Supporting Statement for Paperwork Reduction Act Submissions

Medicaid Program; Expedited Checklist: Medicaid Eligibility & Enrollment Systems - Advance Planning Document (E&E-APD) for use by States to complete and submit to CMS for review and prior approval in order to receive enhanced federal funding for Medicaid Information Technology (IT) system(s) projects related to eligibility and enrollment functions.

CMS-10385, OMB 0938-1125

A. BACKGROUND

CMS has developed an Expedited Checklist for Medicaid Eligibility & Enrollment Systems Advance Planning Document (E&E-APD) specifically to support States when requesting CMS review and prior approval to receive enhanced federal funding for Medicaid Information Technology (IT) system(s) projects related to eligibility and enrollment functions. The template follows section 1903(r) of the Social Security Act (the Act) and has been designed for the collection of two facets of information:

1. To collect key information required for States to request 90 percent FFP for the design, development, and installation, and 75 percent FFP for maintenance and operations of Medicaid Information Technology system(s) in accordance with section 1903(a) of the Act, and;

2. In accordance with HHS requirements for approval of Advance Planning Documents as stated at 45 CFR part 95, subpart F, and to collect added key information per 42 CFR part 43 as States plan to meet the seven standards & conditions required for enhanced FFP.

B. JUSTIFICATION

1. *Need and Legal Basis*

Under sections 1903(a)(3)(A)(i) and 1903(a)(3)(B) of the Social Security Act, the Centers for Medicare and Medicaid Services (CMS) has issued standards and conditions that must be met by States in order for Medicaid technology investments (including traditional claims processing systems, as well as eligibility systems) to be eligible for the enhanced match funding. The purpose in moving to this standards and conditions-based approach to approving federal funding is intended to foster better collaboration with States, reduce unnecessary paperwork, and focus attention on the key elements of success for modern systems development and deployment.

The Expedited Checklist for Medicaid Eligibility & Enrollment Systems Advance Planning Document (E&E-APD) was specifically developed to assist States in requesting enhanced federal funding and to guide States in detailing milestones to meeting the seven standards and conditions as detailed in 42 CFR part 433, CMS-2346-F.

2. *Purpose and users of the information*

The Expedited E&E-APD Checklist is submitted by States to the E&E APD National Coordinator for review and coordination in the Eligibility/Enrollment Systems APD approval

assignment. CMS central office staff, in working with the RO MMIS staff and the CCIIO policy and IT staff review the APD submission for completeness and approval. The information requested on the Expedited E&E-APD Checklist is used to determine and approve enhanced FFP to States and how States are complying with the seven standards and conditions.

3. *Improved Information Techniques*

This collection of information is mandatory under the Social Security Act as a part of the Advance Planning Document (APD) process. The result of collecting and studying this data will provide cost and savings results by State and in aggregate will provide important information on the effectiveness of CMS issuing new standards & conditions required for Medicaid technology investments to be eligible for enhanced match funding.

4. *Duplication and Similar Information*

There is no duplicative information collection instrument or process.

5. *Small Business*

There is no impact on small businesses.

6. *Less Frequent Collections*

N/a. This collection of information is mandatory under the Social Security Act as a part of the Advance Planning Document (APD) process. The Expedited Checklist is used by States to complete and submit to CMS for review and prior approval to receive enhanced federal funding for Medicaid Information Technology (IT) system(s) projects related to eligibility and enrollment functions.

7. *Special Circumstances*

There are no special circumstances associated with this collection.

8. *Federal Register Notice/Outside Consultation*

The 60-day Federal Register notice published on July 15, 2011 (76 FR 41799). No comments were received.

9. *Payment/Gift to Respondents*

There will be no payments/gifts to respondents.

10. *Confidentiality*

CMS will comply with all Privacy Act, Freedom of Information laws and regulations that apply to this collection. Privileged or confidential commercial or financial information is protected

from public disclosure by Federal law 5 U.S.C. 522(b)(4) and Executive Order 12600.

11. *Sensitive Questions*

There are no sensitive questions associated with this collection.

12. *Burden Estimate*

Hours

CMS estimates that there are 56 State Medicaid programs (including the District of Columbia and 5 territories) and that it will take approximately 5 hours for each State program to complete the APD template with the requested information which in aggregate will take 280 hr (56 States x 5 hr/State) to complete one checklist or 840 hr (280 hr x 3 responses) to complete the anticipated average response of 3 per Medicaid program.

Cost

CMS reviewed the 2009 National Labor Statistics and speculates that the job role of Management Analyst (13-1111) with a mean hourly wage estimate of $40.70/hr would be completing the data for the template. Based on these estimates, the cost to complete the APD template would be $203.50 per response (5 hr x $40.70/hr), $11,396 per aggregate response (280 hr x $40.70/hr), or $34,188.00 total (840 hr $40.70/hr).

13. *Cost to Respondents (Capital)*

There are no capital costs associated with this collection.

14. *Cost to Federal Government*

There is no additional cost to the Federal government. The only cost is after the APD is approved, States can receive additional enhanced funding for Medicaid eligibility and enrollment activities.

15. *Changes in Burden/Program Changes*

This is a new information collection.

16. *Publication/Tabulation*

N/A. The results will not be published.

17. *Expiration Date*

  This collection does not lend itself to the displaying of an expiration date.

18. *Certification Statement*

There are no exceptions to the certification statement.

C.   COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

  This collection of information does not employ statistical methods.