

## **Attachment AA**

### **DESIGNATED STATE HEALTH PROGRAMS (DSHP) CLAIMING PROTOCOL**

The Commonwealth may claim Federal Financial Participation (FFP) for designated state health program (DSHP) expenditures made through December 31, 2027, subject to the limits described in the Special Terms and Conditions (STCs). DSHPs are specified in Attachment Z Approved Designated State Health Programs (DSHP) List. This Attachment AA contains the protocol for DSHP claiming.

#### **A. Accounting Systems and Reporting Mechanisms**

##### **Massachusetts Management, Accounting, and Reporting System (MMARS)**

MMARS is the Commonwealth's official accounting system. Each agency enters costs and expenditures into MMARS and is responsible for ensuring that all expenditures and other information reported in MMARS is accurate and meets all the financial requirements under Office of the Comptroller (CTR) guidelines and applicable laws. Each agency reviews, approves, and then processes all state agency vendor payments through MMARS. Expenditures in MMARS indicate the appropriation from which the expenditure is made. In addition, there are oversight agencies including CTR and the Executive Office of Administration and Finance (ANF) that perform budget checks.

##### **Certified Public Expenditure (CPE)**

The CPE report will be the primary mechanism for reporting the amount expended on the approved DSHP. The CFO or Budget Director of the state agency that oversees the DSHP will certify the amount of costs it has incurred commensurate with actual program service delivered. The actual expenditure data will be queried from MMARS to develop the CPE report.

#### **B. DSHP Claiming Process**

For each program in Attachment Z, the Commonwealth will perform the following steps to determine the amount of DSHP expenditure eligible for FFP:

1. The state agencies that oversee the DSHP will document and track program spending through the Massachusetts Management, Accounting, and Reporting System (MMARS)
2. Interdepartmental Service Agreements (ISAs) will document the CPE process and responsibilities of all parties.
3. The state agencies will send the Executive Office of Health and Human Services (EOHHS) a CPE report each quarter that provides the actual total and claimable spending incurred for each DSHP.
4. Any unallowable costs will be excluded from the total costs.
5. An additional 4.4% of expenditures is removed from the actual totals to account for services delivered to individuals who do not meet citizenship or immigration status requirements.

6. After these exclusions are deducted from the total expenditure amount, the DSHP eligible amount remains.
7. EOHHS will review the DSHP CPE reports and claim the allowable expenditures on the CMS 64. EOHHS will also provide a worksheet of the DSHP projects and actual spending each quarter to the regional office that reviews the CMS 64.