



MACPro Quality Measures Quick Start Guide for State Users

Reflects Appian Environment as of 1/15/2016

Version: 0.9

Date: 1/15/2016

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

This Quick Start Guide for MACPro State Users describes the steps for state users to create and submit a 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 questions.

Overview - Create and Submit Quality Measures Workflow

High level steps for creating and submitting a Quality Measures report are listed below.

- [State Editor \(SE\)](#) creates a package and sends it to the State Point of Contact (SPOC) for review
- [State Point of Contact \(SPOC\)](#) reviews the package and sends it to the State Director for certification
 - SPOC may make revisions to the package and/or send it back to the State Editor for revisions before forwarding the package to the State Director
- [State Director \(SDIR\)](#) certifies the package and submits it to CMS
 - State Director sends the package back to the SPOC before certifying it if revisions are needed. If all is correct, the SDIR submits the package to the CMS Central Office Administrator.

On the next page are flowcharts of the Quality Measures Submission process, at both an overview and detailed level. The numbers accompanying each box in the chart correspond to the steps and screenshots of the process in this document.

Figure 1: High-Level Workflow

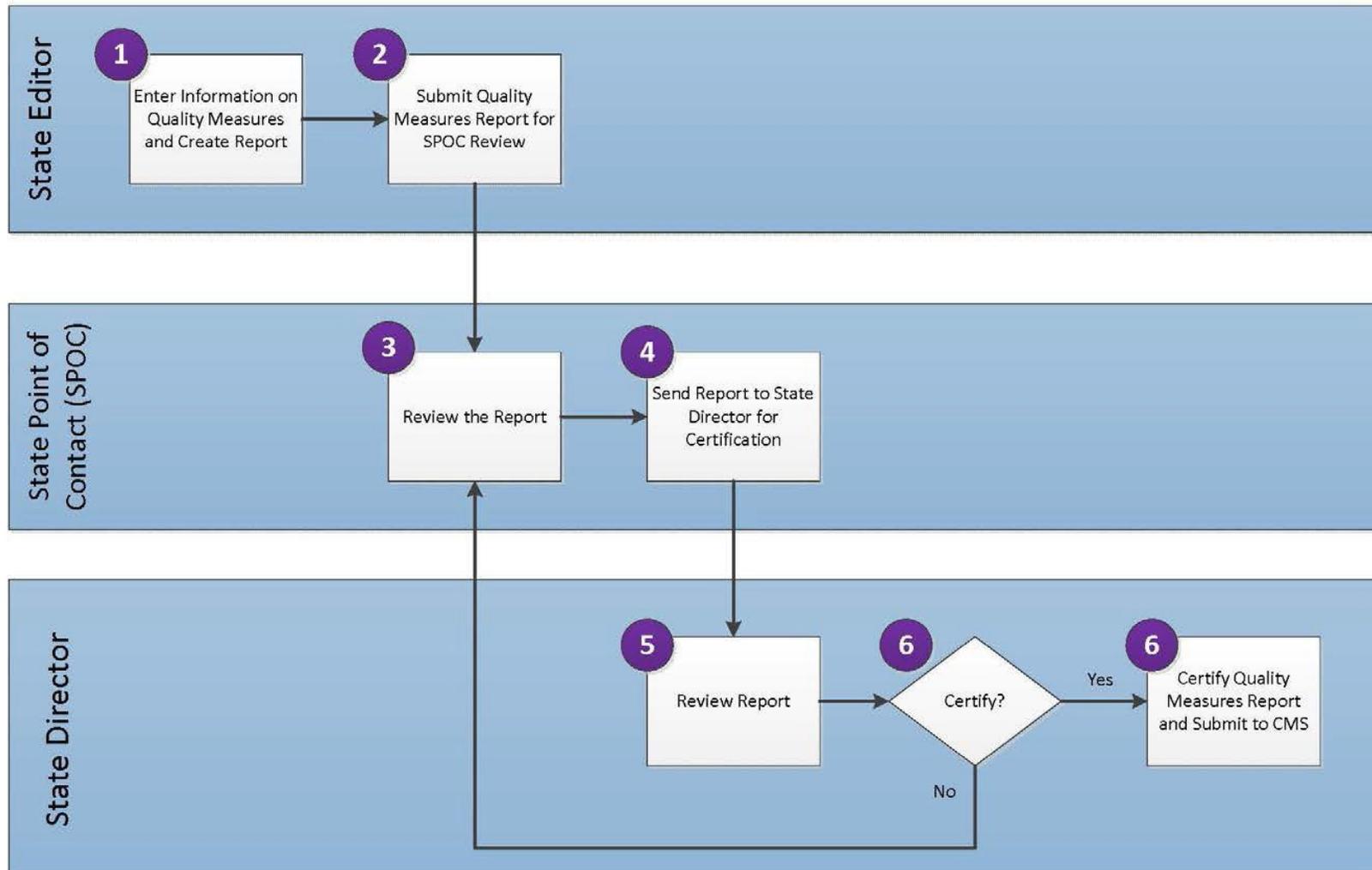
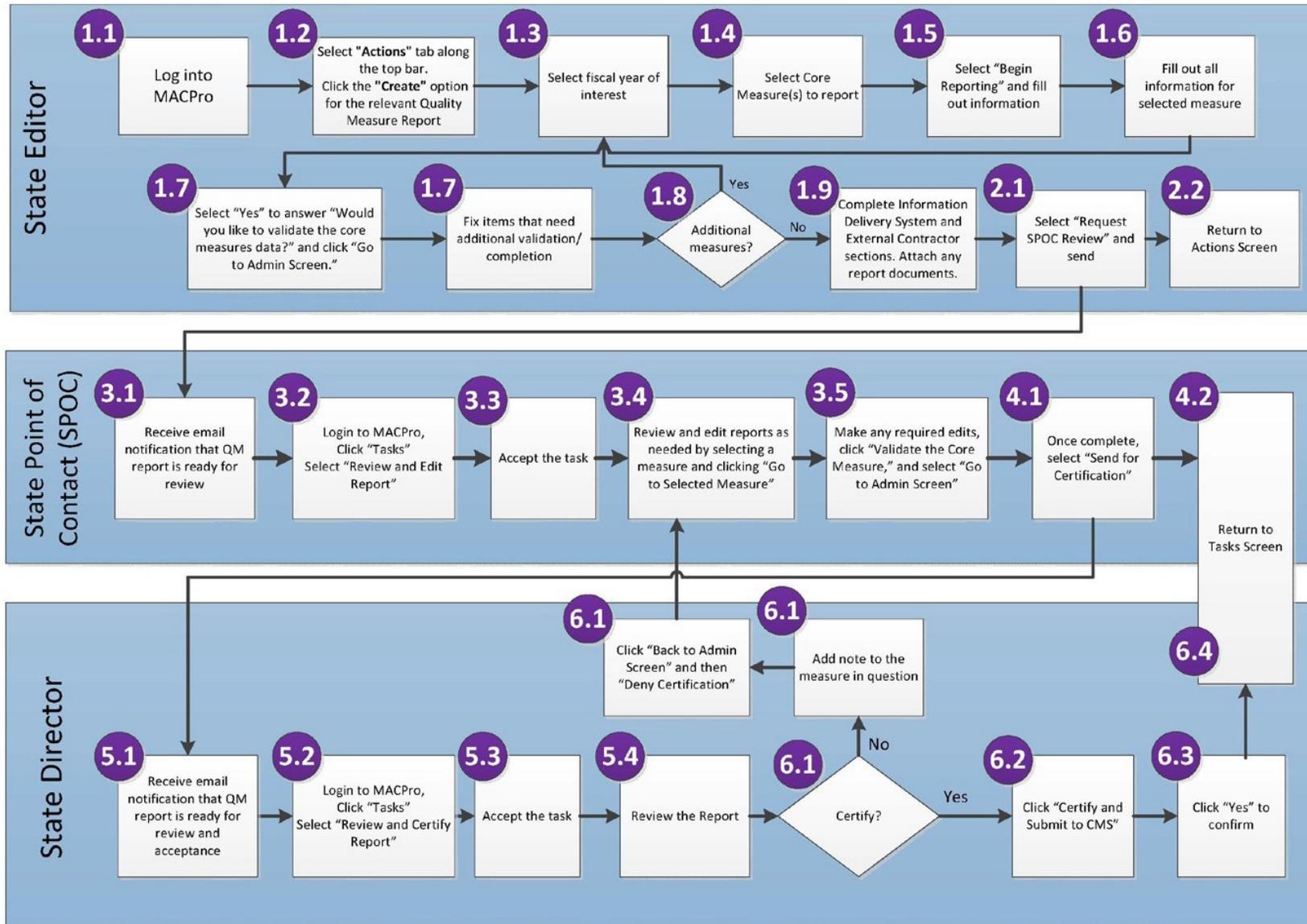


Figure 2: Detail Workflow

MACPro Appian Environment

State Quality Measures Report Detail Workflow



Step 1: State Editor – Enter Information on Quality Measures and Create Report

1.1 State Editor logs into MACPro.

1.2 Select the "Actions" tab along the top bar and then click on the "Create" option for the relevant Quality Measure Report.

Note: the screenshots in this Quick Start Guide are taken from an Adult Core Quality Measures Report. However, the steps this guide describes apply to all types of Quality Measures Reports: Adult, Child, Health Homes, and Maternal and Infant Health.



1.3 Select the Federal Fiscal Year of Interest.



- 1.4 Select a core measure to report. You may select multiple measures at once, which will let you move from one measure to the next without returning to this administrative screen.

News Tasks (2) Records Reports Actions VA State Editor Appian

CMS.gov
Centers for Medicare & Medicaid Services
Save Changes

Welcome to the Medicaid Adult Core Quality Measures

Federal Fiscal Year: 2015

Request Technical Assistance
View Implementation Guide

Core Measures

Measure	Status
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Not Started
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started
<input type="checkbox"/> Breast Cancer Screening (BCS)	Not Started

- 1.5 At the bottom of the page, select "Begin Reporting".

News Tasks (2) Records Reports Actions VA State Editor Appian

Report Documents +/-

Saved Documents

- Maximum documents that can be uploaded for this report: 84
- Maximum file size: 2MB
- Valid file extensions: pdf, ppt, doc, docx, xls, xlsx, pptx

Name	Description	Date Created	Updated By	Size	Type
No items available					

Browse... No file selected.

Delete Document(s) Save Documents

Exit Begin Reporting Request State POC Review

- 1.6 Click on the “+/-” button under each category to show questions. Fill out all of the information for the selected measure. Please note that subsequent questions may appear as you select options. If you attach documents, you must hit the refresh button on the screen.

Adult Body Mass Index Assessment (ABA)
Medicaid Adult Core Quality Measure - VA - 2015

Request Technical Assistance Clear View All Responses

Are you reporting on this measure? * [View Implementation Guide](#)

Yes No

Status of Data Reported +/-

Measurement Specification +/-

Data Source

- 1.7 When you have completed entering core measure information, select "Yes" in response to the "Would you like to validate the core measures data?" question and click "Go to Admin Screen." Items that need additional information (i.e., validation) will be noted on the page. If there are validation errors, you will remain on this page and the errors will be marked in red. If all information is completed, you will be taken to the Core Measures screen.

News Tasks (2) Records Reports Actions VA State Editor - Appian

Saved Documents

- Maximum documents that can be uploaded for this report: 84
- Maximum file size : 2MB
- Valid file extensions : pdf; ppt; doc; docx; xls; xls; pptx

<input type="checkbox"/>	Name	Description	Date Created	Updated By	Size	Type
No items available						

Browse... No file selected.

Delete Document(s) Save Documents

Would you like to validate the core measure data?

Yes No

Cancel Go to Admin Screen

Here is an example of validation errors:

Date Range

+/-

For all measures, states should report start and end dates for the measurement period. For some measures, the specifications require a "look-back period" before or after the measurement period to determine eligibility or utilization. The measurement period entered in the Start and End Date fields should not include the "look-back period."

Start Date

Select Month
Month
A value is required

Select Year
Year
A value is required

End Date

Select Month
Month
A value is required

Select Year
Year
A value is required

When a quality measure page is fully filled out and validated, the status will appear as **Complete**.

News Tasks (2) Records Reports Actions VA State Editor - Appian

CMS.gov
Centers for Medicare & Medicaid Services
[Save Changes](#)

Welcome to the Medicaid Adult Core Quality Measures

Federal Fiscal Year: 2015

[Request Technical Assistance](#)
[View Implementation Guide](#)

Core Measures

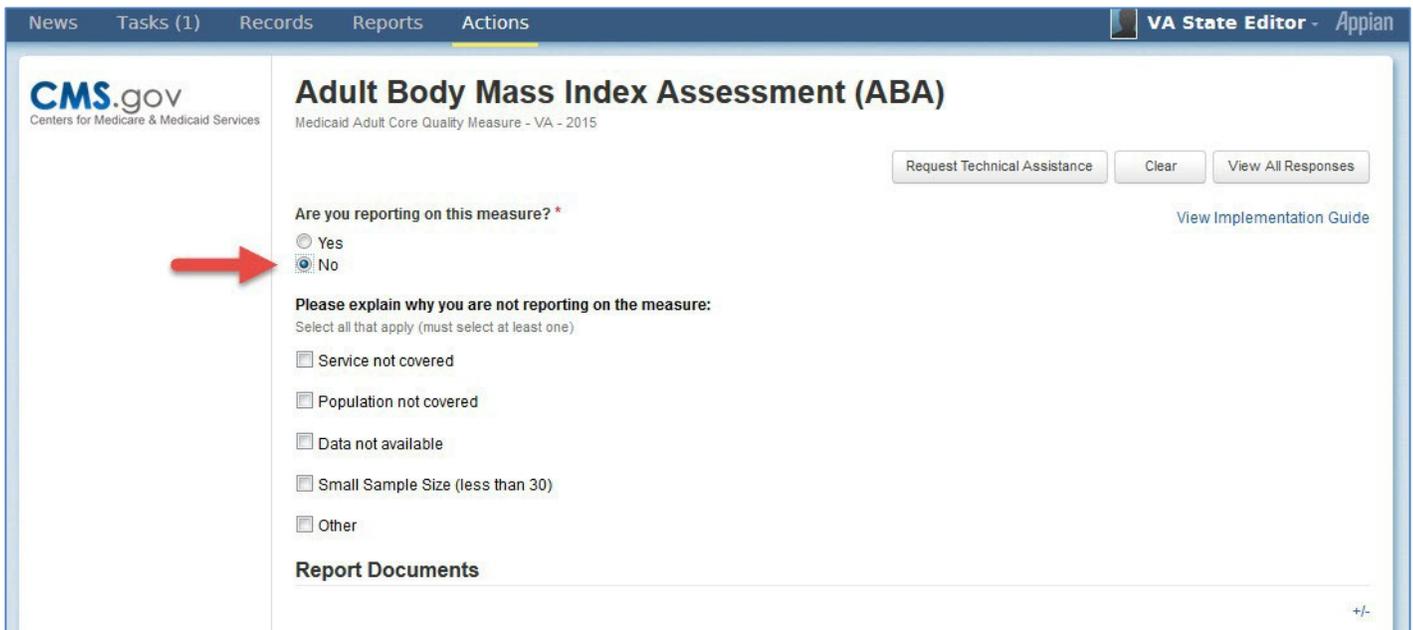
<input type="checkbox"/> Measure	Status	
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Complete	✓
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started	✗
<input type="checkbox"/> Breast Cancer Screening (BCS)	Not Started	✗
<input type="checkbox"/> Controlling High Blood Pressure (CBP)	Not Started	✗
<input type="checkbox"/> Cervical Cancer Screening (CCS)	Not Started	✗
<input type="checkbox"/> Counseling for Clinical Decision and Follow-Up Plan (CDFU)	Not	✗

Conversely, if you do not validate a quality measure, the status will appear as **In Progress**.



Measure	Status
Adult Body Mass Index Assessment (ABA)	Complete
Antidepressant Medication Management (AMM)	Complete
Breast Cancer Screening (BCS)	In Progress
Controlling High Blood Pressure (CBP)	Not Started
Cervical Cancer Screening (CCS)	Not Started
Screening for Clinical Depression and Follow-Up Plan (CDF)	Not Started
Chlamydia Screening in Women (CHL)	Not Started
Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Not Started

1.8 Repeat the process for each quality measure you would like to report. Please note that each measure will need to have information entered and be validated for the report to be completed. If your state does not report a measure, select the **“No”** radio button on the measure’s description page, answer the subsequent questions and then validate the measure.



Adult Body Mass Index Assessment (ABA)
Medicaid Adult Core Quality Measure - VA - 2015

Request Technical Assistance | Clear | View All Responses

Are you reporting on this measure? *

Yes

No

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

Service not covered

Population not covered

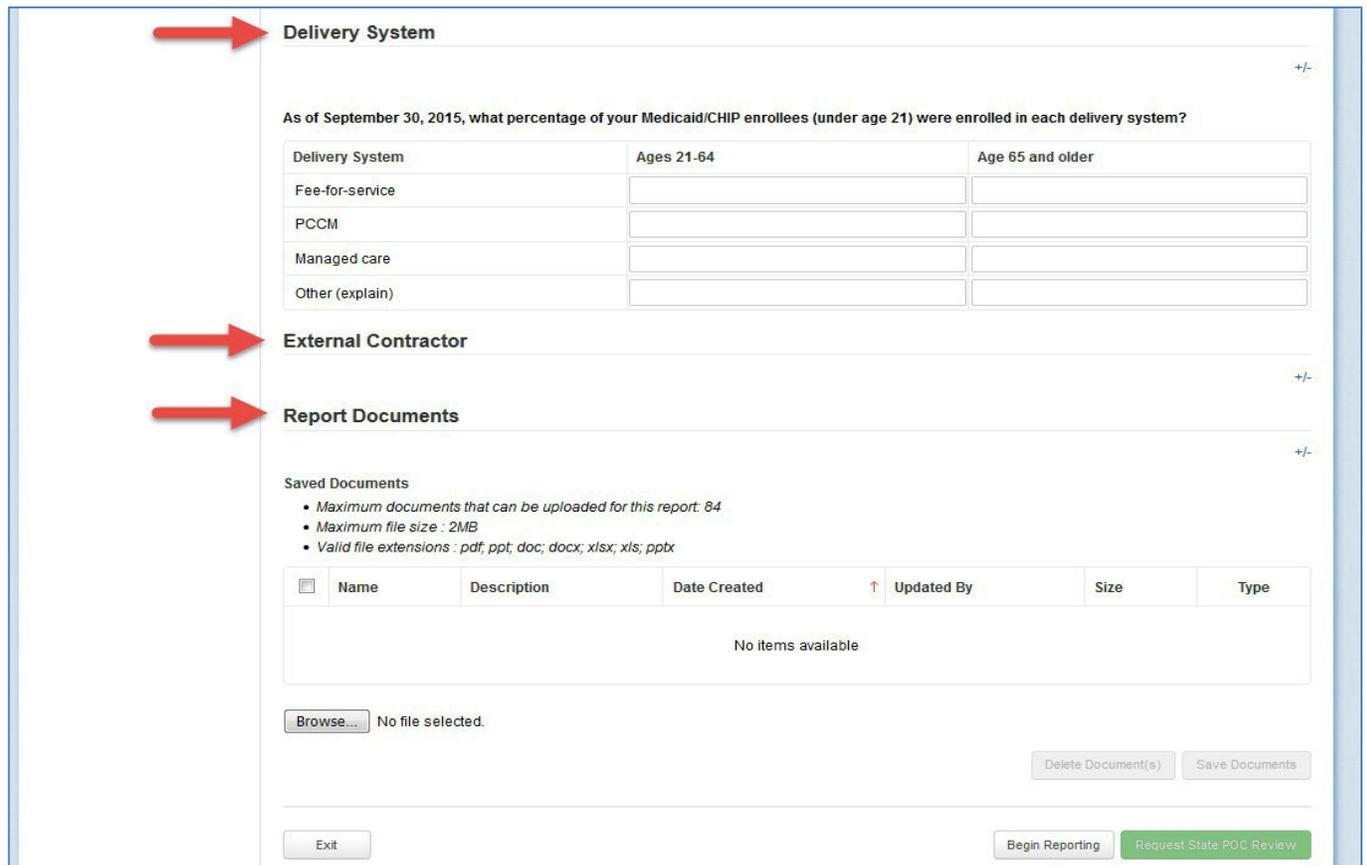
Data not available

Small Sample Size (less than 30)

Other

Report Documents

- 1.9 Once you've completed reporting the measures, complete the information Delivery System and External Contractor sections on the administrative page, and attach any report documents.
Note: These sections do not have to be completed last, and can be completed at any time in this process.



Delivery System +/-

As of September 30, 2015, what percentage of your Medicaid/CHIP enrollees (under age 21) were enrolled in each delivery system?

Delivery System	Ages 21-64	Age 65 and older
Fee-for-service	<input type="text"/>	<input type="text"/>
PCCM	<input type="text"/>	<input type="text"/>
Managed care	<input type="text"/>	<input type="text"/>
Other (explain)	<input type="text"/>	<input type="text"/>

External Contractor +/-

Report Documents +/-

Saved Documents

- Maximum documents that can be uploaded for this report: 64
- Maximum file size : 2MB
- Valid file extensions : pdf; ppt; doc; docx; xlsx; xls; pptx

<input type="checkbox"/>	Name	Description	Date Created	↑	Updated By	Size	Type
No items available							

No file selected.

To refer to the report at a later date, go to “**Records**”, and click on the type of quality measure report that you were reporting, and select the report you were working on. Click the “**Modify**” button to return to reporting.

The screenshot displays the CMS.gov VA State Editor interface. The top navigation bar includes 'News', 'Tasks (1)', 'Records' (highlighted with a red box), 'Reports', and 'Actions'. The user is logged in as 'VA State Editor - Appian'. The main content area shows the 'Records / Adult Quality Measures' section for a specific report: 'VA - Adult Quality Measure (VA2015AQM_668) - 2015'. A 'Follow' button is visible. A progress bar indicates the report's status: 'Created', 'In Updates', 'In Review', 'Awaiting Certification', 'In CMS Review', 'In SMI', and 'CMS Review Complete'. A red arrow points to a 'Modify Adult Quality Me...' button in the top right corner. Below the progress bar, the report details are organized into sections: 'Report Information' (Package ID: VA2015AQM_668, Report Year: 2015, State: VA), 'SPOC Information' (Reviewed By, Email Address), and 'Audit Information' (Created By: VA State Editor, Created Date: 10/6/2015 5:51 PM EDT, Last Updated By: VA State Editor, Last Updated Date: 10/6/2015 5:51 PM EDT). A left sidebar contains navigation options: 'Summary', 'News', 'Related Actions', 'Report Data', and 'Consolidated View'.

Step 2: State Editor – Submit Quality Measures Report For SPOC Review

- 2.1 Once completed, select **Request State POC Review**. This will send the Quality Measures Report draft to the **State Point of Contact (SPOC)** for review.

The screenshot shows the 'VA State Editor' interface with the 'Report Documents' section. The interface includes a navigation bar with 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. The 'Report Documents' section contains a 'Saved Documents' area with instructions: 'Maximum documents that can be uploaded for this report: 84', 'Maximum file size: 2MB', and 'Valid file extensions: pdf, ppt, doc, docx, xlsx, xls, pptx'. Below this is a table with columns: Name, Description, Date Created, Updated By, Size, and Type. The table is currently empty, displaying 'No items available'. At the bottom of the section, there are buttons for 'Exit', 'Begin Reporting', and 'Request State POC Review'. A red arrow points to the 'Request State POC Review' button.

- 2.2 Once sent, the State Editor will return to the “**Actions**” screen. Please note that the State Editor cannot make any additional edits to the report unless the SPOC returns it to the State Editor.

The screenshot shows the 'VA State Editor' interface with the 'Actions' screen. The interface includes a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Actions' screen displays a list of actions, each with a lightning bolt icon and a star icon. The actions are: 'Create Adult Quality Measure Report', 'Create Health Homes Quality Measure Report', 'Create Maternal and Infant Health Quality Measure Report', 'Create Medicaid and CHIP Child Quality Measure Report', 'Delete Annual Report', 'Generate MACPRO Reports', and 'View Implementation Guide(s)'. The left sidebar shows the 'CMS.gov' logo and 'Centers for Medicare & Medicaid Services' text. Below the logo, there are sections for 'All - Starred' and 'Applications', including 'MACPRO Reports (1)', 'MIH Quality Measure (1)', and 'Quality Measure (5)'.

Step 3: State Point of Contact – Review the Report

- 3.1 The **State Point of Contact (SPOC)** receives an e-mail notification stating that a Quality Measures Report is available for their review and edit.
- 3.2 The SPOC logs into MACPro. Click on "**Tasks**," and select the "**Review and Edit Report**" link of the report you'd like to review.



- 3.3 Click "**Accept.**" You must accept the report to review it.



3.4 Review the report and make edits as needed. To review the report, first select measure.

Core Measures

<input type="checkbox"/>	Core Measure	Status	
<input type="checkbox"/>	Adult Body Mass Index Assessment (ABA)	Complete	✓
<input type="checkbox"/>	Antidepressant Medication Management (AMM)	Complete	✓
<input type="checkbox"/>	Breast Cancer Screening (BCS)	Complete	✓
<input type="checkbox"/>	Controlling High Blood Pressure (CBP)	Complete	✓
<input type="checkbox"/>	Cervical Cancer Screening (CCS)	Complete	✓
<input type="checkbox"/>	Screening for Clinical Depression and Follow-Up Plan (CDF)	Complete	✓
<input type="checkbox"/>	Chlamydia Screening in Women (CHL)	Complete	✓
<input type="checkbox"/>	Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Complete	✓
<input type="checkbox"/>	Timely Transmission of Transition Record (Discharges from an Inpatient Facility to Home/Self Care or Any Other Site of Care) (CTD)	Complete	✓

3.5 Then scroll to the end of the page and select "Go to Selected Measure."

The screenshot shows the 'Report Documents' section in the VA State Poc Appian interface. The page has a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The main content area is titled 'Report Documents' and includes a 'Saved Documents' section with instructions: 'Maximum documents that can be uploaded for this report: 84', 'Maximum file size: 2MB', and 'Valid file extensions: pdf, ppt, doc, docx, xlsx, xls, pptx'. Below this is a table with columns: Name, Description, Date Created, Updated By, Size, and Type. The table is currently empty, showing 'No items available'. At the bottom of the page, there are three buttons: 'Return Report to SE', 'Go to Selected Measure' (highlighted with a red arrow), and 'Send for Certification'.

3.6 Type in any required edits, click the "Validate the Core Measure" radio button, and select "Go to Admin Screen." Repeat this process for each measure.

The screenshot shows a web application interface with a top navigation bar containing 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user is logged in as 'VA State Poc' using 'Appian'. The main content area is titled 'Saved Documents' and includes the following information:

- Maximum documents that can be uploaded for this report: 84
- Maximum file size : 2MB
- Valid file extensions : pdf; ppt; doc; docx; xlsx; xls; pptx

Below this is a table with columns: Name, Description, Date Created, Updated By, Size, and Type. The table is currently empty, displaying 'No items available'.

There is a 'Browse...' button with the text 'No file selected.' to its right. To the right of the table are two buttons: 'Delete Document(s)' and 'Save Documents'.

A question is posed: 'Would you like to validate the core measure data?' with two radio button options: 'Yes' (which is selected) and 'No'.

At the bottom left is a 'Cancel' button. At the bottom right is a green button labeled 'Go to Admin Screen', which is highlighted by a red arrow pointing upwards.

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

- 4.1 Once complete, select "**Send for Certification.**" This will send the Quality Measures Report draft to the **State Director** for certification. If there are issues with the report, you can return it to the State Editor (SE) for revisions by clicking "**Return Report to SE.**"

The screenshot shows the 'Report Documents' section of the VA State Poc system. The interface includes a navigation bar with 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. The 'Report Documents' section has a 'Saved Documents' list with the following details:

- Maximum documents that can be uploaded for this report: 64
- Maximum file size : 2MB
- Valid file extensions : pdf, ppt, doc, docx, xls, xlsx, pptx

Below the list is a table with columns: Name, Description, Date Created, Updated By, Size, and Type. The table is currently empty, displaying 'No items available'. A 'Browse...' button is present, with the text 'No file selected.' next to it. At the bottom of the interface, there are three buttons: 'Return Report to SE', 'Go to Selected Measure', and 'Send for Certification'. Two red arrows point to the 'Return Report to SE' and 'Send for Certification' buttons.

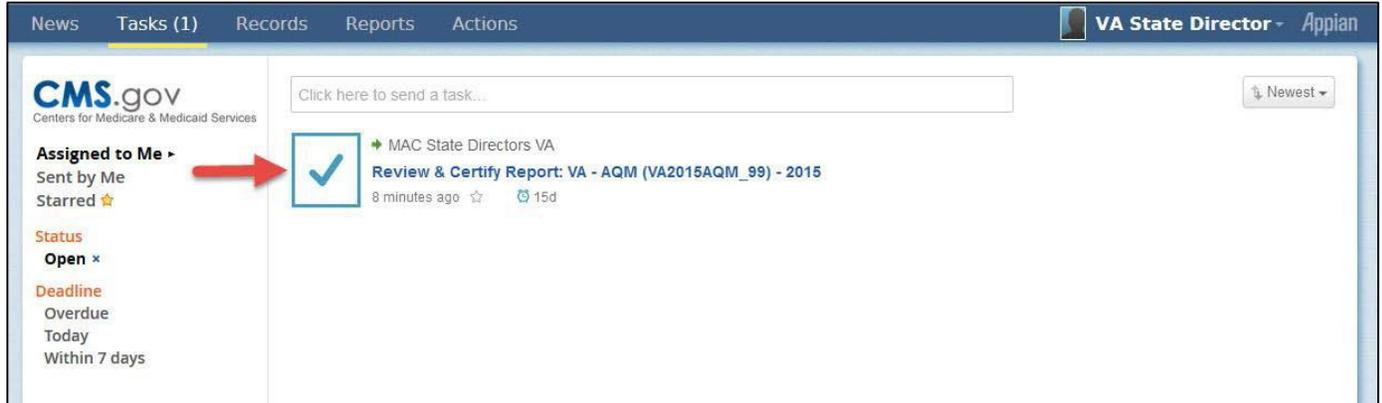
- 4.2 Once the report is sent, the SPOC will be taken back to the "**Tasks**" screen.

The screenshot shows the 'Tasks' screen of the VA State Poc system. The interface includes a navigation bar with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Tasks' section has a search bar with the text 'Click here to send a task...' and a 'Newest' dropdown menu. Below the search bar is a blue bar with the text 'No tasks available'. The left sidebar contains the following navigation options:

- Assigned to Me
- Sent by Me
- Starred
- Status
- Open
- Deadline
- Overdue
- Today
- Within 7 days

Step 5: State Director – Review Quality Measures Report

- 5.1 The **State Director** (SDIR) receives an e-mail notification stating that a report is available for their review and acceptance.
- 5.2 The **State Director** logs in. Select "**Tasks**," and click on the "**Review and Certify Report**" link on the report you would like to review.



- 5.3 To review the report, click "**Accept.**" You must accept the report to review it.



- 5.4 Review the measurements provided in thereport.

Step 6: State Director – Deny or Certify and Submit Report

- 6.1 The State Director cannot edit the report, but does have the option to deny or approve and certify the report. To deny certification, add a note in the “**Review Comments**” section of the measure in question, and click on the “**Back to the Admin Screen**” link at the top of the page.

News Tasks (1) Records Reports Actions VA State Director - Appian

CMS.gov
Centers for Medicare & Medicaid Services

Save Changes

Review Report: Adult Quality Measure (VA2015AQM_673)

View Implementation Guide

Back to Admin Screen

Adult Body Mass Index Assessment (ABA)

Are you reporting on this measure? No

Reason(s) for not reporting on this measure: 1. Service not covered

Report Documents

Name	Description	Date Created	Uploaded By	Type
No items available				

Review Comments

Need further edits; Let's discuss.

The “**Deny Certification**” button will become active on the administrative page once a note is entered. If denied, the report will be returned to the State Point of Contact (SPOC) for further review.

News Tasks (1) Records Reports Actions VA State Director - Appian

PCCM		N/A		N/A
Managed care		N/A		N/A
Other (explain)		N/A		N/A

External Contractor

External Contractor

Report Documents

Name	Description	Date Created	Uploaded By	Type
No items available				

Deny Certification Certify and Submit to CMS

6.2 To certify the measures, click "Certify and Submit to CMS" at the bottom of the screen.

News Tasks (1) Records Reports Actions VA State Director - Appian

PCCM		N/A		N/A
Managed care		N/A		N/A
Other (explain)		N/A		N/A

External Contractor

External Contractor

Report Documents

Name	Description	Date Created	Uploaded By	Type
No items available				

Deny Certification Certify and Submit to CMS

6.3 Select "Yes" to send the report to CMS.

Are you sure you want to submit the report to CMS?

No Yes

6.4 Once certified, the State Director will be taken back to the "Tasks" screen.

News Tasks Records Reports Actions VA State Director - Appian

CMS.gov
Centers for Medicare & Medicaid Services

Assigned to Me
Sent by Me
Starred

Status
Open
Deadline
Overdue
Today
Within 7 days

Click here to send a task...

No tasks available

Newest

6.5 The State Director (SDIR) can also deny certification and send the report back to the State POC. First the State Director selects “Deny Certification”

External Contractor

External Contractor

Report Documents

Name	Description	Date Created	Uploaded By	Type
No items available				



6.6 Once the SDIR has denied certification, log back in as **SPOC** and select “Tasks”. From the tasks screen select the report that was returned by the State Director.

News **Tasks (10)** Records Reports Actions VA State Poc Appian

CMS.gov
Centers for Medicare & Medicaid Services

Assigned to Me
Sent by Me
Starred

Status
Open
Deadline
Overdue
Today
Within 7 days

Click here to send a task...

- MAC State POC VA
Implement State Director's Corrections for : Adult Quality Measure (VA2015AQM_938)
A moment ago ☆ 14d
- MAC State POC VA
Review and Edit Report: Adult Quality Measure (VA2015AQM_933)
Yesterday, 6:02 PM ☆ 14d
- MAC State POC VA
Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_934)
Yesterday, 3:56 PM ☆
- MAC State POC VA
Review and Edit Report: Adult Quality Measure (VA2015AQM_909)
Friday, 10:02 AM ☆ 9d
- Me
Review and Edit Report: MIH Quality Measure (VA2015MIH899)
Nov 17, 2015 ☆ 6d
- MAC State POC VA

6.7 Accept the Task.

You must accept this task before completing it 

6.8 Next, go to the measure that the State Director has commented on.

Core Measures

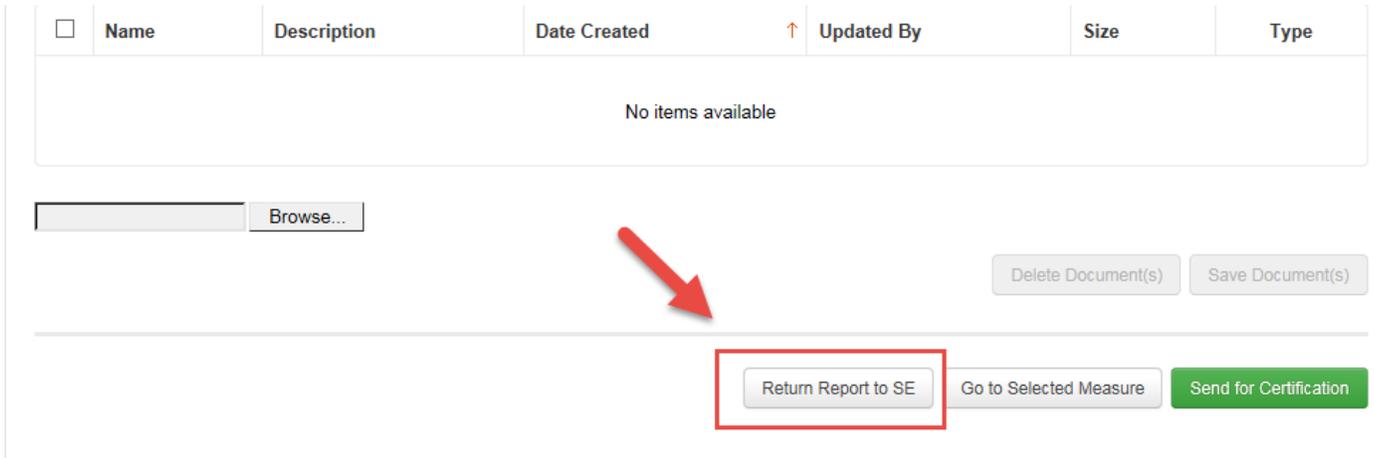
<input type="checkbox"/>	Core Measure	Status		Review Result
<input type="checkbox"/>	Adult Body Mass Index Assessment (ABA)	Complete	✓	!
<input type="checkbox"/>	Antidepressant Medication Management (AMM)	Complete	✓	✓
<input type="checkbox"/>	Breast Cancer Screening (BCS)	Complete	✓	✓
<input type="checkbox"/>	Controlling High Blood Pressure (CBP)	Complete	✓	✓
<input type="checkbox"/>	Cervical Cancer Screening (CCS)	Complete	✓	✓
<input type="checkbox"/>	Screening for Clinical Depression and Follow-Up Plan (CDF)	Complete	✓	✓
<input type="checkbox"/>	Chlamydia Screening in Women (CHL)	Complete	✓	✓
<input type="checkbox"/>	Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Complete	✓	✓
<input type="checkbox"/>	Timely Transmission of Transition Record (Discharges from an Inpatient Facility to Home/Self Care or Any Other Site of Care) (CTR)	Complete	✓	✓
<input type="checkbox"/>	Follow-Up After Hospitalization for Mental Illness (FUH)	Complete	✓	✓
<input type="checkbox"/>	Flu Vaccinations for Adults Age 18 and Older (FVA)	Complete	✓	✓

6.9 Select “Go to Selected Measure”

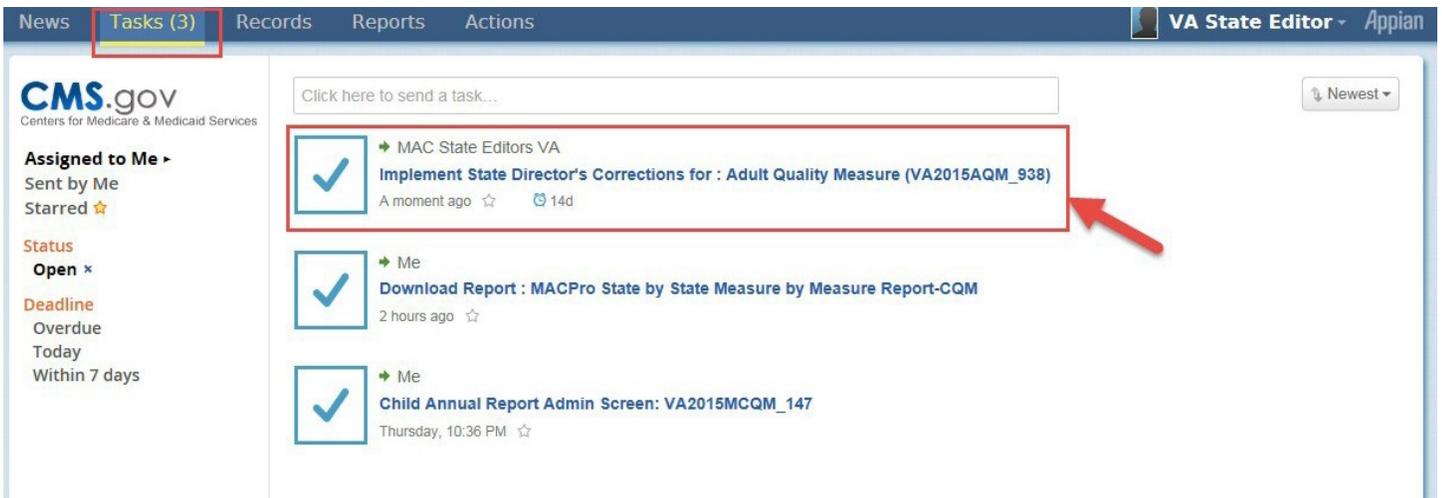
- Maximum documents that can be uploaded for this report: 84
- Maximum file size : 2MB
- Valid file extensions: pdf, ppt, doc, docx, xlsx, xls, pptx

<input type="checkbox"/>	Name	Description	Date Created	Updated By	Size	Type
No items available						

6.10 Review the State Director's comments and then select **"Return Report to SE"**.



6.11 Next, log back in as State Editor. Select **"Tasks"** and then report you would like to make corrections for.



6.12 Accept the Task.



6.13 Select the measure you would like to edit.

News Tasks (3) Records Reports Actions VA State Editor Appian

CMS.gov
Centers for Medicare & Medicaid Services
Save Changes

Edit Report: Adult Quality Measure (VA2015AQM_938)

Please review the following report and make any changes as needed.

Request Technical Assistance
View Implementation Guide

Core Measures

<input type="checkbox"/> Core Measure	Status	Review Result
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Complete	⚠
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Complete	✓
<input type="checkbox"/> Breast Cancer Screening (BCS)	Complete	✓
<input type="checkbox"/> Controlling High Blood Pressure (CBP)	Complete	✓
<input type="checkbox"/> Cervical Cancer Screening (CCS)	Complete	✓
<input type="checkbox"/> Screening for Clinical Depression and Follow-Up Plan (CDF)	Complete	✓
<input type="checkbox"/> Chlamydia Screening in Women (CHL)	Complete	✓
<input type="checkbox"/> Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Complete	✓
<input type="checkbox"/> Timely Transmission of Transition Record (Discharges from an Inpatient Facility to Home/Self Care or Any Other	Complete	✓

6.14 Then select "Begin Reporting" at the bottom of the screen.

No items available

Browse...

Delete Document(s) Save Document(s)

Begin Reporting Request State POC Review

6.15 Once you have adjusted your report, validate the measure, and then select **“Go to Admin Screen”**.

The screenshot shows a web interface for validating core measure data. At the top, a message box says "No items available". Below it is a "Browse..." button. On the right side, there are "Delete Document(s)" and "Save Document(s)" buttons. The main question is "Would you like to validate the core measure data at this time?" with radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" radio button. Below the question is a note: "(Note: While the measure does not need to be validated at this time in order to proceed, each measure must be validated for the measure to be marked as 'complete' and before the report can be submitted to CMS)." Another red arrow points to the "Go to Admin Screen" button, which is highlighted with a red box. At the bottom left is a "Cancel" button, and at the bottom right are "Save" and "Go to Admin Screen" buttons.

6.16 Next, select **“Request State POC Review”**. From this step on you will repeat the process of submitting a quality measures report to CMS.

The screenshot shows a report management interface. At the top, there is a table with columns: Name, Description, Date Created, Updated By, Size, and Type. The table is empty, with a message "No items available" in the center. Below the table is a "Browse..." button. On the right side, there are "Delete Document(s)" and "Save Document(s)" buttons. At the bottom, there are two buttons: "Begin Reporting" and "Request State POC Review". A red arrow points to the "Request State POC Review" button, which is highlighted with a red box.

Step 7: State Point of Contact -Respond to Seek More Information Request

7.1 Log in as State Point of Contact and select “**Tasks**”. Select the SMI request that you wish to report on.

The screenshot shows the CMS.gov interface with the 'Tasks (10)' tab selected. The task list includes:

- MAC State POC VA
Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_938)
A moment ago ☆
- MAC State POC VA
Review and Edit Report: Adult Quality Measure (VA2015AQM_933)
Yesterday, 6:02 PM ☆ 14d
- MAC State POC VA
Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_934)
Yesterday, 3:56 PM ☆
- MAC State POC VA
Review and Edit Report: Adult Quality Measure (VA2015AQM_909)
Friday, 10:02 AM ☆ 9d
- Me
Review and Edit Report: MIH Quality Measure (VA2015MIH899)
Nov 17, 2015 ☆ 6d
- MAC State POC VA
Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_608)
Nov 13, 2015 ☆
- MAC State POC VA

7.2 Accept the task.

You must accept this task before completing it

Accept Go Back

7.3 Select the question you want to respond to.

News **Tasks (10)** Records Reports Actions VA State Poc Appian

CMS.gov
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Save Changes
Reject Task
Reassign Task

You have accepted this task. Return task to all assignees.

Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_938)

Federal Fiscal Year
2015

CMS Questions to the State

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

Question #	CMS question to the State	State's response
1	test question	

Files Uploaded by CMS

Name	Date Created	Size	Type
No items available			

Upload Documents

Saved Documents

- Maximum file size : 2MB
- Valid file extensions: pdf, ppt, doc, docx, xlsx, xls, pptx

7.4 Input the response, select “Yes” you updated the report, and then “Save” to save your response.

The screenshot shows the CMS interface for responding to a request for more information. The main heading is "Respond to Seek More Information Request: Adult Quality Measure (VA2015AQM_938)". Below this, it shows the Federal Fiscal Year as 2015. The "Question Details" section includes "Question 1" with a reference to "question 1" and a CMS question to the State: "test question". The "State's response" field contains "test response". Below this, there is a question: "Did the State update the report as a result of the response above?" with radio buttons for "Yes" (selected) and "No". A "Save Response" button is highlighted with a red box. Below this, the "CMS Questions to the State" section shows a table with one question: "1" with the question "test question" and an empty "State's response" field. The "Files Uploaded by CMS" section shows a table with columns for Name, Date Created, Size, and Type, but it is currently empty.

7.5 Next, select “Send the Responses to CMS”.

The screenshot shows the "Upload Documents" section. It includes a "Saved Documents" section with instructions: "Maximum file size : 2MB" and "Valid file extensions: pdf; ppt; doc; docx; xlsx; xls; pptx". There is a "Browse..." button. At the bottom right, there are two buttons: "Save" and "Send Responses to CMS", with the latter highlighted by a red box and a red arrow pointing to it.

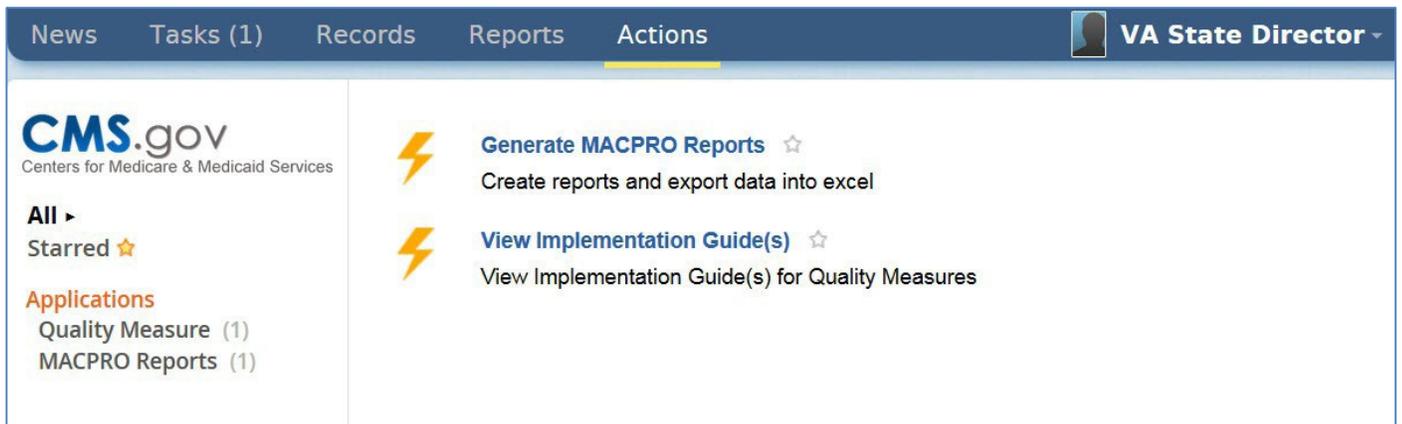
7.6 This will send the SMI request back to CMS so they can complete the review of the report.

Additional Actions

Accessing Implementation Guides

Implementation guides are stored under the “Actions” tab. Implementation guides are documents that provide specific information on how to complete and review a specific section of MACPro. To access them, follow the steps and screenshots below:

1. Log into MACPro and select “**Actions**”.



2. Select “**View Implementation Guide(s)**”.



- 3. Select an Implementation Guide of interest – Adult, Child, Health Homes or Maternal and Infant Health Quality Measures.

News Tasks (1) Records Reports **Actions**  VA State Director - Appia

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Implementation Guidelines

Click on the links below to view a Quality Measure Implementation Guide

Quality Measure Implementation Guides - AQM +/-

Quality Measure Implementation Guides - CQM +/-

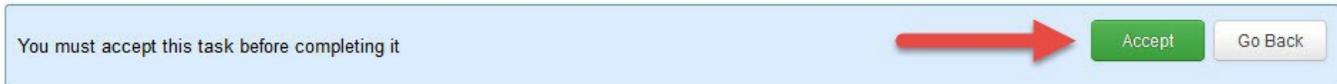
Quality Measure Implementation Guides - HHQM +/-

Assigning Tasks to Other Users

1. When a State Director chooses to select **“Tasks”** in the navigation bar, it navigates to the **“Tasks”** Screen.



2. Once one of the reports above is selected for review, the State Director will have to select the **“Accept”** button to work on the report.



- Once the State Director accepts the task, the below picture should indicate that the task has been accepted. There is an option to “Return task to all assignees”.

You have accepted this task. [Return task to all assignees.](#)

Another way to reassign tasks is to select the “Reassign Task” on the side of the report as shown below. This screen appears only once the task has been accepted.



- When the “Reassign Task” link is selected, a Reassign Task box will pop up. The State Director would type in the Username of the appropriate user in the “Reassign To” textbox that the task should be reassigned to. Once a User is selected, the “Reassign” button should be selected.



Note: if a task has been worked on and is reassigned to another user, all work done on the task will be lost.

Requesting Technical Assistance

1. From the Administrative page for your report, select the “Request Technical Assistance” link.

News Tasks (1) Records Reports **Actions** VA State Editor - Appian

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Welcome to the Medicaid Adult Core Quality Measures

Federal Fiscal Year: 2015

[Request Technical Assistance](#)
[View Implementation Guide](#)

Core Measures

<input type="checkbox"/> Measure	Status	
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Not Started	✘
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started	✘
<input type="checkbox"/> Breast Cancer Screening (BCS)	Not Started	✘
<input type="checkbox"/> Controlling High Blood Pressure (CBP)	Not Started	✘
<input type="checkbox"/> Cervical Cancer Screening (CCS)	Not Started	✘
<input type="checkbox"/> Screening for Clinical Depression and Follow-Up Plan (CDF)	Not Started	✘
<input type="checkbox"/> Chlamydia Screening in Women (CHL)	Not Started	✘
<input type="checkbox"/> Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Not Started	✘
<input type="checkbox"/> Timely Transmission of Transition Record (Discharges from an Inpatient Facility to Home/Self Care or Any Other Site of Care) (CTR)	Not Started	✘

2. Under the question “**Do you have a Technical Assistance request for the Technical Assistance and Analytic Support mailbox in the current year?**” select the “**Yes**” radio button. Additional information will appear. Fill out the form and select “**Send Request.**” In doing this, a communication will be sent to the CMS Medicaid/CHIP Technical Assistance and Analytic Support program for follow up.

News Tasks (1) Records Reports Actions VA State Editor - Appian

CMS.gov
Centers for Medicare & Medicaid Services

Welcome to the Medicaid Adult Core Quality Measures

Federal Fiscal Year
2015

[Close Technical Assistance](#)
[View Implementation Guide](#)

Technical Assistance

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

A Consolidated Implementation Guide and Technical Specifications and Resource Manual are also available for further assistance.

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

Yes
 No

From
VA State Editor

CC

Multiple email ids separated by comma can be entered

Subject
VA-2015-AQM Admin Screen

Additional text in subject

Message

Character count: 0/4000

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

Yes
 No

[Send Request](#)

3. Once submitted, you will be taken back to the Administrativescreen.

News Tasks (1) Records Reports **Actions** VA State Editor - Appian

CMS.gov
Centers for Medicare & Medicaid Services

Welcome to the Medicaid Adult Core Quality Measures

Federal Fiscal Year: 2015 [Request Technical Assistance](#) [View Implementation Guide](#)

Core Measures

<input type="checkbox"/> Measure	Status	
<input type="checkbox"/> Adult Body Mass Index Assessment (ABA)	Not Started	✘
<input type="checkbox"/> Antidepressant Medication Management (AMM)	Not Started	✘
<input type="checkbox"/> Breast Cancer Screening (BCS)	Not Started	✘
<input type="checkbox"/> Controlling High Blood Pressure (CBP)	Not Started	✘
<input type="checkbox"/> Cervical Cancer Screening (CCS)	Not Started	✘
<input type="checkbox"/> Screening for Clinical Depression and Follow-Up Plan (CDF)	Not Started	✘
<input type="checkbox"/> Chlamydia Screening in Women (CHL)	Not Started	✘
<input type="checkbox"/> Consumer Assessment of Healthcare Providers and Systems (CAHPS®) Health Plan Survey, Version 5.0 (Medicaid) (CPA)	Not Started	✘
<input type="checkbox"/> Timely Transmission of Transition Record (Discharges from an Inpatient Facility to Home/Self Care or Any Other Site of Care) (CTR)	Not Started	✘

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

- On the left hand menu, choose "Report Data."



- Summary ▾
- News
- Related Actions
- Report Data**

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

Core Measures in Report

Core Measure
Adult Body Mass Index Assessment (ABA)

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

Adult Body Mass Index Assessment (ABA)

Are you reporting Yes
on this measure?

Information Part of Grant

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



Status of Data Reported

Status of data Provisional
reported

+/-

Measurement Specification

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

+/-

Data Source

Data Source 1. 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.

The screenshot shows a web application interface. On the left, a 'File' menu is open, listing various options. The 'Print...' option is highlighted with a red box, and a red arrow points to it. The main content area is titled 'Records Reports Actions' and 'Appian'. It displays 'Status of data reported' and 'Measurement Specification' for two rates. The first rate is 'Rate 1: Most effective or moderately effective contraception' with a measurement specification from the Office of Population Affairs (OPA)/Centers for Disease Control and Prevention (CDC). The second rate is 'Rate 2: Long-acting reversible contraception' also with a measurement specification from OPA/CDC. Below these are sections for 'Data Source', 'Date Range', and 'Definition of Population Included in the Measure'. The 'Definition of Population Included in the Measure' section includes a table for 'Delivery systems represented in denominator'.

Delivery System	Number of Health Plans	Percentage of total state population represented

Appendix A

Role Description Table

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	SPOC, SE