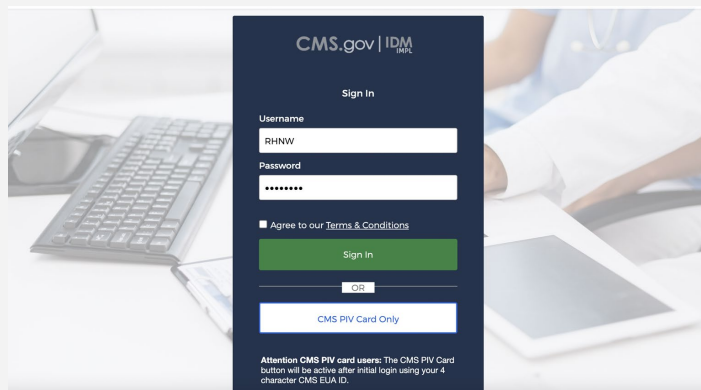


## Getting started

### Logging into OneMAC

- Use your Enterprise User Administration (EUA) credentials to log in to OneMAC at <https://onemac.cms.gov>
- You will be taken to a read-only version of the Submission List



## Navigating your dashboard and viewing submissions

### Receive an email for submission notification

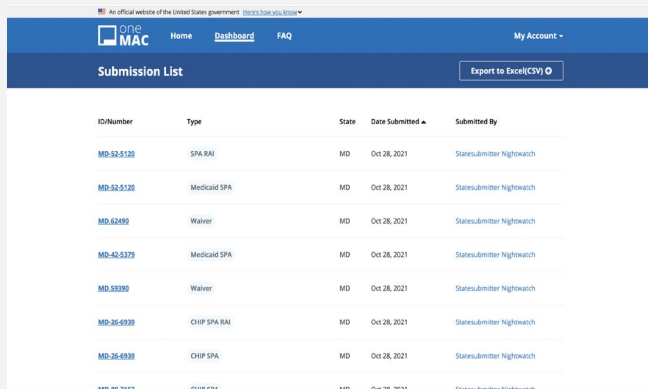
- After a state adds a submission to OneMAC, you will receive an email notification that a submission was made requiring your review and the submission is on the clock.

### Login with EUA

- Login with your EUA username and password to access the SPA and Waiver dashboard.

### Review your assigned submission

- Search the submission ID from the notification email by using the Search functionality built into your browser (CTRL+F or ⌘ +F).
- Click on the submission ID to view the submission details.
- Download the attachments to review the submission content.



ID Number	Type	State	Date Submitted	Submitted By
<a href="#">MD-52-5120</a>	SPA RAI	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-52-5120</a>	Medicaid SPA	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-62499</a>	Waiver	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-42-5273</a>	Medicaid SPA	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-59395</a>	Waiver	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-26-6939</a>	CHIP SPA RAI	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-26-6939</a>	CHIP SPA	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>
<a href="#">MD-80-7153</a>	CHIP SPA	MD	Oct 28, 2021	<a href="#">Statesubmitter Highwarch</a>

## SPA AND WAIVER ID FORMATS

### SPA transmittal number

Follow the format SS-YY-#### OR SS-YY-####-xxxx

- SS = 2 alpha character (state Abbreviation)
- YY = 2 numeric digits (year)
- #### = 4 numeric digits (serial number)
- xxxx = optional, 1 to 4 alphanumeric characters (suffix)

### 1915(b) and 1915(c) waiver number

Use the format SS.####.R##.## or SS.####.R##.##

- SS = 2 character state abbreviation
- ##### = 4 or 5 digit waiver base number
- R## = renewal number (use R00 if no renewal)
- For 1915 (b) waivers, also use: M## = amendment number, prefixed with capital M (e.g., M01)
- For 1915 (c) waivers, also use: ## = appendix K amendment number (01)

### MEDICAID SPA ATTACHMENTS

CMS Form 179*	CMS-179 template that contains specific information for SPA submission
SPA Pages*	Clean versions of the State Plan pages being amended
Cover Letter	Letter outlining the submission, addressed to: Center for Medicaid & CHIP Services (CMCS)
Document Demonstrating Good-Faith Tribal Engagement	Emails forwarding tribal notice to tribal leaders /contacts or tribal face-to-face meeting agendas indicating SPA discussion
Existing State Plan Page(s)	Current approved SPA page, could include track changes to reflect changes
Public Notice	Notice to stakeholders and interested parties outlining changes proposed by SPA, feedback from PN, copies of website notices, state register notices, or newspaper notices that include date notice was posted
Standard Funding Questions (SFQs)	Word document of funding questions required when submitting reimbursement SPAs
Tribal Consultation	Outline the changes SPA is making and impact that tribes can expect
Other	UPLs, reimbursement methodology spreadsheet, copies of legislation, any document that will assist with SPA review

### MEDICAID SPA RESPONSE TO RAI ATTACHMENTS

RAI Response	Letter addressing questions, updated SPA pages, other items requested by CMS in the RAI
Other	Additional documents needed to process the submission

### CHIP SPA

Current State Plan*	Current version of the CHIP state plan that details how the State operates its CHIP program
Amended State Plan Language*	Redline of proposed changes to existing CHIP state plan pages; state to provide redline and clean versions of amended CHIP state plan pages.
Cover Letter*	Cover letter to CMS with an authorized signature outlining the purpose of the submission
Budget Docs	Updated 1-year budget if applicable of State's planned expenditures if submission has notable impact on approved budget
Public Notice	If applicable, state process used to accomplish public involvement for this submission
Tribal Consultation	Consultation process with Indian Tribes that occurred for this submission, if applicable
Other	Other document(s) needed to process this CHIP SPA submission

### CHIP SPA RESPONSE TO RAI ATTACHMENTS

Revised Amended State Plan Language*	Revision to amended state plan language of the CHIP SPA submission; State to provide redline and clean version of revised amended state plan pages
Official RAI Response*	Official response to CMS to support RAI inquiries for the CHIP SPA submission
Budget Docs	Updated 1-year budget of State's planned expenditures if CHIP SPA submission notably impacts the approved budget
Public Notice	If applicable, state process used to accomplish public involvement for this submission
Tribal Consultation	Consultation process with Indian Tribes that occurred for this submission, if applicable
Other	Other document(s) needed to process the CHIP SPA submission

### 1915(b) WAIVER ATTACHMENTS

1915(b)(4) FFS Selective Contracting (Streamlined) waiver application pre-print	For initial, renewal and amendment. State submission of the 1915(b)(4) Waiver Fee-for-Service Selective Contracting Program preprint narrative (Sections A, B, and C)
1915(b) Comprehensive (Capitated) Waiver Application Pre-print	For initial, renewal and amendment. State submission of the 1915(b) preprint narrative (Sections A, B, C and D) (non-FFS Selective Contracting Waiver programs)
1915(b) Comprehensive (Capitated) Waiver Cost effectiveness spreadsheets	For initial, renewal and amendment. Appendix D Cost Effectiveness Demonstration for 1915(b) Waivers only (not applicable to 1915(b)(4) Fee-for-Service Selective Contracting programs)
1915(b)(4) FFS Selective Contracting (Streamlined) and 1915(b) Comprehensive (Capitated) Waiver Independent Assessment	For first two renewals only. State submission of findings from Independent Assessment of their 1915(b) waiver program
Tribal Consultation	For initial, renewal and amendment. Outlines changes the waiver action makes and impact tribes can expect from it.
Other	Any other documents or spreadsheets supplemental to the state's waiver application

### 1915(b) WAIVER RESPONSE RAI ATTACHMENTS

Waiver RAI Response*	Official response to CMS to support RAI inquiries for the Waiver submission
Other	Any other documents or spreadsheets supplemental to the state's response to RAI

### 1915(b) WAIVER REQUEST TEMPORARY EXTENSION

Waiver Extension Request*	Formal letter addressed to the Deputy Director of the Division of Disabled and Elderly Health Programs Group (DEHPC) requesting a temporary extension beyond the current approved waiver period
Other	Any other documents or spreadsheets supplemental for the 1915(b) waiver

### 1915(c) APPENDIX K WAIVER ATTACHMENTS

Appendix K Amendment Waiver Template*	Official amendments to 1915(c) waiver programs addressing or in response to Disasters or Emergencies.
Other	Supplemental documents for the 1915(c) Appendix K waiver amendment

*\* Required*