

WSC ADVISORY #2023-006
STREAMLINED PROGRESS NOTES IN APD ICONNECT

ACTION REQUIRED

EFFECTIVE DATE: AUGUST 4, 2023

This advisory provides a method to streamline Progress Notes within APD iConnect. Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants are required to maintain Progress Notes (also referred to as Case Notes) in APD iConnect in accordance with the iBudget Handbook.

WSCs and CDC+ Consultants may maintain all billable contacts in a single Progress Note for each month using the authorized service code for Support Coordination. To do so, the WSC or CDC+ Consultant will enter all billable contacts for the same calendar month in the Progress Notes field. They will also need to note the date that the contact occurred within that same month.