

WSC ADVISORY #2023-001
ANNUAL COST PLAN CONTINUATION PREPARATION
MANDATORY ACTION

EFFECTIVE DATE: MARCH 3, 2023

The Agency for Persons with Disabilities (APD) is preparing APD iConnect to allow planned services on cost plans for the current Fiscal Year (FY) 2022-23 to continue into FY 2023-24. This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of steps to take in the current FY 2022-23 plans.

APD is automating the continuation of plans to FY 2023-24 as much as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff.

To enable APD to prepare APD iConnect for updates, WSCs and CDC+ Consultants must address issues for consumers on your caseload **by March 17, 2023**. The APD Regional office will provide Qualified Organizations (QOs) with a listing of plans that require immediate attention. The following items must be rectified.

1. **Clients with more than one plan for the same FY.** Clients who have switched between CDC+ and the iBudget Florida waiver programs sometimes have two plans due to not closing the previous one. Please ensure that the duplicate plan has end dates associated with planned services/authorizations, ensuring only one plan by 6/30/2023.
2. **Cost plans with no planned services.** Please determine if these clients are still receiving waiver services. If the client is not receiving services, contact the appropriate Regional office to begin case closure.
3. **Incorrect address setup.** A review is needed of the clients' demographics. Examples: No region information, temporary address, etc. The consumer should have a Residential Address with Region noted and it should be marked as the primary address.
4. **Clients with a negative balance.** If the cost plan exceeds the client's budget, the WSC or CDC+ Consultant is required to bring the service plans and authorizations into alignment with the client's budget. Please ensure that service authorizations match the cost plan.

CDC+ Waiver Consumer Plans

CDC+ Consultants must verify each consumer's FY 2022-23 planned services in APD iConnect are in Approved or No Review Required status and on a validated plan, ensuring the monthly CDC+ budget amount can be established. **Please make certain any plans in Draft or Pending status for CDC+ Consumers are submitted in APD iConnect by March 17, 2023.**

Beginning March 23, 2023, the Plans tab will be unavailable. There will be no access to plans between March 23 and March 29 while cost plans are being copied. During this time, WSCs and CDC+ Consultants should notify the Regional office of any client needs that require immediate attention. Additional details regarding the FY Cost Plan Continuation will be forthcoming.

Please contact your APD Regional office if you need assistance.