

WSC ADVISORY #2021-011
NEXT FISCAL YEAR PLANNED SERVICES PROJECT

MANDATORY ACTION

EFFECTIVE DATE: MARCH 18, 2021

This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of mandatory actions to take for FY 2020-2021 Planned Services as part of the Agency for Persons with Disabilities (APD) annual cost plan continuation activities.

Effective immediately, WSCs and Consultants must review and certify each client's FY 2020-2021 Planned Services in APD iConnect.

- CDC+ Consultants must review and certify all CDC+ consumers' Planned Services by March 31, 2021.
- Waiver Support Coordinators must review and certify all iBudget waiver clients' Planned Services by April 9, 2021.

WSCs and CDC+ Consultants will review and certify the Planned Services for Plans with *Approved*, *No Review Required*, or *Pending* statuses. APD will ensure that the Plans are copied into the next fiscal year. When reviewing and certifying plans, the following actions must be taken:

- **Was there a provider change in the 2020-2021 fiscal year?** If so, end the service with the correct end dates. Only services with end dates of June 30, 2021 will be copied to the next fiscal year. Any partial year units will be copied with the July 1 start date and the WSC or CDC+ Consultant will need to update the Planned Service to annualize the units.
- **Was there a ratio change in the 2020-2021 fiscal year?** For example, was the Personal Supports ratio changed from 1:1 to 1:2? If so, end the service with the correct end dates. Only services with end dates of June 30, 2021 will be copied to the next fiscal year. Any partial year units will be copied with the July 1 start date and the WSC or CDC+ Consultant will need to update the Planned Service to annualize the units.
- **Is the correct Plan linked to the budget?** If the client has more than one Cost Plan, be sure to link the correct Cost Plan needed for the next fiscal year.
- **Is the residential address correct?** Refer to WSC Advisory 2020-002 for instructions on how to complete address validation.
- **Is there a Planned Service in *Terminated* status?** No action is required. Any Planned Services in *Terminated* status will not be copied.

Once the Planned Services are reviewed and certified, WSCs and CDC+ Consultants should not make changes to the FY 2020-2021 Planned Services and Plan unless there are extenuating circumstances, such as a SAN determination or critical provider or service change. If WSCs or CDC+ Consultants need to address emergencies after certifying the Planned Services, contact the APD Regional Office immediately.

To document the certification of the correct FY 2020-2021 Planned Services for copying, WSCs and CDC+ Consultants will create a Note in the Notes Tab.

Note Type = Cost Plan Certification
Description = Cost Plan Certified to Copy for Next FY
Body of the Note = "WSC REVIEWED AND VERIFIED FY 20-21 COST PLAN."
Set the Note Status = Complete.

Notes Details	
Division *	APD ▾
Note By *	<input type="text" value="Name"/>
Note Date *	03/11/2021 <input type="text"/>
Program/Provider *	<input type="text" value="WSC REVIEWED AND VERIFIED FY 20-21 COST PLAN"/> Details
Note Type *	Cost Plan Certification ▾*
Note Sub-Type	▾
Description	<input type="text" value="Cost Plan Certified to Copy for Next FY"/>
Note	<div style="border: 1px solid gray; padding: 5px;"><p>B <i>I</i> <u>U</u> 10pt A ▾</p><p>WSC reviewed and verified FY 20-21 cost plan.</p></div>
Status *	Complete ▾
Date Completed	03/11/2021

If you have any questions on how to complete this exercise, please contact your APD Regional Office. Thank you for your hard work and dedication to APD clients during this transitional time.