

**CDC+ CONSULTANT/WSC ADVISORY #2017-023  
ANNUAL FISCAL YEAR COST PLAN ACTIVITIES**

**ACTION REQUIRED**

**EFFECTIVE DATE:** 05/02/2017

The Agency for Persons with Disabilities (APD) is initiating annual required activities to approve cost plans for Fiscal Year 2017-2018 (FY 17-18), which runs from July 1, 2017 through June 30, 2018 for consumers enrolled in ICDC.

**IMPORTANT:** Since APD will be implementing system changes on May 5, 2017, **all Fiscal Year 2016-2017 (FY16-17) cost plans must be in approved status by midnight on May 4, 2017. Any cost plans from FY 16-17 that are in draft or pending status on May 5, 2017 will be deleted and the current approved FY 16-17 cost plan will be utilized for this exercise.**

Additionally, any FY 17-18 cost plans that have already been created, either in draft, pending, or approved status will also be deleted and can be rebuilt after this exercise.

The procedures below will be followed statewide. CDC+ WSC/Consultants who need assistance should contact their APD Regional offices for help.

The CDC+ monthly budget cannot be automatically calculated unless the service plans for the full 12 months of FY17-18 cost plan are built.

To assist the CDC+ WSC/Consultant and the APD Regional office, CDC+ will calculate the initial CDC+ monthly budget FY 17-18 as follows:

**I. Initial CDC+ monthly budget FY17-18**

1. APD will create 12 months of the CDC+ WSC/Consultant based on the code (FULL 4400, LIMITED 4410, ENHANCED 4411) that is shown in the June 2017 service plan.

The CDC+ automated system will calculate a July 2017 budget based on the current iBGT allocation, minus the WSC/Consultant fee.

2. CDC+ State Office will review and confirm budgets created by the automated system and send out to CDC+ WSC/Consultants and APD Regional offices.

**II. CDC+ WSC/Consultant Responsibilities**

1. The CDC+ WSC/Consultant is responsible for the following:
  - a) If there is not CDC+ WSC/Consultant showing in the June 2017 service plan, enter it prior to May 5, 2017.

- b) Review and confirm the service code and rate (Full or Limited) is correct for the CDC+ WSC/Consultant copied over to FY 17-18 by June 15, 2017. If the service code and rate is incorrect, correct it at this time.
- c) If consumer still needs a periodic service that is listed in FY16-17 cost plan, such as routine Dental services, the consultant must add these service plans back in FY17-18 cost plan.

2. The CDC+ WSC/Consultant must consider the following when building service plans FY17-18:

- a) Copy a shell of the service plans and build service plans for the full FY17-18 cost plan no later than August 30, 2017 that utilize the full iBGT allocation. Do not leave any funding in reserve.
- b) Ensure service plans are entered in compliance with the iBudget Handbook coverage and limitations. Some examples include, but are not limited to:
  - Respite and Personal Supports cannot be provided at the same time. Personal Supports is for individuals 21 or over unless the individual is in supported or independent living and Respite is for individuals under 21.
  - Ensure consumable medical supplies and personal care items are not on plans for individuals under the age of 21 since they are covered by Medicaid State Plan
  - Ensure that behavior assistant services are only approved for 6 months at a time in accordance with Local Review Committee approvals.
  - Ensure service plans are in compliance with any Notice of iBudget Amount that has become final and for which no hearing is pending.

Please keep in mind:

CDC+ will release to the CDC+ Consultants and Region CDC+ Liaisons the validated CDC+ monthly budgets weekly as the full 12-month service plans for 17/18 cost plans are copied, built and approved.

CDC+ will not be accepting Purchasing Plans for July 2017. CDC+ will resume accepting Purchasing Plans for 8/1/17. A new plan is not necessary unless consumer has a lower monthly budget that cannot accommodate the services currently listed on the Purchasing Plan, or they need to hire a new provider and this cannot be accomplished through a Quick Update.

Follow the procedures sent out on 4/13/17 in order to request new or a continuation of items in the Savings Plan section.

If there are any questions, please call CDC+ Customer Service 1-866-761-7043.