

# **CMS Waiver Management System (WMS) User Training**

1915(b) and 1915(c)

September 2019

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# Introduction to WMS

# WMS Home Page



- ◆ Link to WMS: <https://wms-mmdl.cms.gov/WMS/faces/portal.jsp>
- ◆ To begin reviewing waivers, select the appropriate link to enter the web-based waiver application—**1915(b)** or **1915(c)**.
- ◆ Once you select the desired application, it will transfer you to the Log In 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.

Contact | [FAQs](#) | [Centers for Medicare & Medicaid Services](#)

# Changing Password



- ◆ A new user is assigned a default password. It is recommended to change it upon your first login. To do so:
- ◆ Complete the User Name and Password fields but do not select the **Log In** button.
- ◆ Select the **Change Password** link at the top of the screen.

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.

# Changing Password (cont.)



- ◆ The Change Password screen displays.
- ◆ Enter your new password.
- ◆ To confirm the password, re-enter it. Once you have re-entered the password, finalize it by selecting **Change** or void the transaction by selecting **Cancel**.
- ◆ Once you have changed your password, you can enter the application by selecting **Finder** in the top menu bar.

### Change Password

Passwords must contain 6-15 characters and contain at least one letter and one number with no spaces between. Passwords are case sensitive.

User Name:

New Password:

Confirm Password:

# 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 are two links: 'Home' and 'Change Password'. The main content area is white and contains the title 'Login' in blue. There are two input fields: 'User Name:' and 'Password:'. Below the password field is a security warning: 'For security reasons, it is strongly recommended that you do not allow Windows to remember and autocomplete your password when you log in.' At the bottom left is a 'Log In' button.

Application for  
CMS 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.

# Waiver Finder Page



- ◆ The Finder page contains a list of all waivers that are accessible to you.
- ◆ To access a waiver application, select **Detail**. This will transfer you to the Waiver Detail Finder page.
- ◆ To see the most recently approved waiver, whether it is a renewal or an amendment, select **Active**.

State	Waiver #	Draft ID	M	Application title	
ZZ		ZZ.046		Guam II	<a href="#">Detail</a>
ZZ		ZZ.051		Guam HBCS Program	<a href="#">Detail</a>
ZZ	ZZ.01	ZZ.001		This is a test waiver for demonstration purposes	<a href="#">Active</a> <a href="#">Detail</a>
ZZ	ZZ.0670	ZZ.002		Demonstration Waiver Application-User Training	<a href="#">Detail</a>



# Waiver Detail Finder Page



- ◆ The Waiver Detail Finder page shows all base waivers, amendments and renewals that are associated with the waiver number.
- ◆ To access the waiver, select the waiver number link (i.e., ZZ.802.R00.00) under the Waiver # column.
- ◆ This will transfer you to Page One of the waiver. Page One contains basic information about the waiver as well as the functions necessary to begin your review.

Waiver Detail Finder						
Waiver Family Number: ZZ0802						
Waiver Family Title: M-B Review						
Waiver Family Draft ID: ZZ.03						
Waiver Detail:						
Effective Date	Waiver #	Draft ID	M	Application title	Status	
10/08/12	<a href="#">ZZ.0802.R00.00</a>	<a href="#">ZZ.039.00.00</a>		M-B Review	SUBMITTED	
<a href="#">Show Inactive</a>						

# Waiver Numbering



- **Waiver ID:** The number automatically assigned to a waiver when it is submitted. Each group of numbers denotes a different characteristic of the waiver

**ZZ.0997.R01.03**

- ZZ = State abbreviation (ZZ is the Help Desk test state name)
- 0997 = auto generated number
- R01 = Renewal number
  - Some start at 03, etc. – this means there were renewals on paper prior to WMS system
  - R00 represents a Base waiver
- 03 = Amendment number
  - 00 represents the Base waiver, 01 is the first amendment, etc.

# Page One (Upper Section)



- ◆ The top of Page One displays descriptive waiver application information and provides information on the 90 day clock.

<b>Waiver ZZ.0670.R00.00</b>	
<b>Program Title:</b>	Demonstration Waiver Application-User Training
<b>Type of Request:</b>	new - 3 years
<b>Waiver Type:</b>	Regular Waiver
<b>Proposed Effective Date:</b>	Apr 1, 2011
<b>Application Status:</b>	UNSUBMITTED
<b>Draft ID:</b>	ZZ.002.00.00
<b>CO Status:</b>	NEUTRAL
<b>RO Status:</b>	REVIEW IN PROCESS
<b>90 Day Clock Start:</b>	: 0 days since submission
<b>90 Day Clock End:</b>	: 0 days left

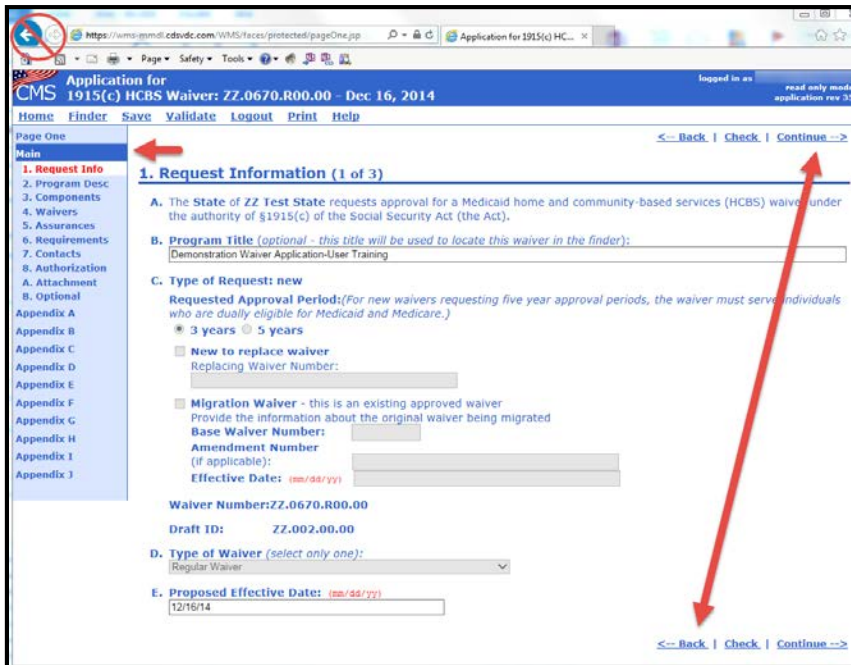
# Page One (Lower Section)



- ◆ The functions in blue lettering are available to the user. Anything that is grayed out is not available.
- ◆ Functions available are based on the WMS role you are assigned. (see slides 47-51 for more detail).

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	Informal RAI	
Preliminary Opinion	Complete Review	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

# Navigation Functions



◆ To navigate in the waiver, select **Back** or **Continue** on the top or bottom right corners of the page.

◆ Do not use the web browser back and forward arrows.

◆ Left-side Navigation Bar –The navigation bar on the left side of each page allows you to go directly to an appendix. There are additional subsections that are only viewable once the appendix is chosen.

# Navigation Functions (cont.)



- ◆ **Home** – Returns you to the Home page.
- ◆ **Finder** – Returns you to the Finder page.
- ◆ **Save** – Saves the page when the state is completing the waiver. The system automatically saves data when the state moves from page to page.

Application for CMS 1915(c) HCBS Waiver: ZZ.0670.R00.00 - Apr 01, 2011	
<a href="#">Home</a> <a href="#">Finder</a> <a href="#">Save</a> <a href="#">Validate</a> <a href="#">Logout</a> <a href="#">Print</a> <a href="#">Help</a>	
Page One	
<b>Main</b>	
<b>1. Request Info</b>	<b>1. Request Information (1 of 3)</b>
2. Program Desc	A. The <b>State</b> of <b>ZZ Test State</b> requests approval for a Med
3. Components	B. <b>Program Title</b> ( <i>optional - this title will be used to locate</i>
4. Waivers	Demonstration Waiver Application-User Training
5. Assurances	C. <b>Type of Request: new</b>
6. Requirements	<b>Requested Approval Period:</b> ( <i>For new waivers request</i>
7. Contacts	<input checked="" type="radio"/> 3 years <input type="radio"/> 5 years
8. Authorization	<input type="checkbox"/> <b>New to replace waiver</b>
A. Attachment	Replacing Waiver Number:
B. Optional	
Appendix A	
Appendix B	
Appendix C	
Appendix D	

# Navigation Functions (cont.)



- ◆ **Validate** – Checks the waiver to make sure all required fields have been completed.
- ◆ **Log Out** – Allows you to exit the system.
- ◆ **Print** – Allows you to print the application by Appendix or in its entirety (see slide 41 for more information).

Application for  
CMS 1915(c) HCBS Waiver: ZZ.0670.R00.00 - Apr 01, 2011

Home Finder Save Validate Logout Print Help

Page One

Main

- 1. Request Info
- 2. Program Desc
- 3. Components
- 4. Waivers
- 5. Assurances
- 6. Requirements
- 7. Contacts
- 8. Authorization
  - A. Attachment
  - B. Optional
- Appendix A
- Appendix B
- Appendix C
- Appendix D

**1. Request Information (1 of 3)**

A. The **State** of **ZZ Test State** requests approval for a Med

B. **Program Title** (*optional - this title will be used to locate*)  
Demonstration Waiver Application-User Training

C. **Type of Request: new**  
**Requested Approval Period:** (*For new waivers request*)  
 3 years  5 years

**New to replace waiver**  
Replacing Waiver Number:

# General WMS Features



# Browsing the Waiver



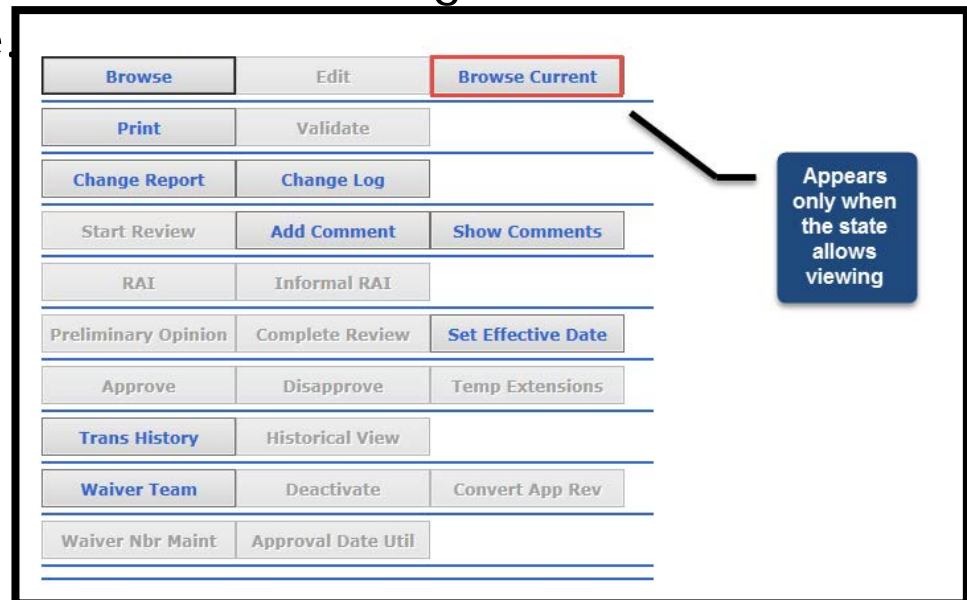
- ◆ To browse the waiver, select **Browse**. This allows you to browse the submitted waiver.
- ◆ This is a read-only mode. It is not possible for you to edit the waiver.
- ◆ This will transfer you to the first page in the waiver.

<a href="#">Browse</a>	<a href="#">Edit</a>	<a href="#">Browse Current</a>
<a href="#">Print</a>	<a href="#">Validate</a>	
<a href="#">Change Report</a>	<a href="#">Change Log</a>	
<a href="#">Start Review</a>	<a href="#">Add Comment</a>	<a href="#">Show Comments</a>
<a href="#">RAI</a>	<a href="#">Informal RAI</a>	
<a href="#">Preliminary Opinion</a>	<a href="#">Complete Review</a>	<a href="#">Set Effective Date</a>
<a href="#">Approve</a>	<a href="#">Disapprove</a>	<a href="#">Temp Extensions</a>
<a href="#">Trans History</a>	<a href="#">Historical View</a>	
<a href="#">Waiver Team</a>	<a href="#">Deactivate</a>	<a href="#">Convert App Rev</a>
<a href="#">Waiver Nbr Maint</a>	<a href="#">Approval Date Util</a>	

# Browse Current



- ◆ The Browse Current feature allows CMS to view the DRAFT application with the concurrence of the state.
- ◆ To view the DRAFT application, select **Browse Current** on Page One of the application.
- ◆ This button is only active if the state selected **Allow CMS View** on Page One of the waiver. If the state has not granted CMS access, then this button is inactive.



# Change Report



- ◆ To access the Change Report, on Page One of the application select **Change Report**.

<a href="#">Browse</a>	<a href="#">Edit</a>	<a href="#">Browse Current</a>
<a href="#">Print</a>	<a href="#">Validate</a>	
<a href="#">Change Report</a>	<a href="#">Change Log</a>	
<a href="#">Start Review</a>	<a href="#">Add Comment</a>	<a href="#">Show Comments</a>
<a href="#">RAI</a>	<a href="#">Informal RAI</a>	
<a href="#">Preliminary Opinion</a>	<a href="#">Complete Review</a>	<a href="#">Set Effective Date</a>
<a href="#">Approve</a>	<a href="#">Disapprove</a>	<a href="#">Temp Extensions</a>
<a href="#">Trans History</a>	<a href="#">Historical View</a>	
<a href="#">Waiver Team</a>	<a href="#">Deactivate</a>	<a href="#">Convert App Rev</a>
<a href="#">Waiver Nbr Maint</a>	<a href="#">Approval Date Util</a>	
<a href="#">Review Tool</a>		

# Change Report (cont.)



## Change Report for Waiver ZZ.0670.R00.00 - Apr 01, 2011

### Report Header Data:

Waiver Number: ZZ.0670.00.00  
 Draft Number: ZZ.002.00.00  
 Application type: new  
 Program title (as per last submitted version): Demonstration Waiver Application-User Training  
 Proposed effective date (as per last submitted version): Dec 16, 2014  
 Effective approved date: N/A  
 Application Status: UNSUBMITTED

Column Headers

Section/Appendix	Subsection #	Subsection Name	Question #	Question Name	Change Type	Changed By	Change Date
Changes in version submitted on Feb 18, 2011							
Main	8	Authorization		Authorizing Signature	MOD;	MEDSTAT	Feb 18, 2011
Appendix B	1	Target Groups	a	Target Group(s)	MOD;	MEDSTAT	Apr 19, 2011

# Change Report (cont.)



- ◆ Change Report displays the latest changes made to an item in the application.
- ◆ It is organized by appendices with the most recent group of changes (*based on latest version submitted*) displayed first and the remainder in descending chronological order.
- ◆ If a user's cursor touches a section, it may register as a change in the change report.
- ◆ Column Headers include:
  - ◆ Section/Appendix Subsection#
  - ◆ Subsection Name
  - ◆ Question #
  - ◆ Question Name
  - ◆ Change Type (MOD, ADD, DEL)
  - ◆ Changed By
  - ◆ Change Date

# Change Report (cont.)

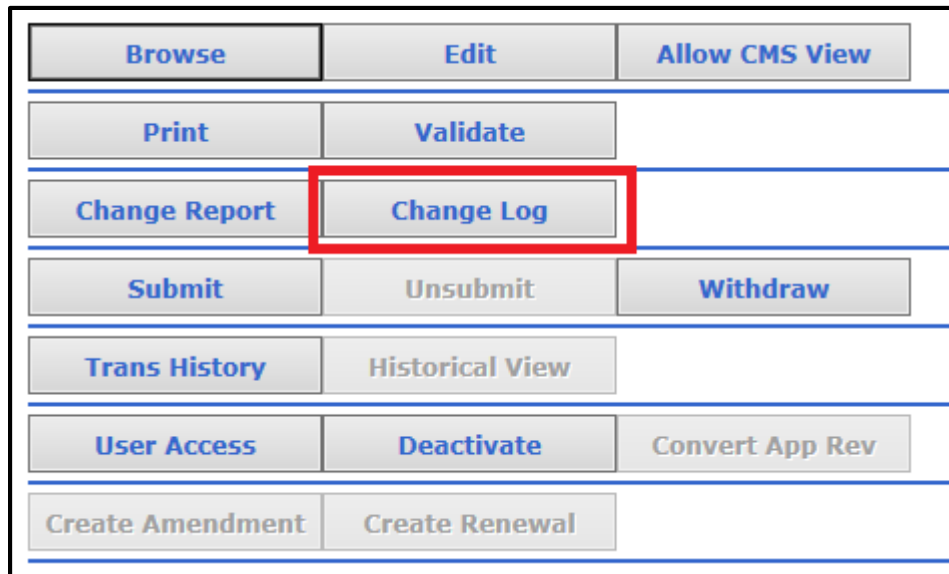


- ◆ The change report displays changes that occurred between submissions.
- ◆ It does not show all changes.
- ◆ For example, if the waiver was submitted on 1/15, unsubmitted on 1/20 and resubmitted on 1/30, it will only show the changes that occurred between the unsubmission on 1/20 and resubmission on 1/30.

# Change Log



- ◆ To access the Change Log, on Page One of the application, select **Change Log**.



# Change Log (cont.)



- ◆ The Change Log accepts a range of dates.
- ◆ Enter the desired date range, then select **Get Change Log**.

Note: If you select **Get Change Log** without entering a date range, the default display will include all changes.

**Change Log for Waiver**

Date Range Selector:

Start Date: (MM/dd/yy)

End Date: (MM/dd/yy)



# Change Log (cont.)



- ◆ The Change Log shows all the changes made to the application within the selected date range.
- ◆ It is organized by the date in which changes were made to the application.
- ◆ It can be very lengthy if many changes were made.

**Change Log for Waiver ZZ.0670.R00.00 - Apr 01, 2011**

**Date Range Selector:**

Start Date: (MM/dd/yy)

End Date: (MM/dd/yy)

**Report Header Data:**

Selected Date Range: Sep 10, 2010 - Oct 10, 2011

Waiver Number: ZZ.0670.00.00

Draft Number: ZZ.002.00.00

Application type: new

Application Status: UNSUBMITTED

Change Date	Section/Appendix	Subsection #	Subsection Name	Question #	Question Name	Change
Jul 08, 2011	Appendix J	2	Derivation of Estimates	d	Estimate of Factor D	Best November record

# Review Process

Note: The Review Tool features in WMS are not used for 1915(b) waivers.

# Start Review



- ◆ To start the review process, select **Start Review**. The status of the waiver will change from Waiting for Assignment to Review in Process.
- ◆ Once you select Start Review, it will transfer you to the Start Review confirmation page, select **Confirm** and add a comment if applicable.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
<b>Start Review</b>	Add Comment	Show Comments
RAI	Informal RAI	
Preliminary Opinion	Complete Review	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

**Confirm Action: Start Review**

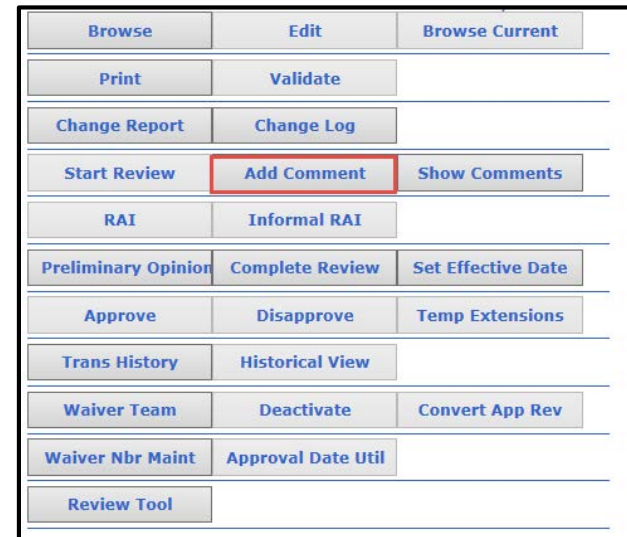
Enter comments (optional) and confirm or cancel the action.

Character Count: 0 out of 1500

# Add Comment



- ◆ To add a comment at any point during the review process, select **Add Comment**.
- ◆ Once a comment has been entered, confirm it. Confirming the comment will add it to the comment log. The comment log can be viewed by selecting **Show Comments** on Page One.



**Confirm Action: Add Comment**

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

Character Count: 0 out of 1500

# Preliminary Opinion



- ◆ A preliminary opinion allows users to indicate if they are considering approval or considering disapproval.
- ◆ To add a preliminary opinion, select **Preliminary Opinion** and make a selection.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	Informal RAI	
<b>Preliminary Opinion</b>	Complete Review	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

**Confirm Action: Preliminary Opinion**

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

Character Count: 0 out of 1500

Approval Neutral Disapproval

Cancel

# Informal RAI



- ◆ To issue an informal RAI, select **Informal RAI**. This will allow the state to edit the waiver while not stopping the 90 day clock.
- ◆ On the Informal RAI page, confirm the request and add a comment if applicable.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	<b>Informal RAI</b>	
Preliminary Opinion	Complete Review	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

**Confirm Action: INFORMAL RAI**

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

Character Count: 0 out of 1500

# Formal RAI



- ◆ To issue a formal RAI, select **RAI**. This will allow the state to edit the waiver as well as stop the 90 day clock.
- ◆ On the RAI page, confirm the request and add a comment if applicable.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
<b>RAI</b>	Informal RAI	
Preliminary Opinion	Complete Review	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

**Confirm Action: RAI**

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

Character Count: 0 out of 1500

# Complete Review



- ◆ To complete the review and recommend approval or disapproval, select **Complete Review**.
- ◆ The status of the waiver will change to Recommend Approval or Recommend Disapproval.

- ◆ Please do not press **Complete Review** until you are done. Once complete review has been selected, it cannot be reversed.

**Confirm Action: Complete Review**

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

Character Count: 0 out of 1500

Approval Neutral Disapproval

Cancel

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	Informal RAI	
Preliminary Opinion	<b>Complete Review</b>	Set Effective Date
Approve	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		



# Approve



- ◆ To approve the waiver, select **Approve**.
- ◆ The approval button is only available to users assigned a specific role.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	Informal RAI	
Preliminary Opinion	Complete Review	Set Effective Date
<b>Approve</b>	Disapprove	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

## Confirm Action: APPROVAL

Waiver Number: **ZZ.01.R00.02**  
Program Title: **Waiver for Training amendment**  
Request Type:  
Proposed Effective Date: **08/08/07**  
**Approved Effective Date:**

# Disapprove



- ◆ To disapprove the waiver, select **Disapprove**.
- ◆ The disapproval button is only available to users assigned a specific role.

Browse	Edit	Browse Current
Print	Validate	
Change Report	Change Log	
Start Review	Add Comment	Show Comments
RAI	Informal RAI	
Preliminary Opinion	Complete Review	Set Effective Date
Approve	<b>Disapprove</b>	Temp Extensions
Trans History	Historical View	
Waiver Team	Deactivate	Convert App Rev
Waiver Nbr Maint	Approval Date Util	
Review Tool		

**Confirm Action: DISAPPROVED**

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

Character Count: 0 out of 1500

# WMS Administrative Functions

# Central Office Regional Assignments



- ◆ Central Office users will need to be assigned to a region.
- ◆ To assign a region, select **Maintenance**, then select **CMS Regional Assignments**.



# Central Office Regional Assignment



- ◆ A table of Central Office users will be displayed indicating whether the user is active or not. Above the table is a drop-down list of the 10 CMS Regional Offices.
- ◆ Select the desired Regional Office from the drop-down list.
- ◆ To assign the individual, select the checkbox in the Assigned column.
- ◆ Assigned designates individuals who will receive submission notifications for all waivers within that region.
- ◆ Primary provides information of who the point of contact is for that region. Only one individual can be designated as Primary.
- ◆ Once you are finished, select **Back** to return to the previous page.

**CMS Regional Assignments**  
**CMS Central Office Regional Responsibility**

Region:

Username	First Name	Last Name	Active	Assigned	Primary
			yes	<input type="checkbox"/>	<input type="radio"/>
			yes	<input type="checkbox"/>	<input type="radio"/>

# Regional Office Assignments



- ◆ A table of Regional Office users will be displayed. It will provide information of whether a user is active or not.
- ◆ Immediately above the table is a drop down list displaying your Regional Office.
- ◆ In order for a user to receive all submission notifications within the region, their name needs to be selected in the Assigned column.

## CMS Regional Assignments

### CMS Regional Office Triage Manager

Region: XI - Other

Username	First Name	Last Name	Active	Assigned
			no	<input type="checkbox"/>
			yes	<input type="checkbox"/>

This function is used to designate RO staff who will receive email notifications of application submissions within a designated region.

# Waiver Team



- ◆ In order for a user to receive specific notifications (submission, unsubmission, RAI, IRAI, etc.) for a designated waiver, they have to be assigned to the waiver team.
- ◆ To assign users to the waiver team, select **Waiver Team** on Page One of the application. It will transfer you to the Waiver Notification and Assignment page.

<b>CO Status:</b>	REVIEW IN PROCESS	
<b>RO Status:</b>	WAITING FOR ASSIGNMENT	
<b>90 Day Clock Start:</b>	Sep 29, 2015 : 2 days since submission	
<b>90 Day Clock End:</b>	Dec 28, 2015: 88 days left	
<a href="#">Browse</a>	<a href="#">Edit</a>	
<a href="#">Print</a>	<a href="#">Validate</a>	
<a href="#">Change Report</a>	<a href="#">Change Log</a>	
<a href="#">Start Review</a>	<a href="#">Add Comment</a>	<a href="#">Show Comments</a>
<a href="#">RAI</a>	<a href="#">Informal RAI</a>	
<a href="#">Preliminary Opinion</a>	<a href="#">Complete Review</a>	<a href="#">Set Effective Date</a>
<a href="#">Approve</a>	<a href="#">Disapprove</a>	<a href="#">Temp Extensions</a>
<a href="#">Trans History</a>	<a href="#">Historical View</a>	
<a href="#">Waiver Team</a>	<a href="#">Deactivate</a>	<a href="#">Convert App Rev</a>
<a href="#">Waiver Nbr Maint</a>	<a href="#">Approval Date Util</a>	
<a href="#">Review Tool</a>		

# Waiver Team (cont.)



- ◆ On the Waiver Team page there are two columns, Notify and Primary.
- ◆ To allow users to receive notifications, select their name in the Notify column. To assign an individual as the point of contact for the waiver, select their name in the Primary column. Only one individual can be designated as the point of contact.
- ◆ Once an individual is assigned to the waiver, they will receive a system-generated email informing them of their waiver team assignment.
- ◆ To return to Page One, select **Back**.

Waiver Notification and Assignment					
CMS Central Office					
Waiver Number: ZZ.0670.R00.00					
Program Title: Demonstration Waiver Application-User Training					
Request Type: new					
Status: UNSUBMITTED					
State: ZZ Test State					
Region: XI					
Username	First Name	Last Name	Active	Notify	Primary
			yes	<input type="checkbox"/>	<input type="radio"/>



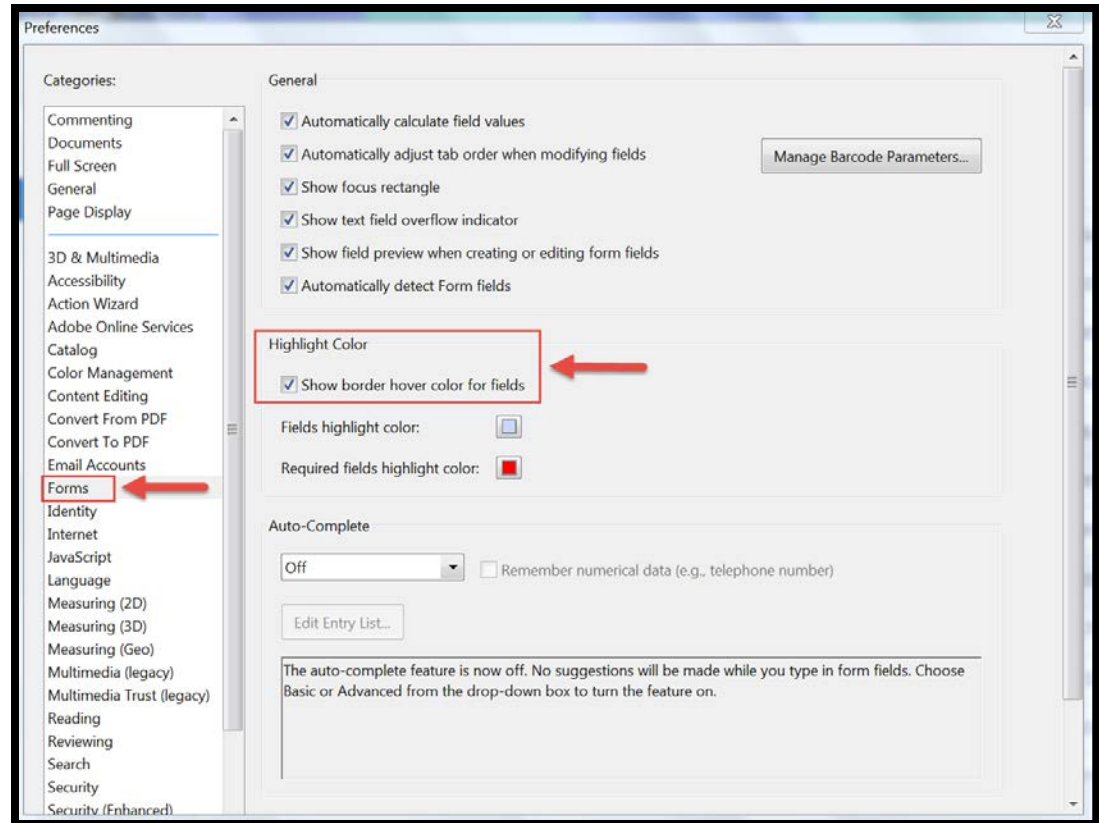
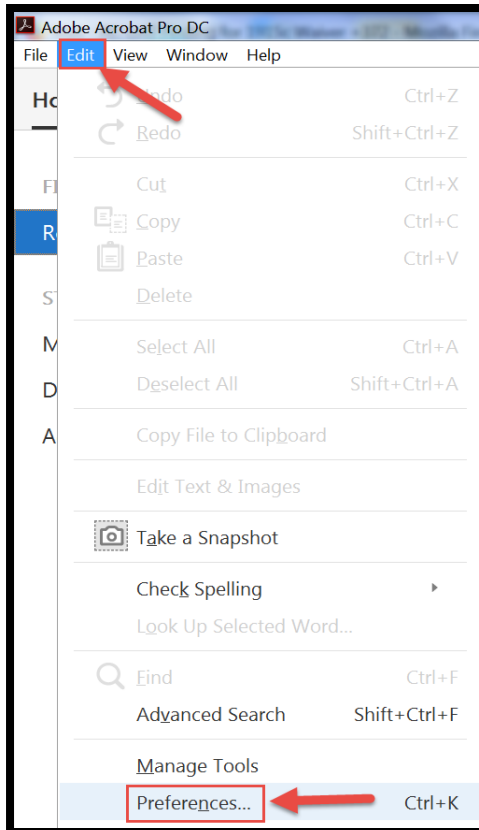
# Printing



- ◆ 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.
- ◆ To print the waiver, select **Print** in the top menu bar within the waiver or on Page One.
- ◆ If you would like to print the entire waiver, select **Entire Application**. To print a specific appendix, select the appendix.
- ◆ Then, select **Create Printable View**, which will open the waiver in a new tab.

**Amendment Draft ID ZZ.001.01.12**

Program Title: This is a test waiver  
Type of Request: amendment - 5 year  
Waiver Type: Regular Waiver  
Proposed Effective Date:  
Application Status: DRAFT

Browse Edit  
**Print** Validate  
Change Report Change Log

Validate Logout **Print**

<-- Back

**Printing Selection**

To print a section or to print the entire application, make a selection below and select **Create Printable View**. This action will open up another browser with a printable version of the waiver application. To print, select either the print icon in the toolbar or use the browser's print function. When you are finished close the printable version of the waiver application.

Select section to print:

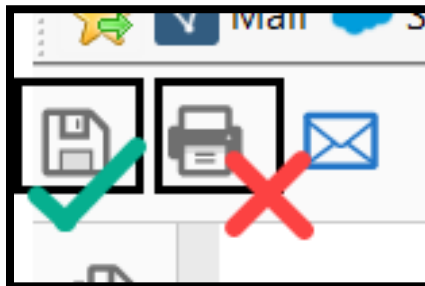
- Main Module
- Appendix A
- Appendix B
- Appendix C
- Appendix D
- Appendix E
- Appendix F
- Appendix G
- Appendix H
- Appendix I
- Appendix J
- Quality Improvement Strategy
- Entire Application

**Create Printable View**

It may take a few moments to load the printable version. Please wait for the browser to finish loading before printing the contents.

# Users with PDF Reader Software

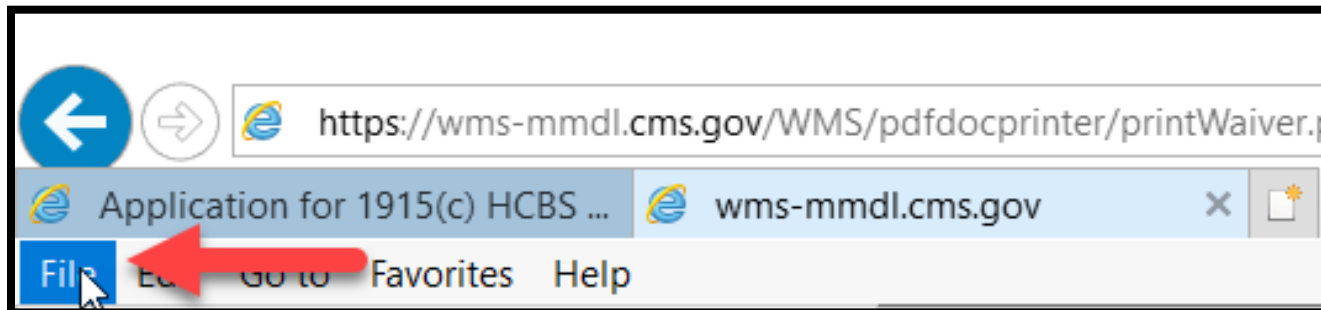
- ◆ The 508 compliant PDF with all text fields expanded is automatically generated in the web browser, and you *must* **Save** that PDF after confirming the logical reading order.
- ◆ Important: You no longer need to use the **Print** function in your web browser to create a PDF once the waiver appears.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



# 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.

# Central and Regional Office User Roles

# Central Office User Roles



Staff	Auxiliary Staff	Operation Manager	System Administrator
Browse	Browse	Browse	Browse
Start review	N/A	Analyst notification	Analyst notification
Provide an opinion on the application	N/A	Manage users	Manage users
Enter comments	N/A	Enter comments	Enter comments
Informal RAI	N/A	Informal/formal RAI	Informal RAI
Complete review: Recommend Approval/Disapproval	N/A	Final approval/disapproval	Recommend approval/disapproval



# Central Office User Roles



Function	Auxiliary Staff	CO Staff	CO System Administrator	CO Operation Manager
<b>Browse</b>	X	X	X	X
<b>Start Review</b>	N/A	X	X	X
<b>Recommend approval/disapproval</b>	N/A	X	X	X
<b>Analyst notifications</b>	N/A	X	X	X
<b>Enter comments</b>	X	X	X	X
<b>Informal RAI</b>	N/A	X	X	X
<b>Complete Review</b>	N/A	X	X	X
<b>Final approval/disapproval</b>	N/A	N/A	N/A	X
<b>RAI</b>	N/A	N/A	N/A	X
<b>Manage users</b>	N/A	N/A	X	X

# Regional Office User Roles



Staff	ARA	RO System/Operational Manager
Browse	All System Operation Manager Functions	All staff level functions
Start Review	Informal and Formal RAI	Manage users
Provide an opinion on the application	Final approval/disapproval for renewals and amendments	N/A
Analyst notification	N/A	N/A
Enter comments	N/A	N/A
Informal RAI for renewals and amendments to renewals	N/A	N/A
Complete review	N/A	N/A

# Regional Office User Roles



Function	RO Staff	RO System/ Operational Manager	RO ARA
Browse	X	X	X
Start Review	X	X	X
Recommend approval/disapproval	X	X	X
Analyst notifications	X	X	X
Enter comments	X	X	X
Informal RAI	X	X	X
Complete Review	X	X	X
Final approval/disapproval	N/A	N/A	X
RAI	N/A	N/A	X
Manage users	N/A	X	X

# Adding New Users



- ◆ To add new users, first select **Maintenance**, then select **Edit Users**, and finally select **Create New User**. This will transfer you to the User Maintenance page. On the User Maintenance page, add the user's information.
- ◆ Create a username, add the user's email and phone number, select a role, and, if regional user, select the region.
- ◆ You must select **Save** prior to selecting the program access in the lower half of the page. Place a check next to the program(s) to which the user requested access. Select **Save** again.
- ◆ The Regional Office System Administrator (RO Sys/Op Mgr), Regional Office Associate Regional Administrator (RO ARA), Central Office System Administrator (CO Admin) and Central Office Operation manager (CO Op Mgr) are the only individuals who can add users.

CMS Program Access:	Program Description	Access
	MAC Medicaid State Plan Eligibility	<input type="checkbox"/>
	MPC Medicaid Premiums and Cost Sharing	<input type="checkbox"/>
	CHIP Children's Health Insurance Program Eligibility	<input type="checkbox"/>
	BIP Balancing Incentive Program	<input type="checkbox"/>

# Review Tool

# How to Access the Review Tool



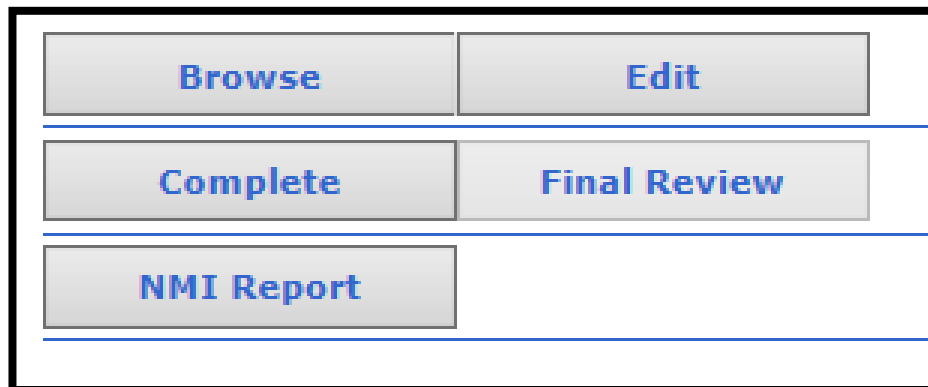
- ◆ CMS Central Office (CO) and Regional Office (RO) staff can access the review tool by selecting **Review Tool** on Page One of the waiver application.

<a href="#">Browse</a>	<a href="#">Edit</a>	
<a href="#">Print</a>	<a href="#">Validate</a>	
<a href="#">Change Report</a>	<a href="#">Change Log</a>	
<a href="#">Start Review</a>	<a href="#">Add Comment</a>	<a href="#">Show Comments</a>
<a href="#">RAI</a>	<a href="#">Informal RAI</a>	
<a href="#">Preliminary Opinion</a>	<a href="#">Complete Review</a>	<a href="#">Set Effective Date</a>
<a href="#">Approve</a>	<a href="#">Disapprove</a>	<a href="#">Temp Extensions</a>
<a href="#">Trans History</a>	<a href="#">Historical View</a>	
<a href="#">Waiver Team</a>	<a href="#">Deactivate</a>	
<a href="#">Waiver Nbr Maint</a>		
<a href="#">Review Tool</a>		

# Review Tool Control Panel



- ◆ To open the review tool and add comments, select **Edit**.
- ◆ To open the review tool in read only mode, select **Browse**.
- ◆ To close the review tool so that the other CMS office will be able to view your comments, select **Complete**.
- ◆ To view all the questions that need more information and their associated comments, select **NMI Report**.
- ◆ To choose whether to select CO or RO comments to use for the final review select **Final Review**. Both must be complete for Final Review to become active.



# Review Tool



- ◆ CO staff can only view CO analyst notes and selections, RO staff can only view RO analyst notes and selections.
- ◆ The review tool allows CMS staff to indicate whether the state did or did not answer a question completely by selecting either **Yes**, **No** or **NA**.
- ◆ If a question was completed that should be open, select **Clear** and then **Save**. That will clear the field.
- ◆ In most cases a textbox is available for CMS staff to add notes.
- ◆ If more information is needed, they can select the NMI checkbox. The NMI box must be checked for comments to appear on the NMI Report.
- ◆ If the Resolved box is checked, the comments entered do not appear on the NMI Report.

## Module 1

### 1. Request Information (1 of 3)

A. State: ZZ

B. Waiver Title: Review Tool Demonstration Waiver

1. Does the state specify the waiver's title, if it has one?

CO:  Yes  No  NA  Clear  NMI  Resolved

CO Analyst Notes:

Character Count: 7 out of 6000

Example



# Review Tool (cont.)



- ◆ Some questions such as the Type of Request are populated from the waiver application.

## C. Type of Request:

Is this application for a:

- New waiver (3 years)?
- New waiver (3 years) to replace waiver #?
- Renewal waiver (5 years)? or
- Amendment to waiver #?

Requested Approval Period: *(For new waivers requesting five year approval periods, the waiver must serve individuals who are dually eligible for Medicaid and Medicare.)*

**3 years**  **5 years**

- This waiver provides services for individuals who are eligible for both Medicare and Medicaid.

# Review Tool



- ◆ At the end of Module 1 and each Worksheet there is an Overall Review section. This allows CMS staff to indicate whether a module is acceptable and ready for approval. There is also the option for indicating NA and/or that more information is needed.

**Module 1**

**Overall Review**

Is this module acceptable/ready for approval? CO:  Yes  No  NA  Clear  NMI  Resolved

CO Analyst Notes: Character Count: 7 out of 6000

Example

# Summary



- ◆ The Overall Review section is a summary of every section to show if a section should be approved or not.

Worksheet Overall Review Summary:				
Module I	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet A	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet B	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet C	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet D	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet E	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet F	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet G	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet H	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet I	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI
Worksheet J	CO:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA <input type="checkbox"/> NMI

# NMI



- ◆ NMI is a summary list of all questions that need more information.
- ◆ The summary includes the question number and comments from the CMS staff.

Questions Needing More Information		
WaiverGU.0799.R00.00		
Worksheet	Section	Needs More Information?
Mod I	1C	<p><b>Request Information: Type of Request</b></p> <p>2 <input checked="" type="checkbox"/> CO</p> <p>CO Analyst Notes:                      Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu ipsum et risus molestie bibendum sit amet at enim. Proin risus orci, fermentum sed cursus a,</p>
Mod I	1AT	<p><b>Transition Plan</b></p> <p>7 <input checked="" type="checkbox"/> CO</p> <p>CO Analyst Notes:                      Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu ipsum et risus molestie bibendum sit amet at enim. Proin risus orci, fermentum sed cursus a, neque id pharetra rutrum, justo neque tempor magna, eget ornare erat arcu et enim. In arcu sem, commodo quis blandit et, euismod et nisi. Etiam aliquet pharetra u placerat in urna. Sed gravida vestibulum ligula, vel congue nisl mattis a. In erat sem, condimentum vel vulputate et, vestibulum vel sapien. Donec a interdum justo, nibh. Nunc auctor tristique dui, euismod rhoncus tellus tincidunt ut. Cras blandit pretium ante, vitae tincidunt eros congue vitae. Phasellus odio lorem, condimentum quis adipiscing imperdiet, est lorem tincidunt nisi, eget pharetra justo est quis mi. Nulla sagittis commodo nulla eget vehicula. Phasellus cursus dolor eu turpis dign ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nullam sed purus ut mauris varius imperdiet. Vestibulum vitae ligula arcu, vitae cursus orci, at enim. Proin risus orci, fermentum sed cursus a, sollicitudin quis nunc. Mauris vulputate ante a ligula mollis ultricies. Suspendisse iaculis purus a libero blandit te adipiscing vel arcu. Aliquam vitae sem eget lorem rhoncus pulvinar mattis id sem. Nulla nec risus urna, non rhoncus tortor. In ut est justo, eu cursus nisi. Praesent accumsan, diam at convallis sodales, nisi est porta lectus, nec placerat mi dolor id lectus. Donec nec pellentesque justo. In sit amet condimentum nisl. Nunc place potenti. Vivamus metus risus, laoreet non suscipit nec, tincidunt vitae arcu. Nullam vel sem leo. Suspendisse ornare faucibus volutpat. Lorem ipsum dolor sit amet, aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Sed lacinia pretium velit ac tristique. Donec eu pharetra nulla. Mauris augue n</p>

# Complete Review Tool



- ◆ To complete the review select **Complete** on the Control Panel of the Review Tool, then select **Confirm**.
- ◆ Once the complete review is confirmed it cannot be reversed.
- ◆ To go back to the control panel without completing the review tool, select **Cancel**.
- ◆ Selecting **Complete** means the CMS staff member has finished reviewing the waiver and is allowing the other CMS office to view their comments.

**Confirm Action: Complete Central Office Review Tool**

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

Character Count: 0 out of 1500

# Complete Review Tool (cont.)



- ◆ The Final Review only becomes active once both the CO and RO have selected **Complete**.
- ◆ Finalizing the review allows the selection of either the CO or RO notes as the final review comments.

<b>CO Status:</b>	REVIEW COMPLETE	<b>Review Tool:</b> Complete
<b>RO Status:</b>	REVIEW COMPLETE	<b>Review Tool:</b> Complete
<input type="button" value="Browse"/>	<input type="button" value="Edit"/>	
<input type="button" value="Complete"/>	<input type="button" value="Final Review"/>	
<input type="button" value="NMI Report"/>		

# Final Review



- ◆ To confirm and complete the final review select **Confirm**. This will allow further options to appear on the Review Tool control panel like Browse Completed and Browse Final.
- ◆ In the screen shot below, it shows the decision was made to use the Central Office review tool as the final review.
- ◆ To cancel and not finalize the review tool, select **Cancel**.

A screenshot of a web-based confirmation dialog box. The title bar reads "Confirm Action: Finalizing Review using the Central Office Review Tool". Below the title bar, there is a text prompt: "Enter comments (optional) and confirm or cancel the action." To the right of the text prompt, it says "Character Count: 0 out of 1500". Below the text prompt is a large, empty text input area with a vertical scrollbar on the right side. At the bottom left of the dialog box, there are two buttons: "Confirm" and "Cancel".

# Finalizing Review



- ◆ The status will change to Finalizing Review.
- ◆ The control panel below appears after Final Review is confirmed. Complete is reactivated.
- ◆ Complete will only become reactivated for the CMS office whose comments were chosen as the final. Therefore, it will be either active for CO or RO but not both.
- ◆ To complete the final review, select **Complete**, which will transfer you to the complete final review page.

<b>CO Status:</b>	<b>FINALIZING REVIEW</b>	<b>Review Tool:</b> Finalizing
<b>RO Status:</b>	REVIEW COMPLETE	<b>Review Tool:</b> Complete
<input type="button" value="Browse"/>	<input type="button" value="Edit"/>	
<input type="button" value="Complete"/>	<input type="button" value="Final Review"/>	
<input type="button" value="Browse Completed"/>	<input type="button" value="Browse Final"/>	
<input type="button" value="NMI Report"/>		



# Complete Final Review



- ◆ To complete the final review, select **Confirm**.
- ◆ To cancel and not choose the comments as the final comments, select **Cancel**.

**Confirm Action: Complete Final Review Tool**

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

Character Count: 0 out of 1500

# Final Review Completed



- ◆ After the review tool is Final and Complete more options are available.
- ◆ Browse Final becomes active. To review the comments chosen as the final comments, select **Browse Final**.

<b>CO Status:</b>	REVIEW FINALIZED	<b>Review Tool:</b> Final
<b>RO Status:</b>	REVIEW COMPLETE	<b>Review Tool:</b> Complete
<input type="button" value="Browse"/>	<input type="button" value="Edit"/>	
<input type="button" value="Complete"/>	<input type="button" value="Final Review"/>	
<input type="button" value="Browse Completed"/>	<input type="button" value="Browse Final"/>	
<input type="button" value="NMI Report"/>		

# Browse Final



- ◆ Browse Final shows the comments that were chosen as the final comments.
- ◆ In the case above, the central office comments were chosen as the final comments.

A. State: ZZ

B. Waiver Title: Review Tool Demonstration Waiver

1. Does the state specify the waiver's title, if it has one?

CO:  Yes  No  NA  Clear  NMI  Resolved

CO Analyst Notes:

Character Count: 7 out of 6000

Example

# Browse Completed



- ◆ Browse Completed shows CO and RO comments side by side.

**Module 1**

**1. Request Information (1 of 3)**

**A. State:** ZZ

**B. Waiver Title:** Completed Review Tool-Not Final

1. Does the state specify the waiver's title, if it has one? CO:  Yes  No  NA  Clear  NMI  Resolved

RO:  Yes  No  NA  Clear  NMI  Resolved

**CO Analyst Notes:**

Example

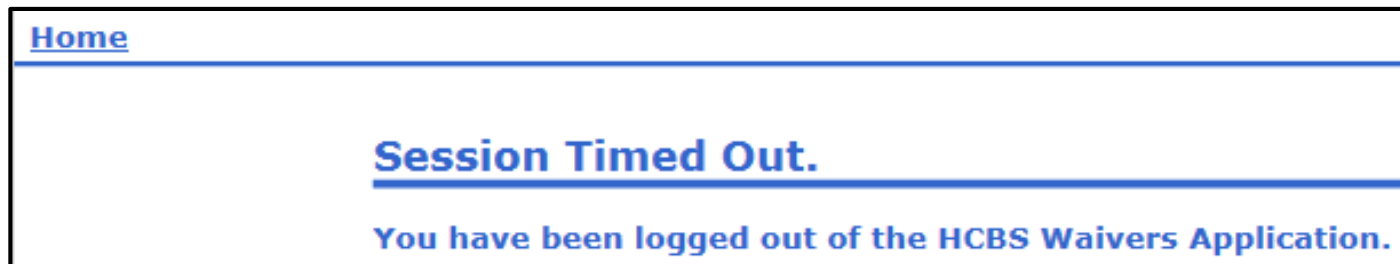
**RO Analyst Notes:**

# Frequent Issues

# Session Timed Out Message



- ◆ A message alerts you when your session has timed out.
- ◆ This occurs when the page has not been refreshed for 30 minutes and may result in loss of unsaved data.



# 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:

Save Cancel  
Reset Password

Create New User

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"/>

Save Cancel Reset Password Create New User

# Compatibility View (cont.)



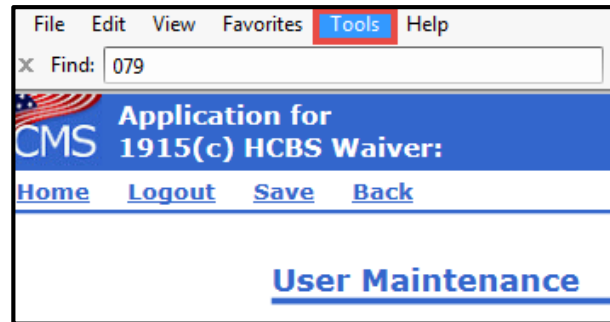
- ◆ If you have a compatibility view issue, your screen will look like the “Incorrect Screen” (see prior slide).
- ◆ Problems may arise and an error message may appear when adding users with an “Incorrect Screen.”
- ◆ To correct it, follow the instructions on the next couple of slides.
- ◆ If you would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



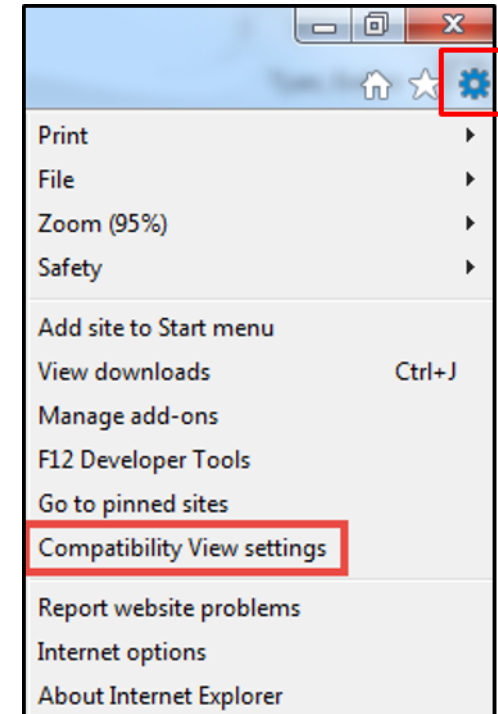
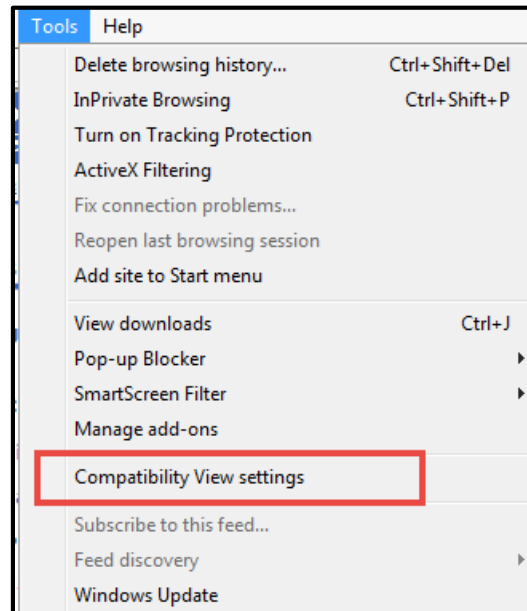
# Compatibility View (cont.)



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



2. Select **Compatibility View Settings**

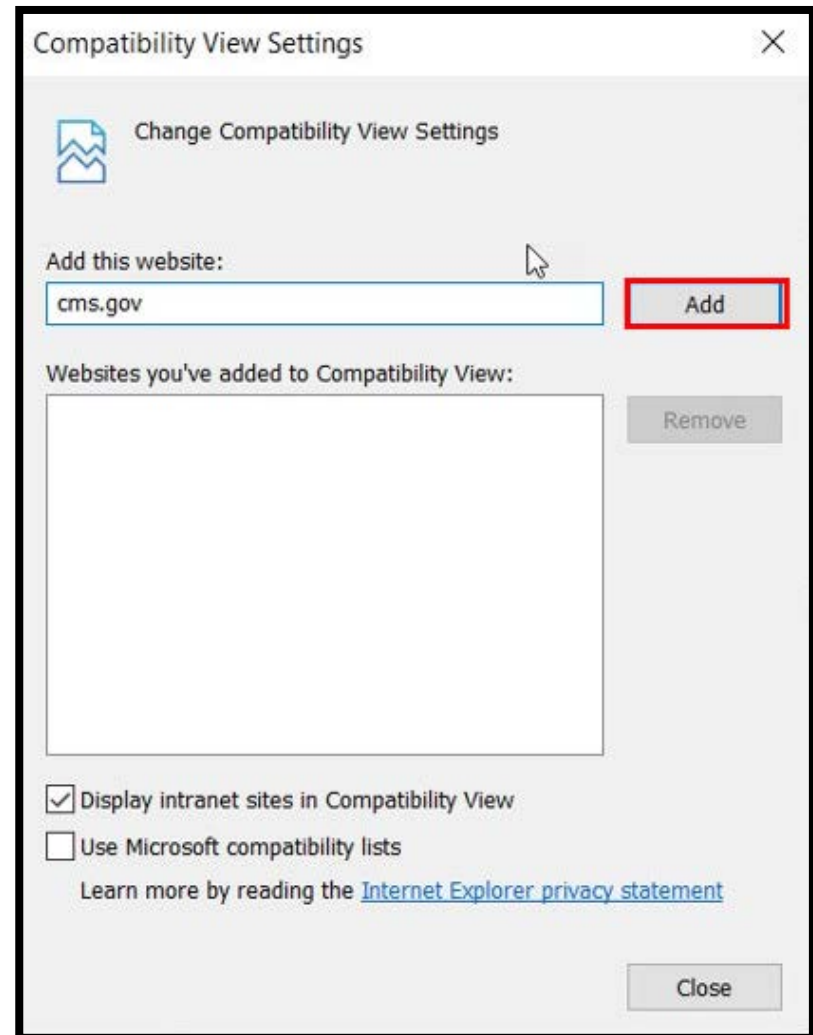


*(Internet Explorer 11 Browser)*

# 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**.



# Training Information



- ◆ On the left-side of the Page there is a Links & Downloads section, where users can access the training guides and other materials.

**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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**CMS**

# Need Help?



- ◆ 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.

**CMS Waiver Applications**  
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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

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