



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

February 2023

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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.

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 and states and territories to collaborate more effectively online in support of Medicaid and Children's Health Insurance Program (CHIP) initiatives, and serves 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 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 automatically 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, 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.

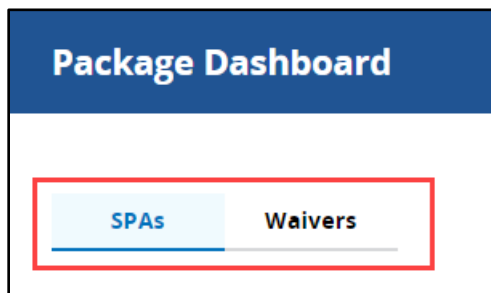


Figure 1: SPAs and Waivers tabs

- 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.

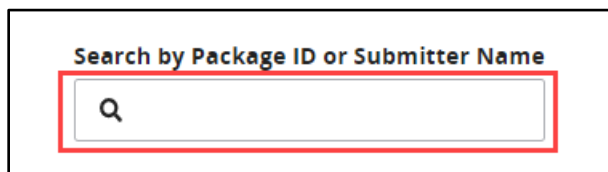


Figure 2: Search by Package ID or Submitter Name field

- 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.

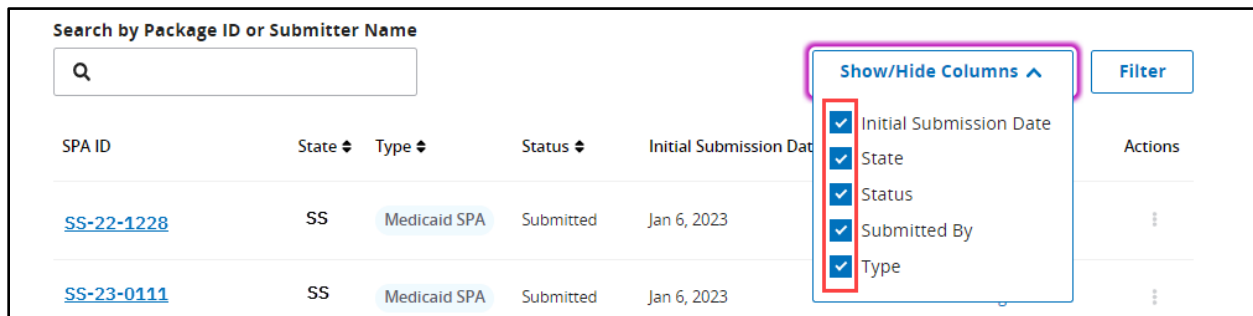


Figure 3: Show/Hide Columns drop-down list

- 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, 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.

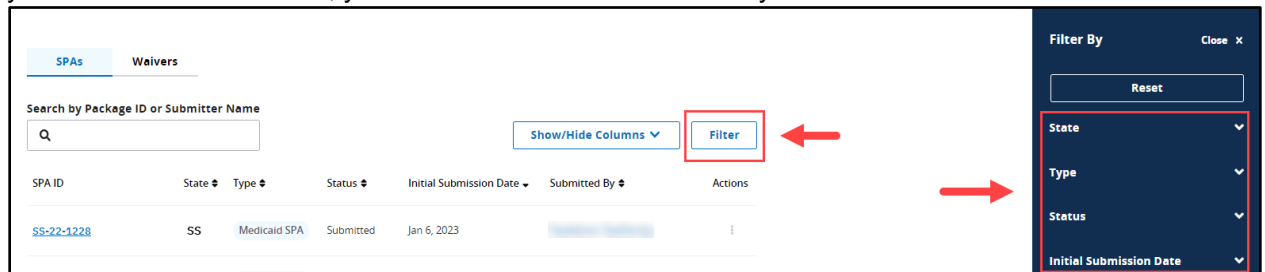


Figure 4: Filter By options

Viewing the Submission Package

To access the 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.

| SPA ID | State | Type | Status | Initial Submission Date | Submitted By | Actions |
|----------------------------|-------|----------|------------|-------------------------|--------------|---------|
| SS-22-1228 | 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.

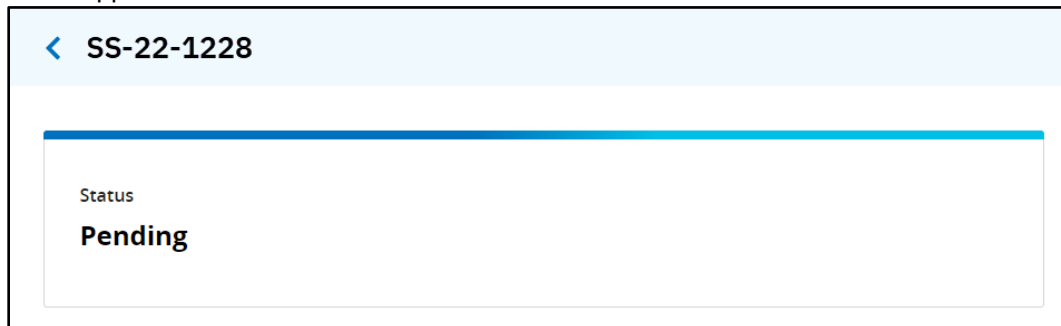
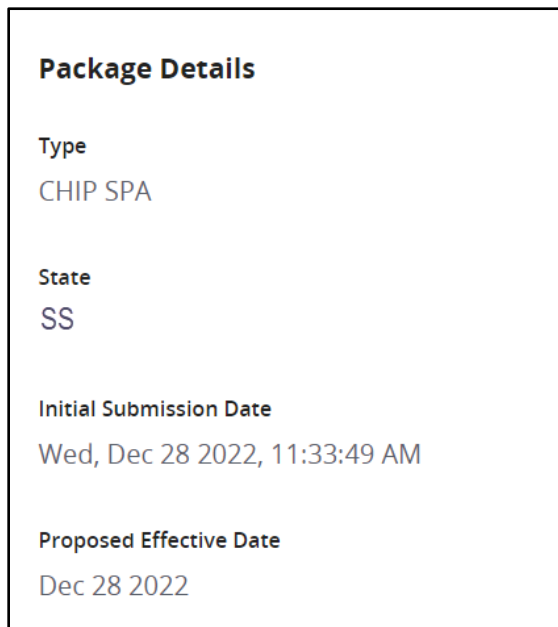


Figure 6: Submission Package Status

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

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.



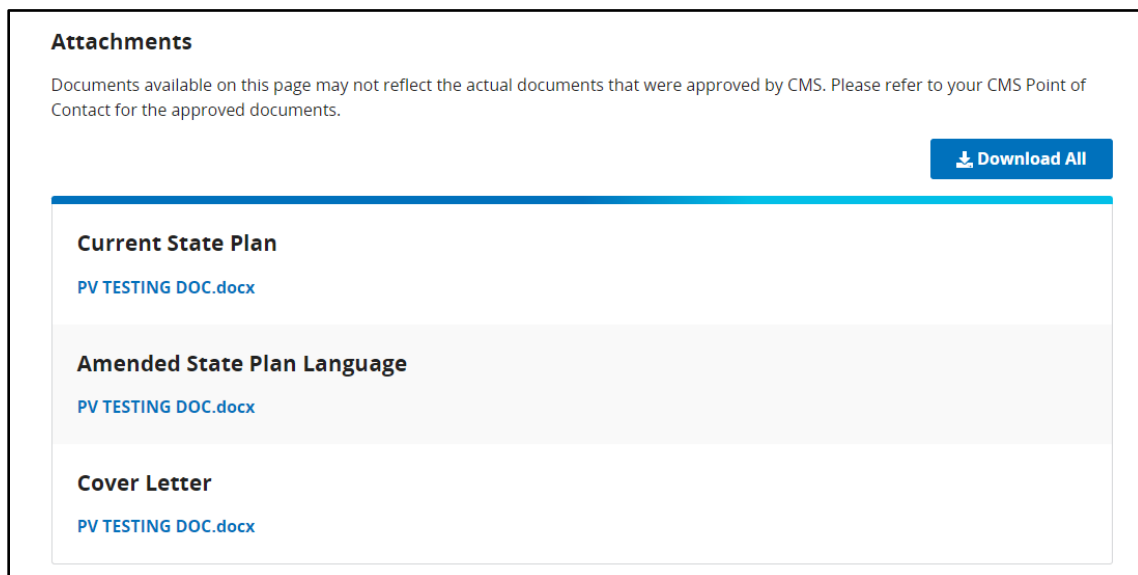
The screenshot shows a box titled "Package Details" with the following information:

| | |
|-------------------------|-------------------------------|
| 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. If the state made any changes to the documents since the initial submission, those changes would have been emailed to the CMS Point of Contact (CPOC) and Submission Review Team. Please contact the CMS Point of Contact to obtain the most current documents.



The screenshot shows the "Attachments" section with a disclaimer: "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." A "Download All" button is located at the top right. Below the button, there is a list of attachments:

| |
|---|
| 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 there is a corresponding RAI Response for the initial submission, the documentation will appear as an attachment in the Formal RAI Responses section.

Formal RAI Responses

[Submitted on Wed, Dec 28 2022, 11:46:04 AM](#)

RAI Response Documentation

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

Revised Amended State Plan Language

[PV TESTING DOC.docx](#)

Official RAI Response

[PV TESTING DOC.docx](#)

Additional Information

RAI Response 2

Figure 9: Formal RAI Responses section of Submission Package

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>NOTE: This is withdrawing the submission not withdrawing a formal RAI response.</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 the appropriate Reviewing Division Approver concurs with recommendation for approval. |

| CMS Status View | State Status View | Description |
|---------------------------|--------------------------|--|
| Pending – Concurrence | Under Review | This status is part of the internal approval process. It reflects when the CMS Point of Contact (CPOC) places 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 | Submitted | <p>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.</p> <p>NOTE: This is a placeholder status allowing CMS time to perform intake activities, including creating or updating the SEA Tool record. The review clock is based on applicable clock start rules even when the submission is in this status.</p> |
| Submitted—Intake Needed | Withdrawal Requested | <p>The state has requested to withdraw the entire submission package from CMS review.</p> <p>NOTE: 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. |