

PROVIDER ADVISORY #2021-019
TIMEFRAMES FOR CREATING SUPPORTED LIVING FORMS IN APD ICONNECT

ACTION REQUIRED

EFFECTIVE DATE: OCTOBER 25, 2021 UPDATED

As a follow up to APD Provider Advisory #2021-018, *APD iConnect Launch for Providers of Supported Living Coaching*, this advisory provides additional guidance regarding Supported Living Coaching documentation in APD iConnect.

The following is a list of documentation that the Supported Living Coach is responsible for completing for clients in Supported Living or in the process of transitioning into a Supported Living setting. With the transition of Supported Living Provider Services into APD iConnect on October 25, 2021, Supported Living Coaches should follow the process indicated below to transition documentation into APD iConnect.

Progress Notes for services occurring on or after November 5, 2021, must be entered in the Provider Documentation tab in APD iConnect.

Quarterly Summaries and **Annual Reports** dated on or after November 5, 2021, must be entered in the Provider Documentation tab in APD iConnect.

Implementation Plans with an effective date on or after November 5, 2021, must be completed using the Implementation Plan form found within the Forms tab in APD iConnect.

Initial Housing Surveys created on or after November 5, 2021, must be completed in APD iConnect within the Forms tab. Once completed and saved in the system, select the Word Merge function to print, obtain the necessary signatures, and save the signed document to a Note.

Quarterly Health and Safety Checklists for quarterly meetings that occur on or after November 5, 2021, must be completed in APD iConnect within the Forms tab.

Individual Financial Profiles with an effective date on or after November 5, 2021, must be completed in APD iConnect within the Forms tab. Once completed and saved in the system, select the Word Merge function to print, obtain the necessary signatures, and save a copy of the signed document to a Note.

Functional Community Assessments with an effective date of November 5, 2021, or later must be completed in APD iConnect within the Forms tab.

For additional information related to the Supported Living workflow in APD iConnect, refer to the APD iConnect SL Training Manual at: <https://apd.myflorida.com/waiver/iconnect/providers.htm>