

Accessing the 372 Report

CMS Users

September 2019

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WMS Home Page



- ◆ 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.

CMS Waiver Applications
Home Logout

Welcome

News

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 and Community Based Services Waiver Application was launched on November 17, 2006.

Links & Downloads

HCBS Taxonomy:
Download [Taxonomy Category and Subcategory Definitions](#).

User Training (Ver. 3.6):
Download version 3.6 training materials for [State Users](#) and [CMS Users](#).

User Training CMS 372 Reports:
Download 1915c 372 Report training materials for [State](#) and [CMS Users](#).

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 §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.

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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.

A screenshot of the CMS login page. The page has a blue header with the CMS logo and the text 'Application for 1915(c) HCBS Waivers'. Below the header, there are links for 'Home' and 'Change Password'. The main content area is white and contains the title 'Login' in blue. Below the title, there are two input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field, there is a blue text warning: 'For security reasons, it is strongly recommended that you do not allow Windows to remember and autocomplete your password when you log in.' Below the input fields, there is a 'Log In' button.

Accessing the 372 Report Module



Application for 1915(c) HCBS Waivers

logged in as SARI-STATDIR(State Medicaid Dir)

Home Logout Maintenance **372 Reports** Data Downloads

Waiver Finder

Waiver:

State	Waiver #	Draft ID	M	Application title	
GU		GU.46		Guam II	Detail
GU		GU.51		Guam HBCS Program	Detail
GU		GU.53	M	renewal waiver	Detail
GU		GU.60		JRB_Sample	Detail

◆ On the Waiver Finder page select **372 Reports**.

372 Report Waiver Base Summary Finder



372 Report Waiver Base Summary Finder					
Region	State	Base #	Min Report Year	Max Report Year	
11	Guam	0001	2006	2012	detail
11	Guam	0002	2010	2010	detail

- ◆ 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 Report Waiver Base Summary 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**.

Viewing a 372 Report (cont.)



372 Report Waiver Base Detail Finder						
State: GU						
Waiver Base #: 0001						
State	Base #	End Date	Report Period Year	Report Type	Status	
Guam	0001	Dec 31, 0012		TE	SUBMITTED	browse
Guam	0001	Dec 31, 2006	3	Lag	SUBMITTED	browse
Guam	0001	Jun 30, 2007	3	Lag	SUBMITTED	browse
Guam	0001	Jun 30, 2010	2	Lag	SUBMITTED	browse

- ◆ 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



Summary
Data
Quality

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

Summary



372 Report Maintenance - Summary

State:	GU
Waiver Base:	0001
Report Status:	SUBMITTED
Begin Date:	<input type="text" value="10/01/0012"/>
End Date:	<input type="text" value="12/31/0012"/>
Initial Submission Date:	12/20/2012
Report Period Year:	<input type="text" value="2012"/>
Waiver Year:	<input type="radio"/> Year 1 <input type="radio"/> Year 2 <input type="radio"/> Year 3 <input type="radio"/> Year 4 <input type="radio"/> Year 5
Report Type:	<input type="radio"/> Initial Report <input type="radio"/> Lag Report <input checked="" type="radio"/> TE Report

Data



Unduplicated Participants:	<input type="text"/>					
Days of Waiver Enrollment:	<input type="text"/>					
Average Length of Stay:						
Total Waiver Expenditures:	\$0.00					
APC Waiver Services (Factor D):						
APC for State Plan Services (D'):	<input type="text"/>					
APC Total (D + D'):						
Factor G Value:	<input type="text"/>					
Factor G' Value:	<input type="text"/>					
APC Total if no waiver (G + G'):	\$0					
D + D' <= G + G':	\$0					
Level/s of Care:	<input type="checkbox"/> ICF/MR <input type="checkbox"/> NF <input type="checkbox"/> Hospital					
Additional Information (use if needed):	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>					
Note: Average Per Capita (APC)						
Annual Number of Section 1915c Waiver Recipients and Expenditures: (Specify each service as in the approved waiver)						
<table border="1"><thead><tr><th>Service Name</th><th>Level of Care</th><th>Expenses in \$</th><th>Participants</th><th>Delete?</th></tr></thead></table>		Service Name	Level of Care	Expenses in \$	Participants	Delete?
Service Name	Level of Care	Expenses in \$	Participants	Delete?		
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

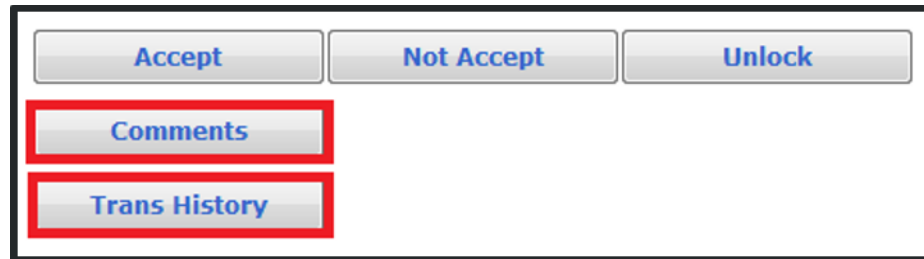
Accept/Not Accept/Unlock

A screenshot of a web interface showing a set of buttons. At the top, three buttons labeled 'Accept', 'Not Accept', and 'Unlock' are arranged horizontally and enclosed in a red rectangular border. Below these, there are two more buttons: 'Comments' and 'Trans History', arranged vertically. All buttons have a light gray background and blue text.

- ◆ 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

Comments



- ◆ To add a comment and view the comment log select **Comments**.
- ◆ To view the transaction history select **Trans History**.

Comments and Transaction History



372 Report Transaction History and Comment Log

[Add Comment](#)

Date	Text
01/29/13 Edit	Demonstration purposes.
12/20/12	<i>i</i> SUBMITTED
02/18/12	DRAFT

- ◆ 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.

Add a Comment

A screenshot of a web-based dialog box titled "372 Report Action: Add Comment". The dialog has a blue header bar with the title. Below the header, there is a text prompt: "Enter comments (optional) and confirm or cancel the action." To the right of the text area, it says "Character Count: 0 out of 1500". Below the text area is a large, empty text input field with a vertical scrollbar on the right side. At the bottom left of the dialog, there are two buttons: "Ok" and "Cancel".

- ❖ Complete the textbox and select **Ok** to add a comment to the comment log.
- ❖ To cancel and not add a comment select **Cancel**.

Transaction History



372 Report Transaction History				
State:	GU			
Waiver Base:	0001			
Period Year:	2012			
Status:	SUBMITTED			
Date	New Status	Username	Name	Role
2/18/12 7:28:56 PM	DRAFT			State Medicaid Dir
12/20/12 12:43:56 PM	SUBMITTED			State Medicaid Dir

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

In Process Report

In Process Report



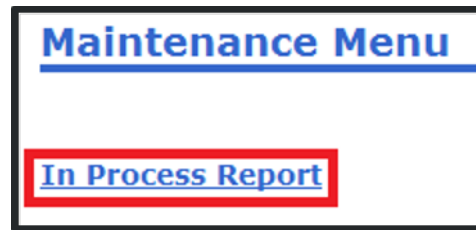
Home Logout 1915(c) **Maintenance**

372 Report Waiver Base Summary Finder

Region	State	Base #	Min Report Year	Max Report Year	
11	Guam	0001	2006	2012	detail
11	Guam	0002	2010	2010	detail

◆ Select **Maintenance**.

In Process Report (cont.)



- ◆ To view In Process Report select **In Process Report**.

In Process Report (cont.)



<u>Region</u>	<u>State</u>	<u>Base #</u>	<u>End Date</u>	<u>Report Period Year</u>	<u>Report Type</u>	<u>Status</u>	<u>Last Status Date</u>	<u>Submitted</u>
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



Home Logout **Maintenance** 372 Reports Data Downloads

Waiver Finder

Waiver:

State	Waiver #	Draft ID	M	Application title	
GU		GU.45			Detail
GU		GU.46		Guam II	Detail

- ◆ To add users to receive the In Process Report select **Maintenance** from the 1915c Waiver menu bar.

Adding Users (cont.)



- ◆ Select **Report Distribution Maintenance**.

Adding Users (cont.)



Report Distribution Maintenance
CMS Regional Office Report Distribution for region XI - Other

Report: 1915(c) Aging Report

1915(c) Aging Report
1915(b) Aging Report
Cms 372 In Process Status Report

Us	Last Name	Active	Include
AME_R	sau	yes	<input type="checkbox"/>

- ◆ Select **CMS 372 In Process Status Report** from the drop-down list.

Adding Users (cont.)



Report Distribution Maintenance

CMS Regional Office Report Distribution for region XI - Other

Report: ▼

Username	First Name	Last Name	Active	Include
AME_ROSTAFF	Amy TestRoStaffUser	Esau	yes	<input type="checkbox"/>

- ◆ 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

Printing

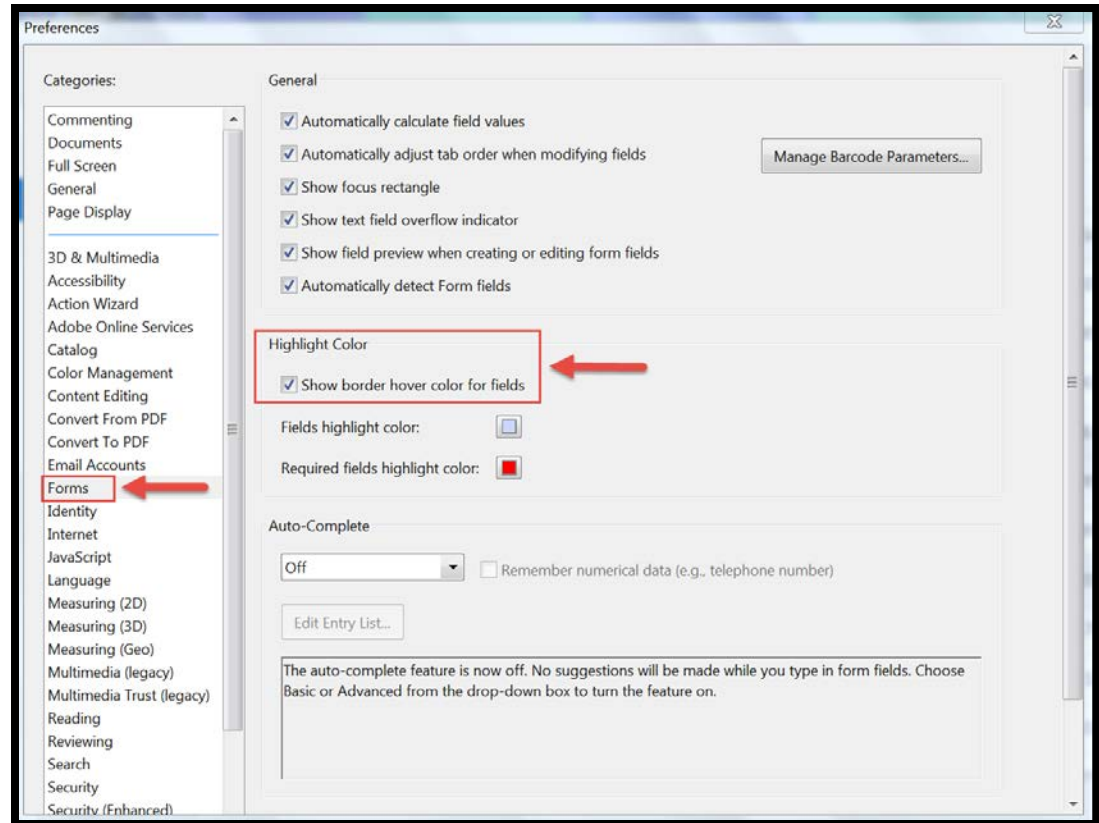
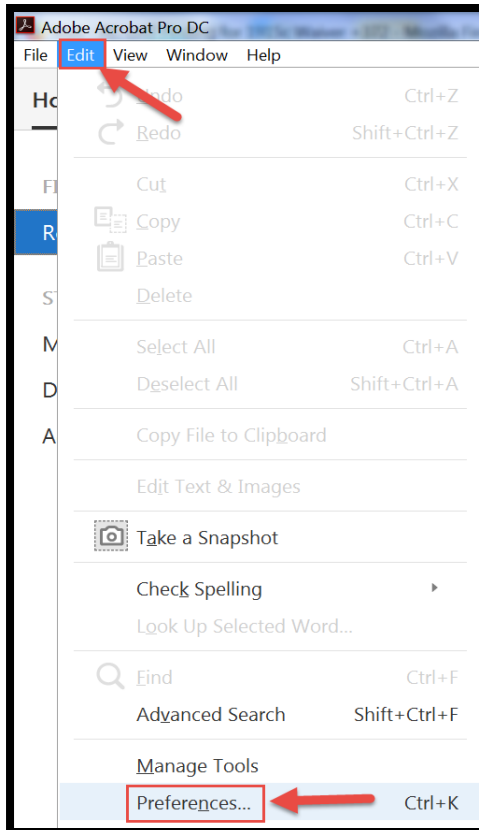


- ◆ As of 12/3/18, the printed waiver PDFs and printed 372 Reports from the Waiver Management System (WMS) are now considered 508 compliant
 - ◆ *Note: As is standard with other accessibility checkers, users must perform a manual check on their document's logical reading order to ensure full 508 compliance.*
- ◆ **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.

Home Logout 1915(c) 372 Detail Finder Save **Print**

Summary
Data
Quality

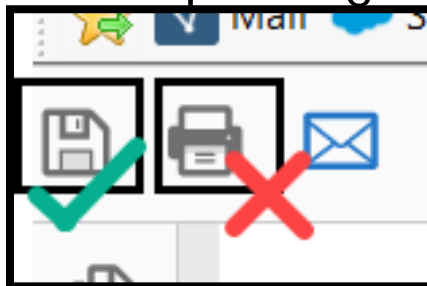
372 Report Maintenance - Summary

State: GU
Waiver Base: 0001
Report Status: DRAFT
Begin Date: [text box]
End Date: [text box]
Initial Submission Date: [text box]
Report Period Year: 2010
Waiver Year: Year 1 Year 2 Year 3 Year 4 Year 5
Report Type: Initial Report Lag Report TE Report

Users with PDF Reader Software



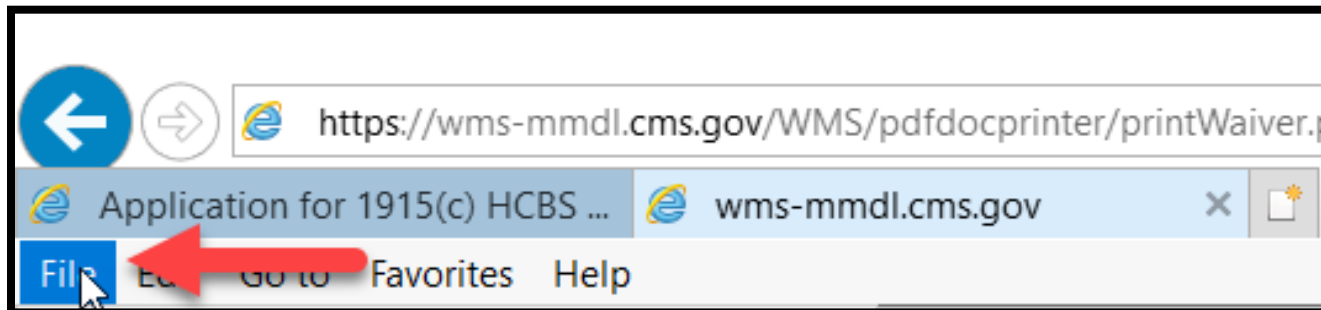
- ◆ The 508 compliant PDF with all text fields expanded is automatically generated in the web browser, and you *must* **Save** that PDF after confirming the logical reading order.
- ◆ Important: You no longer need to use the **Print** function in your web browser to create a PDF once the waiver appears.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



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



- ◆ **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 Maintenance

User Name:

First Name:

Phone:

E-mail: TTY

Role:

State:

Region:

Active:

CMS Program Access:

CMS User ID:

Last Name:

Correct
Screen

User Maintenance

User Name:

CMS User ID:

First Name:

Last Name:

Phone: TTY

E-mail:

Role:

State:

Region:

Active:

CMS Program Access:

Program Description	Access
MAC Medicaid State Plan Eligibility	<input type="checkbox"/>
MPC Medicaid Premiums and Cost Sharing	<input type="checkbox"/>
CHP Children's Health Insurance Program Eligibility	<input type="checkbox"/>
BIP Balancing Incentive Program	<input type="checkbox"/>
HHS Health Home Services	<input type="checkbox"/>
RAC Medicaid RAC Program	<input type="checkbox"/>
MPS Medicaid Payment Suspensions - State Annual Report	<input type="checkbox"/>
1915(c) 1915(c) Waiver	<input type="checkbox"/>
1915(b) 1915(b) Waiver	<input type="checkbox"/>

Compatibility View (cont.)

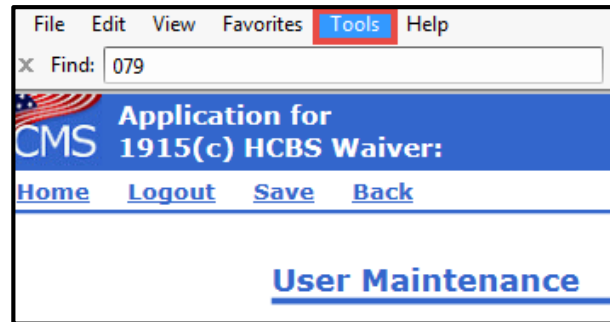


- ◆ If you have a compatibility view issue, your screen will look like the “Incorrect Screen” (see prior slide).
- ◆ Problems may arise and an error message may appear when adding users with an “Incorrect Screen.”
- ◆ To correct it, follow the instructions on the next couple of slides.
- ◆ If you would like these instructions in a Word document, please contact the Help Desk.

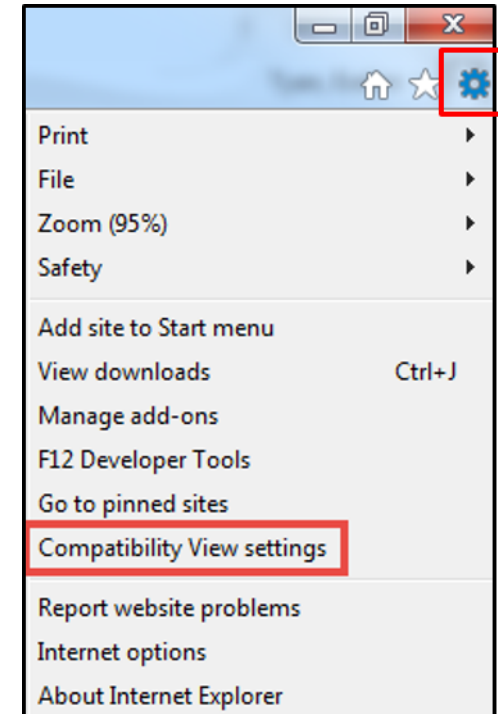
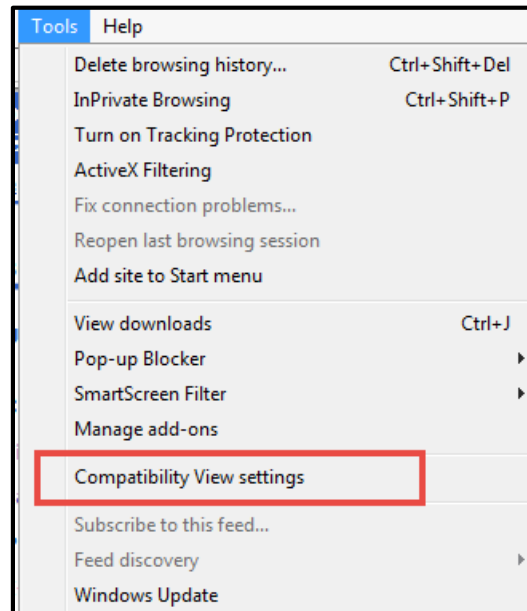
Compatibility View (cont.)



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



2. Select **Compatibility View Settings**

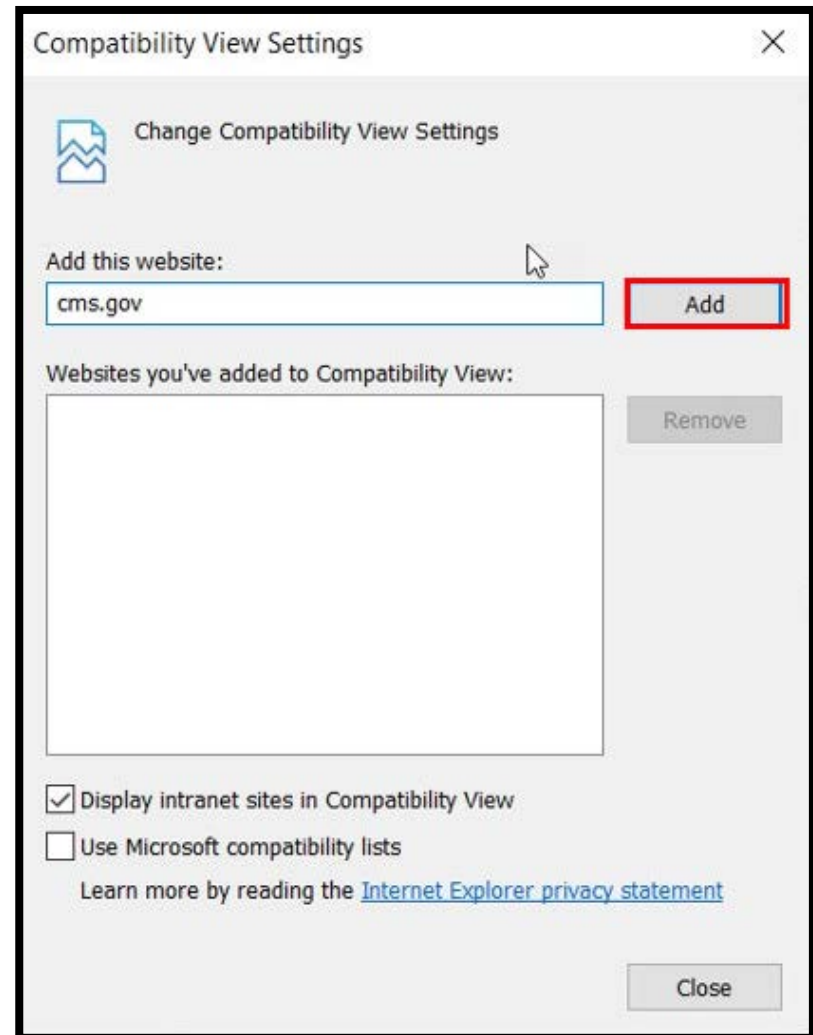


(Internet Explorer 11 Browser)

Compatibility View (cont.)



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.

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