MACPro Health Homes State Plan Amendment
Reference Document for State Users

Reflects Appian Environment as of 04/24/2019

Date: 05/07/2019
Table of Contents

Overview ........................................................................................................................................5

What is MACPro? ..........................................................................................................................5

Obtaining MACPro Access ........................................................................................................6

Web Browser & Software Requirements for MACPro ................................................................7

MACPro State User Roles .........................................................................................................8

MACPro SPA Workflows ..........................................................................................................9

Official SPA State Submission Workflow ..............................................................................9

Official SPA CMS Approval Workflow .................................................................................10

Clarification Workflow ...........................................................................................................11

Request for Additional Information (RAI) Workflow .............................................................12

Navigating MACPro ................................................................................................................13

MACPro Upper Toolbar ..........................................................................................................13

Package Navigation Menus .....................................................................................................17

Viewing Package Summary Screen & Timeline ....................................................................18

Expanding Information Viewable on the Screen ..................................................................20

Validating RUs ..........................................................................................................................21

Viewing Reviewable Unit Status ...........................................................................................22

Avoiding a MACPro Session Timeout ..................................................................................23

Creating or Updating the State Profile ................................................................................24

To create a new State Profile .................................................................................................24

To modify an existing State Profile ........................................................................................24

Developing & Submitting a SPA Package ............................................................................26

Step 1: State Editor - Creates Submission Package & Completes Submission – Summary RU ... 26

Step 1a: Create Submission Package ...................................................................................26

Step 1b: Complete Submission - Summary RU ....................................................................27

Step 2: State Editor - Completes Submission – Medicaid State Plan RU ............................34

Option 1: Amend Existing Health Homes Program ...............................................................34

Option 2: Create New Health Homes Program ....................................................................38

Option 3: Terminate Existing Health Homes Program ........................................................41

Step 3: State Editor - Completes Submission RUs - Public Comment, Tribal Input & Other Comment .........................................................................................................................47

Step 3a: Complete Submission - Public Comment RU ............................................................47

Step 3b: Complete Submission - Tribal Input RU .................................................................50
Uploading Documents in MACPro................................................................. 137
  To upload a document.................................................................................. 137
  To delete an uploaded document ............................................................... 139
Viewing Medicaid State Plan Content.......................................................... 140
Viewing Reports in MACPro....................................................................... 142
Withdrawing a Response to RAI................................................................. 143
Withdrawing a Submission Package ............................................................ 146
Appendix B: Reference Materials................................................................. 148
  MACPro System Notifications ................................................................. 148
  Acronyms & Abbreviations ....................................................................... 150
  Glossary ..................................................................................................... 152
Appendix C: General Accessibility Guidelines............................................ 155
Overview

This document describes the steps state users will follow to create, review, and submit a Health Homes State Plan Amendment (SPA) submission package in the Medicaid and CHIP Program (MACPro) system.

- Assistance with MACPro is available from the MACPro Help Desk, Monday through Friday, 9:00 AM to 7:00 PM Eastern Time.

- For questions regarding the use of MACPro, select the Request System Help link in MACPro. For details on where to find the link and related information, refer to the Requesting System Help for System-Related Inquiries topic in this document. You may also email the MACPro Help Desk at MACPro_HelpDesk@cms.hhs.gov or call 301-547-4688.

- The MACPro Help Desk Team welcomes your suggestions for our training and reference materials. Please contact us with your feedback and comments on this document, 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 information in the images do not reflect the example state in any way.

What is MACPro?

MACPro is a web-based system that allows the Centers for Medicare and Medicaid Services (CMS) and states to collaborate more effectively online in support of Medicaid and Children’s Health Insurance Program (CHIP) initiatives, including quality measures reporting and SPA processing.

Key features of SPA processing in MACPro include:

1. Reviewable units with built-in logic and clear policy guidance to ensure consistency across states;
2. Simplified templates that eliminate the need for many same page reviews;
3. Automated workflow to reduce unnecessary delay;
4. Clear, centralized communication processes; and
5. Improved transparency that allows states to check the status of their submission.
Obtaining MACPro Access

MACPro is integrated with Enterprise Identity Management (CMS Enterprise Portal), a CMS shared service. Enterprise Identity Management, or 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 EIDM ID.

To obtain access to MACPro, you must first complete steps 1 through 3 below in the CMS Enterprise Portal (https://portal.cms.gov). Instructions for these steps are in the EIDM Instructions for MACPro Users document.

Then, complete steps 4 through 6 below in MACPro (https://macpro.cms.gov). Instructions for these steps can be found in the Introductory Reference Document for MACPro Roles and Administration:

- **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 for Medicaid State Plan work (Health Homes, Eligibility and/or Administration)
- **Step 6** - Receive approval for your MACPro role request(s) (via email)
Web Browser & Software Requirements for MACPro
This table lists web browser and software requirements for accessing MACPro.

<table>
<thead>
<tr>
<th>Browsers &amp; Software</th>
<th>Version necessary to access MACPro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome</td>
<td>• Google Chrome updates automatically. The most recent version is supported.</td>
</tr>
<tr>
<td></td>
<td>• Google Chrome is the <strong>optimal web browser</strong> for using MACPro.</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>• Mozilla Firefox updates automatically. The most recent version is supported.</td>
</tr>
<tr>
<td>Microsoft Internet Explorer</td>
<td>• Version 11</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Windows 10</td>
<td>• Not applicable. Software does not impact ability to access MACPro.</td>
</tr>
<tr>
<td>OS X Yosemite</td>
<td>• Not applicable. Software does not impact ability to access MACPro.</td>
</tr>
</tbody>
</table>
MACPro State User Roles

Each MACPro user role performs different activities within the system. All roles are necessary to move a SPA through the process from initial development to submission to CMS for approval.

The following table lists the state user roles involved in the SPA process as well as some of the functions of each role.

**NOTE:** At the state level there are no role sharing limitations. Therefore, state users may hold more than one of the roles listed below.

<table>
<thead>
<tr>
<th>User Role</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>State System Administrator (SSA)</td>
<td>• Creating or updating the State Profile</td>
</tr>
<tr>
<td></td>
<td>• Approving MACPro state user role requests</td>
</tr>
<tr>
<td>State Editor (SE)</td>
<td>• Creating a submission package</td>
</tr>
<tr>
<td></td>
<td>• Editing a submission package</td>
</tr>
<tr>
<td></td>
<td>• Forwarding the submission package to the SPOC</td>
</tr>
<tr>
<td></td>
<td>• Converting a Draft submission to Official</td>
</tr>
<tr>
<td>State Point of Contact (SPOC)</td>
<td>• Reviewing a submission package and forwarding to the State Director</td>
</tr>
<tr>
<td></td>
<td>• Submitting a submission package to CMS</td>
</tr>
<tr>
<td></td>
<td>• Responding to a Clarification</td>
</tr>
<tr>
<td></td>
<td>• Responding to a Request for Additional Information (RAI)</td>
</tr>
<tr>
<td></td>
<td>• Using the Correspondence Log</td>
</tr>
<tr>
<td></td>
<td>• Closing a Draft submission</td>
</tr>
<tr>
<td>State Director (SDIR)</td>
<td>• Reviewing and certifying package for submission to CMS</td>
</tr>
</tbody>
</table>
MACPro SPA Workflows

Official SPA State Submission Workflow
The image below displays the steps that states will take to create, review, and submit a submission package in MACPro. For more detailed information on the steps in this workflow, refer to Developing & Submitting a SPA Package.

Figure 1: Official SPA State Submission Workflow
Official SPA CMS Approval Workflow

This image displays the workflow of the CMS approval process for an Official submission package in MACPro.

Figure 2: Official SPA CMS Approval Workflow
Clarification Workflow

A Clarification is an informal request by a CMS Point of Contact (CPOC) for information regarding a submission package. When the CPOC requests Clarification, the package is sent to the State Point of Contact (SPOC) for review. A Clarification does not stop the 90-day clock. The image below shows the overall workflow of a Clarification in MACPro. For more information on the steps in this workflow, refer to Responding to a Clarification.

Figure 3: Clarification Workflow
Request for Additional Information (RAI) Workflow

When CMS issues a request for additional information (RAI), the 90-day clock stops. An RAI provides the state with an opportunity to address in-depth questions and resolve policy issues. The image below displays the RAI process. For more information on the RAI steps, refer to Responding to a Request for Additional Information (RAI).

Figure 4: RAI Workflow
Navigating MACPro
This section provides information on features and functionality related to navigating within MACPro.

MACPro Upper Toolbar
The upper toolbar is the main navigation menu in MACPro. The upper toolbar contains the following tabs: News, Tasks, Records, Reports, and Actions. Details on the toolbar tabs are listed below. A solid line below a tab’s name indicates that you are currently accessing that tab.

Actions tab
- Upon login, MACPro opens to the Actions tab.
- On the Actions tab, you can initiate actions such as creating a submission package.

Figure 5: Actions tab
News tab

- On the News tab, you can view general status updates on packages and informally communicate about packages with other MACPro users. For example, in the text box at the top of the screen, 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 official SPA record. Additionally, activities related to packages you are working with or are following are listed on this tab for reference. Keep in mind that not all posts on the News tab are private; other MACPro users may see certain posts.

![Figure 6: News tab](image1)

![Figure 7: Post, Message, Task, and Kudos informal communication tabs](image2)
Tasks tab

- On the Tasks tab, you can act on tasks assigned to you.
- Tasks are activities that you must complete to keep the package moving through the workflow, such as reviewing a submission package.

Records tab

- On the Records tab, you can access submission packages for your state as well as other records that correspond to your user role.
On the Reports tab, you can access reports used for tracking different activities within MACPro. The available reports vary based on your user role.

- **Health Homes Submission Package Content Analysis Report**
  - View and analyze contents of health homes submission packages

- **MACPro System User Report**
  - View login information for system users

- **State Agency Profile Report**
  - Overview of a State’s Medicaid Plan including the prior 12 months’ submission package history

- **Submission Detail Report**
  - View details on packages by date

- **Submission Statistics Detail Report**
  - View all Submission Packages currently in review

- **Submission Statistics Summary Report**
  - View the statistics summary of Submission Packages by review status and date

- **Submission Summary Report**
  - Overview of submitted packages by date
**Package Navigation Menus**

A package navigation menu appears above the Package Information section or the Package Header section in a submission package record.

From the package navigation menu, you can view a summary of the package, view the reviewable units included in the package, access news items about the package, and access related actions. Other options may also appear on the package navigation menu. For example, once a Correspondence Log is created, a Correspondence Log tab will appear.

The Related Actions tab contains actions based on your user role(s) and the package status. For example, there may be an action listed to modify the package, forward a package to the State Point of Contact or to the State Director, or to convert a Draft submission to an Official submission.

![Figure 11: Package navigation menu](image-url)
Viewing Package Summary Screen & Timeline

When accessing a submission package from the Records tab, you are directed to the package Summary screen. The timeline at the top of the screen indicates the workflow stages a submission follows and the stage where the package currently stands.

![Submission package timeline](image)

**Figure 12: Submission package timeline**

### Official Submission Packages – Workflow Stages

<table>
<thead>
<tr>
<th>Official Submission Package Status</th>
<th>Workflow Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>CMS</td>
<td>When the package has been approved by the CMS Package Approver.</td>
</tr>
<tr>
<td>Clarification</td>
<td>State</td>
<td>When the package has been returned to the state for editing by CPOC. Initiates from “Review” status, Clarification returns to “Review” status</td>
</tr>
<tr>
<td>Closed Disapproved</td>
<td>CMS</td>
<td>When the disapproved package has been closed by CPOC.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>CMS</td>
<td>When the package has been disapproved by the CMS Package Disapprover.</td>
</tr>
<tr>
<td>Disposition Complete</td>
<td>State</td>
<td>Indicates that the package has been adjudicated. To identify how the package was adjudicated, view the package’s Package Status field.</td>
</tr>
<tr>
<td>Deleted</td>
<td>State</td>
<td>When the package has been deleted by the state; can occur only from a Pending status. Submitted packages cannot be deleted.</td>
</tr>
<tr>
<td>Pending</td>
<td>State</td>
<td>While the state is creating, developing, finalizing, or certifying the package, the State Editor, SPOC, SDIR roles will all have the package in Pending status.</td>
</tr>
<tr>
<td>RAI</td>
<td>State</td>
<td>When the package has been returned to the state for additional information by CPOC. Initiates from “Review” status, RAI returns to “Submitted” status.</td>
</tr>
<tr>
<td>Review</td>
<td>CMS</td>
<td>When the SRT users are assigned, and the CPOC and SRT users get package tasks to review the SPA, until the package is dispositioned.</td>
</tr>
<tr>
<td>Official Submission Package Status</td>
<td>Workflow Location</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Submitted</td>
<td>CMS</td>
<td>When the state SPOC submits the package to CMS, while CPOC is being determined/assigned, and while SRT users are being assigned.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>State</td>
<td>When the SPOC withdraws the package, the entire package is withdrawn from CMS consideration. Withdrawal can occur only from Submitted, Review, or RAI statuses.</td>
</tr>
</tbody>
</table>

**Draft Submission Packages – Workflow Stages**

<table>
<thead>
<tr>
<th>Draft Submission Package Status</th>
<th>Workflow Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>State</td>
<td>When the package has been closed by the SPOC.</td>
</tr>
<tr>
<td>Pending</td>
<td>State</td>
<td>While state is creating /developing/finalizing/certifying the package.</td>
</tr>
<tr>
<td>Returned</td>
<td>State</td>
<td>When the package has been returned to the state for editing or closure.</td>
</tr>
<tr>
<td>Review</td>
<td>CMS</td>
<td>When the SRT users are assigned, and the CPOC and SRT begin reviewing the SPA.</td>
</tr>
<tr>
<td>Revised</td>
<td>State</td>
<td>When the package has been returned to the state for revisions. Revise returns to “Submitted” status.</td>
</tr>
<tr>
<td>Submitted</td>
<td>CMS</td>
<td>When the state submits the package to CMS. While CPOC is being determined/assigned, and while SRT are being assigned.</td>
</tr>
</tbody>
</table>
Expanding Information Viewable on the Screen

When you first navigate to a reviewable unit (RU), most sections in the RU will be minimized or collapsed. To view all fields in the RU, select View all Responses as shown below in option (a). This will expand all fields at once.

Alternatively, to expand only a specific section of the RU, select the Expand link for that section as shown below in option (b). Then, to collapse an expanded section, select the Collapse link.

a. View All Responses button

![Package Header](image)

Figure 13: View All Responses button

b. Expand and Collapse links

![State Information](image)

Figure 14: Expand and Collapse links
Validating RUs

In an Official submission, all RUs must be completed, validated and saved before the submission package can advance to the next step in the workflow. This also applies to Draft submissions; however, in a Draft submission, the Submission - Public Comment, Submission - Tribal Input, and Submission - Other Comment RUs do not require validation prior to submitting the package to CMS.

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

Validation errors will be marked by either or both red text or red boxes outlining the error, as pointed out by the two arrows in the following image. If an RU fails validation, scroll back through the RU, look for red text and red boxes marking the error, and correct it. Then, save and validate the RU.
**Viewing Reviewable Unit Status**

Every reviewable unit (RU) in a submission package will display a status that indicates the current stage it is in. All RUs must be in Complete status prior to submission to CMS. The Status column of an RU table shows the status of each RU according to the icons described below.

- **Not Started** indicates that information has not been entered in the RU. (Corresponding icon: Red circle with x).

- **In Progress** indicates that information has been entered in the RU, but the RU has not been validated and saved. (Corresponding icon: Clock)

- **Complete** indicates that all necessary information has been entered in the RU, and the RU has been validated and saved. (Corresponding icon: Green circle with checkmark).

![Submission Form - Reviewable Units](image)

Figure 17: Reviewable Unit status icons
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 20 minutes without performing an action (validating or saving entries), you will receive a prompt that indicates “Your Session is About to Expire!”

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.
Creating or Updating the State Profile

A State Profile must be created by the State System Administrator (SSA) before a state can create a submission package. There can be only one State Profile per state. If a State Profile already exists, the SSA can modify the existing profile, as needed.

To create a new State Profile

1. Log in to MACPro as the SSA.
2. On the Actions tab, select Create State Profile.
3. Enter the requested information.
4. Select the Save State Profile button.

To modify an existing State Profile

1. Log in to MACPro as the SSA.
2. On the Actions tab, select Create State Profile.
3. Select **Click here to view/edit the profile**.

![Image](image1.png)

Figure 22: Click here to view/edit the profile link

4. Select **Update State Profile**.

![Image](image2.png)

Figure 23: Update State Profile button

5. Update the state’s information, as needed.

6. Select **Save State Profile**.

![Image](image3.png)

Figure 24: Save State Profile button
Developing & Submitting a SPA Package

This section provides information on several of the screens and options that state users will work with during the process of creating, reviewing and submitting a SPA submission package in MACPro. The examples provided highlight various features in RUs. Instructions and guidance specific to completing each RU are available in Implementation Guides within MACPro (see Accessing Implementation Guides). For an image of the overall state workflow, refer to the Official SPA State Submission Workflow.

Every Health Homes submission package that a state creates begins with five Submission Form RUs, which are required components. Like the CMS 179 form, Submission Form RUs include the following:

- **Submission – Summary** (basic information about the submission type, SPA ID, etc.)
- **Submission – Medicaid State Plan** (sections of the state plan included in the submission)
- **Submission – Public Comment** (adherence to Public Notice requirements)
- **Submission – Tribal Input** (adherence to Tribal Consultation requirements)
- **Submission – Other Comment** (SAMHSA Consultation)

**Step 1: State Editor - Creates Submission Package & Completes Submission – Summary RU**

For instructions and guidance on completing the Submission - Summary RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

**Step 1a: Create Submission Package**

1. Log in to MACPro as the State Editor.
2. Select the Create Submission Package link on the Actions tab.

![Create Submission Package link](image-url)
Step 1b: Complete Submission - Summary RU
When beginning any new SPA submission package, you will begin with the Submission - Summary RU.

1. Select View all Responses to expand all fields at once as shown below in option (a). Or, select the Expand links as shown below in option (b) to expand only specific sections.

   a. **View all Responses** button

      ![View all Responses button](image)

      Figure 26: View All Responses button

   b. **Expand** links for each section

      ![Expand links](image)

      Figure 27: Expand links
2. The **State Information** section is pre-populated with information from the State Profile. The **Submission Component** section is pre-filled based on the authorities currently available in MACPro.

![Figure 28: State Information and Submission Component sections](image)

3. In the **Submission Type** section, select either **Official Submission Package** or **Draft Submission Package** as the submission type. Then select either **Yes** or **No** to the "**Allow this official package to be viewable by other states?**" question. For more information regarding the Draft submission type, refer to the **Using the Draft Submission Functionality** topic.

**NOTE**: An Official submission can be changed to a Draft submission, and vice versa, at any time before the package is submitted to CMS. Unless you will be seeking CMS review of a Draft submission prior to formally sending the package to CMS, it is recommended that you select to work in an Official submission.

![Figure 29: Submission Type section](image)

4. In the **Key Contacts** section, select the **Add a Key Contact** link and then select who should be contacted with questions regarding the submission package. The Key Contacts that are available are entered by the State System Administrator (SSA) in the State Profile. More than one Key Contact may be selected for a submission package.

![Figure 30: Add a Key Contact link](image)
5. Complete the **SPA ID and Effective Date** section for an Official submission package (see note below). In the SPA ID/Effective Dates section, the proposed effective date will be entered. However, because MACPro allows states to establish different effective dates for different RUs in a single package, you must return to this Submission - Summary RU to enter the effective date(s) **after** you have navigated to the Submission - Medicaid State Plan RU and selected the RUs to be included in the package.

**NOTE:**

- If **Official Submission Package** is selected as the submission type, you will have the option to enter the SPA ID if it is available at that time. The SPA ID field is editable to both the State Editor (SE) and State Point of Contact (SPOC). The State Editor **must** fill out this field prior to submitting to the SPOC; however, the SPOC does have the ability to edit the field once the package is submitted to them. The field itself remains editable to the SE and SPOC until submission to CMS. Once the package is submitted to CMS, it cannot be changed again.

- If **Draft Submission Package** is selected, the SPA ID and Effective Date section will not be available for completion until the package is closed and converted to Official. After the package is closed, during the conversion to Official process, the State Editor is prompted to edit this field. After they have saved it, however, they will not be able to edit the field again.

![SPA ID and Effective Date section](image)

Figure 31: SPA ID and Effective Date section
6. Next are the **Executive Summary**, **Dependency Description**, and **Disaster-Related Submission** sections. Details about these sections can be found in the “Submission – Summary Implementation Guide” (see [Accessing Implementation Guides](#)).

**NOTE:**
- The **Executive Summary** and **Disaster-Related Submission** sections are mandatory, as indicated by an asterisk (*).
- The **Dependency Description** section is optional. This section may be used in a situation where the SPA you are submitting has a connection to another SPA, or other action before CMS that is either also being submitted or has already been submitted. Indicating that connection in this section assists CMS in ensuring that related actions are reviewed together.

![Figure 32: Executive Summary, Dependency Description, and Disaster-Related Submission sections](#)
7. Next is the **Federal Budget Impact and Statute/Regulation Citation** section. Once you enter a year in the **First Federal Fiscal Year** field, the system will automatically populate a year in the **Second Federal Fiscal Year** field.

**NOTE:** In the Federal Budget Impact table, if entering a negative value for Federal Budget Impact, you must use a hyphen character to indicate the negative value, for example -15000. Any character other than a number or hyphen entered in the Federal Budget Impact numeric fields will be automatically deleted, including commas and parentheses.

![Federal Budget Impact and Statute/Regulation Citation section](image)

**Figure 33:** Federal Budget Impact and Statute/Regulation Citation section
8. Select the applicable option in the **Governor's Office Review** section, which is the final section to complete.

![Governor's Office Review section](image)

Figure 34: Governor's Office Review section

9. Select **Save Reviewable Unit** once all above sections are complete.

**NOTE:**
- In an Official submission, the **Submission - Summary** RU cannot be validated at this point because the effective date has not been entered. You must save the RU and return later to enter the effective date(s) and validate the data.
- The **Submission - Medicaid State Plan** RU must be completed before the **Submission - Summary** RU can be validated. (See [Validating RUs](#) for additional information.)

![Validation & Navigation](image)

Figure 35: Save Reviewable Unit button
10. Select Yes to the “Selecting Official Submission Package means that the official 90-day review period will start upon submission. Do you wish to proceed?” prompt.

![Verification prompt]

Figure 36: Verification prompt

11. Select Submission – Medicaid State Plan in the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit.

![Navigate to Reviewable Unit drop-down list & Go to Selected Reviewable Unit button]

Figure 37: Navigate to Reviewable Unit drop-down list & Go to Selected Reviewable Unit button
Step 2: State Editor - Completes Submission – Medicaid State Plan RU

In the Medicaid State Plan RU, the State Editor will select the sections and subsections of the state plan that will be amended by the submission package. The selections made in the Medicaid State Plan RU determine the RUs that are included in a submission.

To complete the Medicaid State Plan RU, select the appropriate option linked below depending on the purpose of the submission package:

- To amend a program, proceed to Option 1: Amend Existing Health Homes Program.
- To create a new program, proceed to Option 2: Create New Health Homes Program.
- To terminate a program, proceed to Option 3: Terminate Existing Health Homes Program.

Option 1: Amend Existing Health Homes Program

For the Medicaid State Plan RU, follow the steps below to amend an existing Health Homes program or to amend a program migrated from Medical Model Data Lab (MMDL). For guidance on completing this RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

NOTE: For important considerations regarding amendments, refer to the Working with Amendments topic.

1. In the “The submission includes the following” section, first select Benefits and Provider Payments and then select the checkbox that appears for Health Homes Program.

Figure 38: "The submission includes the following" selections on Submission - Medicaid State Plan RU
2. Select the **Amend existing Health Homes program** option.

![Figure 39: "Amend existing Health Homes program" selection](image)

3. Next either (a) select an existing **Health Homes program** from the drop-down list, or (b) select the **Amend an existing program that is neither approved in MACPro nor converted** checkbox and enter the program name in the **Name of Health Homes Program to be amended** text box.

![Figure 40: Drop-down list for selecting an existing Health Homes program](image)

![Figure 41: "Amend an existing program that is neither approved in MACPro..." checkbox & "Name of Health Homes Program to be amended" text box](image)
4. Select the checkboxes next to the RUs that you intend to change*. This step is applicable only if in Step 3a you selected an existing Health Homes program from the drop-down list.

*NOTE: When amending an MMDL to MACPro converted Health Homes Program, you must include all Health Homes RUs.

![Reviewable Unit checkboxes](image)

5. Select the **Save Form** button at the bottom of the screen.

![Save Form button](image)
6. To move to the next Submission RU, select **Submission - Public Comment** from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

![Figure 44: Navigate to Reviewable Unit drop-down list & Go to Selected Reviewable Unit button](image)

7. Next proceed to **Step 3: State Editor – Complete Submission RUs – Public Comment, Tribal Input, & Other Comment.**

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*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 estimates(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.*
Option 2: Create New Health Homes Program
For guidance on completing the Submission – Medicaid State Plan RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. In the “The submission includes the following” section, first select Benefits and Provider Payments and then select the checkbox that appears for Health Homes Program.

![Figure 45: "The submission includes the following" selections on Submission - Medicaid State Plan RU](image)

2. Select Create new Health Homes program.

![Figure 46: "Create new Health Homes program" selection](image)
3. Next select either **Copy from existing Health Homes program** or **Create new program from blank form**.

![Copy from existing Health Homes program & Create new program from blank form options](image)

Figure 47: Copy from existing Health Homes program & Create new program from blank form options

4. Enter the name for the new program in the **Name of Health Homes Program** text box.

![Name of Health Homes program text box](image)

Figure 48: Name of Health Homes program text box

5. Select **Yes** or **No** in response to **"This is a SUD-focused program?"**

![This is a SUD-focused program question](image)

Figure 49: This is a SUD-focused program question

6. If creating a new program from a blank form, skip this step and proceed directly to step 7 in this section. Otherwise, if copying from an existing program, complete a and b below before continuing to step 7:

   a. First, expand the **Select Health Homes Program** drop-down list and then select the existing program to copy from.

![Select Health Homes Program drop-down list](image)

Figure 50: Select Health Homes Program drop-down list
b. Then select the checkbox next to the applicable package’s name.

7. Select the **Save Form** button at the bottom of the screen.

8. Select **Submission – Public Comment** in the **Navigate to Reviewable unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

8. Next proceed to **Step 3: State Editor – Complete Submission RUs – Public Comment, Tribal Input, & Other Comment**.
Option 3: Terminate Existing Health Homes Program

For instructions and guidance on completing the Submission – Medicaid State Plan RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

**NOTE:** Once the submission package is approved by CMS, the terminated Health Homes program will appear in the Medicaid State Plan Table of Contents.

**Part A: Complete the Submission – Medicaid State Plan RU**

1. In the “The submission includes the following” section, first select Benefits and Provider Payments. Then select the checkbox that appears for Health Homes Program.

   ![Figure 54: “The submission includes the following” selections on Submission - Medicaid State Plan RU](image)

2. Select the Terminate existing Health Homes program option. Then expand the drop-down list and select the program to terminate.

   ![Figure 55: Terminate existing Health Homes program selection & “Select Health Homes Program” drop-down list](image)
3. Select the **Save Form** button at the bottom of the screen.

![Figure 56: Save Form button](image)

4. Select **Health Homes Program Termination – Phase-Out Plan** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

![Figure 57: Navigate to Reviewable Unit drop-down list & Go to Selected Reviewable Unit button](image)
Part B: Complete the Health Homes Program Termination – Phase Out Plan RU

1. Fill out the **Describe the reason for termination** text box.

![Figure 58: Describe the reason for termination text box](image)

2. Complete the **Describe the overall approach the state will use to terminating the program** text box.

![Figure 59: Describe the overall approach the state will use to terminating the program text box](image)

3. Select an option for **Indicate method of termination**. Depending on the option selected, you will be prompted to either (a) enter the “Termination effective date,” or (b) enter both the “Begin phase-out date,” the “Complete phase-out date,” and to upload required documentation.

![Figure 60: "Indicate method of termination" options](image)
4. Complete the “Describe the process the state will use to transition all participants and how referrals will be made to other health care providers” text box.

![Figure 61: “Describe the process the state will use to transition all participants and how referrals will be made to other health care providers” text box](image)

5. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

![Figure 62: Validate RU data question & Save Reviewable Unit button](image)

6. Select Summary – Submission in the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit.

![Figure 63: Navigate to Reviewable Unit drop-down list & Go to Selected Reviewable Unit button](image)
Part C: Update the Proposed Effective Date and Superseded SPA ID

1. Once the Submission – Summary RU opens, expand the **SPA ID and Effective Date** section.

2. Complete the **Proposed Effective Date** and **Superseded SPA ID** fields.

   **NOTE:** The Superseded SPA ID field allows up to 25 characters. The date entered in the Proposed Effective Date field will auto-populate the “Terminated As Of” field on the corresponding termination RU.
3. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

![Figure 66: Validate RU data question & Save Reviewable Unit button](image)

4. Select the Exit button.

![Figure 67: Exit button](image)

5. Next proceed to Step 6: State Editor - Forwards Submission Package to SPOC.
Step 3: State Editor - Completes Submission RUs - Public Comment, Tribal Input & Other Comment

During this step you will complete the remaining three Submission Form RUs.

Step 3a: Complete Submission - Public Comment RU

When you navigate to Submission - Public Comment RU, the title of the RU that appears on the screen will be either Submission - Public Comment or Submission - Public Notice/Process. For guidance on completing the RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. Complete the required fields.
   a. For Submission - Public Comment, select the applicable option for "Indicate whether public comment was solicited with respect to this submission."

![Figure 68: Indicate whether public comment was solicited with respect to this submission options](image)
b. For **Submission – Public Notice/Process**, select the required checkbox and upload required documentation (refer to [Uploading Documents in MACPro](#) for instructions).

![Figure 69: "Public notice was provided..." checkbox & Upload copies of public notices and other documents used sections](#)

2. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

![Figure 70: Validate RU data question & Save Reviewable Unit button](#)
3. Select **Submission – Tribal Input** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

![Image of Navigate to Reviewable Unit drop-down list & Go To Selected Reviewable Unit button](image)

*Figure 71: Navigate to Reviewable Unit drop-down list & Go To Selected Reviewable Unit button*
Step 3b: Complete Submission - Tribal Input RU
The next Submission RU is the Submission - Tribal Input RU. Depending on the options selected in this RU, you may be prompted to enter additional information or to upload materials (see Uploading Documents in MACPro). For guidance on completing this RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. Select Yes or No to indicate whether “One or more Indian Health Programs or Urban Indian Organizations furnish health care services in this state.”

   ![Figure 72: “One or more Indian Health Programs or Urban Indian Organizations furnish health care services in this state” option](image)

2. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

   ![Figure 73: Validate RU data question & Save Reviewable Unit button](image)
3. Select **Submission – Other Comment** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

![Figure 74: Navigate to Reviewable Unit drop-down list & Go To Selected Reviewable Unit button](image-url)
Step 3c: Complete Submission - Other Comment RU
The final Submission Form RU is Submission – Other Comment. For guidance on completing this RU, refer to the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

1. In the SAMHSA Consultation section, select the checkbox next to the statement that in part reads, “The State provides assurance that it has consulted and coordinated with the Substance Abuse and Mental Health Services Administration…”

Figure 75: “The State provides assurance that it has consulted and coordinated…” statement

2. Enter a Date of consultation.

Figure 76: Date of consultation field
3. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

![Figure 77: Validate RU data question & Save Reviewable Unit button](image)

4. Next you will move on to completing the Health Homes RUs as described in Step 4: State Editor - Completes Health Homes RUs. To begin, select a Health Homes RU from the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit.
Step 4: State Editor - Completes Health Homes RUs

Health Homes Intro
For guidance on completing the Health Homes Intro RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

2. In the **Executive Summary** section, enter the required information in the “Provide an executive summary of this Health Homes program including the goals and objectives of the program, the population, providers, services and delivery model used” text box.
3. Complete the **General Assurances** section.

![General Assurances checkboxes](image)

Figure 80: General Assurances checkboxes

4. Select Yes to “Would you like to validate the reviewable unit data?” and then select **Save Reviewable Unit**.

![Validation & Navigation](image)

Figure 81: Validate RU data question & Save Reviewable Unit button

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.
Health Homes Geographic Limitations

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the applicable option regarding the availability of the state’s Health Homes services.

![Figure 82: Availability of state’s Health Homes services options](image)

2. Select Yes to “Would you like to validate the reviewable unit data?” Then select Save Reviewable Unit.

![Figure 83: Validate RU data question & Save Reviewable Unit button](image)

3. To go to another Health Homes RU, select the RU from the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit. Otherwise, select Exit.
Health Homes Population and Enrollment Criteria
For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the View All Responses button.

![Image](https://example.com/image1)

Figure 84: View All Responses button

2. Update the Categories of Individuals and Populations Provided Health Homes Services section, as needed.

**NOTE:** The “Categorically Needy (Mandatory and Options for Coverage) Eligibility Groups” checkbox is pre-selected. If you select the “Medically Needy Eligibility Groups” checkbox, additional options will appear.

![Image](https://example.com/image2)

Figure 85: Categories of Individuals and Populations Provided Health Homes Services section
3. Make the applicable selection(s) in the **Population Criteria** section.

![Population Criteria section](image)

**Figure 86: Population Criteria section**

4. Select the applicable option in the **Enrollment of Participants** section. Additional options may appear depending on your selection.

![Enrollment of Participants section](image)

**Figure 87: Enrollment of Participants section**

5. Select **Yes** to “**Would you like to validate the reviewable unit data**” and then select **Save Reviewable Unit**.

![Validation & Navigation](image)

**Figure 88: Validate RU data question & Save Reviewable Unit button**

6. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.
**Health Homes Providers**

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.

![Figure 89: View All Responses button](image)

2. Select the applicable checkbox(es) in the **Types of Health Homes Providers** section. Additional options may appear depending on your selection.

![Figure 90: Types of Health Homes Providers options](image)

3. Complete the **Describe the infrastructure of provider arrangements for Health Home Services** text box in the **Provider Infrastructure** section.

![Figure 91: "Describe the infrastructure of provider arrangements for Health Home Services" text box](image)
4. Complete the Description text box in the Supports for Health Homes Providers section.

![Figure 92: Description text box](image)

5. Fill out the “The state’s requirements and expectations for Health Homes providers are as follows” text box in the Other Health Homes Provider Standards section. If needed, you can also upload documents. (For instructions, refer to Uploading Documents in MACPro.)

![Figure 93: “The state’s requirements and expectations for Health Homes providers are as follows” text box](image)
6. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

Figure 94: Validate RU data question & Save Reviewable Unit button

7. To go to another Health Homes RU, select the RU from the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit. Otherwise, select Exit.
Health Homes Service Delivery Systems
For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the applicable checkbox(es) below “Identify the service delivery system(s) that will be used for individuals receiving Health Homes services.” Additional options may appear depending on your selection.

![Figure 95: “Identify the service delivery system(s) that will be used…” checkboxes](image)

2. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

![Figure 96: Validate RU data & Save Reviewable Unit button](image)

3. To go to another Health Homes RU, select the RU from the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit. Otherwise, select Exit.
Health Homes Payment Methodologies
For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the View All Responses button.

   ![View All Responses button](image)
   Figure 97: View All Responses button

2. Select the applicable checkbox(es) below “The State’s Health Homes payment methodology will contain the following features” in the Payment Methodology section.

   ![Payment Methodology](image)
   Figure 98: “The State’s Health Homes payment methodology will contain the following features” checkboxes
3. Complete the Assurances section.

![Assurances section]

4. Upload documents, if needed, in the Optional Supporting Material Upload section. (For instructions, see Uploading Documents in MACPro.)

![Optional Supporting Material Upload section]
5. Select Yes to “Would you like to validate the reviewable unit data?” and then select Save Reviewable Unit.

![Image: Validate RU data question & Save Reviewable Unit button]

Figure 101: Validate RU data question & Save Reviewable Unit button

6. To go to another Health Homes RU, select the RU from the Navigate to Reviewable Unit drop-down list. Then select Go to Selected Reviewable Unit. Otherwise, select Exit.
**Health Homes Services**

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the **View All Responses** button.
2. In the **Service Definitions** section, you must complete the following items for each Health Homes service:

- **Definition** text box
- **Describe how Health Information Technology will be used to link this service in a comprehensive approach across the care continuum** text box
- **Scope of Service** checkbox(es). Additional options will appear for each provider type selected.

![Service Definitions](image)

Figure 103: Service Definitions section
3. Complete the text box in the **Health Homes Patient Flow** section. Then, upload the required documentation. (For instructions, refer to *Uploading Documents in MACPro*.)

![Figure 104: Health Homes Patient Flow section](image)

4. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

![Figure 105: Validate RU data question & Save Reviewable Unit button](image)

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.
Health Homes Monitoring, Quality Measurement and Evaluation

For guidance on completing this RU, refer to the "Implementation Guide for Medicaid State Plan - Health Homes" (see Accessing Implementation Guides).

1. Select the View all Responses button.

![Figure 106: View All Responses button]

2. Complete the two text boxes in the Monitoring section.

![Figure 107: Monitoring section]
3. Complete the **Quality Measurement and Evaluation** section.

![Quality Measurement and Evaluation section](image)

Figure 108: Quality Measurement and Evaluation section

4. Select **Yes** to “**Would you like to validate the reviewable unit data?**” and then select **Save Reviewable Unit**.

![Validate RU data question & Save Reviewable Unit button](image)

Figure 109: Validate RU data question & Save Reviewable Unit button

5. To go to another Health Homes RU, select the RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.
Step 5: State Editor - Updates Proposed Effective Date & SPA ID
For guidance on completing the fields described below, refer to the Submission – Summary RU section of the “Implementation Guide for Submission Form” (see Accessing Implementation Guides).

NOTE: This step is applicable only for Official submission packages.

1. Enter a SPA ID (if not already provided) in the SPA ID and Effective Date section.

![Figure 110: SPA ID and Effective Date section](image)

2. Select Yes or No to “Do you want to enter the same effective date for all the Reviewable Units?”
   - If Yes, enter a single date in the Proposed Effective Date field that appears.
   - If No, enter a date for each RU in the Proposed Effective Date column of the Reviewable Units table.

![Figure 111: "Do you want to enter the same effective date..." question & a single Proposed Effective Date field](image)

![Figure 112: "Do you want to enter the same effective date..." question & multiple Proposed Effective Date fields](image)
3. Select **Yes** or **No** to “Do you want to enter the same Superseded SPA ID for all reviewable units?”
   - If an RU in the package supersedes an RU that was previously approved in MACPro, the Superseded SPA ID field will be pre-filled by the system. You may overwrite the pre-filled Superseded SPA ID, if necessary.
   - Or, if the RU was **not** previously approved in MACPro, you must enter the SPA ID for the package that it supersedes.

**NOTE:** The Superseded SPA ID fields are required and allow up to 25 characters. If there is not an applicable superseded SPA ID, enter detail such as “New” in the fields.

4. Fill out the **Page Number of the Superseded Plan Section or Attachment (If Applicable)** text box, as needed. This text box will appear if the package contains at least one RU with a Superseded SPA ID that is not pre-filled by the system.
5. Select Yes to “Would you like to validate reviewable unit data?” and then select Save Reviewable Unit.

Figure 115: Validate RU data question & Save Reviewable Unit button

6. Select the Exit button.

Figure 116: Exit button
Step 6: State Editor - Forwards Submission Package to State Point of Contact

Once all RUs are in Complete status, the next step is for the State Editor to forward the package to the State Point of Contact (SPOC) for review. For an overview of State Editor functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the State Editor.
2. On the Records tab, select the Submission Packages link.

![Figure 117: Submission Packages link on Records tab](image)

3. Select the link to the relevant submission package.

![Figure 118: Link to submission package](image)
4. Select the **Related Actions** tab on the package navigation menu.

![Figure 119: Related Actions tab](image)

5. Select the **Forward Package to State POC for Review** link.

![Figure 120: Forward Package to State POC for Review link](image)

6. Select the **Forward Submission Package to State Point of Contact (SPOC)** option below **Available Workflow Actions**.

![Figure 121: Available Workflow Actions](image)
7. Enter **Instructions**, if needed. Then select **Execute Action**.

![Instructions text box & Execute Action button](image122)

Figure 122: Instructions text box & Execute Action button

8. Select **Yes** to the “**Are you sure you want to Forward Submission Package to State Point of Contact (SPOC)**?” prompt.

![Verification prompt](image123)

Figure 123: Verification prompt
Step 7: State Point of Contact - Reviews & Forwards Submission Package to State Director

The State Point of Contact (SPOC) will receive a "Review Submission Package" task after the State Editor forwards them the package for review. For an overview of SPOC functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the SPOC.
2. Access the task via one of the following two ways:
   a. Select follow this link in the "Review Submission Package" task notification email.
   b. Or, select the Review Submission Package link on the Tasks tab.
3. Select Accept, if applicable. Accepting the task removes it from the Tasks list of other SPOCs to ensure that multiple SPOCs are not reviewing the package at once.
4. A table will appear showing all RUs in Complete status. If no additional review is needed, skip to step 6 in this section. Otherwise, you may review RUs in the package by selecting the applicable RU’s link in the Reviewable Unit column of the table.

Figure 127: Reviewable Units tables
5. You must re-validate each RU that you review. To do so, after selecting and reviewing an RU, select Yes to “Would you like to validate the reviewable unit data?” at the bottom of the RU screen. Then select Save Reviewable Unit.

![Validate RU data question & Save Reviewable Unit button](image)

Figure 128: Validate RU data question & Save Reviewable Unit button

6. After reviewing and validating an RU, select the Return to Package Summary button.

![Return to Package Summary button](image)

Figure 129: Return to Package Summary button
7. Select the **Take Action on Package** button on the package summary screen upon completing reviewing RUs.

![Figure 130: Take Action on Package button](image)

8. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.

![Figure 131: Verification prompt](image)
9. To move the package forward in the workflow, as shown below, select the **Forward Submission Package to State Director (SDIR)** workflow action.

**NOTE:** As the SPOC, you would not need to select the “Return Submission Package to State Editor (SE) for Revision” workflow action if you have completed all necessary edits yourself. You would select that option only if you want the State Editor to edit the package.

![Figure 132: Available Workflow Actions](image)

10. Enter **Instructions**, if needed. Then select **Execute Action**.

**NOTE:** If at this point you decide that you are not ready to move the package forward in the workflow, you can select the **Return to Package Task** button, which will regenerate a new “Review Submission Package” task that will appear in your Tasks list.

![Figure 133: Instructions text box & Execute Action button](image)

11. Select **Yes** to the **Are you sure you want to Forward submission Package to State Director (SDIR)?** prompt.

![Figure 134: Verification prompt](image)
Step 8: State Director - Reviews & Certifies Submission Package

The State Director will receive a task to review the submission package once the SPOC completes their review. For an overview of State Director functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the State Director.
2. Access the task via one of the following two ways:
   a. Select follow this link in the "Review Submission Package" task notification email.
   
   ![Task notification email](image1)

   Figure 135: Task notification email

   b. Or, select the Review Submission Package link on the Tasks tab.

   ![Tasks tab](image2)

   Figure 136: Tasks tab

2. Select Accept, if applicable. Accepting the task removes it from the Tasks list of other State Directors to ensure that multiple State Directors are not reviewing the package at once.

   ![Accept button](image3)

   Figure 137: Accept button
3. A Review Submission Package screen will appear showing the package summary and all RUs in Complete status. Each RU in the package may be reviewed by selecting the RU name in the Reviewable Unit column of the table.

**NOTE:** The State Director does not have editing capabilities and can only view the information in the package.

![Submission Form - Reviewable Units](image)

![Health Homes SPA - Reviewable Units](image)

Figure 138: Reviewable Unit tables
4. Once you select an RU to review, to navigate to a different RU, select the **All Reviewable Units** link above the current RU’s name. Doing this will take you back to the table of RUs where you can select another RU to review. Alternatively, you can select either of the arrow links directly below All Reviewable Units to navigate directly to an adjacent RU.

![Figure 139: RU navigation links](image)

5. Select the **Take Action on Package** button at the bottom of the screen upon completing your review.

![Figure 140: Take Action on Package button](image)
6. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.

![Figure 141: Verification prompt](image1)

7. To move the package forward in the workflow, as shown in the below example, select the **Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS** workflow action. Or, if needed, select the workflow action to **Return Submission Package to State Point of Contact (SPOC) for Revision**.

![Figure 142: Available Workflow Actions](image2)

8. Enter **Instructions**, if needed. Then select **Execute Action**.

**NOTE:** If at this point you decide that you are not ready to move the package forward in the workflow, you could select the **Return to Package Task** button, which will regenerate a new “Review Submission Package” task that will appear in your Tasks list.

![Figure 143: Instructions text box & Execute Action button](image3)

9. Select **Yes** to the “**Are you sure you want to Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS?**” prompt.

![Figure 144: Verification prompt](image4)
Step 9: State Point of Contact - Submits Package to CMS

The State Point of Contact (SPOC) will receive a task to review the submission package once the State Director completes their review. For an overview of SPOC functions, refer to the MACPro State User Roles table.

1. Log in to MACPro as the SPOC.
2. Access the task via one of the following two ways.
   a. Select follow this link in the “Review Submission Package” task notification email.

   ![Figure 145: Task notification email](image)


   ![Figure 147: Take Action on Package button](image)
4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.

![Verification prompt](image)

**Figure 148: Verification prompt**

5. On the Take Action on Package screen, there are two available workflow options. You may modify the package by selecting **Modify the Certified Submission Package**. Otherwise, select **Submit the Submission Package to CMS**, as shown in this example, and continue to follow the next steps.

**NOTE:** If you select “Modify the Certified Submission Package” you must repeat the process of reviewing the package, forwarding the package to State Director for certification, and receiving the certified package to submit to CMS.

![Take Action on Package](image)

**Figure 149: Available Workflow Actions**
6. Enter **Instructions**, if needed. Then select **Execute Action**.

![Instructions text box & Execute Action button](Image)

7. Select **Yes** to the "**Are you sure you want to Submit the Submission Package to CMS?**" prompt.

![Verification prompt](Image)

This concludes the workflow steps for submitting a submission package to CMS. Following submission to CMS, the state may receive, for example, a Clarification, a Request for Additional Information (RAI), or a task to convert a Draft submission to Official. For instructions on the steps to take following CMS submission, refer to the next sections in this document. For an image of the CMS workflow, refer to [Official SPA CMS Approval Workflow](#).
Responding to a Clarification

During the CMS review process, CMS may identify necessary revisions to a submission package, or to specific RUs within a package, and issue a Clarification. A Clarification unlocks a submission package or specific RUs for state for review and revision. A Clarification does not stop the 90-day clock. For an image of the overall Clarification workflow, refer to Clarification Workflow.

The State Point of Contact (SPOC) who submitted the package will receive a “Respond to Clarification” task notification email. If the SPOC who submitted the package is no longer active in MACPro, the task assignment will go to all SPOC users in the state.

NOTE: In addition to responding to a Clarification as described below, the SPOC should also review and respond to any questions regarding the Clarification that CMS posted to the Correspondence Log. (Refer to Responding to a Correspondence Log for instructions.)

1. Log in to MACPro as the SPOC.
2. Access the task via one of the following two ways:
   a. Select follow this link in the "Respond to Clarification" task notification email.

   ![Figure 152: Task notification email](image)

   Figure 152: Task notification email

   b. Or, select the Respond to Clarification task on the Tasks tab.

   ![Figure 153: Tasks tab](image)
3. Select **Take Action on Package** at the bottom of the screen.

![Figure 154: Take Action on Package button](image)

4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.

![Figure 155: Verification prompt](image)

5. Select one of the following workflow actions:
   a. **Return Submission Package to State Editor (SE) for Revision**. If this option is selected, the State Editor will need to send the package back to the SPOC once the edits are complete. The SPOC can then return the submission to CMS.
   b. **Modify the Returned Submission Package**. As the SPOC, you can make edits to the package yourself.
   c. **Submit the Submission Package to CMS**. If you determine that the package does not require any edits, then you can return the submission to CMS without further revision.

**NOTE:** Even if the package is edited, MACPro does not require the State Director to review and certify the package again for re-submission to CMS.
6. In this example, the SPOC will modify the package as per the Clarification. To modify the submission package as SPOC, select the **Modify the Returned Submission Package** option and then select **Execute Action**.

![Figure 157: "Modify the Returned Submission Package" option & Execute Action button](image)

7. Select **Yes** to the **Are you sure you want to Modify the Returned Submission Package?** prompt.

![Figure 158: Verification prompt](image)

8. Upon landing on the Tasks tab, select the **Tasks** tab again to refresh the screen. Then select the **Respond to Clarification** task once it appears.

![Figure 159: Tasks tab](image)
9. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. In the image below, only the RUs CMS selected for Clarification are editable. You may modify an RU by selecting the blue link to the RU name. As a reminder, all RUs must be validated and in Complete status to submit the package back to CMS.

![Health Homes SPA - Reviewable Units table](image)

10. Select **Take Action on Package** once all updates are made in accordance with the Clarification.

![Take Action on Package button](image)

11. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.

![Verification prompt](image)

12. Select the **Submit the Submission Package to CMS** workflow action and then select **Execute Action**.

![Available Workflow Actions & Execute Action button](image)
13. Select Yes to the “Are you sure you want to Submit the Submission Package to CMS?” prompt.

![Verification prompt](image)

14. The CMS Point of Contact will receive a notification that the package has been submitted for review.
Responding to a Request for Additional Information (RAI)

When CMS issues a Request for Additional Information (RAI), the State Point of Contact (SPOC) will receive a “Respond to RAI” task for the submission package. For an image of the overall RAI workflow, refer to Request for Additional Information (RAI) Workflow.

A Request for Additional Information (RAI), which stops the 90-day clock, includes an RAI form in which CMS lists specific questions and direction regarding package updates needed prior to an approval. With the addition of the RAI form in MACPro, states will no longer receive a paper-based RAI. An RAI can be issued only once per submission. A new 90-day clock will begin once CMS receives the state's response to the RAI.

NOTE: If the state’s RAI response is not returned to CMS within 90 calendar days, CMS will initiate the disapproval workflow.

1. Log in to MACPro as the SPOC.
2. Access the task via one of the following two ways:
   a. Select follow this link in the "Respond to RAI" task notification email.
   b. Select the Respond to RAI task on the Tasks tab.
3. Scroll down and select **View/Respond to RAI**.

4. Scroll down to the **All Questions** section, which contains a table of the question(s) CMS has submitted to the state. Select the linked number in the **Question ID** column to expand a text box in which you may enter a response.

5. After reviewing the questions from CMS, you may need to reference an RU to determine whether any updates are needed. You can access the RUs in your package by right-selecting the **View Entire Package** link on the RAI form and then selecting **Open link in new tab**.
6. The RU will open in a separate browser tab. When you use multiple tabs in MACPro, it is recommended that you edit information in one tab and use the other tab as a reference. Also, be sure to keep all MACPro sessions within one browser window.

NOTE: When the submission package is returned to the State, the RU data is in read-only format. To modify the data, the SPOC must take action to do so as shown in the next steps.

7. Once you are done referencing the RU, close the reference tab and return to the tab with the Respond to RAI form. Enter information in the State Response text box, select outside of the text box to activate the Save Response button, and then select Save Response.

8. Depending on whether the package requires updates or edits to one or more RU in the package, select Yes or No to the Submission Package was updated by the State in accordance with the response above statement.
9. Next, to either modify an RU or to send the response to RAI, select **Return to Package Summary**.

![Image](image1.png)

**Figure 173: Return to Package Summary button**

10. Select **Take Action on Package**.

![Image](image2.png)

**Figure 174: Take Action on Package button**

11. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.

![Image](image3.png)

**Figure 175: Verification prompt**
12. Select a workflow action to either (1) **Modify the Returned Submission Package**, (2) **Return Submission Package to State Editor for Revision**, or (3) **Submit RAI Response to CMS**. For this example, select **Modify the Returned Submission Package**.

![Choose Action](image)

Figure 176: Available Workflow Actions & Execute Action button

13. Select **Yes** to the “**Are you sure you want to Modify the Returned Submission Package?**” prompt. **NOTE:** The text of the prompt will correspond to the workflow action selected in the previous step.

![Verification prompt](image)

Figure 177: Verification prompt

14. Upon landing on the Tasks tab, select the **Tasks** tab to refresh the screen. Then select the **Respond to RAI** task once it appears.

![Tasks tab](image)

Figure 178: Tasks tab
15. This time the RUs will be editable. You may modify an RU by selecting the link to the RU name. As a reminder, all RUs must be validated and in Complete status to submit the package back to CMS. If the state would like CMS to view changes made to the submission prior to formally responding to the RAI, follow the steps in the Allowing CMS to View a Package topic.

![Submission Form - Reviewable Units](image)

**Health Homes SPA - Reviewable Units**

![Health Homes SPA - Reviewable Units](image)

16. Once all updates are made in accordance with the RAI and a response has been entered on the RAI form, select Take Action on Package at the bottom of the screen.

![Take Action on Package button](image)
17. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.

18. Select **Submit RAI Response to CMS** and then select **Execute Action**.

19. Select **Yes** to the “**Are you sure you want to Submit RAI Response to CMS?**” prompt.
Viewing an Approval Letter

The State Point of Contact (SPOC) will receive an email notification upon CMS approving a submission package. Any MACPro state user can view the submission package’s Approval Letter by following the steps described below.

1. Log in to MACPro.
2. On the Records tab, select the Submission Packages link.

![Figure 184: Records tab](image)

3. Select the link to the relevant submission package.

![Figure 185: Submission package link](image)

4. Select the Approval Letter tab on the package navigation menu.

![Figure 186: Approval Letter tab](image)
Working with Amendments

When an amendment submission package is created, states may choose to amend certain reviewable units within a Health Homes program. When a reviewable unit (RU) is added to the amendment submission package, MACPro populates the fields within that RU with the information from the currently approved RU (for the program the state is amending) with the latest effective date, regardless if the date in the past or future. Keep in mind, this may not necessarily be the most recently approved version.

There are two screens in MACPro that show indicators for whether an RU being amended is included in another package.

**Included in Another Submission Package**
On the Medicaid State Plan RU, as shown below, the Included in Another Submission Package column of the RU table indicates whether an RU is included in another submission package.

This information is important for version control and can be used for your reference. If the RU is included in another submission package, we encourage you to wait for that submission package to be reviewed and closed prior to submitting another amendment. If you do not wait, please refer to the scenarios below in the “Tips to avoid overwriting information in RUs” section.

**NOTE:** The indicator will be flagged only if you have another submission package with the same RU included either being worked on by your state or in CMS review.

![Health Homes SPA - Reviewable Units](Figure 187: Reviewable Units table)
Other Approved Version
The “Other Approved Version” column indicates whether there is an approved submission package for the RU within the program that may not yet be effective. If you hover over the image in the “Other Approved Version” column, a message appears indicating “Reviewable unit does not have another approved version with future effective date.” You may use this information for your reference.

NOTE: This indicator will only be flagged if you have another approved submission package with a future effective date.

<table>
<thead>
<tr>
<th>Health Homes SPA - Reviewable Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewable Unit</td>
</tr>
</tbody>
</table>

Figure 188: Reviewable Units table

Tips to avoid overwriting information in RUs
If a state cannot wait for a current review of an amendment with a specific RU to be complete due to an effective date, this new amendment (with the same reviewable unit) will not include the information within the RU from the submission that is currently under review.

To avoid overwriting information, the state has a few options (keep in mind, this applies only when both amendment submissions are impacting the same RU):

- **Option 1:** Copy the information from the first submission RU (the amendment under review) into the second amendment RU prior to submitting it. (Assuming that the amendment currently under review will be approved prior to the amendment you are currently submitting).

- **Option 2:** After submitting the second amendment and before CMS approves it, CMS will need to send the submission package back via Clarification or RAI so that the state can include the information from the first submission into the second (this is only the case for when a reviewable unit is in both amendment submission packages and when the first submission package is approved first).

- **Option 3:** Submit the second amendment without including the information from the first amendment (this is only the case for when the same RU is in both submissions). If the second amendment is approved first, the first amendment must be sent back to the state via Clarification or RAI to include the information from the second amendment where applicable in the same RU.
Using the Draft Submission Functionality

When developing a submission package, State Editors have the option to create a Draft package for CMS review. This option will begin the SPA processing workflow at CMS, but it does not start the 90-day clock. A Draft package allows the state to work with CMS off-the-clock when significant feedback may be needed prior to submission. CMS suggests submitting complex programs or new Health Homes models and new targeted amendments as Draft submission packages.

Key Points:
- Submission of a Draft package does not start the 90-day clock.
- CMS may review, but cannot approve, disapprove, request a Clarification, or issue an RAI.
- CMS will provide feedback through the Correspondence Log and then return the package to the state for revision.
- After the state edits the returned package, it is re-submitted to CMS for further review.
- Once the state has completed all necessary edits and CMS completes a final review, the returned package may be closed and converted to an Official package for submission to CMS.

Note about Submission RUs (Public Comment, Tribal Input, and Other Comment)

When developing a Draft package, you will not complete the Submission - Public Comment, Submission - Tribal Input, and Submission - Other Comment RUs. These RUs are completed and validated after the package is converted to Official. The SPA ID and proposed effective date(s) are also added at that time.

After CMS reviews and returns a Draft package, the state may take the following actions:
- **Close Draft Submission Package**: This step is necessary to convert the package from Draft to Official. Once the Draft package is closed, the state will not be able to edit the package again, with the exception of the following components, which are specific to an Official submission:
  - SPA ID/Effective Date and the Superseded SPA ID in the Submission - Summary RU,
  - Submission - Public Comment RU, Submission - Tribal Input RU, and Submission - Other Comment RU.

- **Modify the Returned Submission**: This option allows the SPOC to make changes to the Draft package. Once changes are made, the Draft submission package must be re-submitted to CMS for re-review and returned to the state prior to conversion to an Official package.

- **Return Submission Package to State Editor (SE) for Revisions**: This option returns the Draft package to the State Editor so that changes can be made in response to CMS feedback. Once changes are made to the Draft package, it must be re-submitted to CMS for review and returned to the state prior to conversion to an Official package.

- **Submit the Submission Package to CMS**: This option will re-submit the Draft package to CMS with no changes. You would not select this option until after you have completed edits to the Draft package. If you want to convert the Draft package to an Official package for submission to CMS, you must first close the Draft submission package.
Converting a Draft Submission to Official

Once the Draft package is complete and does not require further updating, the state may convert the Draft package to an Official package. Both the State Point of Contact and the State Editor must take action to close the Draft submission and convert it to Official.

Step 1: State Point of Contact Closes Draft Submission

Once CMS has returned a Draft submission, the State Point of Contact (SPOC) will receive a task to review and edit the submission package.

1. Log in to MACPro as the SPOC.
2. Access the task via one of the following two ways:
   a. Select follow this link in the "Review Submission Package" task notification email.

   ![Figure 189: Task notification email](image)

   Figure 189: Task notification email

   b. Or, select the Review Submission Package link on the Tasks tab.

   ![Figure 190: Tasks tab](image)
3. Select **Take Action on Package**.

![Figure 191: Take Action on Package button](image)

4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.

![Figure 192: Verification prompt](image)

5. You will be directed to a **Take Action on Package** screen. Select the **Close Draft Submission Package** workflow action and then select the **Execute Action** button.

![Figure 193: Available Workflow Actions](image)
6. Select Yes to the “Are you sure you want to Close the Draft Submission Package?” prompt.

![Verification prompt](image)

Figure 194: Verification prompt

7. Once the SPOC has closed the Draft submission, the State Editor must log in to MACPro and convert the closed Draft submission to Official. As a reminder, the SPOC is the only role that may close a Draft package and the State Editor is the only role that may convert the closed Draft package to an Official package.

**NOTE**: The State Editor will not receive a task in their Task list to complete this action, but they will receive an email indicating that the submission package has been closed.
Step 2: State Editor Converts Closed Draft Submission to Official

1. Log in to MACPro as the State Editor.
2. On the Records tab, select the Submission Packages link.

3. Select the link to the relevant submission package.

4. Select Related Actions from the package navigation menu.

5. Select Convert Draft Package to Official.
6. Prior to converting the package, you will be prompted to enter a SPA ID, Proposed Effective Date(s), and Superseded SPA ID(s). Enter all required information and then select **Convert from Draft to Official**.
7. Select Yes to the “Are you sure you want to convert draft submission package to official submission package?” prompt.

![Figure 200: Verification prompt](image)

8. Upon landing on the “Related Actions” screen, select the Records tab and then select the Submission Packages link.

![Figure 201: Records tab](image)

9. Select the new submission package ID that ends with an uppercase letter “O.” The package ID will also include the SPA ID you just created. **NOTE:** The Official package will not be listed as the first option in the list.

![Figure 202: Submission package link](image)
10. Select the **Related Actions** tab on the package navigation menu. Then select **Validate Submission Form RUs**.

![Figure 203: Validate Submission Form RUs link](image)

11. Next complete, validate, and save the following three Submission RUs, Submission – Public Comment, Submission – Tribal Input, and Submission – Other Comment. (For instructions, refer to the **Step 3: State Editor – Completes Submission RUs – Public Comment, Submission – Tribal Input, and Submission – Other Comment** section.)

12. Once the Submission RUs are in Complete status (as described in the **Viewing Reviewable Unit Status** topic), select **Related Actions** from the package navigation menu and then select **Forward Package to State POC for Review**.

![Figure 204: Forward Package to State POC for Review link](image)
13. On the **Take Action on Package** screen, select the **Forward Submission Package to SPOC** workflow action. Then select **Execute Action**.

![Figure 205: Available Workflow Actions & Execute Action button](image-url)
14. Select Yes to the “Are you sure you want to Forward Submission Package to SPOC?” prompt.

![Figure 206: Verification prompt](image)

15. At this point the package will pass through a process similar to the one described earlier for developing and submitting a SPA package. The SPOC will review the package, but they cannot edit it. Then the State Director will certify the package, and the SPOC will submit the Official package to CMS.
Creating or Responding to a Correspondence Log

The Correspondence Log is the official record of communication between CMS and the state regarding a submission package. The CMS Point of Contact (CPOC) enters information into the Correspondence log to share with the state, and the State Point of Contact (SPOC) enters information into the Correspondence Log to share with CMS.

Only the CPOC and the SPOC can write in the Correspondence Log, but others may view it for reference. A notification is sent via email to the SPOC when a CPOC makes a Correspondence Log entry, and vice versa.

The CPOC and the SPOC can write in the Correspondence Log regardless of who the package is with. For example, if the CPOC is reviewing a submitted SPA, the SPOC can write in the Correspondence Log and the CPOC will receive a notification regarding the entry.

Creating a Correspondence Log

1. Log in to MACPro as the SPOC.
2. On the Records tab, select the Submission Packages link.
3. Select the link for the relevant submission package.
4. Select **Related Actions** from the package navigation menu. Then select **Create or Add Correspondence Log**.

![Figure 209: Related Actions tab](image)

5. Complete the **Reference Subject** and the **Correspondence Detail** fields.

![Figure 210: Create/Add Correspondence Log screen](image)
6. If the Correspondence Log is applicable to only a specific RU, select the RU from the **Reviewable Unit** drop-down list. If an RU is not selected, then the Correspondence Log will be applicable to the entire submission package.

![Figure 211: RU drop-down list](image)

7. Upload documents, if needed (refer to the [Uploading Documents](#) topic for instructions). Then select **Create Correspondence Log**.

![Figure 212: Correspondence Document section & Create Correspondence Log button](image)
Responding to a Correspondence Log

Once a Correspondence Log has been created for a submission package, a Correspondence Log option appears on the package navigation menu. The steps below describe how to respond to an existing Correspondence Log with a thread.

1. Log in to MACPro as the SPOC.
2. On the Records tab, select the Submission Packages link.

3. Select the link to the relevant submission package.

4. Select the Correspondence Log tab on the package navigation menu.
5. Scroll down to the **Correspondence Log Summary** section. Then select the **Reference Subject** link for the relevant Correspondence Log.

![Correspondence Log Summary](image1)

**Figure 216: Correspondence Log Summary**

6. Select the **Respond** link in the box that opens to the right.

![Respond link](image2)

**Figure 217: Respond link**
7. Enter a response in the **Correspondence Detail** text box and, if needed, upload documents. Then select **Save Response**. (See [Uploading Documents in MACPro](#) topic for instructions.)

8. Your response will appear as a thread to the Correspondence Log. Select the **Close** button.
Appendix A: Additional Actions

Accessing a Submission Package for Editing

While developing a submission package, if you need to navigate away from the package at any point, it is important to save your work first. Then follow the instructions below to access your submission package from the Records tab. This section is applicable only if you hold the State Editor role.

1. On the Records tab, select the Submission Packages link.

![Figure 220: Records tab](image)

2. Select the link to the relevant submission package.

![Figure 221: Submission package link](image)

3. You will be taken to the submission package summary screen. This screen provides a timeline describing the current status of the package. In the upper-right corner of the screen, select Modify Package.

   **NOTE:** The Modify Package button will be available only if you hold the State Editor role.

![Figure 222: Modify Package button](image)

4. You may now access the RUs currently included in the submission package and resume editing the package.
Accessing Implementation Guides

Implementation Guides provide background information and instructions for completing and reviewing each section of a MACPro submission. Each reviewable unit has its own Implementation Guide, which can be accessed directly from within the RU (as shown below in Option 1) or via the Actions tab on the upper toolbar (as shown below in Option 2).

Option 1: While viewing an RU.
   a. Select **View Implementation Guide** in the Package Header section on an RU.

Option 2: Via the Actions tab.
   a. Select the **View Implementation Guide(s)** link on the Actions tab.
b. Select the +/- link to expand a specific section. Then select a link in that section for a specific guide.

![Image: Links to Implementation Guides](image)

Figure 225: Links to Implementation Guides
Accessing MMDL Approved Packages in MACPro
To view a PDF of packages approved in MMDL, follow the steps below.

1. Select the MMDL Packages link on the Records tab.
   ![Records tab](image1)

2. Select the link to the relevant MMDL Package.
   ![Link to MMDL package](image2)

3. Select the file name link next to Program Document to download the PDF file to your PDF viewer.
   ![Link to program document](image3)
Allowing CMS to View a Package

Prior to submitting a SPA package to CMS, or when responding to comments from CMS, states may find it helpful to allow CMS to view a submission package. The “Allow CMS to View Screen” feature allows CMS staff to review the contents of the package and to provide informal feedback via the Correspondence Log before the regular review process begins.

**NOTE:** Only the State Point of Contact (SPOC) can allow CMS to view a submission package. The SPOC may enable or disable the functionality once the State Editor has forwarded the submission package to the SPOC for review and editing. Then, the SPOC may change the visibility (to either turn it on or off) at any point before the package is submitted to CMS.

1. Log in to MACPro as the **SPOC**.
2. On the **Records** tab, select the **Submission Packages** link.

![Records tab](image)

3. Select the link to the relevant submission package.

![Submission package link](image)

4. Select **Related Actions** on the package navigation menu.

![Related Actions tab](image)
5. Select **Allow CMS to View Screen**.

![Figure 232: Allow CMS to View Screen link](image)

6. Select **Yes** to the “**Would you like to allow CMS to view the screen?**” question. Then select the **Update Visibility** button.

![Figure 233: Visibility Setting options](image)
Breaking a Submission Package Lock

Only the State Editor who creates a submission package can edit the package prior to it initially being submitted to the State Point of Contact (SPOC) for review. If another State Editor needs to edit the package before it is submitted to the SPOC, the second State Editor must "break the lock" to obtain possession of the package and edit it.

Prior to the second State Editor breaking the lock, please make sure the first State Editor has saved their work up to that point.

NOTE: The "break the lock" functionality is applicable (1) only to State Editors, and (2) only prior to a submission package initially being submitted to a SPOC for review in the beginning stages of the workflow.

To edit a package currently in possession by another State Editor:

1. Log in to MACPro as the State Editor.
2. On the Records tab, select the Submission Packages link.
3. Select the link to the relevant submission package.
4. Select **Modify Package** in the upper-right corner of the screen.

![Figure 236: Modify Package button](image1)

5. Select the **Break Lock** button.

![Figure 237: Break Lock button](image2)

6. Select **Yes** to the “Are you sure you want to break the lock?” question and then edit the package as needed.

**NOTE:** Once the lock is broken, the State Editor who previously edited the package can no longer edit it. If that previous State Editor needs to edit the package again, they must break the lock to obtain possession of the package before they can edit it.

![Figure 238: Verification prompt](image3)
Deleting a Submission Package

States have the option to delete a submission package (either a Draft or Official package) at any point before the package is submitted to CMS. The State Point of Contact (SPOC) is the only user role with the ability to use this functionality.

**NOTE:** The Delete Submission Package functionality is available only prior to the package being submitted to CMS. If a state needs to remove a package after submitting it to CMS for review, they must use the Withdraw Submission Package feature to do so.

1. Log in to MACPro as the SPOC.
2. On the **Actions** tab, select **Delete Submission Package**.

![Actions tab](Figure%20239%3A%20Actions%20tab)

3. Enter the **Package ID** or the **SPA ID** (NOTE: The Package ID and SPA ID fields are case sensitive.) Then select **Search for Submission Package**.

![Delete Submission Package screen](Figure%20240%3A%20Delete%20Submission%20Package%20screen)
4. Select the **Delete Submission Package** button.

![Delete Submission Package button](image)

Figure 241: Delete Submission Package button

5. Select **Yes** to the “**Are you sure you want to delete this package?**” prompt.

![Verification prompt](image)

Figure 242: Verification prompt
Printing a Submission Package to PDF

You can create a PDF copy or a printer-friendly version of a submission package.

**NOTE:** The instructions below are shown in the optimal browser for MACPro, Google Chrome. Other browsers may be used to complete the steps below. However, note that page breaks do not function in Mozilla Firefox.

1. On the **Records** tab, select the **Submission Packages** link.

![Records tab](Image)

2. Select the link to the relevant submission package.

![Submission package link](Image)
3. Select the **View Print Preview** button in the upper-right corner.

![View Print Preview button](image1)

Figure 245: View Print Preview button

4. Select **Yes** or **No** to the three questions asking whether **package information**, **approval/disapproval notice**, or **RAI data** should be included in the consolidated report. By default, the answer for each question is set to **Yes**.

![Consolidated report options](image2)

Figure 246: Consolidated report options
5. Select the RUs to include in the print preview. If none are selected, all RUs will be included by default.

![Reviewable Unit checkboxes](image)

6. Select the **View Consolidated Print Preview** button.

![View Consolidated Print Preview button](image)
7. **Right-select** to open the pop-up menu and then select **Print**.

![Print menu option](image1)

Figure 249: Print menu option

8. Select **More settings** in the Print window.

![More settings link](image2)

Figure 250: More settings link
9. Set the **Background Graphics** and the **Headers and Footers** options as described and shown below.

   a. Deselect (or uncheck) the **Headers and Footers** checkbox
   b. Select (or check) the **Background Graphics** checkbox.

Figure 251: Print options
10. Use the browser’s Print functionality to either print or save the content to your desktop. Once the Consolidated Print Preview is generated, it will be available for only five minutes for you to print or save it.

NOTE:

- Any supporting documentation uploaded to the submission package will not be included in the printer-friendly versions of the package. Supporting documentation must 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 252: Consolidated Print Preview Threshold Reached warning](image-url)
Requesting System Help for System-Related Inquiries

The Request System Help link for MACPro system-related inquiries is easily accessible on every screen of a submission package. It is also listed on the Actions tab. Select the link should you need system-related assistance at any point while working on a submission package in MACPro.

A form will open in a new browser tab to avoid interrupting your work. Complete all required fields. Then select the Submit Help Request button.

![Request System Help button](image1)

![Submit Help Request button](image2)
Uploading Documents in MACPro

There is an option to upload supporting documents at various points of the MACPro SPA workflow. See below for the steps to upload documents and to delete uploaded documents.

To upload a document

1. Select the document to upload via the method shown below in either option a or option b.
   a. Select the **Upload** button and then select a document on your computer.
   
   ![Upload button](image1)
   
   Figure 255: Upload button

   b. Or, select a document on your computer and drag and drop it next to the Upload button where **Drop file here** appears.
   
   ![Drop file here](image2)
   
   Figure 256: "Drop file here" text next to Upload button
2. Select the **Save Document(s)** button.

![Save Document(s) button](image)

**Figure 257: Save Document(s) button**

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

![Refresh button](image)

**Figure 258: Refresh button**

4. Uploaded documents will appear in a table below **Saved Documents**.

![Saved Documents table](image)

**Figure 259: Saved Documents table**
To delete an uploaded document

1. Select the checkbox next the document in the Saved Documents table and then select Delete Documents.

   ![Saved Documents Table]

   Figure 260: Saved Documents checkbox & Delete Document(s) button

2. Select Yes to “Are you sure want to delete the selected file(s)?”

   ![Verification Prompt]

   Figure 261: Verification prompt
Viewing Medicaid State Plan Content

State users can follow the steps below to view a consolidated view of the state plan.

1. Log in to MACPro.
2. Select the Medicaid State Plan link on the Records tab.

![Records tab](image)

3. Select the link for your state.

![State’s Medicaid State Plan link](image)

4. Select the View Medicaid State Plan button in the upper-right corner.

![View Medicaid State Plan button](image)
5. Update the **State Plan as of Date** field, as needed.

![Figure 265: State Plan as of Date field](image)

6. Scroll down and select a program from the **Select Health Homes Program** drop-down list. Then select the **Generate MSP** button.

![Figure 266: Health Homes Program drop-down list & Generate MSP button](image)

7. Select **Yes** at the prompt to generate a consolidated view of the state plan.

![Figure 267: Verification prompt](image)
**Viewing Reports in MACPro**

The following table provides information on some of the reports available in MACPro.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Available For</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Agency Profile Report</td>
<td>Overview of a State’s Medicaid Plan including the prior 12 months' submission package history</td>
<td>State Point of Contact; State Director</td>
</tr>
<tr>
<td>Submission Detail Report</td>
<td>View details on packages by date</td>
<td>State Editor; State Point of Contact; State Director</td>
</tr>
<tr>
<td>Submission Statistics Detail Report</td>
<td>View all Submission Packages currently in review</td>
<td>State Editor; State Point of Contact; State Director</td>
</tr>
<tr>
<td>Submission Summary Report</td>
<td>Overview of submitted packages by date</td>
<td>State Editor; State Point of Contact; State Director</td>
</tr>
</tbody>
</table>
Withdrawing a Response to RAI

States can withdraw a Request for Additional Information (RAI) response after submitting a response to CMS. This action can be completed only when the package is in either Submitted status or Review status. An RAI response can be withdrawn only by the State Point of Contact (SPOC).

1. Log in to MACPro as the SPOC.
2. On the Records tab, select the Submission Packages link.

3. Select the link to the relevant submission package.

**NOTE:** Ensure the package is in either Submitted status or Review status. Otherwise, the RAI response cannot be withdrawn.
4. Select the **Related Actions** tab on the package navigation menu.

![Figure 270: Related Actions tab](image)

5. Select **Withdraw RAI Response**.

![Figure 271: Withdraw RAI Response link](image)
6. Select the **Withdraw RAI Response** button.

![Withdraw RAI Response button](image)

Figure 272: Withdraw RAI Response button

7. Select **Yes** to the **Are you sure you want to withdraw your RAI response?** prompt.

![Verification prompt](image)

Figure 273: Verification prompt

8. At this point, the SPOC will receive a new **Respond to RAI** task. To resubmit an RAI response, begin on Step 1 of the **Responding to a Request for Additional Information (RAI)** section in this document.
Withdrawing a Submission Package
A State Point of Contact (SPOC) can withdraw a submission package at any point after it has been submitted to CMS. However, once withdrawn, the package cannot be resubmitted to CMS in MACPro.

1. Log in to MACPro as the SPOC.
2. On the Records tab, select the Submission Packages link.

3. Select the link to the submission package to withdraw.

4. Select Related Actions from the package navigation menu.
5. Select **Withdraw Submission Package**.

![Image of Withdraw Submission Package link](image1)

**Figure 277: Withdraw Submission Package link**

6. Select the **Withdraw Submission Package** button after verifying the package information.

![Image of Withdraw Submission Package button](image2)

**Figure 278: Withdraw Submission Package button**

7. Select **Yes** to the “**Are you sure you want to withdraw the submission package?**” prompt.

![Image of Verification prompt](image3)

**Figure 279: Verification prompt**
Appendix B: Reference Materials

MACPro System Notifications

This table lists notification emails sent to MACPro users and the actions taken that initiate the emails.

The **State and CMS Package Information Notification** column lists the subject of the informational email received regarding actions taken on a submission package. The **State Task Notification** column lists the subject of the notification email received and includes a link to a new task in MACPro.

If CMS is specified in the Recipient column, this indicates that they will receive the Package Information Notification. CMS does not receive State Task Notifications.

<table>
<thead>
<tr>
<th>Action</th>
<th>State &amp; CMS Package Information Notifications</th>
<th>State Task Notifications</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Editor Breaks Lock on package</td>
<td>Package has been unlocked</td>
<td>N/A</td>
<td>SE (creator of the package)</td>
</tr>
<tr>
<td>SPOC deletes submission package</td>
<td>Package Deleted</td>
<td>N/A</td>
<td>SE, SPOC, SDIR</td>
</tr>
<tr>
<td>State Editor (SE) completes package and forwards to State Point of Contact (SPOC)</td>
<td>Package Completed</td>
<td>New Task: Review Submission Package</td>
<td>SPOC</td>
</tr>
<tr>
<td>SPOC completes the review</td>
<td>Package Ready for Review</td>
<td>New Task: Review Submission Package</td>
<td>SDIR</td>
</tr>
<tr>
<td>State Director (SDIR) certifies the package</td>
<td>Package Certified by State Director (SDIR)</td>
<td>New Task: Review Submission Package</td>
<td>SPOC</td>
</tr>
<tr>
<td>SPOC submits the package to CMS</td>
<td>Package Submitted to CMS</td>
<td>N/A</td>
<td>SE, SPOC, SDIR</td>
</tr>
<tr>
<td>A package is submitted with a reviewable unit that exists in another submission package that has not yet been dispositioned</td>
<td>Notification of Duplicate Reviewable Unit</td>
<td>N/A</td>
<td>SPOC, CMS</td>
</tr>
<tr>
<td>SPOC returns the package to the SE for revision</td>
<td>Package Returned by State Point of Contact (SPOC)</td>
<td>New Task: Revise Submission Package</td>
<td>SE</td>
</tr>
<tr>
<td>Action</td>
<td>State &amp; CMS Package Information Notifications</td>
<td>State Task Notifications</td>
<td>Recipient</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>SDIR returns the package to SPOC for revision</td>
<td>Package Returned by State Director (SDIR)</td>
<td>New Task: Revise Submission Package</td>
<td>SPOC</td>
</tr>
<tr>
<td>CMS requests Clarification</td>
<td>Clarification Requested by CMS</td>
<td>Respond to Clarification</td>
<td>SPOC, CMS</td>
</tr>
<tr>
<td>SPOC completes the task after CMS initiates Clarification request for Official submission</td>
<td>Package Submitted to CMS</td>
<td>N/A</td>
<td>CMS</td>
</tr>
<tr>
<td>CMS returns Draft SPA to the state</td>
<td>Package Returned by CMS</td>
<td>Review Submission Package</td>
<td>SPOC</td>
</tr>
<tr>
<td>SPOC closes Draft SPA</td>
<td>Draft Package Closed by State Point of Contact (SPOC)</td>
<td>N/A</td>
<td>SE</td>
</tr>
<tr>
<td>CMS submits RAI request to the state for Official submission package</td>
<td>Request for Additional Information on Package</td>
<td>Respond to RAI</td>
<td>SPOC</td>
</tr>
<tr>
<td>State withdraws RAI submission</td>
<td>RAI response withdrawn for package</td>
<td>Respond to RAI</td>
<td>SPOC, CMS</td>
</tr>
<tr>
<td>SPOC or CMS creates/updates Correspondence Log</td>
<td>Correspondence Log Entry</td>
<td>N/A</td>
<td>SPOC, CMS</td>
</tr>
</tbody>
</table>
## Acronyms & Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIP</td>
<td>Children’s Health Insurance Plan</td>
</tr>
<tr>
<td>CMS</td>
<td>Centers for Medicare and Medicaid Services</td>
</tr>
<tr>
<td>CO</td>
<td>Central Office</td>
</tr>
<tr>
<td>CPOC</td>
<td>CMS Point of Contact</td>
</tr>
<tr>
<td>EIDM</td>
<td>Enterprise Identification Management</td>
</tr>
<tr>
<td>FFY</td>
<td>Federal Fiscal Year</td>
</tr>
<tr>
<td>HHSPA</td>
<td>Health Homes State Plan Amendment</td>
</tr>
<tr>
<td>IRD</td>
<td>Introductory Reference Document</td>
</tr>
<tr>
<td>MACPro</td>
<td>Medicaid and CHIP Program</td>
</tr>
<tr>
<td>MAGI</td>
<td>Modified Adjusted Gross Income</td>
</tr>
<tr>
<td>MMDL</td>
<td>Medicaid Model Data Lab</td>
</tr>
<tr>
<td>MSP</td>
<td>Medicaid State Plan</td>
</tr>
<tr>
<td>RAI</td>
<td>Request for Additional Information</td>
</tr>
<tr>
<td>RU</td>
<td>Reviewable Unit</td>
</tr>
<tr>
<td>SDIR</td>
<td>State Director</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>SE</td>
<td>State Editor</td>
</tr>
<tr>
<td>SPA</td>
<td>State Plan Amendment</td>
</tr>
<tr>
<td>SPOC</td>
<td>State Point of Contact</td>
</tr>
<tr>
<td>SSA</td>
<td>State System Administrator</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Approval Letter</td>
<td>A state specific approval letter generated by MACPro upon Official submission package approval.</td>
</tr>
<tr>
<td>Authority</td>
<td>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.</td>
</tr>
<tr>
<td>Clarification</td>
<td>A Clarification is an informal request by CMS for more information. When CMS submits a Clarification, it puts the package back in the state’s hands. It is similar to an unlock in MMDL and does not stop the 90-day clock.</td>
</tr>
<tr>
<td>CMS Enterprise Portal</td>
<td>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.</td>
</tr>
<tr>
<td>Component</td>
<td>Describes a program section available within MACPro. The two Components currently available in MACPro are Quality Measures Reporting and Medicaid State Plan.</td>
</tr>
<tr>
<td>Correspondence Log</td>
<td>A Correspondence Log is a method of centralized communication that serves as the official record of communication between CMS and the state. Only the State Point of Contact (SPOC) and the CMS Point of Contact (CPOC) can write in the Correspondence Log, but others may view the Correspondence Log in a package for reference.</td>
</tr>
<tr>
<td>EIDM</td>
<td>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>).</td>
</tr>
<tr>
<td>EIDM ID</td>
<td>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.</td>
</tr>
<tr>
<td>EIDM Role for MACPro</td>
<td>All users with a registered EIDM ID must request an EIDM role for MACPro to access MACPro. An EIDM role for MACPro only provides access to MACPro. All state users should request the “MACPro State User” EIDM Role. An EIDM role for MACPro is different than a MACPro User role.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Implementation Guide</td>
<td>A document in MACPro that provides federal policy applicable to Medicaid State Plan Amendments for a particular authority. The Implementation Guide contains information regarding federal statute, regulations, and policy applicable to an area/authority of the Medicaid State Plan.</td>
</tr>
<tr>
<td>MACPro User Roles</td>
<td>MACPro is designed around specific user roles, which determine the functionality available to a particular user.</td>
</tr>
<tr>
<td>Package ID Number</td>
<td>System-generated identifier for each Submission Package necessary for MACPro to uniquely identify packages and versions.</td>
</tr>
<tr>
<td>Process Flow/Workflow</td>
<td>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.</td>
</tr>
<tr>
<td>Program</td>
<td>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.</td>
</tr>
<tr>
<td>Request for Additional Information (RAI)</td>
<td>An opportunity for CMS to put the package back into the state’s hands to address questions and updates. This option stops the 90-day clock.</td>
</tr>
<tr>
<td>Reviewable Unit (RU)</td>
<td>The part of a MACPro authority or other discrete unit in the application that a state user enters information into for their submission package.</td>
</tr>
<tr>
<td>SPA ID</td>
<td>The numbering convention for a SPA that states select that is used to identify the SPA. The general format is: ST-YY-NNNN-xxxx, with ST representing the state abbreviation, YY representing the last two digits of the year of submission, NNNN representing sequential numbering of SPAs for the year, and xxxx representing up to four optional additional alphanumeric digits for the state to identify a SPA.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SPA Submission Package</td>
<td>A SPA submission package is the electronic package created by the state to propose amendments to the Medicaid State Plan. The submission package includes all necessary attachments and supporting information that is required for CMS approval. It is a collection of files and the associated file reference information provided to CMS from the state to support the state’s request for approval. A SPA submission package also contains an electronic version of the CMS 179, which captures specific information related to a SPA Package. The Submission Form also can include Public Notice and Tribal Consultation documents.</td>
</tr>
<tr>
<td>State Profile</td>
<td>Basic information in MACPro about each state that is referenced for each submission. Includes some of the functions of the current CMS form 179. A state will not be able to submit a SPA in MACPro without a complete State Profile in the system. The State System Administrator (SSA) creates and maintains the State Profile. CMS cannot modify or update the State Profile.</td>
</tr>
<tr>
<td>Thread</td>
<td>An item for correspondence (Correspondence Log) initiated by State or CMS users (with appropriate access) for the communication of questions or clarifications related to a submission package. A Correspondence Log item can be responded to by eligible users with appropriate access to view and respond to a Correspondence Log. Users can also reply to a response spawning into n°th level of hierarchy.</td>
</tr>
</tbody>
</table>
Appendix C: General Accessibility Guidelines

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

1. **Expand and Collapse links**
   - Selecting an Expand link will expand a collapsed section.
   - Selecting a Collapse link will collapse an expanded section.

2. **+/- link**
   - Selecting this link will expand or collapse particular sections within the application.

3. **View All Responses button**
   - Selecting this button will expand all sections on a screen within MACPro.

4. **Save button**
   - Selecting this button will save data already entered. If you do not receive a red validation error after selecting the save button, the data can be considered successfully saved.

5. **Other Action buttons**
   - When the user selects any action button like Cancel, Go to Admin Page, or Take Action on Package, the application will perform the respective function. If you do not receive any errors on the screen, the action can be considered successfully completed.

Alternatively, the following shortcut keys in JAWS can be used to navigate and take actions:

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