



# **MACPro Quick Start Guide for Requesting Roles and Authorities as a State User**

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## Welcome to the MACPro Quick Start Guide for Requesting Roles and Authorities as a State User

This Quick Start Guide for MACPro State users describes the steps for State users to request a role and authority within MACPro .

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](mailto:MACPro_HelpDesk@cms.hhs.gov) or call 301-547-4688.

### Overview – Requesting a Role or Authority as a State User

The high level steps for requesting a role or authority in MACPro are as follows:

- **State Point of Contact (SPOC), State Director (SDIR), or State Editor (SE)** submits a request for an additional role or authority. The available authorities are Adult Quality Measures (AQM), Child Quality Measures (CQM), Health Homes Quality Measures (HHQM) and Maternal and Infant Health Initiative Quality Measures (MIHI).
- **State System Administrator (SSA)** reviews the request and either approves or disapproves the request.

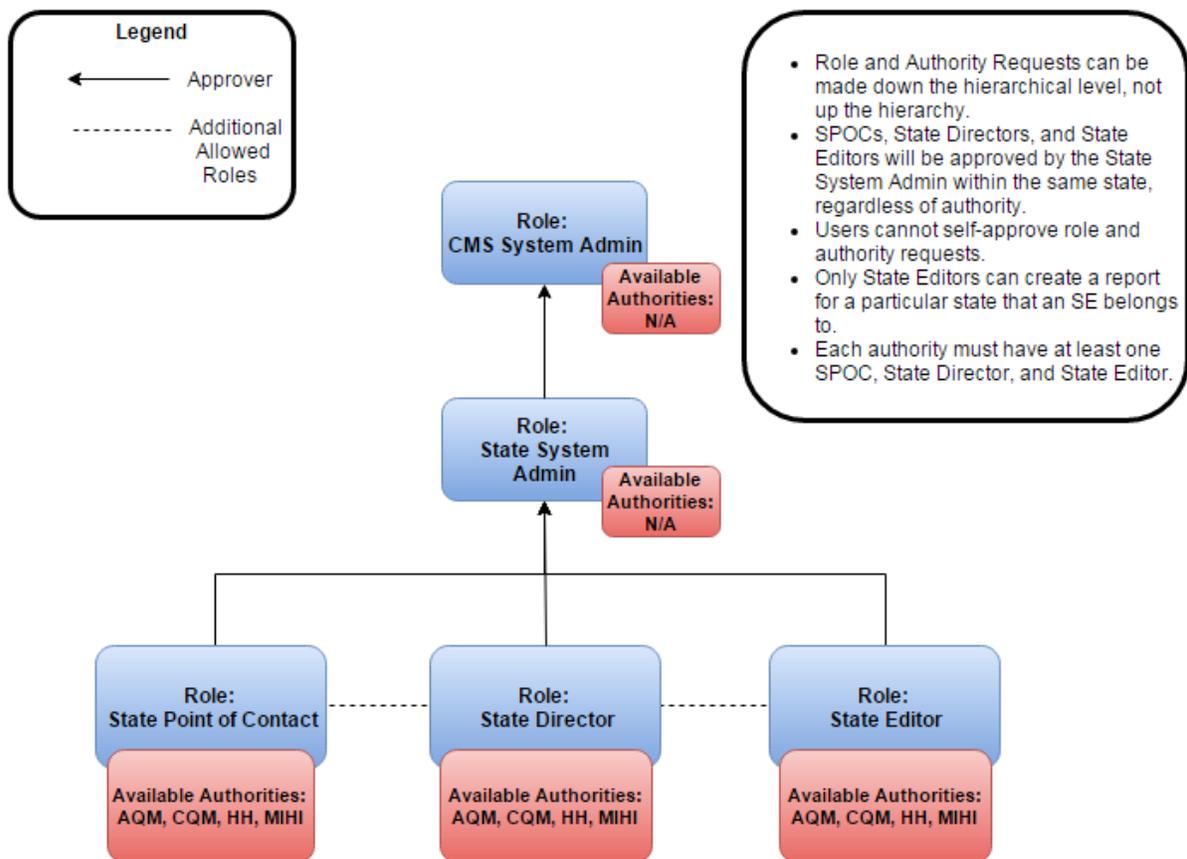
NOTE: The SSA is the only role with the ability to disassociate roles. SSAs cannot disassociate a user from a role if the request is for the only user assigned to that role within the authority.

If you need access to the system and did not request or receive a MACPro user ID, please contact the MACPro Help Desk.

Below Figure 1: Role and Authority Approval Hierarchy – identifies the high-level structure of the role and authority request 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 and Authority Requesting Hierarchy



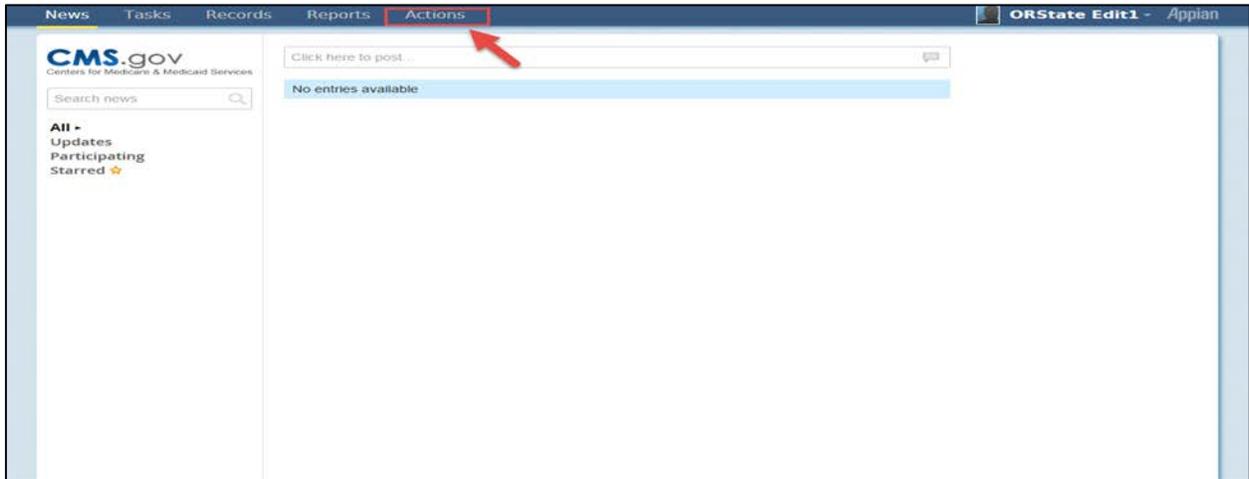
## Figure 2: Role Description

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

# Instructions for Requesting a Role

Note: These actions only apply to SE, SDIR, and SPOC.

1.1 SE, SDIR, or SPOC logs in and selects the “Actions” tab.



1.2 Select “Request a Role”



**1.3** Select information for “Requested Role,” “Program,” “Authority Types” and enter comments. Then press “Submit”.

*Note: When requesting a role, a user must also select a program from the drop down box. The three program options are Medicaid, CHIP and Both. If Medicaid or Both is selected, the user will be able to choose authority types from AQM, CQM, HHQM, and MIH.*

**Requested Role \***

State Editor

**Program \***

MEDICAID

Select one program as appropriate

**Authority Types \***

Adult Quality Measures(AQM)

Child Quality Measures(CQM)

Health Homes Quality Measures(HHQM)

Maternal and Infant Health Initiative Quality Measures(MIH)

Please select one or more authorities as required

**Comments**

This is a test.

Cancel Submit

*Note: If CHIP is selected in the program drop down box, the only authority available will be CQM.*

**Requested Role \***

State POC

**Program \***

CHIP

Select one program as appropriate

**Authority Types \***

Child Quality Measures(CQM)

Please select one or more authorities as required

**Comments**

This is a test.

Cancel Submit

Selecting submit returns the user to the “Actions” screen. Once the request is approved or rejected, the user will receive an email notification.

The screenshot displays the CMS.gov Actions screen. At the top, there is a navigation bar with tabs for News, Tasks, Records, Reports, and Actions. A yellow notification banner at the top center reads "Action completed successfully". The main content area lists several actions, each with a lightning bolt icon and a star icon:

- Create Adult Quality Measure Report** ☆  
Create a new Adult Quality Measure Report
- Create Health Homes Quality Measure Report** ☆  
Create a new Health Homes Quality Measure Report
- Create Maternal and Infant Health Quality Measure Report** ☆  
Create a new Maternal and Infant Health Quality Measure Report
- Create Medicaid and CHIP Child Quality Measure Report** ☆  
Create a new Medicaid and CHIP Child Quality Measure Report
- Delete Annual Report** ☆  
Delete a Quality Measure Report
- Generate MACPRO Reports** ☆  
Create reports and export data into excel
- Request a role** ☆  
Request a State user role
- View Implementation Guide(s)** ☆  
View Implementation Guide(s) for Quality Measures

The left sidebar contains the CMS.gov logo and navigation options:

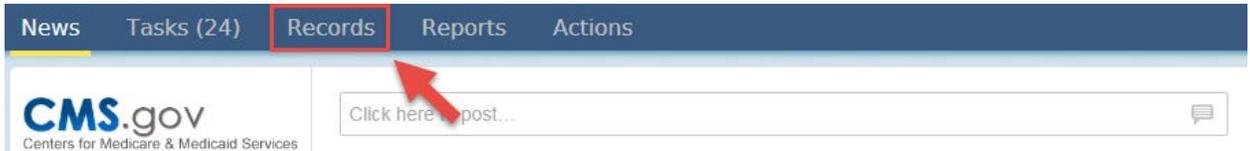
- All** ▾
- Starred ☆
- Applications**
- MACPRO Reports (1)
- MIH Quality Measure (1)
- Quality Measure (5)
- User Management (1)

The top right corner of the page shows "ORState Edit1 - Appian".

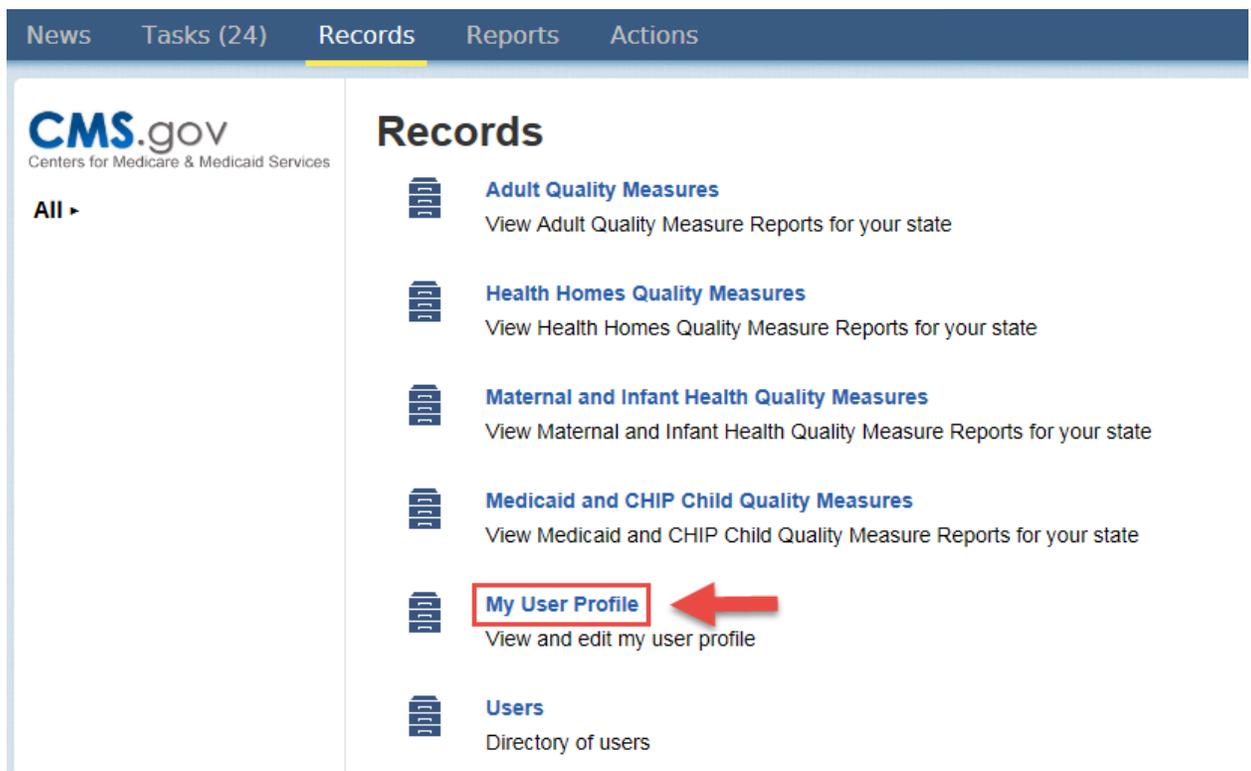
# Instructions for Requesting an Authority

Note: These actions only apply to SE, SDIR, and SPOC.

1.1 SE, SDIR, or SPOC logs in and selects the “Records” tab.



1.2 Select “My User Profile.”



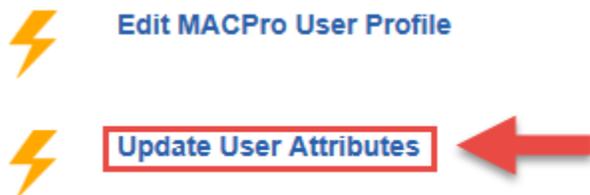
1.3 Select your User Name



1.4 On the left hand side of the screen, select "Related Actions."



1.5 Select "Update User Attributes."



1.6 Select the role that you are requesting to update and enter comments. A user must also select a program from the drop down box. The three program options are Medicaid, CHIP and Both. If Medicaid or Both is selected, the user will be able to choose AQM, CQM, HHQM, and MIH.

*Note: A user must select all authority types that he/she needs access to.*

### Set/Modify Profile Attribute

**Role \***

State POC  
State Editor  
State Director

Select appropriate role

**Program \***

MEDICAID

Select one program as appropriate

**Authority Types \***

Adult Quality Measures(AQM)  
 Child Quality Measures(CQM)  
 Health Homes Quality Measures(HHQM)  
 Maternal and Infant Health Initiative Quality Measures(MIH)

Please select one or more authorities as required

**Comment \***

This is a test.

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

*Note: If CHIP is selected in the program drop down box, the only authority available will be CQM.*

### Set/Modify Profile Attribute

**Role \***

State POC  
State Editor  
State Director

Select appropriate role

**Program \***

CHIP

Select one program as appropriate

**Authority Types \***

Child Quality Measures(CQM)

Please select one or more authorities as required

**Comment \***

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

1.7 Select "Submit Request" to submit your request to the State Admin for approval.



Selecting submit returns the user to the “Records” screen. Once the request is approved or rejected, the user will receive an email notification.

