

MACPro PRA Demonstration Transcript

Home Page

This module covers the MACPro Home Page, also known as the Landing Page or the Main Page.

You'll notice there are three Home Page icons:

- The Action icon is where you go to perform system actions
- The To Do icon is where to go to view and complete tasks or assignments
- The Tracking icon is where you go to view internal event logs

Up on the right hand corner we have some information tabs:

- Preferences allow users to change their user interface settings
- Message are where their messages and notifications are logged
- A Help tab to give them some information on the Adobe product

Some reference items and other guidance information are available by clicking the Action icon.

Under the Reference menu item, users can open the MACPro Glossary, the MACPro Acronym List and the MACPro Policy Notes. Viewing of the Policy Notes is not available to State users, only to CMS users.

Also available under the Actions menu items are the Implementation Guides. These are the guides available to the states to assist them in filling out their SPA application forms.

Each state's MACPro system administrator will be in charge of maintaining the State Profile. The State Profile captures basic State Agency data information from each state.

State users and CMS users will need to apply for a role in MACPro. This will be the form they will come to [User Provisioning page].

State users can apply for a role such as State/Territory Medicaid and CHIP Director, State Point of Contact/Authorized Submitter or State/Territory Editor. Then the user selects a state.

A CMS user would come and select that they were a CMS user and provide the following information:

- Their manager's name,
- Whether they are a manager,
- And then select their CMS organization from the following list

Then they will select the role that they are applying for. For example, they could apply to be a Submission Review Team member. Once the role is selected, then the user would select which

program was applicable, Medicaid or CHIP, and which content area, for example, SPA Administration.

This MACPro Workflow [diagram] represents the basic SPA review and adjudication process. The pre-submission and business assistance is currently handled outside the system and is planned for a future release in MACPro.

Package creation and submission is represented in the first blue box. The state then submits the SPA package to CMS, MACPro assigns a CMS Point of Contact and review team, the review team completes the review of the SPA package. If additional information is required, the package goes through an RAI process; the state resubmits that to CMS. The package is then “dispositioned” for approval, disapproval and post approval.

The Program Management Support diagram represents the supporting features of MACPro which include package tracking, system administration and reports.

Other system functions available from the Actions menu are Search for Package. With this form [Search and Retrieve page] the user can search for a particular package in MACPro either by package ID or by package details. Other criteria the user can enter are package status and package type. MACPro will return the package results matching the criteria.

Another system function from the Actions main menu is to set Package Milestone Notifications. This screen [Set Internal Milestones] is used by the CMS Point of Contact to set an internal reminder to the CMS review team. The CMS POC would enter the package ID, look up the users in review team, select the members to receive the message, choose a notification date, a time, enter a subject, and a message.

This concludes our module on the MACPro Home Page.