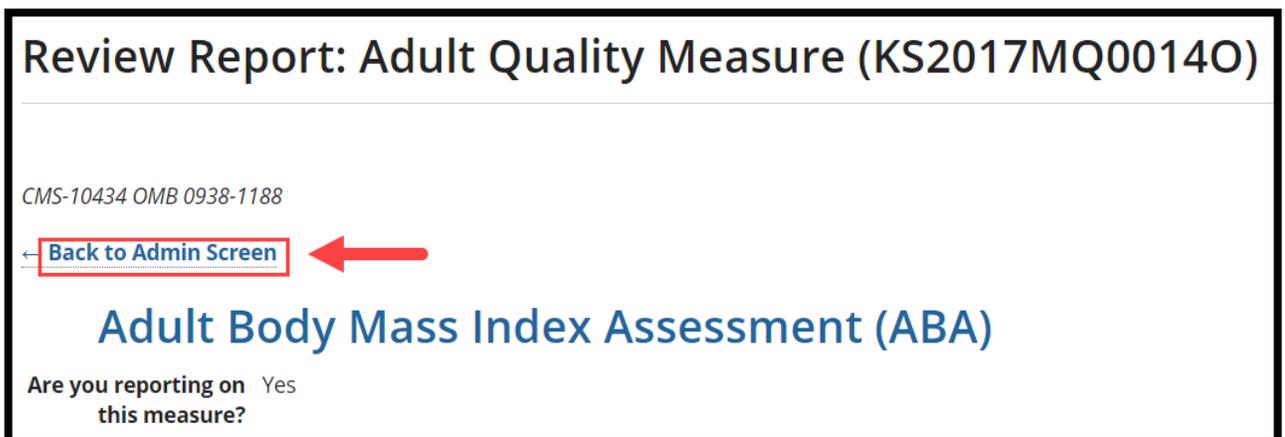


Figure 56: Back to Admin Screen link

## Step 6: State Director –Certifies & Submits Report or Denies Certification

1. The State Director (SDIR) now has the option to **Certify and Submit to CMS** or to **Deny Certification** by selecting the buttons at the bottom of the Admin Screen.

**NOTE:**

- The **Deny Certification** button will not become active until at least one comment is added to a core measure. Denying certification will send the report back to the SPOC for further review.
- The State Director does not have to enter a comment to **Certify and Submit to CMS**.

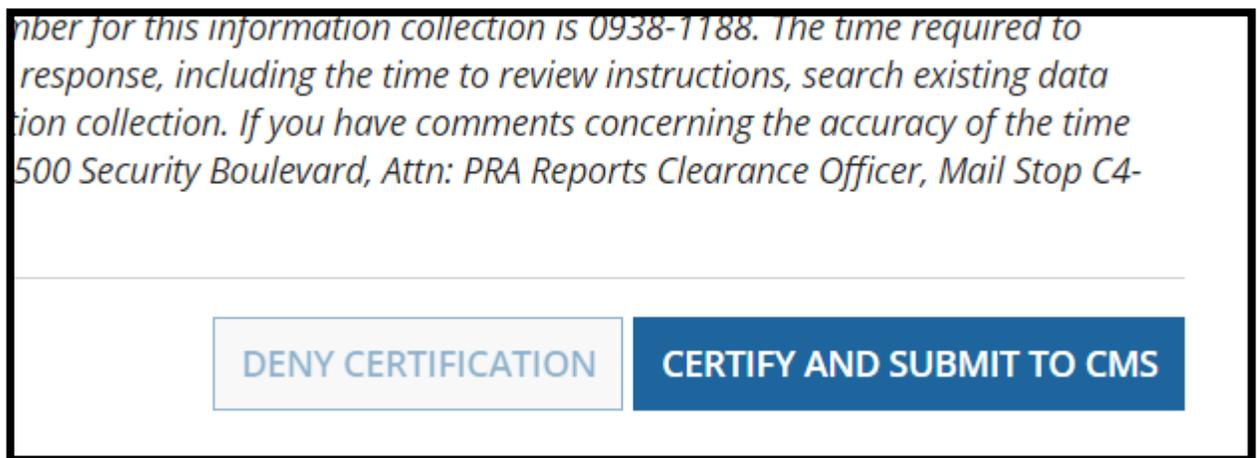


Figure 57: Deny/Certify buttons

2. If no further review is required, select **Certify and Submit to CMS**. If further review is required by the SPOC, continue to steps A through G under this section.

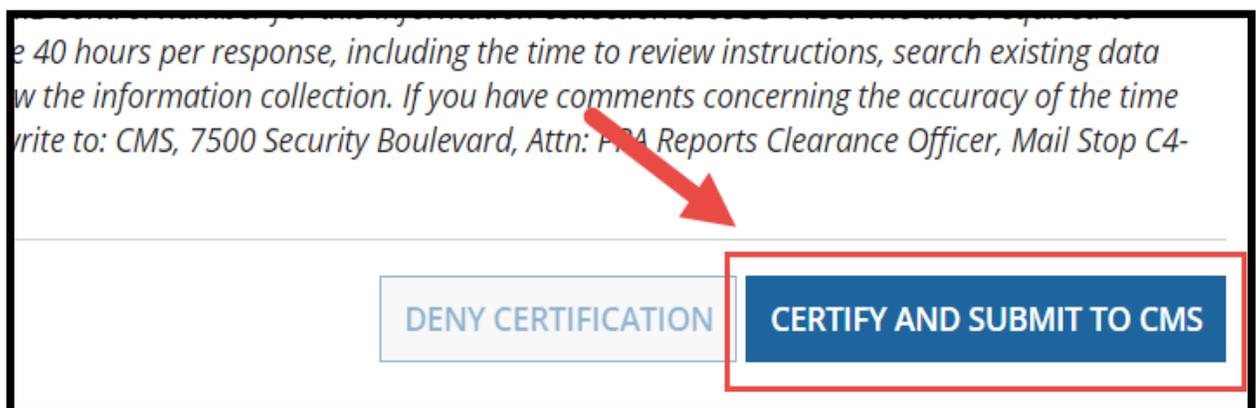


Figure 58: Certify and Submit to CMS button

3. Select yes to the “Are you sure you want to submit the report to CMS?” prompt.

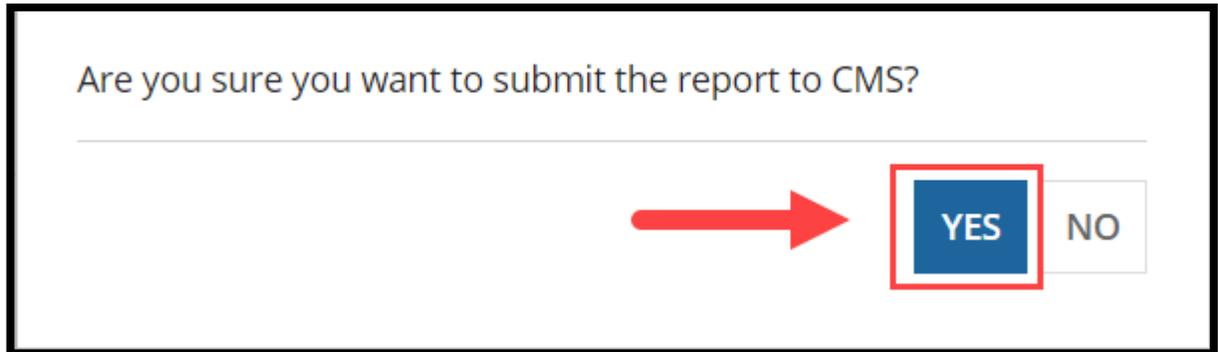


Figure 59: Yes button

4. Select **Deny Certification** if further review is required. As a reminder, to activate the **Deny Certification** button, at least one comment must be entered in at least one core measure.

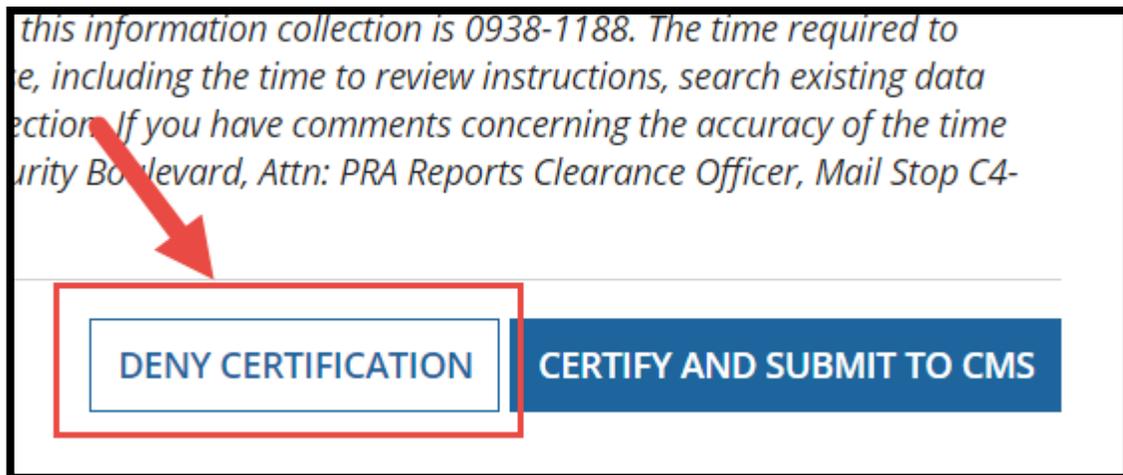


Figure 60: Deny Certification button

## SPOC - Report was Denied Certification:

A. If the SDIR denies certification, the SPOC will receive an email notification as well as a task in their **Tasks** tab. The task will be sent to the same SPOC who conducted the first review of the report.

i. To access the task, select **follow this link** in the email notification:

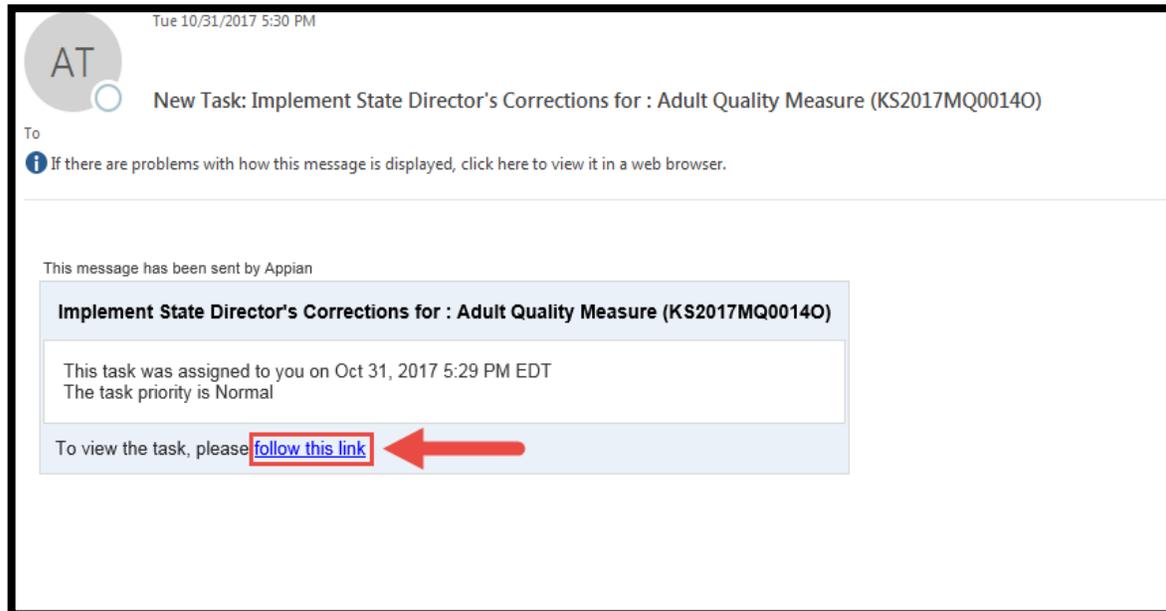


Figure 61: Task link in email notification

ii. Or, log in to MACPro, select **Tasks** from the upper toolbar, and then select the task.

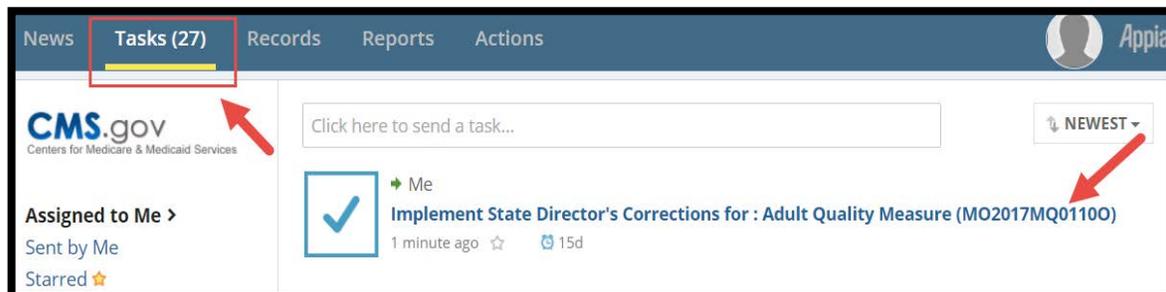


Figure 62: Tasks tab, Adult Quality Measures link

- B. Any core measures that contain review comments from the SDIR will be marked by a yellow exclamation point in the **Review Result** column. Select each core measure that requires review by selecting the checkbox next to each one. At this point it is not possible to select more than one core measure at a time.

Measure				
<input type="checkbox"/>	Core Measure	Status	Reporting on the measure?	Review Result
<input type="checkbox"/>	Maternal and Infant Health Initiative Measure: Contraceptive Care - All Women Ages 15-44 (CCW)	Complete	Yes	 

Figure 63: Review Results symbol

- C. Select the **Go to Selected Measure** button at the bottom of the page.

**NOTE:** At this point SPOCs also have the option to send the report back to the State Editor for rework (by selecting **Return Report to SE**) or back to the State Director for certification (by selecting **Send for Certification**).

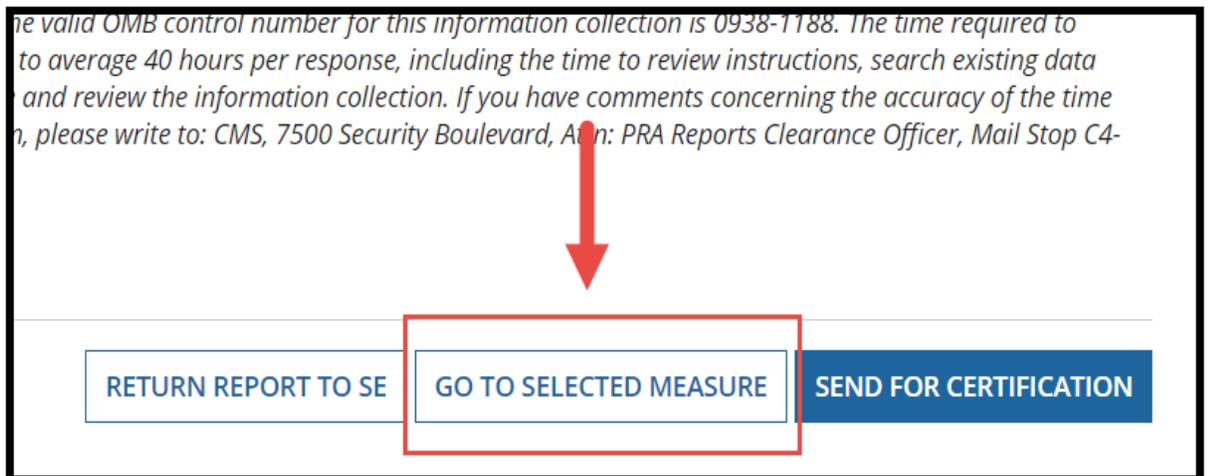


Figure 64: Go to Selected Measures

- D. Select **View All Responses** and begin updating the core measure as needed. The SDIR's comments will appear at the top of the core measure.



Figure 65: View All Responses button

- E. Select yes to the **“Would you like to validate the core measure data at this time?”** question at the bottom of the screen. Then select **Save**.

**NOTE:** The answer to this question automatically resets to no upon the core measure being opened. All core measures must be validated to be marked complete.

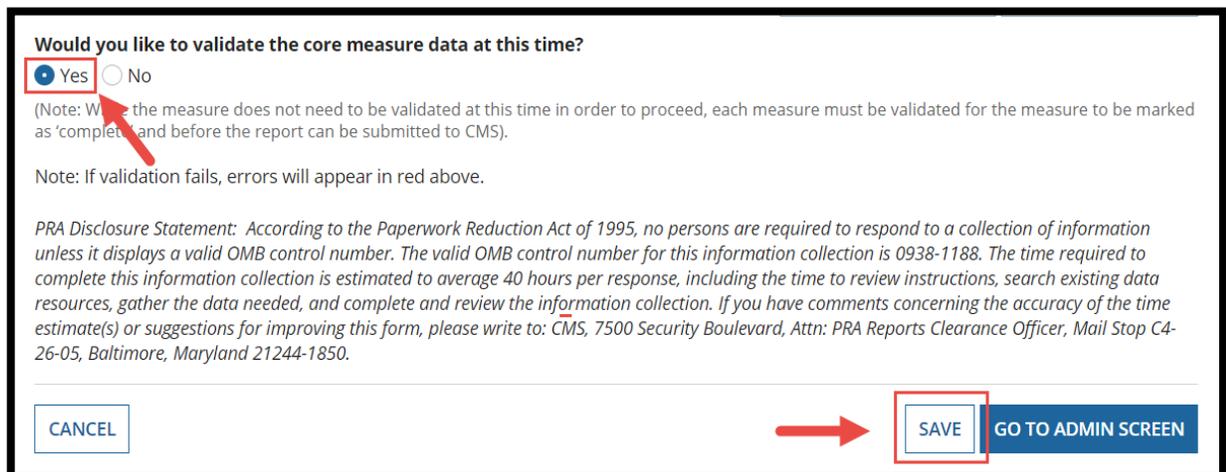
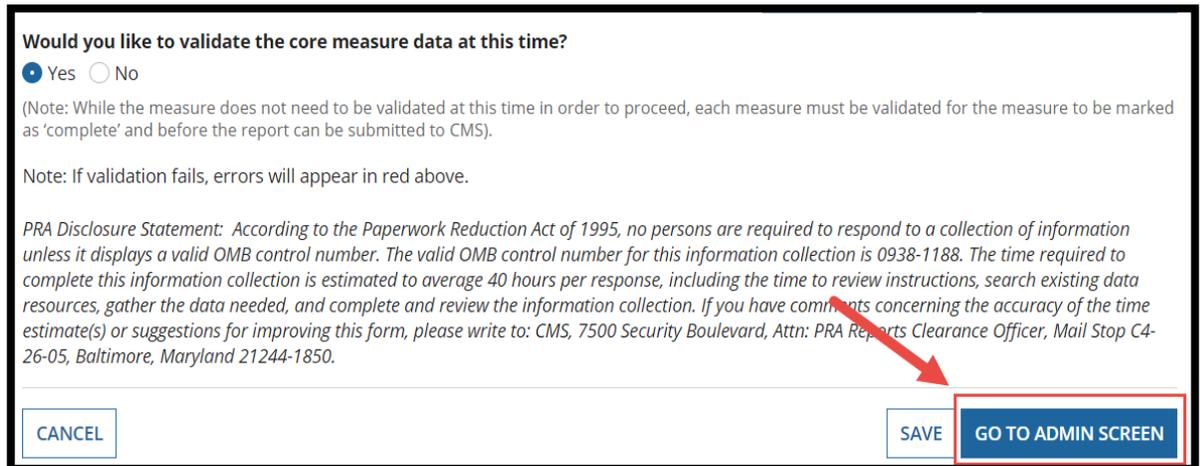


Figure 66: Yes radio button, Save button

- F. Select **Go to Admin Screen** to move to the next core measure or to move the report forward.



**Would you like to validate the core measure data at this time?**  
 Yes  No

(Note: While the measure does not need to be validated at this time in order to proceed, each measure must be validated for the measure to be marked as 'complete' and before the report can be submitted to CMS).

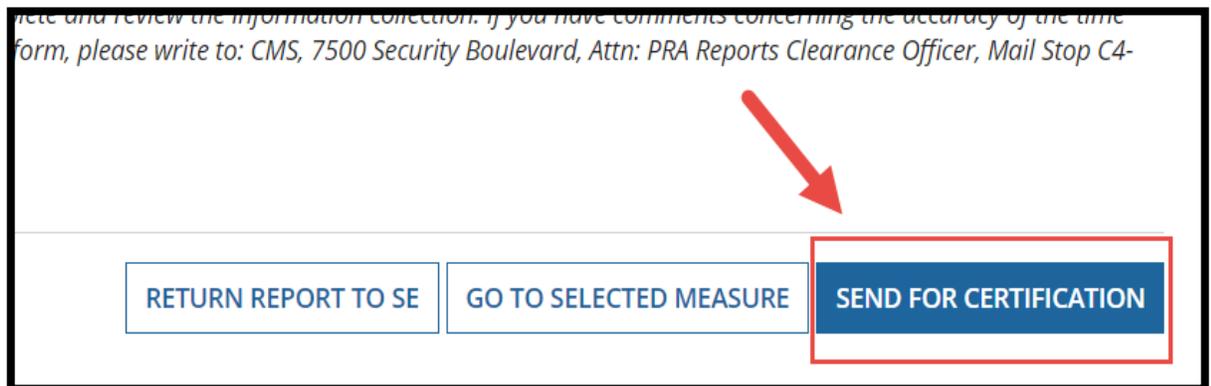
Note: If validation fails, errors will appear in red above.

*PRA Disclosure Statement: According to the Paperwork 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 control number for this information collection is 0938-1188. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.*

CANCEL SAVE **GO TO ADMIN SCREEN**

Figure 67: Go to Admin Screen button

- G. Select **Send for Certification** once the review is complete. At this point, the SDIR will receive a task to review and certify the report. The SDIR should refer to [Step 6](#) in this document for the State Director workflow steps.



*...te and review the information collection. If you have comments concerning the accuracy of the time form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-*

RETURN REPORT TO SE GO TO SELECTED MEASURE **SEND FOR CERTIFICATION**

Figure 68: Send for Certification button

## Step 7: State Editor or State Point of Contact – Responds to SMI Request

High-level steps and detailed instructions for responding to Seek More Information (SMI) requests are listed below.

### High-Level Steps for Responding to a SMI Request

1. The State Editor (SE) who created the report and the State Point of Contact (SPOC) who reviewed the report receive a SMI request via email.
2. The SE and the SPOC determine who will respond to the SMI request.
3. The SE or the SPOC accepts the task to respond to the SMI request.
4. The SE or the SPOC opens any attached documents and reviews questions (if applicable).
5. If needed, the SPOC uncertifies the report and updates core measures. Alternatively, after uncertifying the report, the SPOC can return it to the SE for editing.
6. Once the report is updated, or if updates were not required, the SE or the SPOC who accepted the SMI task must answer the pending SMI request before submitting the report to State Director (SDIR) for certification.
7. To answer the SMI request, the SE or the SPOC must respond in the system by entering text in **State's Response** text box and answering the related multiple-choice question in the following field.
8. The SE or the SPOC may upload supporting response documents and submit the SMI Response to CMS.
9. Once the SMI is submitted to CMS, the SE or the SPOC should submit the report to SDIR for recertification, then to CMS. Reports cannot be submitted back to CMS until all pending SMI requests are addressed by the state.
  - a. If the report was not updated, the SE or the SPOC can just respond to the SMI Request.
  - b. If the report was updated by the SE, it must be forwarded to the SPOC for review first. The SPOC will then forward the report to the SDIR for certification.
10. If the report was updated by the SPOC, it must be forwarded to the SDIR for certification.

## Detailed Steps for Responding to a SMI Request

After CMS conducts a review of a Quality Measure report, they may have further questions. CMS submits questions via a **Seek More Information (SMI) request** in MACPro.

**The SMI request will be sent to** (1) the State Editor who created the report, and (2) the State Point of Contact (SPOC) who reviewed the report. Only one of those users may accept the task to respond to the request.

1. When the State Editor and SPOC are sent a SMI Request, they will receive an email notification as well as a task in their task list.
  - a. To access the task, select **follow this link** in the email notification:

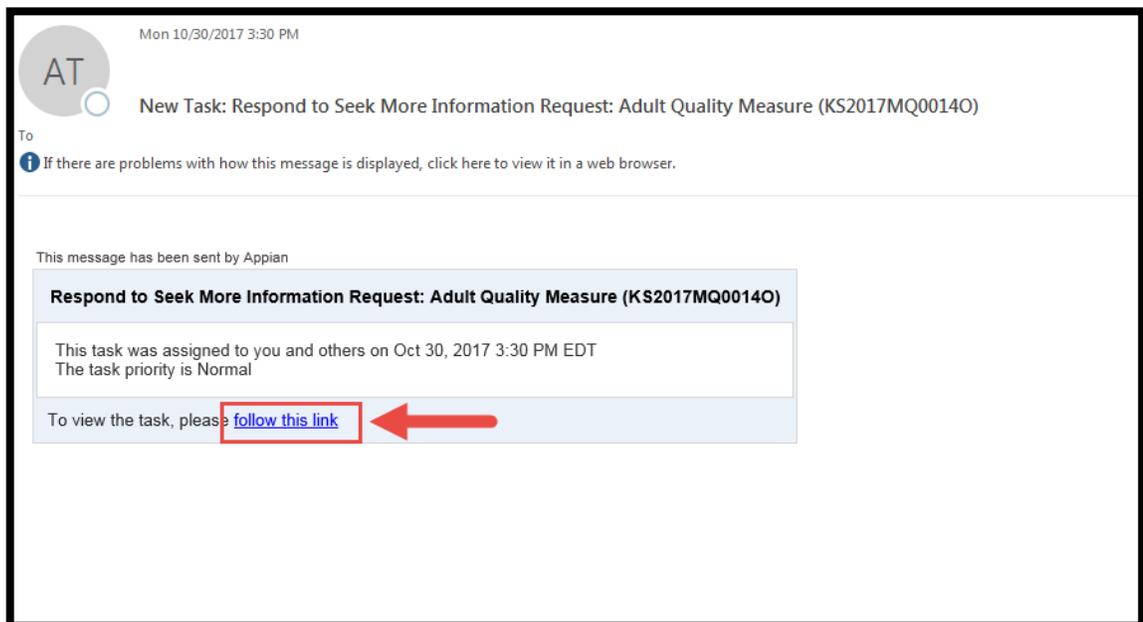


Figure 69: Task link in email notification

- b. Or, log in to MACPro, select **Tasks** from the upper toolbar, and then select the task.

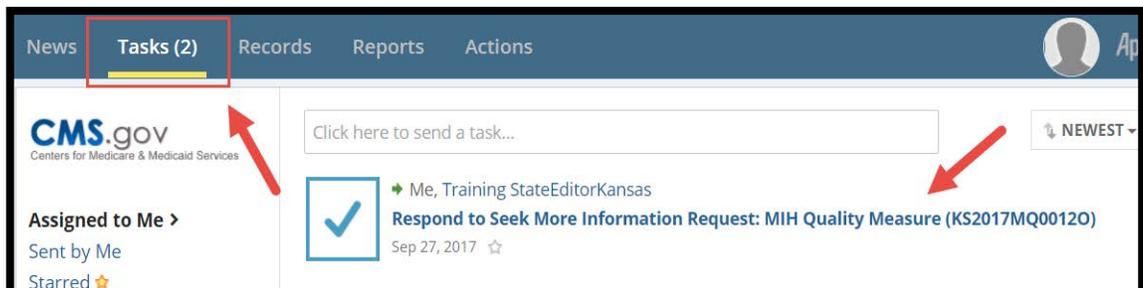


Figure 70: Tasks tab, Respond to SMI link

2. Select **Accept**, if applicable. Since the task is sent to both the State Editor and the State Point of Contact, if different users hold these roles, one must accept the task before acting on it.



Figure 71: Accept button

3. After selecting the task, CMS' questions as well as any supporting documents that CMS provided will appear. The **Respond to Seek More Information Request** screen will also appear. To respond, select the number (blue link) under the **Question #** column in the table.

## Respond to Seek More Information Request: MIH Quality Measure (KS2017MQ00120)

CMS-10434 OMB 0938-1188

[Request System Help](#)

**Federal Fiscal Year**  
2017

### CMS Questions to the State

Click on a question number to view details and respond to the question

Question #	CMS question to the State	State's response
<a href="#">1</a>	What is MACPRO?	
<a href="#">2</a>	What is training?	

Figure 72: Respond to Seek More Information Request

- Review the questions from CMS. If the question refers to review supporting documents, open the documents from the **Files Uploaded by CMS** sections by selecting the link and downloading the documents.

**NOTE:** After reviewing the questions and any supporting documents, it may be necessary to update the report based on CMS instructions. To do so, first uncertify the report by following the steps in the [Detailed Steps for Uncertifying a Report](#) section of this document. If it is not necessary to modify the report, continue to step 5 in this section.

### Respond to Seek More Information Request: MIH Quality Measure (KS2017MQ00120)

CMS-10434 OMB 0938-1188 [Request System Help](#)

**Federal Fiscal Year**  
2017

**Question Details**

Question 1  
Reference  
Training 1

**CMS question to the State**  
What is MACPRO?

**State's response**

Did the State update the report as a result of the response above?

Yes  
 No

[SAVE RESPONSE](#)

**CMS Questions to the State**

Click on a question number to view details and respond to the question

Question #	CMS question to the State	State's response
1	What is MACPRO?	
2	What is training?	

**Files Uploaded by CMS**

Name	Date Created	Size	Type
No items available			

Figure 73: Questions Details section, Files Uploaded by CMS section

5. Enter a response in the **State's Response** text box after reviewing the information. Then select yes or no to the "**Did the State update the report as a result of the response above?**" question. Then select **Save Response**.

**NOTE:**

- A SMI request is considered complete only after (1) a response is entered in the **State's Response** box, and (2) an answer is selected for the question below it.
- If a report is updated in response to the SMI request, resubmit the report to the SDIR for recertification for the report to then be submitted to CMS for another review.

The screenshot shows a form titled "Question Details" with the following sections:

- Question 1**
- Reference**  
Training 1
- CMS question to the State**  
What is MACPRO?
- State's response**  
A text input field containing "Example Response from the state". A red arrow points to this field.
- Did the State update the report as a result of the response above?**  
Two radio buttons: "Yes" (selected) and "No". A red arrow points to the "Yes" radio button.
- SAVE RESPONSE** button. A red arrow points to this button, which is also enclosed in a red box.

Figure 74: State's Response Field, Yes radio button, Save Response button

6. Upload any supporting documents as needed. For instructions, refer to the [Uploading Documents in MACPro](#) section of this document. Select **Send Responses to CMS** after uploading and saving documents.

The SMI process is complete if the report was not updated. If the report was updated, then the report must be submitted to CMS.

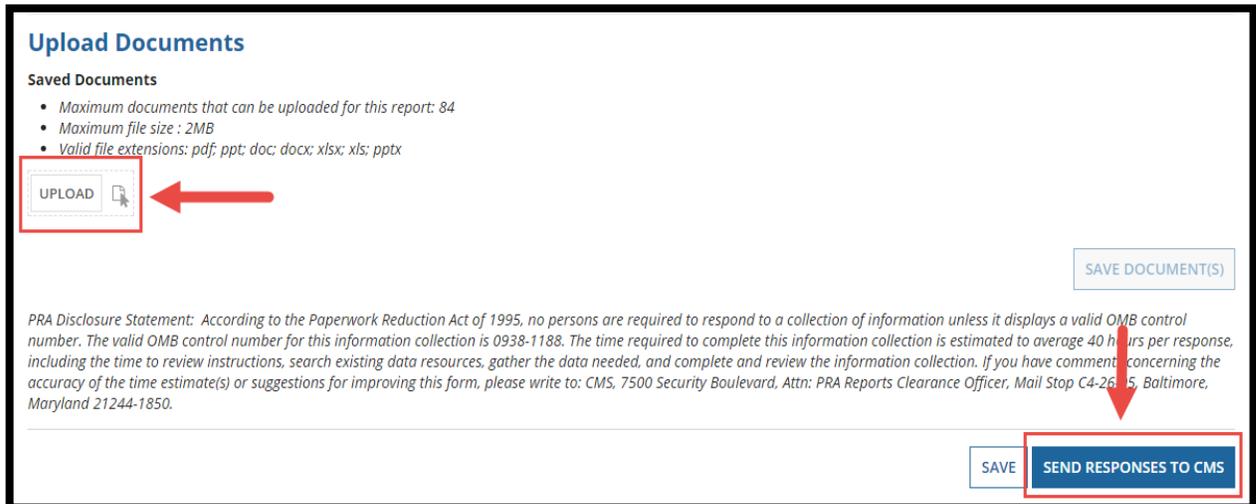


Figure 75: Send Responses to CMS button

7. If CMS has no further questions, they will continue with the process of approving the report. If they have further questions, those questions will be sent in the form of a follow-up SMI request.

**NOTE:** All questions regarding data within a report will be sent via SMI requests. Only one pending SMI request is allowed at a time. Therefore, once the initial SMI request is responded to, CMS will then be able to send a follow-up SMI request.

## Detailed Steps for Uncertifying a Report

If necessary, a State Point of Contact (SPOC) can uncertify a report while completing the steps in the [Detailed Steps for Responding to a SMI Request](#) section. The State Point of Contact is the only role that can uncertify a report.

1. The SPOC selects **Actions** from the upper toolbar and then selects **Uncertify Annual Report**.

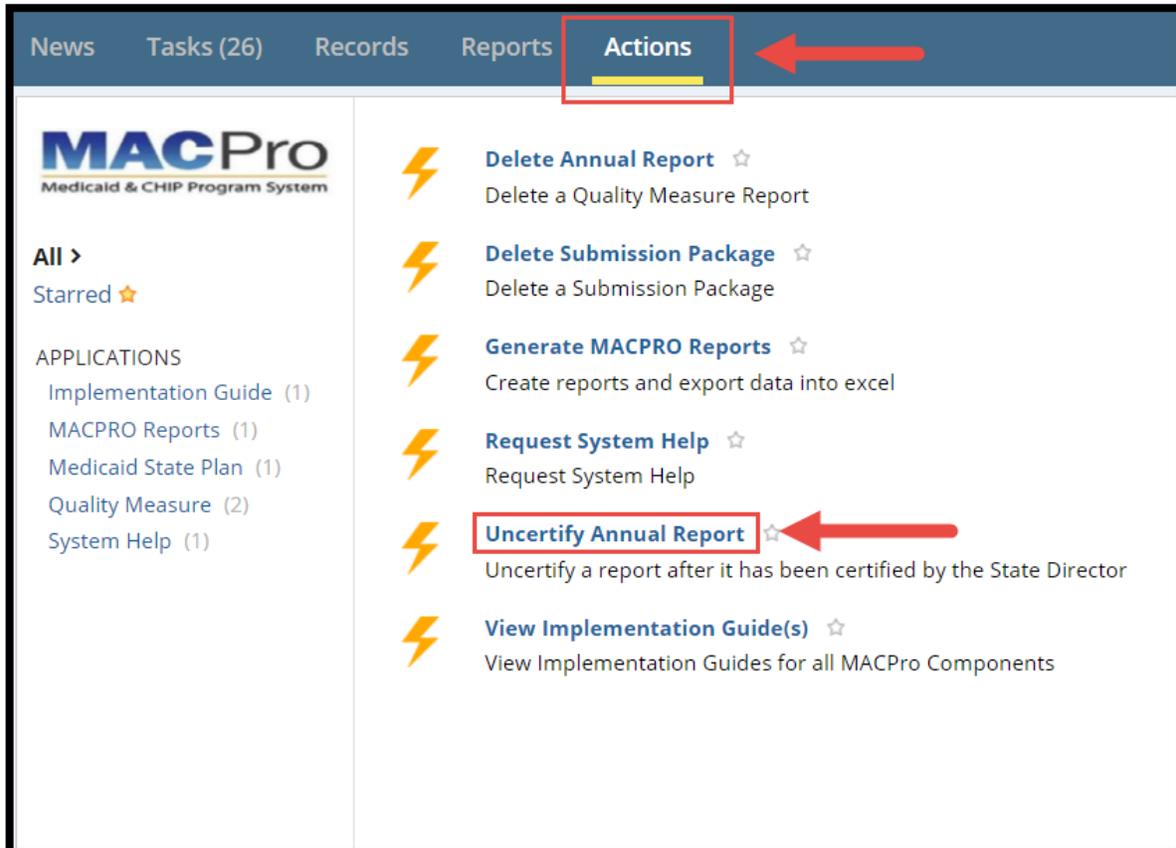


Figure 76: Actions tab

2. Enter a **Reason to Uncertify** (as needed) and then select the **Uncertify** button.

**Uncertify Annual Report: MIH**  
Enter a package ID to search for a report to uncertify

Request System Help  
View Implementation Guide

Package ID  
KS2017MQ00120

SEARCH FOR REPORT

**Report Information**

Annual Report ID KS2017MQ00120      Program Medicaid  
Report Year 2017      State KS  
Extension Date

**Audit Information**

Created By Training StateEditorKansas      Last Updated By Training SDIRKansas  
Created Date 9/27/2017 12:06 PM EDT      Last Updated Date 9/27/2017 12:09 PM EDT

Reason to Uncertify

CANCEL      UNCERTIFY

Figure 77: Uncertify button

3. This will send a “**Review and Edit Report...**” task to the SPOC’s **Tasks** tab. Select this task and proceed with updating the report as needed. Repeat the process of reviewing and editing the report as detailed in [Step 3 \(State Point of Contact - Review and Edit the Report\)](#) of this document.

At this point the SPOC can choose to send the report to the State Editor for editing as well. After all updates have been made to the report, the report must be returned to the State Director for recertification.

**NOTE:** It is not possible to send the report to the State Director for re-certification without first responding to any pending SMI requests.

News   **Tasks (3)**   Records   Reports   Actions

CMS.gov  
Centers for Medicare & Medicaid Services

Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

✓ Me  
**Review and Edit Report: MIH Quality Measure (KS2017MQ00120)**  
1 hour ago ☆ ⌚ 15d

Figure 78: Review and Edit Report link

## Glossary

This table provides common terms used throughout this document along with their definitions.

Term	Definition
<b>Authority</b>	The section within a Component. Under the Components of Quality Measures or Medicaid State Plan, there are various Authorities such as Adult Quality Measure, Medicaid and CHIP Child Quality Measures, Health Homes SPA, MAGI Eligibility, or Administration.
<b>CMS Enterprise Portal</b>	An Internet web site located at <a href="https://portal.cms.gov">https://portal.cms.gov</a> that provides access to certain new and existing CMS content, products, and services.
<b>Component</b>	Describes a program section available within MACPro. The two Components currently available in MACPro are Quality Measures Reporting and Medicaid State Plan.
<b>Core Measure</b>	The forms that state users must fill out when completing a Quality Measures report.
<b>EIDM</b>	MACPro access is managed by the Enterprise Identity Management (EIDM) portal, an identity management and services system that provides users with access to CMS applications. EIDM is accessed through the CMS Enterprise Portal address ( <a href="https://portal.cms.gov">https://portal.cms.gov</a> ).
<b>EIDM ID</b>	The ID users enter to access MACPro. An EIDM ID is registered via the CMS Enterprise Portal. All MACPro users are required to obtain an EIDM ID.
<b>EIDM Role for MACPro</b>	All users with a registered EIDM ID must request an EIDM role for MACPro to access MACPro. An EIDM role for MACPro only provides user access to MACPro. All CMS users should request the "MACPro CMS Staff" EIDM Role. An EIDM role for MACPro is different than a MACPro User role. A MACPro role provides access to MACPro-specific functions such as creating a report or certifying a package.

Term	Definition
<b>Implementation Guide</b>	A document in MACPro that provides federal policy guidance applicable to a Component (Quality Measures Reporting or Medicaid State Plan) and its Authorities. The implementation guide provides detailed instructions for completing a report or submission package.
<b>MACPro User Roles</b>	MACPro is designed around specific user roles, which determine the functionality available to a user.
<b>Process Flow/Workflow</b>	Structured sequence of activities and tasks that are used to implement a specific process, including automatic routing and tracking of documents for approval and other tasks.
<b>Program</b>	Section of MACPro that designates what the user is reporting on. Available Programs are CHIP or Medicaid. Users can select various Components and Authorities under a Program.
<b>Report ID</b>	Starting with 2017 Quality Measures reports, the Report ID has the following format: a two-character State Abbreviation, the Federal Fiscal Year of the Report, the letter “M” for Medicaid or “C” for CHIP, the letter Q for Quality Measures, a system generated 4-character digit string, and the letter “O” for Official.
<b>Seek More Information (SMI) Request</b>	<p>A Seek More Information Request is an opportunity for CMS to send further questions on a report to the State. Seek More Information or SMI Requests initiated by CMS are routed to the State Editor and State Point of Contact. Specifically, the SMI request will route to the State Editor who created the report and the State Point of Contact who reviewed the report will receive the SMI Request. Only one of these two users may respond to the SMI request.</p> <ul style="list-style-type: none"> <li>• Roles that can initiate a SMI: CMS CO Admin, TA/AS</li> <li>• Roles that can respond to a SMI: SPOC, SE</li> </ul>
<b>Task List</b>	The location in which workflow actions are assigned to users to keep the submission progressing in a timely manner. Tasks are sent to users via email and appear in a Tasks list located in MACPro.

# Appendix: Additional Actions

## Accessing Implementation Guides

Implementation Guides are documents that provide specific information on how to complete and review sections of MACPro, and are specific to each core measure page. Implementation guides are stored under the Actions tab as well. They are also located in the upper-right corner of each core measure in a Quality Measure report. To access the guides, follow the steps below:

1. On the **Actions** tab, select **View Implementation Guide(s)**.

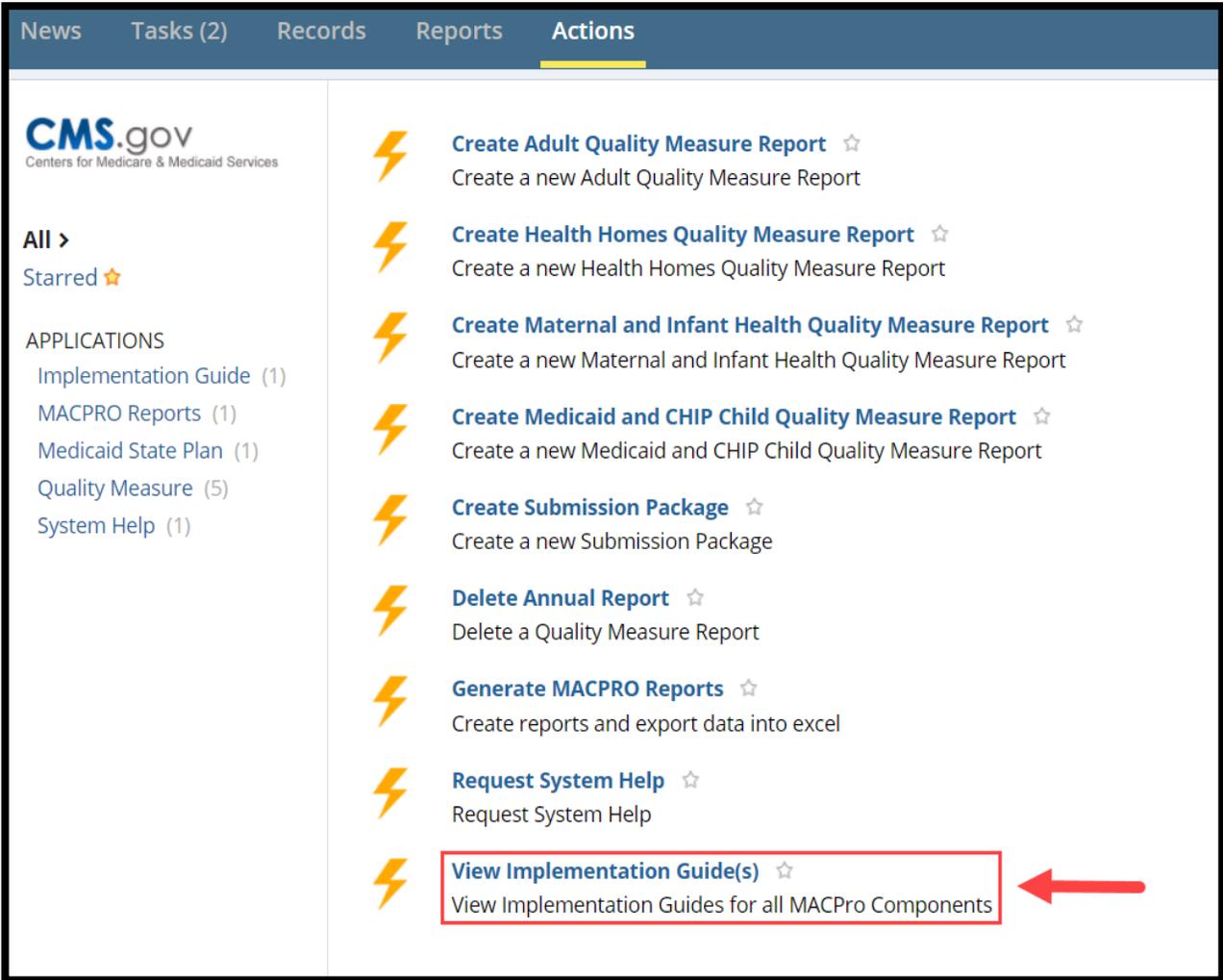


Figure 79: View Implementation Guides link

2. Select the link for a specific Implementation Guide.

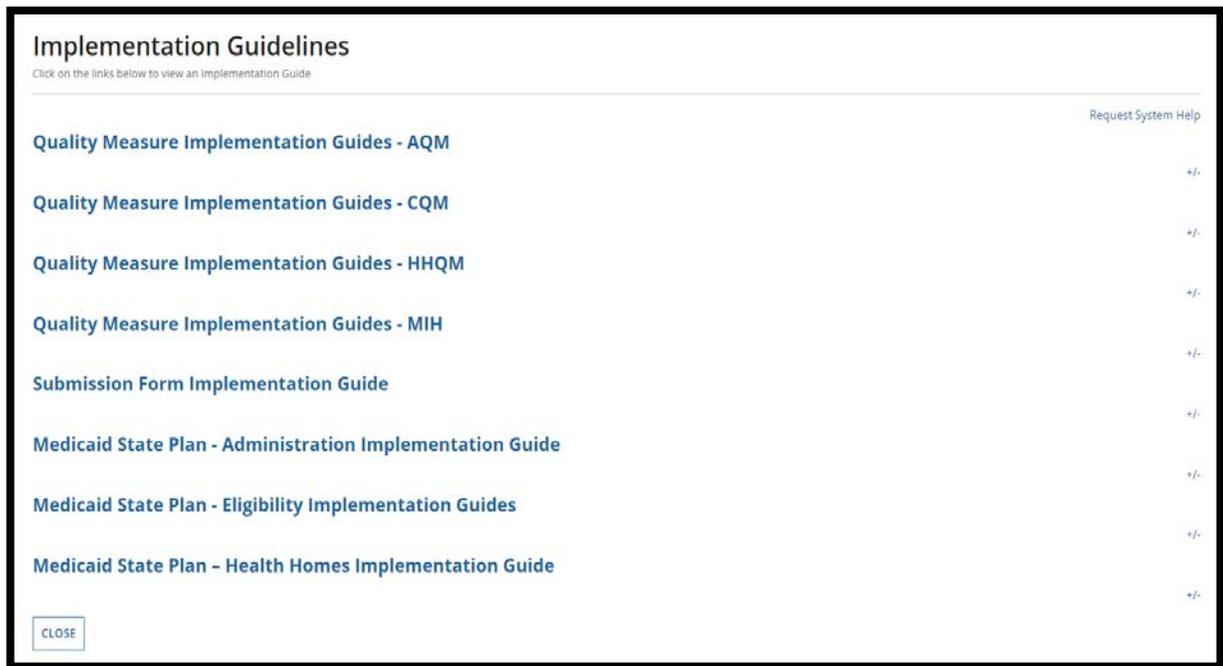


Figure 80: Implementation Guides

3. Or, while in a report, select the **View Implementation Guides** link in the upper-right corner. This will download the corresponding Implementation Guide.

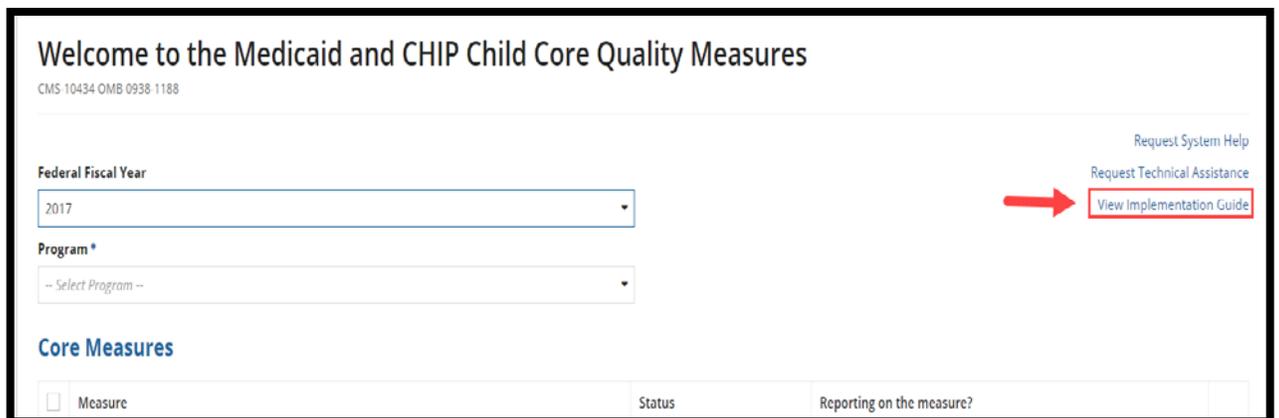


Figure 81: View implementation Guides link

## Generating MACPro Reports

State users (SE, SPOC, SDIR, SSA) with access to Quality Measure authorities in MACPro can generate a **State by State Measure by Measure Report** for tracking purposes. This report provides details on all Quality Measure reports the state has reported on for each authority and FFY.

1. On the **Actions** tab, select the **Generate MACPro Reports** link.

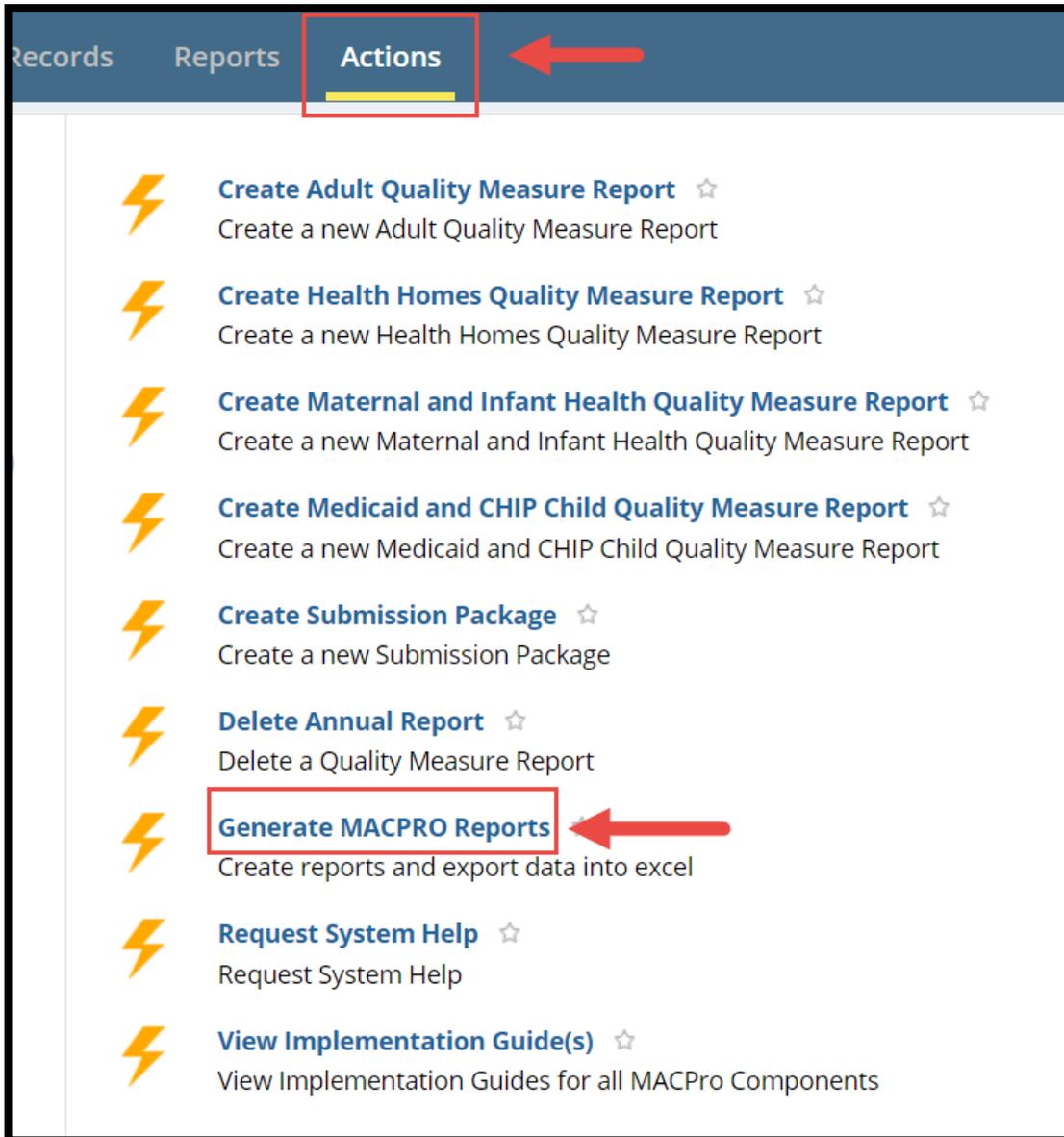


Figure 82: Actions Tab, Generate MACPro Reports link

- Use the drop-down lists to select the **MACPro State by State Measure by Measure Report** and then select the Quality Measure authority for which you would like to generate a report.

**MACPro Reports**

Please select the report specifications as appropriate and press "Generate Report" . You will be notified once the report is ready.

[Request System Help](#)

**Report Name**

MACPro State by State Measure by Measure Report

**Report Type**

--Select--

--Select--

Adult Quality Measures (AQM)

Child Quality Measures (CQM)

Health Homes Quality Measures (HHQM)

MIH Quality Measures (MIHQM)

[CANCEL](#)

Figure 83: Report Name, Report Type

- In the **Filters** section, enter two consecutive **Report Years**, a **State**, and a **Certification Status** (if needed). Then select **Generate Report** at the bottom right of the screen.

**Filters**

**Report Year**

2017, 2016

Please select two consecutive years for this report

**State**

Select one or more states to filter

**Certification Status**

All

[CANCEL](#)

[GENERATE REPORT](#)

Figure 84: Report Year, State, Generate Report button

4. Once the report is generated, you will be directed to the **Actions** tab.

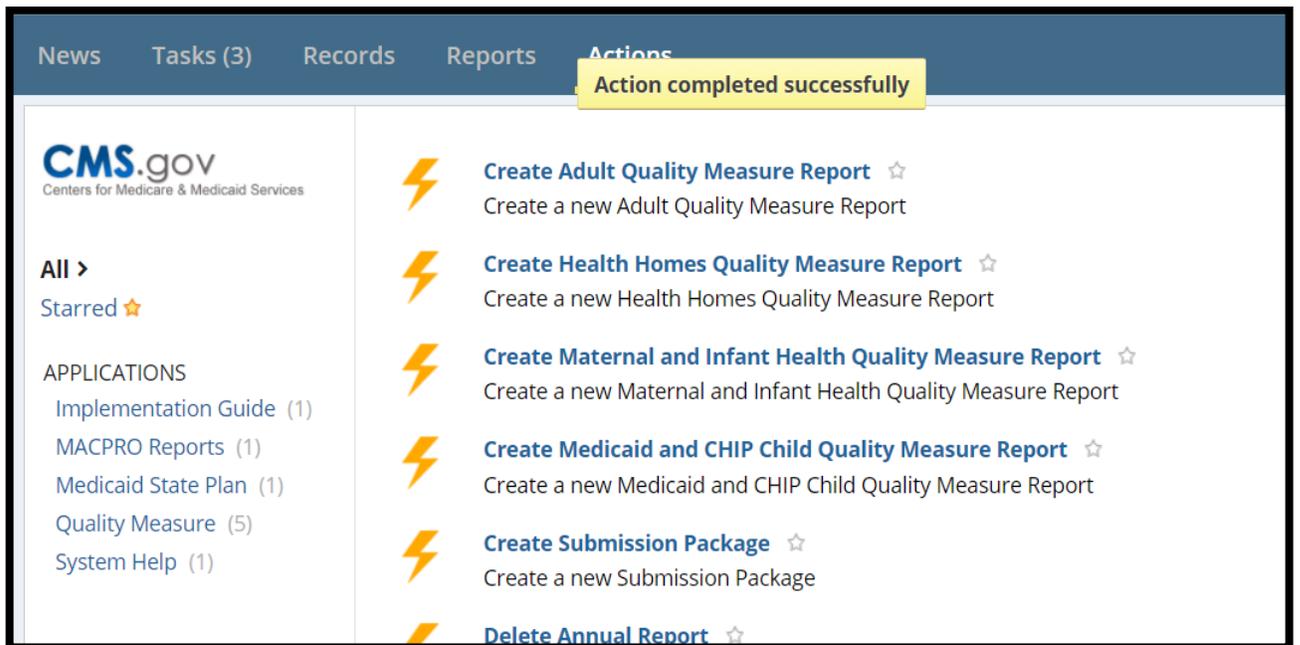


Figure 85: Action completed successfully banner

5. Select the **Tasks** tab. Select the “**Download Report...**” task, which will appear after a few moments.

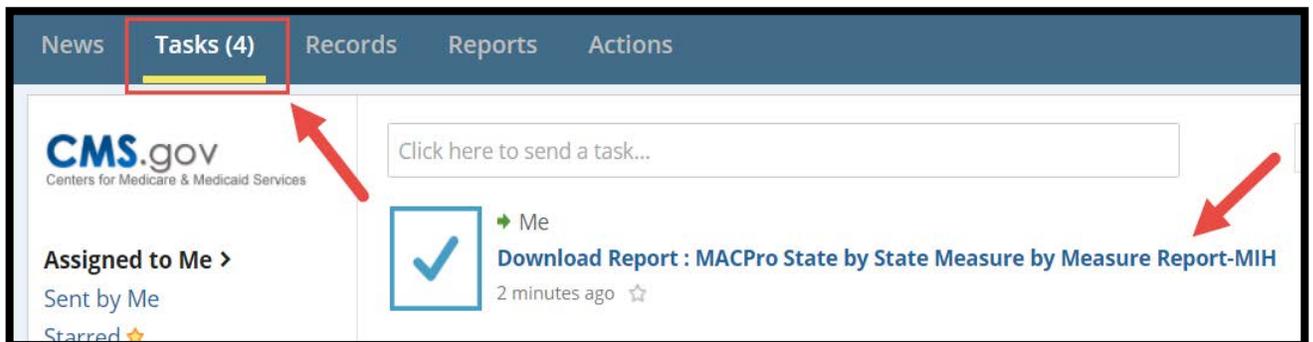
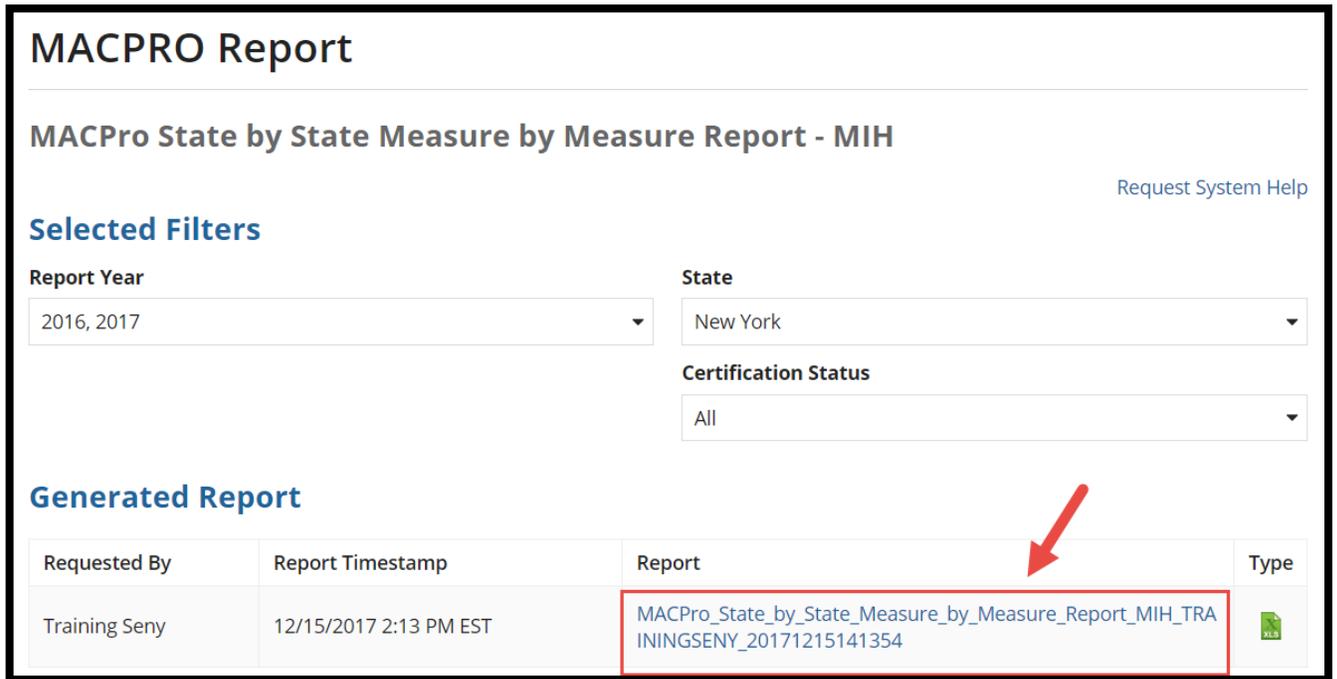


Figure 86: Task tab, Download Report link

6. You will be directed to a MACPro Report page. Select the blue link in the **Generated Report** table to download the report, which is in Microsoft Excel spreadsheet format.



The screenshot displays the MACPRO Report interface. At the top, it says "MACPRO Report" and "MACPro State by State Measure by Measure Report - MIH". There is a "Request System Help" link. Under "Selected Filters", there are three dropdown menus: "Report Year" (2016, 2017), "State" (New York), and "Certification Status" (All). Below this is the "Generated Report" table. A red arrow points to a blue link in the "Report" column of the first row, which is highlighted with a red box. The link text is "MACPro\_State\_by\_State\_Measure\_by\_Measure\_Report\_MIH\_TRAININGSENY\_20171215141354".

Requested By	Report Timestamp	Report	Type
Training Seny	12/15/2017 2:13 PM EST	<a href="#">MACPro_State_by_State_Measure_by_Measure_Report_MIH_TRAININGSENY_20171215141354</a>	

Figure 87: Report link

## Printing Quality Measure Reports

You can create a PDF copy or a printer-friendly version of a Quality Measure report.

**NOTE:** The instructions below are shown in the optimal browser for MACPro, Google Chrome. Other internet browsers may be used to complete the steps below.

1. On the **Records** tab, select the appropriate Quality Measure report link.

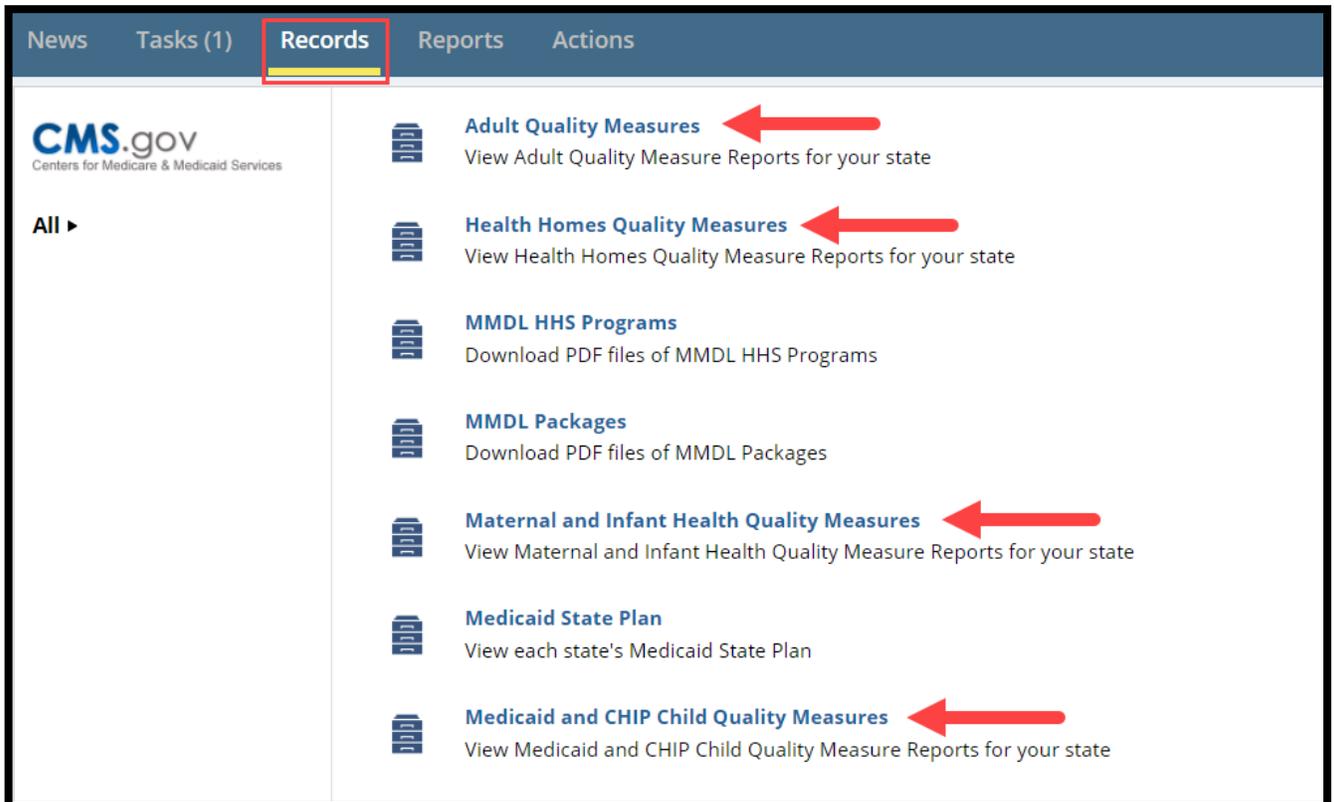


Figure 88: Records tab, Quality Measures links

2. Select the link to the report.



Figure 89: Adulty Quality Measures link

3. Select the **View Print Preview** button.

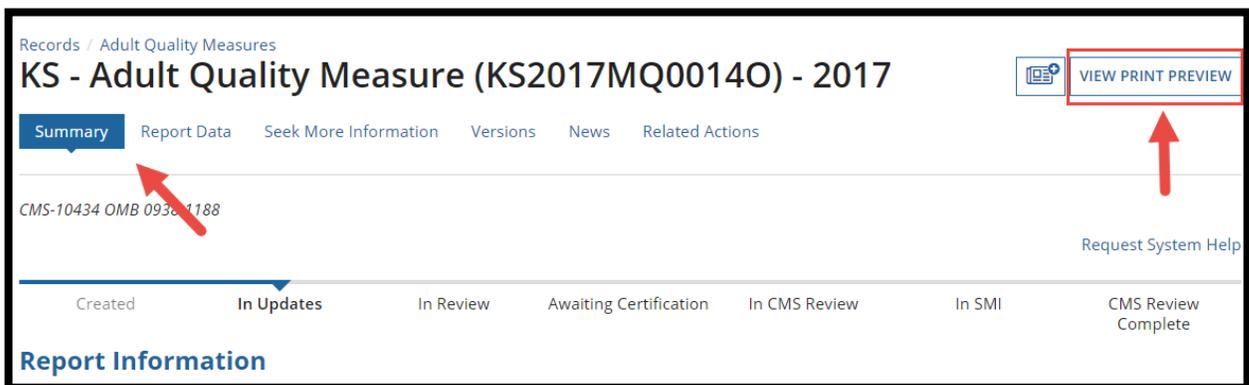


Figure 90: Sumary screen, View Print Preview button

- Select **Yes** or **No** to include report components in the Consolidated Print Preview. Each option is defaulted to **Yes**.

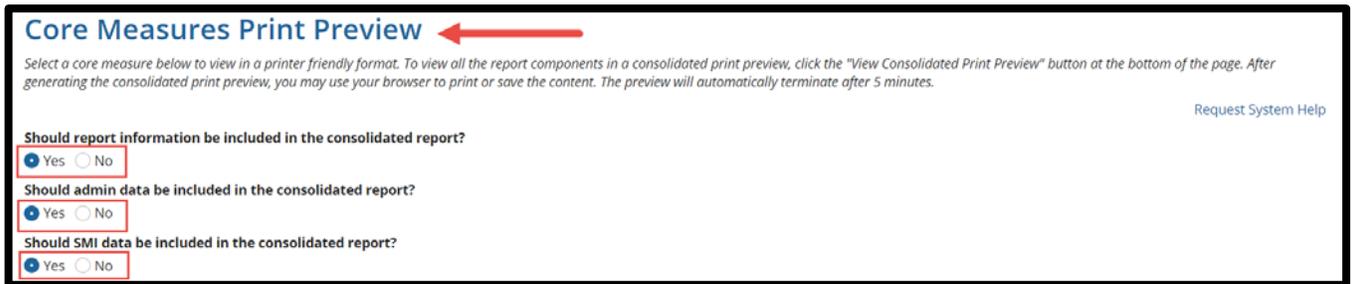


Figure 91: Core Measures Print Preview

- Select certain core measures to include in the Consolidated Print Preview. If none are selected, the Print Preview will automatically include all core measures.

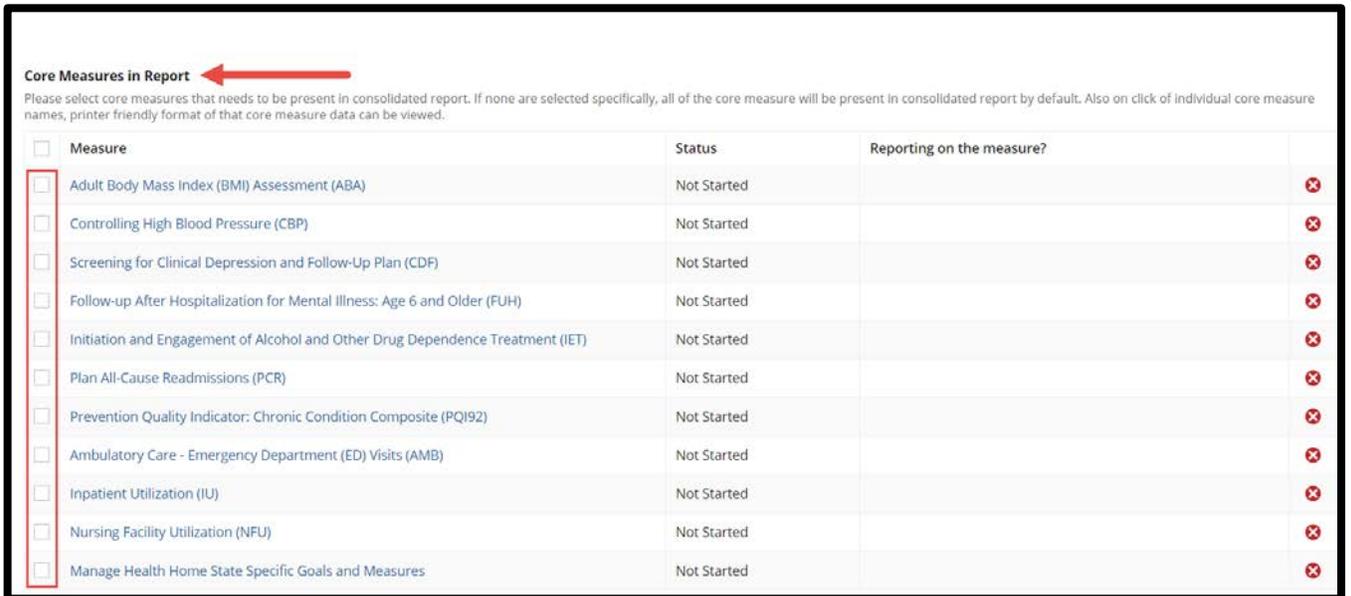


Figure 92: Core Measures in Report

- Select **View Consolidated Print Preview** in the bottom right corner once the Print Preview has been customized.

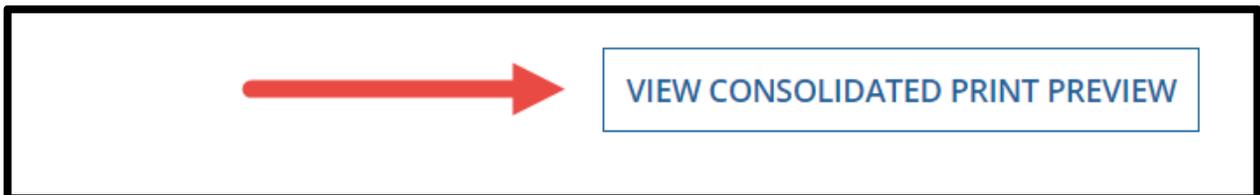


Figure 93: View Consolidated Print Preview button

7. Right click within the Consolidated Print Preview and select **Print** to use the browser print functionality to print/save the content to PDF.

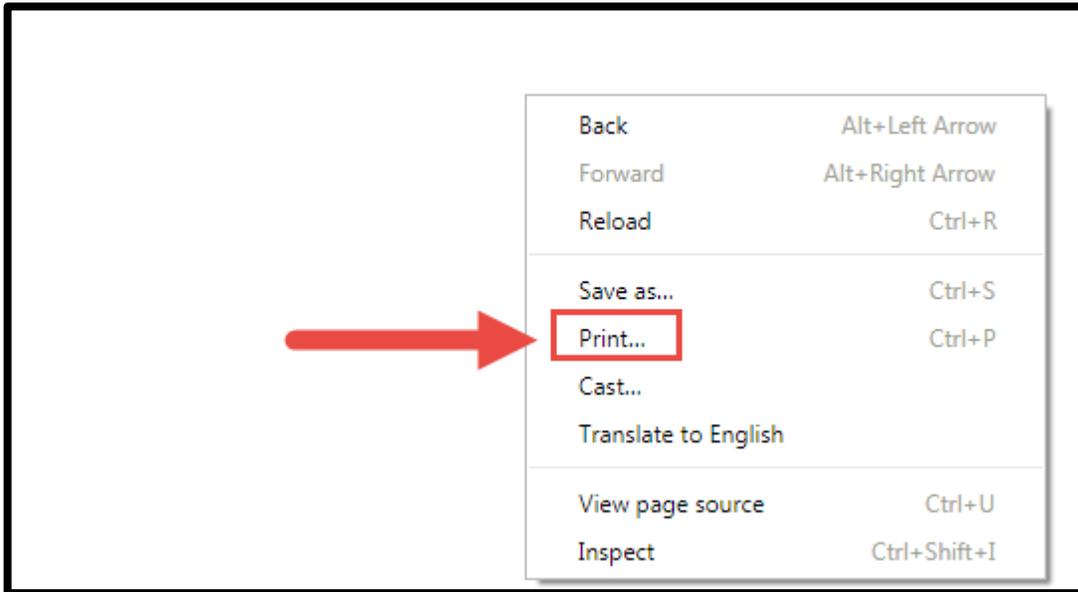


Figure 94: Browser menu print feature

8. Select **More Settings** from the browser Print menu.

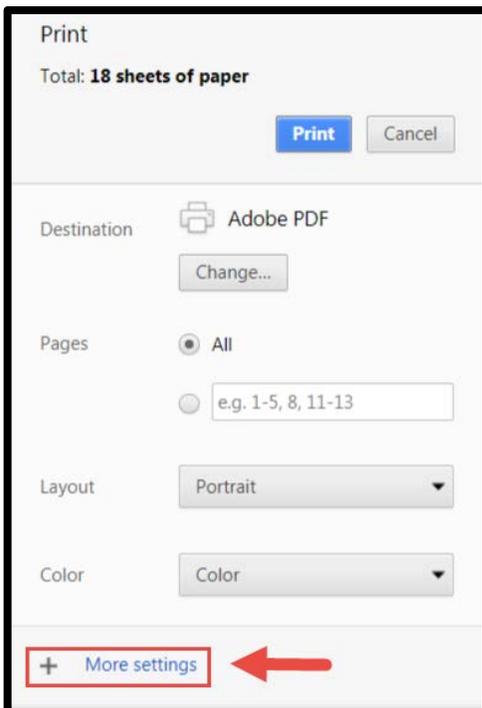


Figure 95: Browser print menu

9. Select the **Background graphics** checkbox.

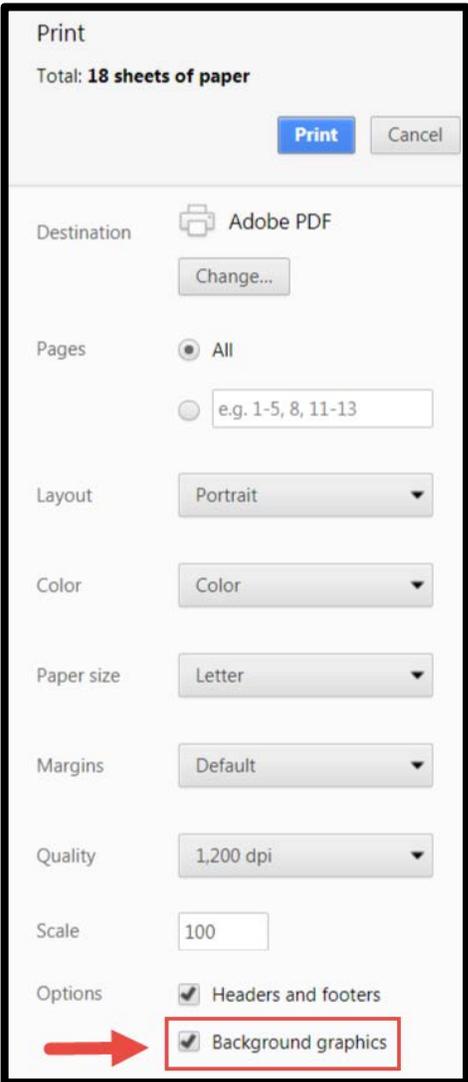


Figure 96: Background graphics checkbox, browser print menu

10. Deselect **Headers and Footers** in the More Settings section to remove browser generated headers/footers.

**NOTE:** Tables cells containing a large amount of text will be rendered on the next page. As a result, if the table does not fit on a single page, the table header will be separated from its corresponding rows. This applies to all internet browsers.

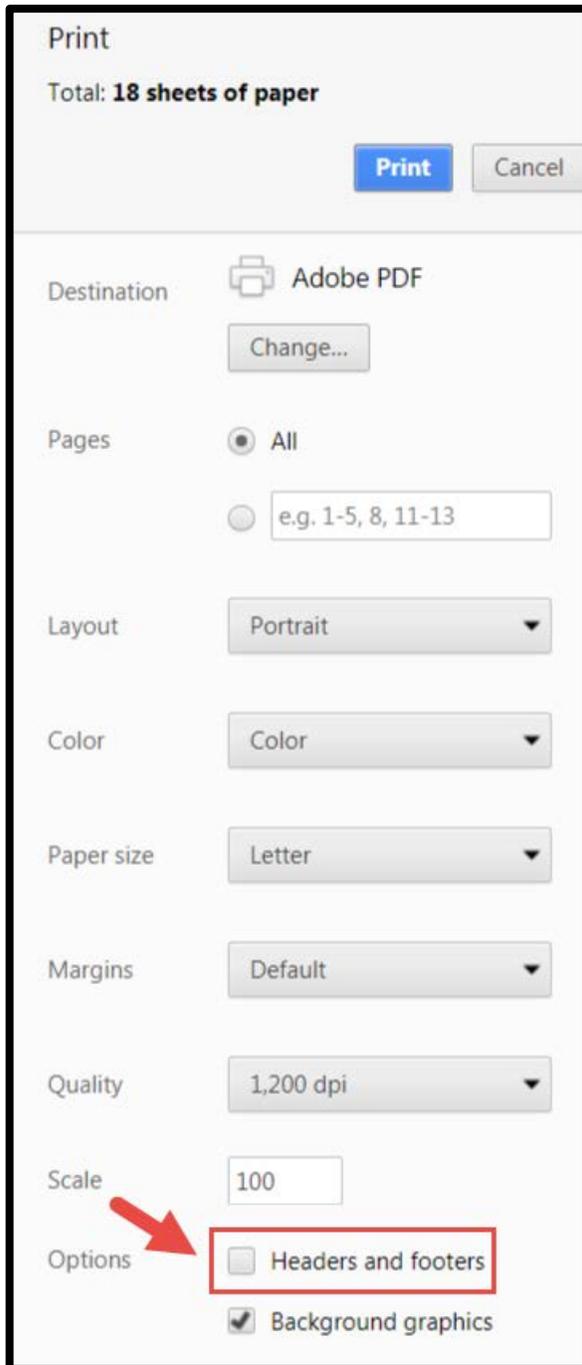


Figure 97: Headers and footers checkbox, browser print menu

11. After generating the print preview, use the print functionality in your browser to either print or save the content. The consolidated print preview will be active for only 5 minutes.

**NOTE:**

- Any supporting documentation uploaded to the report will not be included in the printer-friendly versions. Supporting documentation will need to be manually accessed and printed separately from the printer-friendly report.
- MACPro has limitations on the amount of concurrent consolidated print previews that can be generated system-wide by users at a given time. If you attempt to generate a consolidated print preview and reach the threshold, you will receive the “**Consolidated Print Preview Threshold Reached**” warning message shown below. Wait five minutes and then try again.

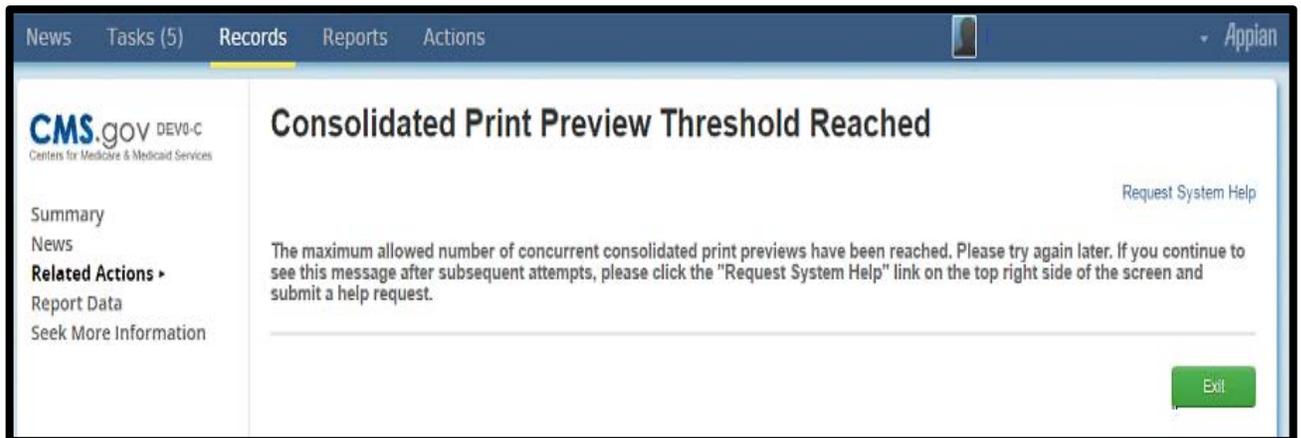


Figure 98: Consolidated Print Preview Threshold Reached screen

# Requesting System Help for System-Related Inquiries

The **Request System Help** link for MACPro system-related inquiries is easily accessible on every page of a report. It is also listed as an action under the **Actions** tab. Should you need system-related assistance at any point while completing a Quality Measure report, select the link in the upper-right corner of the screen.

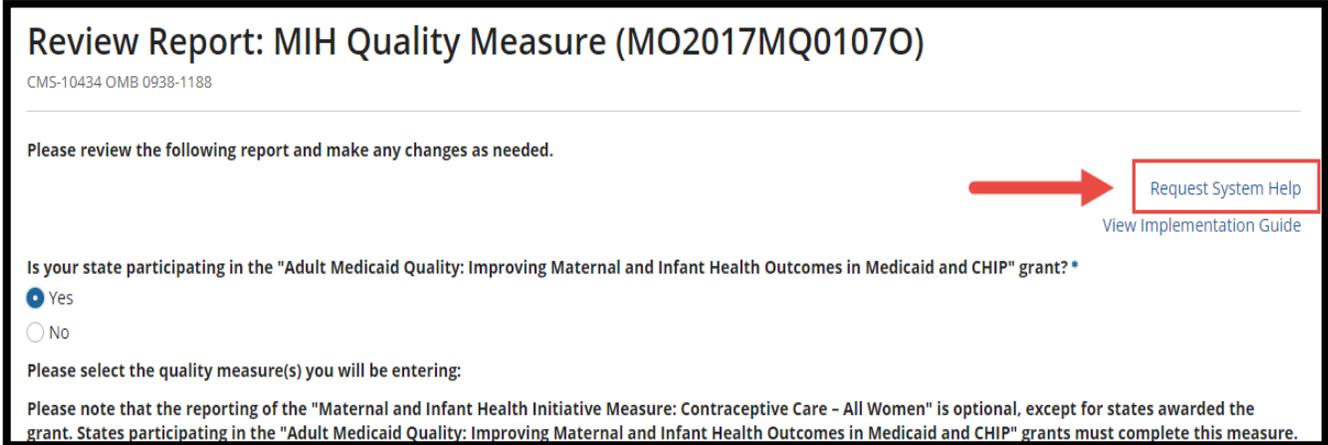


Figure 94: Request System Help link

A form will open in a new tab to avoid interrupting your reporting. Complete all required fields and then select **Submit Help Request**.

**Request System Help**

User ID  
TRAININGSPOC

Email  
macpro\_helpdesk@cms.hhs.gov

User Name  
SPOC,Training

Phone Number \*

**Issue Details**

Category \*  
Select

Sub Category  
Select

Package ID

Component

Step in workflow

Action attempting to be performed

Deadline for completion  
mm/dd/yyyy

Description \*

Character count: 0/4000 - Please include a detailed description of your issue, list of steps you performed that resulted in your issue, and attach screenshots (if applicable).

**Upload Documents**

Saved Documents

- Maximum documents that can be uploaded: 3
- Maximum file size : 2MB
- Valid file extensions: pdf, ppt, doc, docx, xls, xlsx, pptx

UPLOAD

CANCEL

VALIDATE DOCUMENT(S)

**SUBMIT HELP REQUEST**

Figure 95: Submit Help Request button

# Requesting Technical Assistance for Content-Related Inquiries

For content-related inquiries, select the **Request Technical Assistance** link in upper-right corner on the report's Admin Screen. You can select this link for assistance at any point when completing a Quality Measure report.

**Welcome to the Medicaid and CHIP Child Core Quality Measures**  
CMS-10434 OMB 0938-1188

**Federal Fiscal Year**  
2017

**Program \***  
CHIP

[Request System Help](#)  
**[Request Technical Assistance](#)**  
[View Implementation Guide](#)

**Core Measures**

<input type="checkbox"/>	Measure	Status	Reporting on the measure?	
<input type="checkbox"/>	Follow-Up Care for Children Prescribed Attention-Deficit/Hyperactivity Disorder (ADHD) Medication (ADD)	Complete	Yes	✓
<input type="checkbox"/>	Ambulatory Care - Emergency Department (ED) Visits (AMB)	Complete	No	✓
<input type="checkbox"/>	Use of Multiple Concurrent Antipsychotics in Children and Adolescents (APC)	Complete	No	✓
<input type="checkbox"/>	Use of First-Line Psychosocial Care for Children and Adolescents on Antipsychotics (APP)	Complete	No	✓
<input type="checkbox"/>	Audiological Evaluation No Later than Three Months of Age (AUD)	Complete	No	✓

Figure 96: Request Technical Assistance link

A form will appear on the same tab as where you are reporting. Complete all required fields and then select **Send Request**.

**Technical Assistance**

Technical assistance is available through the Technical Assistance and Analytic Support mailbox for questions about core set reporting, such as how to develop state rates based on data from multiple data sources, or questions about the measure technical specifications. Please refer to the Help Desk for more information about using the MACPro system.

[A Consolidated Implementation Guide](#) and [Technical Specifications and Resource Manual](#) are also available for further assistance.

**Do you have a Technical Assistance request for the Technical Assistance and Analytic Support mailbox in the current year? \***

Yes  
 No

**From**  
Training StateEditorKansas <macro\_helpdesk@cms.hhs.gov>

**CC**

Multiple email ids separated by comma can be entered

**Subject**  
KS-2017-CQM Admin Screen

Additional text in subject

**Message \***

Character count: 0/4000

**Do you want Technical Assistance with Quality Measures reporting in a future year? \***

Yes  
 No

**SEND REQUEST**

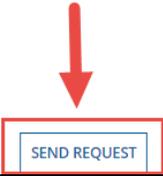


Figure 97: Send Request button

## Uploading Documents in MACPro

Documents can be uploaded to a Quality Measure report from either the Admin Screen or any core measure screen. There are two ways to upload documents in MACPro.

1. First, you can select the **Upload** button and then select a document from your computer files.

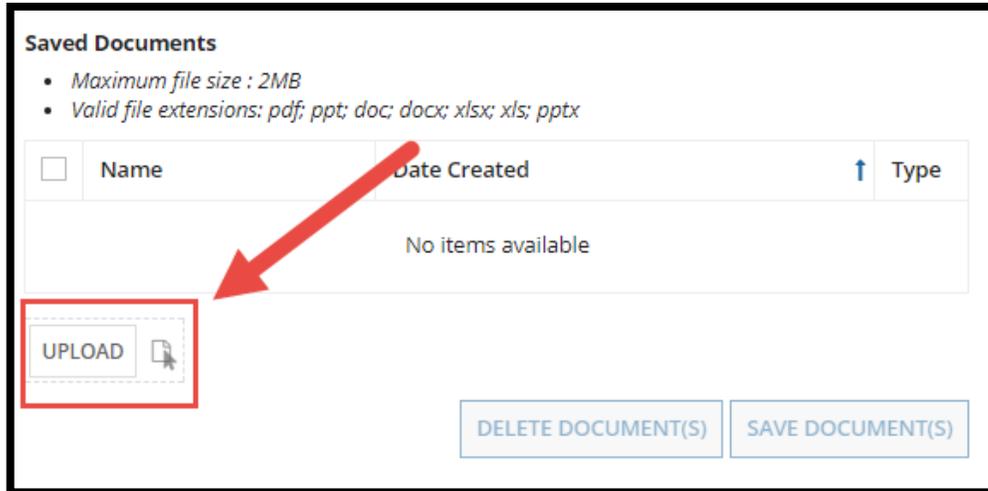


Figure 98: Upload button

2. Alternatively, you can open your computer files folder, and drag the document onto the **Upload** button.

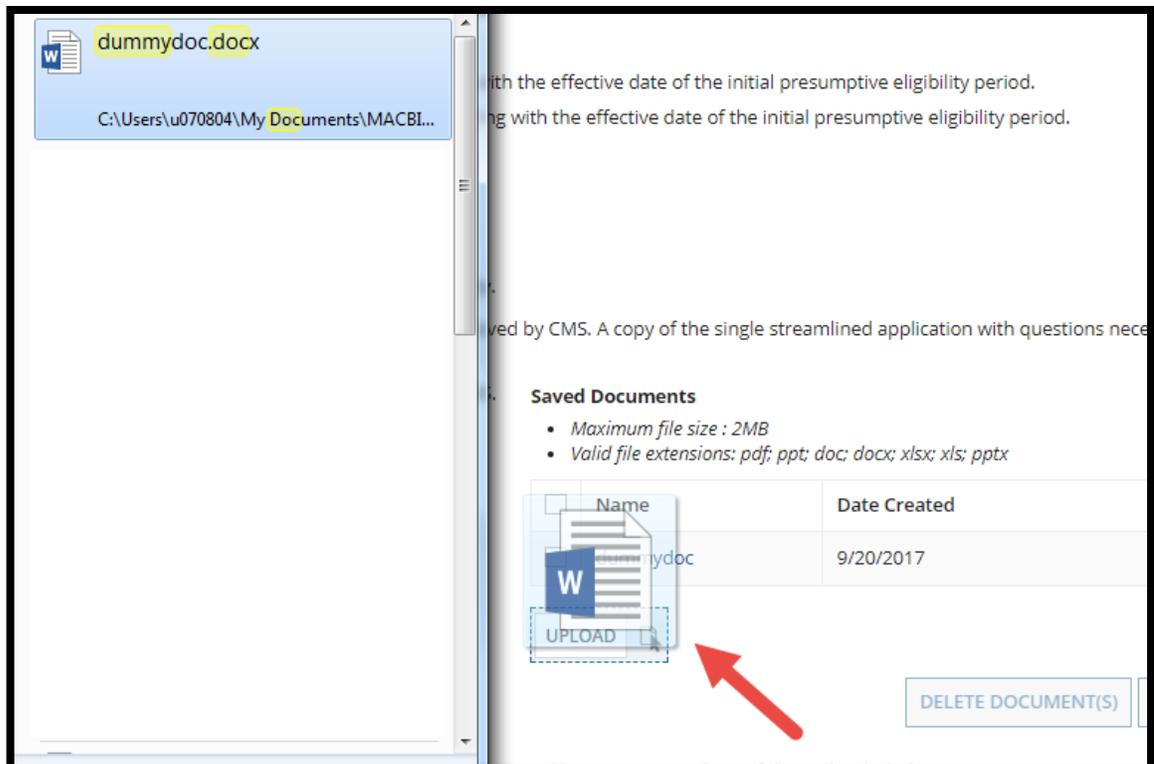


Figure 99: Word Document drag and dropped to upload

3. Once the document loads, a **Description** text box will appear. Enter information about the document in the text box.



Figure 100: Description field

4. Select the **Save Document(s)** button.

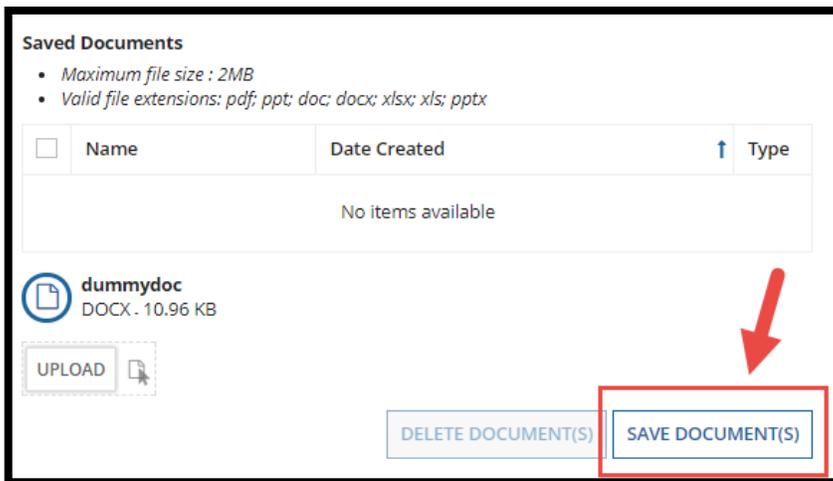


Figure 101: Save Document(s) button

5. You may be directed to a **Document(s) Save in Progress** screen. After a few seconds, select the **Refresh** button to return to your report.

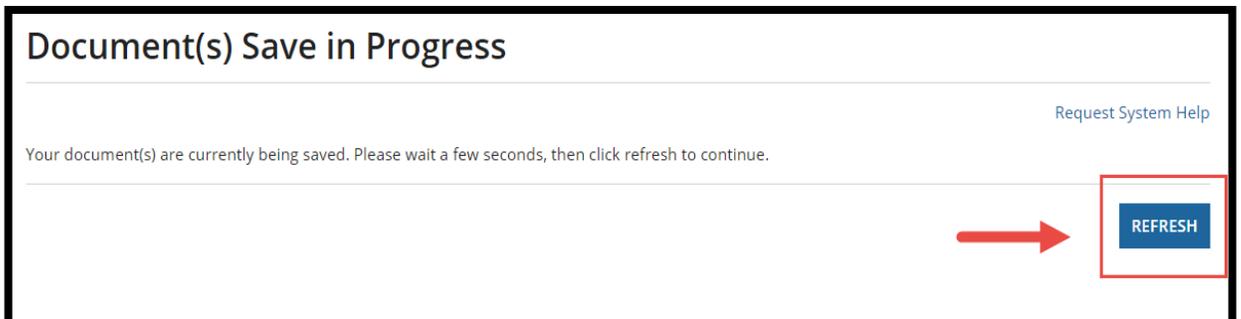


Figure 102: Refresh button

6. When the document has successfully uploaded, it will appear in the table. To delete the document, select the checkbox next to the document, and then select **Delete Document(s)**.

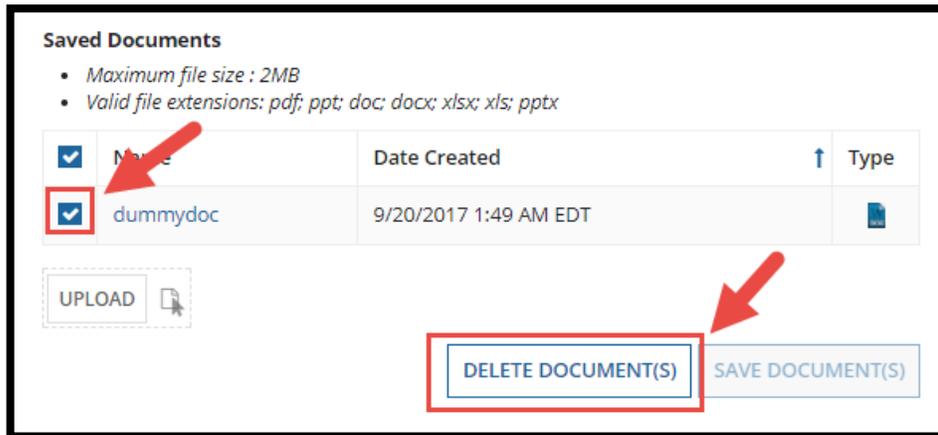


Figure 103: Selected check box, Delete Document(s) button

7. Select yes to the “Are you sure you want to delete the selected files?” prompt.

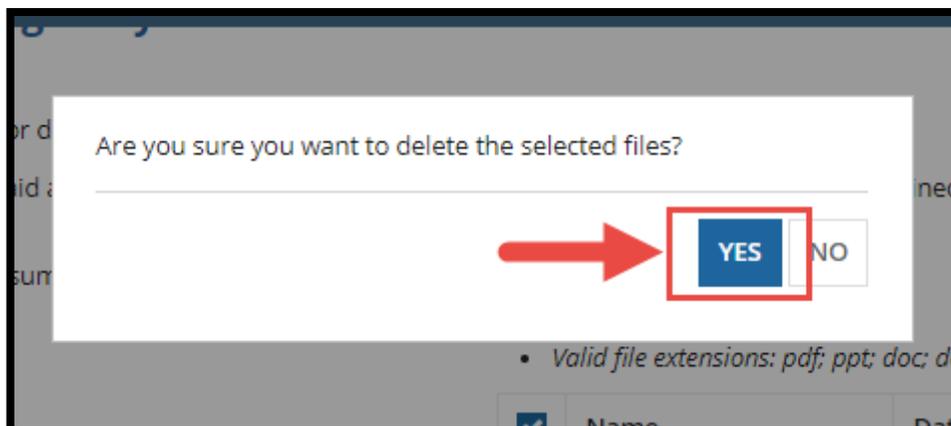


Figure 104: Yes button

## Deleting Quality Measure Reports in MACPro

Quality Measure reports may be deleted within MACPro if they have **not** already been submitted to CMS.

1. On the **Actions** tab, select **Delete Annual Report**.

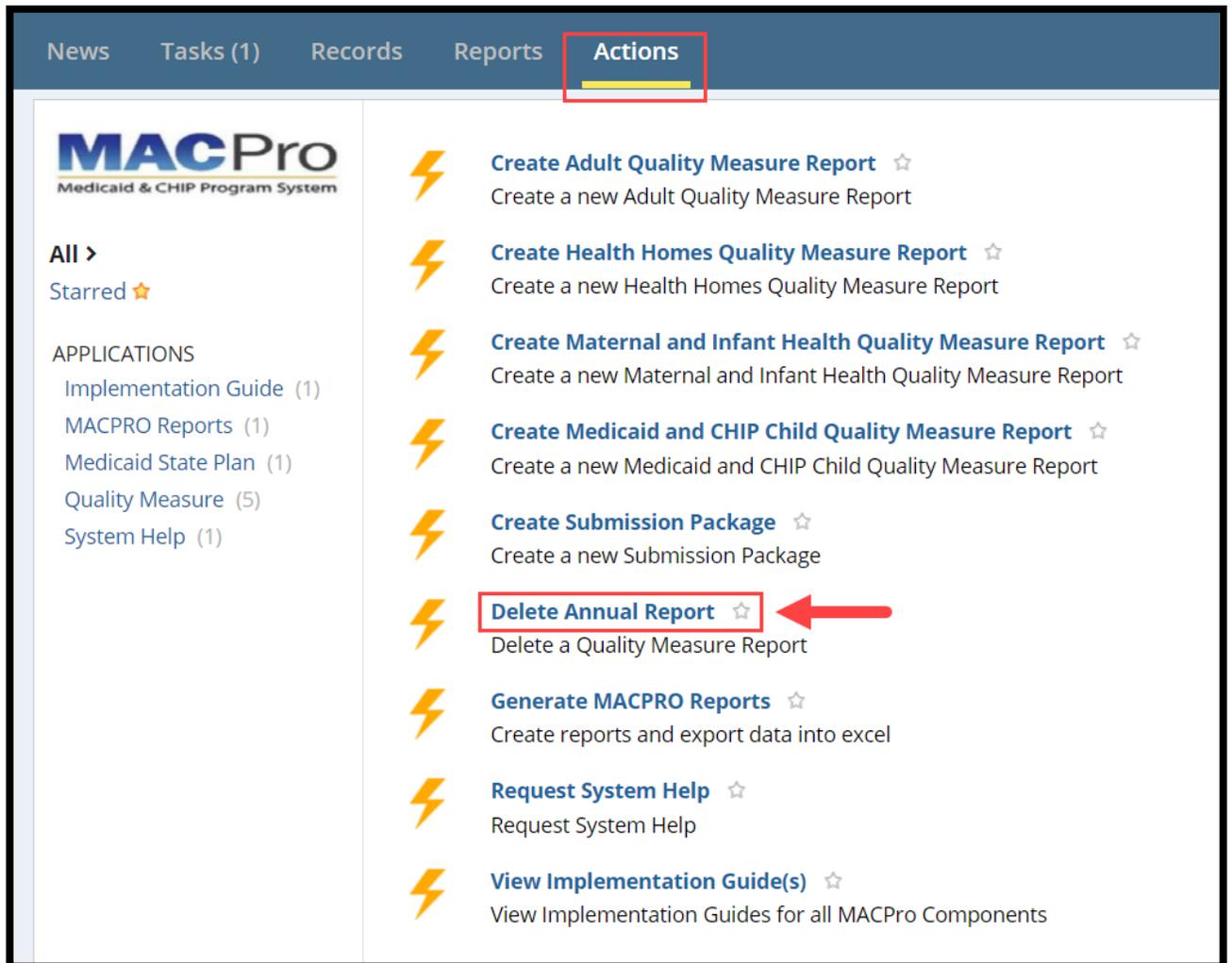


Figure 105: Actions tab, Delete Annual Report link

2. Enter the **Package ID** and then select **Search for Report**.

The image shows a screenshot of the 'Delete Annual Report: AQM' form. The form title is 'Delete Annual Report: AQM'. Below the title, there is a subtitle 'Enter a package ID to search for a report to delete'. The form contains a text input field labeled 'Package ID' with the value 'M12017MQ0004Q' entered. A red box highlights the input field. To the right of the input field, there is a 'Request System Help' link. At the bottom right of the form, there is a 'SEARCH FOR REPORT' button, which is highlighted with a red box and a red arrow pointing to it from the left.

Figure 106: Package ID, Search for Report button

3. Select **Delete Report** once the report information and relevant core measures information appears.

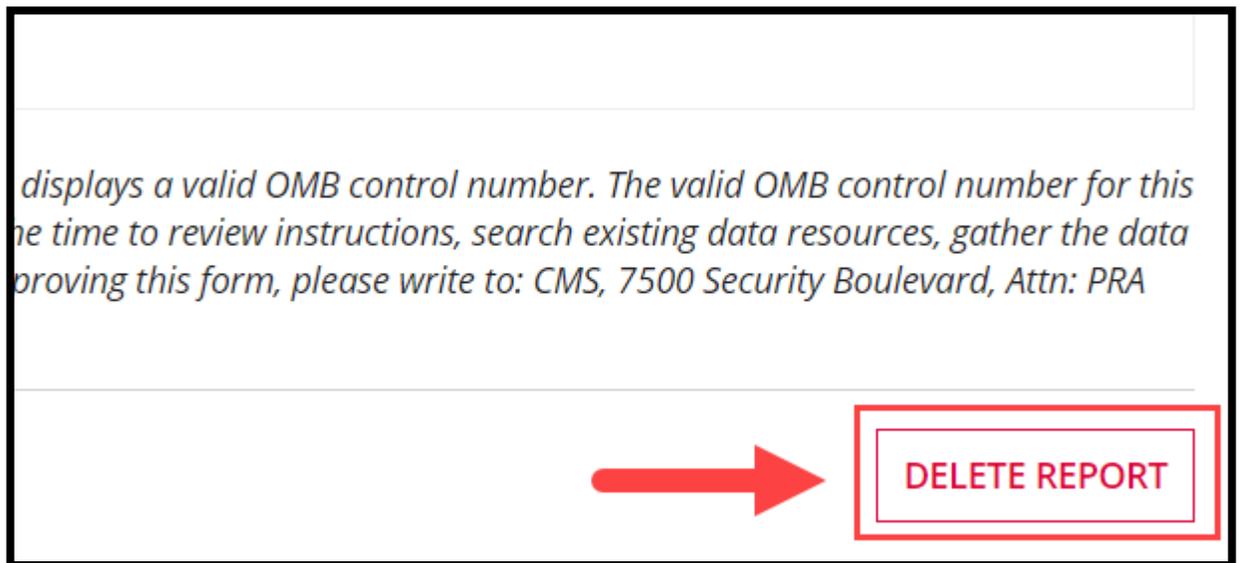


Figure 107: Delete Report button

4. Select yes to the “**Are you sure you want to delete this report?**” prompt.

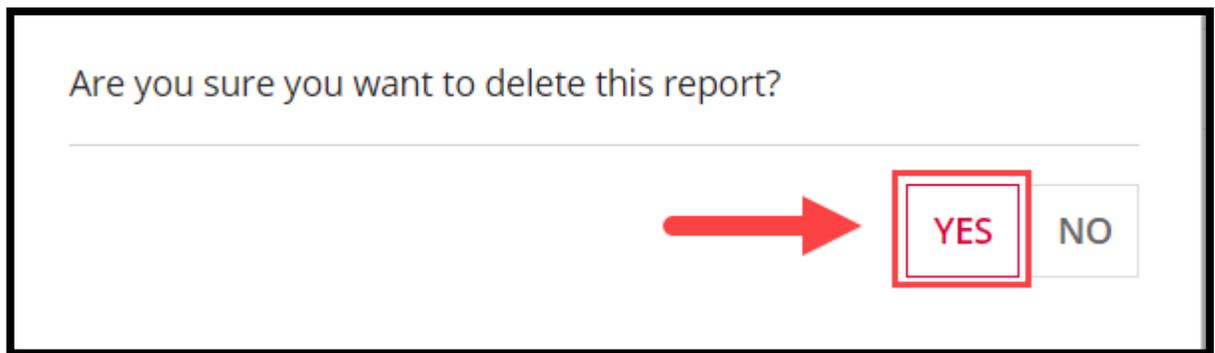


Figure 108: Yes button

## Avoiding a MACPro Session Timeout

A MACPro Session Timeout occurs when users lose connectivity, observe issues with system responsiveness, or encounter issues navigating through MACPro after working in MACPro for a period of time.

**To avoid a session timeout**, you must routinely select **Save** while entering data or validate your entries periodically. Otherwise, after working in MACPro for 25 minutes without performing an action (validating or saving entries), you will receive a prompt that indicates “**Your Session is About to Expire!**”

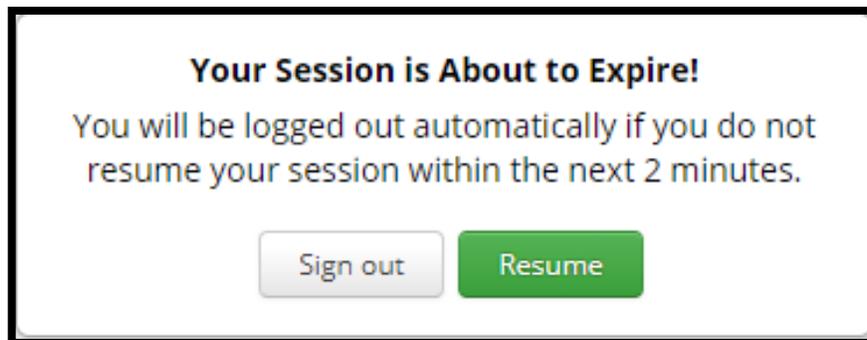


Figure 111: Your Session is About to Expire warning

Once the session timeout warning prompt appears, you may continue your session by selecting the **Resume** button within two minutes. If you do not acknowledge the prompt within two minutes, you will automatically be logged out.

Performing an action in MACPro is defined as routinely validating or saving entries. Simply entering data is not considered performing an action. You should select **Save** periodically while logged into MACPro to **prevent an automatic session timeout and potential loss of data**.

# General Accessibility Guidelines

MACPro users can utilize the 'Tab' key to navigate through every data field, image, icon and link within MACPro. Here are the general functions available to users in MACPro:

1. **+/- link**
  - Selecting this link will expand or collapse particular sections within the application.
2. **“View All Responses” button**
  - Selecting this button will expand all sections on a page within MACPro.
3. **“Save” button**
  - Selecting this button will save data you have entered within the application. If you do not receive a red validation error after selecting the save button, the data can be considered successfully saved.
4. **Other Action buttons**
  - When the user selects any action button like Cancel or Go to Admin Page, the application will perform the respective function. If you do not receive any errors on the page, the action can be considered successfully completed.

Alternatively, users can use following shortcut keys in JAWS to navigate and take actions:

1. **Insert + F7 key**
  - By using this key combination, users will be provided with list of all the links on the page. Users can navigate through the list using the arrow keys and take appropriate actions.
2. **Insert + F6 key**
  - By using this key combination, users will be provided with list of all the headings on the page. Users can navigate through the list using the arrow keys and take appropriate actions.