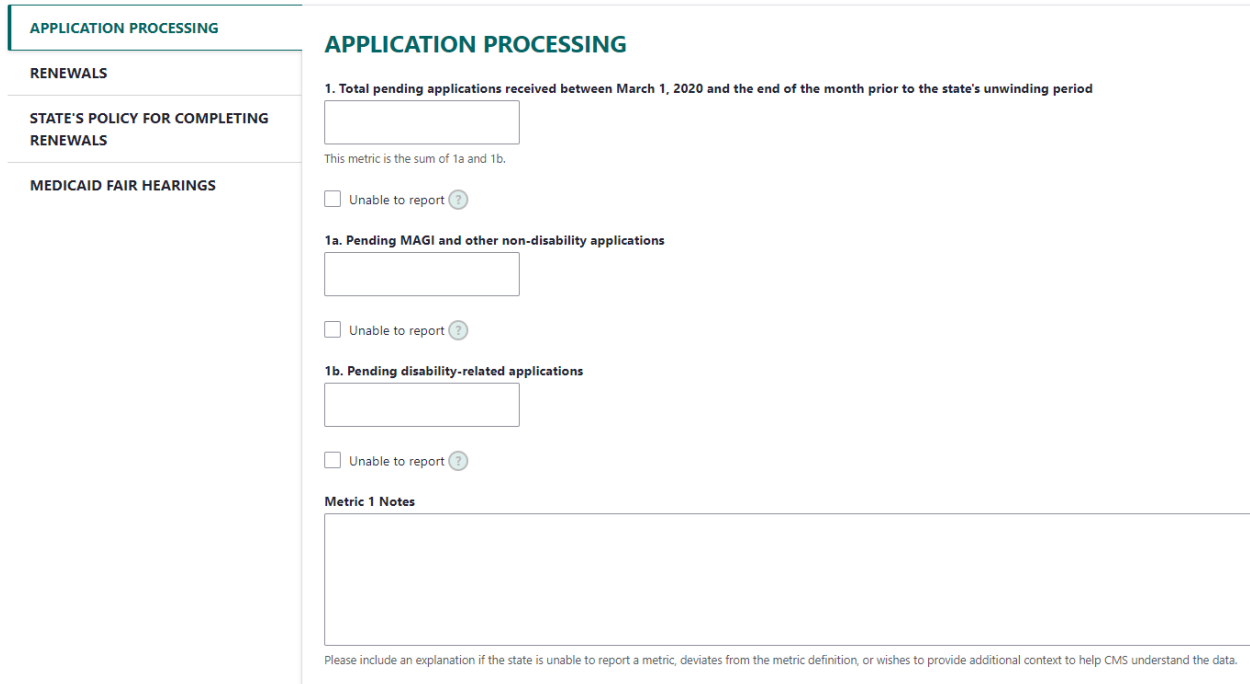


# CMS Unwinding Portal

## Baseline and Monthly Instruments

### Baseline Instrument screen shots

#### Baseline application processing metric tab



**APPLICATION PROCESSING**

RENEWALS

STATE'S POLICY FOR COMPLETING RENEWALS

MEDICAID FAIR HEARINGS

### APPLICATION PROCESSING

**1. Total pending applications received between March 1, 2020 and the end of the month prior to the state's unwinding period**

This metric is the sum of 1a and 1b.

Unable to report [?](#)

**1a. Pending MAGI and other non-disability applications**

Unable to report [?](#)

**1b. Pending disability-related applications**

Unable to report [?](#)

**Metric 1 Notes**

Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of the first tab of the unwinding baseline instrument, the application processing section. This screenshot includes the following: a free-text field for Metric 1 (Total pending applications received between March 1, 2020 and the end of the month prior to the state's unwinding period); instructions for Metric 1 indicating that this metric is the sum of 1a and 1b; an unable to report checkbox for Metric 1; a free-text field for Metric 1a (Pending MAGI and other non-disability applications); an unable to report checkbox for Metric 1a; a free-text field for Metric 1b (Pending disability-related applications); an unable to report checkbox for Metric 1b; a Metric 1 notes free-text field; and instructions for Metric 1 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Baseline renewals metric tab

APPLICATION PROCESSING	<h3>RENEWALS</h3> <p>2. Total beneficiaries enrolled as of the end of the month prior to the state's unwinding period</p> <input type="text"/> <input type="checkbox"/> Unable to report 
<b>RENEWALS</b>	
STATE'S POLICY FOR COMPLETING RENEWALS	
MEDICAID FAIR HEARINGS	
	<p><b>Metric 2 Notes</b></p> <input type="text"/> <small>Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.</small>

**ALT TEXT:** This is a screenshot of the second tab of the unwinding baseline instrument, the renewals section. This screenshot includes the following: a free-text field for Metric 2 (Total beneficiaries enrolled as of the end of the month prior to the state's unwinding period); an unable to report checkbox for Metric 2; a Metric 2 notes free-text field; and instructions for Metric 2 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Baseline state's policy for completing renewals metric tab

APPLICATION PROCESSING	<b>STATE'S POLICY FOR COMPLETING RENEWALS</b> Briefly summarize the number of days in the renewal period, which is the time from the day a renewal process is initiated to when it is expected to reach final determination. <b>3. State's timeline for the renewal process</b>
RENEWALS	
<b>STATE'S POLICY FOR COMPLETING RENEWALS</b>	
MEDICAID FAIR HEARINGS	

**ALT TEXT:** This is a screenshot of the third tab of the unwinding baseline instrument, the state's policy for completing renewals section. This screenshot includes the following: instructions indicating to briefly summarize the number of days in the renewal period, which is the time from the day a renewal process is initiated to when it is expected to reach final determination; and a free-text field for Metric 3 (State's timeline for the renewal process).

## Baseline Medicaid fair hearings metric tab

APPLICATION PROCESSING	<h3>MEDICAID FAIR HEARINGS</h3> <p>4. Total number of Medicaid fair hearings pending more than 90 days at the end of the month prior to the state's unwinding period</p> <input type="text"/> <p><input type="checkbox"/> Unable to report <a href="#">?</a></p> <p><b>Metric 4 Notes</b></p> <input type="text"/> <p><small>Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.</small></p>
RENEWALS	
STATE'S POLICY FOR COMPLETING RENEWALS	
<b>MEDICAID FAIR HEARINGS</b>	

**ALT TEXT:** This is a screenshot of the fourth tab of the unwinding baseline instrument, the Medicaid fair hearings section. This screenshot includes the following: a free-text field for Metric 4 (Total number of Medicaid fair hearings pending more than 90 days at the end of the month prior to the state's unwinding period); an unable to report checkbox for Metric 4; a Metric 4 notes free-text field; and instructions for Metric 4 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Baseline instructions in header

### INSTRUCTIONS

The Medicaid and Children's Health Insurance Program Eligibility and Enrollment Data Specifications for Reporting During States' Unwinding Period ("specifications") explain the background, metrics, and submission process for the submission of data to CMS during a state's unwinding period. States should defer to that document for detailed information about definitions and timelines for submission.



Each section contains a notes section. Please include an explanation if any of the following apply:

- 1) The state deviates from the metric definitions in the specifications
- 2) The state is unable to provide data for any metric or sub-metric
- 3) The state wishes to provide additional context to help CMS understand the data reported

For any questions, please contact: [Unwinding@mathematica-mpr.com](mailto:Unwinding@mathematica-mpr.com).

**ALT TEXT:** This is a screenshot of the instructions at the top of the baseline instrument. The instructions read as follows: The Medicaid and Children's Health Insurance Program Eligibility and Enrollment Data Specifications for Reporting During States' Unwinding Period ("specifications") explain the background, metrics, and submission process for the submission of data to CMS during a state's unwinding period. States should defer to that document for detailed information about definitions and timelines for submission. Each section contains a notes section. Please include an explanation if any of the following apply: 1) The state deviates from the metric definitions in the specifications, 2) The state is unable to provide data for any metrics or sub-metrics, 3) The state wishes to provide additional context to help CMS understand the data reported. For any questions, please contact: [Unwinding@mathematica-mpr.com](mailto:Unwinding@mathematica-mpr.com).

Baseline header fields

<b>Submission Date *</b>	<b>Unwinding Period Start Date *</b>
02/15/2022 	February 2022 

**ALT TEXT:** This is a screenshot of the header fields at the top of the baseline instrument. The fields include a Submission Date field, which is denoted as required and should be populated using MM/DD/YYYY format, and an Unwinding Period Start Date field, which is denoted should be populated using a month year format.

## Monthly Instrument screen shots

### Monthly application processing metrics tab (Metric 1)

**APPLICATION PROCESSING**

**RENEWALS INITIATED**

**RENEWALS AND OUTCOMES**

**MEDICAID FAIR HEARINGS**

**APPLICATION PROCESSING**

Metric 1 and its sub-metrics are also on the baseline reporting form. Please re-report those figures if they have not changed. It is not expected that baseline data will change. In the event that baseline data have changed, please report new baseline data below, including an explanation in the notes section; and also update the baseline reporting form.

**1. Total pending applications received between March 1, 2020 and the end of the month prior to the state's unwinding period**

This metric is the sum of 1a and 1b.

Unable to report

**1a. Total MAGI and other non-disability applications**

This metric is the sum of 2a and 3a.

Unable to report

**1b. Total disability-related applications**

This metric is the sum of 2b and 3b.

Unable to report

**Metric 1 Notes**


Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion the first tab of the unwinding monthly instrument, the application processing section. This screenshot includes the following: instructions indicating that Metric 1 and its sub-metrics are also on the baseline reporting form. Please re-report those figures if they have not changed. It is not expected that baseline data will change. In the event that baseline data have changed, please report new baseline data below, including an explanation in the notes section; and also update the baseline reporting form; a free-text field for Metric 1 (Total pending applications received between March 1, 2020 and the end of the month prior to the state's unwinding period); instructions for Metric 1 indicating that this metric is the sum of 1a and 1b; an unable to report checkbox for Metric 1; a free-text field for Metric 1a (Total MAGI and other non-disability applications); an unable to report checkbox for Metric 1a; a free-text field for Metric 1b (Total disability-related applications); an unable to report checkbox for Metric 1b; a Metric 1 notes free-text field; and instructions for Metric 1 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.


## Monthly application processing metrics tab (Metric 2)

**2. Of those applications included in Monthly Metric 1, the total number of applications completed as of the last day of the reporting period**


This metric is the sum of 2a and 2b.

Unable to report 

**2a. Completed MAGI and other non-disability related applications as of the last day of the reporting period**

Unable to report 

**2b. Completed disability-related applications as of the last day of the reporting period**

Unable to report 

**Metric 2 Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the first tab of the unwinding monthly instrument, the application processing section. This screenshot includes the following: a free-text field for Metric 2 (Of those applications included in Monthly Metric 1, the total number of applications completed as of the last day of the reporting period); instructions for Metric 2 indicating that this metric is the sum of 2a and 2b; an unable to report checkbox for Metric 2; a free-text field for Metric 2a (Completed MAGI and other non-disability related applications as of the last day of the reporting period); an unable to report checkbox for metric 2a; a free-text field for Metric 2b (Completed disability-related applications as of the last day of the reporting period); an unable to report checkbox for Metric 2b; a Metric 2 notes free-text field; and instructions for Metric 2 free-text field notes, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.



## Monthly application processing metrics tab (Metric 3)

**3. Of those applications included in Monthly Metric 1 the total number of applications that remain pending as of the last day of the reporting period**

This metric is the sum of 3a and 3b.

Unable to report [?](#)

**3a. Pending MAGI and other non-disability applications as of the last day of the reporting period**

Unable to report [?](#)

**3b. Pending disability-related applications as of the last day of the reporting period**

Unable to report [?](#)

**Metric 3 Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the first tab of the unwinding monthly instrument, the application processing section. This screenshot includes the following: a free-text field for Metric 3 (Of those applications included in Monthly Metric 1 the total number of applications that remain pending as of the last day of the reporting period); instructions for Metric 3 indicating that this metric is the sum of 3a and 3b; an unable to report checkbox for Metric 3; a free-text field for Metric 3a (Pending MAGI and other non-disability applications as of the last day of the reporting period); an unable to report checkbox for Metric 3a; a free-text field for Metric 3b (Pending disability-related applications as of the last day of the reporting period); an unable to report checkbox for Metric 3b; a Metric 3 notes free-text field; and instructions for Metric 3 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Renewals initiated metric tab (Metric 4)

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains four menu items: 'APPLICATION PROCESSING', 'RENEWALS INITIATED' (which is highlighted with a green border), 'RENEWALS AND OUTCOMES', and 'MEDICAID FAIR HEARINGS'. The main content area is titled 'RENEWALS INITIATED' in bold blue text. Below the title, there is a section labeled '4. Total beneficiaries for whom a renewal was initiated in the reporting period' followed by a text input field. Underneath this field is a checkbox labeled 'Unable to report' with a question mark icon. Below the checkbox is a section titled 'Metric 4 Notes' followed by a large text area. At the bottom of the page, there is a small instruction: 'Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.'

**ALT TEXT:** This is a screenshot of the second tab of the unwinding monthly instrument, the renewals initiated section. This screenshot includes the following: a free-text field for Metric 4 (Total beneficiaries for whom a renewal was initiated in the reporting period); an unable to report checkbox for Metric 4; a Metric 4 notes free-text field; and instructions for Metric 4 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Renewals and outcomes metrics tab (Metric 5)


The screenshot shows a web interface with a sidebar on the left containing four menu items: "APPLICATION PROCESSING", "RENEWALS INITIATED", "RENEWALS AND OUTCOMES" (which is highlighted with a green border), and "MEDICAID FAIR HEARINGS". The main content area is titled "RENEWALS AND OUTCOMES" in green. Below the title, there is a section for "5. Total beneficiaries due for renewal in the reporting period" with a text input field. Below the input field, a note states "This metric is the sum of 5a, 5b, 5c and 5d." There is a checkbox labeled "Unable to report" with a question mark icon. Below this is a "Metric 5 Notes" section with a large text area. At the bottom of the page, a small note reads: "Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data."

**ALT TEXT:** This is a screenshot of a portion of the third tab of the unwinding monthly instrument, the renewals and outcomes section. This screenshot includes the following: a free-text field for Metric 5 (Total beneficiaries due for renewal in the reporting period); instructions for Metric 5 indicating that this metric is the sum of 5a, 5b, 5c and 5d; an unable to report checkbox for Metric 5; a Metric 5 notes free-text field; and instructions for Metric 5 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.


## Renewals and outcomes metrics tab (Metric 5a)

**5a. Of the beneficiaries included in Metric 5, the number renewed and retained in Medicaid or CHIP (those who remained enrolled)**


This metric is the sum of 5a(1) and 5a(2).

Unable to report 

**5a(1). Number of beneficiaries renewed on an ex parte basis**

Unable to report 

**5a(2). Number of beneficiaries renewed using a pre-populated renewal form**

Unable to report 

**Metric 5a Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the third tab of the unwinding monthly instrument, the renewals and outcomes section. This screenshot includes the following: a free-text field for Metric 5a (Of the beneficiaries included in Metric 5, the number renewed and retained in Medicaid or CHIP (those who remained enrolled)); instructions for Metric 5a indicating that this metric is the sum of 5a(1) and 5a(2); an unable to report checkbox for Metric 5a; a free-text field for Metric 5a(1) (Number of beneficiaries renewed on an ex parte basis); an unable to report checkbox for Metric 5a(1); a free-text field for Metric 5a(2) (Number of beneficiaries renewed on using a pre-populated renewal form); an unable to report checkbox for Metric 5a(2); a Metric 5a notes free-text field; and instructions for Metric 5a notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Renewals and outcomes metrics tab (Metrics 5b and 5c)

**5b. Of the beneficiaries included in Metric 5, the number determined ineligible for Medicaid or CHIP (and transferred to Marketplace)**

Unable to report [?](#)

**Metric 5b Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**5c. Of the beneficiaries included in Metric 5, the number terminated for procedural reasons (i.e. failure to respond)**

Unable to report [?](#)

**Metric 5c Notes**


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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the third tab of the unwinding monthly instrument, the renewals and outcomes section. This screenshot includes the following: a free-text field for Metric 5b (Of the beneficiaries included in Metric 5, the number determined ineligible for Medicaid and CHIP (and transferred to Marketplace)); an unable to report checkbox for Metric 5b; a Metric 5b notes free-text field; instructions for Metric 5b notes indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data; a free-text field for Metric 5c (Of the beneficiaries included in Metric 5, the number terminated for procedural reasons (i.e. failure to respond)); an unable to report checkbox for Metric 5c; a Metric 5c notes free-text field; instructions for Metric 5c notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Renewals and outcomes metrics tab (Metrics 5d and 6)

**5d. Of the beneficiaries included in Metric 5, the number whose renewal was not completed**


Unable to report 


**Metric 5d Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**6. Month in which renewals due in the reporting month were initiated**

Unable to report 

**Metric 6 Notes**


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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the third tab of the unwinding monthly instrument, the renewals and outcomes section. This screenshot includes the following: a free-text field for Metric 5d (Of the beneficiaries included in Metric 5, the number whose renewal was not completed); an unable to report checkbox for Metric 5d; a Metric 5d notes free-text field; instructions for Metric 5d notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data; a calendar picker for Metric 6 (Month in which renewals due in the reporting month were initiated); an unable to report checkbox for Metric 6; a Metric 6 notes free-text field; instructions for Metric 6 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Renewals and outcomes metrics tab (Metric 7)

**7. Number of beneficiaries due for a renewal since the beginning of the state's unwinding period whose renewal has not yet been completed**

Unable to report 

**Metric 7 Notes**

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Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

**ALT TEXT:** This is a screenshot of a portion of the third tab of the unwinding monthly instrument, the renewals and outcomes section. This screenshot includes the following: a free-text field for Metric 7 (Number of beneficiaries due for a renewal since the beginning of the state's unwinding period whose renewal has not yet been completed); an unable to report checkbox for Metric 7; a Metric 7 notes free-text field; instructions for Metric 7 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.

## Medicaid fair hearings metric tab (Metric 8)

APPLICATION PROCESSING	<h3>MEDICAID FAIR HEARINGS</h3> <p>8. Total number of Medicaid fair hearings pending more than 90 days at the end of the reporting period</p> <input type="text"/> <p><input type="checkbox"/> Unable to report <a href="#">?</a></p> <p><b>Metric 8 Notes</b></p> <input type="text"/> <p><small>Please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.</small></p>
RENEWALS INITIATED	
RENEWALS AND OUTCOMES	
<b>MEDICAID FAIR HEARINGS</b>	

**ALT TEXT:** This is a screenshot of the fourth tab of the unwinding month instrument, the Medicaid fair hearings section. This screenshot includes the following: a free-text field for Metric 8 (Total number of Medicaid fair hearings pending more than 90 days at the end of the reporting period); an unable to report checkbox for Metric 8; a Metric 8 notes free-text field; and instructions for Metric 8 notes free-text field, indicating to please include an explanation if the state is unable to report a metric, deviates from the metric definition, or wishes to provide additional context to help CMS understand the data.



## Monthly instructions in header

### INSTRUCTIONS

The Medicaid and Children's Health Insurance Program Eligibility and Enrollment Data Specifications for Reporting During States' Unwinding Period ("specifications") explain the background, metrics, and submission process for the submission of data to CMS during a state's unwinding period. States should refer to that document for detailed information about definitions and timelines for submission.

Each section contains a notes section. Please include an explanation if any of the following apply:

- 1) The state deviates from the metric definitions in the specifications
- 2) The state is unable to provide data for any metric or sub-metric
- 3) The state wishes to provide additional context to help CMS understand the data reported

For any questions, please contact: [Unwinding@mathematica-mpr.com](mailto:Unwinding@mathematica-mpr.com).

**ALT TEXT:** This is a screenshot of the instructions at the top of the monthly instrument. The instructions read as follows: The Medicaid and Children's Health Insurance Program Eligibility and Enrollment Data Specifications for Reporting During States' Unwinding Period ("specifications") explain the background, metrics, and submission process for the submission of data to CMS during a state's unwinding period. States should refer to that document for detailed information about definitions and timelines for submission. Each section contains a notes section. Please include an explanation if any of the following apply: 1) The state deviates from the metric definitions in the specifications, 2) The state is unable to provide data for any metrics or sub-metrics, 3) The state wishes to provide additional context to help CMS understand the data reported. For any questions, please contact: [Unwinding@mathematica-mpr.com](mailto:Unwinding@mathematica-mpr.com).

## Monthly header fields



The image shows a screenshot of a web form. At the top, the text "Submission Date" is displayed in a bold, black font, followed by a red asterisk indicating a required field. Below this text is a rectangular input field with a thin border. Inside the field, the date "02/15/2022" is entered in a standard black font. To the right of the date, there is a small, dark gray calendar icon. The entire input field is contained within a larger, light gray rectangular frame.

**ALT TEXT:** This is a screenshot of the header field at the top of the monthly instrument. The field is a Submission Date field, which is denoted as required and should be populated using MM/DD/YYYY format.