Setup: Has to be a state in which BN is turned on. Yuriy said IL is turned on.

Completing the Budget Neutrality Workbook

In this recording, you will learn about the responsibilities that a State User has with the Budget Neutrality workbook.

You can refer to the State User Budget Neutrality Playbook for more information.

Use the controls at the bottom of the recording to manage it. There are several chapters in this video:

- Chapter 1 – Downloading the Template
- Chapter 2 – Updating the Workbook
- Chapter 3 – Adding a Budget Neutrality Workbook to a Submitted Deliverable

Use the table of contents icon in the controls to jump to a specific chapter.

Chapter 1: Downloading the template

After the PO has uploaded a validated, approved Budget Neutrality workbook template to 1115 PMDA, a State User receives an email notification.

The State User can now download the template. To do this, for the relevant demonstration, click **Deliverables** under **Actions** to go to the *Deliverables* page.

In the upper right corner, click **Download Budget Neutrality Workbook Template to** download the BN Workbook template. The template is saved to your Downloads folder. You can now open the file and begin entering actual data.

After you have populated a Budget Neutrality workbook, you don't have to download the template again. For subsequent submissions, you can just update the information in the same file. If a new template is uploaded by the PO, you'll receive an email notification.

Chapter 2: Updating the workbook

After downloading the template, the State User needs to enter actual quarterly budget neutrality data. This data is entered on the red tabs in the workbook.

In our example scenario, previously, the State User entered actual information FOR DY1. Now they have completed entering actual information for **DY 2 quarter 1.**

The first tab a State User updates is the C Report tab. This tab shows information entered by the Help Desk from the latest copy of the Schedule C Report. The State User needs to access the current Schedule C Report and copy their demonstration information into the Workbook.

For each demonstration, there will be at least two sections which need to be copied – 'MAP Waivers Total Computable' and 'MAP Waivers Federal Share.' Some demonstrations may also have administrative waivers. For these demos, ADM Waivers Total Computable and ADM Waivers Federal Share sections also need to be copied.

Each section needs to be copied to the C Report tab individually. For each section, highlight rows starting from the header reading 'Waiver Name' all the way to the 'Total' row. Then, paste the section in the corresponding row on the C Report tab. Paste MAP Waivers Total Computable section in row 100 and MAP Waivers Federal Share - in row 200. If your demonstration has administrative waivers, copy and paste those sections in rows 300 and 400 accordingly.

The next tab to update is the Total Adjustments tab. If there are adjustments needed for a specific DY and quarter, enter them on this tab. In this example, adjustments are shown for both DY1 and DY2.

The third tab to update is the **With Waiver** spending projected tab. If you have projections for future DYs, enter the projected spending on this tab. There should not be any projections for completed DYs. In this example, there are no projections shown for DY1 since actuals are available. DY2 projections reflect quarters 2-4 since there are actuals available for quarter 1.

The next two tabs we'll look at are used to calculate without waiver expenditures.

The first tab related to without waiver is the MemMon Actual (Member Month Actual) tab. On this tab, enter the total number of member months based on the **actual** number of participating beneficiaries.

The next tab is the MemMon Projected (member month projected) tab – enter the total number of member months based on the projected number of participating beneficiaries for each remaining DY. In this example, DY2 shows the projected member months for quarters 2 through 4.

The last tab a state user may need to populate information on is the Summary TC tab. In the Base Variance Section, if a demonstration has dual demonstration savings, a State User should enter the 1115 A dual demonstration **ESTIMATED** savings and the 1115A Dual Demonstration Savings (OACT certified) for each future DY. 'OACT certified' fields are populated when the numbers are certified. Certified numbers replace estimated savings amounts. The two savings amounts should not overlap for the same DY.

Both estimated and certified numbers must be negative, as the savings information will reduce the Net Variance amount.

When you review cumulative budget neutrality information, there are two ways you can adjust the data that is displayed.

First, at the top of the tab, you can change which DYs are used to calculate budget neutrality. To change the DYs used for budget neutrality calculation, use the drop-down menus for BN reporting start and end DY. Click Reset to switch to the default DYs which correspond to the current period of performance of the demonstration.

Second, you can select if you want to see only actual expenditures or actuals and projected expenditures.

And finally, remember to enter the four fields at the top of each tab – last updated, last updated by, date pulled on, and for the time period through. Refer to the specific instructions provided on the Overview tab.

After you have updated actual and projected numbers, you are ready to submit the Budget Neutrality workbook as part of a deliverable. When you upload the file to the PMDA system, the system checks for data issues. For example, if any of the four fields at the top of a red tab is left blank, the system will prompt you to correct the error and resubmit the file.

Chapter 3: Adding a Budget Neutrality Workbook to a submitted deliverable

When a State User is ready to submit the Budget Neutrality workbook for CMS review, they click **Deliverables** under **Actions** to go to the *Deliverables* page.

To upload the populated BN Workbook, click **Upload/View Docs** under the **Actions** column.
In the **Add a New State File** section, click **Choose File** and then click the file name to upload. Click **Open**. You may also enter a file description.

Then click **Upload File**

The system validates the uploaded workbook for errors.
If critical errors are detected, you must resolve the errors before you can upload the workbook.

For non-critical errors, a window with a list of the errors is displayed. You may either change the workbook to resolve the error and re-upload the file or you may override the errors. The Project Officer can review the non-critical errors during deliverable review.

To submit the deliverable for CMS review, you need to change the status.
In the **Select a Submission Confirmation** section, select **Ready for CMS Review**.
Click **Update Status**.

If you try to set status equal to Ready for CMS Review before you upload the Budget Neutrality workbook, the system displays an error message. You must upload the Budget Neutrality workbook or select the Override indicator at the top of the page. When you select Override, you must also enter an explanation for your request to override the budget neutrality requirement.

On the *Deliverables* page, a status of “Submitted” is displayed for the deliverable

The appropriate CMS resources receive an email notification that the deliverable has been submitted for review. The Project Officer can accept the Budget Neutrality workbook or can request submission. For requests to Override the Budget Neutrality workbook requirement, the Project Officer can either accept the request or request re-submission.

This concludes this video that reviewed how a State User downloads a Budget Neutrality workbook template, how a State User populates the template with actual information, and how to add the Budget Neutrality workbook to a deliverable submission.