

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Supra</i>	DATE <i>1-9-13</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>100212</i>	<input type="checkbox"/> I Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Mr. Keck, COS, Johnson, Roberts, Charis, CMS file</i>	<input type="checkbox"/> I Prepare reply for appropriate signature DATE DUE _____ <input type="checkbox"/> FOIA DATE DUE _____ <input checked="" type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Mail Stop S2-26-12
Baltimore, Maryland 21244-1850



DATE: December 7, 2012

TO: State Medicaid Directors
State Health Officials

FROM: Cindy Mann /s/
Director, Center for Medicaid and CHIP Services (CMCS)

SUBJECT: The Medicaid and CHIP Program (MACPro) System
Overview and Request to Identify State Users

ACTION NEEDED BY - January 7, 2013

This memorandum provides an overview of and implementation schedule for the new MACPro system, and requests your assistance in identifying appropriate staff in your state who will be responsible for accessing the system for purposes of submitting state actions (state plan amendments (SPAs), waivers and administrative information) and participating in the state and CMS review and adjudication process.

Attached to this memorandum are detailed system access instructions for state users and an Excel workbook with a sheet (State Users Profile Template) where you input the identity of the users for your state. The remaining tabs in the workbook include a summary, legend, state MACPro roles, and definitions.

Background

The MACPro system is a new online system designed to facilitate submission of state applications to amend existing state plans or waivers, propose new options under the Medicaid and CHIP programs, and submit key administrative information. MACPro will modernize the CMS and state information exchange by offering an electronic workflow to CMS reviewers as well as our state partners. Instead of submitting paper documents or e-mails to CMS, states will apply to submit new applications or amendments to Medicaid and CHIP authorities through a Web-based system.

MACPro will be the official system of record for these submissions and changes. Additional Medicaid authorities will be included in future releases. We expect to have all authorities incorporated into MACPro in 2014. MACPro will improve Medicaid program management by:

- Establishing an official system of record accessible to both states and CMS;
- Providing real-time access to information on the status of applications and approved programs;
- Reducing application processing time; and
- Enabling states to share program information with each other for benchmarking purposes.

MACPro Overview

The MACPro system will provide greater transparency regarding the status of state submissions by allowing states to view real-time information regarding the status of a review. Since MACPro is a Web-based system, both the state and CMS will be able to access the system and know that they are viewing the same version of an application. Further, using MACPro, states will be able to easily create a printable, legible view of a proposal to share with its stakeholders.

MACPro is expected to create efficiencies for states that will reduce the administrative burden and costs associated with the submission of new Medicaid and CHIP applications and changes to existing programs. For example, states will have one portal for the submission of program and other operational and administrative information - a “one-stop shop” for state submissions. This will reduce data entry error and duplication of effort. In addition, CMS will move from paper file transmissions to a central electronic repository to view each action and share and integrate comments. MACPro will also make it easier for states to benchmark features of their programs compared to other states.

The system will be phased-in over time, starting with Phase I in January 2013 with SPAs for the Alternative Benefit Plan (ABP), CHIP eligibility and Medicaid and CHIP administration authorities. Additional guidance regarding MACPro training opportunities and the final date for Phase I is forthcoming.

CMS will be hosting a demonstration of MACPro as part of the CMS requirement under the Paperwork Reduction Act to require MACPro for program applications. The demonstration will be recorded and available at www.Medicaid.gov for a 30-day comment period. Additional details on the demonstration will be forthcoming.

Access to MACPro and Identification of Users

MACPro is accessible through the Individuals Authorized Access to CMS Computer Services (IACS) application. IACS is an Internet-accessible application that allows state users to self-register for access to the CMS MACPro system or become a states’ designated approver of end users. IACS replaces the previous paper-based Enterprise Users Access system (EUA).

Beginning December 19th, each state user will need to request a User ID from the IACS account registration system. To register for an IACS User ID, users will need to complete the online registration form and designate the CMS Regional Office associated with each state. Detailed instruction for obtaining an IACS User ID is attached. Additional information on IACS can be found at: <http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/IACS/index.html>.

CMS requests the assistance of each State Medicaid Director and State CHIP Director to identify state staff who will use MACPro to submit applications and participate in the review process for ABP and CHIP eligibility. After obtaining the IACS User IDs for your state MACPro users, by January 7, 2013, please complete and send the attached Excel spreadsheet of state staff who will draft, review, and approve state applications for ABP and CHIP eligibility to MACPro_HelpDesk@cms.hhs.gov. For each person, provide the state/territory, person’s name, phone number, IACS User ID, e-mail and MACPro role. Please put **MACPro State User Information** in the subject line when responding. The list of users must include those who will

submit drafts of actions, as well as State Medicaid Directors and State CHIP Directors, since they must approve the formal submittal of a State Medicaid and/or CHIP action. CMS will then work with each user to provide them access to MACPro. Throughout the process, feel free to send any questions staff or you may have to the MACPro_HelpDesk@cms.hhs.gov mailbox and CMS will answer promptly.

Thank you for your assistance in implementing this important program application system.

Attachments:

1. IACS Instructions
2. MACPro State Users Information Template

Jan Polatty

From: Allison, John R. (CMS/CMCHO) <John.Allison@cms.hhs.gov>
Sent: Wednesday, January 09, 2013 9:39 AM
To: John Supra
Jan Polatty
Cc: Jan Polatty
Subject: RE: South Carolina DHHS staff requesting access to CMS MACPro System

Thanks John.

From: John Supra [mailto:SUPRA@scdhhs.gov]
Sent: Wednesday, January 09, 2013 5:08 AM
To: Allison, John R. (CMS/CMCHO)
Cc: Jan Polatty
Subject: Fwd: South Carolina DHHS staff requesting access to CMS MACPro System

John,

The following email was forwarded to me. We had selected that group for the initial MACPro training/work and I have also submitted at the requested template with the same names as well, I attached a copy of that template as well for your information. If you have any questions we can discuss on our regular call today.

Thanks,

John

Begin forwarded message:

From: Allison, John R. (CMS/CMCHO)
Sent: Tuesday, January 08, 2013 10:05:53 PM
To: Anthony Keck; Michael Jones
Cc: Drake, Maria (CMS/CMCHO)
Subject: South Carolina DHHS staff requesting access to CMS MACPro System

Hello,

The individuals listed below from the South Carolina Department of Health & Human Services have requested access to the Medicaid and CHIP Program (MACPro) System. MACPro is CMS' new online system that is designed to facilitate state submission of applications such as State Plan Amendments (SPAs), waivers, Advanced Planning Documents (APDs), and other key administrative information. MACPro will replace state submissions via email and paper documents, and will be the official system of record for state submissions and changes pertinent to Medicaid and CHIP moving forward (the system goes live in stages beginning January 22). See the attached document for more information about MACPro.

While we presently aren't setting any hard limits on the number of persons from each State Medicaid and CHIP Program who can have access, we do want to be sure that access is granted to the appropriate staff. Additionally, we are asking that, for the moment, each state limit their MACPro users to just those working under CHIP Eligibility and Alternative Benefit Plan authority, along with approvers (State Medicaid and CHIP Directors). We will inform states when additional state MACPRO users may be added.

Given that the South Carolina DHHS staff who have the email addresses below are already requesting access to the system, would you please submit to me the names of Medicaid and CHIP staff who should have access to MACPro, so that I can match the names against those who are currently applying for access? To do this, you can just reply directly to me via this email.

Please let me know if you have any questions.

Thank you,

John Allison
Centers for Medicare & Medicaid Services, Atlanta Regional Office
Consortium for Medicaid and Children's Health Operations
Division of Medicaid and Children's Health Operations
828-575-2876

belli@scdhhs.gov
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If you have received this in error, please notify us immediately and destroy the related message.

Jan Polatty

From: Allison, John R. (CMS/CMCHO) <John.Allison@cms.hhs.gov>
Sent: Wednesday, January 09, 2013 1:14 PM
To: John Supra
Cc: Jan Polatty
Subject: RE: South Carolina DHHS staff requesting access to CMS MACPro System

Good afternoon John,

The following persons are now registered as MACPro state users in CMS' IACS system:

John Supra
Janet Bell
Diane McLeod
Jeff Saxon
Kim Whisenant
Sheila Chavis

Anthony Keck has not been approved yet, as he has not submitted a registration request via IACS.

Thanks,

John Allison
Centers for Medicare & Medicaid Services, Atlanta Regional Office
Consortium for Medicaid and Children's Health Operations
Division of Medicaid and Children's Health Operations
828-575-2876

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John Allison
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