



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

January 2025

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## Overview

This document describes the steps state and territory users will follow to create, submit, and perform tasks regarding paper-based State Plan Amendments (SPAs) and 1915 Waiver actions in the One Medicaid and CHIP (OneMAC) system.

**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), 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 state users to obtain access to OneMAC. Users will be able to sign in to OneMAC (<https://onemac.cms.gov>) 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 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: <ul style="list-style-type: none"><li>• Medicaid State Plan Amendments (SPAs)</li><li>• Children's Health Insurance Plan (CHIP) SPAs</li><li>• 1915(b) Waiver actions</li><li>• 1915(c) Appendix K amendments</li></ul>	State System Administrator
State System Administrator	Has all State Submitter permissions (above), reviews and approves State Submitter role requests.	CMS Role Approver

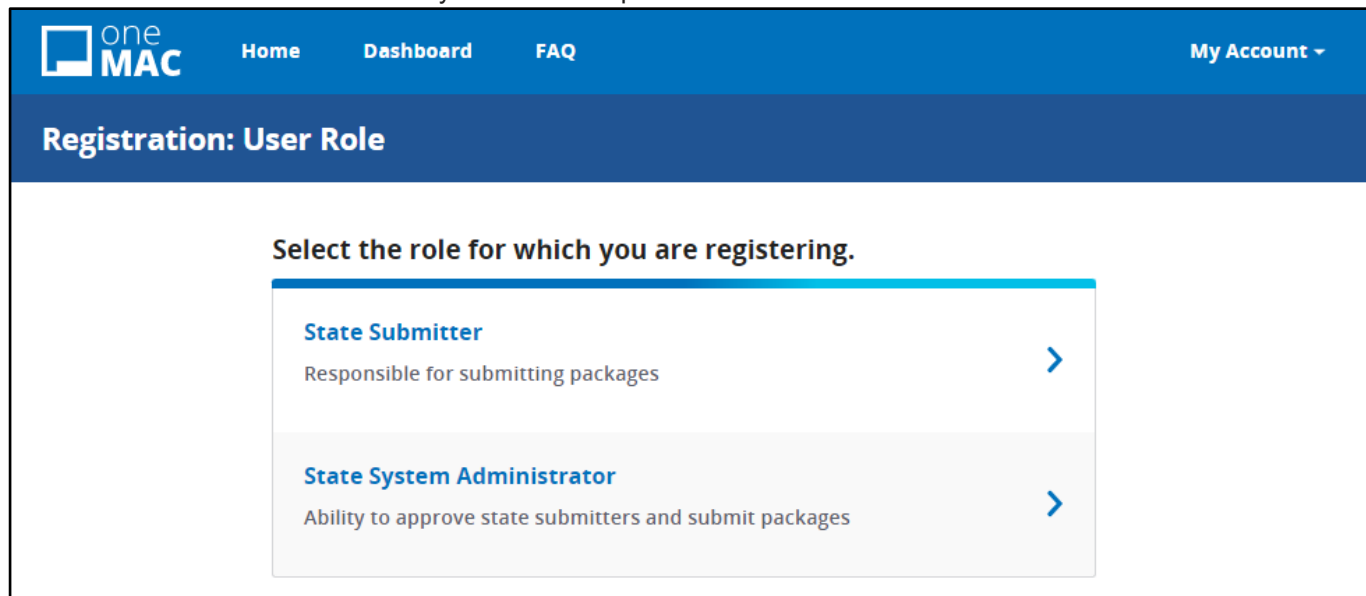
## State Users: Managing Roles

### Requesting a Role

This section provides instructions for users to request a new role in OneMAC.

1. Log in to OneMAC with your IDM credentials.
2. Upon logging in for the first time, you will have to select your user role. Select the role for which you are registering.

**NOTE:** OneMAC state users can only hold one role per state.



one  
MAC

Home Dashboard FAQ My Account ▾

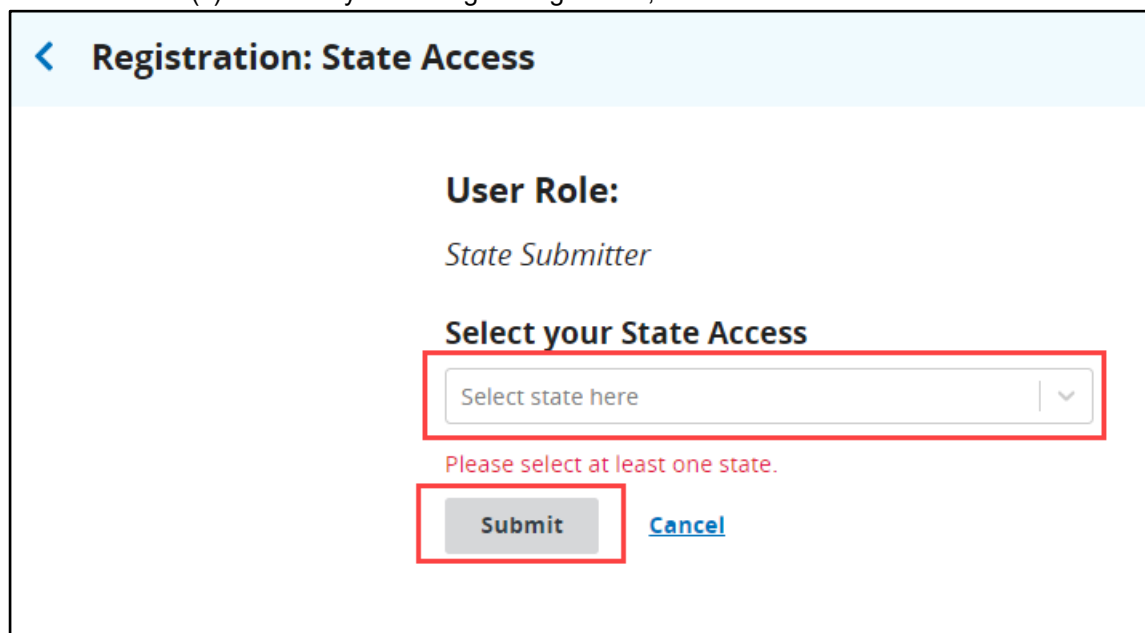
**Registration: User Role**

Select the role for which you are registering.

- State Submitter**  
Responsible for submitting packages >
- State System Administrator**  
Ability to approve state submitters and submit packages >

Figure 1: Registration: User Role page

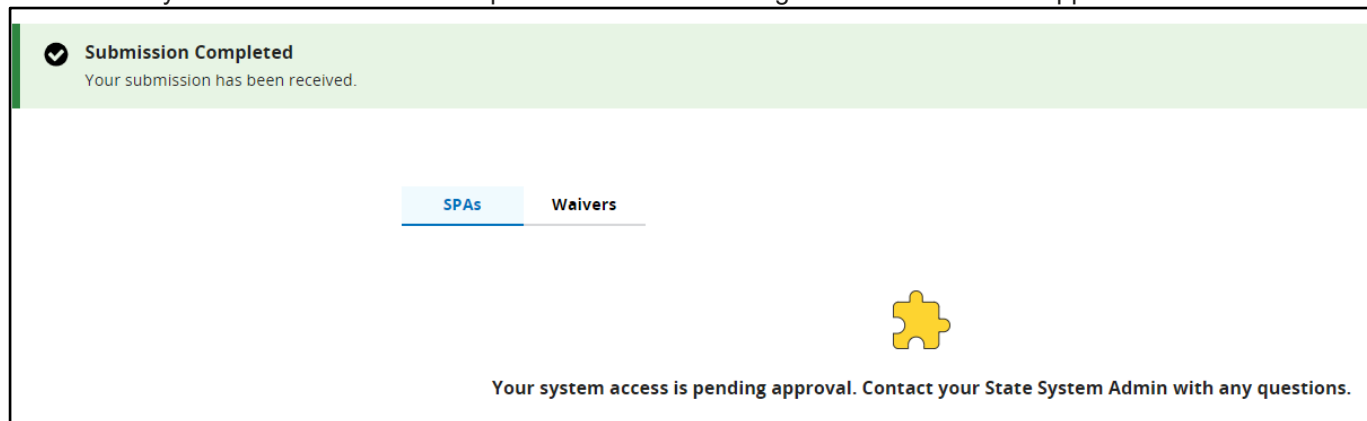
3. Select the state(s) for which you are registering. Then, select Submit.



The screenshot shows a web interface titled "Registration: State Access" with a back arrow icon. Below the title, the "User Role:" is listed as "State Submitter". The main section is "Select your State Access", which contains a dropdown menu with the placeholder text "Select state here" and a downward arrow. Below the dropdown is a red error message: "Please select at least one state.". At the bottom, there are two buttons: a grey "Submit" button and a blue "Cancel" link. Red rectangular boxes highlight the dropdown menu and the "Submit" button.

Figure 2: Registration: State Access selection

4. A confirmation message will be shown once the role request has been submitted. Users will receive an email confirming the pending role request and another email once the request is approved or denied. **NOTE:** State Submitter role requests are routed to the users in your state who hold the State System Administrator role, while State System Administrator role requests are routed to designated CMS users for approval.



The screenshot shows a confirmation message with a green header bar. The header contains a checkmark icon, the text "Submission Completed", and the subtext "Your submission has been received.". Below the header, there are two tabs: "SPAs" (which is selected and underlined) and "Waivers". In the center of the page is a large yellow puzzle piece icon. At the bottom, a message states: "Your system access is pending approval. Contact your State System Admin with any questions."

Figure 3: Role request confirmation message

## Requesting a Role Change

This section provides instructions on how users can modify their current roles.

1. Log in to OneMAC with your IDM credentials and select **My Account**.



Figure 4: My Account selection

2. Select **Request a Role Change**.

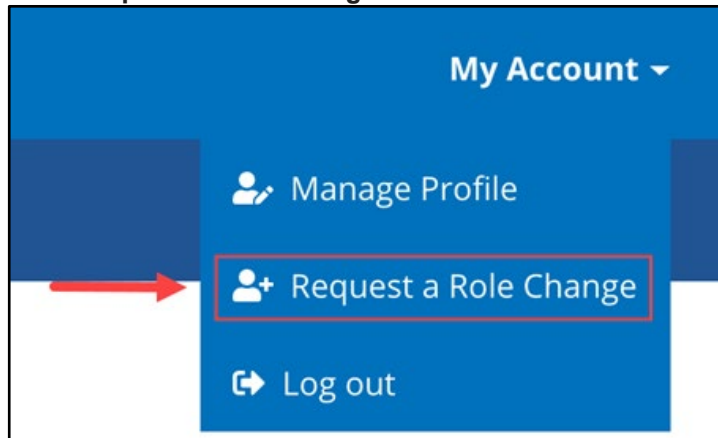


Figure 5: Request a Role Change selection

3. Select the role for which you are changing to. If you currently hold the State Submitter role, you have the ability to request a switch to the State System Administrator role. If you currently hold the State System Administrator role, you have the ability to request a switch to the State Submitter role.

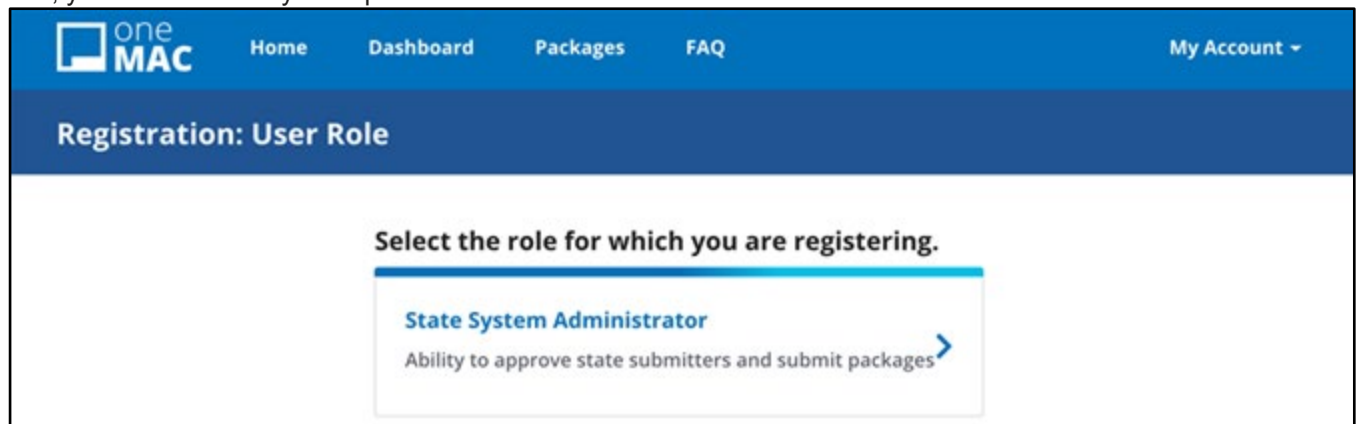


Figure 6: Registration: User Role page

4. In the dropdown box, select the relevant state(s). Then, select **Submit**.

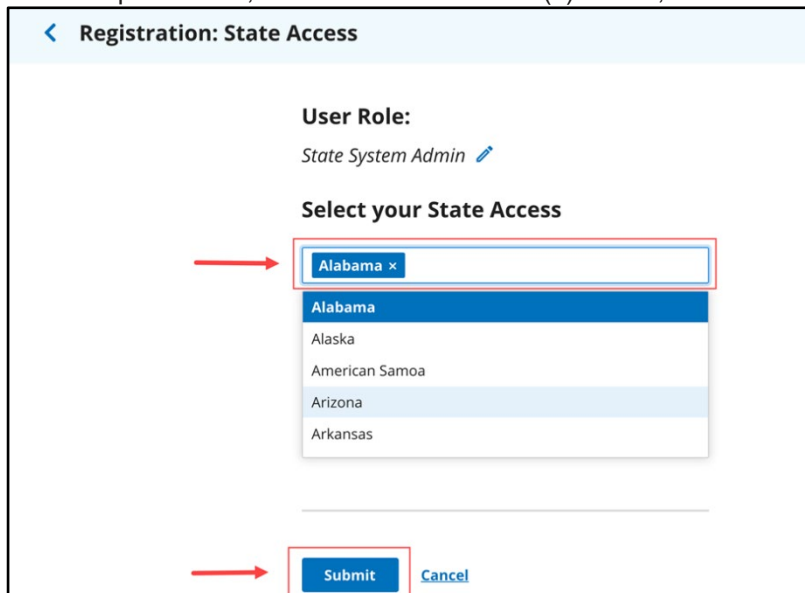


Figure 7: Registration: State Access page

5. A confirmation message will be shown once the role change request has been submitted. **NOTE:** Once a role change request is submitted, no further changes can be requested until the pending request is approved or denied.

Users will receive an email confirming the pending role request and another email once the request is approved or denied. While waiting for the role change request to be approved or denied, users will still maintain their current role.



Figure 8: Submission Completed confirmation message

## State System Administrator Users: Managing Role Requests

This section provides instructions for State System Administrator users to approve or deny role requests and role change requests.

### Approving or Denying a Role Request

1. When there is a new State Submitter role request for your state awaiting approval, eligible State System Administrators will receive an email notification.
2. Log in to OneMAC with your IDM credentials and select **User Management**.

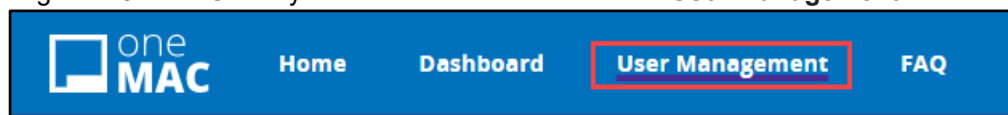


Figure 9: User Management tab

3. A list of pending State Submitter role requests that are in your queue will be shown at the top of the User Management page. To act upon a role request, select the three dot icon in the Actions column.

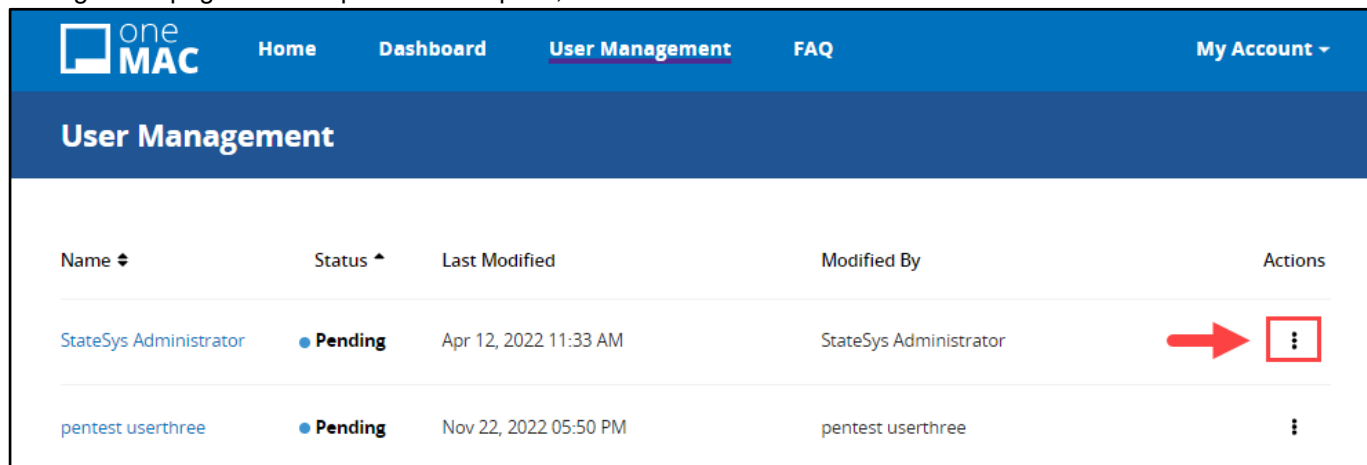


Figure 10: Three dot icon in Actions column

4. From the drop-down list, you can select Grant Access or Deny Access.

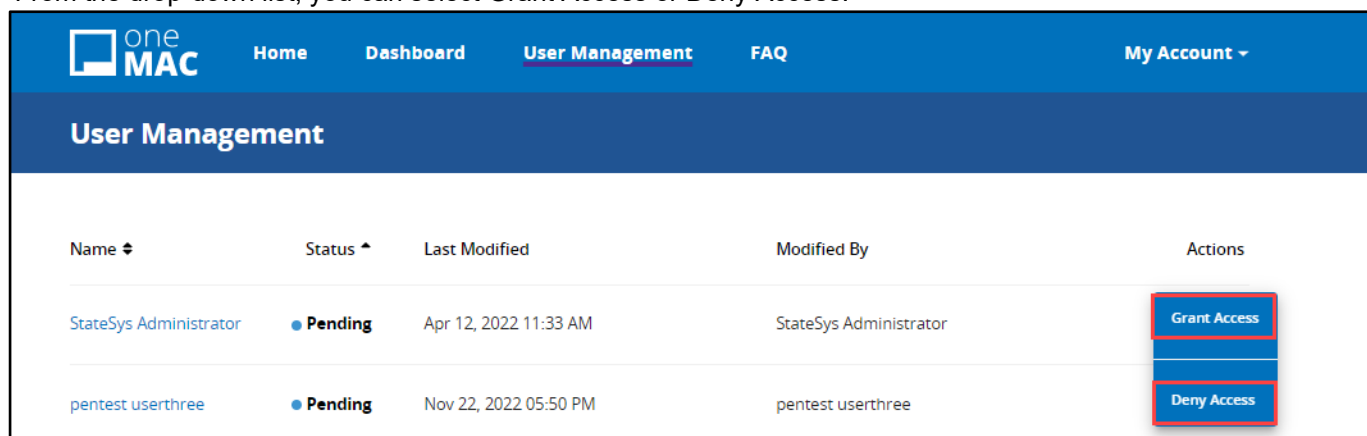


Figure 11: Grant Access and Deny Access actions

5. A confirmation message will appear asking if you want to modify the user's access. Select Confirm.

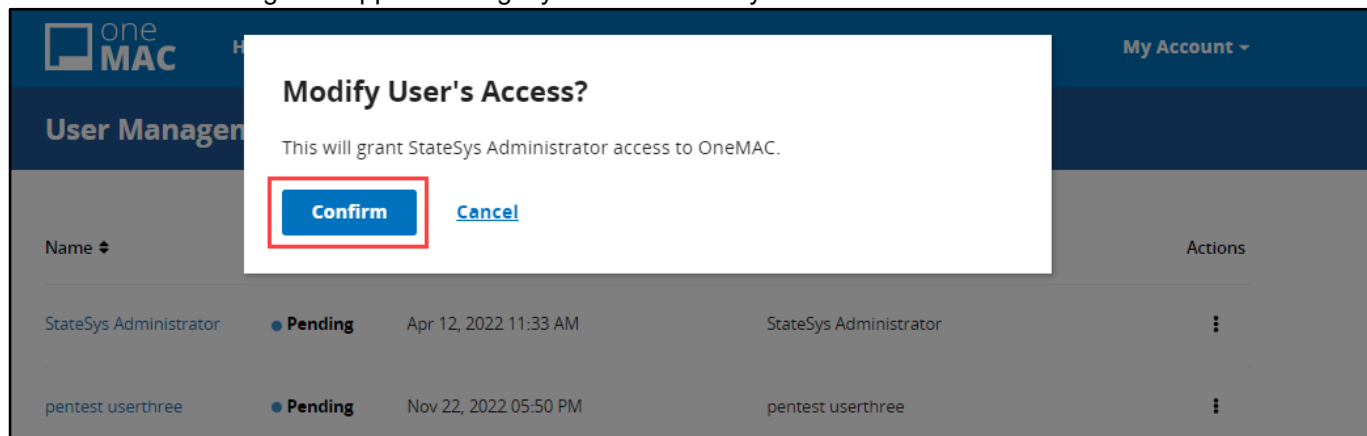


Figure 12: Modify User's Access confirmation message



## OneMAC User Profile

This section details how to view and manage your OneMAC User Profile.

You can view your OneMAC User Profile by clicking the **My Account** dropdown and selecting **Manage Profile**.

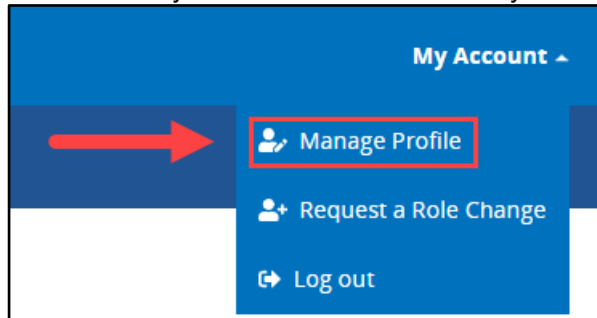


Figure 13: Manage Profile selection

On this page, basic information including Full Name, Role, Email, and Phone Number is shown.

**NOTE:** This page contains profile information, but the information cannot be changed in OneMAC. Email addresses can be changed directly in the IDM system, and instructions to do so can be found in the [IDM System Instructions for OneMAC System Users](#)

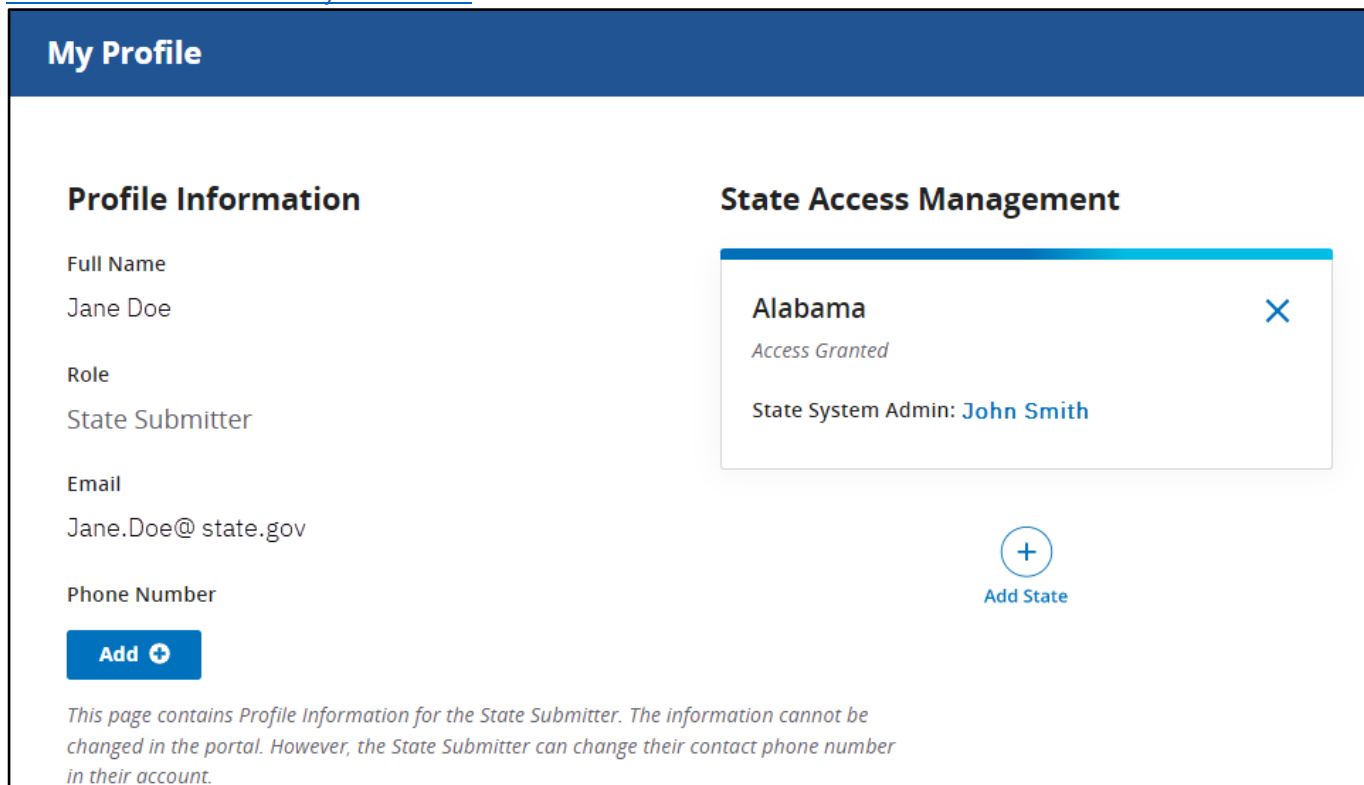
A screenshot of the 'My Profile' page. The page has a dark blue header with the text 'My Profile'. Below the header, there are two main sections. The left section is titled 'Profile Information' and contains fields for 'Full Name' (Jane Doe), 'Role' (State Submitter), 'Email' (Jane.Doe@ state.gov), and 'Phone Number' (with an 'Add' button). The right section is titled 'State Access Management' and shows a list of states with 'Alabama' selected, indicating 'Access Granted' and listing the 'State System Admin: John Smith'. There is a close button (X) and an 'Add State' button (plus icon) below the list. At the bottom of the page, there is a disclaimer: 'This page contains Profile Information for the State Submitter. The information cannot be changed in the portal. However, the State Submitter can change their contact phone number in their account.'

Figure 14: My Profile page

You have the ability to add your phone number by selecting the **Add button** in the Phone Number field, entering your phone number, and selecting **Apply**.

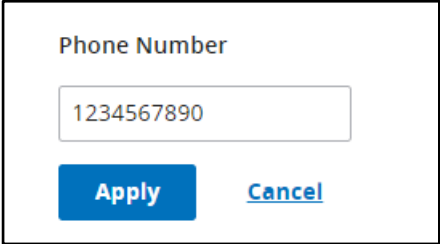
A form titled "Phone Number" with a text input field containing "1234567890". Below the input field are two buttons: a blue "Apply" button and a blue "Cancel" button.

Figure 15: Phone Number field

The State Access Management section includes information about your state role. The state will be listed along with the status of your access and your role approver. The name of your role approver is a hyperlink to the approver's email address.

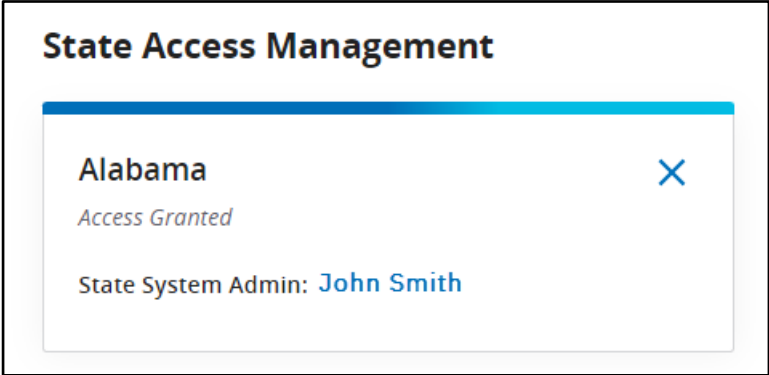
A section titled "State Access Management" containing a card for "Alabama". The card shows "Access Granted" and "State System Admin: John Smith". There is a blue "X" icon in the top right corner of the card.

Figure 16: State Access Management section

If you hold the role of State Submitter and need access to an additional state, you can click the **Add State** button and select the state(s) that you wish to add. Once submitted, your request(s) will be routed to the appropriate State System Administrator(s) for approval.

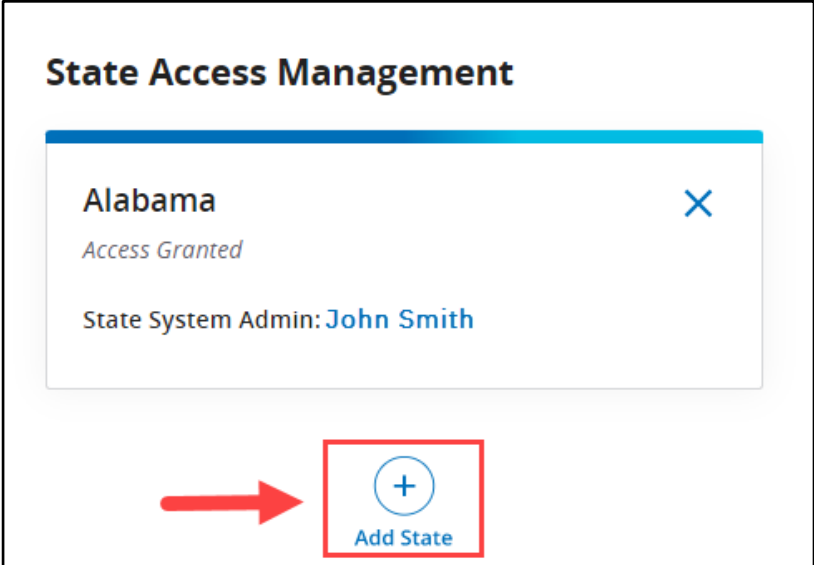
A section titled "State Access Management" containing a card for "Alabama" with "Access Granted" and "State System Admin: John Smith". Below the card is a red arrow pointing to a button with a blue "+" icon and the text "Add State".

Figure 17: Add State button

If you hold the role of State Submitter and you need to remove access to a state, you can select the **X** in the appropriate state box.

**NOTE:** Taking this action will immediately remove your State Submitter role for the state selected.

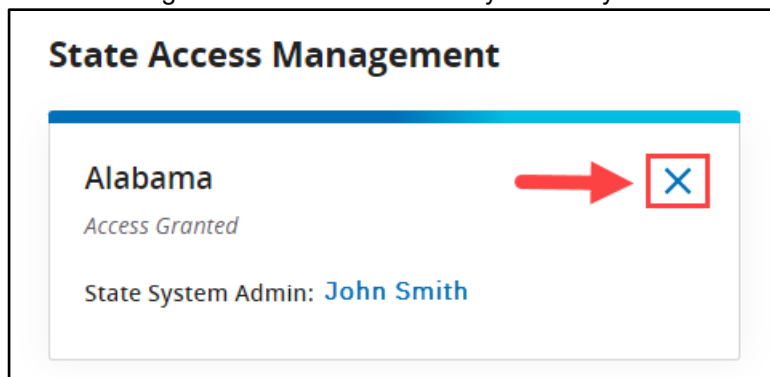


Figure 18: X button in State Access Management section

## 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, 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.

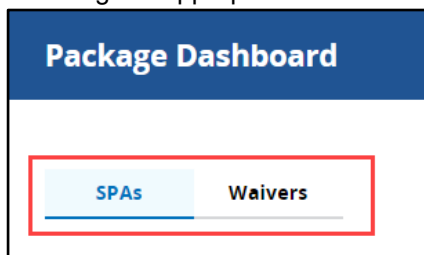


Figure 19: SPAs and Waivers tabs

- 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.

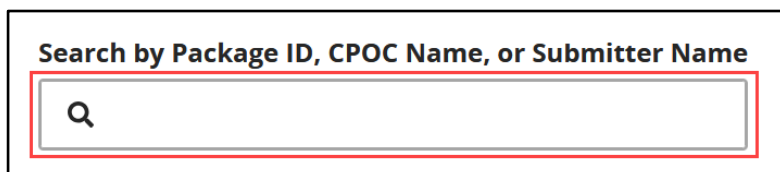


Figure 20: Search by Package ID, CPOC Name, or Submitter Name text box

- 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.

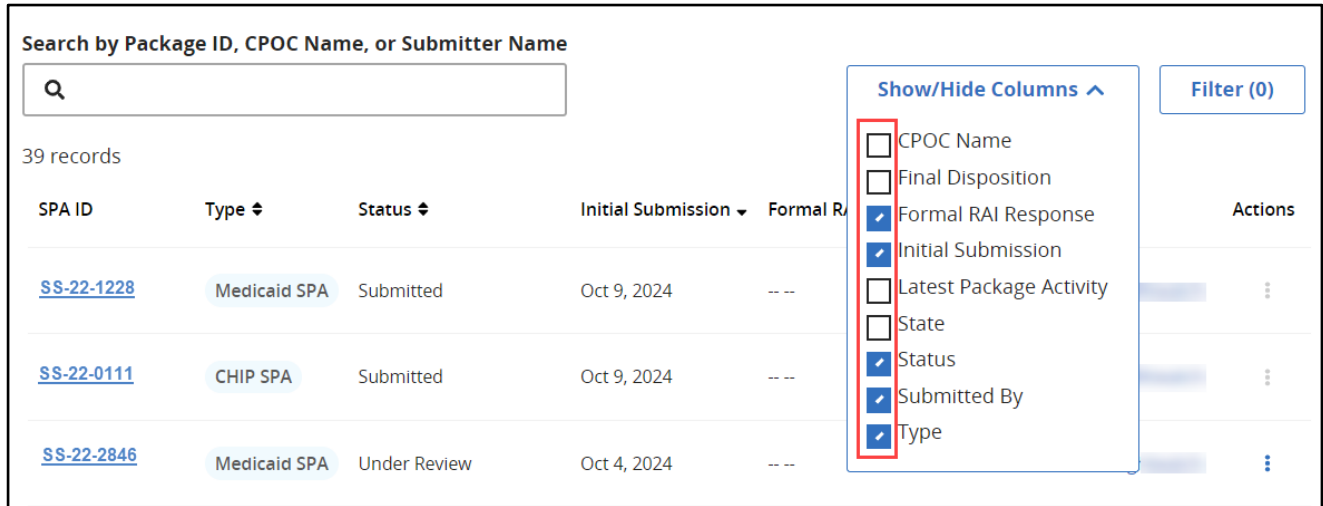


Figure 21: Show/Hide Columns drop-down list

- 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**.

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

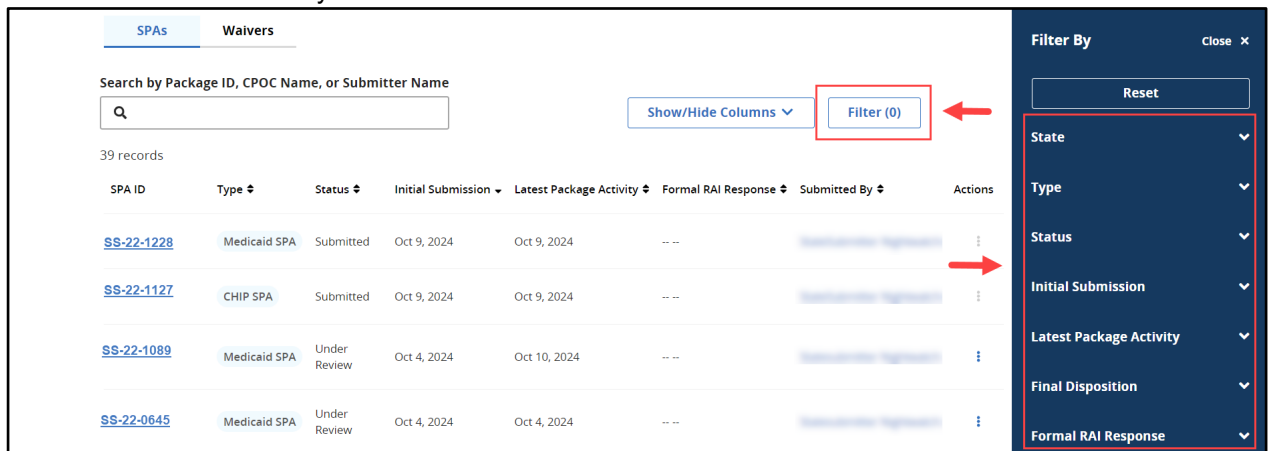


Figure 22: Filter By options

## Viewing the Submission Package

To access an 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	Type	Status	Initial Submission	Latest Package Activity	Formal RAI Response	Submitted By	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Submitted	Oct 9, 2024	Oct 9, 2024	-- --		

Figure 23: 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.

< SS-22-1228

Status

RAI Issued

Package Actions

[Withdraw Package](#)

[Respond to RAI](#)

Figure 24: Submission Package Status and Package Actions

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.

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 25: Package Details

The Package Activity section contains all of the actions taken on the submission package. 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. Please refer to your CMS Point of Contact for the approved documents.

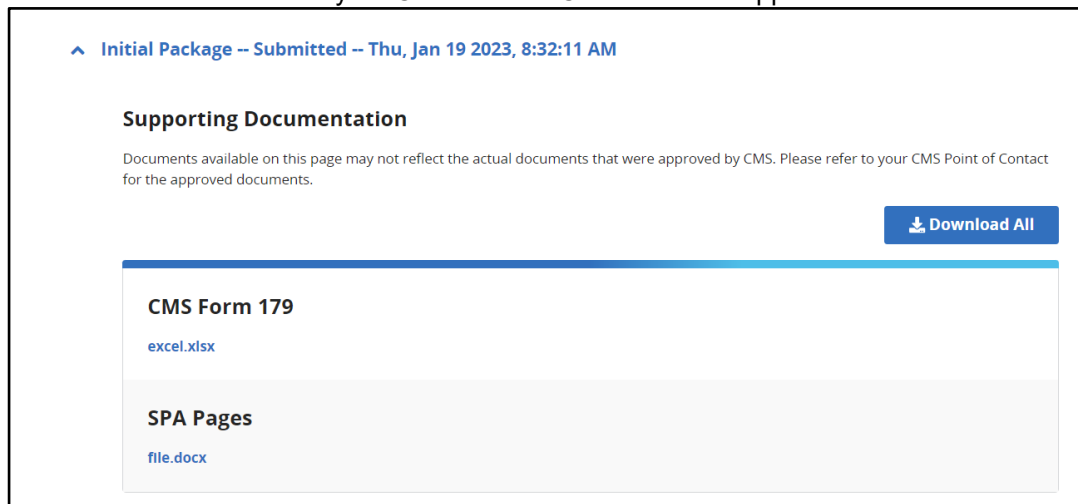


Figure 26: Package Activity section of Submission Package

## Submitting a Medicaid/CHIP SPA or Waiver Action

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

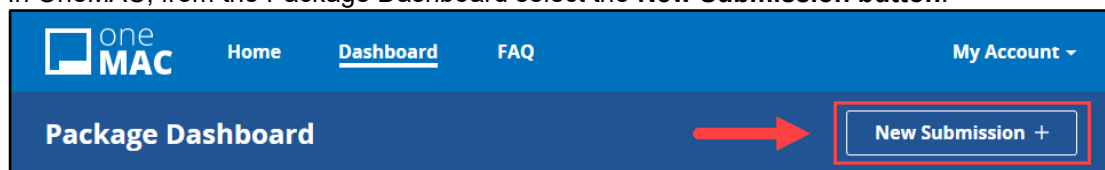


Figure 27: New Submission button

2. Choose the **submission type**.

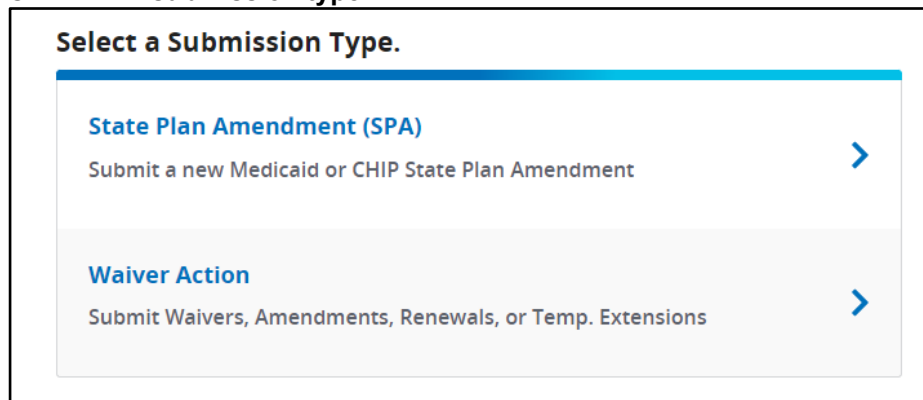
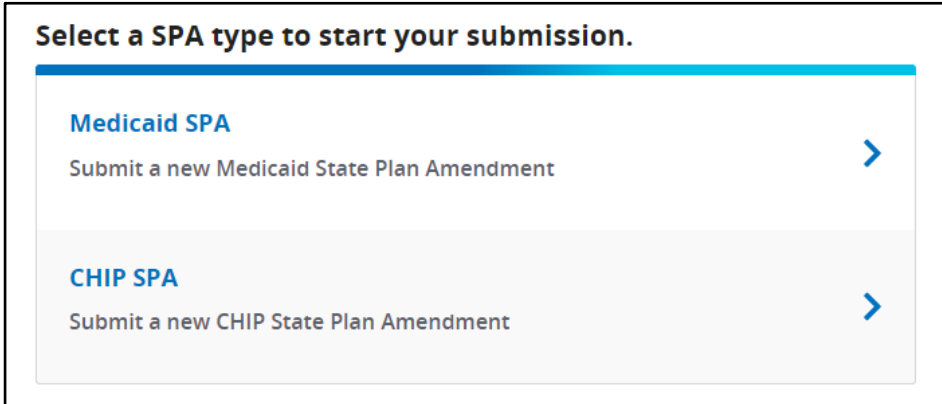


Figure 28: Submission Type options

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



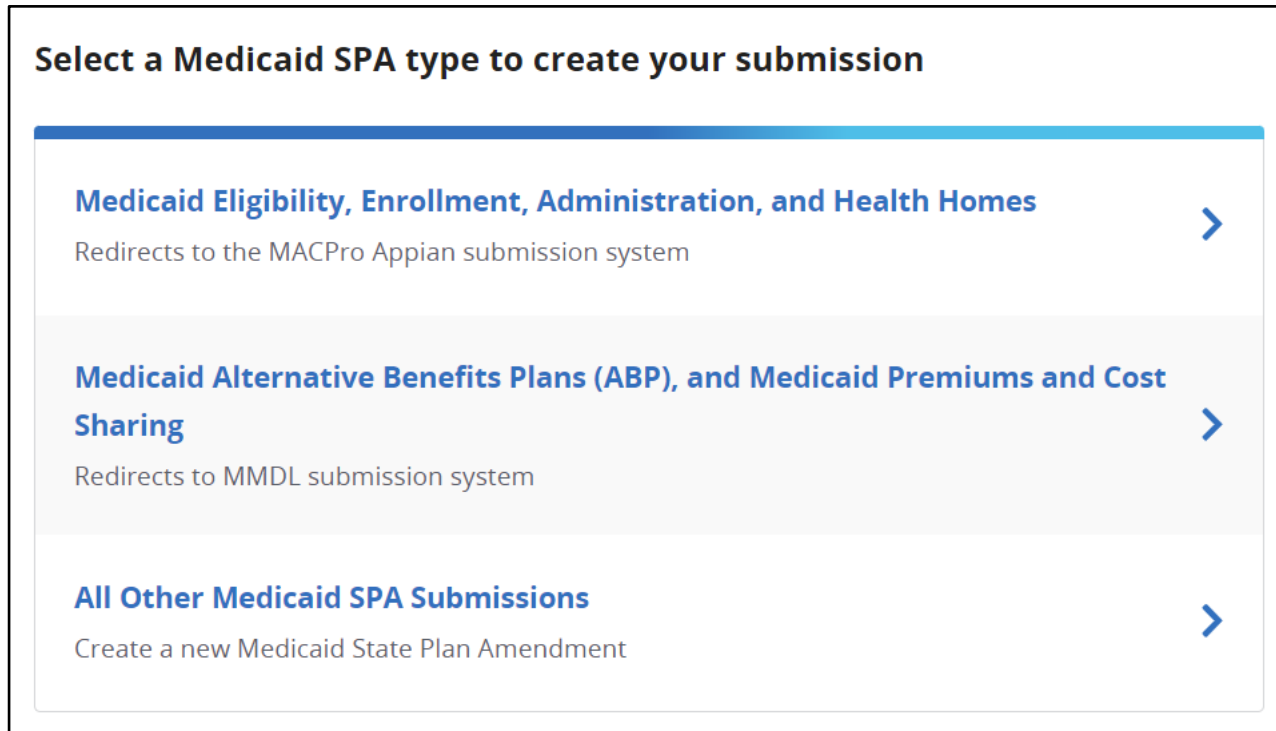
The screenshot shows a web interface titled "Select a SPA type to start your submission." Below the title is a list of two options. The first option, "Medicaid SPA", is highlighted with a blue header bar and includes the text "Submit a new Medicaid State Plan Amendment" and a blue right-pointing arrow. The second option, "CHIP SPA", is in a standard grey box and includes the text "Submit a new CHIP State Plan Amendment" and a blue right-pointing arrow.

Select a SPA type to start your submission.	
<b>Medicaid SPA</b> Submit a new Medicaid State Plan Amendment	>
<b>CHIP SPA</b> Submit a new CHIP State Plan Amendment	>

Figure 29: SPA type options

- i. Selecting the Medicaid SPA type will bring up dynamic options for Medicaid Eligibility, Enrollment, Administration, and Health Homes, Medicaid Alternative Benefits Plans (ABP), and Medicaid Premiums and Cost Sharing, and All Other Medicaid SPA Submissions.

**NOTE:** Selecting certain Medicaid SPA types will redirect you to the MACPro Appian system or the MMDL submission system.



The screenshot shows a web interface titled "Select a Medicaid SPA type to create your submission". Below the title is a list of three options. The first option, "Medicaid Eligibility, Enrollment, Administration, and Health Homes", is highlighted with a blue header bar and includes the text "Redirects to the MACPro Appian submission system" and a blue right-pointing arrow. The second option, "Medicaid Alternative Benefits Plans (ABP), and Medicaid Premiums and Cost Sharing", is in a standard grey box and includes the text "Redirects to MMDL submission system" and a blue right-pointing arrow. The third option, "All Other Medicaid SPA Submissions", is in a standard grey box and includes the text "Create a new Medicaid State Plan Amendment" and a blue right-pointing arrow.

Select a Medicaid SPA type to create your submission	
<b>Medicaid Eligibility, Enrollment, Administration, and Health Homes</b> Redirects to the MACPro Appian submission system	>
<b>Medicaid Alternative Benefits Plans (ABP), and Medicaid Premiums and Cost Sharing</b> Redirects to MMDL submission system	>
<b>All Other Medicaid SPA Submissions</b> Create a new Medicaid State Plan Amendment	>

Figure 30: Medicaid SPA type options

- ii. Selecting the CHIP SPA type will bring up dynamic options for CHIP Eligibility and All Other CHIP SPA Submissions.

**NOTE:** Selecting the CHIP Eligibility CHIP SPA type will redirect you to the MMDL submission system.

**Select a CHIP SPA type to create your submission**

**CHIP Eligibility**  
Redirects to MMDL submission system

**All Other CHIP SPA Submissions**  
Create a new Medicaid State Plan Amendment

Figure 31: CHIP SPA type options

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

**Select a Waiver type to start your submission.**

**Request Temporary Extension**  
Submit for 1915(b) or 1915(c)

**1915(b) Waiver Actions**  
Submit 1915(b) Waivers, Amendments, and Renewals

**1915(c) Appendix K Amendment**  
Create a 1915(c) Appendix K amendment

Figure 32: Waiver type options



- i. Selecting the 1915(b) Waiver Actions type will bring up dynamic options for 1915(b)(4) FFS Selective Contracting Waivers and 1915(b) Comprehensive (Capitated) Waiver Authority.

**Select a 1915(b) Waiver type for your submission.**

**1915(b)(4) FFS Selective Contracting Waivers**

Submit 1915(b)(4) FFS Selective Contracting Waivers, Amendments, and Renewals

**1915(b) Comprehensive (Capitated) Waiver Authority**

Submit 1915(b) Comprehensive (Capitated) Waivers, Amendments, and Renewals

*Not applicable for 1915(b)(4) FFS Selective Contracting Waiver actions*

Figure 33: 1915(b) 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\***

Figure 34: 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*	<a href="#">Add File</a>	No file chosen
SPA Pages*	<a href="#">Add File</a>	No file chosen
Cover Letter	<a href="#">Add File</a>	No file chosen
Document Demonstrating Good-Faith Tribal Engagement	<a href="#">Add File</a>	No file chosen
Existing State Plan Page(s)	<a href="#">Add File</a>	No file chosen
Public Notice	<a href="#">Add File</a>	No file chosen
Standard Funding Questions (SFQs)	<a href="#">Add File</a>	No file chosen
Tribal Consultation	<a href="#">Add File</a>	No file chosen
Other	<a href="#">Add File</a>	No file chosen

Figure 35: Attachments section for submission

6. 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 36: Additional Information field

7. 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 37: Submit button

8. 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 users cannot modify previously submitted information within a submission. However, users can provide new or updated attachments for a submission. Please refer to the [Upload Subsequent Documents Package Action](#) section for steps on how to do so.

## 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.

### Upload Subsequent Documents

States can upload revised or additional documentation for a SPA or waiver submission in the **Under Review** status. CMS will use the subsequent documents to review the SPA or waiver submission.

1. To upload subsequent documents, 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.

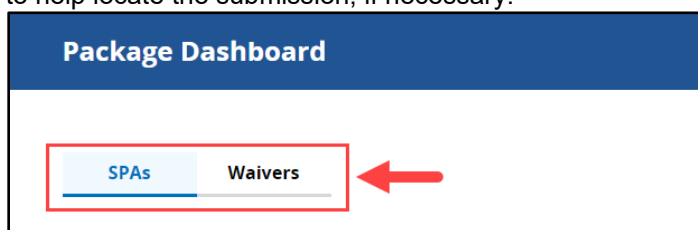


Figure 38: SPAs and Waivers tabs on Package Dashboard

2. There are two methods you can use to upload subsequent documents:
  - a. Select the **link to the SPA ID or Waiver Number**. Then, under Package Actions, select the **Upload Subsequent Documents link**.

SPA ID	Type	Status	Initial Submission	Formal RAI Response	Submitted By	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Under Review	Oct 4, 2024	-- --		

Figure 39: Link to Submission Package

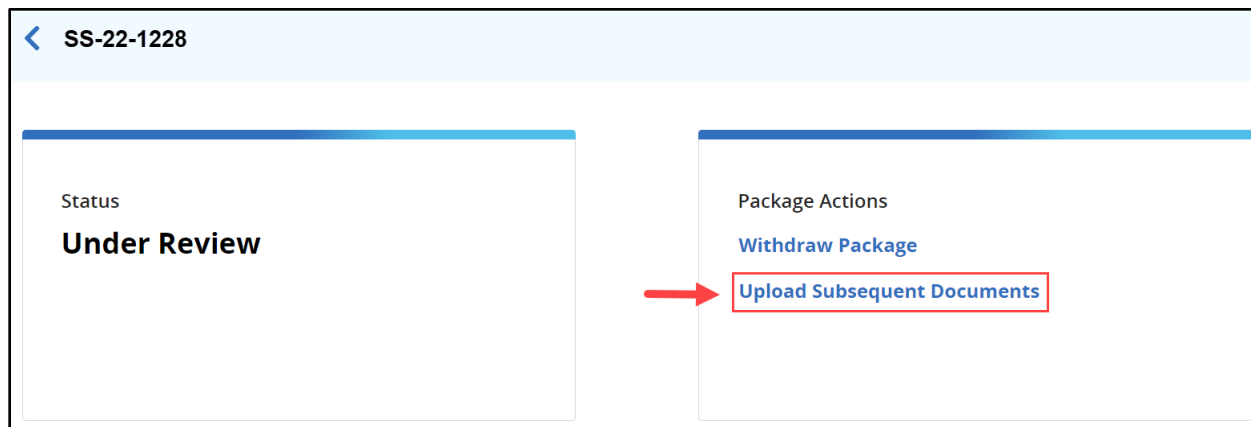




Figure 40: Upload Subsequent Documents link

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

SPA ID	Type ↕	Status ↕	Initial Submission ▼	Formal RAI Response ↕	Submitted By ↕	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Under Review	Oct 4, 2024	-- --		

Figure 41: Three dot icon in Actions column

SPA ID	Type ↕	Status ↕	Initial Submission ▼	Formal RAI Response ↕	Submitted By ↕	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Under Review	Oct 4, 2024	-- --		
<a href="#">SS-22-1058</a>	Medicaid SPA	Under Review	Oct 4, 2024	-- --		

Withdraw Package

Upload Subsequent Documents

Figure 42: Upload Subsequent Documents link in Actions column drop-down list

3. On the Subsequent Documentation Details page, upload any additional documents and fill out the **Reason for Subsequent Documents** section explaining why additional documents are being submitted. At least one attachment is required to submit.

**Subsequent Medicaid SPA Documents\***

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

We accept the following file formats: .docx, .jpg, .pdf, .png, .xlsx, and more: See the full list on the [FAQ Page](#).

At least one attachment is required to submit.

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

Figure 43: Subsequent Medicaid SPA Documents section

**Reason for subsequent documents\***

Explain why additional documents are being submitted.

4000 characters remaining

Figure 44: Reason for subsequent documents text box

4. Select **Submit**.

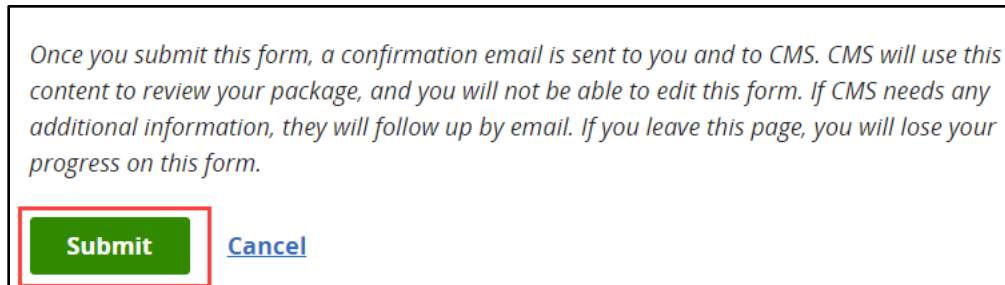


Figure 45: Warning message and Submit button

5. You will receive a confirmation message indicating that these documents will be added to the package and reviewed by CMS. Select **Yes, Submit**.

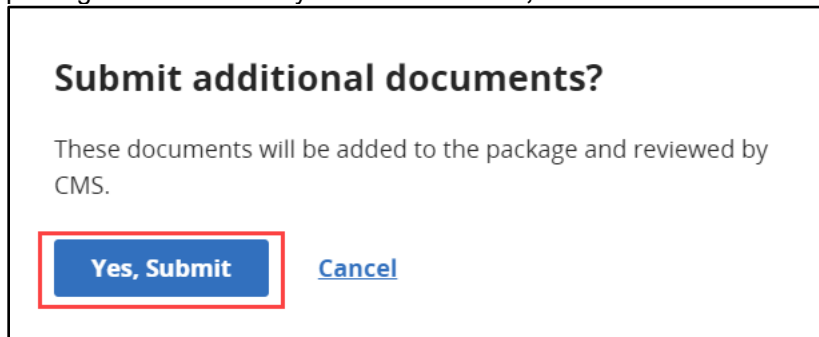


Figure 46: Warning message and Submit button

6. A green banner will be shown indicating that the documents have been submitted and CMS reviewers will follow up by email if additional information is needed.

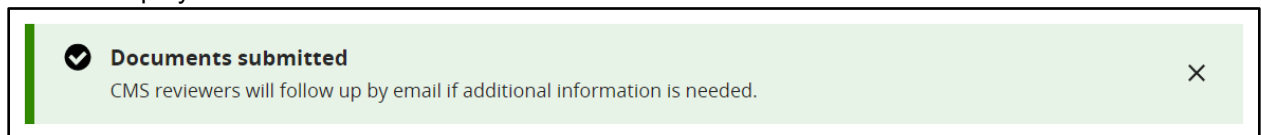


Figure 47: Warning message and Submit button

## 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.

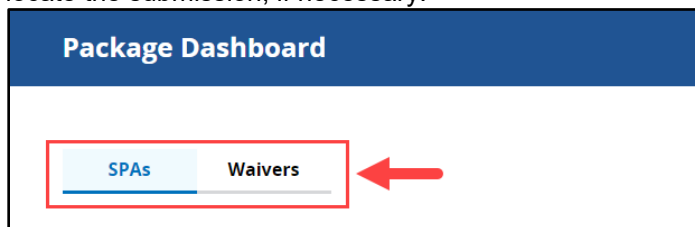


Figure 48: SPAs and Waivers tabs on Package Dashboard

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**.

SPA ID	Type	Status	Initial Submission	Latest Package Activity	Formal RAI Response	Submitted By	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	RAI Issued	Oct 9, 2024	Oct 9, 2024	-- --		

Figure 49: Link to Submission Package

[SS-22-1228](#)

Status

**RAI Issued**

Package Actions

[Withdraw Package](#)

[Respond to RAI](#)

Figure 50: 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.

SPAs

Waivers

Search by Package ID or Submitter Name

Q

×

Show/Hide Columns

Filter

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 51: Three dot icon in Actions column

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		
<a href="#">SS-22-0111</a>	SS	CHIP SPA	Submitted	Dec 28, 2022		

Figure 52: 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.

### Formal CHIP SPA RAI 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.**

SPA ID  
SS-22-1228

### 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.

Revised Amended State Plan Language*	Add File	No file chosen
Official RAI Response*	Add File	No file chosen
Budget Documents	Add File	No file chosen
Public Notice	Add File	No file chosen
Tribal Consultation	Add File	No file chosen
Other	Add File	No file chosen

Figure 53: Attachments section on the Formal CHIP SPA RAI Details page

4. 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 54: Additional Information text box



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

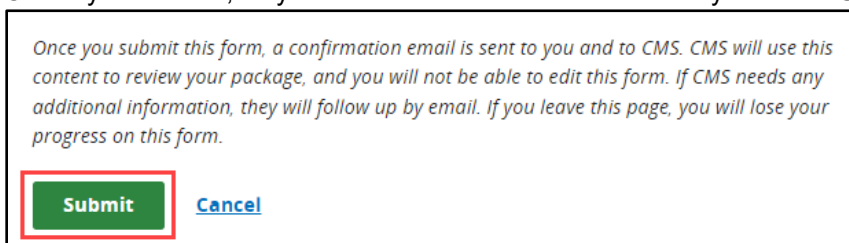


Figure 55: Submit button

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

## Withdraw Formal RAI Response

State users can withdraw a Formal RAI Response in OneMAC. If it is necessary to withdraw a Formal RAI Response while the SPA or waiver submission is on the clock, the state must first contact your CMS Point of Contact so that the package action can be enabled.

1. After confirming that the Withdraw Formal RAI Response feature has been enabled, 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 56: SPAs and Waivers tabs on the Package Dashboard

2. There are two methods you can use to withdraw a Formal RAI Response in OneMAC:
  - a. You can select the link to the SPA ID or Waiver Number. Then, under Package Actions, select the Withdraw Formal RAI Response link.



Figure 57: Link to Submission Package

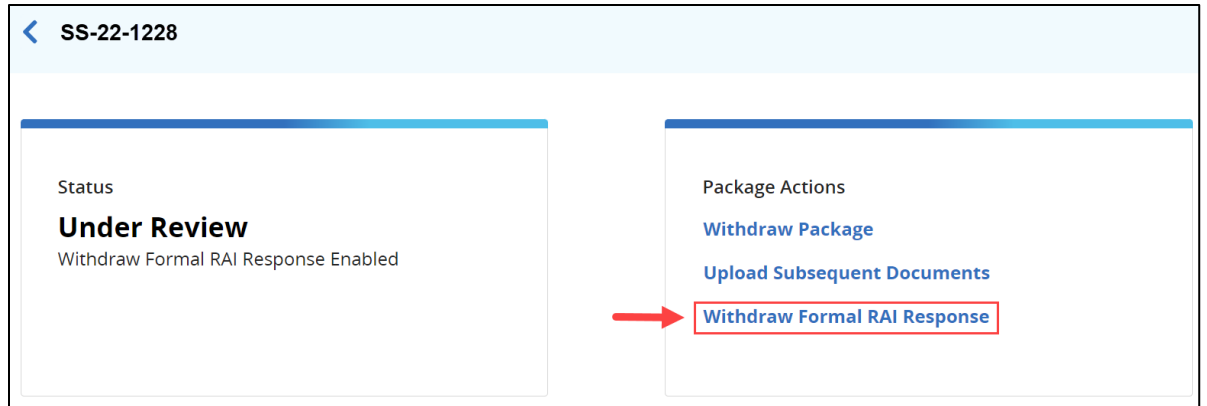


Figure 58: Withdraw Formal RAI Response link in Actions column drop-down list

- b. Alternatively, you can access the Withdraw Formal RAI Response package action by selecting the three dots icon in the Actions column on the Package Dashboard. Then select Withdraw Formal RAI Response from the drop-down list.

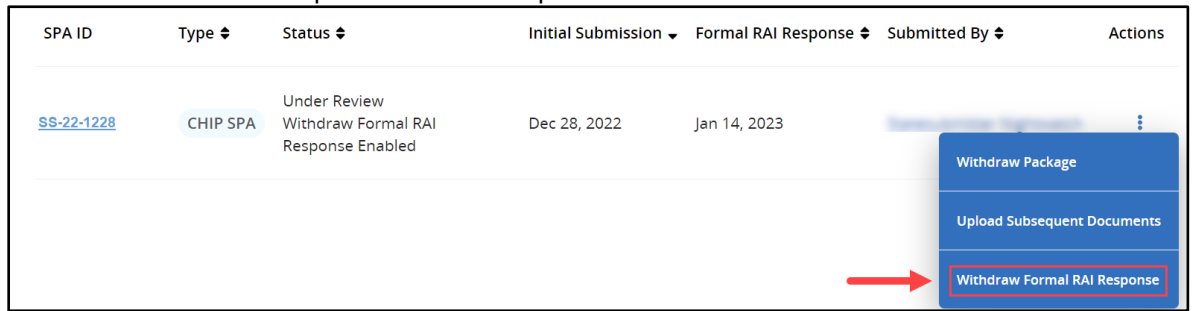


Figure 59: Link to Submission Package

3. On the Formal RAI Response Withdraw Details page, upload any supporting documentation and fill out the **Additional Information** section explaining your need to withdraw the Formal RAI Response (all required information is marked with an asterisk).

**Upload Supporting Documentation**

Upload your supporting documentation for withdrawal or explain your need for withdrawal in the *Additional Information* box.

Maximum file size of 80 MB. **You can add multiple files.** We accept the following file types: .pdf, .docx, .jpg, .png.

Supporting Documentation Add File No file chosen

**Additional Information\***

Explain your need for withdrawal.

4000 characters remaining

Submit [Cancel](#)

Figure 60: Upload Supporting Documentation section of the Withdraw Formal RAI Response Details page

4. Select **Submit**.

Submit [Cancel](#)

Figure 61: Submit button

- You will receive a confirmation message asking if you are sure that you want to withdraw the Formal RAI Response. Select **Yes, withdraw response**.

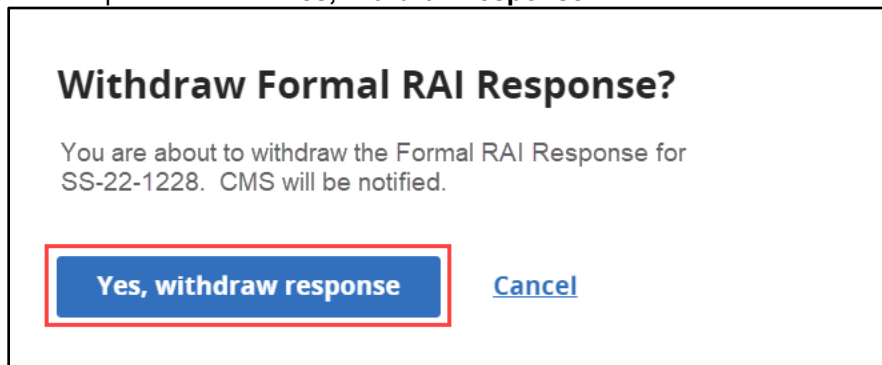


Figure 62: Yes, withdraw response button on the Withdraw Formal RAI Response confirmation message

- The status of the SPA or waiver submission package will then change to Formal RAI Response Withdraw Requested. Taking this action also updates the package activity on the Package Details page with an entry for the withdrawal request.

**NOTE:** After the state requests the withdrawal of the Formal RAI Response, an email notification will be sent indicating that the action was taken. Once CMS acknowledges the withdrawal, the package will be reflected as RAI Issued and your state will be able to submit a new Formal RAI Response when ready.

## Withdraw Package

A state can withdraw an entire 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.

- 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.

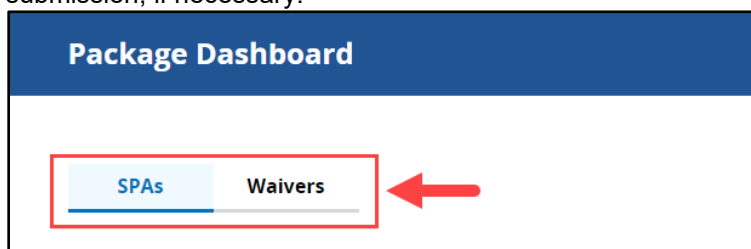


Figure 63: SPAs and Waivers tabs on the Package Dashboard

- There are two methods you can use to withdraw a submission package:
  - 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
<a href="#">SS-22-1228</a>	SS	CHIP SPA	RAI Issued	Dec 28, 2022		

Figure 64: Link to Submission Package

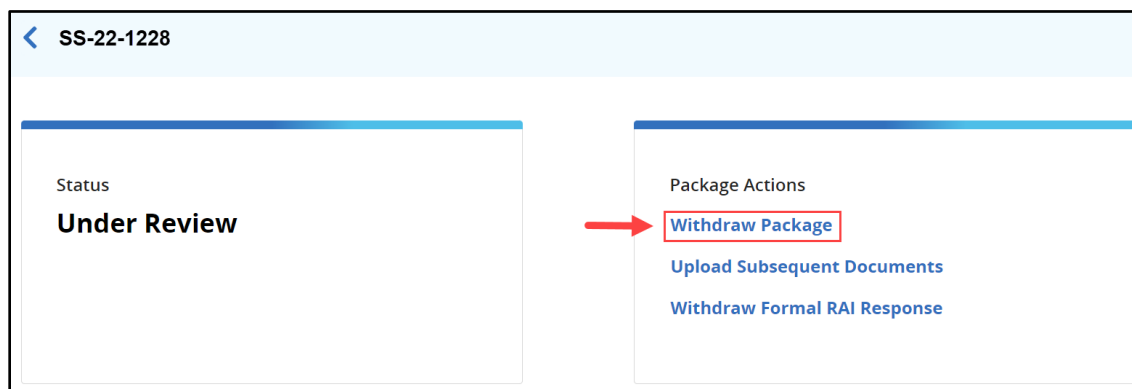


Figure 65: Withdraw Package link

- 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.


SPA ID	Type	Status	Initial Submission	Formal RAI Response	Submitted By	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Under Review	Oct 4, 2024	---		

Figure 66: Three dots icon in the Actions column


SPA ID	Type	Status	Initial Submission	Formal RAI Response	Submitted By	Actions
<a href="#">SS-22-1228</a>	Medicaid SPA	Under Review	Oct 4, 2024	---		
<a href="#">SS-22-1058</a>	Medicaid SPA	Under Review	Oct 4, 2024	---		

Figure 67: 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.

### Withdraw Package?

You are about to withdraw SS-22-1228. Once complete, you will not be able to resubmit this package. CMS will be notified.

Yes, withdraw package
Cancel

Figure 681: 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.

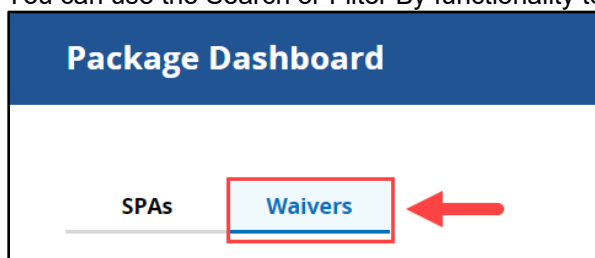


Figure 69: Waivers tab on the Package Dashboard

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.


Waiver Number	State	Type	Status	Initial Submission Date	Submitted By	Actions
<a href="#">SS-1111.R00.00</a>	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		

Figure 70: Link to Submission Package

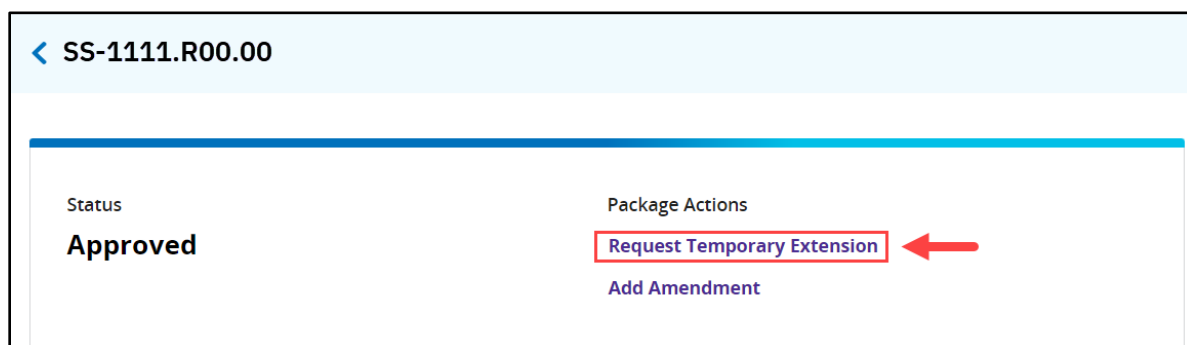


Figure 71: Request Temporary Extension link

- 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.


Waiver Number	State	Type	Status	Initial Submission Date	Submitted By	Actions
<a href="#">SS-1111.R00.00</a>	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		

Figure 72: Three dots icon in the Actions column

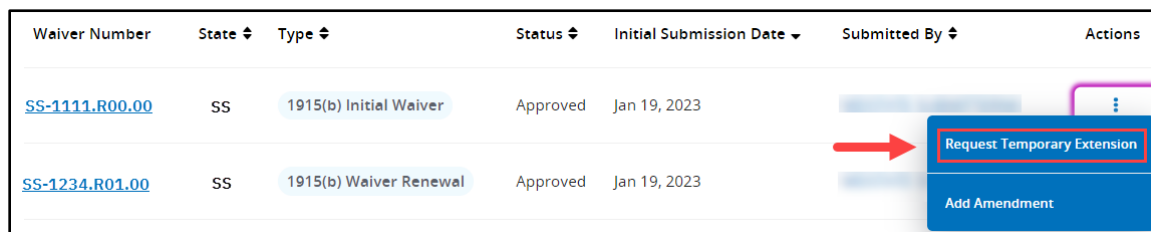


Figure 73: Request Temporary Extension link

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 74: 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.

<b>Waiver Extension Request*</b>	<a href="#">Add File</a>	No file chosen
<b>Other</b>	<a href="#">Add File</a>	No file chosen

### Additional Information

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

Figure 75: 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 76: 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. 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.

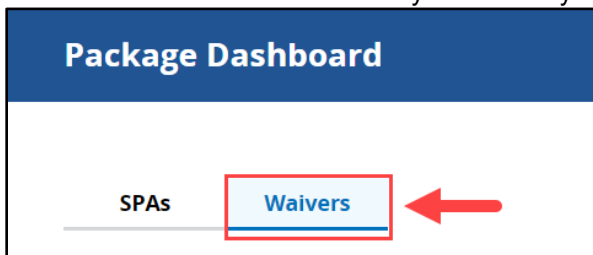


Figure 77: Waivers tab on the Package Dashboard

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
<a href="#">SS-1111.R00.00</a>	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		

Figure 78: Link to Submission Package

< **SS-1111.R00.00**

---

Status

**Approved**

Package Actions

[Request Temporary Extension](#)

**Add Amendment**

Figure 79: 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.


Waiver Number	State	Type	Status	Initial Submission Date	Submitted By	Actions
<a href="#">SS-1111.R00.00</a>	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		

Figure 80: Three dots icon in the Actions column



Waiver Number	State	Type	Status	Initial Submission Date	Submitted By	Actions
<a href="#">SS-1111.R00.00</a>	SS	1915(b) Initial Waiver	Approved	Jan 19, 2023		
<a href="#">SS-1234.R01.00</a>	SS	1915(b) Waiver Renewal	Approved	Jan 19, 2023		

Figure 81: Add Amendment link

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

< Amend a 1915(b) Waiver

### 1915(b) Waiver Amendment 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.**

**Waiver Authority\***

-- select a waiver authority --

Existing Waiver Number to Amend

**SS-1111.R00.00**

**1915(b) Waiver Amendment Number\*** [What is my 1915\(b\) Waiver Amendment Number?](#)

The Waiver Number must be in the format of SS-####.R##.## or SS-#####.R##.##.

For amendments, the last two digits start with '01' and ascends.

**Proposed Effective Date of 1915(b) Waiver Amendment\***

mm/dd/yyyy

Figure 82: 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)	<a href="#">Add File</a>	No file chosen
1915(b) Comprehensive (Capitated) Waiver Application Pre-print (Initial, Renewal, Amendment)	<a href="#">Add File</a>	No file chosen
1915(b) Comprehensive (Capitated) Waiver Cost effectiveness spreadsheets (Initial, Renewal, Amendment)	<a href="#">Add File</a>	No file chosen
1915(b)(4) FFS Selective Contracting (Streamlined) and 1915(b) Comprehensive (Capitated) Waiver Independent Assessment (first two renewals only)	<a href="#">Add File</a>	No file chosen
Tribal Consultation (Initial, Renewal, Amendment)	<a href="#">Add File</a>	No file chosen
Other	<a href="#">Add File</a>	No file chosen

Figure 83: 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 84: 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 85: 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.
Formal RAI Response Withdraw Requested	The state has requested to withdraw the Formal RAI Response from CMS' review.
Package Withdrawn	<p>The state has elected to withdraw the entire submission package from CMS' review.</p> <p><b>Note:</b> Once withdrawn, a <b>submission package cannot be resubmitted</b> to CMS and all processing of the submission package will cease.</p>
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.