

**PROVIDER ADVISORY #2024-012**  
**ADDITIONAL GRACE PERIOD FOR ICONNECT**  
**FUNCTIONALITY**

**EFFECTIVE DATE: MARCH 29, 2024**

The Agency for Persons with Disabilities (APD) would like to advise that the grace period for compliance monitoring of the functionalities mentioned below as indicated in [Provider Advisory# 2023-029](#) and additional functionalities that launched after October 31, 2023, as referenced in [Provider Advisory #2024-005](#) and [Provider Advisory # 2024-006](#) will have an extended grace period through **June 30, 2025**. This includes Residential Service Providers, Life Skills Development Providers, Behavior Providers, Therapeutic Providers, Equipment, Supply, Adaptation, Emergency Response System, Dental and Transportation Service Providers.

*Please note, additional communication will be forthcoming relating to all provider types, including those listed above and grace periods associated with legislative proviso effective July 1, 2024.*

Future functionality that will also be included in this grace period will be Quality Assurance functionalities as referenced in [Provider Advisory # 2024-010](#) as well as features related to a new, optional Worker Portal as referenced in [Provider Advisory #2024-011](#), which is an additional tool for individuals meeting with clients in the field to reduce duplicate data entry and allow for work to occur offline.

As a reminder, while we work together on the utilization of iConnect as the central point of record to increase visibility of services provided for those who we serve, providers who do not currently have iConnect access *must* go through user provisioning with APD regional staff in order to gain access to the iConnect system. This provisioning session must be with the Agency owner or the Agency owner's designee. The APD is monitoring compliance and provider activity and strongly encourages all providers to work with your regional provider enrollment teams to be provisioned.

Below information was provided October 31, 2023.

---

This advisory is for the following service providers:

- Life Skills Development 1 – Companion
- Life Skills Development 2 – Supported Employment
- Life Skills Development 3 – Adult Day Training
- Life Skills Development 4 – Prevocational
- Behavior Analysis
- Behavior Assistant

Pursuant to [Provider Advisory #2023-021](#), Life Skills Development service functionality was implemented in iConnect on August 21, 2023 and pursuant to [Provider Advisory #2023-028](#), Behavioral services functionality was implemented in iConnect on October 16, 2023.

As you are aware and as previously documented, APD has been working closely with our stakeholder community. APD continues to assess provider and partner needs related to the use of iConnect to provide additional training, enhanced technical assistance, including the availability of in-person customized assistance. As a direct result of feedback provided, and in an effort to align with upcoming functionality that works to streamline administrative activities, APD is announcing an additional grace period extending the effective date of compliance monitoring to **April 1, 2024**, for Life Skills Development 1,2,3,4, and Behavioral Services. Effective **April 1, 2024**, we will transition into compliance monitoring for the new functionality within the iConnect system.

As indicated above, APD is extending this grace period due to upcoming, planned, enhanced functionality through an External Provider Interface (EPI). The EPI functionality implementation has been accelerated for implementation, as a direct result from feedback provided by our stakeholders. The current EPI functionality is actively being tested with a select group of providers and our vendor, WellSky. This extended grace period will allow service providers to continue to work diligently to onboard and familiarize their organizations with the iConnect functionality now available and plan appropriately in anticipation of the EPI implementation.

In November, a more detailed advisory will be forthcoming relating to the current scoped EPI functionality. Please refer to our [Provider Advisories page](#) for updates.

The planned functionality for the EPI, at this time, will allow providers using an Electronic Health Record (EHR) system that is external to iConnect, to continue documenting service provision in their external systems and upload that information into iConnect, either by manually logging into iConnect and uploading or by transmitting via Secure File Transfer Protocol (SFTP). APD will continue to pursue opportunities to expand iConnect interfaces in the future to meet the needs of our stakeholders and to accomplish the goal of the iConnect system.

**NOTE:** Use of the EPI **is optional** and is not required to use iConnect.

The documentation that is currently scoped for EPI includes:

- Service Logs
- Daily Attendance Log
- Progress Notes
- Monthly/Quarterly Summaries
- Annual Reports
- Trip Logs

**NOTE:** The EPI **does not** include any EVV related activities or documentation, forms or notes contained within the notes tab of the consumer record.

For more information about the EPI, please refer to the training related Documents and Video Presentations sections on the [EPI page](#). Please email your questions about the EPI to [iConnectEPI@apdcares.org](mailto:iConnectEPI@apdcares.org).

While we work together on the iConnect implementation and during this extended grace period, please be reminded that all providers who do not currently have iConnect access must go through user provisioning with APD regional staff in order to gain access to the iConnect system. This provisioning session must be with the Agency owner or the Agency owner's designee. The APD is monitoring compliance and provider activity and strongly encourages all providers to work with your regional provider enrollment teams to be provisioned.

APD continues to appreciate the commitment from its partners, providers, and stakeholders to serve Floridians with unique abilities. Should you have any navigation or training related questions regarding the new functionality, please don't hesitate to reach out to your designated iConnect trainer.