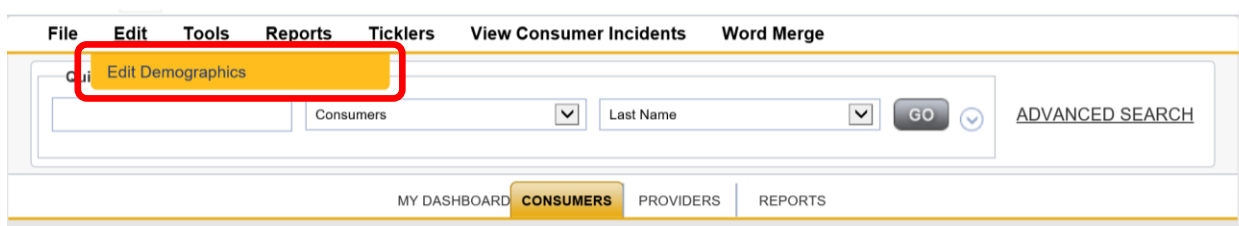


WSC ADVISORY #2019-037
EMPLOYMENT AND BENEFIT DATA IN APD iCONNECT

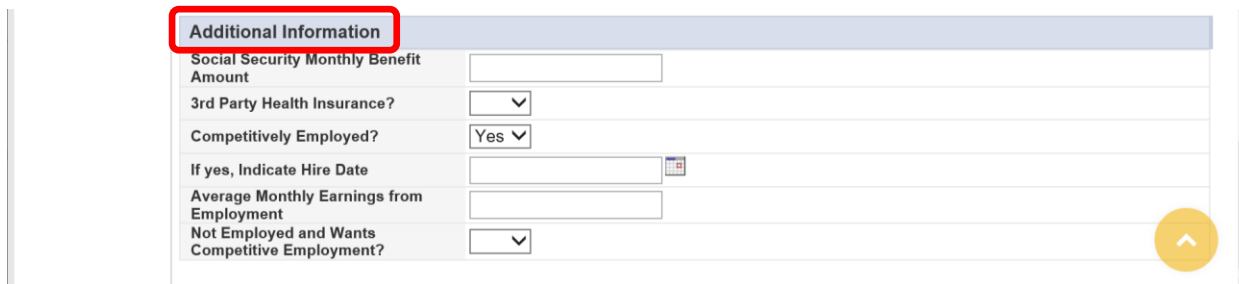
EFFECTIVE DATE: AUGUST 12, 2019

The iBudget Waiver Handbook requires Waiver Support Coordinators (WSCs) to enter, update, and ensure accuracy of all demographic and other related information for clients on their caseloads. Employment data previously entered by WSCs in the Allocation, Budget and Contract Control (ABC) system ACLM5 screen is now maintained in the APD iConnect system. In order to capture accurate data for client employment outcomes and ensure compliance with state and federal employment initiatives, WSCs must continue to maintain this information.

To enter employment related data in iConnect, the WSC must go to the consumer's Demographic page in iConnect and click on "Edit Demographics." A new window will open.



Once in the new window, scroll down to the bottom of the page to the section called, "Additional Information." Fill in all applicable employment and benefit data, then click File>Save and Close Demographics.



Thank you for your continued assistance in ensuring accurate information for the clients that you serve.