



# **One Medicaid and CHIP (OneMAC) Guide for CMS Users**

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## Overview

This guide describes the steps Centers for Medicare & Medicaid Services (CMS) users will follow to access read-only versions of paper-based State Plan Amendments (SPAs) and 1915 Waivers in the One Medicaid and CHIP (OneMAC) System. Additionally, this document describes how CMS users can perform the task of enabling Formal RAI Response withdrawal.

**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 CMS, states, and territories to submit and process paper-based SPAs and 1915 Waivers more effectively online in support of Medicaid and Children's Health Insurance Program (CHIP) initiatives.

## 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](mailto:OneMAC_HelpDesk@cms.hhs.gov)

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

## Obtaining Access to OneMAC

Below is an overview listing the steps required for a CMS user to obtain access to OneMAC.

**NOTE:** Once the job code is approved it can take up to 72 hours for you to be able to log into OneMAC as it takes time to provision your account in the system.

- **Step 1:** Sign in to [Enterprise User Administration \(EUA\)](#)
- **Step 2:** Request the ONEMAC\_USER\_P job code

**NOTE:** There are no CMS roles in OneMAC that you will need to request, as the job code will grant you read-only access to submissions.

## Important Terms

Term	Definition
Submission	Originally submitted State Plan Amendment (SPA) or 1915(b) Waiver action (1915(b) initial Waiver, amendment, 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, subsequent documentation, 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.

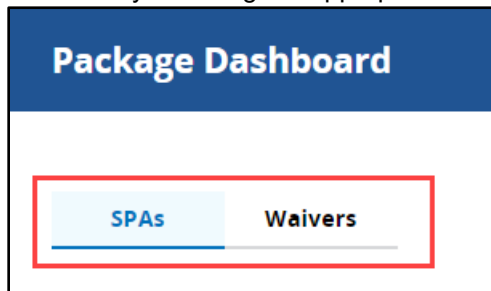


Figure 1: SPAs and Waivers tabs

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

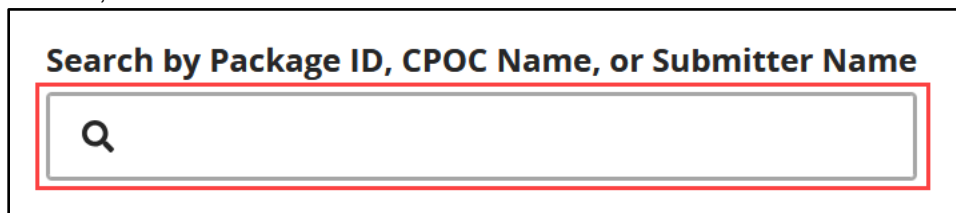


Figure 2: Search by Package ID, CPOC Name, or Submitter Name field

- 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.

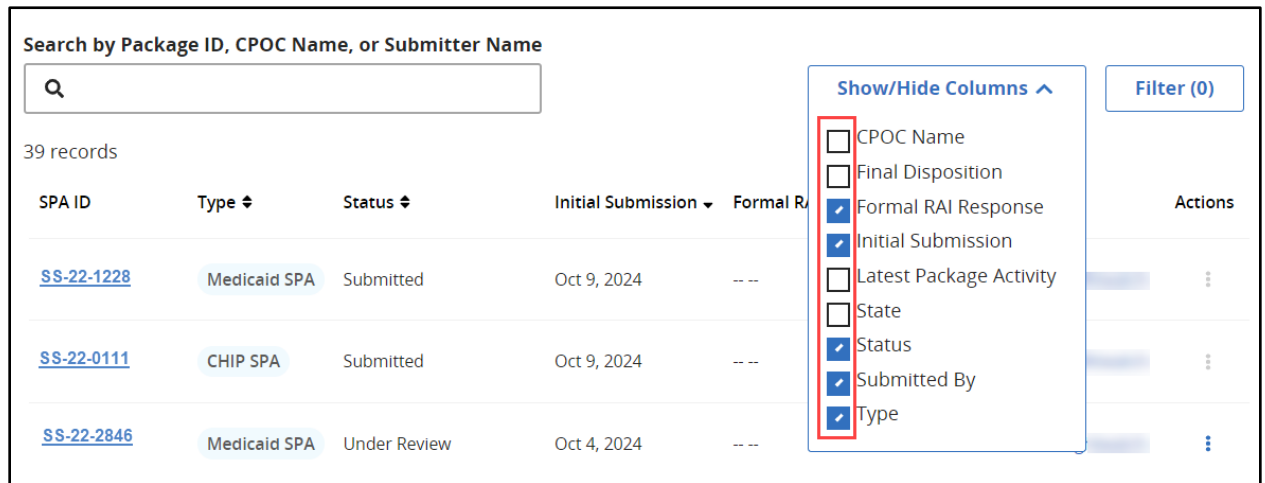


Figure 3: Show/Hide Columns drop-down list

- 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, Initial Submission, Latest Package Activity, Final Disposition, and Formal RAI Response. As selections are made, the list of submissions displayed will narrow. If you need to reset the filters, you can select **Reset**.

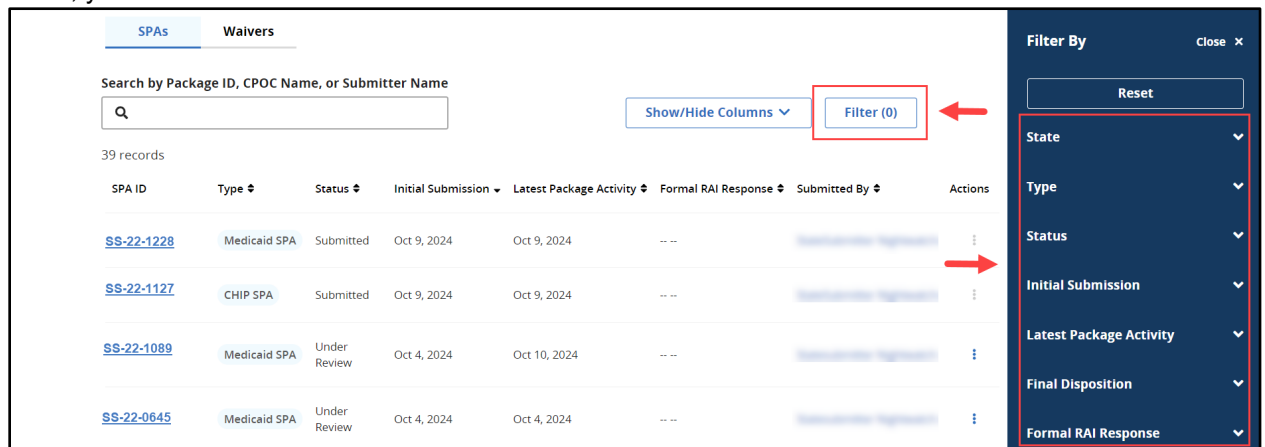


Figure 4: Filter By options

## Viewing the Submission Package

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

SPA ID	State	Type	Status	Initial Submission Date	Submitted By	Actions
<a href="#">SS-22-1228</a>	SS	CHIP SPA	RAI Issued	Dec 28, 2022		

Figure 5: Link to Submission Package

At the top of the page, the Status is displayed. A list of package statuses and descriptions can be found in the [Appendix](#) section of this document.

<a href="#">SS-22-1228</a>
Status
<b>Pending</b>

Figure 6: Submission Package Status

The Package Details section provides the Submission ID, Latest Package Activity, State, Type, Initial Submission Date, Proposed Effective Date, Approved Effective Date, Final Disposition Date, and CPOC.

**NOTE:** If the Proposed Effective Date field is updated in SEA Tool, it will also update in the Package Details section of the submission package in OneMAC.

Medicaid SPA Package Details	
Submission ID	Latest Package Activity
SS-22-1228	-- --
State	Type
SS	Medicaid SPA
Initial Submission Date	Proposed Effective Date
Thu, Jan 19 2023, 8:32:11 AM	Feb 3 2023
Approved Effective Date	Final Disposition Date
Feb 3 2023	Jan 19 2023
CPOC	
John Doe	

Figure 7: Package Details

The Package Activity section contains all the actions taken on the submission package including RAI Response Documentation and Subsequent Documentation Uploads. Attachments corresponding to a Package Action can be individually opened by selecting the hyperlink to the Attached File. To download all attachments in this section, select the **Download all** button.

**NOTE:** Documents in the Initial Package section reflect only the documents that were attached to the initial submission. If the state made any changes to the documents since the initial submission, those changes may have been emailed to the CMS Point of Contact. Please contact the CMS Point of Contact to obtain the most current documents.

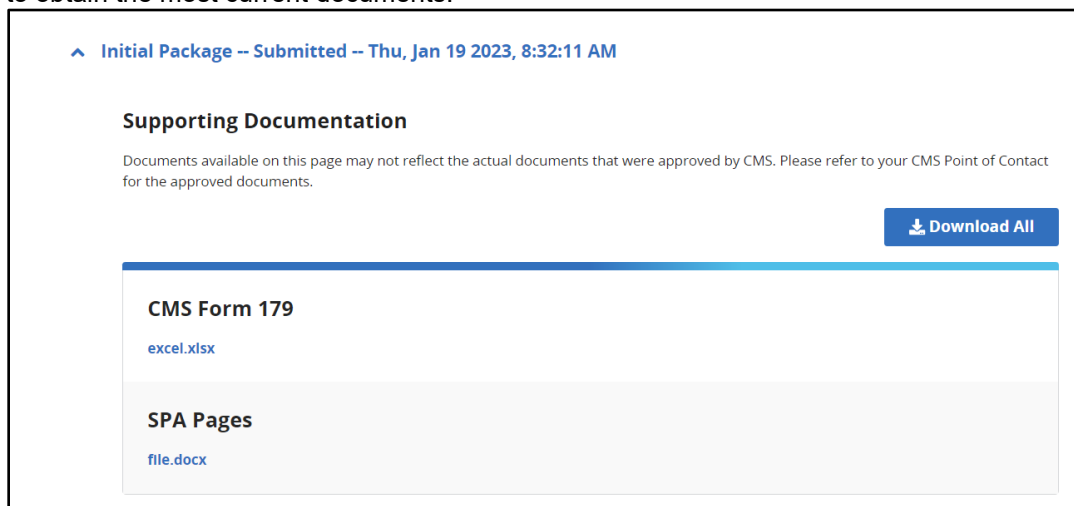


Figure 8: Package Activity section of Submission Package

## 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.

### Enabling Formal RAI Response Withdrawal

CMS users can enable state users to request a withdrawal of a formal RAI response, when deemed necessary. This action is available for SPA or waiver submission packages that are in the Pending status and have a submitted Formal RAI Response in OneMAC.

#### Part 1: Enabling the Formal RAI Response Withdrawal

1. If a state wishes to withdraw a Formal RAI Response, the state must first contact the CMS Point of Contact for the submission package so the action can be enabled.
2. As a CMS user, log in to OneMAC (<https://onemac.cms.gov>) and select the **link to the SPA ID or Waiver Number** from the dashboard.

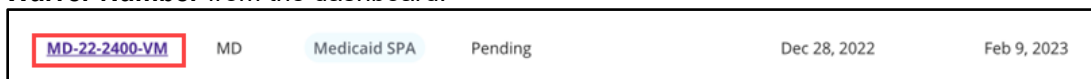


Figure 9: Link to Submission Package

3. Then, under Package Actions, select the **Enable Formal RAI Response Withdraw** link.

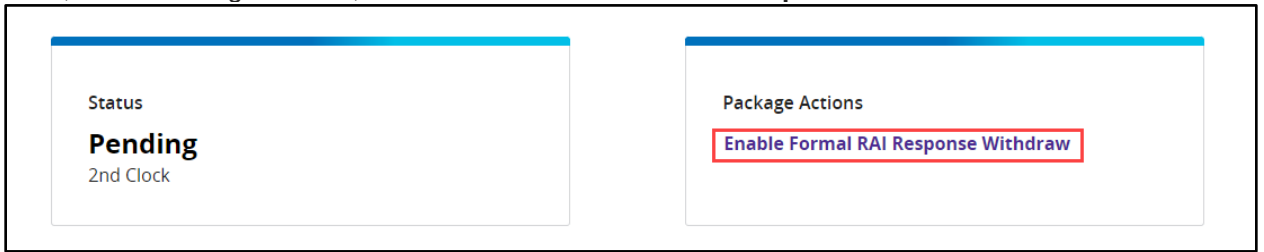


Figure 10: Enable Formal RAI Response Withdraw link

4. Select Submit.

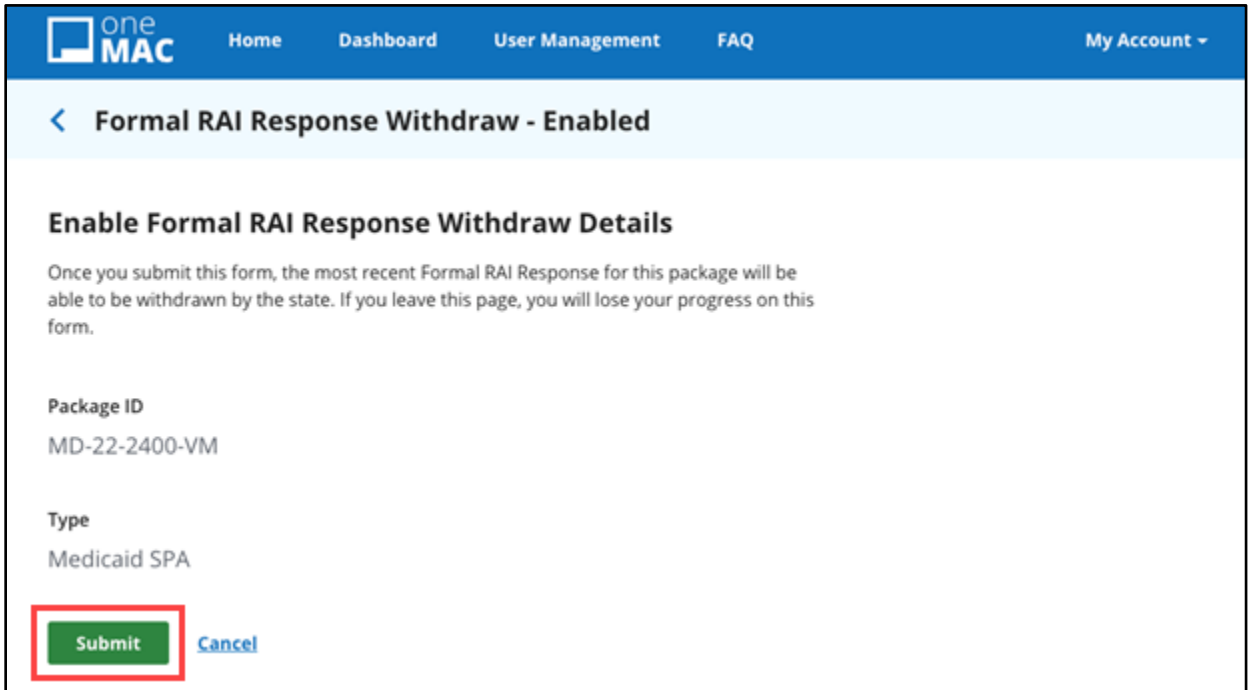


Figure 11: Submit button

5. Once enabled, the package status remains as Pending and a OneMAC-only substatus of Withdraw Formal RAI Response Enabled is reflected below the status for the SPA or waiver submission package. A record of this action will be captured in the Administrative Package Changes section of the Package Details page.

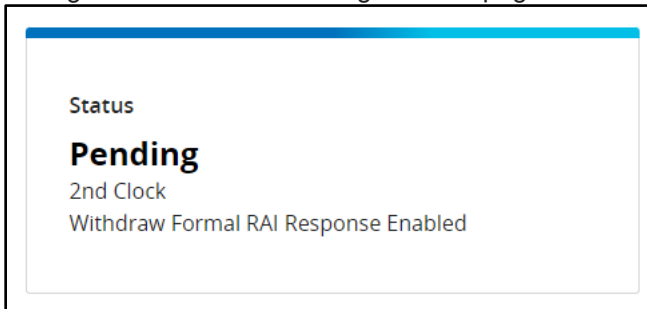


Figure 12: Submission Package Status



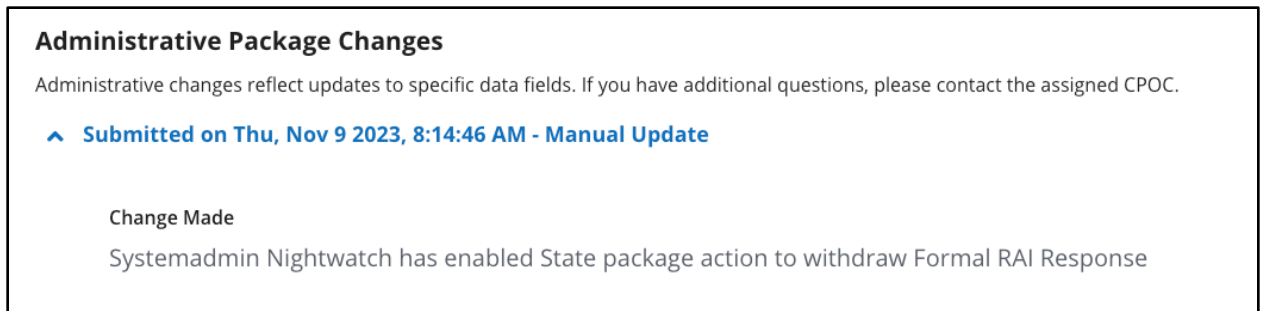


Figure 13: Administrative Package Changes section

6. After taking this action, the CMS user must contact the state to inform them that they may now request a withdrawal of the Formal RAI Response. A notification will not be sent to the state when CMS enables the RAI Response Withdraw option.

**NOTE:** In the event that the state no longer needs to withdraw the Formal RAI Response, CMS has the ability to disable the state package action. CMS users will see the Disable Formal RAI Response Withdraw option under the Package Actions for submissions that have the Withdraw Formal RAI Response Enabled substatus. Taking this action will create a record in the Administrative Package Changes section of the Package Details page.

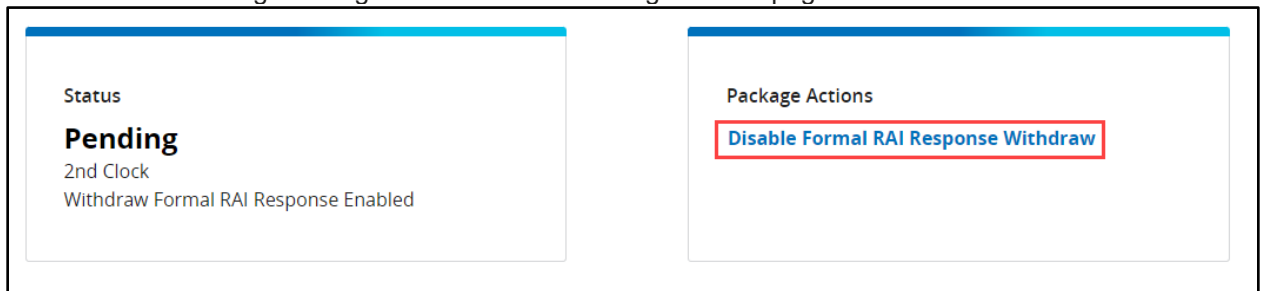


Figure 14: Disable Formal RAI Response Withdraw link

## Part 2: Processing the State's Formal RAI Response Withdrawal

Once the state takes the action to withdraw the Formal RAI Response in OneMAC, a notification will be sent to both states and CMS (CPOC, SRT, and OSG), and the following will occur:

1. The Formal RAI Responses section of the Package Details page will be updated with an entry for the state's withdrawal request.
2. The submission package status will change to Formal RAI Response-Withdrawal Requested.
3. CMS will need to complete the standard intake process and update SEA Tool as appropriate. Any SEA Tool updates will properly reflect in OneMAC.

## Appendix

### Package Statuses

CMS Status View	State Status View	Description
Approved	Approved	CMS has issued a final disposition approving the proposed SPA or waiver.
Disapproved	Disapproved	CMS has issued a final disposition disapproving the proposed SPA or waiver.
Package Withdrawn	Package Withdrawn	<p>The state has elected to withdraw the entire submission package from CMS' review.</p> <p><b>NOTE:</b> Once withdrawn, a submission <b>cannot be resubmitted to CMS</b> and all processing of the submission package will cease.</p>
Pending	Under Review	The SPA or waiver action has been officially submitted to CMS for review. The action is pending "on the clock".
Pending – Approval	Under Review	This status is part of the internal approval process that reflects that appropriate Reviewing Division concurs with recommendation for approval.
Pending – Concurrence	Under Review	This status is part of the internal approval process. It reflects the CMS Point of Contact (CPOC) placing an action in Pending – Concurrence in SEA Tool once the Submission Review Team (SRT) and managers have cleared the recommendation to approve.
Pending - RAI	RAI Issued	CMS has issued a formal Request for Additional Information (RAI) stopping the review clock.
Submitted – Intake Needed	Formal RAI Response Withdraw Requested	<p>The state has requested to withdraw the Formal RAI Response from CMS review.</p> <p><b>NOTE:</b> This is a placeholder status allowing time for CMS to update the SEA Tool record to Pending - RAI.</p>
Submitted – Intake Needed	Submitted	The SPA or waiver has been successfully submitted to OneMAC for CMS review. The submission is being routed to the CMS intake team for assignment.

<b>CMS Status View</b>	<b>State Status View</b>	<b>Description</b>
Submitted – Intake Needed	Withdrawal Requested	<p>The state has requested to withdraw the entire submission package from CMS review.</p> <p><b>NOTE:</b> This is a placeholder status allowing time for CMS to update the SEA Tool record to withdrawn.</p>
Waiver Terminated	Waiver Terminated	A previously approved waiver has been terminated.