

MACPro PRA Demonstration Transcript

Initial Application

The Initial Application form captures data about the submission. It identifies if it is a Baseline, or amendment or a new submission and allows the system to present the necessary forms to the state user. Each time the state submits a change to CMS they will complete the Initial Application form.

State information is indicated at the top to the form. The state users then have the option to indicate whether they are submitting a Medicaid SPA or CHIP SPA.

In the State Plan Transition section, the user indicates if the submission is for the purpose of transitioning of the current paper-based State Plan to MACPro.

In the Submission Type section, the user indicates whether this is a Draft or an Official submission package.

Users have a choice of whether to create a Draft submission package by copying from an existing draft or copying from the last approved Official submission package. Users may also indicate if this Draft package may be viewed by other states.

In the next section, information on Authorized Submitter and Key Contacts will be populated from the state profile.

The state will then indicate the proposed effective date of the amendment, and will indicate an Executive Summary, and whether the submission is related to a Disaster. The user will also indicate Federal Budget Impacts in this section.

The user will provide information regarding the Governor's Office Review. If comments were received, the user will enter a summary of the comments.

Under Authorized Submitter's Certification, the user enters a check in the checkbox. When the Medicaid or CHIP Directors approve the package for submission to CMS, their names will be entered in the field next to the checkbox.

Since we indicated this is a CHIP State Plan Amendment, the next section is specific to a CHIP submission. The user indicates the sections of the CHIP State Plan that are being amended. Depending on the options selected, the user will then indicate the subsections of the plan that are being amended.

[Clicking through the form]

In the next section [i5] the user indicates whether or not public comment was solicited. If the user selects the second or third options, additional information must be provided. The user will indicate how public comment was solicited. Depending on the selection, additional information will be entered.

[Clicking through the form]

The user will select the Upload buttons to upload copies of public notices and other documents.

The next section on key issues is optional. The user may upload a written summary or select the options below and complete the related text fields. All options have the same fields that are shown here for a summary of the comments and the response. If other issue is selected, the user may enter information on more than one issue.

In the next section [i6], the user enters information on Tribal input.

[Clicking through the form]

Depending on the options selected, the user enters additional information. The user will upload copies of any notices sent to Indian tribes by clicking on the Upload button.

The key issues section is the same as that in the Public Comments section.

Once the Initial Application is completed, the state user clicks on the complete button at the bottom of the form and the system will provide the correct submission form to the user based on selections made in the Initial Application. The system will also send a notification to the state user to complete the next form.

If users had selected Medicaid State Plan Amendment at the top of the form, they would complete the same information as they did for the CHIP form regarding submission type, proposed effective date and other fields. However, instead of providing information specific to CHIP, they will provide information related to the Medicaid State Plan Amendment.

They will click on options to indicate changes to the sections of the plan.

[Clicking through the form]

That concludes the module on the Initial Application Form.