

CDC+ Application and Enrollment Processing Procedures

All new Consumer Application and Enrollment documentation must be sent directly to CDC+ for processing via the Consumer's CDC+ Consultant. The email address for submitting new Consumer documentation is APD.CDC.Documents@apdcares.org.

The following instructions are meant to assist Consultants in knowing how to send in initial documentation for Consumers that are interested in enrolling onto CDC+ and have already finished the New Consumer Training and passed the readiness review.

All documentation for enrollment can be found at the top of the CDC+ website home page under **Enrolling onto CDC+**: <http://www.apdcares.org/cdcplus/index.htm>

The following steps should be taken for enrolling a new Consumer onto CDC+:

1. Once the Consumer has completed the CDC+ Training and passed the Readiness Review with a score of 85% or higher, they will obtain a copy of the approved cost plan and support plan from their Consultant (if they do not yet have a current copy)
2. The Consumer will fill out the two page Application and the Enrollment packet, which includes:
 - IRS Form 8821
 - IRS Form 2678
 - Informed Consent for Fiscal Employer Agent
 - Program Consent form
 - Representative Agreement

Follow the CDC+ Application and Enrollment packet Instructions located in the Welcome Packet.

3. The Consumer will also fill out a Direct Deposit or Rapid! Paycard Request form if they plan on requesting any services as a reimbursement.
4. The Consumer will submit all documentation to their Consultant for review.
5. Once the Consultant determines that the paperwork is complete, they will forward them to the CDC+ using the following guidelines:
 - The email address to be used is: APD.CDC.Documents@apdcares.org
 - The email MUST be encrypted and may contain only one Consumer per email
 - Include: Application/Enrollment packet and the Consumer's IBGT PIN in the subject line
 - Each PDF must be named using the Consumer's IBGT PIN and the title of the document (i.e.: 0011235_Application OR 0011235_Application and Enrollment docs)
 - State in the body of the email, the Consumer's name and what specific documents are being submitted for review. This must include all items listed in step #2
 - Do NOT include the Purchasing Plan yet since the budget has not yet been authorized
6. CDC+ will process all documentation and work directly with the Consultant to resolve any documentation errors or missing information via encrypted email. **Please allow up to three weeks to fully process these documents.**
If there are multiple errors or missing information, it may take longer than three weeks to complete.

As a general rule, documentation received by CDC+ by the 22nd of the month will be reviewed for an anticipated start date of the first of the following month. For example, packets received by the 22nd of July will be reviewed for an anticipated start date of September 1, packets received by the 22nd of August will be reviewed for a start date of October (so on and so forth).

7. CDC+ will create a Budget Calculation Worksheet (BCW) based on the iBudget cost plan and send this form, along with a Budget Authorization Form (BAF) that shows the Consumer ID number and anticipated start date*. This is sent directly to the Consultant.
8. CDC+ will enter the applicant into the Background Screening Clearinghouse so they are issued an OCA number and can go in and enroll in the Clearinghouse and once approved, can search and Initiate screenings through the Clearinghouse.
9. Consultant will forward a copy of the BCW and BAF to the Consumer and assist them in developing their initial Purchasing Plan and filling out their new hire paperwork.

Instructions and sample documents showing how to fill out an employee and vendor/independent contractor new hire packet can be found at: apdcares.org/cdcplus/fea/

10. The Consumer will submit their initial Purchasing Plan and new hire documents to their Consultant no later than the 5th of the month prior to the month that they would like to enroll.
11. The Consultant will verify that all documentation is filled out correctly and completely, sign the Purchasing Plan, and forward the packet to CDC+ no later than the 10th of the month.
12. CDC+ will review/process all documentation and work directly with the Consultant to resolve any documentation errors or missing information via encrypted email.
13. Once processed, CDC+ will electronically sign and send out a copy of the Purchasing Plan directly to the Consultant and copy the local APD office for their records.
14. CDC+ will call the Consumer to give them their approved enrollment date and provider ID numbers.
15. The Consultant will end all current service plans in the iBGT system 1 day before the enrollment date.
16. CDC+ will request that the Consumer's cost plan be changed from iBGT to iCDC.
17. The local CDC+ Liaison will create the pre-approved services and notify the Consultant when complete.
18. The Consultant will copy the cost plan and create service plans using the generic CDC provider code and submit to the local APD office for approval of the cost plan.

*The deadline to send in the initial Purchasing Plan and Provider Packets is the **10th of the month**.

Documentation received after this date will be held until the next month. You may request an exception to the deadline by sending an email to apd.cdc.documents@apdcares.org and describing why the documentation is late and what health and safety issues prevent the consumer from being able to start the following month.

Changes to the anticipated start date may affect the anticipated CDC+ monthly budget amount. The Consumer **must** continue to use their waiver providers until receiving confirmation of the approved start date from CDC+.