

**Center for Medicaid, CHIP and Survey & Certification**

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***CMCS Informational Bulletin***

**DATE:** December 22, 2010

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Center for Medicaid, CHIP and Survey & Certification (CMCS)

**SUBJECT: Web-Based SPA Submission Process for Health Homes for Medicaid Enrollees with Chronic Conditions**

This Informational Bulletin is a follow-up to a letter to State Medicaid Directors released on November 16, 2010 (available at <http://www.cms.gov/smdl/downloads/SMD10024.pdf>) regarding Medicaid health homes. This bulletin provides guidance on the automated State Plan Amendment (SPA) submission process for Health Homes for Enrollees with Chronic Conditions. The health home is a new Medicaid State Plan service that will be implemented using a web-based application. The application can be accessed at <http://trpharma.com/CMSDAT/Account.aspx/Login>. CMS is pleased to release this guidance as we begin transitioning SPA submissions to this new process.

We expect States to begin submitting health home SPAs using the web-based application immediately. Additionally, States should submit Form 179, *Transmittal and Notice of Approval of State Plan Material* via the regional SPA mailboxes that are currently in use. This process will not change. The web-based application will automatically generate an email to the CMS Regional Office (RO) SPA mailbox that will be manually linked with Form 179 by the RO. During the review process, States will have the ability to log into the system at any time to review their submissions. States will have the ability to correct and change data in the health home SPA after CMS unlocks the application and the State resubmits to CMS using the web-based system.

In order to access the web-based tool for submitting your health home SPA information, please contact Siani Kayani via email at [siani.kayani@cms.hhs.gov](mailto:siani.kayani@cms.hhs.gov) or 410-786-6810 to receive your personal user name and password to access the system. He will also provide personalized instructions on how to complete and submit a web-based health home SPA. Programmatic or policy questions may be directed to Melissa Harris, Disabled and Elderly Health Programs Group at 410-786-3397.

We hope you will find this information helpful and we look forward to working with you as we transition to this exciting new system.