

MACPro PRA Demonstration Transcript

CHIP Administration

This module will cover the CHIP Administrative Section. This section captures data on changes to the administrative section of the CHIP State Plan Amendment.

When the Initial Application form is completed the system assigns the package a unique ID number. The package ID consists of:

- A two character state abbreviation,
- A four digit year,
- A single alpha character indicating the submission authority, in this case CHIP,
- A four digit serial number and,
- A single alpha character indicating the submission type, either Draft or Official; in this case Official

Other information at the top of the form includes the state, submission type, submission authority and it will populate with the Agency Name. The submission date will be populated when the package is submitted to CMS.

Data collection forms include bookmarks to aid in navigation. Bookmarks indicate sections within a form.

In the first section [CA1] the state indicates the type of CHIP program they have, either a separate child health program, expanded coverage under Medicaid or a combination of both. Whichever option is selected, the state will provide the program name in the next section.

[Clicking through the form]

In this section the state will enter the CHIP program name.

In the Designation and Authority section [CA2], the state and CHIP Name of Agency fields will be pre-populated from the State Profile. In this demonstration we are using test data and we currently do not have any [data] in the system to demonstrate this.

In section A the state indicates the type of agency. If the state selects Other, a text field allows them to enter more information.

In section B, the state provides information on who is responsible for administering and/or supervising the plan.

[Clicking through the form]

In this section, the state indicates if they administer the entire CHIP program. If the state does not administer the entire program, they enter the name and type of agency responsible for administering the CHIP program.

In the next section, the state indicates which entities make determinations of eligibility for the separate CHIP program. If the state indicates a non-governmental organization, they will provide information on the type of organization and name and address of the organization.

In the Organization and Administration section, the state will provide a description of the organization and function of the CHIP agency and upload an organization chart.

In the Assurances section [CA4], all assurances must be checked before the form can be submitted to CMS.

Once the form has been completed, the user clicks on the Complete button at the bottom of the screen.

This concludes the module on the CHIP Administrative form.