Accessing the 372 Report

CMS Users

September 2019
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Link to WMS: https://wms-mmdl.cms.gov/WMS/faces/portal.jsp
To begin reviewing waivers, select **1915(c)** to enter the web-based waiver application.
Once you select **1915(c)**, it will transfer you to the login page.
To log in, enter your user name and password, then select **Log In**.

Once you have logged in, you will be transferred to the first page within the application, the Finder page.
On the Waiver Finder page select **372 Reports**.
The 372 Report Base Summary Finder displays summary listing of the State’s available 372 reports.

Min Report Year = earliest waiver report year for which there is a report.

Max Report Year = most recent waiver report year for which there is a report.
Viewing a 372 Report

To view a waiver’s 372 report select Detail.
Select **Browse** to view a report.

It is not possible for CMS to view a report in draft status. It is only possible for CMS to view reports that have been submitted, unlocked, unaccepted or accepted.
Reviewing the Report
Report Sections

There are three sections to review: Summary, Data, Quality.
# 372 Report Maintenance - Summary

<table>
<thead>
<tr>
<th>State:</th>
<th>GU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiver Base:</td>
<td>0001</td>
</tr>
<tr>
<td>Report Status:</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>Begin Date:</td>
<td>10/01/0012</td>
</tr>
<tr>
<td>End Date:</td>
<td>12/31/0012</td>
</tr>
<tr>
<td>Initial Submission Date:</td>
<td>12/20/2012</td>
</tr>
<tr>
<td>Report Period Year:</td>
<td>2012</td>
</tr>
<tr>
<td>Waiver Year:</td>
<td>Year 1, Year 2, Year 3, Year 4, Year 5</td>
</tr>
<tr>
<td><strong>Unduplicated Participants:</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--</td>
</tr>
<tr>
<td><strong>Days of Waiver Enrollment:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Average Length of Stay:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Waiver Expenditures:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>APC Waiver Services (Factor D):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APC for State Plan Services (D’):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APC Total (D + D’):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Factor G Value:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Factor G’ Value:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APC Total if no waiver (G + G’):</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>D + D’ &lt;= G + G’:</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

**Level/s of Care:**
- [ ] ICF/MR
- [ ] NF
- [ ] Hospital

**Additional Information (use if needed):**

**Note:** Average Per Capita (APC)

**Annual Number of Section 1915c Waiver Recipients and Expenditures:**
(Specify each service as in the approved waiver)

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Level of Care</th>
<th>Expenses in $</th>
<th>Participants</th>
<th>Delete?</th>
</tr>
</thead>
</table>

[Add Service Line]
Quality

Assurances:

1. □ Assurances were submitted with the initial report. (If you are submitting a lag report this item must be checked.)
2. □ All provider standards and health and welfare safeguards have been met and corrective actions have been taken where appropriate.
3. □ All providers of waiver services were properly trained, supervised, and certified and/or licensed, and corrective actions have been taken where appropriate.

Documentation:

4. Provide a brief description of the process for monitoring the safeguards and standards under the waiver:

Findings of Monitoring:

5. □ No deficiencies were detected during the monitoring process;
6. □ Deficiencies were detected.
   
   Provide a summary of the significant areas where deficiencies were detected, (Note: Individual reports or assessment forms for waiver individuals and/or providers disclosing deficiencies and which document the summary are not necessary):

7. □ Deficiencies have been, or are being corrected.
   
   Provide an explanation of how these deficiencies have been, or are being corrected as well as an explanation of what steps have been taken to ensure the deficiencies do not recur:
Accept/ Not Accept
To approve the report select **Accept**.

To disapprove the report select **Not Accept**.

To send back to the state for editing select **Unlock**.
Other Functions
To add a comment and view the comment log select **Comments**.

To view the transaction history select **Trans History**.
Comments and Transaction History

<table>
<thead>
<tr>
<th>Date</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/29/13</td>
<td>Demonstration purposes,</td>
</tr>
<tr>
<td></td>
<td><strong>Edit</strong></td>
</tr>
<tr>
<td>12/20/12</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>02/18/12</td>
<td>DRAFT</td>
</tr>
</tbody>
</table>

- To add a comment select **Add Comment**.

- To edit a comment you created select **Edit**. It is only possible to edit a comment that you created.
Complete the textbox and select **Ok** to add a comment to the comment log.

To cancel and not add a comment select **Cancel**.
The transaction history shows all major transactions: Draft, Submitted, Unlocked, Accepted, Not Accepted.
In Process Report
In Process Report

Select **Maintenance**.

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<table>
<thead>
<tr>
<th>Region</th>
<th>State</th>
<th>Base #</th>
<th>Min Report Year</th>
<th>Max Report Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Guam</td>
<td>0001</td>
<td>2006</td>
<td>2012</td>
</tr>
<tr>
<td>11</td>
<td>Guam</td>
<td>0002</td>
<td>2010</td>
<td>2010</td>
</tr>
</tbody>
</table>

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*Note: Some details are marked as 'detail' but are not specified in the image.*
To view In Process Report select **In Process Report**.
The In Process 372 Reports lists all the state’s reports that have been submitted, unlocked or unaccepted.

It does not show any reports that have been accepted or in draft form.
Adding Users to Receive In Process Report
To add users to receive the In Process Report select **Maintenance** from the 1915c Waiver menu bar.
Select **Report Distribution Maintenance**.
Select **CMS 372 In Process Status Report** from the drop-down list.
Adding Users (cont.)

- Select the checkbox next to the user's name in the Include column.

- After the checkbox is selected, they will receive the In Process Report every day.
Print Function
As of 12/3/18, the printed waiver PDFs and printed 372 Reports from the Waiver Management System (WMS) are now considered 508 compliant.

- **Note:** As is standard with other accessibility checkers, users must perform a manual check on their document's logical reading order to ensure full 508 compliance.

**Recommended Action for All Users**

- It is highly recommended that all users clear their cache before proceeding with the printing instructions.
- If you have PDF reader software, you must complete the following steps to change your Form highlighting preference to ensure radio buttons and checkbox values appear correctly in printed outputs. The following screenshots reflect Adobe Acrobat as an example—your PDF reader preferences may not be on the same menu or may be titled differently.
PDF Reader Preferences

- Open the Preferences dialogue box (in Adobe choose Edit, Preferences).
- Change the highlighting option for your Forms preference (in Adobe select Forms in the Categories panel on the left and then select Show border hover color for fields under the Highlight Color preference).
Printing in WMS

Follow the steps to generate a 508 compliant waiver or 372 Report with fully expanded text boxes. If you are unable to complete the instructions below, it may be because you do not have the correct software to read a PDF. If this is the case, please provide the waiver number(s) you are trying to print to the Help Desk.

Select **Print**. This opens a print preview screen.
Users with PDF Reader Software

- The 508 compliant PDF with all text fields expanded is automatically generated in the web browser, and you must Save that PDF after confirming the logical reading order.

- **Important**: You no longer need to use the Print function in your web browser to create a PDF once the waiver appears. Refer to the information below regarding saving the PDF:
  - Move your mouse cursor over the document and a small toolbar should appear. The toolbar location can vary depending upon your browser but is often located at the upper-left or lower-right of the page.
  - Once you've located the toolbar, select the icon that looks like a computer diskette or an arrow pointing down to save the PDF.
Note: If the toolbar is not visible, look in your browser's File menu for the Save option. (Press the Alt key to make the menu bar visible if hidden.) You can also right-click on the document and select **Save** to save the PDF file.
If you do not have PDF reader software and therefore have been reaching out to the Help Desk to generate waiver PDFs, please keep the following in mind:

- If you are using the Chrome or Firefox web browser when you print, the PDF generated in your web browser is considered 508 compliant, so you can **Save** that file after confirming the logical reading order.

- If you are using the Internet Explorer (IE) web browser, you will receive the following dialogue box. Make sure to choose **Save** (not Open). Due to IE limitations, only the saved file is considered 508 compliant—not the PDF that displays in the browser.

  ![Dialogue Box](image)

- **Save** the PDF from this dialogue box and confirm the logical reading order. To ensure the output is formatted correctly you must always **Save** the PDF first versus **Print** it. Once the PDF is saved you can then open the file and print, if necessary.
Compatibility View
Compatibility View

<table>
<thead>
<tr>
<th>User Name:</th>
<th>CMS User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Last Name:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Role:</td>
<td>State:</td>
</tr>
<tr>
<td>Region:</td>
<td></td>
</tr>
<tr>
<td>Active:</td>
<td>CMS Program Access:</td>
</tr>
</tbody>
</table>

Incorrect Screen

Correct Screen
 Compatibility View (cont.)

- If you have a compatibility view issue, your screen will look like the “Incorrect Screen” (see prior slide).

- Problems may arise and an error message may appear when adding users with an “Incorrect Screen.”

- To correct it, follow the instructions on the next couple of slides.

- If you would like these instructions in a Word document, please contact the Help Desk.
Compatibility View (cont.)

1. Select **Tools** on the top of the page.

2. Select **Compatibility View Settings**
3. The Compatibility View Settings box will pop-up. The website URL should appear in the Add this website textbox. To add the website, select **Add**.
For More Information
Contact Information

- If you still have questions, please create a case and submit it to the Help Desk.
- To create a case, select **Contact** on any page within WMS, or call the Help Desk at (301) 547-4688.