



# **MACPro Medicaid State Plan Reference Document for State Users (Eligibility & Administration)**

Reflects Appian Environment as of 08/03/2020

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## Overview

This document describes the steps state users will follow to create, review, and submit Eligibility and/or Administration State Plan Amendment (SPA) submission packages in the Medicaid and CHIP Program (MACPro) system.

**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.

## Getting Help

The MACPro help desk is available to assist from 9:00 AM to 5:00 PM Eastern Time, Monday through Friday. To contact the help desk:

- Call (833) 228-2540
- Email [MACPro\\_HelpDesk@cms.hhs.gov](mailto:MACPro_HelpDesk@cms.hhs.gov)
- Select the **Request System Help** link in MACPro. For details on this option, refer to the [Requesting System Help for System-Related Inquiries](#) topic in this document.

Please also contact the MACPro help desk with your feedback, comments, and suggestions about this reference document and other MACPro training and reference materials.

## 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.

Browsers & Software	Version necessary to access MACPro
Google Chrome	<ul style="list-style-type: none"><li>• Google Chrome updates automatically. The most recent version is supported.</li><li>• Google Chrome is the <b>optimal web browser</b> for using MACPro.</li></ul>
Mozilla Firefox	<ul style="list-style-type: none"><li>• Mozilla Firefox updates automatically. The most recent version is supported.</li></ul>
Microsoft Edge	<ul style="list-style-type: none"><li>• Microsoft Edge is supported on Windows 10 operating systems.</li></ul>
Microsoft Internet Explorer	<ul style="list-style-type: none"><li>• Version 11<ul style="list-style-type: none"><li>• 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.</li></ul></li></ul>
Windows 10	<ul style="list-style-type: none"><li>• Not applicable. Software does not impact ability to access MACPro.</li></ul>
OS X Yosemite	<ul style="list-style-type: none"><li>• Not applicable. Software does not impact ability to access MACPro.</li></ul>

## 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. For more information on MACPro roles, refer to the [Introductory Reference Document for MACPro Roles and Administration](#).

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

User Role	Functions
State System Administrator (SSA)	<ul style="list-style-type: none"><li>• Creating or updating the State Profile</li><li>• Approving MACPro state user role requests</li></ul>
State Editor (SE)	<ul style="list-style-type: none"><li>• Creating a submission package</li><li>• Editing a submission package</li><li>• Forwarding the submission package to the State Point of Contact</li><li>• Converting a Draft submission to Official</li></ul>
State Point of Contact (SPOC)	<ul style="list-style-type: none"><li>• Reviewing a submission package and forwarding to the State Director</li><li>• Submitting a submission package to CMS</li><li>• Responding to a Clarification</li><li>• Responding to a Request for Additional Information (RAI)</li><li>• Creating or responding to the Correspondence Log</li><li>• Closing a Draft submission</li></ul>
State Director (SDIR)	<ul style="list-style-type: none"><li>• Reviewing and certifying package for submission to CMS</li></ul>



# 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 the [Developing & Submitting a SPA Package](#) section.



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.

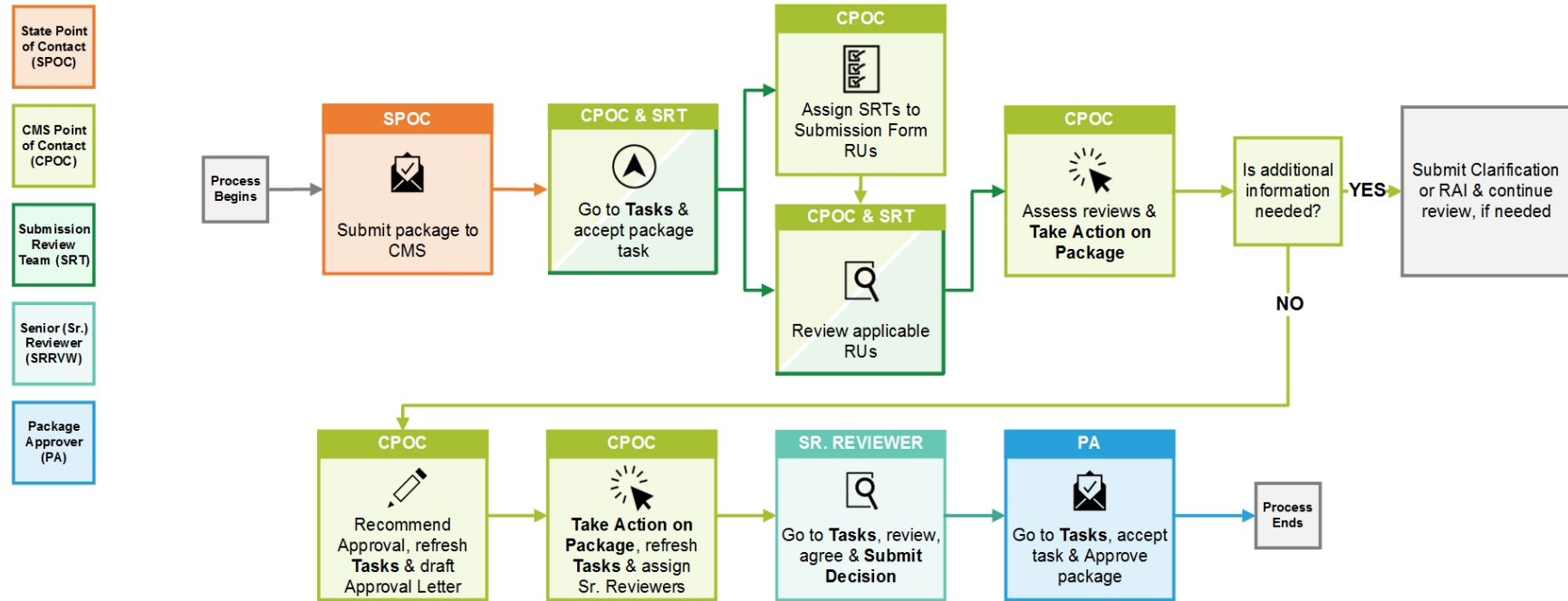


Figure 2: Official SPA CMS Approval Workflow

## 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](#).

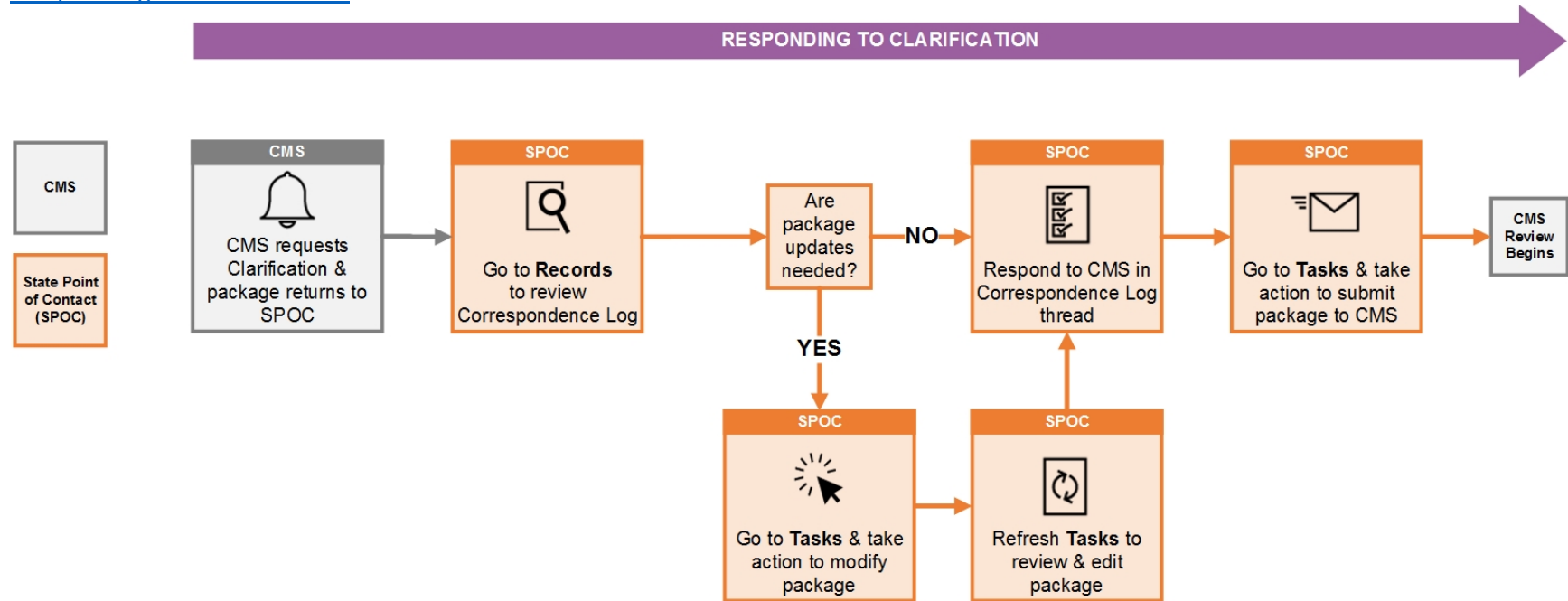


Figure 3: Clarification Workflow

## 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 the [Responding to a Request for Additional Information \(RAI\)](#) section.

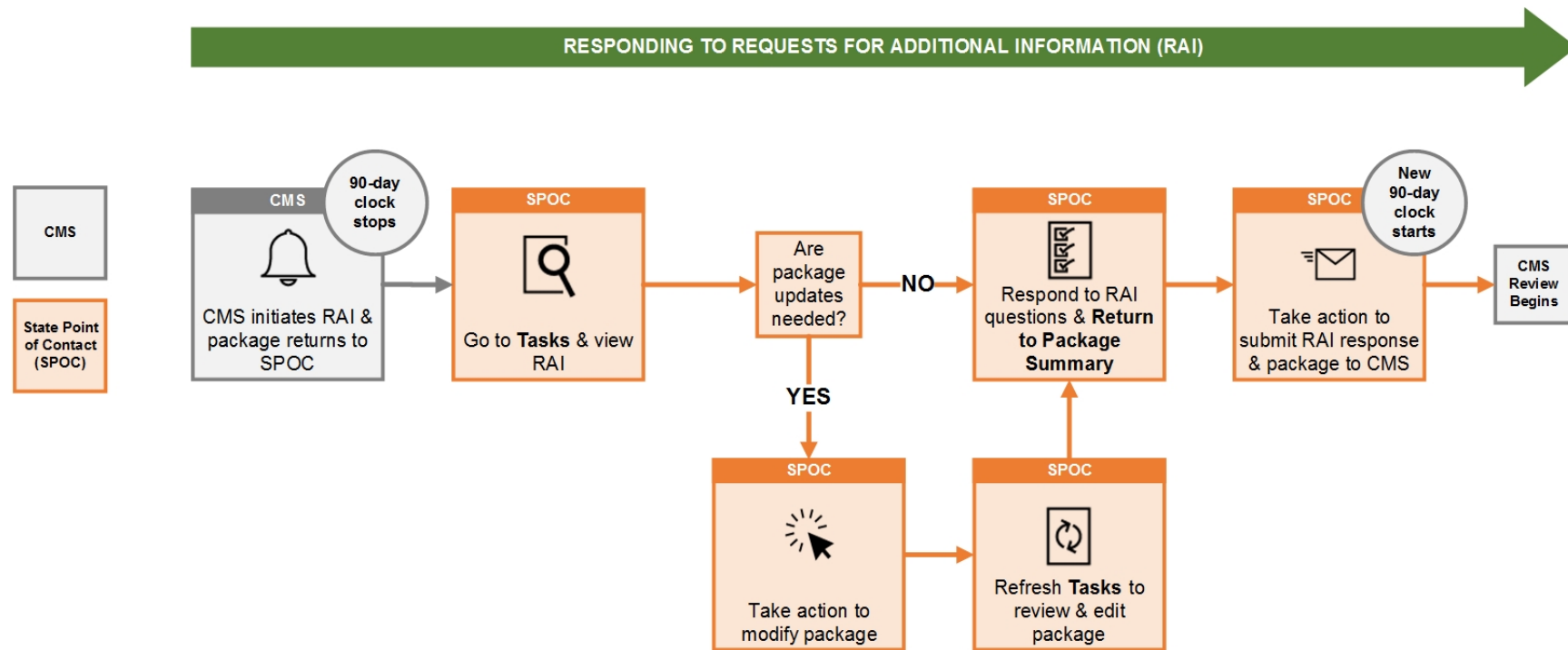


Figure 4: Request for Additional Information (RAI) Workflow

# 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**. A solid line below a tab's name indicates the tab currently being accessed.

### Actions tab

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

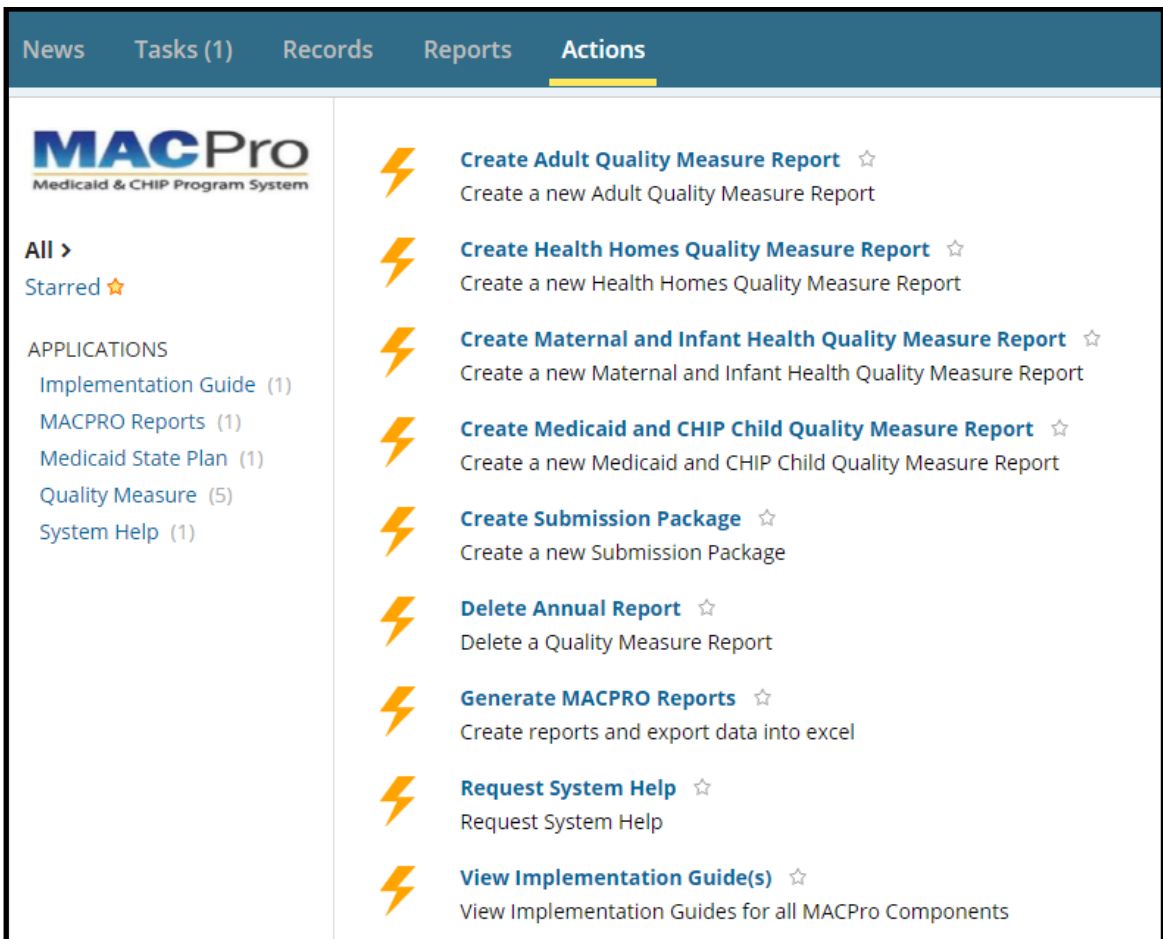


Figure 5: Actions tab

## 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; certain posts may be visible to other MACPro users.

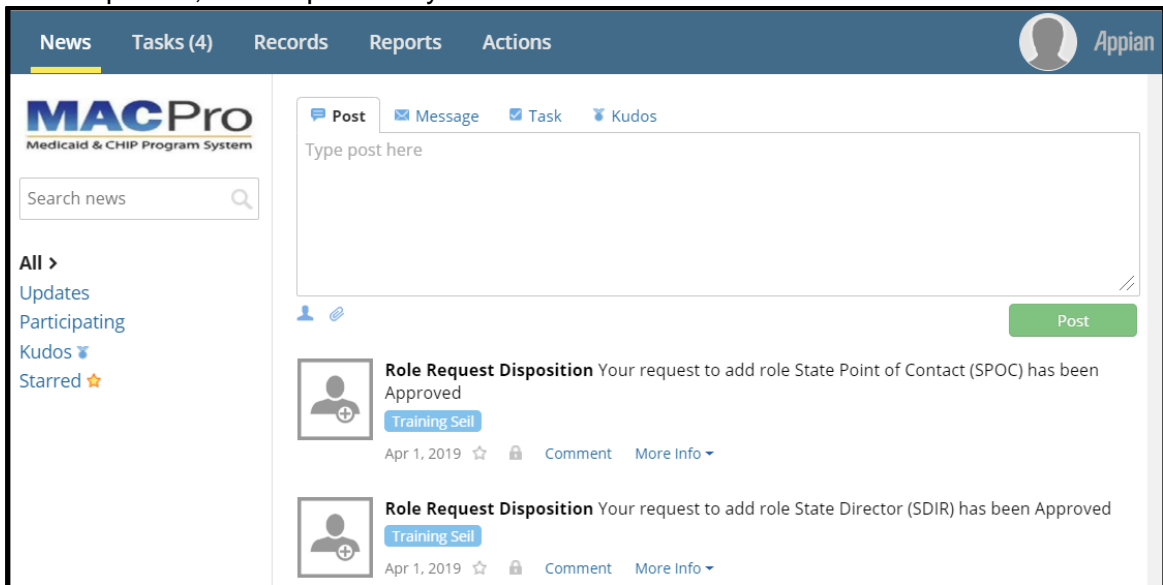


Figure 6: News tab

## 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 or revising a submission package.

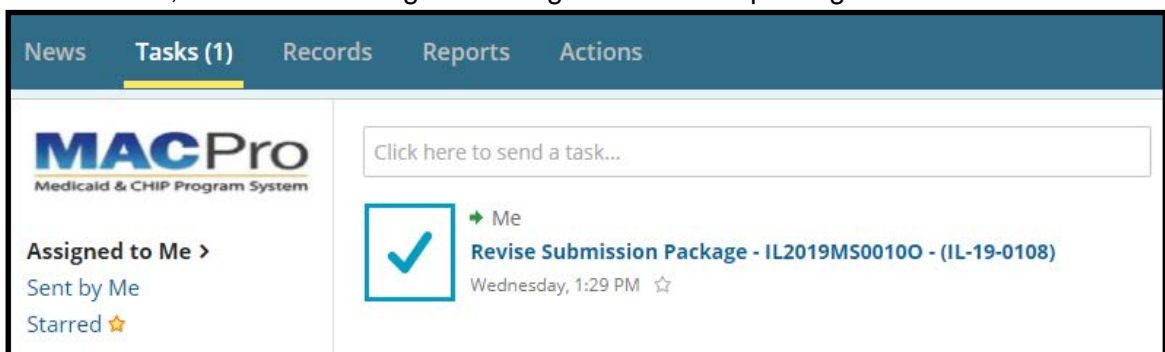


Figure 7: Tasks tab

## 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.



Figure 8: Records tab

## Reports tab

- On the Reports tab, you can access the MACPro Dashboard and reports used for tracking different activities. The available reports vary based on your user role.

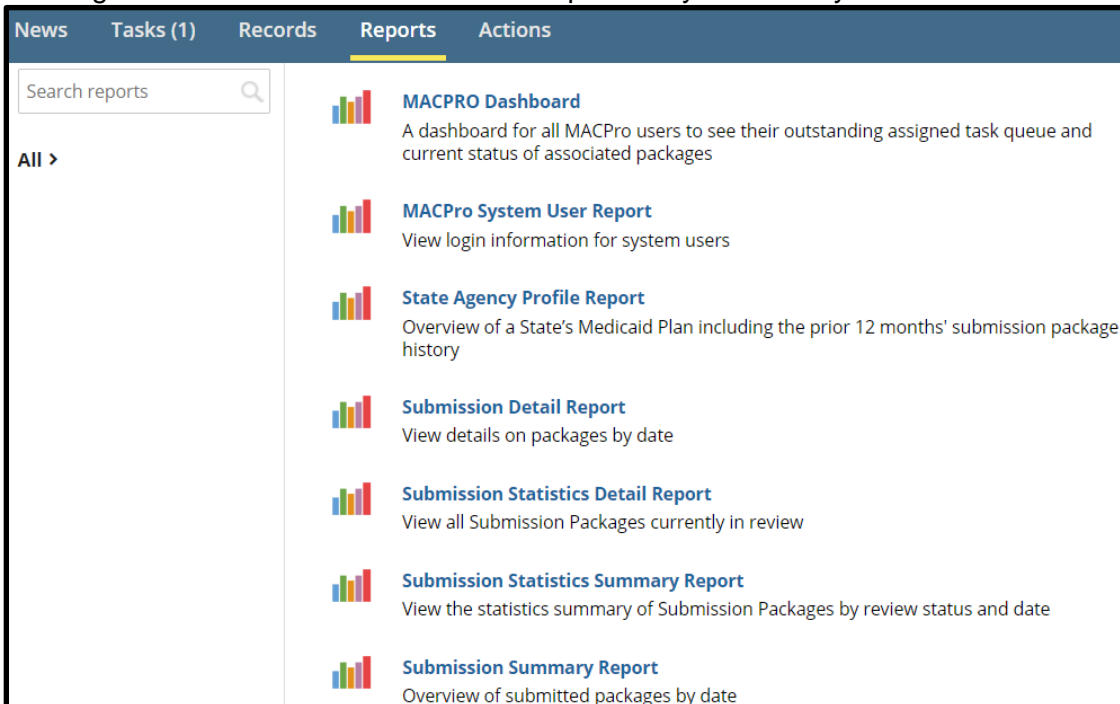


Figure 9: Reports tab

## 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 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 convert a Draft submission to an Official submission.

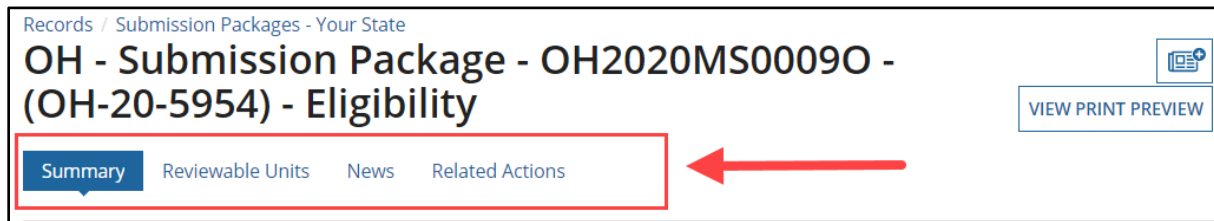


Figure 10: Package Navigation Menu

## 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**, which will expand all sections at once.

Or, to expand only a specific section of the RU, select the **Expand** link for that section. Then, to collapse an expanded section, select the **Collapse** link.

### View All Responses button

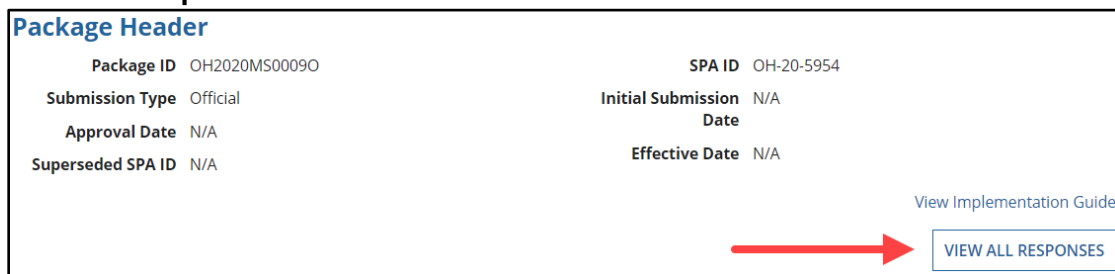


Figure 11: View All Responses button

### Expand and Collapse links



Figure 12: Expand & Collapse links



## Viewing Package Summary Screen & Timeline

When accessing the Summary screen of a package, the timeline at the top of the screen indicates the workflow stages a submission follows and the stage where the package currently stands.

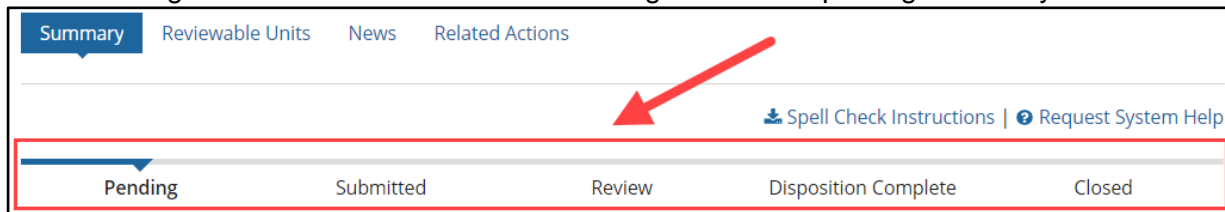


Figure 13: Package status timeline

### Official Submission Packages - Workflow Stages

Status	Workflow Location	Description
Approved	CMS	When the package has been approved by the CMS Package Approver.
Clarification	State	When the package is returned to the state for editing by CPOC. Initiates from "Review" status, Clarification returns to "Review" status
Closed Disapproved	CMS	When the disapproved package has been closed by CPOC.
Disapproved	CMS	When the package has been disapproved by the CMS Package Disapprover.
Disposition Complete	State	Indicates that the package has been adjudicated. To identify how the package was adjudicated, view the package's Package Status field.
Deleted	State	When the package has been deleted by the state; can occur only from a Pending status. Submitted packages cannot be deleted.
Pending	State	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.
Returned	State	When the package has been returned to the state for additional information by CPOC. Initiates from "Review" status, RAI returns to "Submitted" status.
Review	CMS	When the SRT users are assigned, and the CPOC and SRT users get package tasks to review the SPA, until the package is dispositioned.
Submitted	CMS	When the state SPOC submits the package to CMS, while CPOC is being determined/assigned, and while SRT users are being assigned
Withdrawn	State	When the SPOC withdraws the package, the entire package is withdrawn from CMS consideration. Withdrawal can occur only from Submitted, Review, or RAI statuses.  <b>NOTE:</b> Once withdrawn, a submission package <b>cannot</b> be resubmitted to CMS in MACPro.

### Draft Submission Packages - Workflow Stages

Status	Workflow Location	Description
Closed	State	Package has been closed by the SPOC.
Pending	State	State is creating, developing, finalizing, or certifying the package.
Returned	State	Package has been returned to the state for editing or closure.
Review	CMS	When the SRT users are assigned, and the CPOC and SRT users begin review.
Revised	State	Package has been returned to the state for revisions. Returns to "Submitted" status.
Submitted	CMS	When the state submits the package to CMS. While CPOC is being determined/assigned, and while SRT are being assigned

## 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 25 minutes without performing an action (validating or saving entries), you will receive a prompt that indicates “**Your Session is About to Expire.**”

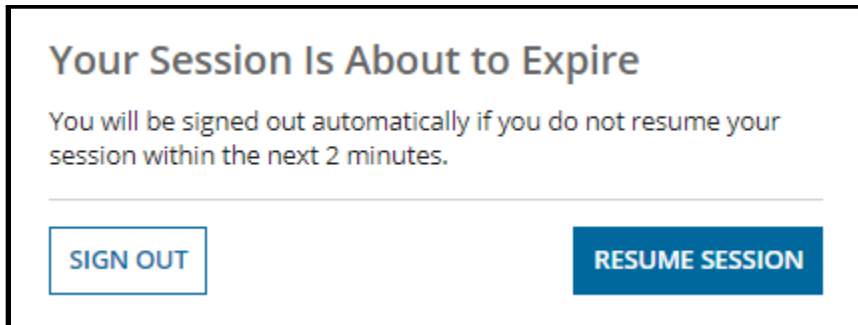


Figure 14: Timeout prompt

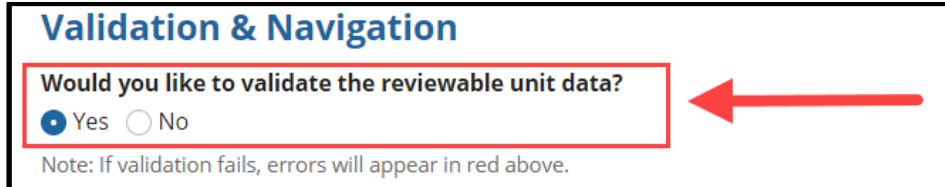
Once the session timeout warning prompt appears, you may continue your session by selecting the **Resume Session** button within two minutes. If you do not acknowledge the prompt within two minutes, you will automatically be logged out of MACPro.

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.**

## Validating Reviewable Units

All reviewable units (RUs) must be completed, validated and saved before the submission package can advance to the next step in the workflow

To **validate a reviewable unit**, complete all required fields, then scroll down and 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 and one or more validation errors will appear.



**Validation & Navigation**


Would you like to validate the reviewable unit data?

Yes  No

Note: If validation fails, errors will appear in red above.

Figure 15: Validate RU data question

**Validation errors** will be marked by either, or both, red text and red outlined boxes, as pointed out by the two arrows in the following image. **To address validation errors**, scroll back through the RU, look for red text and red outlined boxes marking any errors, and make the necessary corrections. Then, attempt validation again.



Federal Statute / Regulation Citation \*

Character count: 0/255

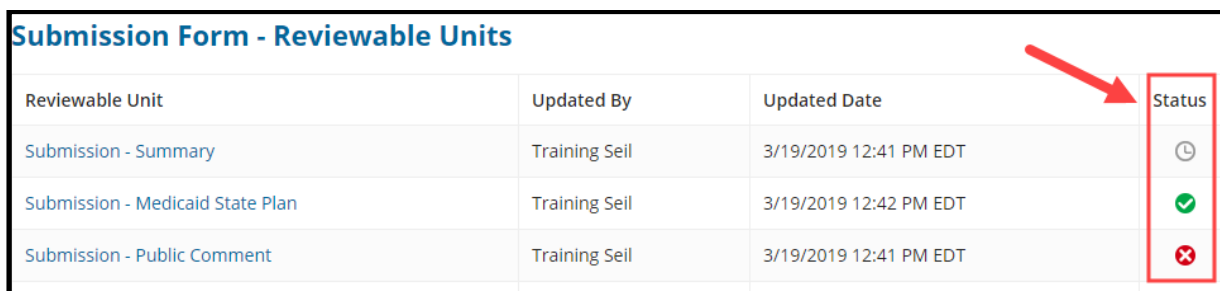
A value is required

Figure 16: Validation error examples

## Viewing Reviewable Unit Status

Every reviewable unit (RU) in a submission package will display a status that indicates its current stage. All RUs must be in Complete status prior to a package advancing to the next stage. 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 an 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 a checkmark)



Reviewable Unit	Updated By	Updated Date	Status
Submission - Summary	Training Seil	3/19/2019 12:41 PM EDT	🕒
Submission - Medicaid State Plan	Training Seil	3/19/2019 12:42 PM EDT	✅
Submission - Public Comment	Training Seil	3/19/2019 12:41 PM EDT	❌

Figure 17: RU status icons

# Creating & Updating the State Profile

A State Profile in MACPro contains basic information about a state that is referenced for each submission. There can be only one State Profile per state, and it must be created by the State System Administrator before a state can create a submission package in MACPro.

## To create a new State Profile

1. Log in to [MACPro](#) as the **State System Administrator**.
2. Select Create State Profile link on the Actions tab.

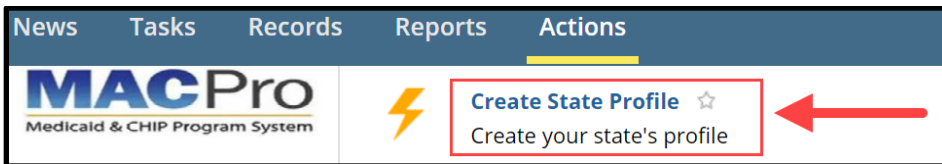


Figure 18: Create State Profile link

3. Enter the requested information. Then select the Save State Profile button.



Figure 19: Save State Profile button

## To modify an existing State Profile

1. Log in to [MACPro](#) as the **State System Administrator**.
2. Select Create State Profile on the Actions tab.

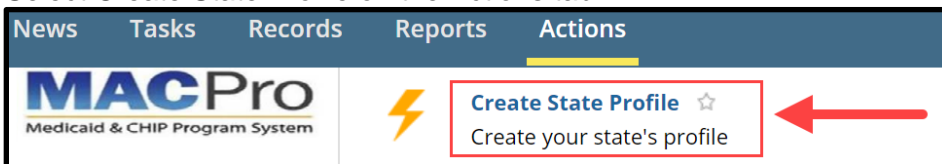


Figure 20: Create State Profile link

3. Select **Click here to view/edit the profile**.



Figure 21: "Click here to view/edit the profile" link

4. Select the **Update State Profile** button in the upper-right corner.



Figure 22: Update State Profile button

5. Update the state's information, as needed. Then select **Save State Profile**.

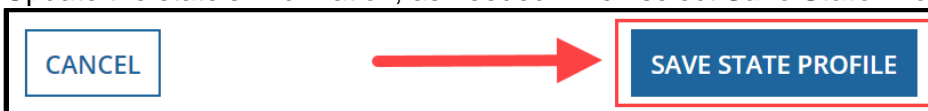


Figure 23: Save State Profile button

## Developing & Submitting a SPA Package

This section provides information on several screens and options that state users will work with while creating, reviewing and submitting a SPA submission package in MACPro. For an image of the overall state workflow, refer to [Official SPA State Submission Workflow](#).

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](#)).

Every 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)

### 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.

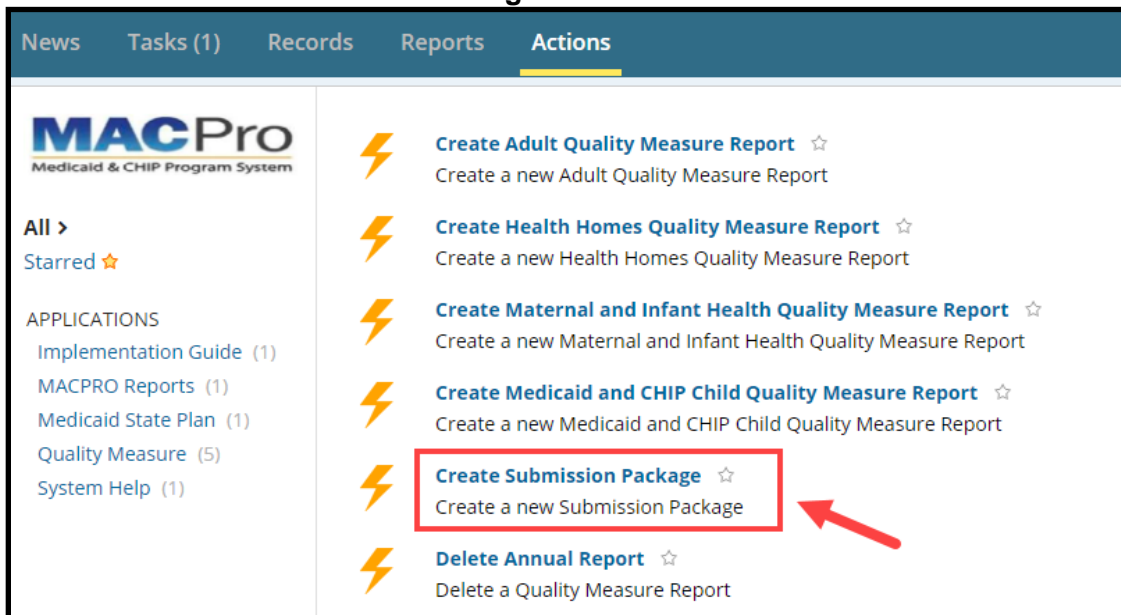
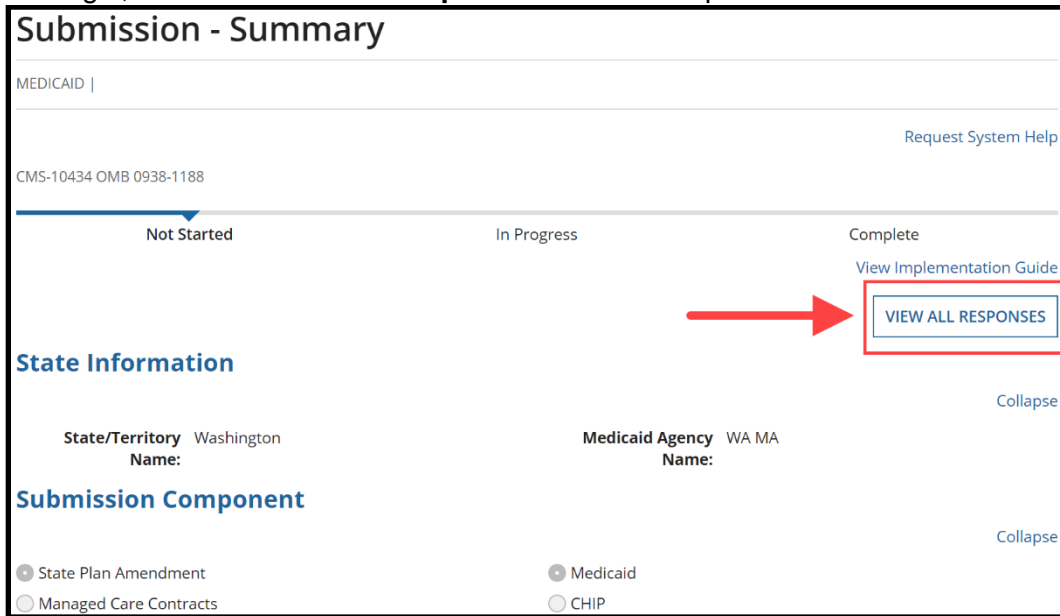


Figure 24: Actions tab

## Step 1b: Complete Submission - Summary RU

When creating a new SPA submission package, you will begin with the Submission - Summary RU as described below. Note that the State Information section is pre-populated with information from the State Profile. And the Submission Component section is pre-filled based on the authorities currently available in MACPro.

1. To begin, select the **View all Responses** button to expand all sections.



The screenshot shows the 'Submission - Summary' page. At the top, there is a header with 'MEDICAID |' and a 'Request System Help' link. Below that is the identifier 'CMS-10434 OMB 0938-1188'. A progress bar indicates the submission status: 'Not Started', 'In Progress', and 'Complete'. A red arrow points to a button labeled 'VIEW ALL RESPONSES' which is enclosed in a red box. Below the progress bar are sections for 'State Information' (with 'State/Territory Name: Washington' and 'Medicaid Agency Name: WA MA') and 'Submission Component' (with radio buttons for 'State Plan Amendment', 'Managed Care Contracts', 'Medicaid', and 'CHIP').

Figure 25: View All Responses button


2. In the **Submission Type** section, select either **Official Submission Package** or **Draft Submission Package** as the submission type.



The screenshot shows the 'Submission Type' section. It features two radio button options: 'Official Submission Package' and 'Draft Submission Package'. A red arrow points to the 'Official Submission Package' option, which is also enclosed in a red box. To the right, there is a question: 'Allow this draft package to be viewable by other states? \*' with 'Yes' and 'No' radio button options. A 'Collapse' link is visible in the top right corner.

Figure 26: Submission Type options

3. Then select **Yes** or **No** option in response to "Allow this official package to be viewable by other states?"



The screenshot shows the 'Submission Type' section. A red arrow points to the question 'Allow this draft package to be viewable by other states? \*' and its 'Yes' and 'No' radio button options, which are enclosed in a red box. The 'Official Submission Package' and 'Draft Submission Package' options are also visible. A 'Collapse' link is visible in the top right corner.

Figure 27: "Allow this draft package to be viewable by other states" options

- 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. You may add multiple key contacts, whose names are pulled from the State Profile in MACPro.

**Key Contacts** Collapse

Name	Title	Phone Number	Email Address	MACPro Program
No items available				

[+ Add a Key Contact](#)

Figure 28: Add a Key Contact link

- Enter the **SPA ID** in the **SPA ID and Effective Date** section.

**NOTE:** The SPA ID can be edited by the State Editor or the State Point of Contact until the package is submitted to CMS; it cannot be changed after submission to CMS.

**SPA ID and Effective Date**

**SPA ID \***

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

Figure 29: SPA ID field

6. Next are the **Executive Summary**, **Dependency Description**, and **Disaster-Related Submission** sections. Guidance on completing these sections can be found in the “Submission – Summary Implementation Guide” (see [Accessing Implementation Guides](#)).

**NOTE:** While the **Dependency Description** section is optional, it may be useful in a situation where the SPA being submitted has a connection to another SPA, or to another 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.

**Executive Summary** ←

Collapse

Summary Description Including Goals and Objectives \*

Character count: 0/4000

**Dependency Description** ←

Collapse

Description of any dependencies between this submission package and any other submission package undergoing review

Character count: 0/4000

**Disaster-Related Submission** ←

Collapse

This submission is related to a disaster \*

Yes

No

Figure 30: Executive Summary, Dependency Description & Disaster-Related Submission sections



7. In the **Federal Budget Impact and Statute/Regulation Citation** section, for the **Federal Budget Impact** table:
  - Enter a year for the **First Federal Fiscal Year**, and then the system will automatically populate the **Second Federal Fiscal Year**.
  - In the **Amount** column fields, enter numeric characters only. To indicate a negative number, use a hyphen character (for example, -1500). Any characters other than numbers or hyphens will be automatically deleted, including commas and parentheses.

### Federal Budget Impact and Statute/Regulation Citation Collapse

**Federal Budget Impact**

	Federal Fiscal Year	Amount
First	<input type="text"/>	<input type="text"/>
Second	<input type="text"/>	<input type="text"/>

Warning: Only numeric characters will be retained in this field. Show a negative number using a minus sign.

**Supporting documentation of budget impact is uploaded (optional).**

**Saved Documents**

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

<input type="checkbox"/>	Name	Date Created	↑
No items available			

Figure 31: Federal Budget Impact

8. Next complete the **Federal Statute / Regulation Citation** field in the **Federal Budget Impact and Statute/Regulation Citation** section.

**Federal Statute / Regulation Citation \***

Figure 32: Federal Statute / Regulation Citation

9. Select the applicable option in the **Governor's Office Review** section.



**Governor's Office Review**

No comment

Comments received

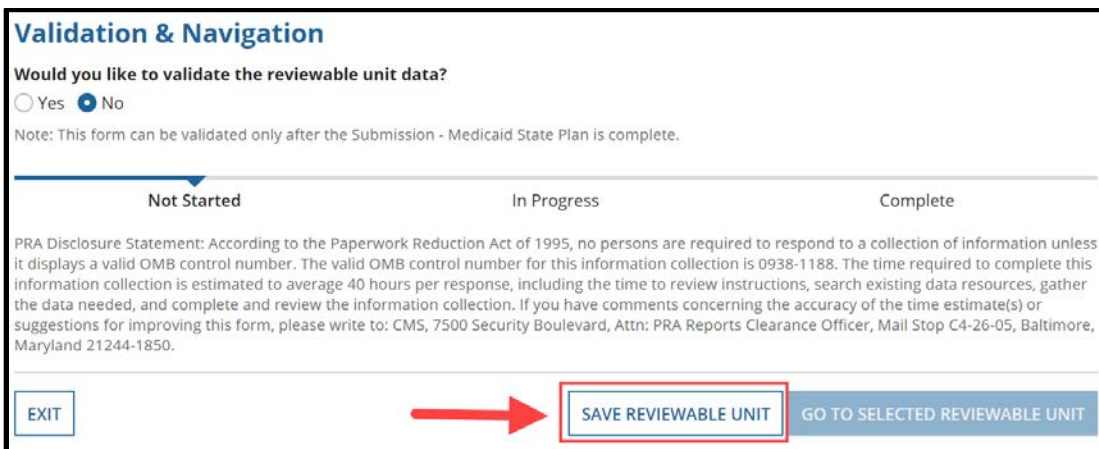
No response within 45 days

Other

Figure 33: Governor's Office Review

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

**NOTE:** This RU cannot be validated at this point. You will return to this RU at a later step to enter the effective date(s) and validate the data.



**Validation & Navigation**

Would you like to validate the reviewable unit data?

Yes  No

Note: This form can be validated only after the Submission - Medicaid State Plan is complete.

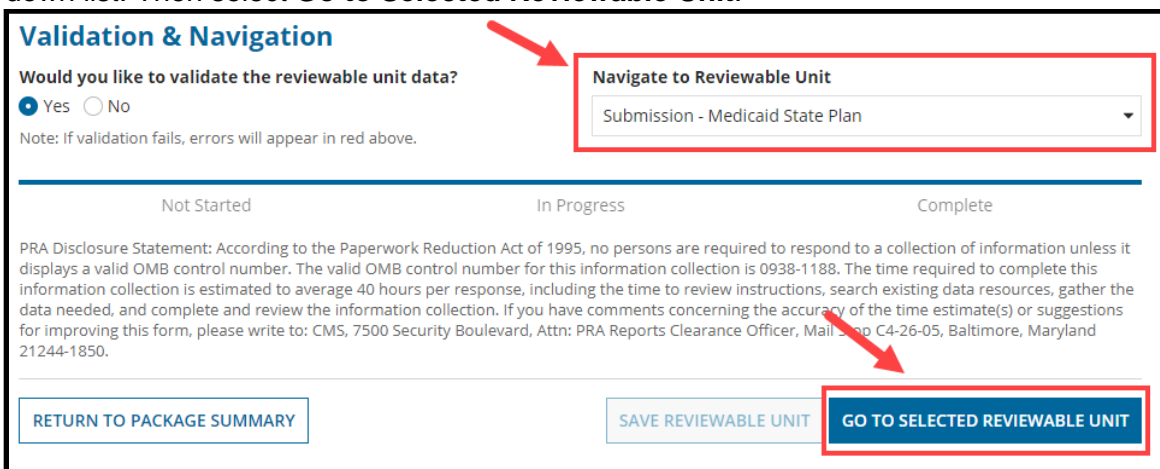
Not Started In Progress Complete

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 estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 34: Save Reviewable Unit button

11. Select **Yes** to the “Do you wish to proceed?” prompt.
12. Select **Submission - Medicaid State Plan** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.



**Validation & Navigation**

Would you like to validate the reviewable unit data?

Yes  No

Note: If validation fails, errors will appear in red above.

Not Started In Progress Complete

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RETURN TO PACKAGE SUMMARY SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Navigate to Reviewable Unit

Submission - Medicaid State Plan

Figure 35: 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 Submission - Medicaid State Plan RU, the State Editor will select the sections and subsections of the state plan that will be included in and amended by the submission package.

**Prior to completing the Submission - Medicaid State Plan RU**, review the information in the following three topics:

- [Pre-Requisite RUs](#),
- [Options Prior to Pre-Requisite RUs Being Approved in MACPro](#), and
- [Additional Important Considerations When Selecting RUs](#).

### Pre-Requisite RUs

Depending on the type of SPA a state develops, one or more pre-requisite RUs for an authority must be included in a submission package before other select authority-specific RUs can be accessed in the package. **Until those pre-requisite RUs are included in a submission package approved by CMS**, the system will prompt the state to include them in **each** submission package created. However, once approved, the pre-requisite RUs will not need to be completed again unless the state's policy changes.

In situations where pre-requisite RUs are **not** already approved in MACPro for a state, when creating and submitting multiple submission packages, consider the options described in the following [Options Prior to Pre-Requisite RUs Being Approved in MACPro](#) topic when creating and submitting multiple submission packages.

Additionally, for detailed information on what pre-requisite RUs must be completed and validated before other RUs can be accessed, refer to the following resources:

- Implementation Guides in MACPro for each RU (For how to access Implementation Guides in MACPro, refer to the [Accessing Implementation Guides](#) topic in this document)
- [MACPro Dependencies - Which Eligibility and Enrollment Templates Do I Need to Complete First?](#)
- [Introductory Guide to Creating a Medicaid Eligibility SPA in MACPro](#)

## Options Prior to Pre-Requisite RUs Being Approved in MACPro

In the situation where pre-requisite RUs are **not** already approved in MACPro, consider the following options when creating and submitting multiple submission packages.

Option	Applicable Scenario(s)	Possible Actions to Take
1	<p>The state is working on submitting, or has already submitted, one submission package containing pre-requisite RUs that have never been approved.</p> <p>Additionally, the state may be considering creating a second submission package for the same authority prior to the first submission package being approved.</p>	<p>Submit a single submission package containing the pre-requisite RUs and any authority-specific RUs.</p> <p>Then, if possible, avoid creating another submission package for the same authority until after the submission package currently in review is approved by CMS.</p> <p>Note that different RUs included in a submission package can have different effective dates.</p>
2	<p>The state has already submitted one submission package containing the pre-requisite RUs that have never been approved and any authority-specific RUs.</p> <p>Additionally, the state is already working on a second submission package for the same authority as the first submission package, but has not yet submitted the second submission package.</p>	<p>The state should request that CMS issue a Clarification to return the first submission package back to the state for updates.</p> <p>The state could then update the authority-specific RUs as needed in the returned submission package and thus would no longer need to include the authority-specific RU(s) in the second submission package.</p> <p>Additionally, the state may also choose to delete the second submission package after updating the authority-specific RU(s) in the returned submission package.</p>
3	<p>The state has already submitted one submission package containing the pre-requisite RUs that have never been approved and any authority-specific RUs. Additionally, the state is already working on a second submission package for the same authority, but has not yet submitted the second package.</p> <p><b>NOTE:</b> While similar to option 2 above, option 3 provides guidance should the state choose to submit the second submission package instead of deleting it.</p>	<p>After CMS approves the first submission package containing the pre-requisite RUs, the state should then edit the Submission - Medicaid State Plan RU in the second submission package to remove the pre-requisite RUs that they were previously prompted to add.</p> <p>Doing this will ensure that the approved pre-requisite RUs are not included in the second submission package.</p>
4	<p>The state has already submitted one submission package containing the pre-requisite RUs that have never been approved and any authority-specific RUs.</p> <p>Also, the state has already submitted a second submission package that contains the pre-requisite RUs, which the system prompted them to add, as well as other authority-specific RUs that were not included in first submission package.</p> <p><b>NOTE:</b> If the second submission package includes the same authority-specific RUs as the first submission package, refer to the “Additional Important Considerations When Selecting RUs” topic.</p>	<p>The state should compare the pre-requisite RUs in both submission packages to determine whether the information in the pre-requisite RUs is the same.</p> <p>If any of the information differs, the state should request that CMS issue a Clarification to return one of the submission packages to the state for further updates.</p> <p>Once CMS issues a Clarification, the state should then update the information in the applicable pre-requisite RUs to ensure that the information is the same across both submission packages.</p>

## Additional Important Considerations When Selecting RUs

Upon selecting an RU to include in a SPA, a table of important indications about the RU will appear.

**For the Included in Another Submission Package column,** an empty circle indicates that the selected RU **is not included** in another package being adjudicated by CMS, while a solid circle indicates that the selected RU **is included** in another package being adjudicated by CMS. This indication is of significant importance because of the potential to overwrite approved information when two versions of an RU are in progress at the same time.

Reviewable Unit Name	Included in Another Submission Package	Source Type
Presumptive Eligibility	<input type="radio"/>	NEW

Figure 36: Empty circle indicator

Reviewable Unit Name	Included in Another Submission Package	Source Type
Application	<input checked="" type="radio"/>	NEW

Figure 37: Solid circle indicator

**IMPORTANT NOTE:** If multiple versions of an RU are in progress simultaneously, to **ensure that the approved state plan continues to include the correct information**, and to avoid inadvertently overwriting approved information, consider the following options before submitting another submission package to CMS for review:

- **Option A:** Request that CMS issue a Clarification to return the submission package currently in review back to the state for updates. The state would then update the RU as needed in the returned submission package and thus not include the RU in the new submission package.
- **Option B:** In the new submission package, add all information included in the RU currently under review; that RU will need to be adjudicated before the new submission package can be approved. By including the information currently under review in the new submission package, the state will avoid risking a lapse of coverage or reimbursement due to potential timing issues.
- **Option C:** Once CMS approves the package currently under review, open the new submission package, go to the Submission - Medicaid State Plan RU, remove the RU that was revised in the approved package, and then add the RU back to the new submission package. This will update the RU in the new package with the newly approved information.

### For the Source Type column:

- **New** indicates the RU will contain a blank template.
- **Approved** indicates the RU will contain information previously approved in MACPro. The RU will be pre-populated with the current approved information with the latest effective date. The RU does not need to be effective to be pre-populated.
- **Converted** indicates that the RU will contain data from a SPA migrated from the Medicaid Model Data Lab (MMDL).

Reviewable Unit Name	Included in Another Submission Package	Source Type
More Restrictive Requirements than SSI under 1902(f) - (209)(b) States	<input type="radio"/>	NEW

Figure 38: Source Type - New

Reviewable Unit Name	Included in Another Submission Package	Source Type
Non-MAGI Methodologies	<input type="radio"/>	APPROVED

Figure 39: Source Type - Approved

Reviewable Unit Name	Included in Another Submission Package	Source Type
MAGI-Based Methodologies	<input type="radio"/>	CONVERTED

Figure 40: Source Type: Converted

## Steps to complete the Submission - Medicaid State Plan RU

1. Select the checkbox for the applicable section(s) listed below "The submission includes the following."

**Submission - Medicaid State Plan**

MEDICAID | Medicaid State Plan | IL2019MS00480 | IL-19-1126

Request System Help

CMS-10434 OMB 0938-1188

Not Started In Progress Complete

View Implementation Guide

**The submission includes the following:**

- Administration
- Eligibility
- Benefits and Provider Payments

Figure 41: Submission - Medicaid State Plan RU

2. Select the checkbox for the applicable RUs and/or subsections to include in the SPA. For any selected subsections, make the applicable selection from the additional RUs that appear.

**The submission includes the following:**

- Administration
- Eligibility
  - Income/Resource Methodologies
  - Income/Resource Standards
  - Mandatory Eligibility Groups
  - Optional Eligibility Groups
  - Non-Financial Eligibility
  - Eligibility and Enrollment Processes

Figure 42: Eligibility RUs

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

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit  
-- Select Reviewable Unit --

Not Started In Progress Complete

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EXIT SAVE FORM GO TO SELECTED REVIEWABLE UNIT

Figure 43: Save Form button

- 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**.

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No

Note: If validation fails, errors will appear in red above.

**Navigate to Reviewable Unit**  
Submission - Public Comment

Not Started      In Progress      Complete

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 estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

[RETURN TO PACKAGE SUMMARY](#)      [SAVE FORM](#)      [GO TO SELECTED REVIEWABLE UNIT](#)

Figure 44: Validation & Navigation section

Next proceed to [Step 3: State Editor - Complete Public Comment & Tribal Input Submission RUs](#).



### Step 3: State Editor - Completes Public Comment & Tribal Input Submission RUs

During this step the State Editor will complete the two remaining Submission RUs: Public Comment and Tribal Input. For instructions and guidance on completing these RUs, refer to the “Implementation Guide for Submission Form” (see [Accessing Implementation Guides](#)).

**NOTE:** Depending on the options selected in each RU, you may be prompted to enter additional information or to upload materials (see [Uploading Documents in MACPro](#)).

1. In the **Submission - Public Comment** RU, select an option to **Indicate whether public comment was solicited with respect to this submission**. Enter additional information if requested.

**Submission - Public Comment**

MEDICAID | Medicaid State Plan | IL2019MS00590

Request System Help

CMS-10434 OMB 0938-1188

Not Started In Progress Complete

**Package Header**

Package ID	IL2019MS00590	SPA ID	N/A
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

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**Indicate whether public comment was solicited with respect to this submission.\***

- Public notice was not federally required and comment was not solicited
- Public notice was not federally required, but comment was solicited
- Public notice was federally required and comment was solicited

Figure 45: Public Comment RU

2. Select **Yes** to validate the RU. Then select **Save Reviewable Unit**.

**Validation & Navigation**

Would you like to validate the reviewable unit data?

Yes  No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit

-- Select Reviewable Unit --

Not Started In Progress Complete

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 estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 46: Validation & Navigation section



3. Select **Submission – Tribal Input** in the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit  
 Submission - Tribal Input

Not Started In Progress Complete

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 estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

RETURN TO PACKAGE SUMMARY SAVE REVIEWABLE UNIT **GO TO SELECTED REVIEWABLE UNIT**

Figure 47: Validate & Navigation section

4. In the **Submission – Tribal Unit RU**, select **Yes** or **No** to “**One or more Indian Health Programs or Urban Indian Organizations furnish health care services in this state.**”

**Submission - Tribal Input**

MEDICAID | Medicaid State Plan | Eligibility | IL2019MS00650

Request System Help

CMS-10434 OMB 0938-1188

Not Started In Progress Complete

**Package Header**

Package ID	IL2019MS00650	SPA ID	N/A
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

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**One or more Indian Health Programs or Urban Indian Organizations furnish health care services in this state \***

Yes  
 No

Figure 48: Submission - Tribal Input RU

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

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No

Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit  
 -- Select Reviewable Unit --

Not Started In Progress Complete

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 estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

EXIT SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 49: Validation & Navigation section

Next complete the Eligibility RUs as described in [Step 4: State Editor - Completes Eligibility RUs](#). To begin, select an Eligibility RU from the **Navigate to Reviewable Unit** drop-down list. Then select **Go to Selected Reviewable Unit**.

## Step 4: State Editor - Completes Eligibility RUs

This section highlights various topics related to Eligibility reviewable units (RUs) in MACPro, but it does not provide detailed steps on how to complete them. Detailed instructions and guidance on completing Eligibility RUs are available in the following documents:

- Implementation Guides in MACPro for each RU (For how to access Implementation Guides in MACPro, refer to the [Accessing Implementation Guides](#) topic in this document)
- [Introductory Guide to Creating a Medicaid Eligibility SPA in MACPro](#)
- [MACPro Dependencies - Which Eligibility and Enrollment Templates Do I Need to Complete First?](#)

**NOTE:** Upon completing all RUs, you must return to the Submission - Summary RU to enter the proposed effective date for each RU and the SPA ID number, if not already entered (see [Step 5: State Editor – Updates Proposed Effective Dates and SPA ID](#)).

### Dependencies: Primary & Secondary RUs

Many reviewable units (RUs) in MACPro are dependent upon other RUs, which means that a change to one RU could result in a change to another RU. In MACPro, these dependent RUs are described as primary and secondary RUs. Each time a primary RU is changed, it could affect secondary RUs that are dependent on the primary.

**NOTE:** When a change in a primary RU affects a secondary RU, you will need to revise the secondary RU so that it reflects the changes made in the primary RU.

For example, in the Mandatory Eligibility Groups RU, there is a question asking whether the state covers the Adult Group.

- If **Yes** is selected, and if the checkbox is selected to include the Adult Group RU in the submission package, then that RU will be added to the package and the user can edit it.
- If **No** is selected, the Adult Group RU cannot be added to the package.
- If the Adult Group RU was previously approved in MACPro, it will be removed in this SPA and MACPro will ask the user to enter an end date for coverage of the group.

In this example, the **Mandatory Eligibility Groups** RU is the **primary RU** and the **Adult Group** RU is the **secondary RU**. The Adult Group RU is dependent on selections made in the Mandatory Eligibility Groups RU.

For additional information regarding Eligibility RU dependencies, refer to the “[MACPro Dependencies - Which Eligibility and Enrollment Templates Do I Need to Complete First?](#)” document.

## Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability RU

When developing the first Eligibility SPA in MACPro for a state, the State Editor must complete the **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability RU** (formerly named Financial Eligibility Requirements for Non-MAGI Groups).

This RU will not need to be completed again unless the state's policy changes. Selections for some options in this RU may require that other RUs be included in the submission package.

### Medicaid State Plan Eligibility

Income/Resource Methodologies

#### Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability

MEDICAID | Medicaid State Plan | Eligibility | WA2019MS00030

CMS-10434 OMB 0938-1188

Request System Help

Not Started In Progress Complete

#### Package Header

Package ID	WA2019MS00030	SPA ID	N/A
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	N/A
Superseded SPA ID	N/A		

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#### ▲ A. Eligibility Determinations of Individuals Who Are Age 65 or Older or Who Have Blindness or a Disability

You must include the Optional Eligibility Groups and Mandatory Eligibility Groups reviewable units in this submission package.

Eligibility determinations of individuals who are age 65 or older or who have blindness or a disability are based on one of the following:




- 1. SSA Eligibility Determination State (1634 State)   
The state has an agreement under section 1634 of the Social Security Act for the Social Security Administration to determine Medicaid eligibility of SSI beneficiaries. For all other individuals who seek Medicaid eligibility on the basis of being age 65 or older or having blindness or a disability, the state requires a separate Medicaid application and determines financial eligibility based on SSI income and resource methodologies.
- 2. State Eligibility Determination (SSI Criteria State)   
The state requires all individuals who seek Medicaid eligibility on the basis of being age 65 or older or having blindness or a disability, including SSI beneficiaries, to file a separate Medicaid application, and determines financial eligibility based on SSI income and resource methodologies.
- 3. State Eligibility Determination (209(b) State)   
The state requires all individuals who seek Medicaid eligibility on the basis of being age 65 or older or having blindness or a disability, including SSI beneficiaries, to file a separate Medicaid application, and determines financial eligibility using income and resource methodologies more restrictive than SSI.

Figure 50: Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability RU

## Optional Eligibility Groups RU

Upon initially navigating to the **Optional Eligibility Groups** RU, an attention message may appear indicating that this RU is dependent upon information provided by the primary RU, **Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability**. The message will appear if the primary RU is not already included in the submission package being developed or is not already approved in MACPro.

If the message appears, the State Editor must complete the information required in the primary RU (in this case the “Eligibility Determination of Individuals Age 65 or Older or Who have Blindness or a Disability” RU) before they can enter information in the secondary RU (in this case the “Optional Eligibility Groups” RU).

For additional information, refer to the [Dependencies: Primary & Secondary RUs](#) topic. Also, the Implementation Guide that accompanies each RU provides information on the dependencies specific to that RU (see [Accessing Implementation Guides](#)).

The screenshot displays the 'Medicaid State Plan Eligibility' interface. At the top, it shows 'Optional Eligibility Groups' with a breadcrumb trail: 'MEDICAID | Medicaid State Plan | Eligibility | IL2018MS0011D'. A 'Request System Help' link is in the top right. Below this is a progress bar with three stages: 'Not Started', 'In Progress', and 'Complete'. The 'Not Started' stage is currently active. Underneath the progress bar is the 'Package Header' section, which lists several fields: Package ID (IL2018MS0011D), Submission Type (Draft), Approval Date (N/A), Superseded SPA ID (N/A), SPA ID (N/A), Initial Submission Date (N/A), and Effective Date (N/A). A red arrow points from the 'Superseded SPA ID' field down to a red-bordered box containing an 'ATTENTION:' message. The message states: 'In order to access this Reviewable Unit, you must either have an approved version of Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability in MACPro, or you must include it, complete it and save it in this Submission Package.' At the bottom right of the page, there is a 'View Implementation Guide' link. The page footer includes a 'Validation & Navigation' section.

Figure 51: Optional Eligibility Groups RU

## To include an Optional Eligibility Group RU in a package

For instructions and guidance on completing the **Optional Eligibility Groups** RU, refer to the “Implementation Guide for Optional Eligibility Groups” (see [Accessing Implementation Guides](#)).

1. Select **Yes** to “**The state provides Medicaid to specified optional groups of individuals**” in the “A: Options for Coverage” section. (Yes is not a required selection.)

Figure 52: Options for Coverage section

2. Make the applicable selections in the tables that appear, as follows:
  - o **Covered in State Plan column:** When initially completing this RU, select every optional eligibility group covered in the state plan (paper-based, MMDL, or MACPro). Once approved, deselecting a group from this RU will remove it from the state plan.
  - o **Include RU in Package column:** Select the optional eligibility groups, if any, to include in the submission package.

Eligibility Group Name	Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Optional Coverage of Parents and Other Caretaker Relatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

Figure 53: Optional Eligibility Groups

3. Select **Yes** or **No** to “**The state provides Medicaid to specified groups of individuals who are medically needy**” in the “B: Medically Needy Options for Coverage” section.

Figure 54: Medically Needy Options for Coverage

4. If Yes is selected in step 3, make the applicable selections in the tables that appear:
  - **Covered in State Plan column:** In the Optional Medically Needy table, select any optional group covered in the state plan. (Note: In the Mandatory Medically Needy table, each entry in this column is selected by default because they are required if state coverage includes the medically needy.)
  - **Include RU in Package column:** Select the checkbox for the Medically Needy Eligibility groups, if any, to include in the package

Eligibility Group Name	Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Medically Needy Pregnant Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

Figure 55: Medically Needy Eligibility Groups

5. Validate and save the reviewable unit upon completing it (see [Validating Reviewable Units](#)).
6. To go to another RU, select an RU from the **Navigate to Reviewable Unit** drop-down list and select **Go to Selected Reviewable Unit**. Otherwise, select **Exit**.

## Mandatory Eligibility Groups RU

The **Mandatory Eligibility Groups** RU functions like the **Optional Eligibility Groups** RU, except that the checkboxes in the **Covered in State Plan** column are pre-selected because all Eligibility Groups in this RU are required to be covered in the state plan.

### To include a mandatory eligibility group in a package

For instructions and guidance on completing the **Mandatory Eligibility Groups** RU, refer to the “Implementation Guide for Mandatory Eligibility Groups” (see [Accessing Implementation Guides](#)).

1. Select the checkbox in the **Include RU in Package** column for the applicable eligibility groups.

Eligibility Group Name	Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
SSI Beneficiaries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	NEW
Closed Eligibility Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	NEW
Individuals Deemed To Be Receiving SSI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

Figure 56: Mandatory Eligibility Groups RU

2. Next scroll down to **Section B** and select **Yes** or **No** to indicate whether the state covers the Adult Group. If **Yes** is selected, a table will expand to show the Adult Group eligibility group.

B. The state elects the Adult Group, described at 42 CFR 435.119. \*

Yes  No

**Families and Adults**

Eligibility Group Name	Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Adult Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	NEW

Figure 57: Mandatory Eligibility Groups

3. Upon completing the RU, select **Yes** to “**Would you like to validate the reviewable unit data?**” Then select **Save Reviewable Unit**.
4. To go to another RU, select an RU from the **Navigate to Reviewable Unit** drop-down list and select **Go to Selected Reviewable Unit**. Otherwise, select Exit.

## Removing an Eligibility Group RU

If you deselect an RU that was added to Mandatory Eligibility Groups or Optional Eligibility Groups in a submission package that was approved in MACPro, the RU will be terminated from the Medicaid State Plan.

Then, if you navigate to a terminated RU, a screen will appear **showing Group No Longer Covered** along with **Covered Through** and **Terminated As Of** date fields. See the Proposed Effective Date and SPA ID section for details on completing the Terminated As Of Date field.

**Group No Longer Covered**

Covered Through  Not Yet Entered

Terminated As Of  Not Yet Entered

Figure 58: Terminated RU



## Viewing Related RUs

Some RUs provide the option to review a related RU for reference. For example, if you're working on a MAGI-based eligibility group RU, it includes a section stating that MAGI-based methodologies are used in calculating household income.

Because the MAGI-based methodologies are described on a separate RU, you would need to leave the Eligibility Group RU and open the **MAGI-based Methodologies** RU to get more information. In this example, MACPro provides a link that allows you to open the related RU for reference and then easily return to the Eligibility Group RU upon which you are working.

1. Select the link to **View approved version of MAGI-Based Methodologies**.

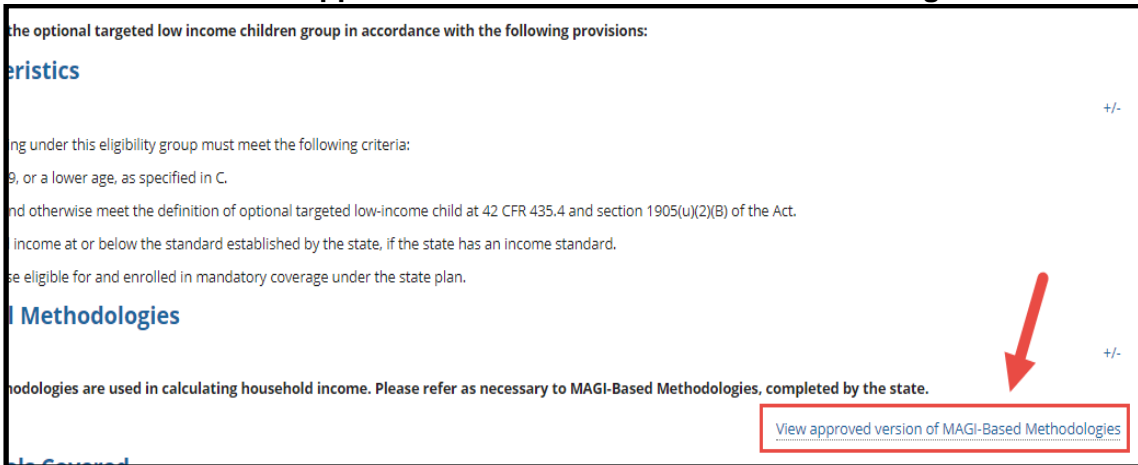


Figure 59: Link to view approved version of methodologies

2. If an approved version of the **MAGI-Based Methodologies** RU exists, it will display on the screen. If there is not an approved version in MACPro, as shown in this example, a message will appear indicating that there is no currently approved version available for display.

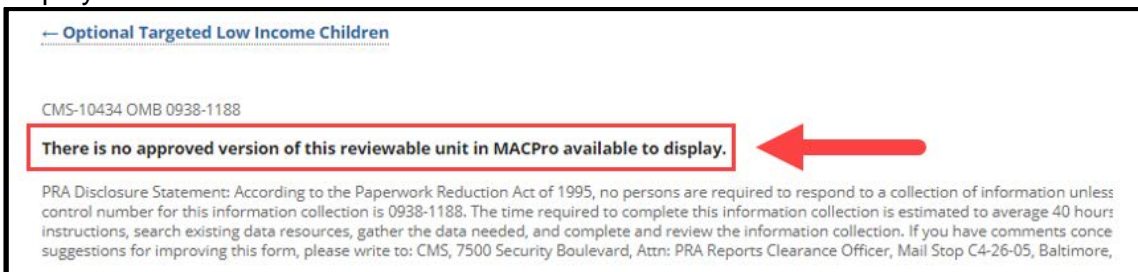


Figure 60: No approved version of RU message

3. To return to the RU that you were reviewing, select the RU's link in the upper-left corner. In this example, selecting the link would take you back to the **Optional Targeted Low Income Children** RU.

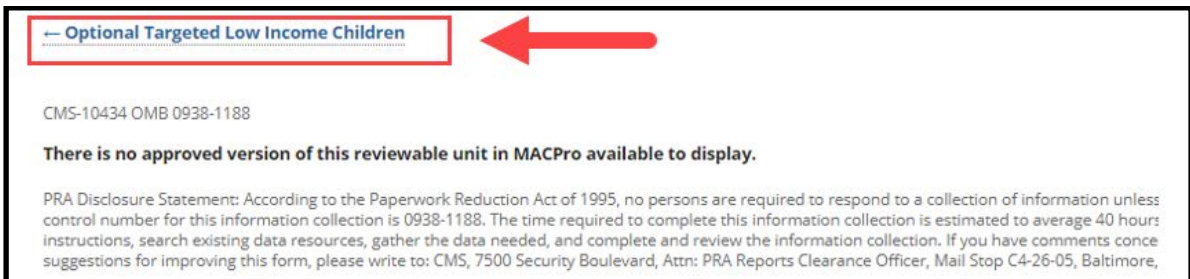


Figure 61: Link to reviewable unit

## Navigating to Previously Approved RUs

When viewing an RU, a link will appear next to the **Effective Date** label in the package header) whenever a previously approved version of the RU exists in MACPro. You may view all previously approved versions of the RU for reference.

1. Select the link next to **Effective Date**.



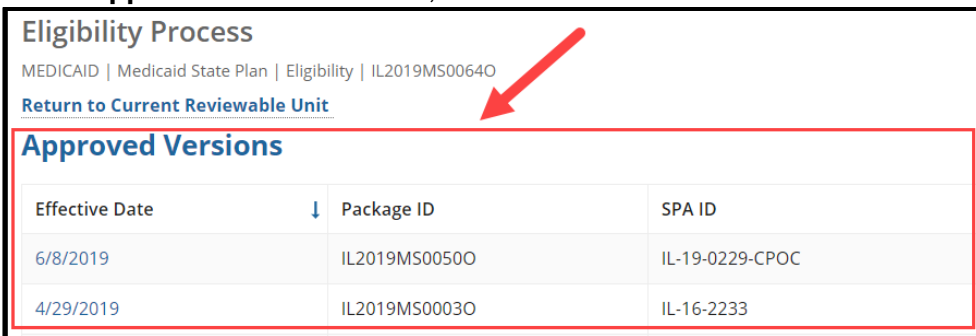
The screenshot shows a 'Package Header' section with the following information:

Package ID	IL2019MS00640	SPA ID	N/A
Submission Type	Official	Initial Submission Date	N/A
Approval Date	N/A	Effective Date	<a href="#">N/A</a>

A red arrow points to the 'Effective Date' link, which is highlighted with a red box.

Figure 62: Effective Date link

2. In the **Approved Versions** table, select the link for an RU to view.



The screenshot shows an 'Eligibility Process' page with the following information:

MEDICAID | Medicaid State Plan | Eligibility | IL2019MS00640

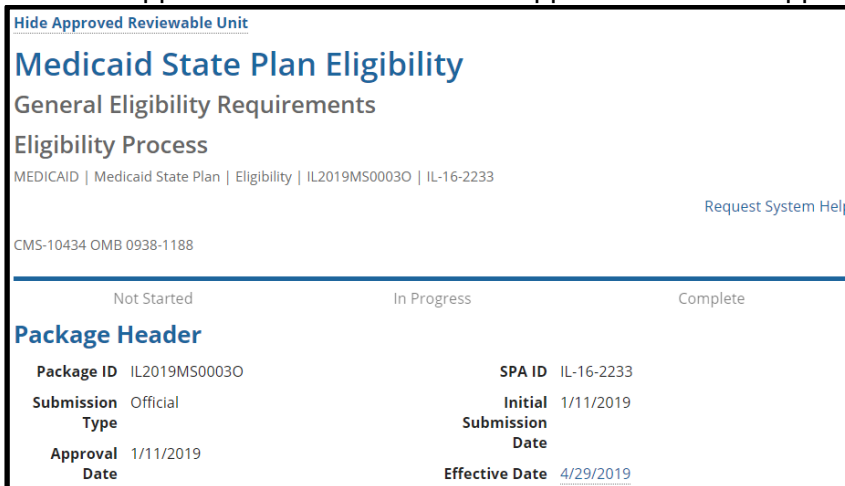
[Return to Current Reviewable Unit](#)

Effective Date	Package ID	SPA ID
<a href="#">6/8/2019</a>	IL2019MS00500	IL-19-0229-CPOC
<a href="#">4/29/2019</a>	IL2019MS00030	IL-16-2233

A red arrow points to the 'Return to Current Reviewable Unit' link, which is highlighted with a red box.

Figure 63: Approved Versions table

3. View the approved RU information that appears below the Approved Versions table.



The screenshot shows a 'Medicaid State Plan Eligibility' page with the following information:

[Hide Approved Reviewable Unit](#)

### Medicaid State Plan Eligibility

General Eligibility Requirements

Eligibility Process

MEDICAID | Medicaid State Plan | Eligibility | IL2019MS00030 | IL-16-2233

[Request System Help](#)


CMS-10434 OMB 0938-1188

Not Started      In Progress      Complete

Package ID	IL2019MS00030	SPA ID	IL-16-2233
Submission Type	Official	Initial Submission Date	1/11/2019
Approval Date	1/11/2019	Effective Date	<a href="#">4/29/2019</a>

Figure 64: Approved RU

4. To return to the current RU, scroll up and select the **Return to Current Reviewable Unit** link.



The screenshot shows an 'Eligibility Process' page with the following information:

MEDICAID | Medicaid State Plan | Eligibility | IL2019MS00640

[Return to Current Reviewable Unit](#)

### Approved Versions

Figure 65: Return to Current Reviewable Unit link



## Step 5: State Editor - Updates Proposed Effective Dates & SPA ID

After completing all RUs, the State Editor must return to the Submission - Summary RU to add the Effective Date(s) for all RUs included in the package, update the SPA ID (if necessary), and add or update the Superseded SPA ID(s).

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](#)).

1. Navigate to the **Submission - Summary** RU.
2. Enter a **SPA ID** (if not already provided) in the **SPA ID and Effective Date** section.

**SPA ID and Effective Date** Collapse

**SPA ID \***

IL-18-2244

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

Figure 66: SPA ID field

3. Select **Yes** or **No** to “Do you want to enter the same effective date for all the Reviewable Units?”
  - If Yes, enter a 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 Unit table.

**Do you want to enter the same effective date for all the Reviewable Units?**

Yes ←

No

**Proposed Effective Date**

Figure 67: Proposed Effective Date

**Do you want to enter the same effective date for all the Reviewable Units?**

Yes

No ←

**Do you want to enter the same Superseded SPA ID for all reviewable units?**

Yes

No

If blank, either enter the correct Superseded SPA ID, or if there is none, enter "New".

Reviewable Unit	Proposed Effective Date	Superseded SPA ID
Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	mm/dd/yyyy	
Citizenship and Non-Citizen Eligibility	mm/dd/yyyy	

Figure 68: Proposed Effective Date

4. 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. (If necessary, you may overwrite it.)
  - If an RU in the package supersedes an RU that **was not** previously approved in MACPro, 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.
- If any RUs were terminated from the Medicaid State Plan, they will appear in this section. The date entered in the Proposed Effective Date will auto-populate the “Terminated As Of” field on the corresponding termination RU.

Do you want to enter the same effective date for all the Reviewable Units?  
 Yes  
 No

Do you want to enter the same Superseded SPA ID for all reviewable units?  
 Yes  
 No

If blank, either enter the correct Superseded SPA ID, or if there is none, enter "New".

Reviewable Unit	Proposed Effective Date	Superseded SPA ID
Eligibility Determinations of Individuals Age 65 or Older or Who Have Blindness or a Disability	mm/dd/yyyy	
Citizenship and Non-Citizen Eligibility	mm/dd/yyyy	

Figure 69: Superseded SPA ID fields

5. 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.

Page Number of the Superseded Plan Section or Attachment (If Applicable):

Figure 70: “Page Number of the Superseded Plan Section or Attachment (If Applicable)” text box

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

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No  
 Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit  
 -- Select Reviewable Unit --

Not Started      In Progress      Complete

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EXIT      SAVE REVIEWABLE UNIT      GO TO SELECTED REVIEWABLE UNIT

Figure 71: Validation & Navigation section

## Step 6: State Editor - Forwards Submission Package to State Point of Contact

Once all RUs are in Complete status, the State Editor will forward the package to the State Point of Contact for review. Note that the State Editor who performs this step becomes the State Editor associated with the package going forward.

1. Log in to [MACPro](#) as the **State Editor**.
2. Select the **Submission Packages - Your State** link on the **Records** tab.

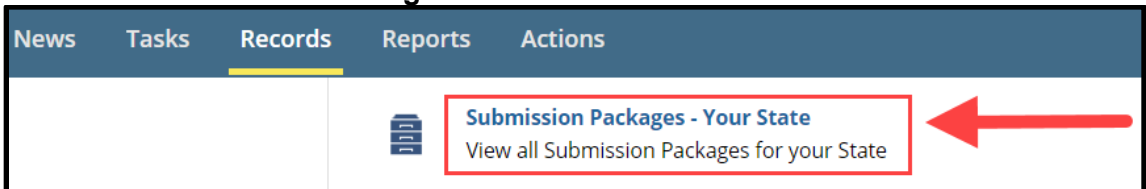


Figure 72: Records tab

3. Select the link for the relevant submission package.
4. Select the **Forward Package to State POC for Review** link on the **Related Actions** tab.

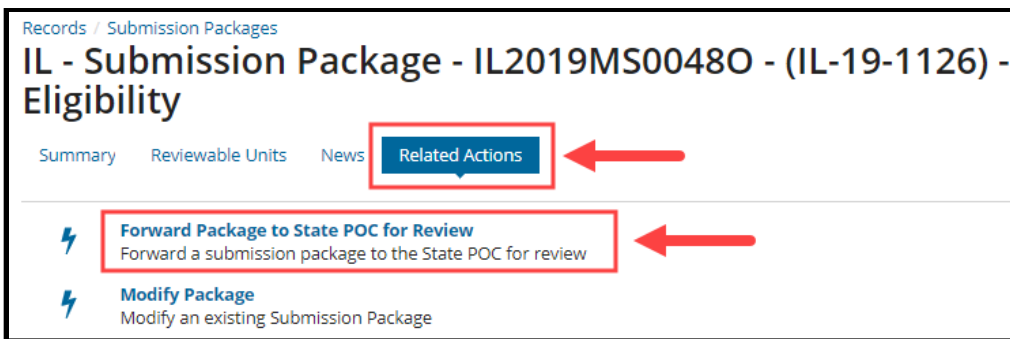


Figure 73: Related Actions tab

5. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action.



Figure 74: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.



Figure 75: Execute Action button

7. Select **Yes** to the “Are you sure you want to Forward Submission Package to State Point of Contact (SPOC)?” 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 **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

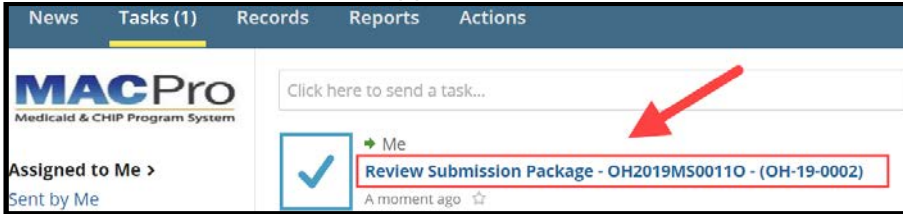


Figure 76: Tasks tab

3. Select **Accept**, if prompted. Accepting the task removes it from the Tasks list of other SPOCs.



Figure 77: Accept button

4. A table will appear showing all RUs in Complete status. If no additional review is needed, skip to step 8 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.

Reviewable Unit	Updated By	Updated Date	Status
<a href="#">Submission - Summary</a>	Training Sdiril	4/2/2019 2:58 PM EDT	✓
<a href="#">Submission - Medicaid State Plan</a>	Training Seil	10/19/2019 2:20 PM EDT	✓
<a href="#">Submission - Public Comment</a>	Training Sdiril	4/2/2019 2:57 PM EDT	✓
<a href="#">Submission - Tribal Input</a>	Training Sdiril	4/2/2019 2:58 PM EDT	✓

Figure 78: Reviewable Units table

5. Review the RU. You must revalidate the RU if you modify it. To do so, select **Yes** to "Would you like to validate the reviewable unit data?" Then select **Save Reviewable Unit**.

The screenshot shows the 'Validation & Navigation' section. It includes a question 'Would you like to validate the reviewable unit data?' with radio buttons for 'Yes' (selected) and 'No'. Below the question is a note: 'Note: If validation fails, errors will appear in red above.' To the right is a dropdown menu labeled 'Navigate to Reviewable Unit' with the text '-- Select Reviewable Unit --'. At the bottom, there are three buttons: 'RETURN TO PACKAGE SUMMARY', 'SAVE REVIEWABLE UNIT' (highlighted with a red box and arrow), and 'GO TO SELECTED REVIEWABLE UNIT'. A PRA Disclosure Statement is also visible at the bottom of the form.

Figure 79: Validation & Navigation section

6. After completing the review of an RU, select the **Return to Package Summary** button.

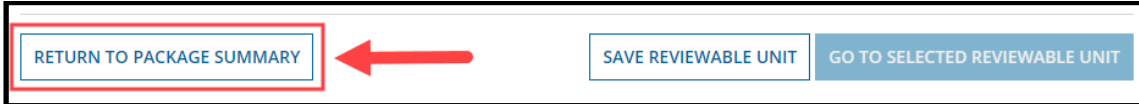


Figure 80: Return to Package Summary button

7. Repeat steps 4 to 6 as needed.
8. Select the **Take Action on Package** button on the package summary screen upon completing your review of all RUs.

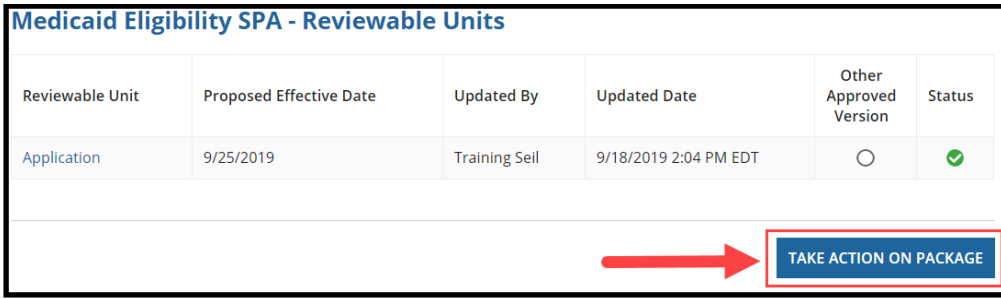


Figure 81: Take Action on Package button

9. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.
10. 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.

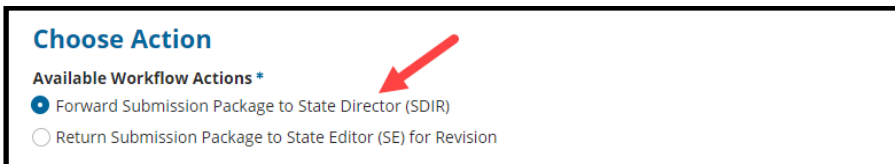


Figure 82: Choose Action section

11. Enter **Instructions**, if needed. Then select the **Execute Action** button.

**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 in the lower-left corner, which will regenerate a new “Review Submission Package” task that will appear in your Tasks list.



Figure 83: Execute Action button

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

## Step 8: State Director - Reviews & Certifies Submission Package

The State Director will receive a “Review Submission Package” task once the State Point of Contact completes their review. The State Director can view but not edit the submission package. 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. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

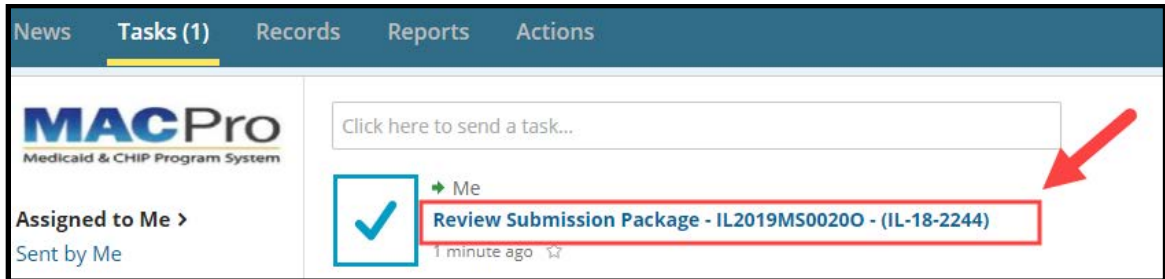


Figure 84: Tasks tab

3. Select **Accept**, if applicable. Accepting the task removes it from the Tasks list of other State Directors.

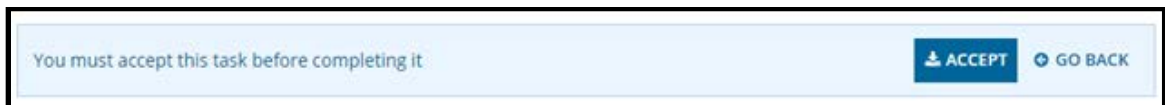


Figure 85: Accept button

4. 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.

Submission Form - Reviewable Units					
Reviewable Unit		Updated By	Updated Date		Status
Submission - Summary		Training Seoh	10/6/2019 2:00 PM EDT		✓
Submission - Medicaid State Plan		Training Seoh	9/25/2019 10:27 AM EDT		✓
Submission - Public Comment		Training Seoh	9/25/2019 10:43 AM EDT		✓
Submission - Tribal Input		Training Seoh	10/6/2019 1:58 PM EDT		✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Application	10/31/2019	Training Seoh	10/6/2019 1:59 PM EDT	○	✓

Figure 86: Reviewable Units table

- Upon completing the review of an RU, you can navigate to another RU by selecting the **All Reviewable Units** link above the current RU's name, and then selecting another RU from the table provided (as shown above in step 4). Or, you can select either the right or left arrow links directly below the All Reviewable Units link to navigate directly to an adjacent RU.

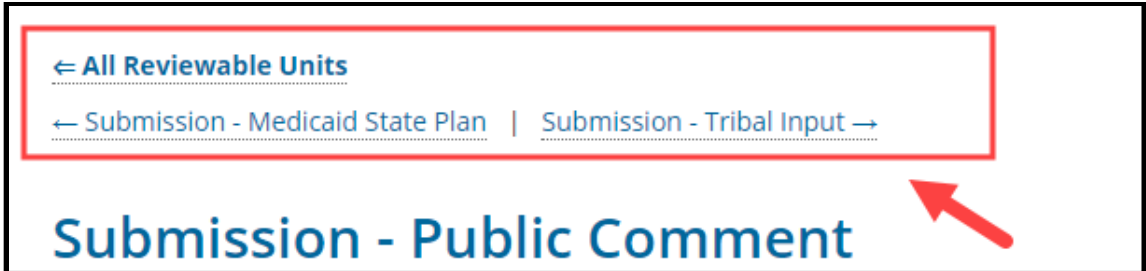


Figure 87: Links to navigate to other RUs

- Select the **Take Action on Package** button upon completing your review.

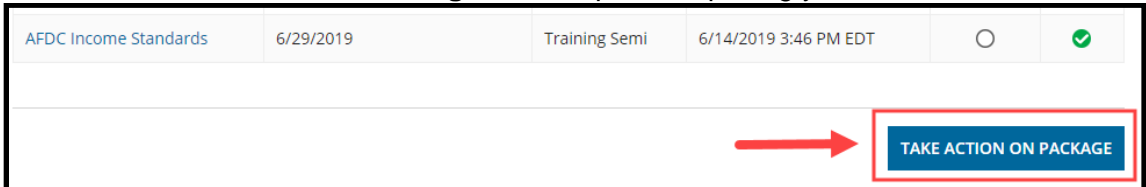


Figure 88: Take Action on Package button

- Select **Yes** to the “Are you sure you want to take action on this package?” prompt.
- To move the package forward, select the **Certify and Forward Submission Package to State Point of Contact (SPOC) for Submission to CMS** workflow action, as shown in this example.

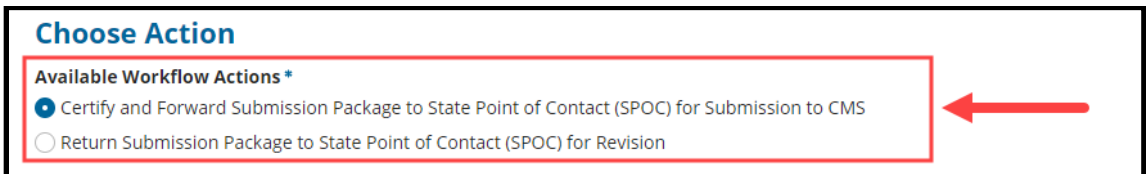


Figure 89: Choose Action section

- Enter **Instructions**, if needed. Then select the **Execute Action** button.

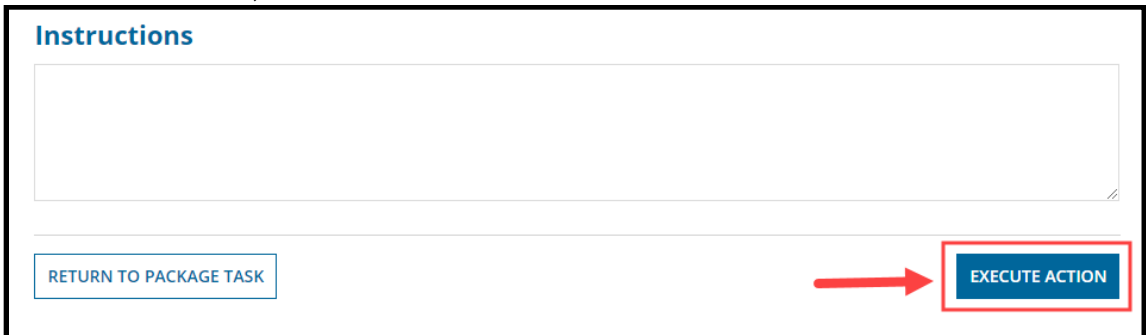


Figure 90: Execute Action button

- 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.



## Step 9: State Point of Contact - Submits Package to CMS

The State Point of Contact (SPOC) will receive a “Review Submission Package” task once the State Director completes their review.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

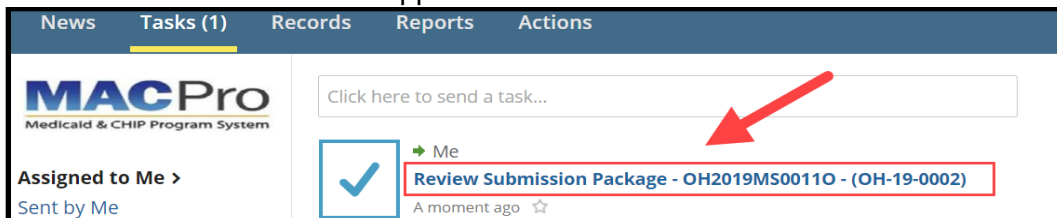


Figure 91: Tasks tab

3. Select the **Take Action on Package** button.



Figure 92: Take Action on Package button

4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.
5. To move the package forward, select the **Submit the Submission Package to CMS** workflow action, as shown in this example.

**NOTE:** If you select the “Modify the Certified Submission Package” workflow action, you must review the package again and forward it to the State Director for certification again.



Figure 93: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.



Figure 94: Execute Action button

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

This concludes the steps for developing and submitting a SPA to CMS. Next the state may receive requests from CMS, for example, to [remove an RU](#), or to respond to a [Clarification](#) or a [Request for Additional Information \(RAI\)](#). Refer to the following topics for details on handling those requests, and more. Once approved, the package’s [Approval Letter](#) can be accessed in MACPro.



## Using the Correspondence Log

A Correspondence Log in MACPro is the official record of communication between the state and CMS regarding a submission package. State Editors and State Point of Contacts can create Correspondence Log entries.

### Note the following:

- Any State Editor (SE) who works with a package by creating it or modifying it can create a Correspondence Log entry.
- Any State Point of Contact (SPOC) with matching attributes to the submission package can create a Correspondence Log entry until an individual SPOC becomes associated with the package. An SPOC becomes associated with a package once they forward a package to the State Director for review.

A notification is sent via email to both the SE who submitted the package and the SPOC when CMS saves a Correspondence Log entry, and vice versa. Note that these users will receive a notification only for entries submitted by others, not for entries that they submit themselves.

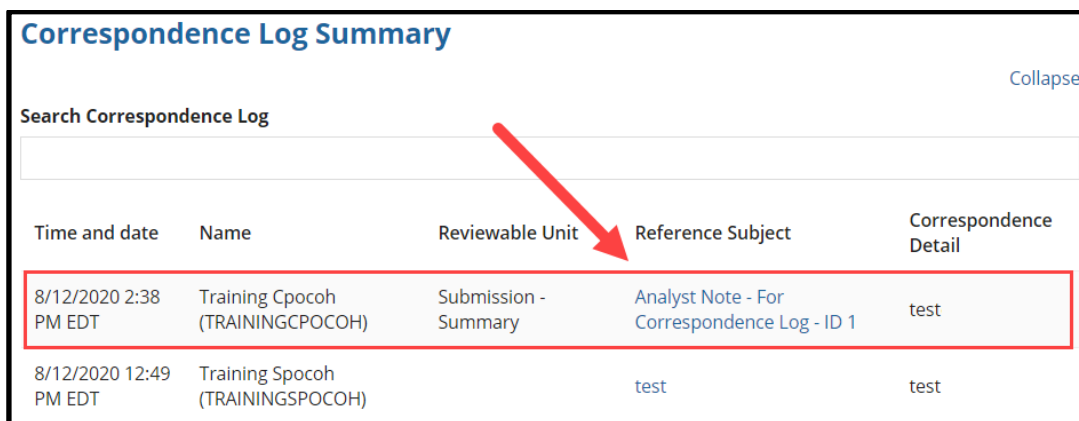
While only the SE(s) and SPOC can create Correspondence Log entries, other state and CMS users may view the entries for reference, regardless of whether the package is with the state or CMS. All state users belonging to the same state will be able to view the Correspondence Log. CMS users who are associated with the package can view the Correspondence Log before the package gets approved. Once approved, all CMS users can view it.

Note that the SE(s), SPOC, and CMS Point of Contact (CPOC) can write in and view the Correspondence Log regardless of who the submission package is with. For example, the SE and SPOC can write in the Correspondence Log while CMS is reviewing the package.

## Analyst Notes in Correspondence Logs

This topic provides information about a type of record that can appear in a Correspondence Log. Analyst Notes are questions and comments that CMS enters on individual reviewable units while reviewing the submission package. CMS can utilize Analyst Notes tagged “For the Correspondence Log” to communicate information directly to the state.

“For Correspondence Log” Analyst Notes are automatically posted to a Correspondence Log entry, which will reflect "Analyst Note - For Correspondence Log - ID" at the beginning of the entry's Reference Subject. The State Point of Contact and State Editor(s) can reply to such entries via the same steps described in the [Posting a Reply to a Correspondence Log Entry](#) topic in this document.



Time and date	Name	Reviewable Unit	Reference Subject	Correspondence Detail
8/12/2020 2:38 PM EDT	Training Cpocoh (TRAININGCPOCOH)	Submission - Summary	Analyst Note - For Correspondence Log - ID 1	test
8/12/2020 12:49 PM EDT	Training Spocoh (TRAININGSPCOCH)		test	test

Figure 95: Correspondence Log entry

## Creating a Correspondence Log Entry

Below are the steps for a State Editor (SE) and State Point of Contact (SPOC) to create an entry in the Correspondence Log. The option to do so will be available to the SE upon creating or modifying a package. It will be available to the SPOC upon receiving the package for review.

The Correspondence Log tab will appear on the package navigation menu after the first Correspondence Log entry has been created.

---

### IMPORTANT NOTES:

- If a submission package currently in review with CMS needs updating (e.g., based on comments from CMS in the Correspondence Log), it is important that the SPOC **does not** withdraw the package to make the updates. **Withdrawn submission packages cannot be re-submitted to CMS in MACPro.**
- Instead, the SPOC should request (e.g., outside of MACPro via email or phone) or wait for CMS to return the package to the state (e.g., via a Clarification task in MACPro), and then take action to update the package via the applicable task(s). For more information, refer to the [Responding to a Clarification](#) topic in this document.

1. Log in to [MACPro](#) as the **State Editor** or **State Point of Contact**.
2. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

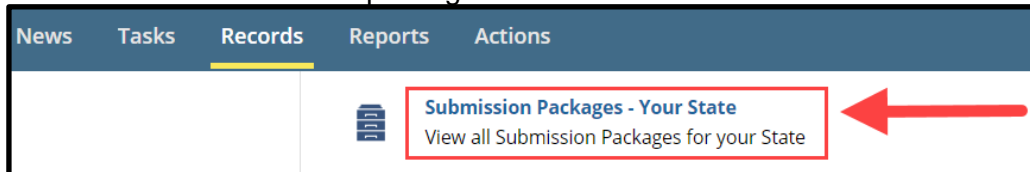


Figure 96: Records tab

3. Select the **Create Correspondence Log Entry** link on the **Related Actions** tab, or select the **Correspondence Log** tab and then select the “**Create Correspondence Log...**” button in the upper-right corner.

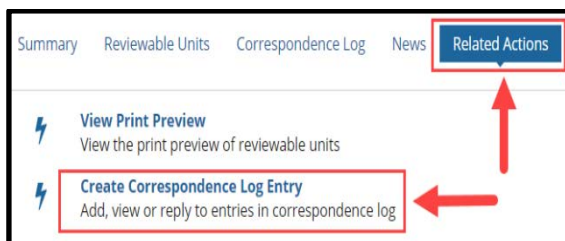


Figure 97: Related Actions tab



Figure 98: Correspondence Log tab

- Complete the **Reference Subject** and **Correspondence Detail** fields. Optionally, select the applicable RU(s) from the **Reviewable Unit** drop-down list. If an RU is not selected, then the Correspondence Log entry will be applicable to the entire submission package.

Figure 99: Correspondence Log entry

- To upload a document (optional), select the “+ Add Documents” link. Then, either select the **Upload** button that appears and select a document, or drag a document onto the “Drop file here” text. Also complete the **Description** field.

Figure 100: Add Documents link

Figure 101: Upload document fields

- Select the **Create Correspondence Log Entry** button.

Figure 102: Create Correspondence Log Entry button

- Select the **Create** button on the “A new correspondence log entry will be created, are you sure you want to proceed?” prompt. **NOTE:** Entries cannot be edited or deleted once saved.

Figure 103: Create button

## Posting a Reply to a Correspondence Log Entry

This topic describes how a State Editor and State Point of Contact (SPOC) can post a reply to a Correspondence Log entry.

### IMPORTANT NOTES:

- If a submission package currently in review with CMS needs updating (e.g., based on comments from CMS in the Correspondence Log), it is important that the SPOC **does not** withdraw the package to make the updates. **Withdrawn submission packages cannot be re-submitted to CMS in MACPro.**
- Instead, the SPOC should request or wait for CMS to return the package to the state (e.g., via a Clarification), and then take action to update the package via the applicable task(s). For more information, refer to the [Responding to a Clarification](#) topic in this document.

1. Log in to [MACPro](#) as the **State Editor** or **State Point of Contact**.
2. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

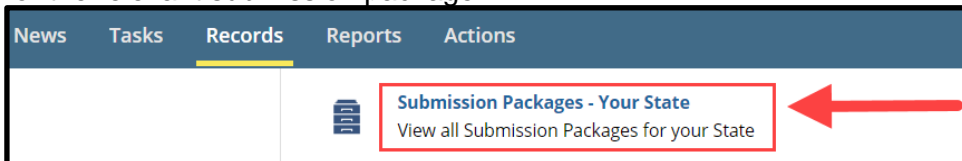


Figure 104: Records tab

3. Either select the **Create Correspondence Log Entry** link on the **Related Actions** tab, or select the **Correspondence Log** tab and then the “**Create Correspondence Log...**” button in the upper-right corner.

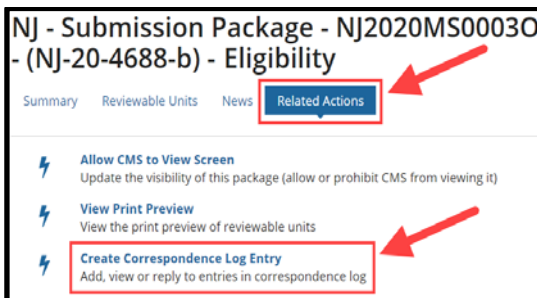


Figure 105: Related Actions tab

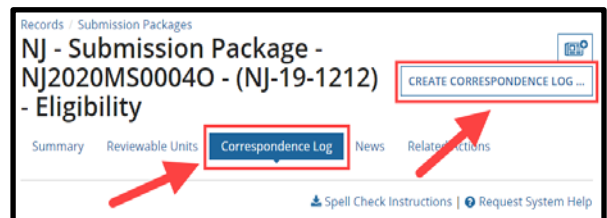


Figure 106: Correspondence Log tab

4. Scroll down to the **Correspondence Log Summary** section and select the link in the **Reference Subject** column for the relevant Correspondence Log entry.

Correspondence Log Summary				
Search Correspondence Log				
Time and date	Name	Reviewable Unit	Reference Subject	Correspondence Detail
3/2/2020 12:27 PM EST	CMS POC (CMSCPOCSPA1)		sample - subject	sample - detail

Figure 107: Correspondence Log Summary

5. Select the **Reply** link.

sample - subject - By: CMS POC (CMSCPOCSPA1)

**Group :** CAHPG      **Division :** DQHO  
**Created Date and Time :** 3/2/2020 12:27 PM EST      **Email :**

**Correspondence Detail**  
sample - detail

[Reply](#)

Figure 108: Reply link

6. Complete the **Correspondence Detail** text box.

sample - subject - By: CMS POC (CMSCPOCSPA1)

**Group :** CAHPG      **Division :** DQHO  
**Created Date and Time :** 3/2/2020 12:27 PM EST      **Email :**

**Correspondence Detail**  
sample - detail

New Reply for Reference Subject : sample - subject

**Correspondence Detail**

Character count: 0/170000

Figure 109: Correspondence Detail

7. To upload a document (optional), either select the **Upload** button and select a document, or drag a document onto the “**Drop file here**” text. Complete the **Correspondence Log Document Type** and **Document Description** fields.



Figure 110: Upload document fields

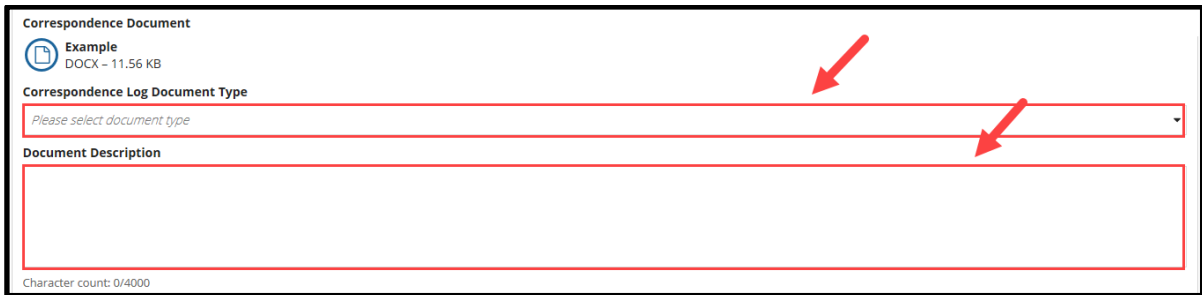


Figure 111: Upload document fields

8. Select the **Submit** button to initiate the save process for the reply.



Figure 112: Submit button to initiate save

9. Select the **Submit** button on the “**Your reply will be saved. Are you sure you want to proceed?**” prompt to complete the save process. **NOTE:** Correspondence Log replies cannot be edited or deleted once saved.

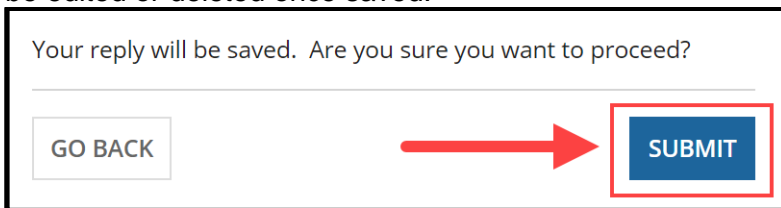


Figure 113: Submit button to confirm & complete save

## Generating a PDF of a Correspondence Log

State users can generate a PDF of a Correspondence Log. The PDF file name will consist of the package ID, the Correspondence Log label, and the file generation timestamp in “MM\_dd\_yyyy hr:mm” format (for example, NJ2020MS0002O-CorrespondenceLog3\_2\_2020 12\_25 PM EST).

### Please note the following additional details:

- The PDF **will** contain package header information, such as the package ID, program name (if applicable), SPA ID, submission type, state, region, and package status. It will also contain all Correspondence Log entries.
- The PDF **will not** contain names of documents uploaded to a Correspondence Log entry or names of applicable reviewable units if any were selected for an entry.

1. Select the **Submission Packages - Your State** link on the **Records** tab. Then select the link for the relevant submission package.

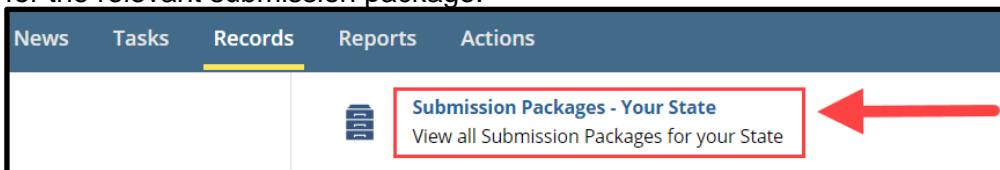


Figure 114: Records tab

2. Select the **Correspondence Log** tab on the package navigation menu.

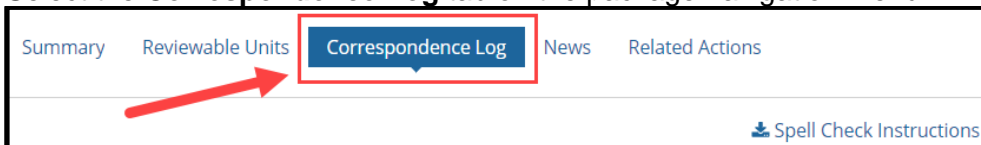


Figure 115: Correspondence Log tab

3. Select the **Generate PDF** link (or the **Regenerate PDF** link).



Figure 116: Generate PDF link

**IMPORTANT NOTE:** Do not navigate away from or perform any actions on the screen while “PDF generation in progress” (or “PDF regeneration in progress”) appears on the screen. It may take a few moments for the process to complete.



Figure 117: “PDF generation in progress” indicator

4. Select the **Download PDF** link.

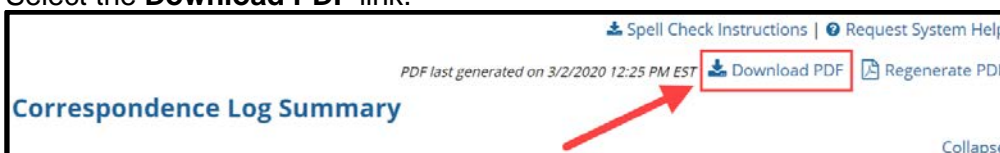


Figure 118: Download PDF link

## Responding to a Request for Additional Information (RAI)

A Request for Additional Information (RAI), which stops the 90-day clock, is a formal request from CMS that returns a submission package to a state to address in-depth questions or updates. A new 90-day clock starts once CMS receives the state's response to the RAI. For an image of the overall RAI workflow, refer to [Request for Additional Information \(RAI\) Workflow](#).

When CMS submits an RAI, the State Point of Contact (SPOC) will receive a "Respond to RAI" task. The SPOC will then review and respond to the questions in the RAI form, determine whether to submit the RAI response back to CMS with or without modifying the package, and then select the applicable workflow action to do so.

### Key Points about RAIs:

- An RAI can be issued only once per submission.
- With the addition of the RAI form in MACPro, states will no longer receive paper-based RAIs.
- If a state's RAI response is not returned to CMS within 90 calendar days, CMS will initiate the Disapproval workflow.

## Part 1: State Point of Contact Responds to RAI Question(s) & Selects Workflow Action

Upon receiving a "Respond to RAI" task, the State Point of Contact (SPOC) will view the RAI questions, determine whether the submission package needs revisions per the RAI, and then select the applicable workflow action.

**TIP:** While viewing the RAI questions in one browser tab, you may find it helpful to reference the RUs in a separate tab. For instructions to do so, refer to the [Viewing RUs in a Separate Browser Tab](#) topic.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Respond to RAI** task (as shown below). Or, select **follow this link** in the applicable task notification email.

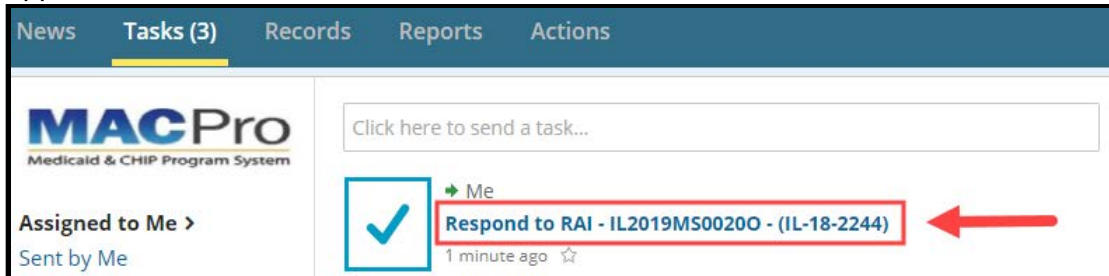


Figure 119: Tasks tab

3. Select the **View/Respond to RAI** button at the bottom of the screen.



Figure 120: View/Respond to RAI button



- In the **All Questions** table, select the **linked number** in the **Question ID** column to expand the Question Details screen for that question.

**All Questions**  
Click on a question ID to view details associated with the saved question

Question ID	Reference	CMS question to the State	Policy/Regulation	State Response
1	Sample text	Sample text	Sample text	

Figure 121: RAI question link

- Enter information in the **State Response** text box, select (click) outside of the text box to activate the **Save Response** button, and then select **Save Response**.

**State RAI Response to CMS**  
Question Details  
Question 1

Reference Sample text  
CMS question to the State Sample text  
Policy/Regulation Sample text  
\* State Response Sample response from state

SAVE RESPONSE

Figure 122: State RAI Response to CMS form

- Repeat steps 4 and 5 above until a response is entered for each RAI question.
- Determine whether the submission package will require updates or edits per the RAI. And then select **Yes** or **No** to the **“Submission Package was updated by the State in accordance with the response above”** statement.

Submission Package was updated by the State in accordance with the response above

Yes  
 No

Figure 123: “Submission Package was updated by the State in accordance with the response above” options

- Select the **Return to Package Summary** button.

RETURN TO PACKAGE SUMMARY

Figure 124: Return to Package Summary button

9. Select the **Take Action on Package** button.



Figure 125: Take Action on Package button

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

11. Select the applicable workflow action depending on whether the package requires revisions and if so, who will make them.

- If the package **does not require** revisions, select “Submit RAI Response to CMS”
- If the package **requires** revisions that the **SPOC** will make, select “Modify the Returned Submission Package”
- If the package **requires** revisions that the **State Editor** will make, select “Return Submission Package to State Editor (SE) for Revision”

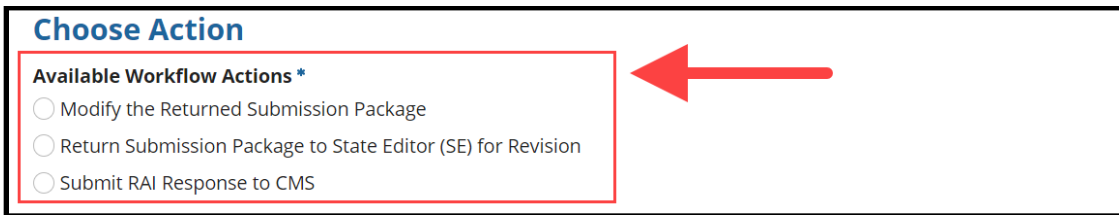


Figure 126: Choose Action section

12. Enter **Instructions**, if needed. Then select the **Execute Action** button.

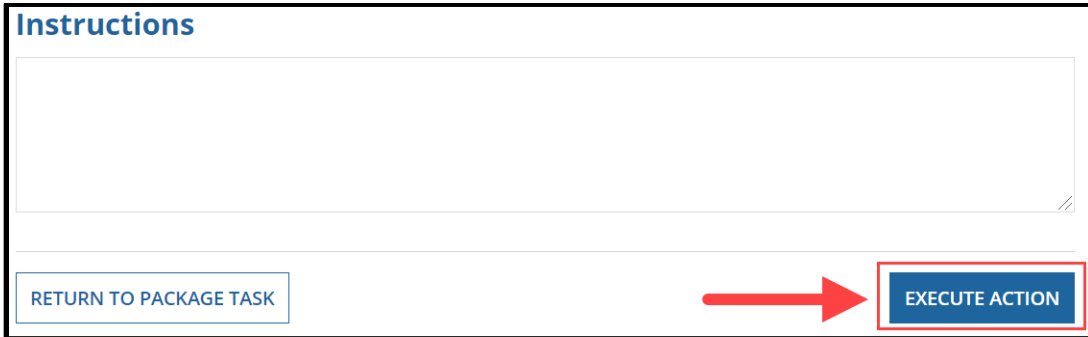


Figure 127: Execute Action button

13. Select **Yes** at the prompt to continue. The text of the prompt will correspond to the workflow action selected above.

## Part 2: State Point of Contact or State Editor Revises Package for RAI

This section picks up immediately following the State Point of Contact (SPOC), in response to an RAI, selecting the workflow action to either “Modify the Returned Submission Package” or to “Return Submission Package to State Editor for Revision.”

**To continue moving the state’s RAI response forward**, select the appropriate option linked below depending on who will revise the submission package:

- If the **State Point of Contact** will revise the package, proceed to [Option A: SPOC Modifies Package & Submits Package to CMS for RAI](#).
- If the **State Editor** will revise the package, proceed to [Option B: State Editor Revises Package & Forwards Package to SPOC for RAI](#).

### Option A: SPOC Modifies Package & Submits Package to CMS for RAI

The State Point of Contact will receive another “Respond to RAI” task if they select to modify a submission package in response to an RAI.

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

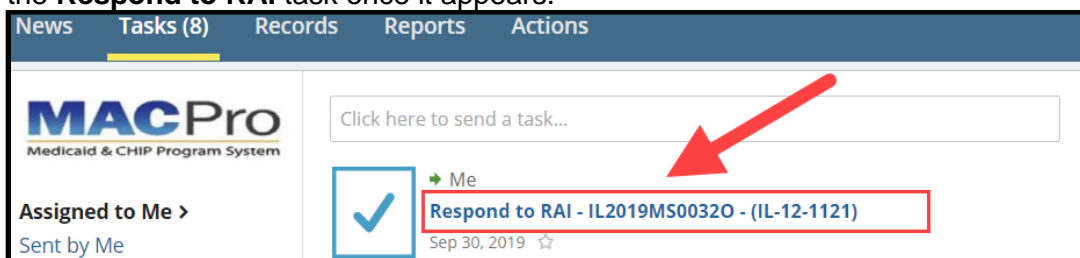


Figure 128: Tasks tab

2. To modify an RU, select the link for the relevant RU. The RU will open in edit mode.

Submission Form - Reviewable Units					
Reviewable Unit	Updated By	Updated Date			Status
Submission - Summary	Training Seoh	10/6/2019 2:00 PM EDT			✓
Submission - Medicaid State Plan	Training Seoh	9/25/2019 10:27 AM EDT			✓
Submission - Public Comment	Training Seoh	9/25/2019 10:43 AM EDT			✓
Submission - Tribal Input	Training Seoh	10/6/2019 1:58 PM EDT			✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Application	10/31/2019	Training Seoh	10/6/2019 1:59 PM EDT	○	✓

Figure 129: Reviewable Units table

- After updating an RU, select **Yes** to “**Would you like to validate the reviewable unit data?**” Then select **Save Reviewable Unit**.

**Validation & Navigation**

Would you like to validate the reviewable unit data?  
 Yes  No  
 Note: If validation fails, errors will appear in red above.

Navigate to Reviewable Unit  
 -- Select Reviewable Unit --

Not Started In Progress Complete

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 estimate or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

RETURN TO PACKAGE SUMMARY SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 130: Validation & Navigation section

- Select **Return to Package Summary**.

RETURN TO PACKAGE SUMMARY SAVE REVIEWABLE UNIT GO TO SELECTED REVIEWABLE UNIT

Figure 131: Return to Package Summary button

- Repeat steps 2 to 4 as necessary.
- Once all updates are made in accordance with the RAI, and a response has been entered for all questions on the RAI form, select the **Take Action on Package** button at the bottom of the package summary screen.

VIEW/RESPOND TO RAI TAKE ACTION ON PACKAGE

Figure 132: Take Action on Package button

- Select Yes to the “**Are you sure you want to take action on this package?**” prompt.
- Select the **Submit RAI Response to CMS** workflow action. Then select the **Execute Action** button.

**Choose Action**

Available Workflow Actions \*

Return Submission Package to State Editor (SE) for Revision

Submit RAI Response to CMS

**Instructions**

RETURN TO PACKAGE TASK EXECUTE ACTION

Figure 133: Choose Action section & Execute Action button

## Option B: State Editor Revises Package & Forwards Package to SPOC for RAI

The State Editor will receive a “Revise Submission Package” task after the State Point of Contact (SPOC) returns a package to them for revisions in response to an RAI. Once the State Editor completes the following steps, the SPOC will then receive another “Respond to RAI” task to complete the process.

1. Log in to [MACPro](#) as the **State Editor**.
2. Select the **Revise Submission Package** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

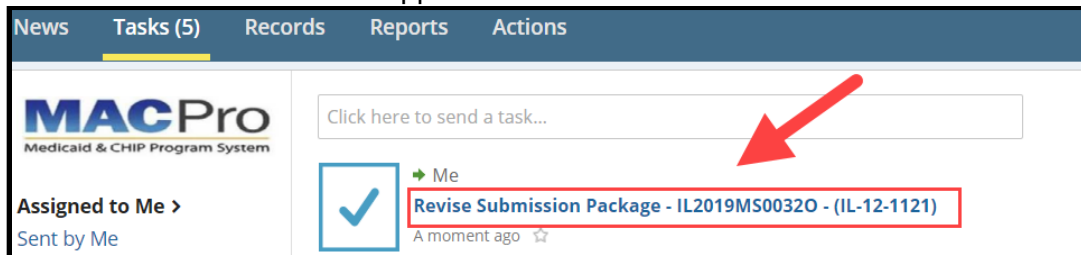


Figure 134: Tasks tab

3. Review the information provided by the SPOC in the **Instructions** field.
4. To modify an RU, select the link for the relevant RU. The RU will open in edit mode.

Submission Form - Reviewable Units					
Reviewable Unit		Updated By	Updated Date		Status
Submission - Summary		Training Seoh	10/6/2019 2:00 PM EDT		✓
Submission - Medicaid State Plan		Training Seoh	9/25/2019 10:27 AM EDT		✓
Submission - Public Comment		Training Seoh	9/25/2019 10:43 AM EDT		✓
Submission - Tribal Input		Training Seoh	10/6/2019 1:58 PM EDT		✓

Medicaid Eligibility SPA - Reviewable Units					
Reviewable Unit	Proposed Effective Date	Updated By	Updated Date	Other Approved Version	Status
Application	10/31/2019	Training Seoh	10/6/2019 1:59 PM EDT	○	✓

Figure 135: Reviewable Units table

- After updating an RU as needed, select **Yes** to “**Would you like to validate the reviewable unit data?**” Then select **Save Reviewable Unit**.

Figure 136: Validation & Navigation section

- Select **Return to Package Summary**.

Figure 137: Return to Package Summary button

- Repeat steps 4 to 6 as necessary.
- Once all updates are made for all applicable RUs, select the **Take Action on Package** button at the bottom of the package summary screen.

Figure 138: Take Action on Package button

- Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.
- Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action. Then select the **Execute Action** button.

Figure 139: Choose Action section & Execute Action button

## Responding to a Clarification

A Clarification unlocks a submission package, or specific RUs within a package, for additional review and revision by the state; it does not stop the 90-day clock. For an image of the overall Clarification workflow, refer to [Clarification Workflow](#). When CMS submits a Clarification, the State Point of Contact (SPOC) is assigned a "Respond to Clarification" task. If the SPOC associated with the package is no longer active in MACPro, the task assignment is sent to all SPOC users for the state.

### Part 1: SPOC Responds to Clarification & Selects Workflow Action

In addition to responding to a Clarification as described below, the SPOC should also review and respond to any questions or comments regarding the Clarification that CMS posted to the Correspondence Log (see [Posting a Reply to a Correspondence Log Entry](#)).

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Respond to Clarification** task on the **Tasks** tab (as shown below). Or, select **follow this link** in the applicable task notification email.

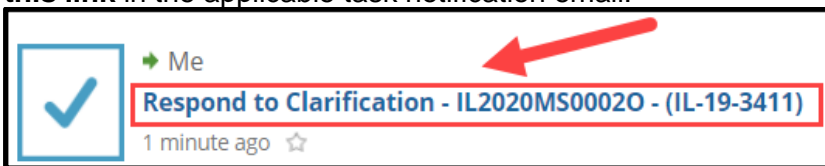


Figure 140: Tasks tab

3. Select the **Take Action on Package** button at the bottom of the screen.

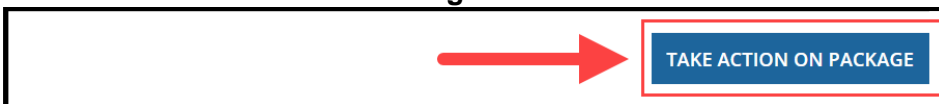


Figure 141: Take Action on Package button

4. Select **Yes** to the “**Are you sure you want to take action on this package?**” prompt.
5. Select the applicable workflow action, depending on whether the package requires revisions, and if so, who will make them.
  - If the package **requires** revisions that the **State Editor** will make, select “Return Submission Package to State Editor (SE) for Revision”
  - If the package **does not require** revisions, select “Submit the Submission Package to CMS”
  - If the package **requires** revisions that the **State Point of Contact** will make, select “Modify the Returned Submission Package”

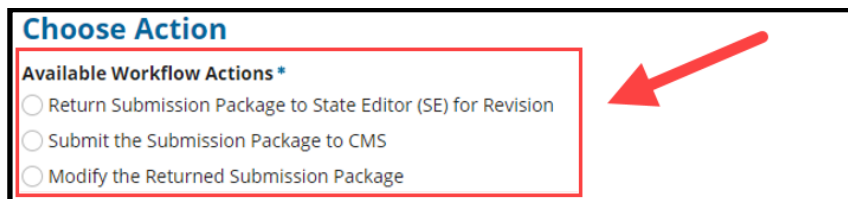


Figure 142: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.

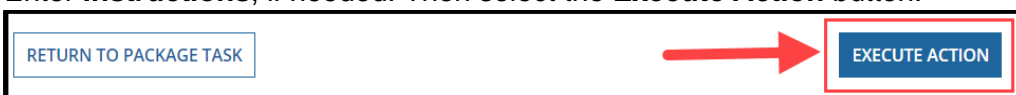


Figure 143: Execute Action button

7. Select **Yes** at the prompt to continue. The text of the prompt will correspond to the workflow action selected above

## Part 2: State Point of Contact or State Editor Revises Package for Clarification

This section picks up immediately following the State Point of Contact (SPOC), in response to a Clarification, selecting the workflow action to either “Modify the Returned Submission Package” or to “Return Submission Package to State Editor for Revision.”

**To continue moving the state’s package forward**, select the appropriate option linked below depending on who will revise the submission package:

- If the **State Point of Contact** will revise the package, proceed to [Option A: SPOC Modifies Package & Submits Package to CMS for Clarification](#).
- If the **State Editor** will revise the package, proceed to [Option B: State Editor Revises Package & Forwards Package to SPOC for Clarification](#).

### Option A: SPOC Modifies Package & Submits Package to CMS for Clarification

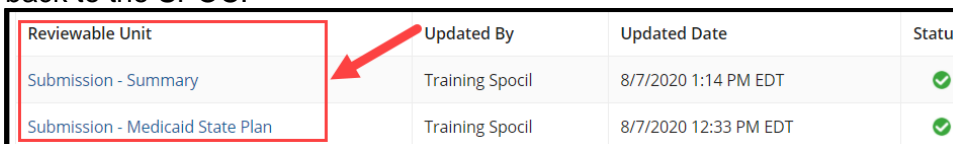
The State Point of Contact will receive another “Respond to Clarification” task if they select to modify the submission package in response to a Clarification.

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



Figure 144: Tasks tab

2. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. To modify an RU, select the link for the relevant RU. The RU will open in edit mode. **REMINDER:** All RUs must be validated and in Complete status to submit the package back to the SPOC.



Reviewable Unit	Updated By	Updated Date	Status
<a href="#">Submission - Summary</a>	Training Spocil	8/7/2020 1:14 PM EDT	✓
<a href="#">Submission - Medicaid State Plan</a>	Training Spocil	8/7/2020 12:33 PM EDT	✓

A screenshot of a table with four columns: Reviewable Unit, Updated By, Updated Date, and Status. The first two rows of data are highlighted with a red box. A red arrow points from the top right towards the first row of data.

Figure 145: Reviewable Units table

3. Select the **Take Action on Package** button once all necessary RU updates are complete.



Figure 146: Take Action on Package button

4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.
5. Select the **Submit the Submission Package to CMS** workflow action.

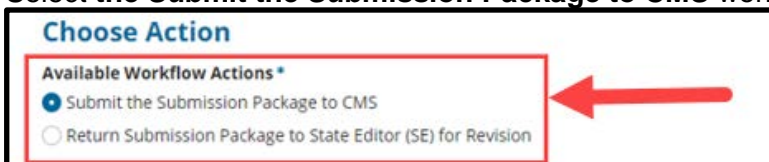


Figure 147: Choose Action section

6. Enter **Instructions**, if needed. Then select the **Execute Action** button.

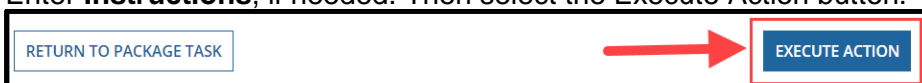


Figure 148: Execute Action button

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



## Option B: State Editor Revises Package & Forwards Package to SPOC for Clarification

The State Editor will receive a “Respond to Clarification” task after the State Point of Contact (SPOC) returns a package to them for revisions in response to a Clarification. Once the State Editor (SE) completes the following steps, the SPOC will then receive a task to complete the process.

1. Log in to [MACPro](#) as the **State Editor**.
2. Select the **Respond to Clarification** task on the **Tasks** tab (as shown below). Or, select follow this link in the applicable task notification email.

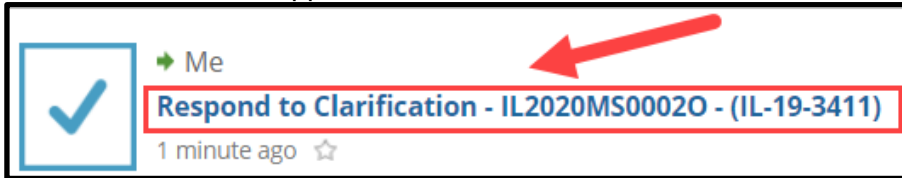
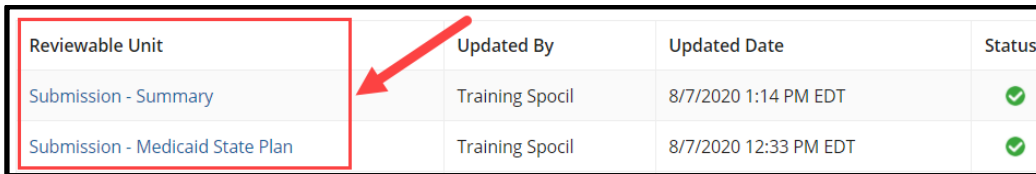


Figure 149: Link to Respond to Clarification task on Tasks tab

3. This time the RUs will be editable. If the entire package was sent for Clarification, all RUs will be available to be modified. To modify an RU, select the link for the relevant RU.

**REMINDER:** All RUs must be validated and in Complete status to submit the package back to the SPOC.



Reviewable Unit	Updated By	Updated Date	Status
<a href="#">Submission - Summary</a>	Training Spocil	8/7/2020 1:14 PM EDT	✓
<a href="#">Submission - Medicaid State Plan</a>	Training Spocil	8/7/2020 12:33 PM EDT	✓

A screenshot of a table titled "Reviewable Units". The table has four columns: "Reviewable Unit", "Updated By", "Updated Date", and "Status". There are two rows of data. The first row shows "Submission - Summary" updated by "Training Spocil" on "8/7/2020 1:14 PM EDT" with a green checkmark status. The second row shows "Submission - Medicaid State Plan" updated by "Training Spocil" on "8/7/2020 12:33 PM EDT" with a green checkmark status. A red box highlights the "Reviewable Unit" column for both rows. A red arrow points from the top left towards the "Submission - Summary" row.

Figure 150: Reviewable Units table

4. Select the **Take Action on Package** button once all necessary RU updates are complete.



Figure 151: Take Action on Package button

5. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.
6. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action.



Figure 152: Choose Action section

7. Enter **Instructions**, if needed. Then select the **Execute Action** button.



Figure 153: Execute Action button

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

## Viewing an Approval Letter

The State Point of Contact (SPOC) will receive an email notification upon CMS approving a submission package. The submission package's Approval Letter can be viewed in MACPro by any MACPro user for the state.

1. Log in to [MACPro](#).
2. Select the **Submission Packages – Your State** link on the **Records** tab.

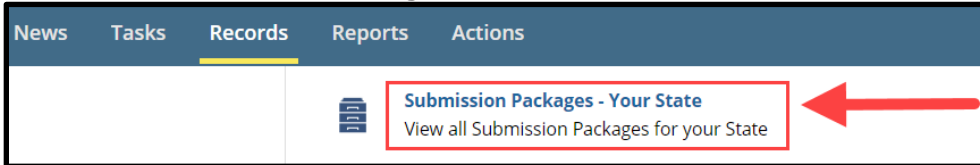


Figure 154: Submission Packages link

3. Select the link for the relevant submission package.
4. Select the **Approval Letter** tab on the package navigation menu.

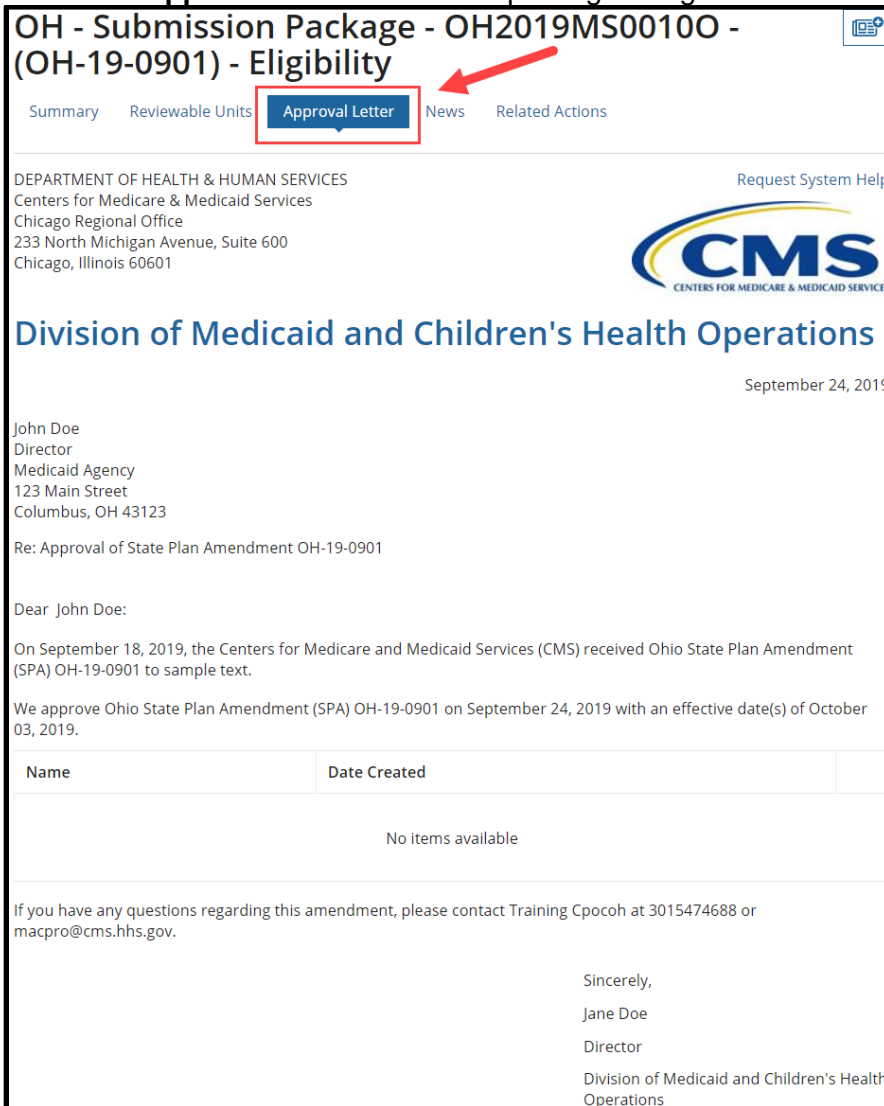


Figure 155: Approval Letter

## 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.

### 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)

When developing a Draft package, the State Editor will not complete the Submission - Public Comment and Submission - Tribal Input 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 and Submission - Tribal Input RU
- **Modify the Returned Submission:** This option allows the State Point of Contact 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 then 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.

## Converting a Draft Submission to Official

Once a Draft submission package is complete and does not require further updating, the state may close it and then convert it to an Official package. Both the State Point of Contact (SPOC) 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, a “Review Submission Package” task will be assigned to the SPOC.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Review Submission Package** task on the **Tasks** tab.

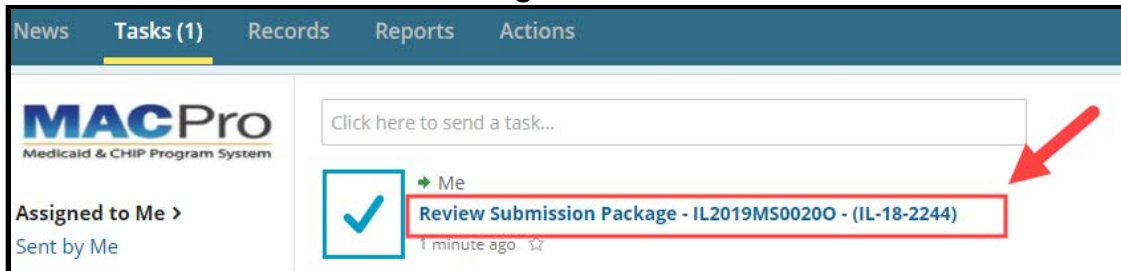


Figure 156: Tasks tab

3. Select the **Take Action on Package** button at the bottom of the screen.



Figure 157: Take Action on Package button

4. Select **Yes** to the “Are you sure you want to take action on this package?” prompt.
5. Select the **Close Draft Submission Package** workflow action. Then select the **Execute Action** button.

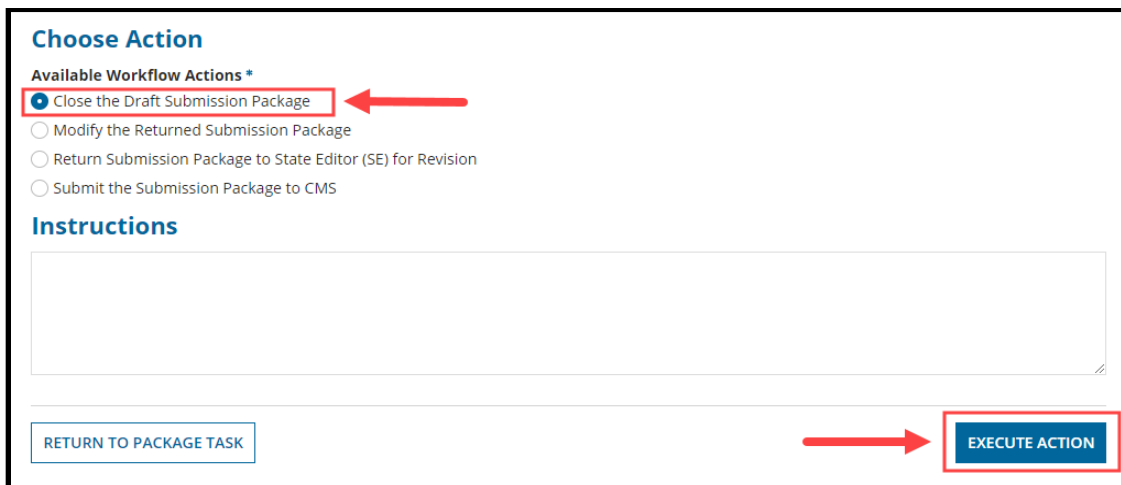


Figure 158: Choose Action section & Execute Action button

6. Select **Yes** to the “Are you sure you want to Close the Draft Submission Package?” prompt.

## Step 2: State Editor Converts Closed Draft Submission to Official

Upon receiving an email notification that the Draft submission package has been closed, the State Editor must perform the following steps to convert the closed Draft submission package to Official.

**NOTE:** State Editors will receive notification via email only; they will not receive a task in their Task list to complete this action.

1. Log in to [MACPro](#) as the **State Editor**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

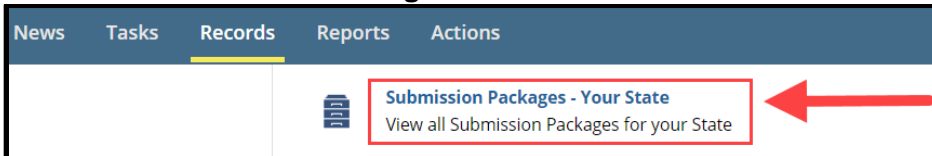


Figure 159: Records tab

3. Select the link for the relevant submission package, which will show Package Status: Closed.

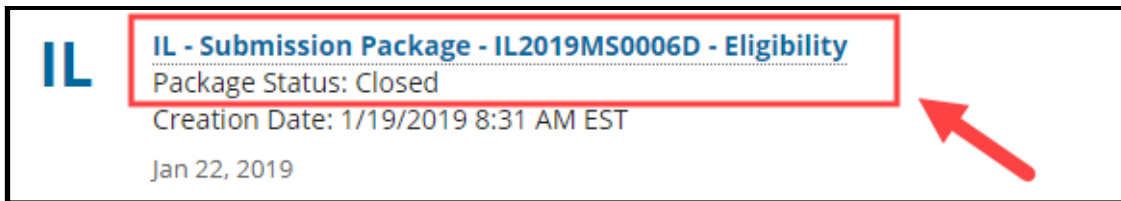


Figure 160: Submission Package link

4. Select the **Convert Draft Package to Official** link on the **Related Actions** menu.



Figure 161: Related Actions tab

- Prior to converting, you will receive a prompt 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**.

## Convert Draft Submission Package to Official Submission Package

[Request System Help](#)

### Package Information

<b>Package ID</b> NE2018MS0046D	<b>Submission Type</b> Draft
<b>Program Name</b> N/A	<b>State</b> NE
<b>Version Number</b> 1	<b>Region</b> Kansas City, KS
<b>Submitted By</b> Training StatePOCNE	<b>Package Status</b> Closed
	<b>Submission Date</b> 8/30/2018

[View Entire Package](#)

### Audit Information

<b>Created By</b> Training StateEditorNE	<b>Updated By</b> Training StatePOCNE
<b>Created Date</b> 8/30/2018 8:57 AM EDT	<b>Updated Date</b> 8/30/2018 9:33 AM EDT

### SPA ID and Effective Date

**SPA ID \***

Note: SPA ID format must be SS-YY-NNNN-xxxx, with last letters(xxxx) being optional to specific SPA types. SS - State, YY - Year and NNNN - Sequence number

<p><b>Do you want to enter the same effective date for all the Reviewable Units?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p><b>Do you want to enter the same Superseded SPA ID for all reviewable units?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><small>If blank, either enter the correct Superseded SPA ID, or if there is none, enter "New".</small></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reviewable Unit	Proposed Effective Date	Superseded SPA ID
Optional Eligibility Groups	09/15/2018	NE-18-0823-A

CANCEL

CONVERT FROM DRAFT TO OFFICIAL

Figure 162: SPA ID and Effective Date section & Convert from Draft to Official button

- Select **Yes** to the “**Are you sure you want to convert draft submission package to official submission package?**” prompt.

7. After the conversion, you will be routed back to the Related Actions screen. To continue, select the **Submission Packages – Your State** link on the **Records** tab.

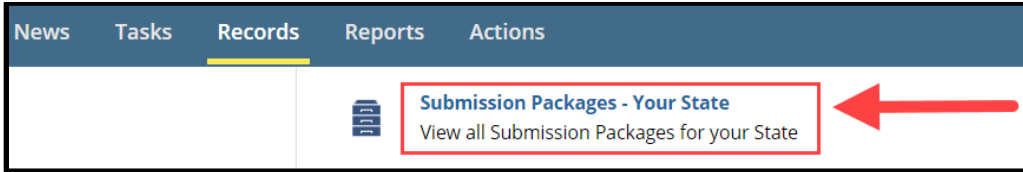


Figure 163: Records tab

8. 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.

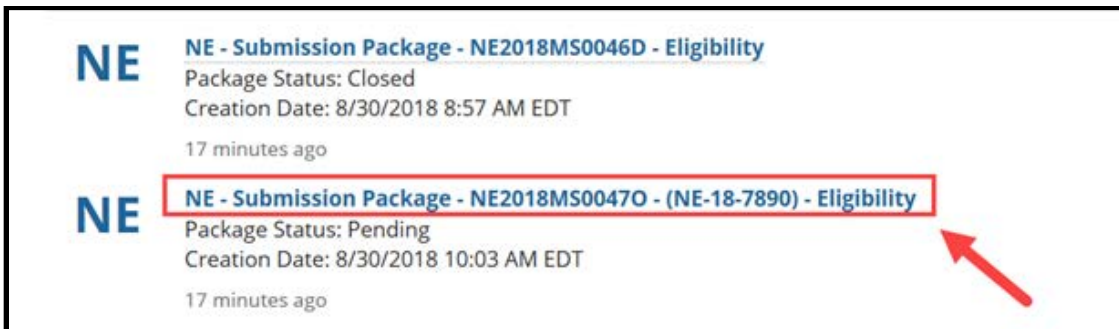


Figure 164: Submission Package link

9. Select **Validate Submission Form RUs** on the **Related Actions** tab.



Figure 165: Related Actions tab

10. Complete, validate, and save the Submission – Public Comment RU and the Submission – Tribal Input RU. (See [Step 3: State Editor - Completes Submission - Public Comment and Submission -Tribal Input RUs](#) for related information.)

11. Once the Submission RUs are in Complete status (as described in the [Viewing Reviewable Unit Status](#) topic), select the **Forward Package to State POC for Review** link on the **Related Actions** tab.



Figure 166: Related Actions tab

12. Select the **Forward Submission Package to State Point of Contact (SPOC)** workflow action. Then select the **Execute Action** button.

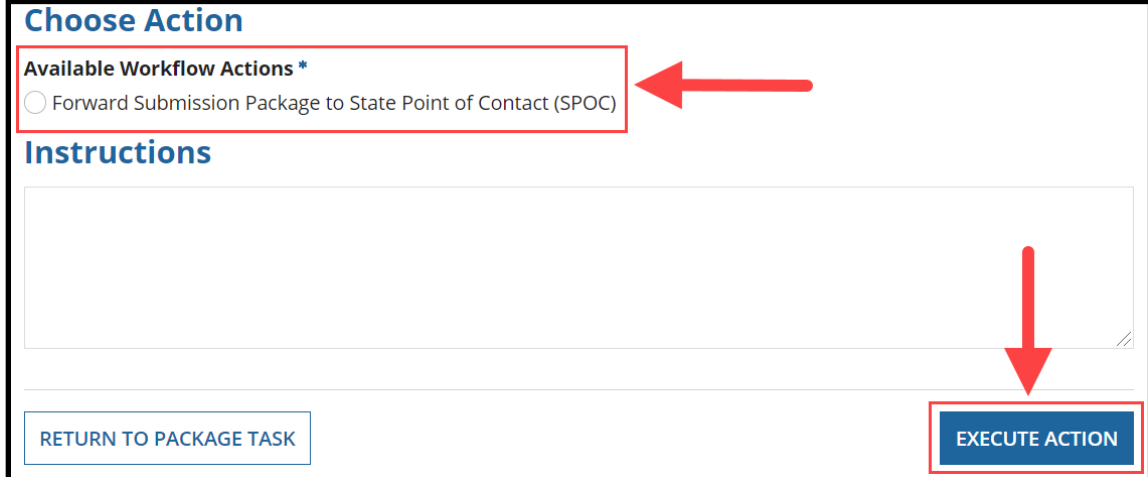


Figure 167: Choose Action section & Execute Action button

13. Select **Yes** to the “**Are you sure you want to Forward Submission Package to SPOC?**” prompt.

Next 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. Refer to steps 7 through 9 in the [Developing & Submitting a SPA Package](#) topic for detailed instructions.



# Appendix A: Additional Actions

## Accessing a Submission Package for Editing

While developing a submission package, if a State Editor must navigate away from the package, it is important that before doing so they (1) save their work, and (2) select the Exit button to release their lock on the package. Then to resume editing the package, a State Editor can follow the instructions below.

**NOTE:** The following steps are applicable only to State Editors and only prior the package being submitted to the State Point of Contact for review.

1. Select the **Submission Packages – Your State** link on the **Records** tab.

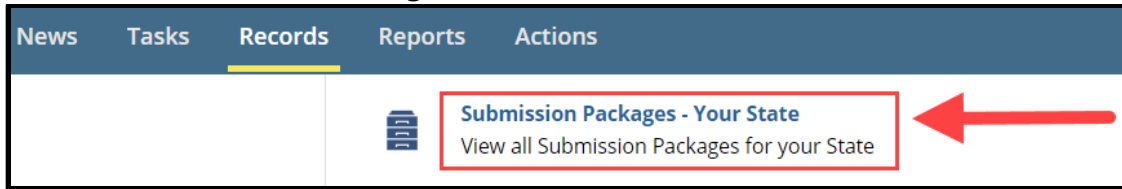


Figure 168: Records tab

2. Select the link for the relevant submission package.
3. Select the **Modify Package** button in the upper-right corner of the screen. Reminder, this button is available only for State Editors.

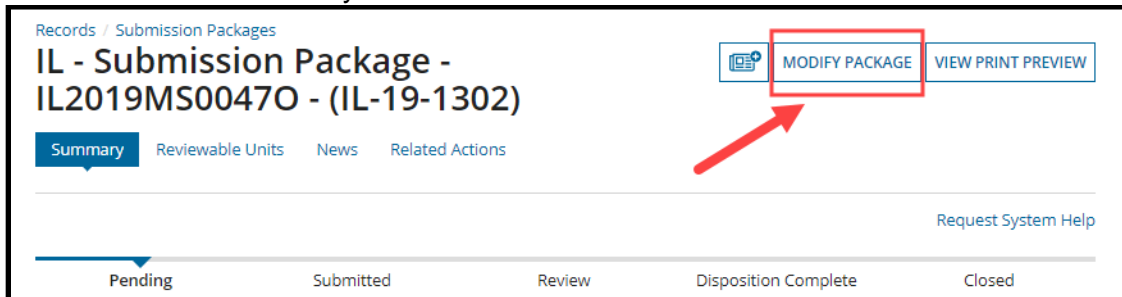


Figure 169: Modify Package button

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.

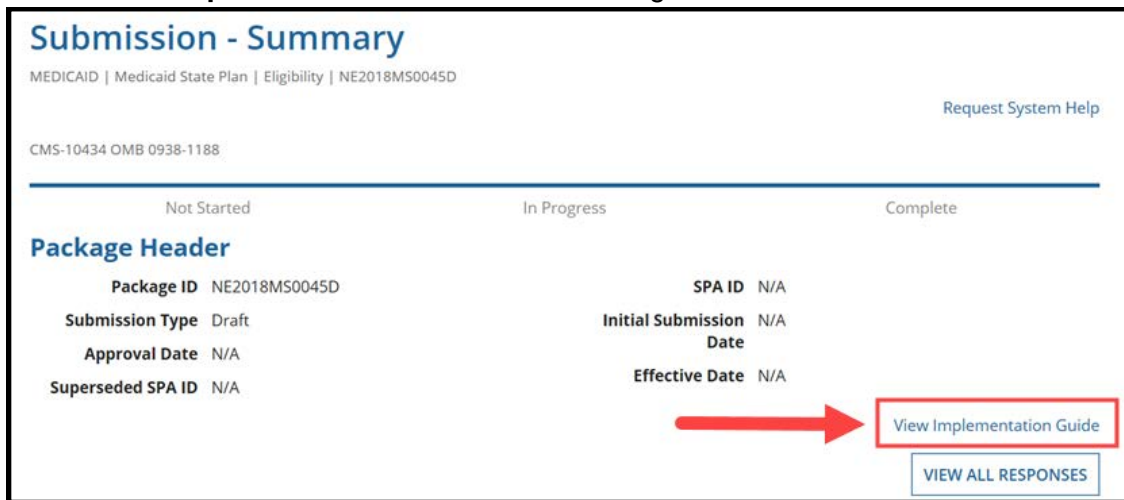


Figure 170: View Implementation Guide button

### Option 2: Via the Actions tab.

- a. Select the **View Implementation Guide(s)** link on the Actions tab.

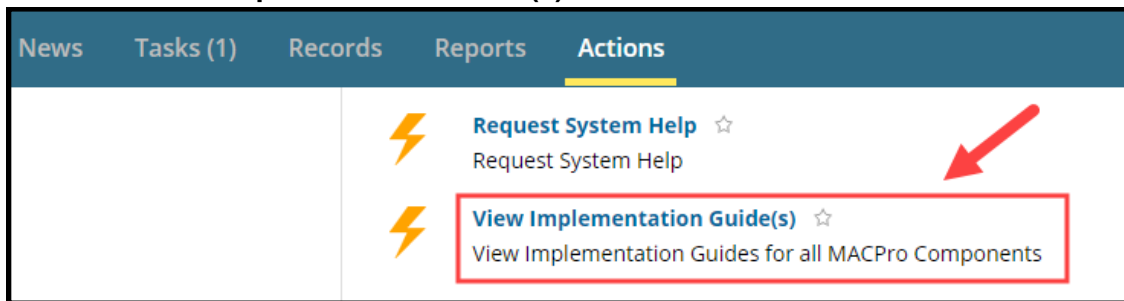


Figure 171: View Implementation Guide(s) link

- b. Select the +/- link to expand a specific section. Then select a link in that section for a specific guide.

## Implementation Guidelines

Click on the links below to view an Implementation Guide

[Request System Help](#)

- Quality Measure Implementation Guides - AQM** +/-
- Quality Measure Implementation Guides - CQM** +/-
- Quality Measure Implementation Guides - HHQM** +/-
- Quality Measure Implementation Guides - MIH** +/-

**Submission Form Implementation Guide** +/-

Medicaid State Plan - Submission Form	
Implementation Guide for Submission Form	

**Medicaid State Plan - Administration Implementation Guide** +/-

**Medicaid State Plan - Eligibility Implementation Guides** +/-

Medicaid State Plan - Eligibility	
Implementation Guide for Eligibility and Enrollment Processes	
Implementation Guide for Optional Eligibility Groups	
Implementation Guide for Non-financial Eligibility	
Implementation Guide for Mandatory Eligibility Groups	
Implementation Guide for Income/Resource Methodologies	
Implementation Guide for Income/Resource Standards	

6 items

**Medicaid State Plan - Health Homes Implementation Guide**

Figure 172: Implementation Guide links

# 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.



Figure 173: Records tab

2. Select the link to the relevant MMDL package.

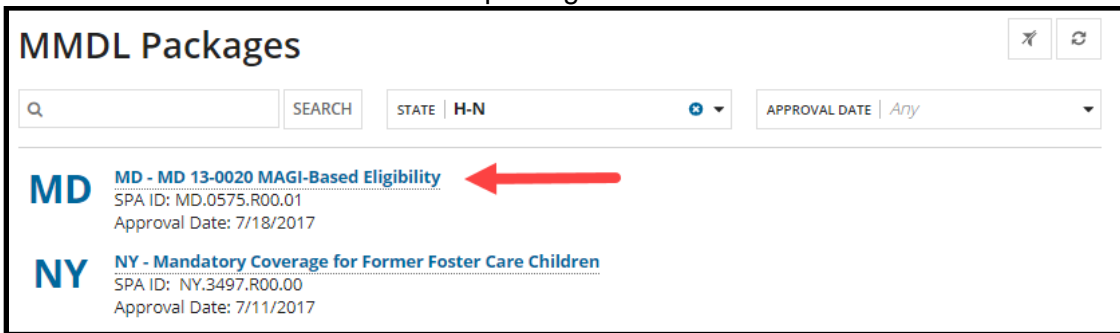


Figure 174: MMDL packages

3. Select the link next to **Submission Document** to download the PDF file.

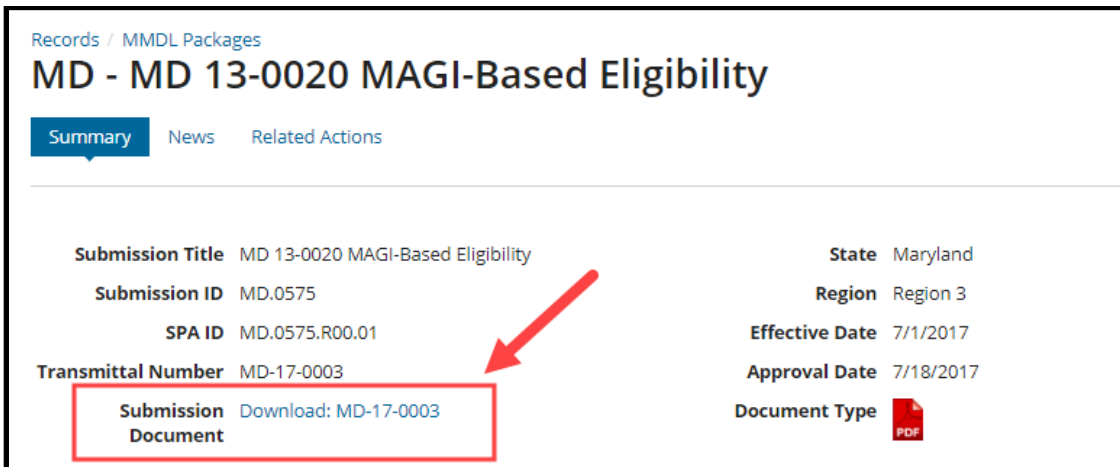


Figure 175: Download link

## Allowing CMS to View a Package

Allow CMS to View Screen functionality allows CMS to view the contents of a package before the official review process begins. The State Point of Contact (SPOC) can enable the functionality upon receiving the package for review. The SPOC can update the package's visibility (e.g., turning it off and on) at any point prior to submitting it to CMS for review.

**NOTE:** The SPOC should notify CMS once visibility is turned on for the package as MACPro does not send a notification. CMS can provide feedback about the package via the Correspondence Log.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

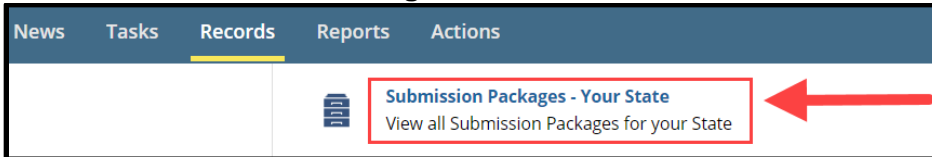


Figure 176: Records tab

3. Select the link for the relevant submission package.
4. Select **Allow CMS to View Screen** on the **Related Actions** tab.

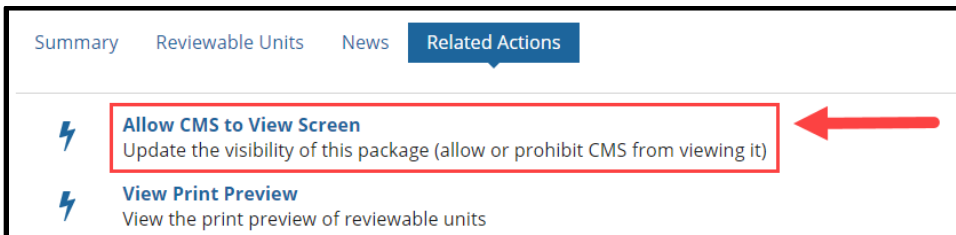


Figure 177: Related Actions tab

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

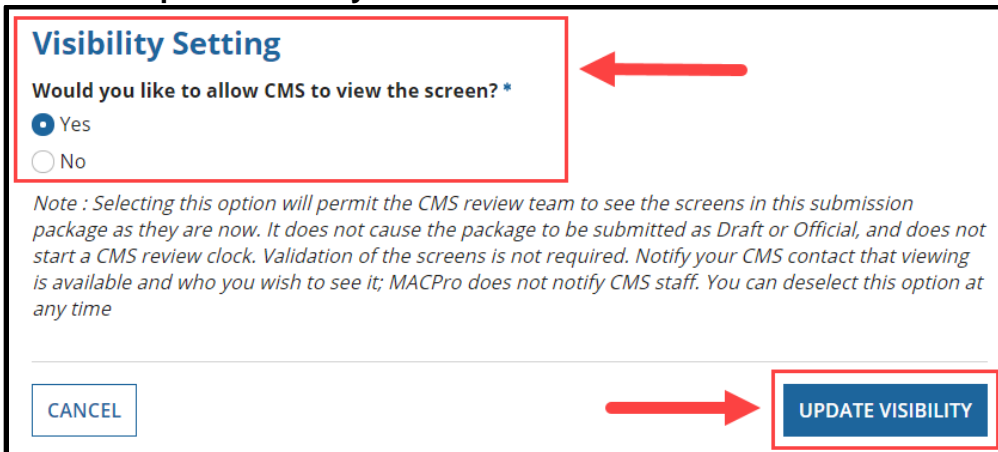


Figure 178: Visibility Setting options

## Breaking a Submission Package Lock

The "Break the Lock" functionality may be helpful in cases where one State Editor selects the "Modify Package" button in a submission package, but then later does not select the Exit button to release their lock on the package. In those cases, if necessary, another State Editor who needs to modify the package can break the lock on the package by performing the following steps.

**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 State Point of Contact for review in the beginning stages of the workflow.

### To break another State Editor's lock on a package:

1. Log in to [MACPro](#) as a **State Editor**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

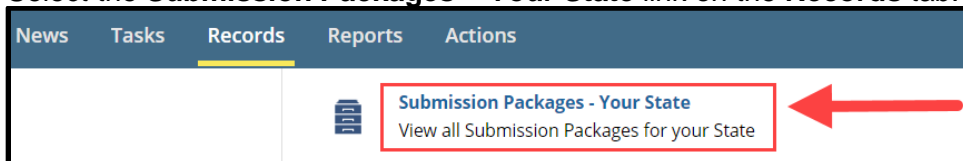


Figure 179: Records tab

3. Select the link for the relevant submission package.
4. Select **Modify Package** in the upper-right corner of the screen.

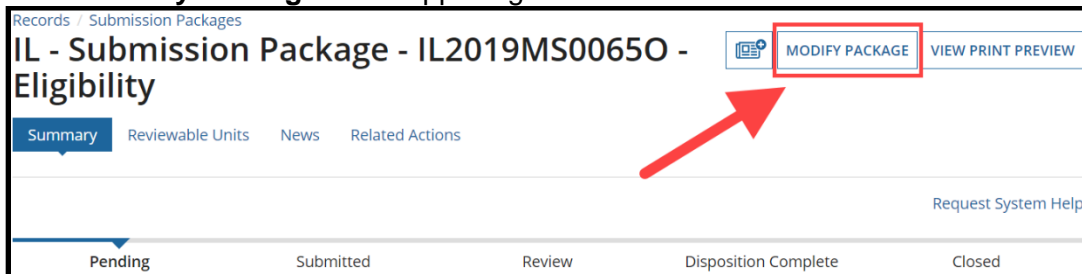


Figure 180: Modify Package button

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

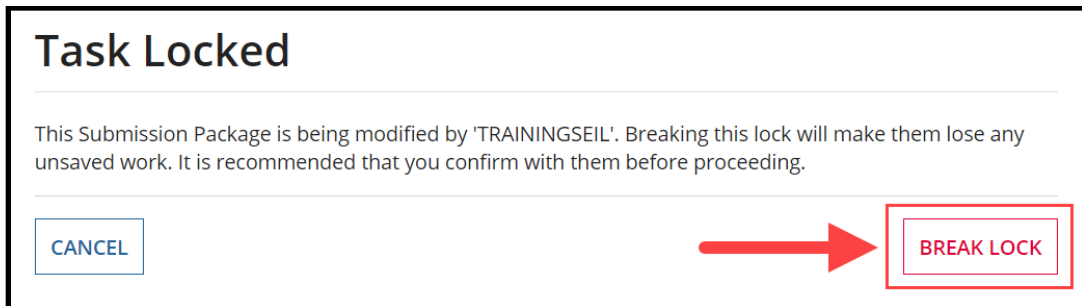


Figure 181: Break Lock button

6. Select **Yes** to the "Are you sure you want to break the lock?" prompt.

## Deleting a Submission Package

The State Point of Contact (SPOC) can delete a submission package at any point **prior** to the package being submitted to CMS.

**NOTE:** For instructions on removing a submission package **after** submission to CMS, refer to the [Withdrawing a Submission Package](#) topic.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Delete Submission Package** link on the **Actions** tab.

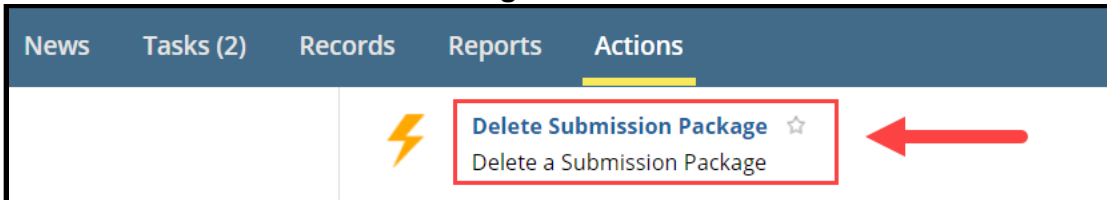


Figure 182: Actions tab

3. Enter the **Package ID** or the **SPA ID** (note that these fields are case sensitive). Then select **Search for Submission Package**.

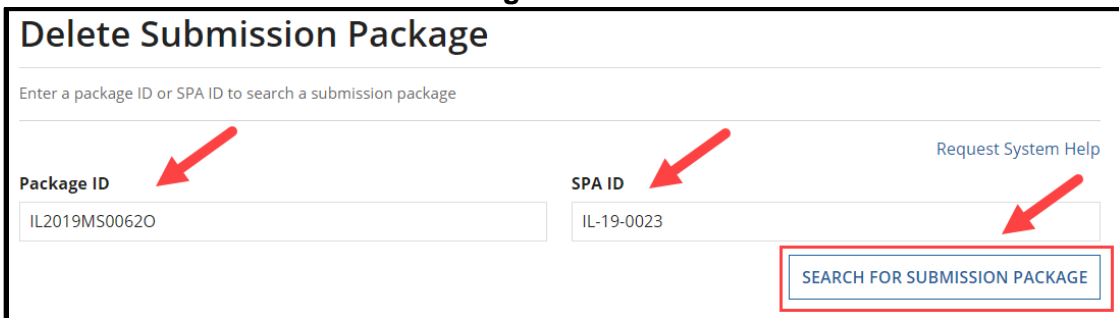


Figure 183: Delete Submission Package screen

4. Select the **Delete Submission Package** button.

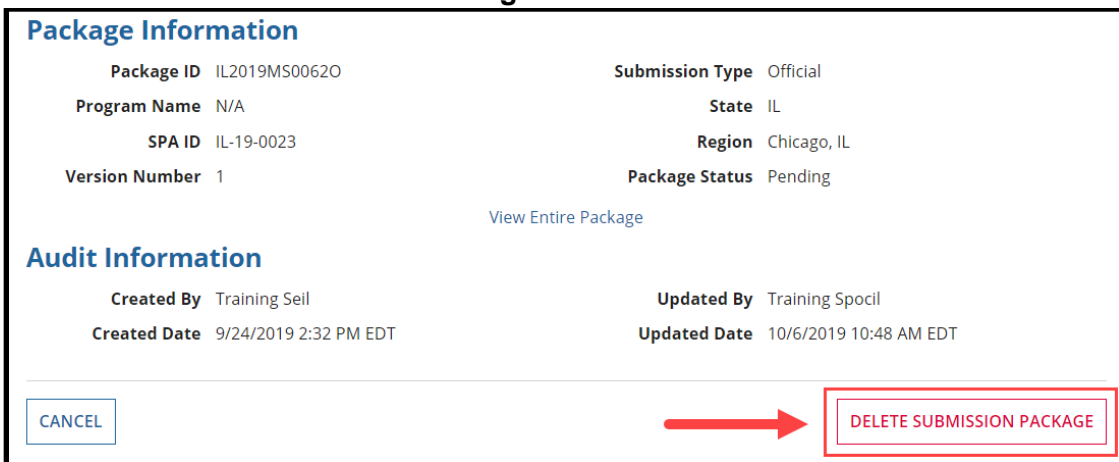


Figure 184: Delete Submission Package button

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

## Printing a Submission Package to PDF

You can create a PDF copy or a printer-friendly version of a submission package. The instructions below are shown in the optimal browser for MACPro, Google Chrome. Other browsers may be used for printing.

**NOTE:** Printing the PDF in Firefox may significantly reduce the number of pages printed compared to printing the PDF in another browser, including Chrome. However, note that page breaks do not function in Firefox.

1. Select the **Submission Packages – Your State** link on the **Records** tab.

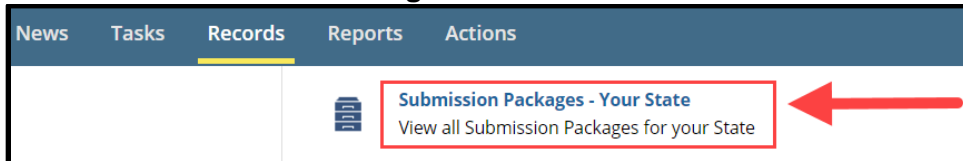


Figure 185: Records tab

2. Select the link for the relevant submission package.
3. Select the **View Print Preview** button in the upper-right corner.



Figure 186: 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.

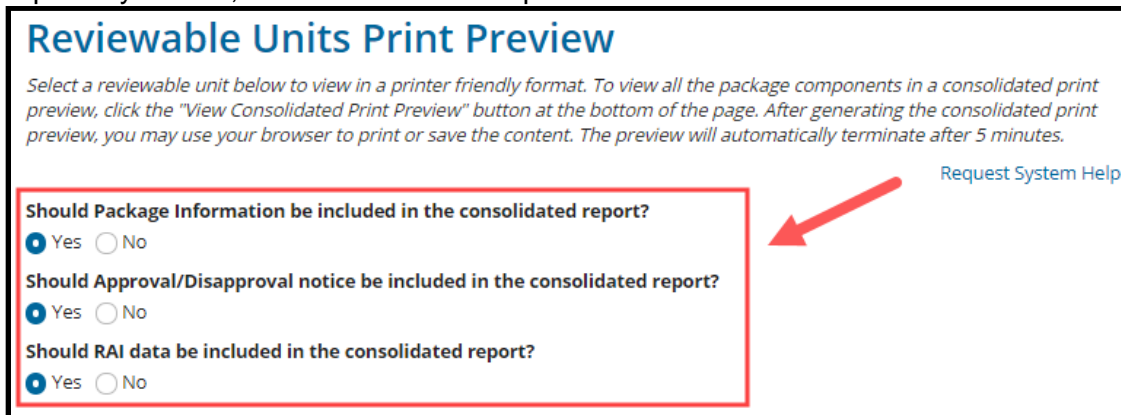


Figure 187: Consolidated report options



- Select the RUs to include in the print preview. If none are selected, all RUs will be included by default.

*Please select reviewable units that need to be present in the consolidated report. If none are selected, all of the reviewable units will be present in the consolidated report by default. Also, on click of an individual reviewable unit name, printer friendly format of that reviewable unit data can be viewed.*

### Submission Form - Reviewable Units

<input type="checkbox"/>	Reviewable Unit	Updated By	Updated Date	Status
<input type="checkbox"/>	<a href="#">Submission - Summary</a>	Training Seil	5/30/2019 12:18 PM EDT	✓
<input type="checkbox"/>	<a href="#">Submission - Medicaid State Plan</a>	Training Seil	5/30/2019 12:10 PM EDT	✓
<input type="checkbox"/>	<a href="#">Submission - Public Comment</a>	Training Seil	5/30/2019 12:11 PM EDT	✓
<input type="checkbox"/>	<a href="#">Submission - Tribal Input</a>	Training Seil	5/30/2019 12:12 PM EDT	✓

### Medicaid Eligibility SPA - Reviewable Units

<input type="checkbox"/>	Reviewable Unit	Proposed Effective Date	Effective Date	Updated By	Updated Date	Other Approved Version	Status
<input type="checkbox"/>	<a href="#">AFDC Income Standards</a>	6/6/2019	6/6/2019	Training Seil	5/30/2019 12:16 PM EDT	●	✓

Figure 188: Reviewable Units table

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

<input checked="" type="checkbox"/>	Reviewable Unit	Proposed Effective Date	Effective Date	Updated By	Updated Date	Other Approved Version	Status
<input checked="" type="checkbox"/>	<a href="#">AFDC Income Standards</a>	6/6/2019	6/6/2019	Training Seil	5/30/2019 12:16 PM EDT	●	✓

➔

Figure 189: View Consolidated Print Preview button

- Right-select (right-click) on the screen to open the web browser's pop-up menu. Then select **Print**.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
<input type="button" value="Print..."/>	Ctrl+P
Cast...	

Figure 190: Print menu option

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

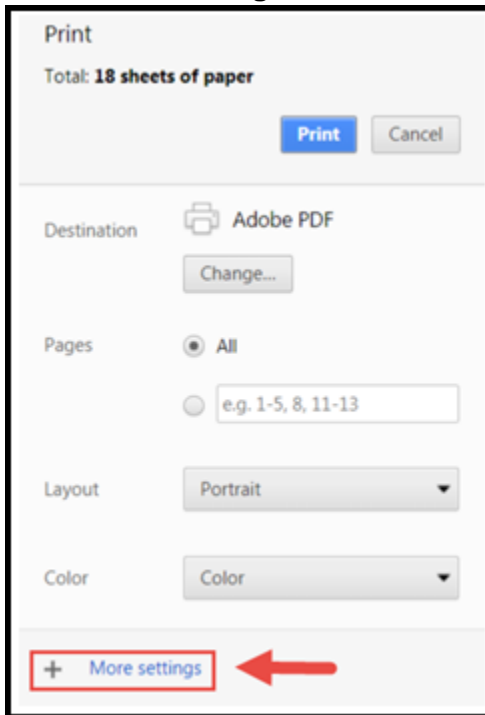


Figure 191: More settings link

9. Set the **Background Graphics** and the **Headers and Footers** options as described and shown below.
- Deselect (or uncheck) the **Headers and Footers** checkbox.
  - Select (or check) the **Background Graphics** checkbox.

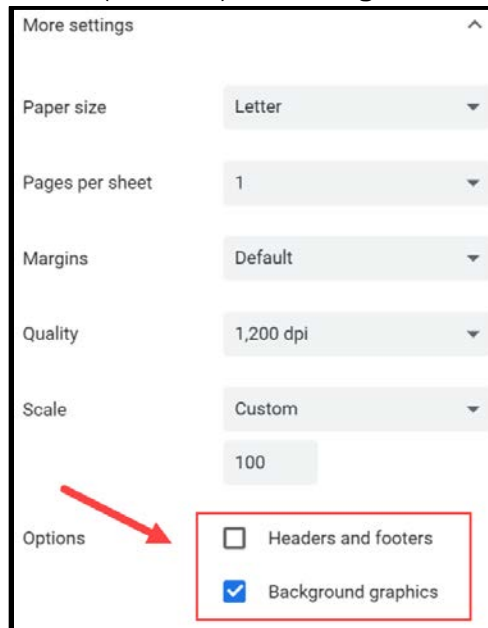


Figure 192: Print options

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.

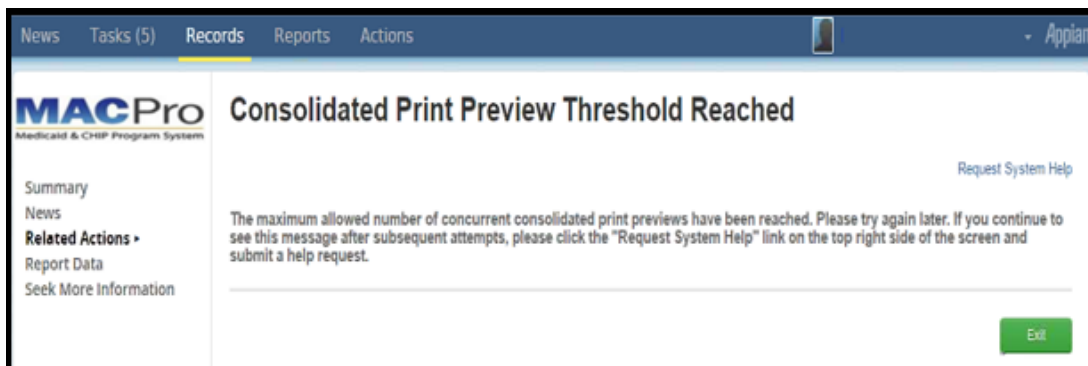


Figure 193: Threshold reached message

## Removing an RU from a Submission Package

A State Editor or a State Point of Contact can remove an RU from a submission package via one of the following options, as applicable:

- **Option 1** - Deselect the "Include in submission package" checkbox next to the RU's name in the Submission - Medicaid State Plan RU, or
- **Option 2** - Deselect the "Include RU in Package" checkbox next to its name in another applicable RU (such as the Mandatory Eligibility Groups RU or the Optional Eligibility Groups RU).

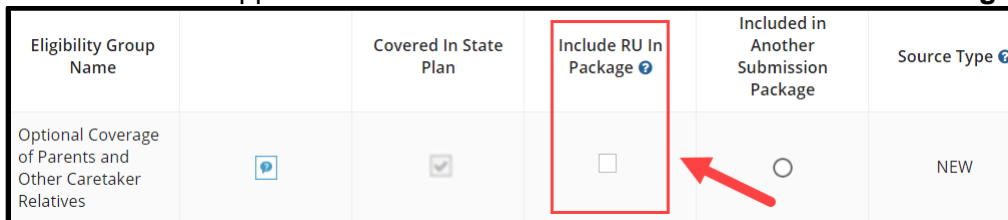
### IMPORTANT NOTE:

- To remove an RU from a submission package in review with CMS, **do not** withdraw the package because **withdrawn packages cannot be re-submitted** to CMS in MACPro.
- Instead, wait for CMS to return the package to the state (e.g., via a Clarification), and then remove the RU as applicable (e.g., via the Submission - Medicaid State Plan RU, the Mandatory Eligibility Groups RU or the Optional Eligibility Groups RU).

### Example of removing an Eligibility Group RU

In the Mandatory Eligibility Groups RU, you may initially add an RU to a submission package, but then later determine that you do not need to make changes to it.

1. Navigate to the **Mandatory Eligibility Groups** RU and deselect (or uncheck) the selection for the applicable RU in the column labeled **Include RU in Package**.



Eligibility Group Name	Covered In State Plan	Include RU In Package	Included in Another Submission Package	Source Type
Optional Coverage of Parents and Other Caretaker Relatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	NEW

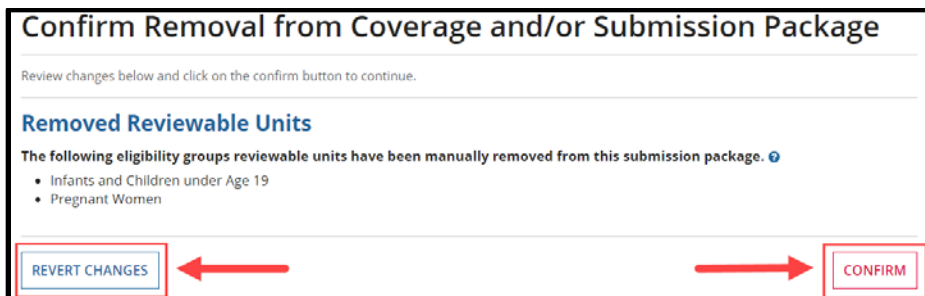
Figure 194: Include RU in Package column

2. Scroll down and select the **Save Reviewable Unit** button.



Figure 195: Save Reviewable Unit button

3. If the RU includes any dependencies that may be impacted, you will receive a verification prompt. Select **Yes** if you wish to proceed.
4. Next confirm whether to remove the RU from the package. If you select **Confirm**, the RU will be removed. If you select **Revert Changes**, the RU will not be removed.



Confirm Removal from Coverage and/or Submission Package

Review changes below and click on the confirm button to continue.

### Removed Reviewable Units

The following eligibility groups reviewable units have been manually removed from this submission package.

- Infants and Children under Age 19
- Pregnant Women

REVERT CHANGES CONFIRM

Figure 196: RU removal confirmation screen

## Requesting System Help for System-Related Inquiries

A **Request System Help** link is easily accessible on every screen of a submission package in MACPro. A link is also available on the **Actions** tab of the upper toolbar. Select the link should you need system-related assistance at any point while working on a submission package.

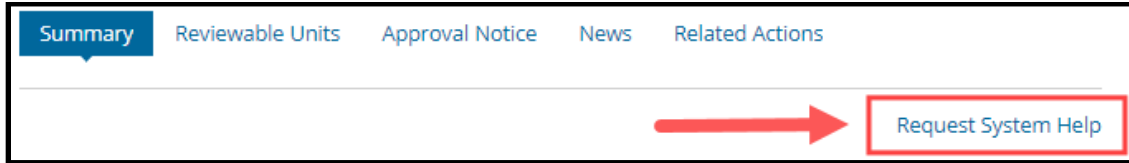


Figure 197: Request System Help button

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.

A screenshot of the 'Request System Help' form. The form is titled 'Request System Help' and contains several sections:

- User Information:** Fields for 'User ID' (TRAININGSPOCIL), 'User Name' (Spocil, Training), 'Email' (macpro@cms.hhs.gov), and 'Phone Number \*' (empty).
- Issue Details:** Fields for 'Category \*' (dropdown menu with 'Select'), 'Sub Category' (dropdown menu with 'Select'), 'Package ID' (empty), and 'Component' (empty).
- Workflow:** Fields for 'Step in workflow' and 'Action attempting to be performed' (both empty text areas).
- Deadline for completion:** A date field with the placeholder 'mm/dd/yyyy'.
- Description \*:** A large text area for the issue description.
- Character count:** A note stating 'Character count: 0/4000 - Please include a detailed description of your issue, list of steps you performed that resulted in your issue, and attach screenshots (if applicable).'.
- Upload Documents:** A section titled 'Upload Documents' with 'Saved Documents' listed below it:
  - Maximum documents that can be uploaded: 3
  - Maximum file size : 2MB
  - Valid file extensions: pdf; ppt; doc; docx; xlsx; xls; pptxThere is an 'UPLOAD' button with a file icon and the text 'Drop file here' next to it.
- Buttons:** At the bottom, there are three buttons: 'CANCEL', 'VALIDATE DOCUMENT(S)', and 'SUBMIT HELP REQUEST' (highlighted with a red rectangular border and a red arrow pointing to it).

Figure 198: Request System Help screen

## Uploading Documents in MACPro

An option to upload documents is available at various points of the MACPro SPA workflow. For example, documents can be uploaded to a Correspondence Log and to some fields in the Submission - Summary and the Submission - Public Comment RUs.

### To upload a document

1. Either (a) select the **Upload** button and then select a document, or (b) select a document and then drag it to where **Drop file here** appears.

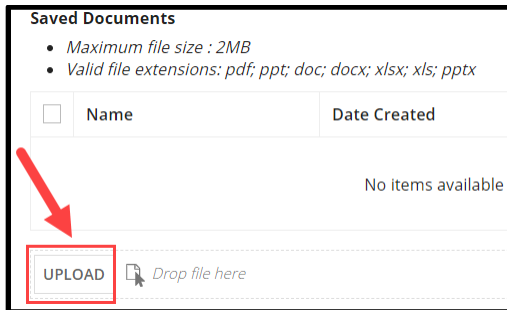


Figure 199: Upload button

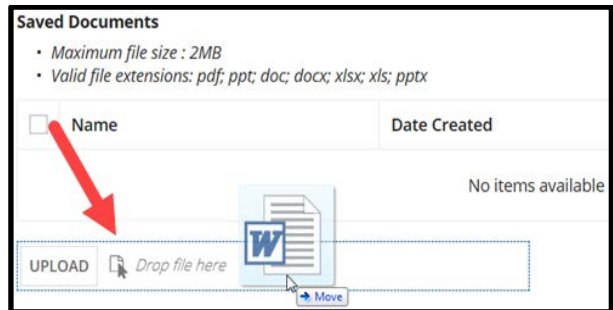


Figure 200: Drop file here

2. Select the **Save Document(s)** button. Once saved, uploaded documents will appear in the Saved Documents table.

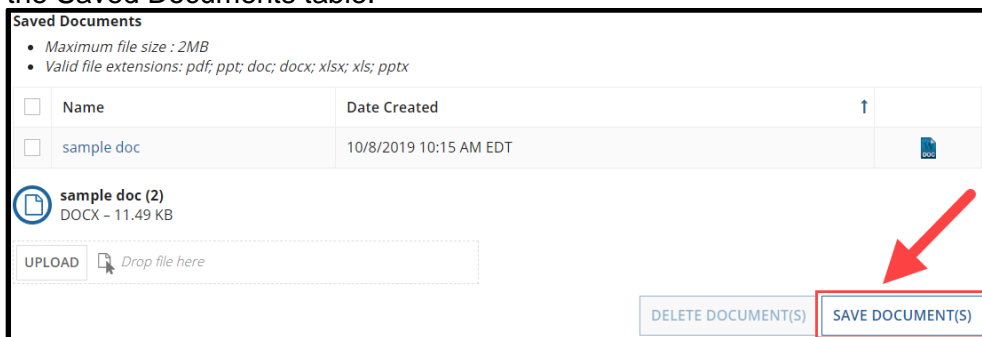


Figure 201: Saved Documents section

### To delete an uploaded document

1. Select the checkbox next to a document in the **Saved Documents** table. Then select the **Delete Documents** button.

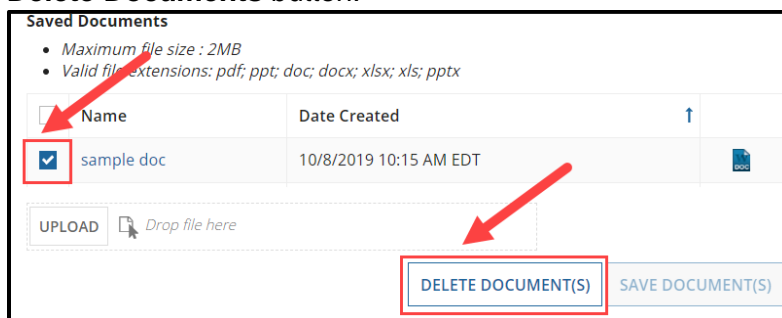


Figure 202: Saved Documents section

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

## Viewing a Consolidated Medicaid State Plan

Any MACPro user can follow the steps below to generate a consolidated view of all approved reviewable units in a state's Medicaid State Plan.

1. Log in to [MACPro](#).
2. Select the **Medicaid State Plan** link on the **Records** tab.

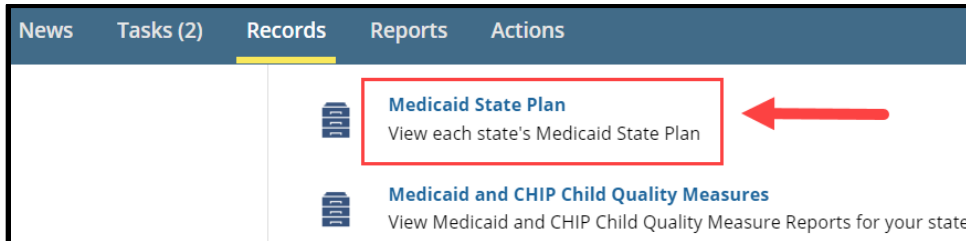


Figure 203: Records tab

3. Select the state's Medicaid State Plan link.
4. Select the **View Medicaid State Plan** button in the upper-right corner.



Figure 204: View Medicaid State Plan button

5. If needed, update the **State Plan as of Date** field (e.g., to reflect an upcoming effective date). Then select the **Apply Filter** button.



Figure 205: State Plan as of Date field & Apply Filter button

6. Select the **Generate MSP** button.

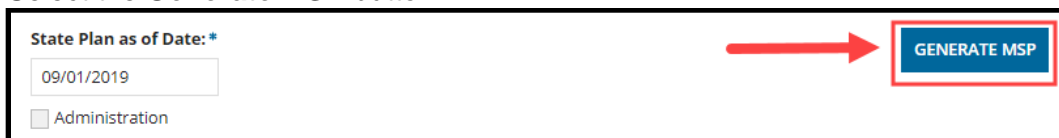


Figure 206: Generate MSP button

7. Select **Yes** at the prompt to continue.

## Viewing RUs in a Separate Browser Tab

At various points while working on a submission package in one browser tab, you may find it helpful to view the submission package in another browser tab. When using multiple browser tabs in MACPro, it is recommended that you edit information in only one tab and use the other tab only as a reference. Also, be sure to keep all MACPro sessions within one browser window.

### To view a submission package in a second browser tab

1. Right-select the **View Entire Package** link. Then select **Open link in new tab**.

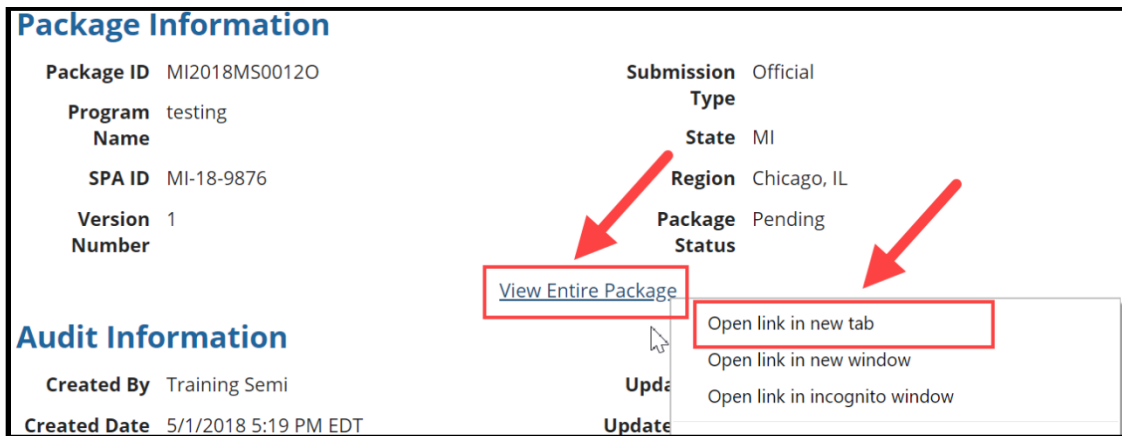


Figure 207: View Entire Package link & right-select menu

2. On the second browser tab, select the Reviewable Units on the package navigation menu. From there, you can select an RU link to open it in read-only mode.

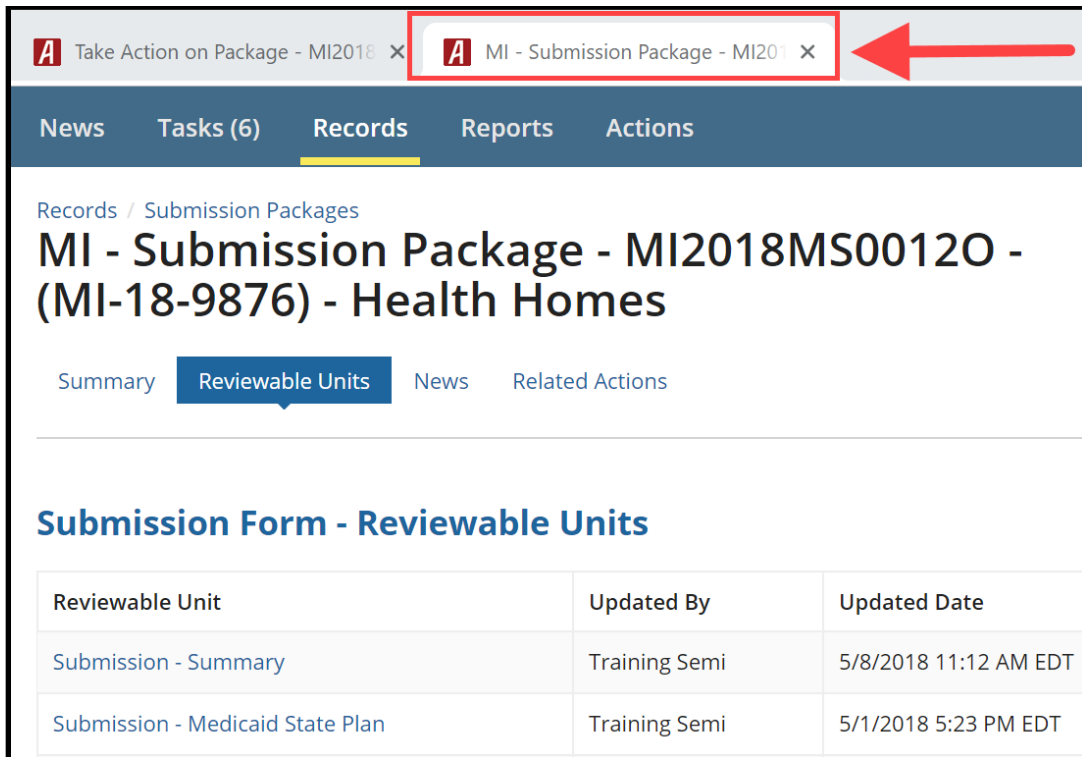


Figure 208: Second browser tab



## Viewing Reports in MACPro

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

Report Name	Description	Available For
State Agency Profile Report	Overview of a State's Medicaid Plan including the prior 12 months' submission package history	State Point of Contact; State Director
Submission Detail Report	View details on packages by date	State Editor; State Point of Contact; State Director
Submission Statistics Detail Report	View all Submission Packages currently in review	State Editor; State Point of Contact; State Director
Submission Summary Report	Overview of submitted packages by date	State Editor; State Point of Contact; State Director

## Withdrawing a Response to RAI

The State Point of Contact (SPOC) can withdraw the state’s response to a Request for Additional Information (RAI) after submitting it to CMS. This action is available only when the package is in either Submitted status or Review status.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Submission Packages – Your State** link on the **Records** tab.

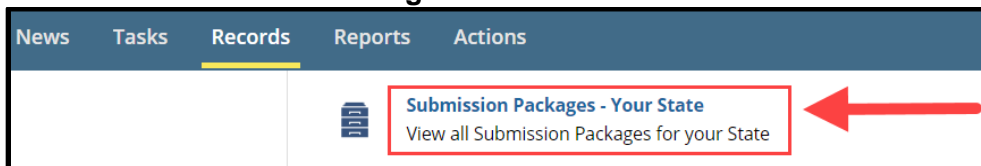


Figure 209: Records tab

3. Select the link for the relevant submission package. (Reminder: The package status must be either Review or Submitted.)
4. Select the **Withdraw RAI Response** link on the **Related Actions** tab.



Figure 210: Related Actions tab

5. Select the **Withdraw RAI Response** button.

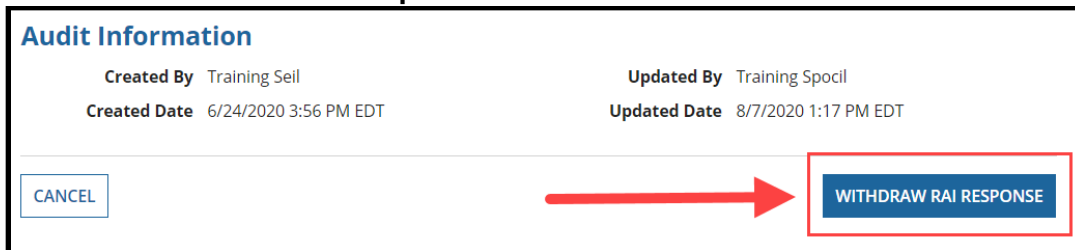


Figure 211: Withdraw RAI Response screen

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

At this point, the SPOC will receive a new **Respond to RAI** task. To resubmit an RAI response, start at Part 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 submitting it to CMS. However, please note that once withdrawn, a **submission package cannot be resubmitted** to CMS in MACPro.

1. Log in to [MACPro](#) as the **State Point of Contact**.
2. Select the **Submission Packages- Your State** link on the **Records** tab.

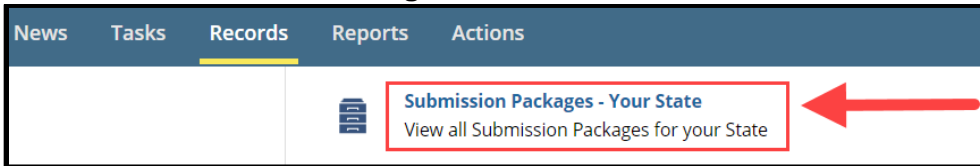


Figure 212: Records tab

3. Select the link to the submission package to withdraw.
4. Select the **Withdraw Submission Package** link on the **Related Actions** tab.

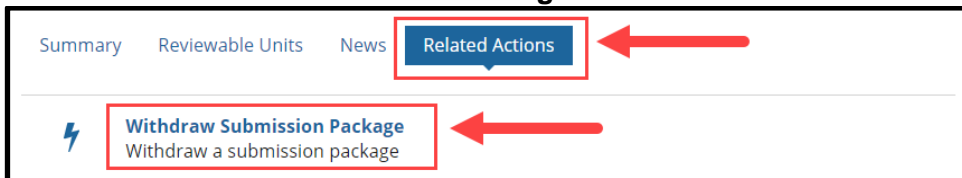


Figure 213: Related Actions tab

5. Select the **Withdraw Submission Package** button. As a reminder, once withdrawn, a submission package **cannot** be resubmitted to CMS in MACPro.

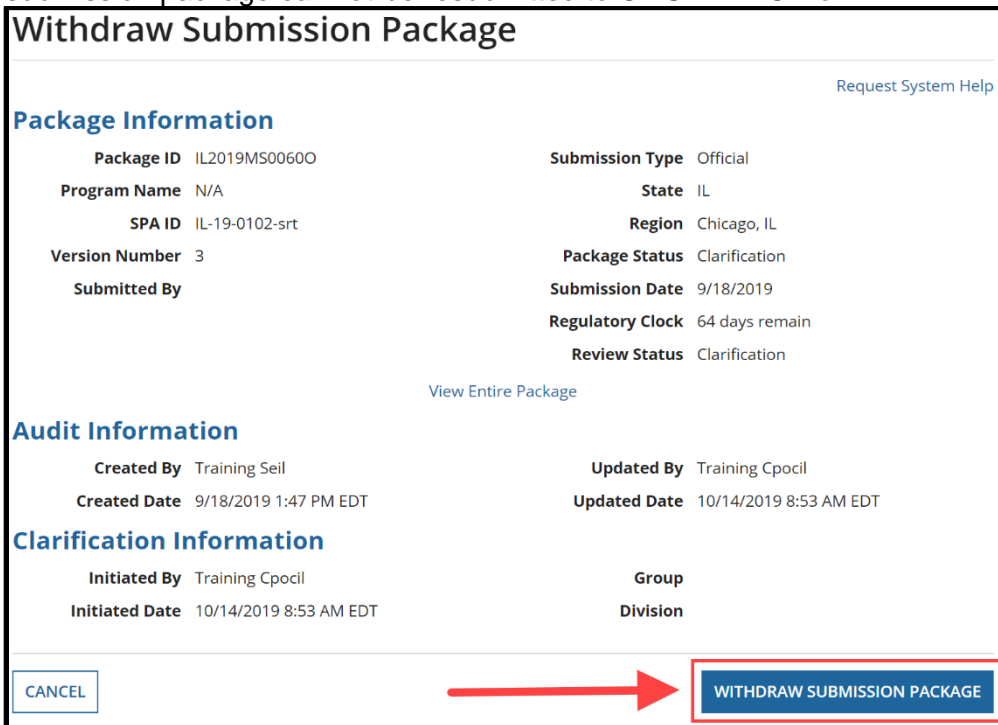


Figure 214: Withdraw Submission Package button

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

## Appendix B: Reference Materials

### Acronyms & Abbreviations

Term	Definition
<b>CHIP</b>	Children's Health Insurance Plan
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>CO</b>	Central Office
<b>CPOC</b>	CMS Point of Contact
<b>EIDM</b>	Enterprise Identity Management
<b>FFY</b>	Federal Fiscal Year
<b>HHSPA</b>	Health Homes State Plan Amendment
<b>RD</b>	Reference Document (formerly IRD - Introductory Reference Document)
<b>MACPro</b>	Medicaid and CHIP Program
<b>MAGI</b>	Modified Adjusted Gross Income
<b>MMDL</b>	Medicaid Model Data Lab
<b>MSP</b>	Medicaid State Plan
<b>RAI</b>	Request for Additional Information
<b>RU</b>	Reviewable Unit
<b>SDIR</b>	State Director
<b>SE</b>	State Editor
<b>SPA</b>	State Plan Amendment
<b>SPOC</b>	State Point of Contact
<b>SSA</b>	State System Administrator

## Glossary

Term	Definition
<b>Approval Letter (Approval Notice)</b>	A state specific approval letter (approval notice) generated by MACPro upon Official submission package approval.
<b>Authority</b>	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.
<b>Clarification</b>	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.
<b>CMS Enterprise Portal</b>	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.
<b>Component</b>	Describes a program section available within MACPro. The two Components currently available in MACPro are Quality Measures Reporting and Medicaid State Plan.
<b>Correspondence Log</b>	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.
<b>EIDM</b>	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> ).
<b>EIDM ID</b>	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.
<b>EIDM Role for MACPro</b>	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.
<b>Implementation Guide</b>	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.
<b>MACPro User Roles</b>	MACPro is designed around specific user roles, which determine the functionality available to a particular user.

Term	Definition
<b>Package ID Number</b>	System-generated identifier for each Submission Package necessary for MACPro to uniquely identify packages and versions.
<b>Process Flow/Workflow</b>	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.
<b>Program</b>	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.
<b>Request for Additional Information (RAI)</b>	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.
<b>Reviewable Unit (RU)</b>	The part of a MACPro authority or other discrete unit in the application that a state user enters information into for their submission package.
<b>SPA ID</b>	The numbering convention for a SPA that states select that 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.
<b>SPA Submission Package</b>	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.
<b>State Profile</b>	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.
<b>Thread</b>	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 <sup>th</sup> level of hierarchy.

## MACPro System Notifications

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

The **State & CMS Package Information Notification** column lists the subject of the informational email regarding actions taken on a submission package. The **State Task Notification** column lists the subject of the task notification email, which will include 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.

Action	State & CMS Package Information Notifications	State Task Notifications	Recipient
State Editor (SE) breaks lock on package	Package has been unlocked	N/A	SE (who locked the package)
State Point of Contact (SPOC) deletes submission package	Package Deleted	N/A	SE, SPOC, SDIR
State Editor (SE) completes package and forwards to State Point of Contact	Package Completed	New Task: Review Submission Package	SPOC
SPOC completes the review	Package Ready for Review	New Task: Review Submission Package	SDIR
State Director certifies the package	Package Certified by State Director	New Task: Review Submission Package	SPOC
SPOC submits the package to CMS	Package Submitted to CMS	N/A	SE, SPOC, SDIR
A package is submitted with a reviewable unit that exists in another submission package that has not yet been dispositioned	Notification of Duplicate Reviewable Unit	N/A	SPOC, CMS
SPOC returns the package to the SE for revision	Package Returned by State Point of Contact (SPOC)	New Task: Revise Submission Package	SE
SDIR returns the package to SPOC for revision	Package Returned by State Director (SDIR)	New Task: Revise Submission Package	SPOC
CMS requests Clarification	Clarification Requested by CMS	Respond to Clarification	SPOC, CMS
SPOC completes the task after CMS initiates Clarification	Package Submitted to CMS	N/A	CMS
CMS returns Draft SPA to the state	Package Returned by CMS	Review Submission Package	SPOC
SPOC closes Draft SPA	Draft Package Closed by State Point of Contact (SPOC)	N/A	SE
CMS submits RAI request to the state for Official submission package	Request for Additional Information on Package	Respond to RAI	SPOC
State withdraws RAI submission	RAI response withdrawn for package	Respond to RAI	SPOC, CMS
SPOC or CMS creates/updates Correspondence Log	Correspondence Log Entry	N/A	SPOC, CMS
CMS forwards disapproved package to SPOC for acknowledgement	Action Required: Acknowledge Disapproval of Official Submission Package	New Task: Acknowledge Package Receipt	SPOC

## 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.