

**WSC ADVISORY #2016-002
ALCM SCREEN UPDATES**

ACTION REQUIRED

EFFECTIVE DATE: JANUARY 14, 2016

The Agency for Persons with Disabilities (APD) ABC system continues to track consumer data on the ACLM screens. Pursuant to the iBudget Waiver Handbook Rule, page 2-79, *“The WSC provider is responsible for the cost of the electronic access to APD’s intranet site, as well as entering, updating, and ensuring the accuracy of all demographic and recipient-related information pertinent to the recipient in the ABC and iBudget Waiver systems. Information includes recipient address, county of residence, program component, legal representative name and address (if applicable) and type of benefits received. Failure of the WSC to enter, update, and ensure the accuracy of the above information within seven calendar days of becoming aware of a change, could result in recoupment of waiver funds paid to the provider.”*

Additionally, the iBudget Handbook requires the WSC to update employment data. Pursuant to page 2-84 of the iBudget Waiver Handbook, *“Waiver support coordinators will make updates to client data in the ABC system (ACLM5 screen) for supported employment services:*

- *Working but not receiving supported employment services – Update required quarterly*
- *Working and receiving supported employment services – Update required monthly*
- *Not working and receiving supported employment services – Update required monthly, with justification as to why a job had not been found*
- *Not working and not receiving supported employment services – Update required quarterly”*

Effective January 14, 2016, enhancements will appear in the ABC system to reflect new information on the ACLM 1, 2, and 3 screens as specified below. Additionally, existing information on the ACLM5 tracks employment data, which is critical in tracking achievement of employment outcomes.

ACLM 1 Enhancements	ACLM 2 Enhancements	ACLM 3 Enhancements	ACLM 5 Fields
Date of Death/Cause of Death Race Ethnicity	393.11 Court Order for Involuntary Admissions Caregiver Information	Military Information Major Life Activities (Level of Care) Handicapping Conditions (Level of Care) Mental Health Diagnoses Risks Factors	Benefits Employment

APD Regional offices will provide training to WSCs regarding these enhancements. The attached *WSC Quick Reference to ACLM Changes* document provides information to WSCs regarding the screens. WSCs must make updates as follows:

- **ACLM 2** - As a result of a federal court action, APD enhanced the ACLM2 screen to include a field that documents whether or not a consumer is committed to the Agency by the courts under Chapter 393.11, Florida Statutes. All WSCs will need to review the client’s file to determine if there is an active civil commitment to APD, and update ABC accordingly during their January or February contacts. If the individual is committed, the details of the court information, and when the last review took place must be identified on the ALCM2. Due to the federal court action, this information must be collected and ABC updated immediately. **APD is requesting each WSC review their client’s file during January or February and document the review in the system by March 1, 2016.**
- All other fields must be updated in accordance with the timeframes specified in the iBudget Handbook. It is recommended that WSCs verify and enter the new data at the time of either the 393.11 verification in January or February, the annual support plan review, and/or completion of the annual Waiver Eligibility Worksheet. ALCM5 updates must be made monthly or quarterly in accordance with iBudget Handbook criteria.