

PROVIDER ADVISORY #2021-020
INSTRUCTIONS FOR SUPPORTED LIVING COACHING PROVIDERS TO COMPLETE THE IMPLEMENTATION PLAN IN APD ICONNECT

ACTION REQUIRED

EFFECTIVE DATE: NOVEMBER 3, 2021

This advisory provides additional guidance to Supported Living Providers regarding the use and completion of the Implementation Plan form in APD iConnect.

A text box has been added to the Implementation Plan in APD iConnect where Supported Living Providers can enter the following documentation requirements from the iBudget Waiver Handbook:

- The frequency of supported living services
- How home, health, and community safety needs will be addressed, and the supports needed to meet those needs
- Method for accessing the provider 24 hours per day, 7 days per week, for emergency assistance.
- Description of how natural and generic supports will be used to assist in supporting the recipient.

Signature boxes have also been added to the Implementation Plan form.

For any Implementation Plan with an effective date on or after November 5, 2021, Supported Living Providers should follow the steps below to complete the Implementation Plan in APD iConnect:

1. Complete the Implementation Plan form within the Forms tab
2. Use the file>print option to print the Implementation Plan.
3. Have the client/legal representative sign the Implementation Plan using the signature boxes provided.
4. Upload the signed Implementation Plan as an attachment to a note. Select "Supported Living" as the note type, and "Signed Implementation Plan" as the note subtype.

The Personal Emergency Disaster Plan is separate from the Implementation Plan in APD iConnect. There are instructions on how and where to complete the Personal Emergency Disaster Plan in the [APD iConnect Supported Living training manual](#).