



MACPro Quick Start Guide for Approving Roles as a State User

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Welcome to the MACPro Quick Start Guide for Approving Roles as a State User

This Quick Start Guide for MACPro State Users describes the steps for State System Administrators to review and approve a request for a new role. 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.

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

Overview – Approving a Role as a State User

The high-level steps for approving a role request are listed below:

- **State System Administrator (SSA)** receives an e-mail notification that a state user has submitted a request for an additional role.
- **State System Administrator (SSA)** reviews the request and approves or disapproves the additional role request.

When the SSA receives a requested role change, the information provided will include the requested role, authority type(s), program, and the requestor's comments. The SSA will be required to enter a comment in the Approve/Denial Comment box. He/she will then select the appropriate "Approve" or "Reject" button to complete the request.

Below **Figure 1: Role Approval Hierarchy** identifies the high-level steps of the Role request approval process. **Figure 2: Role Description Table** identifies the detailed definitions of each role on the State level.

Additional Actions – Disassociating a Role

If a user needs a role removed, the SSA can disassociate that user from their role.

Below Figure 1: Role Approval Hierarchy – identifies the structure of roles in the role approval process

Below Figure 2: Role Description – details the definition, role approver, and other roles available to the primary state roles in MACPro

Figure 1: Role Approval Hierarchy

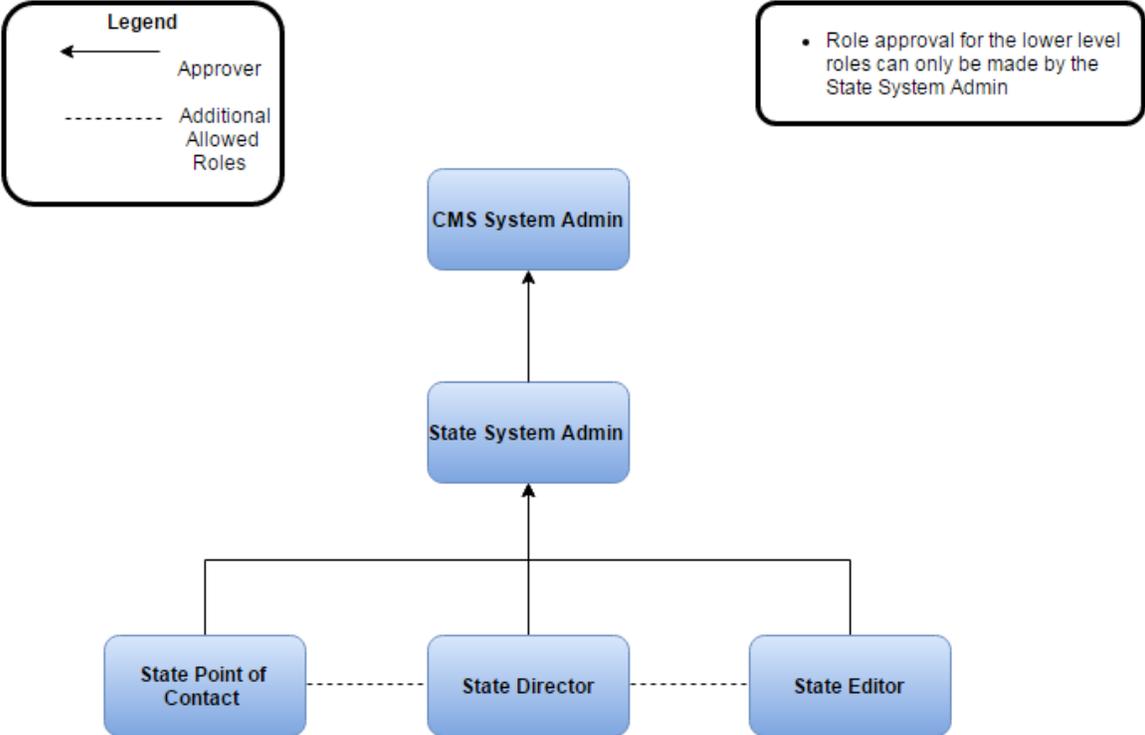
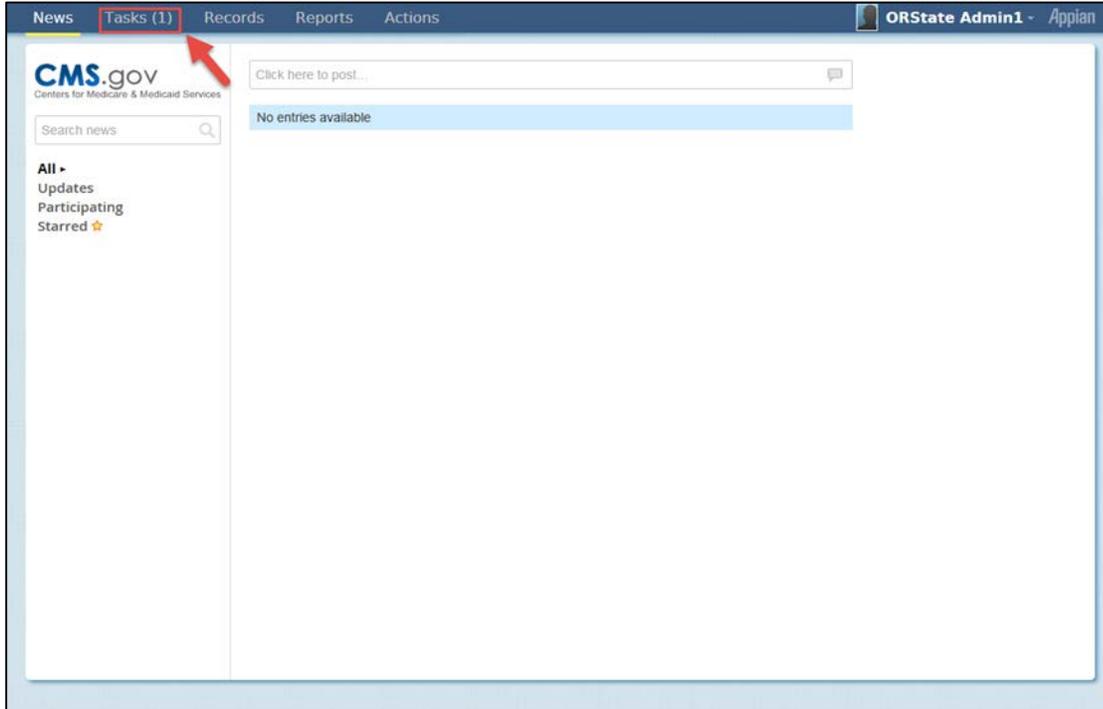


Figure 2: Role Description

Primary Role	Definition	Role Approver	Other Roles available at the same levels
State Editor (SE)	Responsible for creating the QM report	State System Administrator (SSA)	SPOC, SDIR
State Point of Contact(SPOC)	Responsible for reviewing the QM report	State System Administrator (SSA)	SE, SDIR
State Director (SDIR)	Responsible for certifying and submitting the QM report to CMS	State System Administrator (SSA)	SPOC, SE

Instructions for Approving a Role Request

1.1 Login as State System Administrator and select the “Tasks” tab.



1.2 Select “Tasks,” and then click on “Review Role Request for User”



1.3 Click “Accept.” The task must be accepted before being reviewed.

You must accept this task before completing it



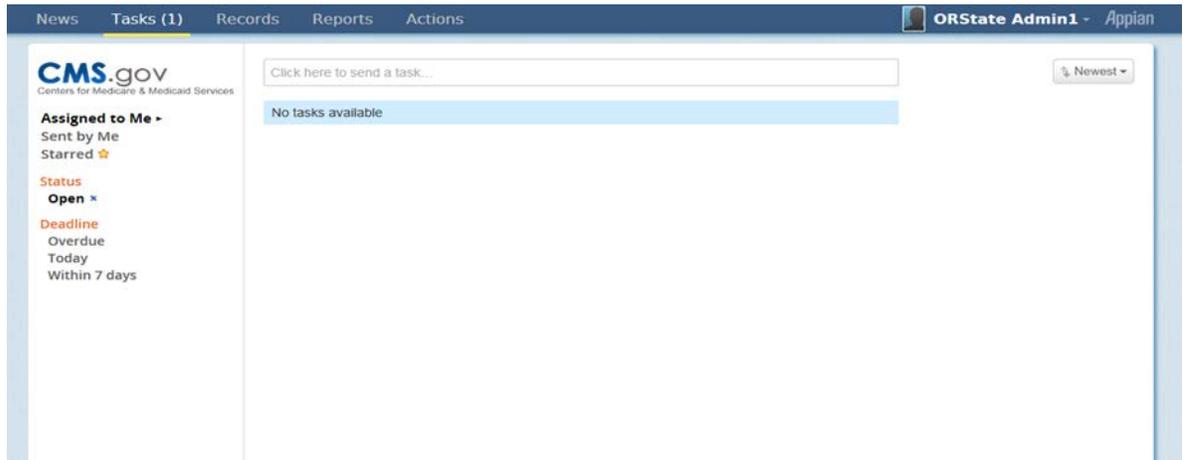
1.4 Review the request and then select “Approve” or “Reject.”

Requested Change

Role	<input type="text" value="State Editor"/>	Authority Types	<input type="text" value="MH"/>
Program	MEDICAID		
Requestor's Comment	test role		
*Approval/Denial Comment	<input type="text" value="Approve"/>		

Once approved requested program & authorities will be implied to selected roles for the user

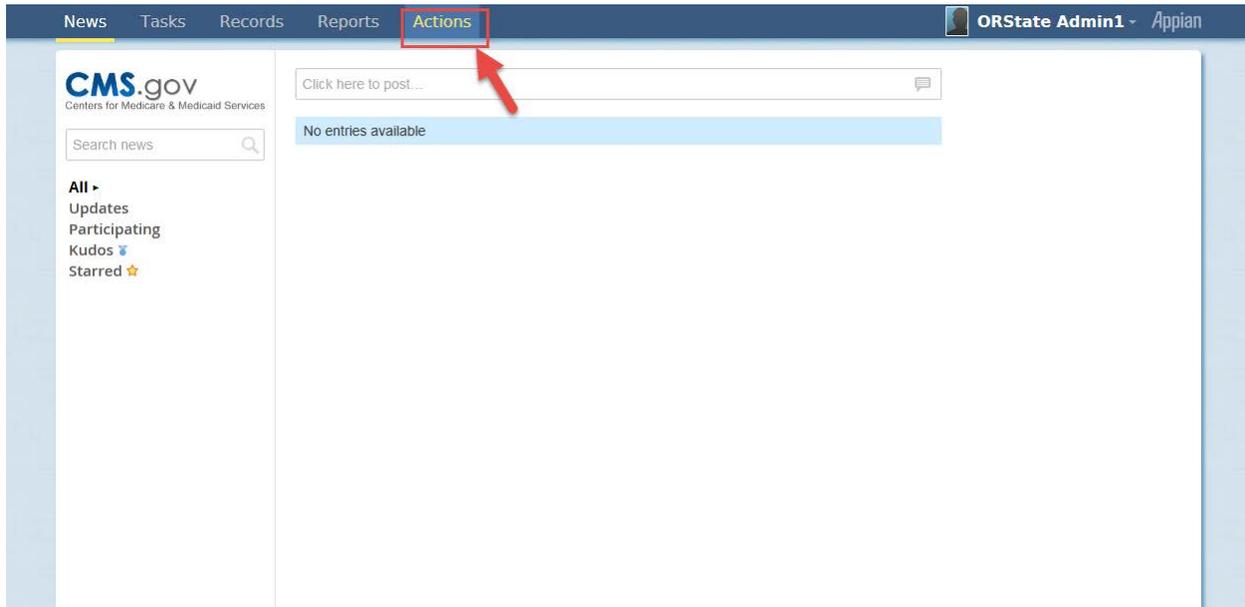
1.5 Selecting approve returns the user to the “Tasks” screen.



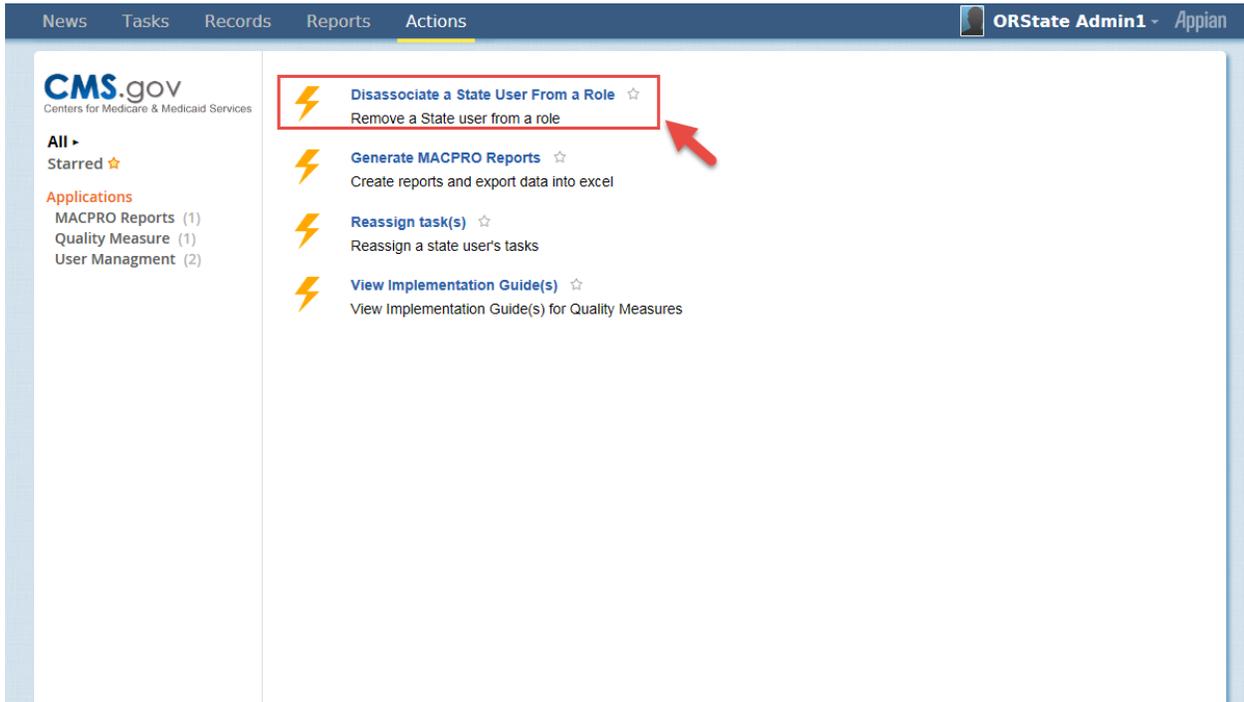
Additional Actions

Disassociate a Role

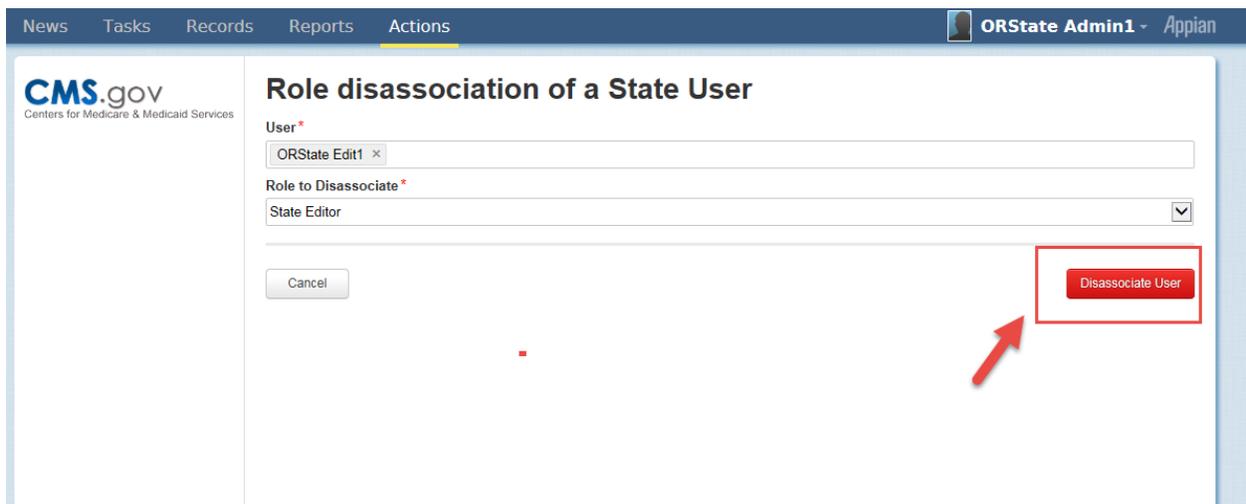
1. Login as SSA and Select the “Actions” tab.



2. Select the “Disassociate a State User From a Role” Link



3. Enter the information and then select the “Disassociate User” button.



4. Select "Yes".

The screenshot shows the CMS.gov interface for disassociating a user from a role. The main heading is "Role disassociation of a State User". The form contains the following fields:

- User***: ORState Edit1
- Role to Disassociate***: State Editor

Buttons include "Cancel" and "Disassociate User". A confirmation dialog box is centered on the screen with the text: "Are you sure you want to disassociate ORState from the State Editor role?". The dialog has two buttons: "No" and "Yes". The "Yes" button is highlighted with a red border and a red arrow points to it.

5. Selecting yes returns the user to the “News” screen.

