

Welcome to the Medicaid Eligibility and Enrollment Toolkit (MEET) V1.1. Below is a list of the documents included in the toolkit release, with a brief description of each.

File Name	Description	MEET 1.1
01 MEET Medicaid Eligibility and Enrollment Life Cycle	Gives detailed information about the Medicaid Eligibility and Enrollment Life Cycle (MEELC), including: • A description of how the MEELC accommodates agile and waterfall approaches, outsourcing, and modular development • An explanation of roles and responsibilities of the state, of CMS, and of the independent verification and validation (IV&V) contractor • A detailed description of each milestone review and activity in the MEELC • How to prepare for a milestone review • An explanation of how states that have already begun an upgrade/replacement project can transition to the new MEELC	Indicated in Section 1.6 that if plans have changed significantly since the Project Initiation Milestone review (R1), the state may need to undergo another R1 review. Section 1.7 has been updated to give more clarity for states that have systems in operation already. The reuse section was removed (previously Section 1.8). Critical success factors section was edited for clarity. In Section 2.3, clarified how the IV&V contractor can provide advice to the state without compromising independence. Removed wording that indicated CMS expected state to have IV&V contractor for Operations and Maintenance. Updated to reflect that CMS will provide comments in the IV&V progress report after each milestone review. Included wording that CMS may choose to send test cases or scenarios to the state to be included as part of milestone reviews. Added language that explains that states need to answer each checklist criterion, even those at Medicaid Information Technology Architecture (MITA) maturity levels higher than the state's To-Be maturity target. For Activity 17 diagram, removed mention that IV&V contractor "signs off" on requirements, designs, and test plans. The CMS email address has changed to MES@cms.hhs.gov. Removed unnecessary wording about state using its own system development life cycle (SDLC) templates. Clarified language for the Post-operational Milestone review and corrected Figure 34. In Section 5.1 added explanation about checklist guidance tabs.

		State column adjudication choices now include “Not applicable.” Updated Section 6.1 about preparing for a milestone review.
02 MEET Appendix A_MEELC and At a Glance Sheets	Contains a workflow diagram of the MEELC. When clicked, each activity box on the workflow diagram leads to an At-a-Glance Sheet that summarizes what the activity entails.	Removed the small R2 columns and R2 note box. For Activity 1, removed erroneous bullet about choosing a checklist set. Clarified in the Progress Report activity that checklists only need to be appended to the progress reports prepared for milestone reviews, not for every quarterly report and updated the CMS email address. For Activity 17, removed mention that IV&V contractor “signs off” on requirements, designs, and test plans. For Activity 19, the description was updated to reflect the use of tabs in the E&E IV&V Progress Report. Included wording that CMS may choose to send test cases or scenarios to the state to be included as part of milestone reviews.
03 MEET Appendix B_Artifacts List	A table of artifacts/evidence for each milestone review.	Added New Medicare Card Program’s State Readiness Report to the list. Clarified that production screenshots, reports, and data are supplied as checklist evidence.
04 MEET Appendix C_Std IVV Language	Standard language for states to include in their IV&V requests for proposals (RFPs)/contracts/contract modifications.	Removed word “required” in front of “artifacts list” to provide consistency with name of the artifacts list document. Removed language requiring IV&V contractor to send completed checklists with each quarterly report.
05 MEET Appendix D_E and E IVV Progress Report Template	The template that IV&V contractors use to report the state’s progress. CMS also uses this template to respond to IV&V findings and note any concerns after milestone reviews.	Corrected cell validations and updated instructions. Removed Project Management Office Status section. Expanded options for reporting project performance in a Budget & Schedule Metrics section, which includes space for custom metrics. Risks section formatting altered.

		Updated drop down options for Reviewer Assessment column in Programmatic tab, to match with checklists. Updated instructions and formatting in the CMS tab. Added definitions for “observations,” “findings,” “corrective actions,” and “recommendations” on the CMS tab.
06 MEET Appendix E_E and E ConOps Template	This template is included as a courtesy to states. A state can use it to create its Eligibility and Enrollment (E&E) Concept of Operations.	Modified the Context Diagram section.
07 MEET Appendix F_MITA e Self Assessment Scorecard	An Excel workbook that states can be used to perform MITA self-assessments.	No change.
08 MEET Appendix G_PPU Template	Project Partnership Understanding used during the first activity to document decisions made between the state and CMS. It is updated throughout the project as needed to document subsequent decisions.	Combined the project and milestone review schedule subsections. Included clarification that for milestone reviews states must use the E&E checklist along with the five core checklists.
09 MEET Appendix H_Milestone Review Preparation Guide	Explains in detail what to expect from a milestone review and how a state can prepare for them.	This is a new appendix.
10 Eligibility and Enrollment Checklist Set	The complete set of evaluation criteria and critical success factors.	Corrected an issue that prevented hyperlinks from being properly inserted into the checklists. Enhanced guidance for all the checklists. Included columns for CMS adjudications and comments; updated instructions. Among other things, the checklist instructions include “It is important that states provide answers for each criterion in the checklists, even for those sourced mapped to a higher maturity level (ML) than the state’s target ML.” Combined EE61 and EE62. Combined EE40 and EE41. More detail added to most source entries for MITA-based criteria.

		Added an E&E Checklist Release Notes Excel workbook.
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