372 Reports User Training

CMS Users

October 2025

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Overview/Purpose of 372 Reports

◈ The annual report that a state* must submit to CMS following the completion of each waiver year that details:

- ◆ the number of unduplicated individuals who participated in a waiver during the waiver year

- ◆ the unduplicated number of persons who utilized each waiver service and the amount of funds expended for each service

- ◆ expenditures for Medicaid state plan services on behalf of waiver participants

- ◆ information concerning assuring the health and welfare of waiver participants and other quality assurances

◈ The information submitted via the CMS-372(S) provides evidence of the waiver's cost-neutrality on an ongoing basis

* State = state/territory

372 Report
Technical Instructions

◈ Field-level descriptions and technical/policy instructions for completing 372 Reports can be found in the *Application for a Section 1915(c) Home and Community-Based Waiver, Instructions, Technical Guide and Review Criteria Version 3.7* under the heading Annual Report Form CMS-372(S)

◈ You can access this document using the **1915(c) Waiver Application and Accompanying Materials** link under Links & Downloads on the WMS home page

Links & Downloads

HCBS Taxonomy:
Download Taxonomy Category and Subcategory Definitions.

User Training (Ver. 3.7):
Download version 3.7 training materials for State Users and CMS Users.

User Training CMS 372 Reports:
Download 1915c 372 Report training materials for State Users and CMS Users

1915(c) Application:
Download the Version 3.7 1915(c) Waiver Application and Accompanying Materials.

Report Types

◈ The 372 report types are defined as follows:

Report Type	Description
Initial	No longer utilized.
Lag	The lag report includes information for the year previous to the most recent waiver year. This report is associated with the data (financial) section, which is due 18 months following the last day of the applicable waiver year.
Temporary Extension (TE)	The TE report includes information for waiver extension periods granted by CMS while a waiver's renewal is pending if the extension period is not subsumed into the renewal period. The waiver year selected must be the final waiver year in the waiver's cycle, e.g. Year 5. A separate report is due for each year and/or each portion of a year during which the waiver operated on a temporary extension.

Report Statuses

◈ The 372 report statuses are defined as follows:

Status	Description
Draft	State has created a new 372 report but has not yet submitted.
Submitted	State has submitted the annual 372 report for review. States cannot make any changes to reports that are submitted.
Unlocked	The state has submitted, and CMS has unlocked the report so the state can edit.
Unsubmitted	The state has submitted, but they later decide they were not ready to submit and therefore chose to unsubmit.
Accepted	CMS review of the 372 report is complete, and the report is accepted as meeting the reporting requirements.
Unaccepted	CMS review of the 372 report is complete, and the report is unaccepted by CMS because it does not meet reporting requirements.

Logging in to WMS/372 Reports

Accessing 372 Reports

◈ Link to WMS: https://wms-mmdl.cms.gov/WMS/faces/portal.jsp

◈ 372 Reports is a reporting module within the 1915(c) Waiver Management System (WMS) application

◈ To access 372 Reports, select **1915(c) Waiver Application & 372 Reports** to enter the web-based waiver application and transfer to the Login screen

Logging in

◈ To log in, enter your WMS 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 Waiver Finder screen

CMS **Application for 1915(c) HCBS Waivers**

Home   Change Password

Login

User Name: _____

Password: _____

For security reasons, it is strongly recommended that you do not allow Windows to remember and autocomplete your password when you log in.

Log In

Changing Password

◈ As a new user you are assigned a default password. It is recommended you change this password upon first login.

◈ Complete the User Name and Password fields, but *do not* select **Log In**

◈ Instead, select **Change Password** on the menu, which then displays the Change Password screen

Changing Password (contd.)

◈ Type the same new password in both the New Password and Confirm Password fields, then select **Change** at the bottom of the screen, or **Cancel** to void the change

◈ If your password was successfully changed, a red "Password Updated" message will appear at the top of the screen

◈ Select **Finder**, on the menu, to proceed into the application

Navigating 372 Reports

Accessing 372 Reports Module

◈ When you first log into the WMS application, you navigate to the Waiver Finder screen

◈ To navigate to the 372 Reports module, select **372 Reports** from the menu

372 Report Waiver Base Summary Finder

◈ The 372 Report Waiver Base Summary Finder screen displays a summary listing of the state's available 372 reports by waiver base

Field Name	Description
Min Report Year	Earliest waiver report year for which there is a 372 report
Max Report Year	Most recent waiver report year for which there is a 372 report

◈ To view created 372 reports for a specific waiver base number, select the corresponding **detail**

372 Report Waiver Base Summary Finder

Region	State	Base #	Min Report Year	Max Report Year	
11	ZZ Test State	0001	0	2022	detail
11	ZZ Test State	0003	0	2013	detail
11	ZZ Test State	0004	0	2017	detail
11	ZZ Test State	0997	0	2021	detail
11	ZZ Test State	1226			detail

372 Report Waiver Base Detail Finder

◈ The 372 Report Waiver Base Detail Finder screen displays a list of all available 372 reports for a specific waiver base

372 Report Waiver Base Detail Finder

State: ZZ
Waiver Base #: 0002

State	Base #	End Date	Report Period Year	Report Type	Status	
ZZ Test State	0002	Mar 31, 2010	1	TE	ACCEPTED	browse
ZZ Test State	0002	Dec 31, 2010	1	Lag	SUBMITTED	browse
ZZ Test State	0002	Jul 14, 2022	1	Lag	SUBMITTED	browse

Viewing 372 Reports

Reports created prior to the updated Quality section implementation (October 2025) remain in the old format—the state will not have to complete the Assurances and Deficiencies tables to submit/resubmit these reports.

Viewing a 372 Report

◈ To view a specific report, select **browse** on the 372 Report Waiver Base Detail Finder screen

372 Report Waiver Base Detail Finder

State: ZZ
Waiver Base #: 0002

State	Base #	End Date	Report Period Year	Report Type	Status	
ZZ Test State	0002	Mar 31, 2010	1	TE	ACCEPTED	browse
ZZ Test State	0002	Dec 31, 2010	1	Lag	SUBMITTED	browse
ZZ Test State	0002	Jul 14, 2022	1	Lag	SUBMITTED	browse

◈ CMS users can view reports based on user role as follows:

These user roles...	Can view reports in these statuses
Central Office Operations Manager, Regional Office Associate Regional Administrator, CMS Auxiliary Staff	Accepted, Submitted
Central Office Staff, Regional Office Staff	Accepted, Unaccepted, Submitted, Unlocked Unsubmitted

Viewing a 372 Report (contd.)

❖ Refer to the "372 Report Technical Instructions" section in this document for information regarding field-level descriptions and technical/policy instructions for completing 372 Reports

Note: If the state edits a Draft, Submitted, Unlocked or Unsubmitted report that was created prior to the updated Quality section implementation (October 2025), the report will remain in the old format—the state will not have to complete the Assurances and Deficiencies tables to submit/resubmit.

372 Report Summary Section

372 Report Maintenance - Summary Screen

◈ The state enters summary information related to the Data section of the report on the 372 Report Maintenance – Summary screen

372 Report Maintenance - Summary Screen (contd.)

- Refer to the "372 Report Technical Instructions" section in this document for information regarding field-level descriptions and technical/policy instructions for completing the Summary section of 372 Reports

- States can enter an optional temporary extension end date in the TE Date field

- When the state submits, the system validates it is a unique report based on the combination of multiple fields as described in the "372 Report Submission Validations" section in this document

372 Report Data Section

372 Report Maintenance - Data Screen

◈ The state enters data on the 372 Report Maintenance - Data screen that will be compared to estimates approved in the waiver to determine if the waiver meets the cost neutrality and unduplicated participants requirements

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372 Report Maintenance - Data Screen (contd.)

◈ Refer to the "372 Report Technical Instructions" section in this document for information regarding field-level descriptions and technical/policy instructions for completing the Data section

Note: There are additional instructions for reporting Managed Care data in the Application for a Section 1915(c) Home and Community-Based Waiver, Instructions, Technical Guide and Review Criteria Version 3.7

Annual Number of Section 1915(c) Waiver Recipients and Expenditures

◈ The state specifies each waiver service in the Annual Number of Section 1915(c) Waiver Recipients and Expenditures portion as they are listed in Appendix J of approved waiver

372 Report Quality Section

372 Report Maintenance - Quality Section Enhancements

◈ Effective October 13, 2025, the CMS-372(S) report (372 Report) Quality section will begin collecting data for each of the waiver's approved performance measures

◈ This change is expected to save effort for states and CMS when the once-per-waiver cycle quality review is conducted, because eventually states will not be required to provide a separate evidence package since all information will be included in the 372 Report

Note: Reports created prior to the updated Quality section implementation remain in the old format—the state will not have to complete the Assurances and Deficiencies tables to submit/resubmit these reports.

372 Report Maintenance - Quality Section

◈ The 372 Report Maintenance – Quality Section is divided into the following three major subsections:

- ◆ Overview – summary information related to the Quality section of the report

- ◆ Assurances – detailed data regarding the approved waiver's assurances/sub-assurances and performance measures

- ◆ Deficiencies – detailed information for each performance measure deficiency

◈ Selecting the triangle (▲) next to a menu item expands/collapses the subsection so you can navigate to a specific assurance/sub-assurance or deficiency

Summary
Data
Quality ▲
Overview
Assurances ▼
Deficiencies ▼
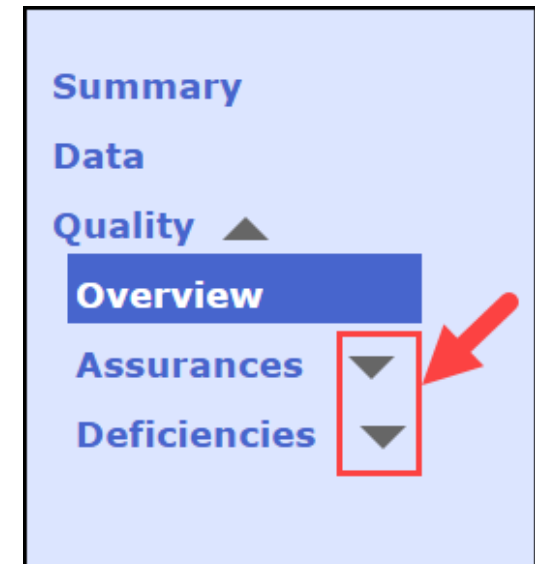
372 Report Quality Overview Subsection

372 Report Maintenance
- Quality Overview Subsection

◈ The 372 Report Maintenance – Quality Overview subsection defines summary data specifically related to the Quality section

◈ The entries/selections in this subsection may differ from the data displaying in the Summary and Data sections, since financial data is due 18 months and quality data is due 6 months following the end of a waiver year

Quality Overview Subsection Fields

◈ The following fields are included in this subsection:

Status	Description
Quality Report Begin and End Date	First and last day of the waiver year covered by the Quality section. Refer to the *Application for a Section 1915(c) Home and Community-Based Waiver, Instructions, Technical Guide and Review Criteria Version 3.7* for guidance for Temporary Extension 372 Reports.
Quality Report Period Year	Year included in the end date of the Quality section waiver period. This field auto-populates based on the begin and end dates selected.
Quality Report Waiver Year	Year in the waiver's three- or five-year cycle covered by the Quality section. If the state is reporting on a temporary extension (TE), this should display Temporary Extension.
Documentation	Brief text description of the process for monitoring the safeguards and standards under the waiver.

372 Report Quality Assurances Subsection

Quality Assurances Subsection

◈ The 372 Report Maintenance – Quality Assurances subsection begins with a summary table showing each approved waiver assurance's performance measures reporting status (Not Started, In Progress, Complete), deficiencies status, and compliance summary

◈ Selecting an assurance/sub-assurance from the left menu or from within the table navigates you to the detailed performance measure reporting screen for that assurance/sub-assurance

Renewal Number

◈ The Renewal Number field is auto-populated with the matching approved waiver based on the Quality Report End Date

◈ The system compares the approved effective dates of only Approved and Terminated waivers in the corresponding waiver base and populates data into the Quality Assurances subsection from the base/base renewal waiver whose approved effective date is closest, but not after, the Quality Report End Date

State	Renewal Number	Quality Report Status ⓘ	Quality Waiver Year Begin and End Dates
ZZ	ZZ.2406.R00	In Progress	Jan 01, 2020 - Jan 20, 2023

Quality Report Status

◈ The Quality Report Status field displays the status of only the Quality section of the 372 Report, not the overall 372 Report status

State	Renewal Number	→ Quality Report Status ⓘ	Quality Waiver Year Begin and End Dates
ZZ	ZZ.2406.R00	In Progress	Jan 01, 2020 - Jan 20, 2023

Status	Description
Not Started	All assurances/sub-assurances Status fields are still in Not Started status.
In Progress	At least one of the assurances/sub-assurances Status fields are in either In Progress or Complete status.
Complete	All assurance and sub-assurance Status fields are in Complete status.

Completing a Report

◈ All performance measures and deficiencies must be considered complete before the Quality section report is considered in Complete status

Navigating Quality Section Tables

◈ The arrows reflect table headings that allow you to change the sort order of the table

◈ Ten (10) rows appear on each page. If there are more than 10 performance measures, utilize the caret (^) symbol or arrows at the bottom of the table to navigate to the next page

Assurance Summary Page

◈ Once you select an assurance/sub-assurance, you navigate to a summary page listing all the performance measures for that assurance/sub-assurance

◈ Assurances/sub-assurances and performance measures are auto-populated from the Quality Improvement sections of the approved waiver appendices (based on Renewal Number field)

Expanding Performance Measures

◈ Select one of the following options to display the detailed performance measure reporting screen for an assurance/sub-assurance:

- ◆ **Expand All** – displays details for every performance measure related to the selected assurance/sub-assurance

- ◆ Caret symbol **(^)** – displays details for only the selected performance measure

Completing Performance Measure Details

- States must complete all required fields for each performance measure to determine if there is a deficiency (based on the Percent Compliance field)

- Threshold Percentage default is 86%, but the state can select the Threshold checkbox above this field to enter a custom threshold as approved in the waiver

- Percent Compliance equals Numerator divided by Denominator (N/D)

- The Deficiency field auto-updates as follows as the state enters/edits data:

  - Not Detected – if Percent Compliance is equal or greater than the Threshold Percentage

  - Detected – if Percent Compliance is less than the Threshold Percentage

A 2: Number and percent of provider credentialing conducted in accordance with the DDS/DSS MOU.

Report Year:
2026

Sample universe
Total number of items available for selection (e.g., total number of records available for review)

200

Numerator
Number of items reviewed in compliance

125

Denominator - Sample Size
The number of items selected to determine compliance (e.g., total number of records selected for review)

175

Threshold
I would like to enter the threshold approved in the waiver for this performance measure (if other than 86%).

☐

Threshold Percentage
86

Percent Compliance: **Deficiency:**
71%   Detected

☐ I will be reporting partial data for this performance measure.

☐ I will not be reporting on this performance measure.

☐ The Sample Universe for this performance measure is 0. [Enter 0 for all fields]

Provide details about why the Sample Universe is 0, you are not reporting on the performance measure, or partial data was reported on this performance measure.

0 / 1000

Measurements Reference

Not Reporting Full Data

◈ If the state is not reporting full performance measure data, they must select one of the checkboxes at the bottom of the screen and provide details explaining the reason in the text box

Measurements Reference

◈ Selecting **Measurements Reference** at the bottom of the detailed performance measure reporting screen, as shown below, displays a grey box, as shown to the right, listing the values approved in the waiver for fields related to this performance measurement

A 1 - Measurements Reference   X Close

Sampling methodology
The method used to select the sample.
100% Review

Data source
The source of the data used to select the sample.
Other

Data collection entity
Entity responsible for collecting performance data.
Other: Data Source

Data collection frequency
How often entity collects performance data.
Quarterly

Data analysis entity
Entity responsible for sampling and aggregating/analyzing data to determine numerator and denominator.
State Medicaid Agency

Data analysis frequency
How often entity samples and aggregates/analyzes performance data.
Annually

Downloading Supporting Documents

◈ An Attachments section displays in areas where the state can upload supporting documentation. Choose **Download** next to the file you want to download.

372 Quality Section for Waivers Approved for Consolidated Quality Reporting

Reporting Consolidated Quality Measures

◈ Appendix H of the 1915(c) application identifies the waivers approved for consolidated reporting and indicates which waiver cycle timeline will be used for submission of quality evidence. With the 372 Report updates, states that are approved to consolidate quality reporting for multiple 1915(c) waivers will report consolidated quality data in the 372 Report for the 1915(c) waiver identified in Appendix H as the timeline guide for quality submissions. In the Quality section of the 372 Reports for the remaining waivers approved for consolidated reporting, the state will indicate "not reporting" and make a notation in the comments section for each performance measure that the consolidated results will be/have been reported in the 372 Report for the guiding waiver (the state will enter the control number for the guiding waiver).

◈ If some of the performance measures are not the same across waivers approved for consolidated reporting, the state will report the results of those performance measures in the 372 Report for the corresponding waiver.

372 Report Quality Deficiencies Subsection

◈ The 372 Report Maintenance – Deficiencies subsection begins with a summary table showing all performance measures with detected deficiencies, their deficiency reporting status (Not Started, In Progress, Complete), deficiency type (Individual, Systemic, Undetermined), and compliance percentage

Home > 372 Report > Quality > Deficiencies

372 Report Maintenance - Quality

Summary
Data
Quality ▲
   Overview
   Assurances ▼
   Deficiencies ▲
      Assurance A 2
      Sub-assurance B.b 1
      Sub-assurance C.a 1
      Sub-assurance C.b 1
      Sub-assurance C.c 1
      Sub-assurance D.c 1
      Sub-assurance G.b 1
      Sub-assurance I.b 1

State	Renewal Number	Quality Report Status ⓘ	Quality Waiver Year Begin and End Dates
ZZ	ZZ.2386.R00	Complete	Oct 01, 2025 - Sep 30, 2026

Deficiencies　　　　　　　　　　　　　Complete Report

Deficiency ⇅	Status⇅	Type⇅	Compliance Percentage⇅
Assurance A 2	Complete	Systemic	71%
Sub-assurance B.b 1	Complete	Individual	21%
Sub-assurance C.a 1	Complete	Individual	46%
Sub-assurance C.b 1	Complete	Systemic	-
Sub-assurance C.c 1	Complete	Systemic	61%
Sub-assurance D.c 1	Complete	Systemic	84%
Sub-assurance G.b 1	Complete	Individual	22%
Sub-assurance I.b 1	Complete	Individual	64%

| Items per page: 10 | 1 - 8 of 8 items | 1 ˅ of 1 pages | < | > |

Quality Deficiencies Subsection (2 of 3)

◈ When a performance measure is marked both Complete and Detected (Deficiency field) on the performance measure summary screen, a row is automatically generated on the deficiencies table, and that performance measure also then appears in the left navigation menu

◈ Selecting a performance measure from the left menu or from within the table navigates you to the detailed deficiency reporting screen for that performance measure

Deficiencies

Deficiency ⇵	Status⇵	Type⇵	Compliance Percentage⇵
Assurance A 2	Complete	Systemic	71%
Sub-assurance B.b 1	Complete	Individual	21%

Left navigation menu:
- Deficiencies
- Assurance A 2
- Sub-assurance B.b 1
- Sub-assurance C.a 1
- Sub-assurance C.b 1
- Sub-assurance C.c 1
- Sub-assurance D.c 1
- Sub-assurance G.b 1
- Sub-assurance I.b 1

Complete Report

Quality Deficiencies Subsection (3 of 3)

◈ States must complete all required fields, including Deficiency Type, for each deficiency until the documentation is considered Complete on the deficiencies summary table. Comment field is not required.

CMS Utilization of the 372 Report Quality Information

372 Report Utilization Overview (1 of 3)

◈ Annually, the Quality section of the 372 Report will be pre-populated by WMS with the following information for each performance measure in the applicable approved 1915(c) waiver:

- ◆ Performance measure description, numerator, and denominator
- ◆ Sampling approach
- ◆ Frequency of data collection, aggregation, and analysis
- ◆ Waiver-specific adjustments will allow flexibility in completing the report as various statutory and regulatory changes occur

◈ When a performance level is less than the approved performance level, typically 86%, the state will be required to provide information about remediation actions taken to to resolve the deficiencies and steps taken to ensure deficiencies do not recur.

◈ Additionally, in the health and welfare part of the Quality section, states will be required to upload a report of the aggregated number of substantiated instances of abuse, neglect, exploitation and/or death and information about their remediation.

◈ As indicated in the Paperwork Reduction Act publication for the 372 Report, states are required to continue reporting all deficient performance measures in the Quality section. Beginning July 1, 2026, states will be required to provide data for all performance measures, even if they meet the performance level approved in the corresponding waiver. States are strongly encouraged to provide all performance measure data when the updated Quality section is available because CMS will utilize information from the 372 Reports to write the once-per-waiver cycle quality review. If the state only reports on the deficient performance measures in the 372 Report, the state will need to submit all missing evidence when it comes time for the full quality review.

◈ Once per 3 or 5-year waiver cycle, CMS drafts a quality review report utilizing the 372 Report quality information and other data/evidence gathered to determine if the state meets the quality assurances for the waiver. The draft report is provided to the state for review with an opportunity to respond before it is finalized by CMS. A final report is issued to the state at least 9 months prior to the waiver's expiration.

◈ Information from the Quality section of the 372 Report will be utilized when CMS writes the once-per-waiver cycle quality review. Eventually, performance measures for all three waiver years evaluated in the quality review will be within the Waiver Management System (WMS). CMS will review the quality information as part of the annual 372 Report process on an annual basis. Information from the annual analysis will then also be utilized for the once-per-waiver cycle quality review report.

Updated Quality Review Process

Quality Review Process Timeline

◈ The quality review report timeline will change with the new 372 report process. Currently, CMS sends a request for quality measure evidence 24 months prior to the waiver's expiration for waivers on a 5-year cycle. This is 6 months before the waiver year 3 (WY3) 372 Report is due.

◈ Under the updated quality review process, evidence requested for quality performance measure data not provided in a 372 Report will be sent to the state 21 months prior to the waiver's expiration date and will have a due date that aligns with the 372 Report due date for WY3. See the chart on the next slide that compares the original process timeline to the updated timeline.

Note: There are no changes to the quality review timeline for new waivers approved on a 3-year term.

Process Timeline Comparison Chart

◈ The following chart compares the original quality review process timeline to the updated timeline for waivers with a 5-year renewal cycle:

Action	Original Time Frame	New Time Frame
DHCBSO* issues Evidence Request Notice and Evidence Request Report Template	24 months prior to expiration	21 months prior to expiration
Evidence due from state	21 months prior to expiration	18 months prior to expiration
DHCBSO sends Draft Report	17 months prior to expiration	14 months prior to expiration
State response due	14 months prior to expiration	11 months prior to expiration
DHCBSO sends Final Report	12 months prior to expiration	9 months prior to expiration

*Division of HCBS Operations and Oversight (DHCBSO) within the Medicaid & CHIP Operations Group

Review Process Example

◈ Please see the following example of the updated process for a 1915(c) waiver on a 5-year term:

- ◆ XX waiver is in its third waiver year of the waiver cycle that runs July 1, 2024, to June 30, 2025

- ◆ The 372 Report for WY3 quality data is due by January 1, 2026

- ◆ The evidence request for WY1 & WY2 will be sent by October 1, 2025, with a due date of January 1, 2026

- ◆ The state will provide WY3 data in the 372 Report submission for January 1, 2026

- ◆ The state will provide performance measure data for WY1 and WY2 via the CMS-issued evidence review report template by January 1, 2026

- ◆ Within three years all performance measure data will be provided via the 372 Report, at which time CMS will no longer send a separate evidence request

Submitting/Unsubmitting 372 Reports

Note: If the state unsubmits a report, the state must re-submit the report for CMS to view any edits made to the report

372 Report Submission Validations

❖ When the state submits a report, the system performs a validation check against existing reports to ensure it is a unique report. If another report exists with the exact same combination of values in the following fields, the state receives a validation error and cannot proceed with submission until they modify one or more of the values.

- ◆ **Summary section fields:** State, Waiver Base, Report Period Year, Report Type

- ◆ **Quality section fields:** Quality Report Begin and End Date (these fields are not validated for reports with the old Quality section format)

Accepting/Not Accepting/Unlocking 372 Reports

◈ Only users with Central Office Operations Manager or Regional Office Associate Regional Administrator user roles can perform the following actions:

- ◆ To approve the report, select **Accept**

- ◆ To disapprove the report, select **Not Accept**

◈ All Central and Regional Office user roles, minus CMS Auxiliary users, can perform the following action:

- ◆ To return the report to state for editing, select **Unlock**

Certification:

I, do certify that the information shown on the Form CMS-372(S) is correct to the best of my knowledge and belief:

Signature: [redacted] Date: 08/01/2025

Contact Information (optional):

Contact Person: [redacted]
Phone Number: [redacted]

| Accept | Not Accept | Unlock |

Comments

Trans History

◈ To complete the action, enter an optional comment and select **OK**, which will change the status of the report and display the comment you added in the Comment log

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372 Report Action: Add Comment

Enter comments (optional) and confirm or cancel the action.

Character Count: 0   out of 1500

Ok   Cancel

Adding/Viewing Comments in 372 Reports

Adding/Viewing Comments

◈ To add a comment to the 372 Report and/or view the comment log, select **Comments**

Adding/Editing Comments

◈ To add a comment, select **Add Comment**

◈ To edit a comment you created, select **Edit.** You can edit only a comment that you created.

Add a Comment

372 Report Action: Add Comment

Enter comments (optional) and confirm or cancel the action.

Character Count: 0   out of 1500

Ok Cancel

◈ Complete the textbox and select **Ok** to add a comment to the comment log

◈ To cancel and not add a comment, select **Cancel**

Correcting an Accepted 372 Report

Editing an Accepted 372 Report

◈ The state or CMS may find an error on a previously Accepted 372 Report and request the state fix the report. In these instances, the state should contact the Help Desk and provide report details regarding which Waiver Base, Summary section Begin Date, Report Period Year, and type of change to be made.

◈ The Help Desk will work with the state and CMS to obtain approval to unlock the report for the state to edit and resubmit

◈ Once the state resubmits the report, CMS must then re-accept the report

Note: If the state must fix an Accepted report that was created prior to the updated Quality section implementation (October 2025), the report will remain in the old format once unlocked/submitted—the state will not have to complete the Assurances and Deficiencies tables to resubmit.

Viewing Transaction History

Transaction History

◈ The Transaction History shows all transactions: Draft, Submitted, Unlocked, Accepted, Not Accepted

372 Report Transaction History

State: **ZZ**
Waiver Base: **2386**
Period Year: **2024**
Status: **ACCEPTED**

Date	New Status	Username	Name	Role
7/25/25 12:45:10 PM	DRAFT			State Medicaid Dir
7/25/25 1:38:45 PM	SUBMITTED			State Medicaid Dir
7/25/25 1:49:45 PM	UNLOCKED			CMS CO OP Mgr
7/25/25 1:54:30 PM	SUBMITTED			State Medicaid Dir
7/25/25 1:55:54 PM	ACCEPTED			CMS CO OP Mgr

◈ To view the Transaction History select **Trans History**

Submit   Unsubmit

Trans History

Viewing In Process Reports

In Process Reports

◈ The In Process 372 Reports lists the state's 372 Reports as follows:

♦ If the Report Type is LAG, it will only appear on the In Process 372 Report if it is in the Submitted, Unsubmitted, Unaccepted or Unlocked status

♦ If the Report Type is TE, it will only appear on the In Process 372 Report if it is in the Submitted status

♦ Reports do not display if they are in Draft or Accepted status
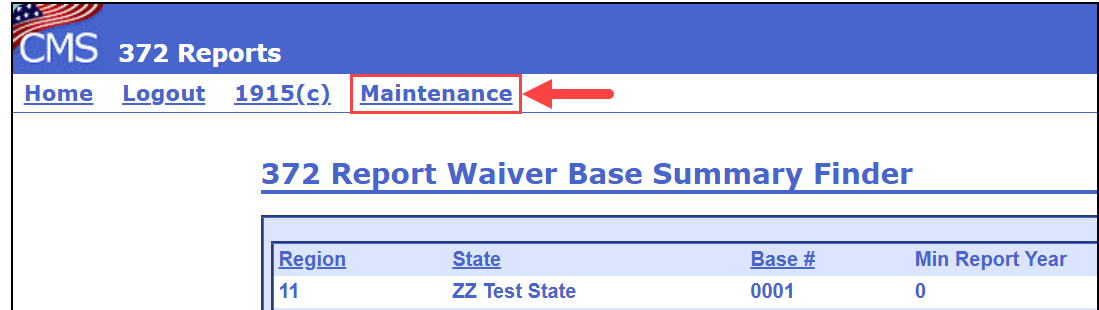
In Process 372 Reports

Region	State	Base #	End Date	Report Period Year	Report Type	Status	Last Status Date	Submitted
11	ZZ Test State	0001	Dec 31, 2006	2006	Lag	UNLOCKED	Jan 25, 2016	Jul 15, 2008
11	ZZ Test State	0001	Dec 31, 2008	2008	Lag	UNSUBMITTED	Jun 29, 2017	Mar 31, 2010
11	ZZ Test State	0001	Jun 30, 2010	2010	Lag	SUBMITTED	Jan 29, 2016	Feb 4, 2010
11	ZZ Test State	0997	Jan 15, 2014	2011	Lag	UNLOCKED	Apr 16, 2018	Jan 16, 2014
11	ZZ Test State	1237	Mar 1, 2015	2015	Lag	SUBMITTED	May 2, 2020	May 2, 2020
11	ZZ Test State	1306	Mar 19, 2016	2016	Lag	UNLOCKED	Aug 4, 2017	Mar 19, 2016
11	ZZ Test State	1346	May 7, 2018	2018	Lag	SUBMITTED	May 7, 2018	May 7, 2018
11	ZZ Test State	9641	Jun 30, 2016	2016		SUBMITTED	Mar 21, 2022	Mar 21, 2022
11	ZZ Test State	9641	Sep 19, 2017	2017	Lag	UNLOCKED	Apr 16, 2019	Apr 2, 2019

Viewing the In Process 372 Reports

◈ To access the In Process Report, from the 372 Report Waiver Base Summary Finder screen, select **Maintenance**

CMS 372 Reports

Home   Logout   1915(c)   **Maintenance**

372 Report Waiver Base Summary Finder

Region	State	Base #	Min Report Year
11	ZZ Test State	0001	0

◈ Select **In Process Report**

CMS 372 Reports

Home   Logout   1915(c)   372 Finder

Maintenance Menu

In Process Report

CMS 372 Transaction Summary Report

Viewing CMS 372 Report Transaction Summary Report

CMS 372 Report Transaction Summary Report

◈ The CMS 372 Report Transaction Summary Report allows you to display and download key data about the state's available, non-Draft status 372 Reports for a specified Report Year date range. Key data includes reporting period information, status, as well as submission, unlock and accepted/unaccepted dates.

CMS 372 Report Transaction Summary

From Report Year: 2022   **To Report Year:** 2024   Get Data

Download Data

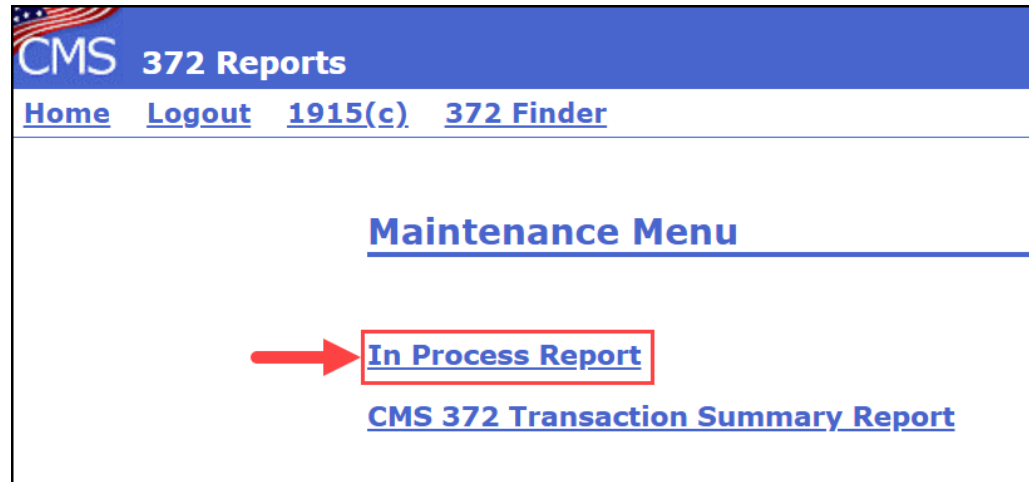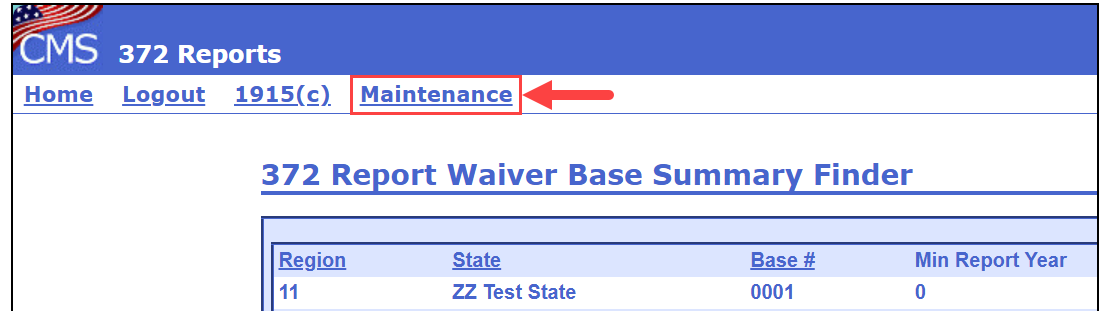| Region	State	Base Waiver Number	Report Period Year	Begin Date	End Date	Report Status	Initial Submission Date	Most Recent Submission Date	Most Recent Unlocked Date	Accepted Date	Unaccepted Date	Number of Submissions
			2022	Jul 1, 2021	Jun 30, 2022	ACCEPTED	Dec 18, 2023	Dec 18, 2023		Feb 23, 2024		1
			2	Jul 1, 2022	Jun 30, 2023	ACCEPTED	Dec 20, 2024	Mar 13, 2025	Jan 20, 2025	Mar 25, 2025		2
			2022	Jul 1, 2021	Jun 30, 2022	ACCEPTED	Dec 18, 2023	Dec 18, 2023		Feb 23, 2024		1
			2	Jul 1, 2022	Jun 30, 2023	ACCEPTED	Dec 20, 2024	Mar 13, 2025	Jan 20, 2025	Mar 25, 2025		2
			2022	Jul 1, 2021	Jun 30, 2022	ACCEPTED	Dec 18, 2023	Dec 18, 2023		Feb 23, 2024		1
			2	Jul 1, 2022	Jun 30, 2023	ACCEPTED	Dec 20, 2024	Mar 13, 2025	Jan 20, 2025	Mar 25, 2025		2
			2022	Jul 1, 2021	Jun 30, 2022	ACCEPTED	Dec 18, 2023	Dec 18, 2023		Feb 23, 2024		1
			2	Jul 1, 2022	Jun 30, 2023	ACCEPTED	Dec 20, 2024	Mar 13, 2025	Jan 20, 2025	Mar 25, 2025		2
			2022	Jul 1, 2021	Jun 30, 2022	ACCEPTED	Dec 18, 2023	Dec 18, 2023		Feb 23, 2024		1
			5	Jul 1, 2022	Jun 30, 2023	ACCEPTED	Dec 20, 2024	Dec 20, 2024		Mar 25, 2025		1

Download Data

Viewing the CMS 372 Report Transaction Report
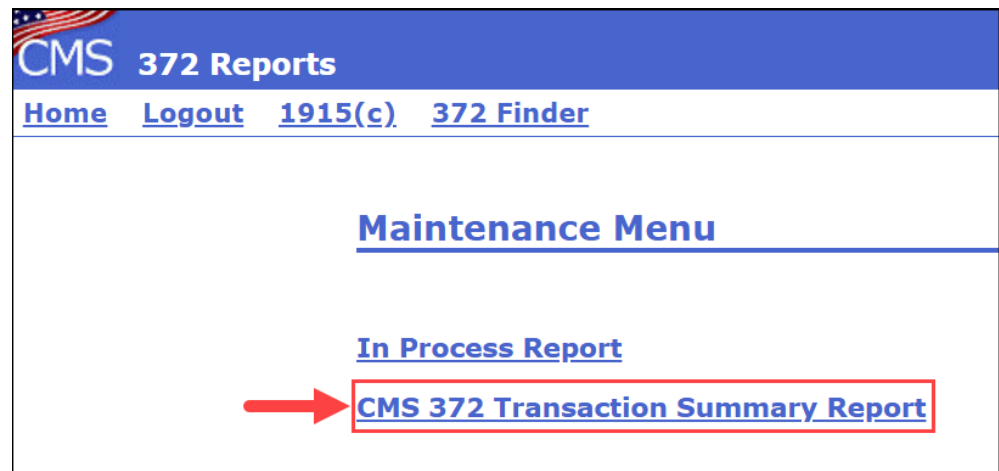
◈ To access the In Process Report, from the 372 Report Waiver Base Summary Finder screen, select **Maintenance**

◈ Select **CMS 372 Report Transaction Summary Report**

Adding Users to Receive In Process Report

Accessing the Maintenance Menu

◈ To add users to receive the In Process 372 Report at 1:00 a.m. ET every morning, select **Maintenance** from the 1915(c) HCBS Waivers menu

Report Distribution Maintenance
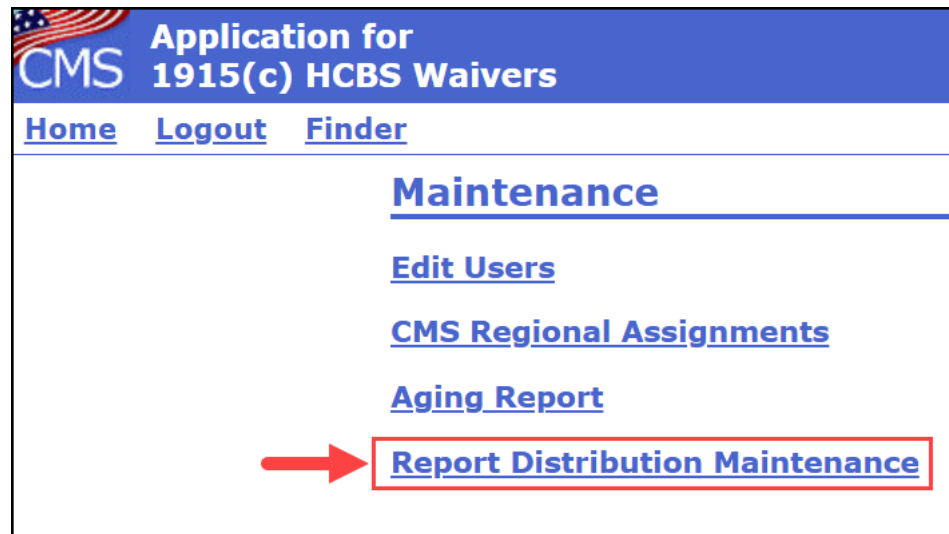
◈ Select **Report Distribution Maintenance**

Adding Users to Receive 372 In Process Report

◈ Select **CMS 372 In Process Status Report** from the Report field drop-down list

Adding Users to Receive
372 In Process Report (cont.)

Report Distribution Maintenance

CMS Central Office Report Distribution for region 0 - All

Report: 1915(c) Aging Report

Username	First Name	Last Name	Active	Include
			yes	☐
			yes	☐
			no	☐

❖ To assign a user access to receive the CMS 372 In Process Status Report, select the Assigned column corresponding to the username

❖ After the checkbox is selected, they will receive the In Process Report every day.

Printing 372 Reports

Printing

◈ As of 12/3/18, the printed 372 Reports from WMS are 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 **Menu, 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).
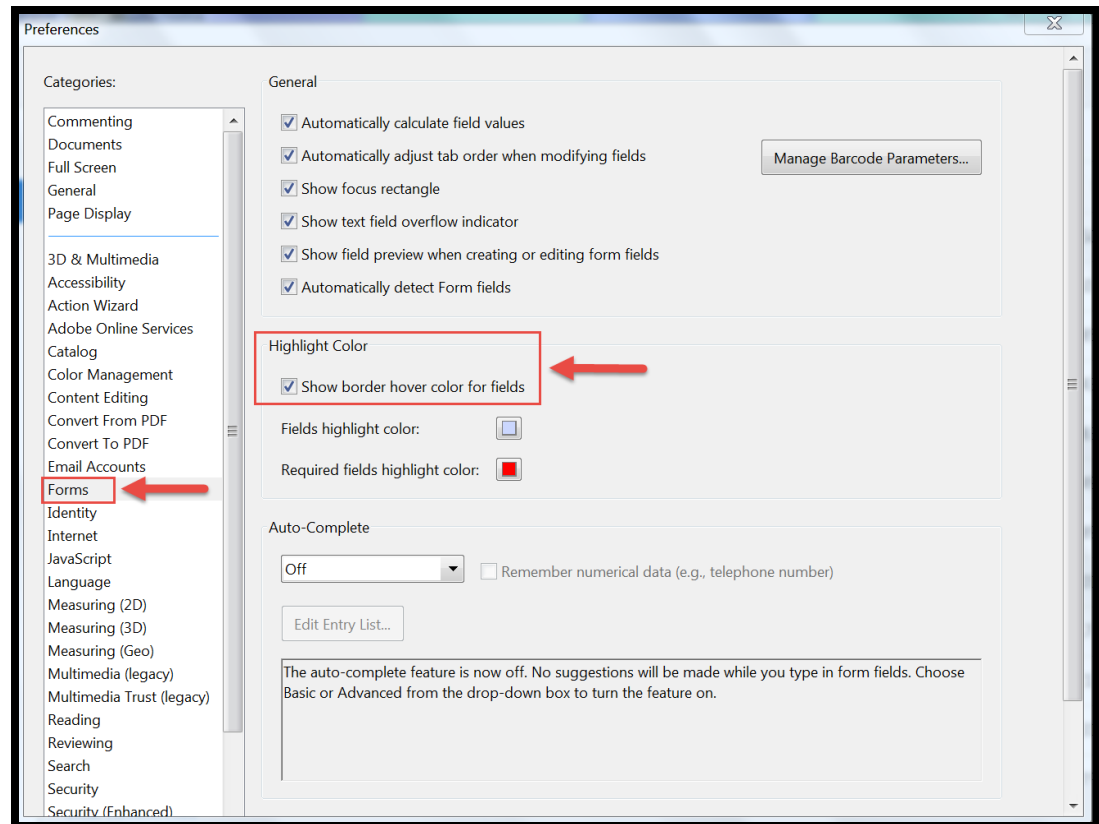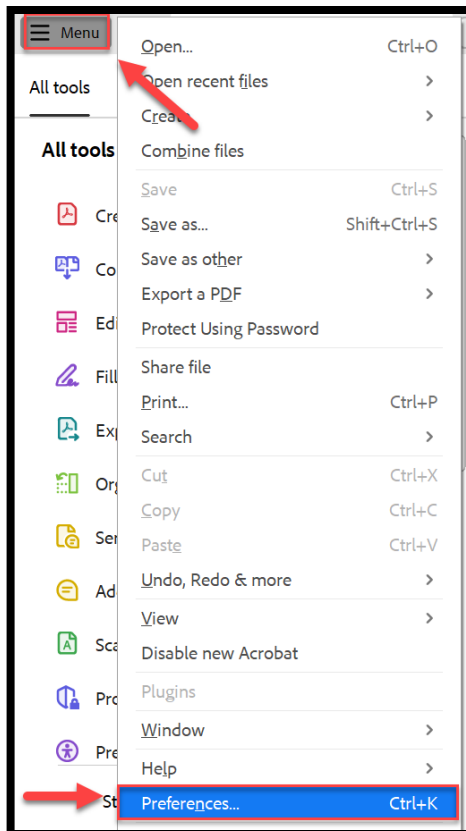
Printing in WMS

◈ The following steps will generate a 508 compliant 372 Report with fully expanded text boxes.

◈ Select **Print**. This will download the file automatically or open the PDF within a separate tab of your browser, depending on your browser settings for handling PDFs.

Users with PDF Reader Software

◈ If your browser is set to open PDFs within your browser, 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:

  ◆ Locate the PDF toolbar near the top of the page that opens in your browser. 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.

Chrome
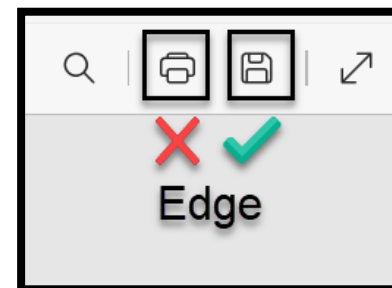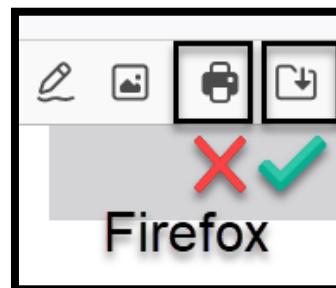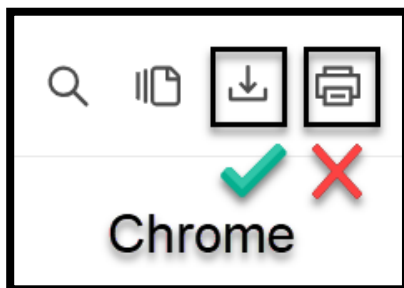
Firefox

Edge

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, Edge, or Firefox web browser when you select **Print** within the application, the PDF generated in your web browser is considered 508 compliant, so you can **Save** that file after confirming the logical reading order.

- ◈ To ensure the output is formatted correctly you must always **Save** the PDF first versus using the **Print** button within your browser. Once the PDF is saved you can then open the file and print, if necessary.

Other Features

System Timeout Feature

◈ A system timeout occurs when the system has not saved for 30 minutes.

◈ The system automatically saves and the 30-minute timeout resets whenever the system refreshes. In most cases in WMS, a refresh happens when the user moves from page to page.

Getting Help

Contact Information

◈ The most efficient way to report your system question is to select **Contact** at the bottom of any WMS screen and complete the form that displays

◈ Once submitted, your request is immediately emailed to the Help Desk, who will contact you within one business day to process your request

◈ You may also contact the Help Desk Monday – Friday, 9:00 AM – 5:00 PM ET at 1.833.228.2540

1915(c) Waiver Application & 372 Reports - Click the link to access the web-based 1915(c) Waiver Application

The Medicaid Home and Community-Based services (HCBS) waiver program is authorized in section 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.

1915(b) Waiver Application - Click the link to access the web-based 1915(b) Waiver Application

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.

FAQs
Contact | Centers for Medicare & Medicaid Services