One Medicaid and CHIP (OneMAC) System Guide for State Users

February 2023

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Overview

This document describes the steps state and territory users will follow to create and submit paper-based State Plan Amendments (SPAs) and 1915 waiver actions in the One Medicaid and CHIP (OneMAC) system. Additionally, this document describes how users can perform common tasks in OneMAC, including responding to a Request for Additional Information (RAI) and withdrawing a submission.

NOTE: The images in this document were taken in a training environment and are not reflective of actual data.

What is OneMAC?

OneMAC is a web-based system that allows the Centers for Medicare & Medicaid Services (CMS) and states and territories to collaborate more effectively online in support of Medicaid and Children's Health Insurance Program (CHIP) initiatives, including serving as the submission system for certain paper-based SPAs and 1915 waivers.

Getting Help

The OneMAC help desk is available to assist from 9:00 AM to 5:00 PM Eastern Time, Monday through Friday. To contact the help desk:

- Call (833) 228-2540
- Email OneMAC_HelpDesk@cms.hhs.gov

Please also contact the OneMAC help desk with any feedback, comments, and suggestions about this reference document and other OneMAC training and reference materials.

Obtaining Access to OneMAC

Below is an overview listing the steps required for state users to obtain access to OneMAC. Users will be able to sign in to OneMAC once the role request submitted in Step 4 is approved. Users will then be able to submit/view submissions for their state or territory in OneMAC once the in-system OneMAC role request submitted in Step 5 is approved. Full details on completing steps 1-4 below are available in the IDM System Instructions for OneMAC System Users.

- **Step 1**: Register & Create an IDM Account (if you do not already have one)
- **Step 2**: Initiate Role Request for OneMAC State User
- **Step 3**: Complete Remote Identity Proofing (RIDP) if necessary
- **Step 4**: Complete, Review & Submit Role Request
- **Step 5**: Once IDM role is approved, sign in to OneMAC and request appropriate state user role

OneMAC State User Roles

The table below displays a summary of state user roles available for OneMAC. The table also shows the role approval hierarchy.

NOTE: These are the in-system OneMAC roles and are requested within OneMAC after being approved for the OneMAC State User role in IDM (step 5 in the overview above). Additionally, users may only hold one role per state.

OneMAC Role	Role Description	Role Approver
State Submitter	Creates and submits paper-based submissions and official RAI responses to CMS for review: • Medicaid State Plan Amendments (SPAs) • Children's Health Insurance Plan (CHIP) SPAs • 1915(b) waiver actions • 1915(c) Appendix K amendments	State System Administrator
State System Administrator	Has all State Submitter permissions (above), reviews and approves State Submitter role requests.	CMS Role Approver

Important Terms

Term	Definition
Submission	Originally submitted State Plan Amendment (SPA) or 1915(b) waiver action (1915(b) initial waiver, amendment, or renewal waiver), 1915(c) Appendix K amendment, or temporary extension request for either a 1915(b) or 1915(c) waiver.
Submission Package	Includes the initial submission and corresponding RAI information, if applicable
Package Status	The current workflow status that applies to a submission package

Navigating the OneMAC Dashboard

Upon logging in to OneMAC, you land on the Package Dashboard. The following navigation options are available to view SPA or Waiver submissions.

- SPAs and Waivers are displayed separately on the Package Dashboard. The view can be switched by selecting the appropriate **SPAs** or **Waivers** tab.
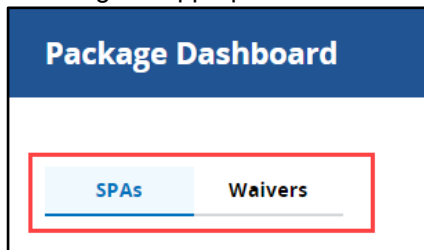

Figure 1: SPAs and Waivers tabs

- You can search by Package ID or Submitter Name. As you type in the search text box, the list of submissions will narrow to those that match.
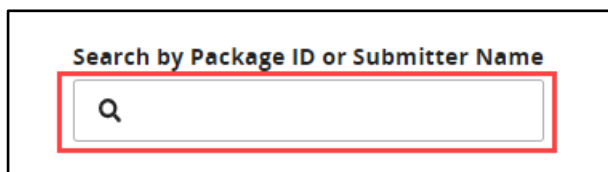

Figure 2: Search by Package ID or Submitter Name text box

- You can customize your view of the Package Dashboard by selecting **Show/Hide Columns**. A drop-down list appears, and you can deselect columns to remove from the Package Dashboard view.
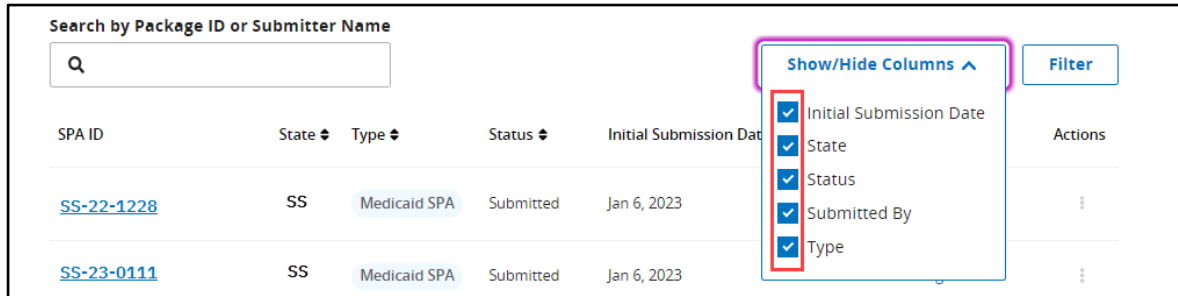

Figure 3: Show/Hide Columns drop-down list

- Options to filter the Package Dashboard are available by selecting **Filter**. Filter By fields display on the right-hand side of the Dashboard and include State, Type, Status, and Initial Submission Date. As selections are made, the list of submissions displayed will narrow. If you need to reset the filters, you can select **Reset** in the Filter By section.

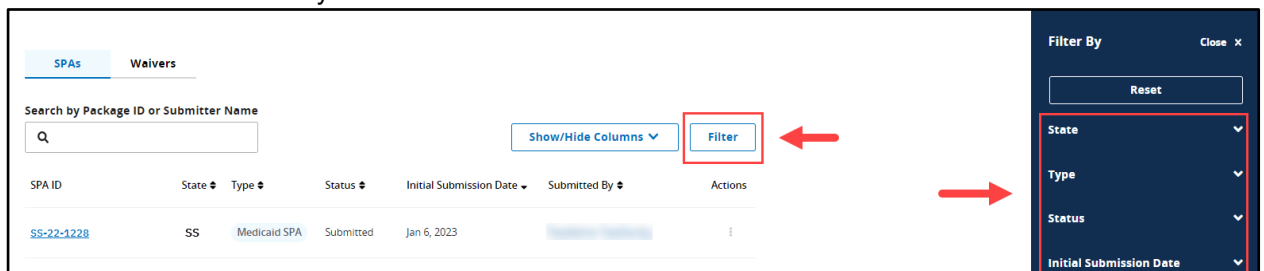**NOTE**: State users will only be able to view submissions for states to which the user has access.

Figure 4: Filter By options

Viewing the Submission Package

To access an entire submission package, which includes the initial submission and corresponding RAI information, select the **link to the SPA ID or Waiver Number** from the Package Dashboard.

Figure 5: Link to Submission Package

At the top of the page, the Status and Package Actions are displayed. A list of package statuses and descriptions can be found in the Appendix section of this document. Additional information about the different Package Actions available in OneMAC can be found in the Package Actions section of this document.

Figure 6: Submission Package Status and Package Actions

The Package Details section provides the package Type, State, Initial Submission Date, and Proposed Effective Date.

Package Details

Type
CHIP SPA

State
SS

Initial Submission Date
Wed, Dec 28 2022, 11:33:49 AM

Proposed Effective Date
Dec 28 2022

Figure 7: Package Details

The Attachments section contains all of the documents uploaded with the initial submission. To download all attachments in this section, select the **Download All** button.

NOTE: Documents in this section reflect only the documents that were attached to the initial submission.

Attachments

Documents available on this page may not reflect the actual documents that were approved by CMS. Please refer to your CMS Point of Contact for the approved documents.

⬇ **Download All**

Current State Plan
PV TESTING DOC.docx

Amended State Plan Language
PV TESTING DOC.docx

Cover Letter
PV TESTING DOC.docx

Figure 8: Attachments section of Submission Package

Lastly, if the state has submitted an associated formal RAI Response for the initial submission, the documentation will appear as an attachment in the Formal RAI Responses section.

Figure 9: Formal RAI Responses section of Submission Package

Submitting a Medicaid/CHIP SPA, 1915(b) waiver action, or 1915(c) waiver action

1. In OneMAC, from the Package Dashboard select the **New Submission button**.
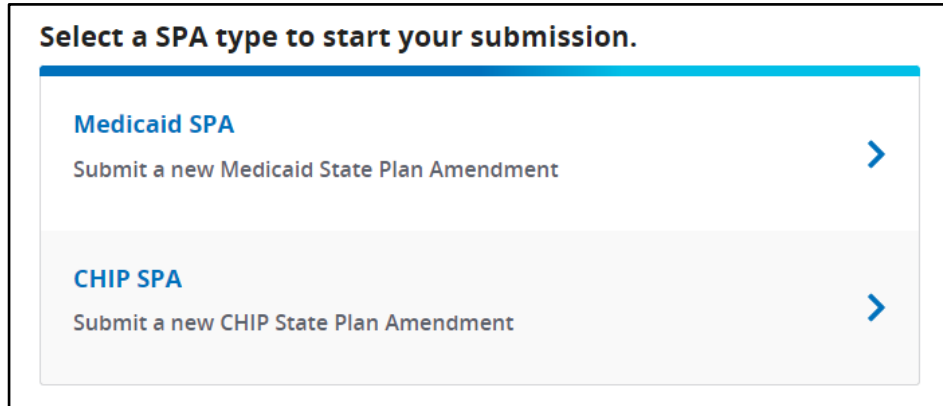
Figure 10: New Submission button

2. Choose the **submission type**.

Figure 11: Submission Type options

a. For a State Plan Amendment (SPA), you must first select the **SPA type**. SPA types available are Medicaid SPA and CHIP SPA.
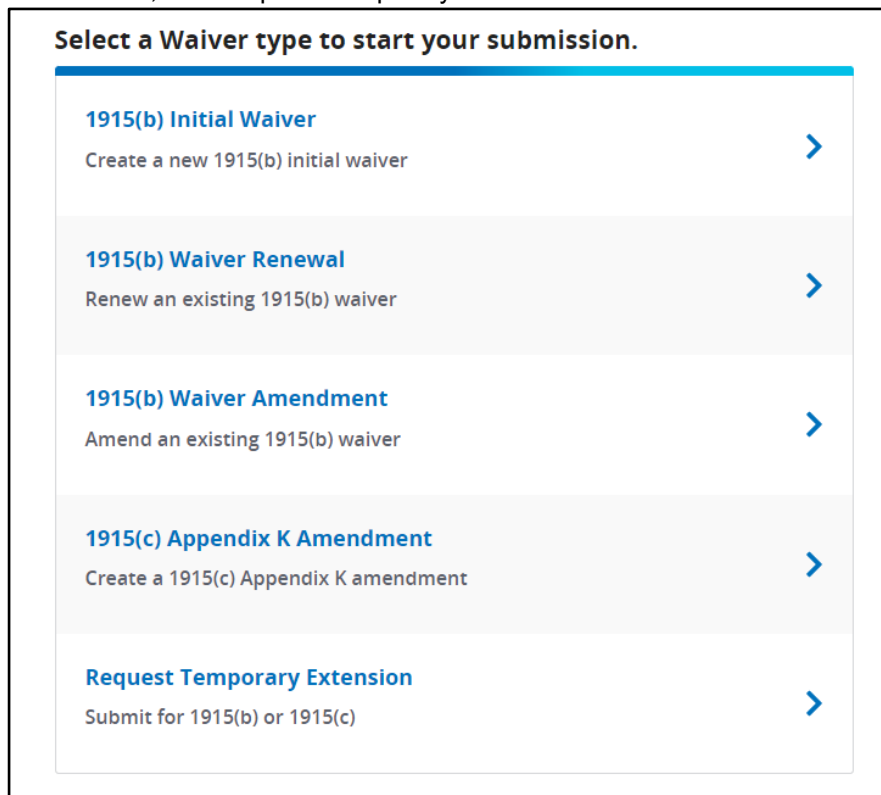

Figure 12: SPA type options

b. For a Waiver Action, you must first select the **Waiver type**. Waiver types available are 1915(b) Initial Waiver, 1915(b) Waiver Renewal, 1915(b) Waiver Amendment, 1915(c) Appendix K Amendment, and Request Temporary Extension.

Figure 13: Waiver type options

3. Enter the **SPA or Waiver Details fields**. Required fields are noted with an asterisk. Additional information on how to format SPA IDs and Waiver IDs can be found in the OneMAC Frequently Asked Questions.

SPA ID*   What is my SPA ID?

Must follow the format SS-YY-NNNN or SS-YY-NNNN-xxxx

Reminder - CMS recommends that all SPA numbers start with the year in which the package is submitted.

Proposed Effective Date of Medicaid SPA*

mm/dd/yyyy

Figure 14: Example of SPA Details fields

4. Include attachments by selecting **Add File** for the appropriate attachment type. Required attachments are noted with an asterisk. Attachment names and definitions can be found in the OneMAC Frequently Asked Questions.

Attachments

Maximum file size of 80 MB. You can add multiple files per attachment type, except for the CMS Form 179. Read the description for each of the attachment types on the FAQ Page.

* indicates required attachment.

CMS Form 179*	Add File	No file chosen
SPA Pages*	Add File	No file chosen
Cover Letter	Add File	No file chosen
Document Demonstrating Good-Faith Tribal Engagement	Add File	No file chosen
Existing State Plan Page(s)	Add File	No file chosen
Public Notice	Add File	No file chosen
Standard Funding Questions (SFQs)	Add File	No file chosen
Tribal Consultation	Add File	No file chosen
Other	Add File	No file chosen

Figure 15: Attachments section for submission

5. Use the Additional Information field to type in any notes for CMS.

Additional Information

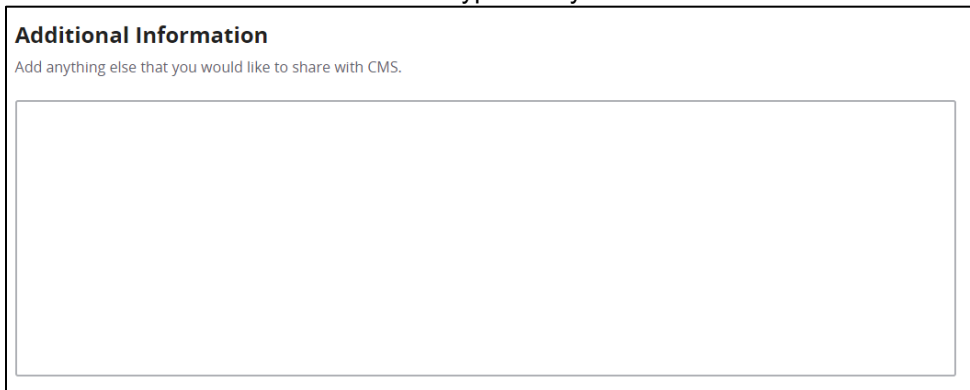Add anything else that you would like to share with CMS.

Figure 16: Additional Information field

6. Check your entries, as you cannot edit the submission after you select **Submit**. After you have ensured the accuracy of your submission, select **Submit**.
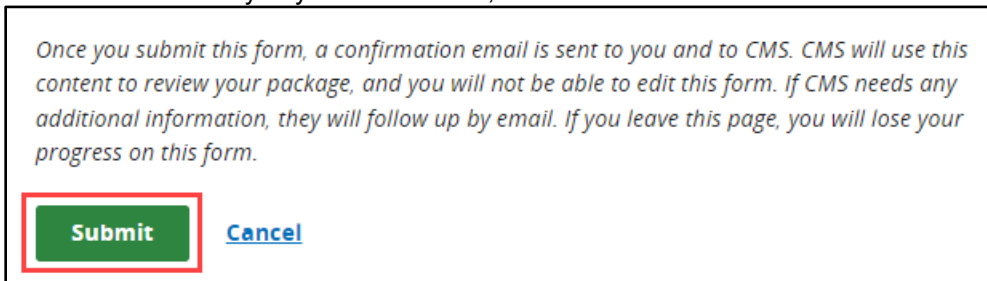
Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form.

Submit   Cancel

Figure 17: Submit button

7. You will receive an email confirming that the submission was successful, marking the start of the 90-day review clock. CMS will contact you if more information is needed.

Editing a Submission

Currently, OneMAC does not support users editing submissions in the system. If you need to make any changes or provide updated attachments, reach out to your CMS Point of Contact to supply them with these changes/documents via email.

Package Actions

Package Actions are links that you can select to take action on the specific submission package. The Status of a submission package determines what Package Actions are available, and only actions that are currently available will appear for a Submission Package.

Respond to RAI

A Request for Additional Information (RAI), which stops the 90-day clock, is a formal request for additional information from CMS. When necessary, states will receive an RAI via email from CMS. The state will respond to the RAI through OneMAC. Packages pending an official RAI response from the state will have a Status of **RAI Issued**.

1. To respond to an RAI, select the appropriate view from the Package Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

Figure 18: SPAs and Waivers tabs on Package Dashboard

2. There are two methods you can use to respond to the RAI:

   a. Select the **link to the SPA ID or Waiver Number**. Packages which are in need of an RAI response from the state will have a Status of **RAI Issued**. Then, under Package Actions, select the **Respond to RAI link**.
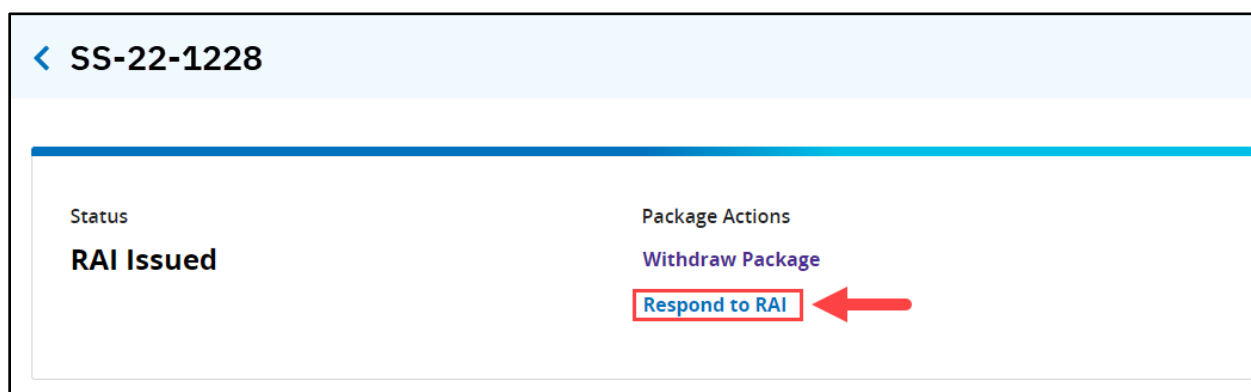

Figure 19: Link to Submission Package

Figure 20: Respond to RAI link

   b. Alternatively, the Respond to RAI page can be accessed by selecting the **three dots icon** in the Actions column on the Package Dashboard. Then, selecting **Respond to RAI** from the drop-down list.
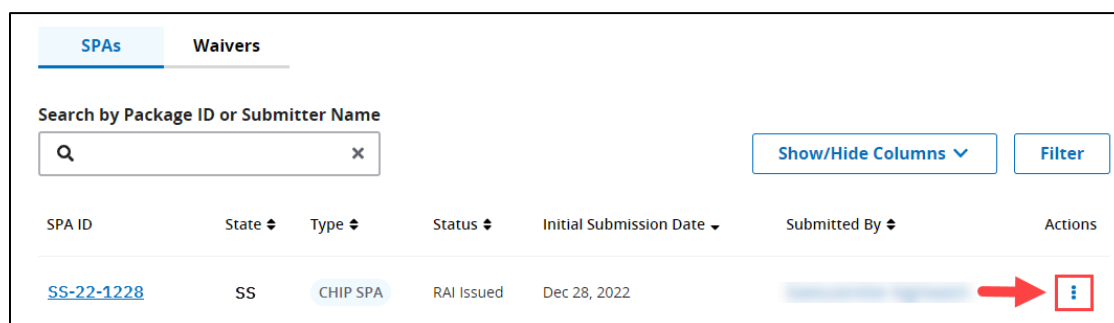

Figure 21: Three dot icon in Actions column

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Figure 22: Respond to RAI link in Actions column drop-down list

3. Include attachments by selecting **Add File** for the appropriate attachment. Required attachments are noted with an asterisk.

Figure 23: Attachments section on the Formal CHIP SPA RAI Details page

4. Use the Additional Information field to type in any notes for CMS.

Figure 24: Additional Information text box

5. Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.

> *Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form.*
>
> **Submit**   **Cancel**

Figure 25: Submit button

6. You will receive an email confirming that the submission was successful.

Withdraw Package

A state can withdraw a submission package if it is in the Under Review or RAI Issued status. However, please note that once withdrawn, **a submission package cannot be resubmitted** to CMS.

1. In OneMAC, select the appropriate view from the Package Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

Package Dashboard

SPAs   **Waivers**

Figure 26: SPAs and Waivers tabs on the Package Dashboard

2. There are two methods you can use to withdraw a submission package:

    a. Select the **link to the SPA ID or Waiver Number**. Then, under Package Actions, select the **Withdraw Package link**.

SPA ID	State ⇕	Type ⇕	Status ⇕	Initial Submission Date ▾	Submitted By ⇕	Actions
SS-22-1228	SS	CHIP SPA	RAI Issued	Dec 28, 2022		⋮

Figure 27: Link to Submission Package

‹ SS-22-1228

Status	Package Actions
RAI Issued	**Withdraw Package**
	Respond to RAI

Figure 28: Withdraw Package link

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b. Alternatively, the Withdraw Package action can be accessed by selecting the **three dots icon** in the Actions column on the Package Dashboard. Then, select **Withdraw Package** from the drop-down list.
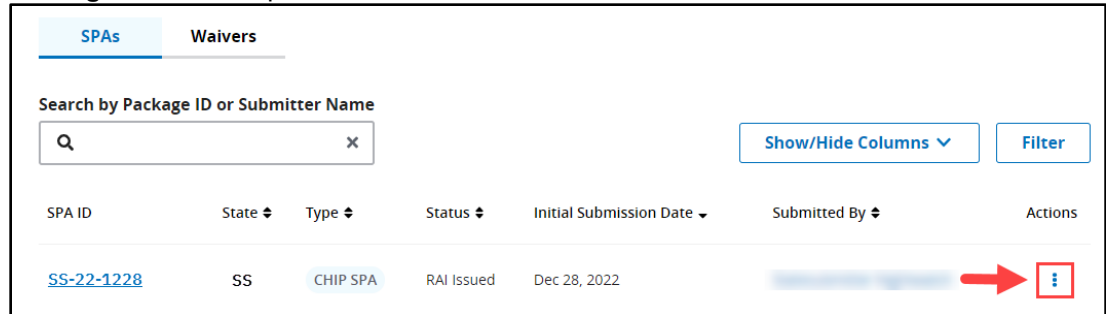
Figure 29: Three dots icon in the Actions column

Figure 30: Withdraw Package link

3. A warning message will appear letting you know that if the package is withdrawn, the package cannot be resubmitted. If you are certain that you wish to withdraw the submission, select **Yes, withdraw package** to complete the task.
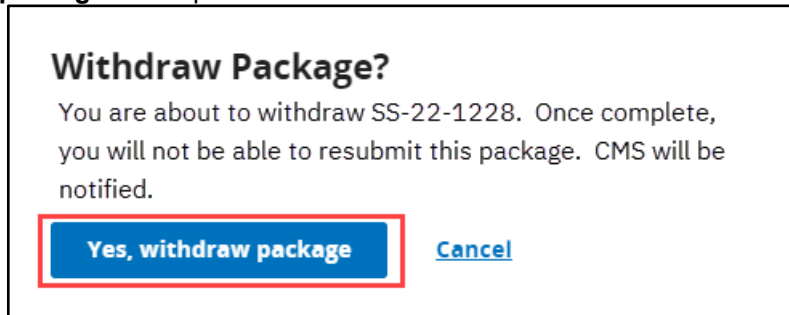
Figure 31: Withdraw Package warning message and Yes, withdraw package button

Request Temporary Extension

For initial or renewal waiver submission packages that were originally submitted in OneMAC, a state can request a temporary extension if it is in the Approved status using the instructions below. If your waiver was submitted outside of the OneMAC system, please follow the instructions outlined in the "Submitting a Medicaid/CHIP SPA, 1915(b) waiver action, or 1915(c) waiver action" section of this guide to request a Temporary Extension.

1. In OneMAC, select the **Waivers** view from the Package Dashboard. Locate the Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.
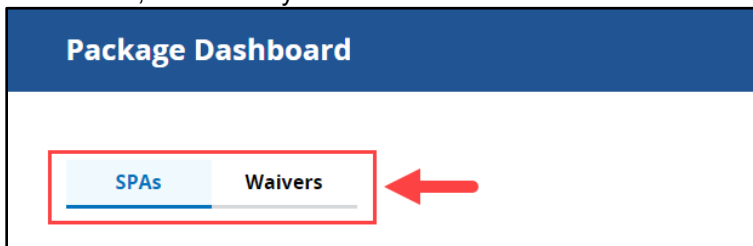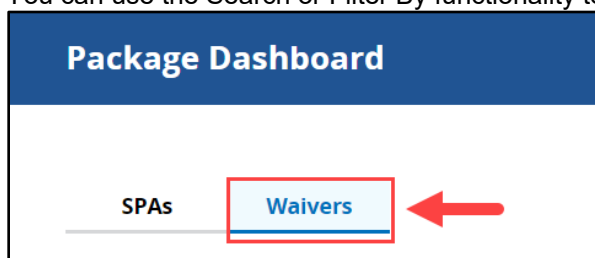

Figure 32: Waivers tab on the Package Dashboard

2. There are two methods you can use to request a Temporary Extension:

   a. Select the **link to the Waiver Number**. Then, under Package Actions, select the **Request Temporary Extension link**.

Figure 33: Link to Submission Package

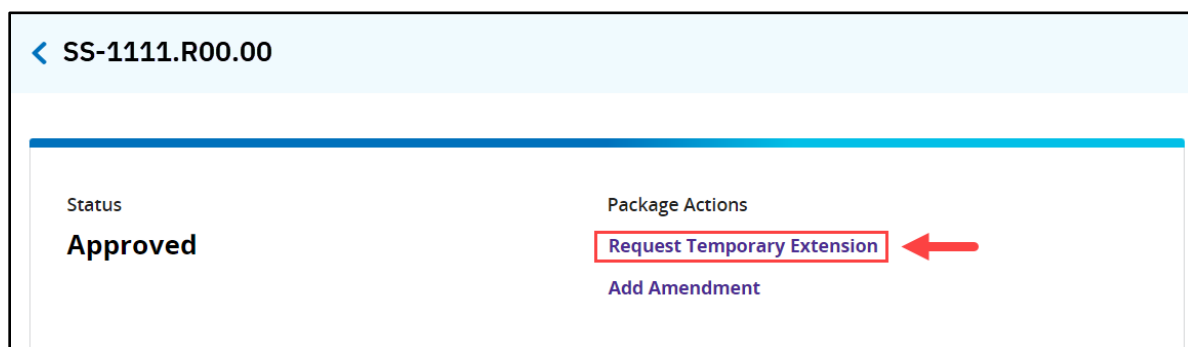*Figure 34: Request Temporary Extension link*

   b. Alternatively, the Request Temporary Extension action can be accessed by selecting the **three dots icon** in the Actions column on the Package Dashboard. Then, select **Request Temporary Extension** from the drop-down list.

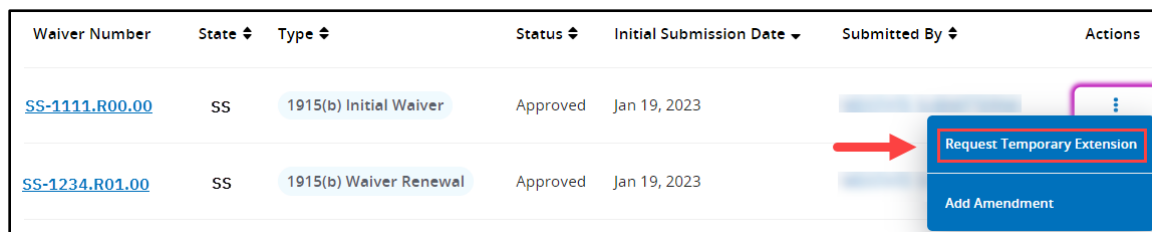*Figure 35: Three dots icon in the Actions column*

Figure 36: Request Temporary Extension link

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3. Fill out the fields in the Temporary Extension Request Details section.

‹ Request 1915(b) or 1915(c) Temporary Extension

Temporary Extension Request Details

*indicates required field.

Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. **If you leave this page, you will lose your progress on this form.**

Temporary Extension Type*

-- select a temporary extension type --   ⬍

Approved Initial or Renewal Waiver Number

SS-1111.R00.00

Temporary Extension Request Number*   What is my Temporary Extension Request Number?

Must be a waiver extension request number with the format SS-####.R##.TE## or SS-#####.R##.TE##

Figure 37: Temporary Extension Request Details section

4. Include attachments by selecting **Add File** for the appropriate attachment. The required attachment is noted with an asterisk. Use the Additional Information field to type in any notes for CMS.

Attachments

Maximum file size of 80 MB. You can add multiple files per attachment type. Read the description for each of the attachment types on the FAQ Page.

* indicates required attachment.

Waiver Extension Request*	Add File	No file chosen
Other	Add File	No file chosen

Additional Information

Add anything else that you would like to share with CMS.

Figure 38: Attachments and Additional Information sections

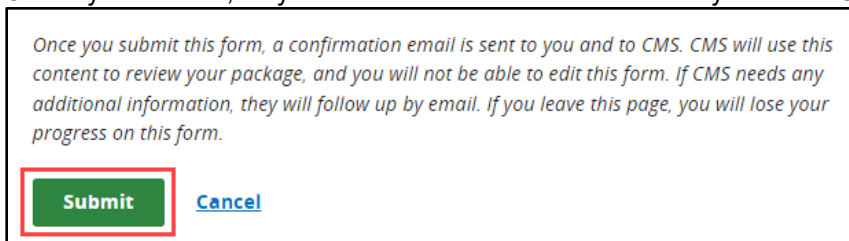5. Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.

> Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form.
>
> **Submit**   **Cancel**

Figure 39: Submit button

Add Amendment

For initial or renewal 1915(b) waiver submission packages that were originally submitted in OneMAC, a state can add an amendment if it is in the Approved status using the instructions below. If your paper-based 1915(b) waiver was submitted outside of the OneMAC system, please follow the instructions outlined in the "Submitting a Medicaid/CHIP SPA, 1915(b) waiver action, or 1915(c) waiver action" section of this guide to add an amendment. For 1915(b) waivers that were originally submitted in the Waiver Management System (WMS), your amendment must be submitted in WMS.

1. In OneMAC, select the **Waivers** view from the Package Dashboard. Locate the Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.
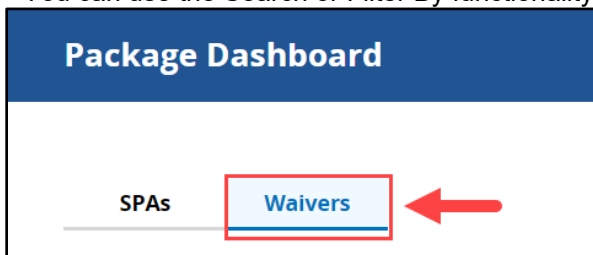
Package Dashboard

SPAs   **Waivers**

Figure 40: Waivers tab on the Package Dashboard

2. There are two methods you can use to amend a 1915(b) waiver:

   a. Select the **link to the Waiver Number**. Then, under Package Actions, select the **Add Amendment link**.

Waiver Number	State	Type	Status	Initial Submission Date	Submitted By	Actions
SS-1111.R00.00	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		⋮

Figure 41: Link to Submission Package

‹ SS-1111.R00.00

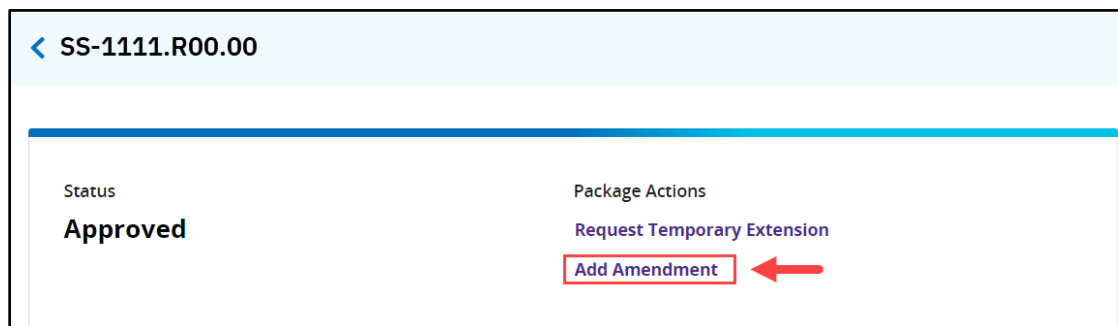| Status	Package Actions
Approved	**Request Temporary Extension**
	Add Amendment

Figure 42: Add Amendment link

b. Alternatively, the Add Amendment action can be accessed by selecting the **three dots icon** in the Actions column on the Package Dashboard. Then, select **Add Amendment** from the drop-down list.

Figure 43: Three dots icon in the Actions column

Figure 44: Add Amendment link

3. Fill out the fields in the 1915(b) Waiver Amendment Request Details section.

Figure 45: 1915(b) Waiver Amendment Request Details section

4. Include attachments by selecting **Add File** for the appropriate attachment. At least one attachment is required.

Attachments

Maximum file size of 80 MB. You can add multiple files per attachment type. Read the description for each of the attachment types on the FAQ Page.

* At least one attachment is required.

1915(b)(4) FFS Selective Contracting (Streamlined) waiver application pre-print (Initial, Renewal, Amendment)	Add File	No file chosen
1915(b) Comprehensive (Capitated) Waiver Application Pre-print (Initial, Renewal, Amendment)	Add File	No file chosen
1915(b) Comprehensive (Capitated) Waiver Cost effectiveness spreadsheets (Initial, Renewal, Amendment)	Add File	No file chosen
1915(b)(4) FFS Selective Contracting (Streamlined) and 1915(b) Comprehensive (Capitated) Waiver Independent Assessment (first two renewals only)	Add File	No file chosen
Tribal Consultation (Initial, Renewal, Amendment)	Add File	No file chosen
Other	Add File	No file chosen

Figure 46: Attachments section

5. Use the Additional Information field to type in any notes for CMS.

Additional Information

Add anything else that you would like to share with CMS.

Figure 47: Additional Information field

6. Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.

Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form.

Submit   **Cancel**

Figure 48: Submit button

Appendix

Package Statuses

Status	Description
Approved	CMS has issued a final disposition approving the proposed SPA or waiver.
Disapproved	CMS has issued a final disposition disapproving the proposed SPA or waiver.
Package Withdrawn	The state has elected to withdraw the entire submission package from CMS' review. **Note:** Once withdrawn, a **submission package cannot be resubmitted** to CMS.
RAI Issued	CMS has issued a formal Request for Information (RAI) stopping the review clock.
Submitted	The SPA or waiver has been successfully submitted through OneMAC for CMS review. The submission is being routed to the CMS intake team for assignment.
Under Review	The SPA or waiver action has been officially submitted to CMS and assigned for review. The action is pending "on the clock".
Waiver Terminated	A previously approved waiver has been terminated.
Withdrawal Requested	The state has requested to withdraw the entire submission package from CMS' review