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Welcome to the Quick Start Guide for MACPro Quality Measures CMS Users

This Quick Start Guide for MACPro CMS Users describes the steps for CMS users to review a state submitted Quality Measures report. Please contact the Help Desk if you have questions outside the scope of this document.

Assistance with the MACPro system is available through the MACPro Help Desk, Monday through Friday, 8:00 am – 8:00 pm Eastern Time For questions regarding the use of MACPro, contact the MACPro Help Desk at MACPro_HelpDesk@cms.hhs.gov or call 301-547-4688. For questions pertaining to quality measure content and reporting, contact MACQualityTA@cms.hhs.gov.

Note: The "Request Technical Assistance" link found on MACPro should only be used for quality measure content and questions.

The MACPro Help Desk Team welcomes your suggestions for our training and reference materials. Please contact us with your feedback and comments on this training, or if you need other MACPro assistance.

Overview – Quality Measures Submission and Review Process Workflow

CMS Central Office Administrator (CMS CO Admin) or the CMS Contractor Central Office Administrator (CMS Con CO Admin)

The high level steps for reviewing a Quality Measures report are listed below:

- receives an e-mail and system notification that a Quality Measures report was submitted by the state
- reviews the Quality Measures report
- Seeks More Information (Yes or No)
  o If yes, send a Seek More Information request to the state.
  o If no, accept the Quality Measures report.

Once CMS accepts the report, the state will be sent an acknowledgement via e-mail and system notification.

Below Figure 1: Quality Measures Workflow – State and CMS Users identifies the high-level steps of the CMS review process.

Figure 2: Quality Measures Workflow – CMS Users Process Flow identifies the detailed steps of the CMS review process.
Figure 1: Quality Measures Workflow – State and CMS Users
Figure 2: Quality Measures Workflow – CMS Users Process Flow

1.1 Log Into MACPro
1.2 Select “Tasks,” then click “Review Report” for the desired Quality Measure
1.3 Accept the task
1.4 Select the desired Care Measure to review
1.5 More Information Needed?
   Yes
   More Core Measures to Review?
   No
   Need to check request status?
   No
   Return to “Tasks” screen
   Yes
   To check the status of a record, select “Records,” then the record category
   Select the record of interest
   Select “Accept,” triggering an email to State users
   The record's status will indicate “In SMI” if it is still in “Seek More Information” stage
   Once submitted, you will see the request date on the record
   Fill out the “Seek More Information” form and select “Send Request to the State”
   Click “Seek More Information” in the upper-right corner of the record
   Click on “Seek More Information” link

Select “Back to Admin Screen”
Step 1: CMS Reviews a Quality Measures Report

1.1 CMS CO Admin or CMS Con CO Admin logs into MACPro. These roles are for individuals with direct responsibility for implementing and/or administering Quality Measurement programs.

1.2 Select “Tasks,” and then click on “Review Report” for the desired Quality Measure report.
1.3 Click “Accept.” You must accept the report to review it.

1.4 Select the desired Core Measure in the Quality Measure report to review.

Below is an Adult Quality Measure example.
1.5 If you do not have questions about a Quality Measure, select “Back to Admin Screen”. Please continue to step 1.6 (page 13).

Below is an Adult Quality Measure example.
If you have questions for the state, click on the “Seek More Information” (SMI) link. Please note, you **will not be** able to accept a report if you send a SMI request.

Below is an Adult Quality Measure example.
This takes you to the Records page. Click on “Seek More Information” in the upper right-hand corner of the record.

Below is an Adult Quality Measure example.

Fill out the SMI form. If you have multiple questions, select the “Save Question” button after typing in each. When all questions are entered, select “Send Request to the State”.

Below is an Adult Quality Measure example.
Select “Yes” to submit the SMI request to the State Point of Contact (SPOC) for response. Please note, you **will not** be able to acknowledge and close the report if there is a SMI on any measure.

Once the SMI request is submitted, you will see the request date on the record.

*Below is an Adult Quality Measure example.*
1.6 Once you complete the review of all Quality Measures (and have not submitted a SMI), select “Accept”. This triggers an e-mail acknowledgement sent to the State Editor, State Point of Contact (SPOC), and the State Director. Please note, if you submitted a SMI, this button will not be activated and cannot be accepted.

Once completed, you will return to the “Tasks” screen.
Additional Actions

Generating Quality Measures Reports

A CMS user or contractor with approved business needs may generate a Quality Measures report. This may apply to CMS Central Office or Regional Office (CMS CO and RO) role(s) or CMS Contractor role(s) that do not have direct responsibility for implementing or administering Quality Measurement programs, but who may be interested in states’ reporting of measures.

1. The CMS user logs into MACPro.

2. Select the “Actions” tab, and then the “Generate MACPro Reports” link.
3. Select options from the drop-down boxes under report name and report type.

4. Select two consecutive options under report years and at least one option under state, and select “Generate Report”.
5. You will be taken back to the “Actions” screen. Select the “Tasks” tab.

6. The report you generated will appear on this screen. Click on its link to review.

*Below is a Child Quality Measure example.*
7. Click on the report name to download an Excel copy of the report.

Below is a Child Quality Measure example.
Accessing Quality Measures Reports

In addition to generating a State Measure by Measure Report, other reporting options are available.

1. The CMS user logs into MACPro.

2. Select “Reports” tab, and select from the reports listed on the page.
3. Reports have different options to filter information, such as year, state, or quality measure and can vary depending on the Quality Measure report. Below is an example of reporting the Additional Stratifications Report using Health Homes. Select the information of choice to review the report.

Below is a Health Homes Quality Measure example.
Accessing Implementation Guides

Implementation Guides are available in MACPro for each application. These documents provide specific information on how to complete and review specific sections of MACPro.

1. Log into MACPro, select “Actions”, and select “View Implementation Guide(s)”.

2. Select an Implementation Guide of interest by clicking on the +/- button.
3. Click on the title to download a PDF copy of the Implementation Guide.
Viewing Record Status

The following steps outline how to check the status of a record.

1. Log into MACPro, select “Records” and select the record category.

2. Select the record of interest.
3. The record's timeline will indicate the status.
Printing a Report

The following steps outline how to print a report.

1. Select “Records” from the navigation panel at the top of the screen.

2. Select the appropriate Quality Measure from the Records list.

Records

- **Adult Quality Measures**
  View Adult Quality Measure Reports for your state

- **Health Homes Quality Measures**
  View Health Homes Quality Measure Reports for your state

- **Maternal and Infant Health Quality Measures**
  View Maternal and Infant Health Quality Measure Reports for your state

- **Medicaid and CHIP Child Quality Measures**
  View Medicaid and CHIP Child Quality Measure Reports for your state

- **My User Profile**
  View and edit my user profile

- **Users**
  Directory of users

3. Select the appropriate Report ID.

   **NC - Adult Quality Measure (NC2014AQM_8149) - 2014**

   Created By: StateEditorNC1
   Created Date: 12/29/2015 2:34 PM EST
   1 minute ago
4. On the left hand menu, choose “Report Data.”

5. This will direct you to the Admin Screen. Click on a Core Measure link.

   Core Measures in Report

<table>
<thead>
<tr>
<th>Core Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Body Mass Index Assessment (ABA)</td>
</tr>
</tbody>
</table>

6. You may then expand each field you would like to print within the Core Measure by scrolling down the page and selecting the +/- button.

   Adult Body Mass Index Assessment (ABA)

   Are you reporting Yes on this measure?

   Information Part of Grant

   The Information for this measure is being provided as part of the Adult Medicaid Quality Measures Grant

   Status of Data Reported

   Provisional status reported

   Measurement Specification

   National Committee for Quality Assurance (NCQA) Version of HEDIS used 2013

   Data Source

   Administrative Data Only
7. Select “File”, scroll down and then select “Print”. You may also use the keyboard shortcut Ctrl+P. This will print the core measure data to the printer of your choice.
### Appendix A

#### Role Description Table

<table>
<thead>
<tr>
<th>User Role</th>
<th>Role For...</th>
<th>Actions</th>
</tr>
</thead>
</table>
| **CMS Central Office Administrator**   | **Central Office personnel**<br>Direct responsibility for implementing/administering Quality Measurement programs | • Complete submission reviews  
• Create and complete “Seek More Information” requests  
• Browse/view quality measure submission reports  
• View/modify CMS quality measure user profiles  
• Approve CMS quality measure user roles  
• Add/update extension dates  
• Reassign quality measure user tasks  
• Disassociate quality measure users  
• Generate data reports |
| **CMS Contractor Central Office Administrator** | **Contractor personnel**<br>Direct responsibility for helping CMS implement/administer Quality Measurement programs | • Complete submission reviews  
• Create and complete “Seek More Information” requests  
• Browse/view quality measure submission reports  
• Add/update extension dates  
• Reassign quality measure user tasks  
• Generate data reports |
<table>
<thead>
<tr>
<th>User Role</th>
<th>Role For...</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CMS Central Office or Regional Office (CMS CO/RO)</strong></td>
<td><strong>Central Office or Regional Office personnel</strong></td>
<td>- Browse/view quality measure submission reports</td>
</tr>
<tr>
<td></td>
<td>No direct responsibility for implementing/administering Quality Measurement programs, but have an interest in state reporting</td>
<td>- Generate data reports</td>
</tr>
<tr>
<td><strong>CMS Contractor</strong></td>
<td><strong>Contractor personnel</strong></td>
<td>- Browse/view quality measure submission reports</td>
</tr>
<tr>
<td></td>
<td>No direct responsibility for implementing/administering Quality Measurement programs, but have CMS-related or approved business needs requiring access to state reporting</td>
<td>- Generate data reports</td>
</tr>
<tr>
<td><strong>CMS System Administrator (CMS Admin)</strong></td>
<td><strong>CMS personnel</strong></td>
<td>- Approve State Admin</td>
</tr>
<tr>
<td></td>
<td>No direct responsibility for implementing/administering Quality Measurement programs, but involved with MACPro role assignment/approval</td>
<td>- Approve CMS CO Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reassign State Admin tasks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Disassociate State Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reassign tasks for CMS CO Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Disassociate CMS CO Admin</td>
</tr>
</tbody>
</table>