

### Accessing the 372 Report

**CMS Users** 

September 2019

### **Table of Contents**



- ♦ Home Page...3
- ♦ Login Page...4
- ♦ <u>372 Report Module...5</u>
- ♦ Finder Page...6
- Reviewing a 372 Report...9
- Accept/Not Accept...14
- ♦ Other Functions...16
- Comments...17
- Transaction History...20
- ♦ In Process Report...21
- ♦ Adding Users to Receive in Process Reports...25
- Print Function...30
- Compatibility View...37
- Contact Information...42

### **WMS Home Page**



- Link to WMS: <u>https://wms-mmdl.cms.gov/WMS/faces/portal.jsp</u>
- To begin reviewing waivers, select <u>1915(c)</u> to enter the web-based waiver application.
- Once you select **<u>1915(c)</u>**, it will transfer you to the login page.

CMS Waiver Applica	tions
Home Logout	
Welcome	
News	1915(c) Waiver Application & 372 Reports - Click the link to access the web-based 1915(c) Waiver Application
Scheduled Maintenance: The system may be unavailable on Fridays from 9 pm to 10 pm ET. §1915(c) HCBS Waiver Application: The web-based 1915(c) Home	The Medicaid Home and Community-Based services (HCBS) waiver program is authorized in §1915(c) of the Social Security Act. The program permits a state to furnish an array of home and community-based services that assist Medicaid beneficiaries to live in the community and avoid institutionalization. The Centers for Medicare & Medicaid Services (CMS) recognizes that design and operational features of a waiver program will vary depending on the specific needs of the target population, the resources available to the state, service delivery system structure, state goals and objectives, and other factors.
and Community Based Services Waiver Application	1915(b) Waiver Application - Click the link to access the web-based 1915(b) Waiver Application
was launched on November 17, 2006.	This waiver preprint is for a State's use in requesting authority under section 1915(b) of the Social Security Act (the Act) to operate a managed care program. Specifically, it is designed for use in authorizing programs involving Managed Care Organizations (MCOs), Prepaid Inpatient Health Plans (PIHPs), Prepaid Ambulatory Health Plans (PAHPs), and Primary Care Case Management (PCCM) systems. In addition, it can be used for section 1915(b) (4) fee-for-service selective contracting programs.
HCBS Taxonomy: Download Taxonomy Category and Subcategory Definitions.	
User Training (Ver. 3.6): Download version 3.6 training materials for <u>State Users</u> and <u>CMS Users</u> .	FAQs
User Training CMS 372 Reports: Download 1915c 372 Report training materials for <u>State</u> and CMS Users.	Contact Centers for Medicare & Medicaid Services
	3

### 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.

CMS	Application for 1915(c) HCBS Waivers	
<u>Home</u>	Change Password	
	Login	
	User Name: Password:	
	Log In	For security reasons, it is strongly recommended that you do not allow Windows to remember and autocomplete your password when you log in.



CMS	Applicati 1915(c)	on for HCBS Waiv	vers				logged in as SARI-STATEDIR(State Medicaid Dir
Home	<u>Logout</u>	<u>Maintenan</u>	<u>ce</u> <u>372 Re</u>	ports Data	a Down	loads	
		Waiver:	Finder				
		State	Waiver #	Draft ID	M	Application title	
		GU		GU.46		Guam II	Detail
		GU		GU.51		Guam HBCS Program	Detail
		GU		GU.53	М	renewal waiver	Detail
		GU		GU.60		JRB_Sample	Detail

♦ On the Waiver Finder page select <u>372 Reports</u>.



- 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



372 Repo	ort Waiver	Base Sum	mary Finder			
Region	State	Base #	Min Report Year	Max Report Year		
11	Guam	0001	2006	2012	detail	
11	Guam	0002	2010	2010	detail	

To view a waiver's 372 report select **Detail**.



372 Report Waiver Base Detail Finder							
tate: Vaiver B	GU ase #: 0001	L					
			Denert Destad Vers	Denest Type	Status		
State	Base #	End Date	Report Period Year	кероп туре	Status		
State Guam	Base # 0001	End Date Dec 31, 0012	Report Period Year	Report Type TE	SUBMITTED	browse	
			Report Period Year			browse browse	
Guam	0001	Dec 31, 0012		TE	SUBMITTED		

- Select **<u>Browse</u>** 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**



There are three sections to review: Summary, Data, Quality.

### Summary



372 Report Maintenance - Summary	1

State:	GU
Waiver Base:	0001
Report Status:	SUBMITTED
Begin Date:	10/01/0012
End Date:	12/31/0012
Initial Submission Date:	12/20/2012
Report Period Year:	2012
Waiver Year:	💿 Year 1 💿 Year 2 💿 Year 3 💿 Year 4 💿 Year 5
Report Type:	🔘 Initial Report 🔘 Lag Report 🔘 TE Report

### Data



Unduplicated Participants:		
Days of Waiver Enrollment:		
Average Length of Stay:		
Total Waiver Expenditures:	\$0.00	
APC Waiver Services (Factor D):		
APC for State Plan Services (D'):		
APC Total (D + D'):		
Factor G Value:		
Factor G' Value:		
APC Total if no waiver (G + G'):	\$0	
$D + D' \le G + G'$ :	\$0	
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 Ex (Specify each service as in the approved waiver)	penditures:	
Service Name Level of Care Expenses in \$ Participants Delete?		
Add Service Line		

# Quality



Assur	rances:	
1. 2. 3.	<ul> <li>Assurances were submitted with the initial report. (If you are submitting a lag report this item must be checked.)</li> <li>All provider standards and health and welfare safeguards have been met and corrective actions have been taken where appropriate</li> <li>All providers of waiver services were properly trained, supervised, and certified and/or licensed, and corrective actions have been taken where appropriate.</li> </ul>	
Docu	mentation:	
4.	Provide a brief description of the process for monitoring the safeguards and standards under the waiver:	_
		+
Findir	ngs of Monitoring:	
5. 6.	<ul> <li>No deficiencies were detected during the monitoring process;</li> <li>Deficiencies were detected.</li> <li>Provide a summary of the significant areas where deficiencies were detected, (Note: Individual reports or assessment forms for waive individuals and/or providers disclosing deficiencies and which document the summary are not necessary):</li> </ul>	er 🔒
7.	Deficiencies have been, or are being corrected.	
	Provide an explaination of how these deficiencies have been, or are being corrected as well as an explanation of what steps have beer taken to ensure the deficiencies do not recur:	n



### Accept/Not Accept



- ♦ To approve the report select <u>Accept</u>.
- To disapprove the report select **<u>Not Accept</u>**.
- To send back to the state for editing select **<u>Unlock</u>**.



### **Other Functions**



Not Accept	Unlock
	Νοτ Αссерι

- To add a comment and view the comment log select **<u>Comments</u>**.
- To view the transaction history select **<u>Trans History</u>**.



372 Rep	ort Transaction I	History and Comment Log
		Add Comm
<u>Date</u>	Text	
01/29/13 Edit	Demonstration purposes.	
12/20/12	SUBMITTED	
02/18/12	DRAFT	

- To add a comment select **<u>Add Comment</u>**.
- To edit a comment you created select <u>Edit</u>. It is only possible to edit a comment that you created.

# State Concest Image: Concest Concest

- Complete the textbox and select <u>Ok</u> to add a comment to the comment log.
- To cancel and not add a comment select **<u>Cancel</u>**.

### **Transaction History**



372 Re	eport Tra	ansactio	n History		
State: Waiver Ba Period Yea Status:		TED			
ſ	Date	New Status	Username	Name	Role
2/10/12 7	:28:56 PM	DRAFT			State Medicaid Dir
2/10/12 /					

The transaction history shows all major transactions: Draft, Submitted, Unlocked, Accepted, Not Accepted.



### **In Process Report**

### **In Process Report**



<u>Home</u> L	<u>ogout</u>	<u>1915(c)</u> Ma	<u>intenance</u>				
		372 Repo	ort Waiver	Base Sum	mary Finder		
		Region	State	Base #	Min Report Year	Max Report Year	
		11	Guam	0001	2006	2012	detail
		11	Guam	0002	2010	2010	detail

Select Maintenance.



To view In Process Report select In Process Report.



<b>In Process</b>	Report	(cont.)
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In Pro	cess 3	72 Rej	oorts					
Region	State	Base #	End Date	Report Period Year	Report Type	Status	Last Status Date	Submitted
11	Guam	0001	Dec 31, 0012	2012		SUBMITTED	Dec 20, 2012	Dec 20, 2012
11	Guam	0001	Dec 31, 2006	2006	Lag	SUBMITTED	Jan 13, 2012	Jul 15, 2008
11	Guam	0001	Jun 30, 2007	2007	Lag	SUBMITTED	Jan 13, 2012	Jul 22, 2010
11	Guam	0001	Dec 31, 2009	2009	Lag	UNLOCKED	Feb 6, 2012	Feb 6, 2012
11	Guam	0001	Jun 30, 2010	2010	Lag	SUBMITTED	Jan 13, 2012	Feb 4, 2010
11	Guam	0002	Mar 31, 2010	2010		SUBMITTED	Jul 12, 2012	Jul 12, 2012
11	Guam	0002	Dec 31, 2010	2010	Lag	SUBMITTED	Jul 12, 2012	Jul 12, 2012

- 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

### **Adding Users**



<u>Home</u>	<u>Logout</u>	Maintenand	<u>372 Rep</u>	oorts Data	a Dowr	nloads	
		Waiver	Finder				
		Waiver:					
		State	Waiver #	Draft ID	М	Application title	
		GU		GU.45			Detail
		GU		GU.46		Guam II	Detail

To add users to receive the In Process Report select <u>Maintenance</u> from the 1915c Waiver menu bar.

### **Adding Users (cont.)**



### Maintenance Edit Users CMS Regional Assignments Aging Report Report Distribution Maintenance

### Select **Report Distribution Maintenance**.

# Adding Users (cont.) Frequencies Report Distribution Maintenance CMS Regional Office Report Distribution for region XI - Other Image: Status Report Status Report

Select <u>CMS 372 In Process Status Report</u> from the drop-down list.

### **Adding Users (cont.)**



Report Distri	bution Maintena	ince						
СМ	S Regional Offic	e Report	Dist	ributior	for re	egion	XI -	Other
Report: Cms 372 In P	Process Status Report	•		$\downarrow$				
Username	First Name	Last Name	Active	Include				
AME_ROSTAFF	Amy TestRoStaffUser	Esau	yes					

- 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.

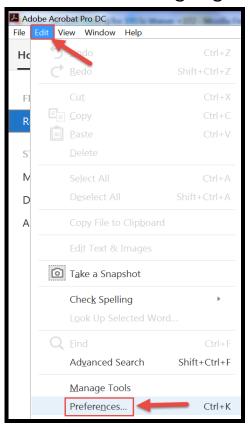
### Recommended Action for All Users

- It is highly recommended that all users <u>clear their cache</u> 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 <u>Edit</u>, <u>Preferences</u>).
- Change the highlighting option for your Forms preference (in Adobe select <u>Forms</u> in the Categories panel on the left and then select <u>Show border hover color for</u> <u>fields</u> under the Highlight Color preference).



ategories:	General
Commenting  Cocuments Cocu	<ul> <li>Automatically calculate field values</li> <li>Automatically adjust tab order when modifying fields</li> <li>Anage Barcode Parameters</li> <li>Show focus rectangle</li> <li>Show text field overflow indicator</li> <li>Show field preview when creating or editing form fields</li> <li>Automatically detect Form fields</li> </ul>
Adobe Online Services Catalog Color Management Content Editing Convert From PDF Convert To PDF Email Accounts	Highlight Color  Show border hover color for fields  Fields highlight color:  Required fields highlight color:
dentity nternet lavaScript .anguage	Auto-Complete Off Remember numerical data (e.g., telephone number)
Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (legacy) Multimedia Trust (legacy)	Edit Entry List The auto-complete feature is now off. No suggestions will be made while you type in form fields. Choose Basic or Advanced from the drop-down box to turn the feature on.
Reading Reviewing Search Security	

32

### **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 **<u>Print</u>**. This opens a print preview screen.

Home Lo	ogout	<u>1915(c)</u>	<u>372 Detail Finder</u>	<u>Save</u>	<u>Print</u>	<b>—</b>	
Summary							
Data							
Quality		372 Re	eport Maintena	ance -	Sum	mary	
		State:				GU	
		Waiver Ba	se:			0001	
		Report Sta	tus:			DRAFT	
		Begin Date	1				
		End Date:					
		Initial Sub	mission Date:				
		Report Per	iod Year:			2010	
		Waiver Ye	ar:			💿 Year 1 💿 Year 2 💿 Year 3 💿 Year 4 💿 Year 5	
		Report Typ	e:			💿 Initial Report 💿 Lag Report 💿 TE Report	

### Users with PDF Reader Software

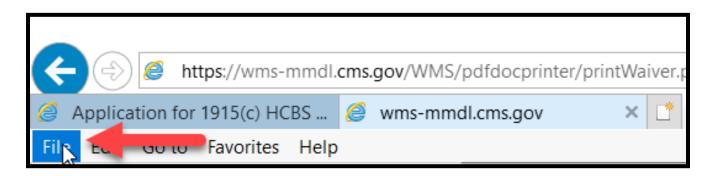
- The 508 compliant PDF with all text fields expanded is automatically generated in the web browser, and you *must* Save that PDF after confirming the logical reading order.
- Important: You no longer need to use the Print function in your web browser to create a PDF once the waiver appears. Refer to the information below regarding saving the PDF:
  - Move your <u>mouse</u> cursor over the document and a small <u>toolbar</u> 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 file.



### Users with PDF Reader Software (cont.)



Note: If the toolbar is not visible, look in your browser's File menu for the Save option. (Press the <u>Alt</u> key to make the menu bar visible if hidden.) You can also right-click on the document and select <u>Save</u> to save the PDF file.



## Users without PDF Reader Software

- 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 <u>Save</u> (not Open). Due to IE limitations, only the saved file is considered 508 compliant—not the PDF that displays in the browser.

Do you want to open or save

from wms-mmdl.cms.gov?

Open Save 🔻 🗲 cuncel 🗙

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**



#### Incorrect Screen

User Name: First Name: Last Name: Save Cancel E-mail: Region: Create New User Active: Region: Create New User Region: Create N		се			
First Name:   Phone:   Save Cancel   Remail:   Region:   State:   Unknown   Create New User   na   Active:   na   CMS Program Access:   Yes	User Name:				
Phone: Save Cancel   E-mail: Save Cancel   Region: Role:   Create New User na   Active: na   Create New User na   Active: na   Create New User na   Create New User   Native: ra   Create New User na   Create New User   Native: ra   Create New User   Native: ra   Child User ID   Child User Maintenance   User Maintenance   User Maintenance   User Name:   Lax Name:   Phone:   Lax Name:   Note:   User Name:   Lax Name:   Note:   User Name:   Lax Name:   Phone:   Child User ID   Child User ID   Note:   Native:   Nativ		CMS User ID:			
Phone: Save Cancel   E-mail: Save Cancel   Region: Role:   State: Unknown   Create New User na   na Create New User   Name: Create New User   User Name: Create New User   Name: Create New User   Name: Create New User   Name: Create New Second New New Octon Name   Name: Name:   Name: Create New New New New New New New New New Ne	First Namo				
Phone: E-mail:  Region:  Active:  Unknown  Active:  Create New User  na  CMS Program Access:  Ves  Ves  Ves  Citer Maintenance  User Maintenance  CMS User ID:  Rate:  Maintenance  Rate:  Rate: Rate: Rate: Rate: Rate: Rate: Rate: Rate: Rate: Rate: Rate: R	FIISt Name:				
E-mail:  Region:  Region: Reg		Last Name:	_		
E-mail:  Reset Password  Region:  Region: Regio	Dhone	Save Cancel			
E-mail:  Role:  State: Unknown  Region:  Create New User  Active: na  CMS Program Access:  Ves  Ves  Ves  Ves  CMS User Maintenance Ves  CMS User ID:  Role: User Maintenance Ves  CMS User ID:  Role: User Maintenance Ves  Role:	Phones	Pocot Dacoword	4		
Region:       State:       Unknown          Active:       na          CMS Program Access:       Yes          User Maintenance           User Name:           Last Name:           Phone:           State:           Role:           State:           Role:           State:           Role:           State:           Role:           State:           Role:           State:           Role:           State:           Region:           Active:       Yes <t< td=""><td>E-mail:</td><td>Reset Password</td><td>u</td><td></td><td></td></t<>	E-mail:	Reset Password	u		
State:       Unknown       Ima         Create New User       Ima       Ima         Active:       Ima       Ima         CMS Program Access:       Yes       Ima         User Maintenance       Ima       Ima         User Maintenance       Ima       Ima         Init Name:       Ima       Ima         Last Name:       Ima       Ima         Note:       Ima       Ima         State:       Ima       Ima         Role:       Ima       Ima         State:       Ima       Ima         Region:       Ima       Ima         Active:       Yes       Ima         CMS Program Access:       Program Description       Access         Macc       Medical State fina Etipbility       Ima         Macc       Medical Access       Ima         Macc       Medi					 
Region:       Ima       Ima         Active:       Ima       Ima         CMS Program Access:       Yes       Ima         User Maintenance       Ima       Ima         User Maintenance       Ima       Ima         User Maintenance       Ima       Ima         Ima       Ima       Ima         User Name:       Ima       Ima         CMS User ID:       Ima       Ima         First Name:       Ima       Ima         Dhone:       Ima       Ima         Role:       Iblionoan       Ima         State:       Ima       Ima         Region:       Ima       Ima         Active:       Yes       Ima         Mac       Medical State Flan Eligibility       Access         Mac       Medical State Flan Eligibility       Ima         Ima       Ima       Ima       Ima         Mac       Medical State Flan Eligibility       Ima       Ima         Ima       Ima       Ima       Ima       Ima         Mac       Medical State Flan Eligibility       Ima       Ima         Ima       Ima       Ima       Ima       Ima      I		Role:			
Active: na CMS Program Access: Yes User Maintenance User Maintenance U		State:		Unknown	 ~
Active: na CMS Program Access: Yes User Maintenance User Maintenance U	Desien	Create New Use	er		
CMS Program Access:          User Maintenance         User Maintenance         User Maintenance         User Name:         Istate:         Role:         Ubionan         State:         Regions:         Active:         Vie         MAC	Region:			na	$\sim$
User Maintenance         User Name:         CMS User ID:         First Name:         Last Name:         Phone:         E-mail:         Role:         State:         Region:         Active:         Yes         CMS Program Access:         Program Description         MAC         Machical State Final Exploiting         MAC         Machical State Stating         Other Medical State Final Exploiting         MAC         Machical State Final Exploiting         MPC         Medical State Stating         CMS Program Access:		Active:		na	$\sim$
User Maintenance         User Name:         CMS User ID:         First Name:         Last Name:         Phone:         E-mail:         Role:         State:         Region:         Active:         Yes         CMS Program Access:         Program Description         MAC         Machical State Final Exploiting         MAC         Machical State Stating         Other Medical State Final Exploiting         MAC         Machical State Final Exploiting         MPC         Medical State Stating         CMS Program Access:		CMS Program	Access:	Yes	~
User Name: CMS User ID: First Name: Last Name: Last Name: Last Name: E-mail: Role: Role: Ubknown  CMS Program Access: Program Description Accive: Yes CMS Program Access: Program Description Access MAC Medical State Piliphility Accive: Program Cost Sharing Access MAC Medical State Piliphility BIP Balancing Incentive State Annual Report BIP Heidkaid Porgram HPS Medical Paceprise Report State Access RAC Medical Paceprise Report State Annual Report State State Annual Report State State					
CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active: CMS Program Access: Program Description Active: CMS Program Access: Program Description MAC Medical State Pine Elipbility MPC Medical State Pine Insulations MAC Medical State Pine Insulations MAC Medical State Pine Insulations MPC Medical Access RAC Medical RAC Program MPS Nettice State Annual Report Insulations - State Annual Report Inst(c) 193(c) Waver		iser maintenance			
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Last Name: Phone: Phone: E-mail:  Role: Bidooan  CMS Program Access: Program Description Active: Active: Program Description Access Mac Medical State Pine Eighbility BiP Bidancing Incence Program Biphility		User Name:			
Phone:       TTY         E-mail:       TTY         Role:       Ukkooan         State:       Image: State:         Region:       Image: State:         Active:       Yas         CMS Program Access:       Program Description         MAC       Medical State Plane Eligibility         MCC       Medical State Plane Eligibility         BIP       Balancing Incensive Program         BIP       Balancing Incensive Program         BIP       Balancing Incensive Program         BIP       Balancing Incensive Program         BIP       Balancing Incents Vergram         BIP       Balancing Incents Vergram         BIP       Belancing Incents Vergram         BIP					
E-mail:  Role:  Biocoan  CMS Program Access:  Program Description Access MAC Medical State Plan Eligibility MCC Medical State Plan Eligibility MCC Medical State Plan Eligibility MCC Medical State Plan Eligibility BIP Balancing Incentries Health Insurance Program BIP Balancing Incentries Health Insurance Program BIP Balancing Incentries Health Insurance Program BIP BIP Balancing Incentries Health Insurance Program BIP BIP Balancing Incentries Health Insurance Program BIP BIP Balancing Incentries BAC Medicaid Payment BIP Balancing Incentries BIP Balancing Incentries BIP Balancing Incentries BIP BIP Balancing Incentries BIP BIP Balancing Incentries BIP		CMS User ID:			
Role:       Ukinown         State:       Image: Comparing the second secon		CMS User 1D: First Name: Last Name:			
State:       Image: Comparison of the state		CMS User ID: First Name: Last Name: Phone:			
Region:       Image: CMS Program Access:       Program Description       Access         CMS Program Access:       Program Description       Access         MAC       Medicaid State Pin Eligibility       Image: CMS Sharing         OHP       Chidren's Health Pin Eligibility       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         RAC       Medicaid RAC Program       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing		CMS User ID: First Name: Last Name: Phone:			
Region:       Image: CMS Program Access:       Program Description       Access         CMS Program Access:       Program Description       Access         MAC       Medicaid State Pin Eligibility       Image: CMS Sharing         OHP       Chidren's Health Pin Eligibility       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         BIP       Balancing Incents Program       Image: CMS Sharing         RAC       Medicaid RAC Program       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing         BIP/S       Medicaid Parement Suspensions - State Annual Report.       Image: CMS Sharing		CMS User ID: First Name: Last Name: Phone: E-mail:			
Active:  Yes  CMS Program Access: Program Description Access MAC Medical State Plan Eligibility MIC MIC Medical State Plan Eligibility BIP Balancing Incents Program BipBility BIP Balancing Incents Program BIPS Helical RAC Program Mrs Mrs Medical RAC Program Mrs		CMS User ID: First Name: Last Name: Phone: E-mail: Role:	Land Control of Contro	٧	
CMS Program Access: MAC Medicaid Stee Pian Eligibility MPC Medicaid Stee Pian Eligibility CHP Children's Health Insurance Program Eligibility BIP Balancing Incentive Program HHS Health Home Services RAC Medicaid RAC Program MPS Medicaid RAC Program State Annual Report. 1915(C) 1915(C) Waiver		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State:	Land Control of Contro	٧	
INAC       Medicaid State Plan Eligibility		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State:	Land Control of Contro	٧	
INAC       Medicaid State Plan Eligibility		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region:	(na (na)	v v v	
INAC       Medicaid State Plan Eligibility		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region:	(na (na)	v v v	
MPC       Medicaid Premiums and Cost Sharing         CHP       Children's Health Insurance Program Eligibility         BIP       Balancing Incentive Program         HHS       Health Home Services         RAC       Medicaid RAC Program         MPS       Medicaid Payment Suspensions - State Annual Report         1915(c)       1915(c)		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	ins ins Yes	• • •	
BIP       Balancing Incentive Program         HHS       Health Home Services         RAC       Medicaid RAC Program         MPS       Medicaid PAxyment Suspensions - State Annual Report         1915(c)       1915(c) Waiver		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	rus Types Program	v v v s Description	
HHS Health Home Services   RAC Medicaid RAC Program  MPS Medicaid RAC Program.  1915(c) 1915(c) Waiver		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	ra ra Yes Program MAC MPC		
RAC Medicial RAC Program MPS Medical Payment, Suspensions - State Annual Report 1915(c) 9191(c) Waiver		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	Program MAC MPC CHP	A Description     Medical State Flan Eligibility Medical Premums and Cost Sharing Childre's Health Insurance Program Eligibility	
MPS Medicaid Payment Suspensions - State Annual Report		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	Program MAC MPC CHP BIP		
		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	Program MAC MPC CHP BIP HIS		
1915(b) 1915(b) Waiver		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	Program MAC MPC CHP BIP HHS RAC MPS		
		CMS User ID: First Name: Last Name: Phone: E-mail: Role: State: Region: Active:	Program MAC MPC CHP BIP HHS RAC MPS 1915(c)		

38

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 <u>**Tools**</u> on the top of the page.

Select
 <u>Compatibility</u>
 <u>View Settings</u>

x Find: 079 Application for CMS 1915(c) HCBS Waiver: Home Logout Save Back User Maintenance	File Ec	dit View	Favorites	Tools	Help
CMS 1915(c) HCBS Waiver: <u>Home Logout Save Back</u>	× Find:	079			
	CMS	Applic 1915(	ation fo c) HCBS	r 6 Waiv	/er:
User Maintenance					
			Us	er M	aintenance

Too	ls Help	
	Delete browsing history	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Turn on Tracking Protection	
	ActiveX Filtering	
	Fix connection problems	
	Reopen last browsing session	
	Add site to Start menu	
	View downloads	Ctrl+J
	Pop-up Blocker	•
	SmartScreen Filter	•
	Manage add-ons	
	Compatibility View settings	
	Subscribe to this feed	
	Feed discovery	Þ
	Windows Update	

	□ × ∴ ☆ ☆
Print	+
File	+
Zoom (95%)	+
Safety	+
Add site to Start menu	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View settings	
Report website problems	
Internet options	
About Internet Explorer	

(Internet Explorer 11 Browser)

### **Compatibility View (cont.)**



 The Compatibility View Settings box will pop-up. The website URL should appear in the Add this website textbox. To add the website, select <u>Add</u>.

dd this website:	gs Dr
cms.gov	Add
Vebsites you've added to Compatibility Vie	ew:
	Remove
	iew
Display intranet sites in Compatibility V	
Display intranet sites in Compatibility V Use Microsoft compatibility lists	

41



### **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 <u>Contact</u> on any page within WMS, or call the Help Desk at (301) 547-4688.

CMS Waiver Applications	
Home Logout	
Welcome	
News	1915(c) Waiver Application & 372 Reports - Click the link to access the web-based 1915(c) Waiver Application
Scheduled Maintenance: The system may be unavailable on Fridays from 9 pm to 10 pm ET. §1915(c) HCBS Waiver Application: The web-based 1915(c) Home	The Medicaid Home and Community-Based services (HCBS) waiver program is authorized in §1915(c) of the Social Security Act. The program permits a state to furnish an array of home and community-based services that assist Medicaid beneficiaries to live in the community and avoid institutionalization. The Centers for Medicare & Medicaid Services (CMS) recognizes that design and operational features of a waiver program will vary depending on the specific needs of the target population, the resources available to the state, service delivery system structure, state goals and objectives, and other factors.
and Community Based Services Waiver Application	1915(b) Waiver Application - Click the link to access the web-based 1915(b) Waiver Application
was launched on November 17, 2006. Links & Downloads	This waiver preprint is for a State's use in requesting authority under section 1915(b) of the Social Security Act (the Act) to operate a managed care program. Specifically, it is designed for use in authorizing programs involving Managed Care Organizations (MCOs), Prepaid Inpatient Health Plans (PIHPs), Prepaid Ambulatory Health Plans (PAHPs), and Primary Care Case Management (PCCM) systems. In addition, it can be used for section 1915(b) (4) fee-for-service selective contracting programs.
HCBS Taxonomy: Download <u>Taxonomy Category</u> and Subcategory Definitions.	
User Training (Ver. 3.6): Download version 3.6 training materials for <u>State Users</u> and <u>CMS Users</u> .	FAQs
User Training CMS 372 Reports: Download 1915c 372 Report training materials for <u>State</u> and CMS Users.	Contact   Centers for Medicaid Services