

WSC ADVISORY #2019-030
iBUDGET SYSTEM PREPARATION FOR RATE CHANGES

ACTION REQUIRED

EFFECTIVE DATE: JUNE 12, 2019

In anticipation of implementing rate increases for residential habilitation services identified by the Legislature, the Agency for Persons with Disabilities (APD) is preparing the iBudget system, including service plans and budgets. Effective June 27, 2019, APD will automatically increase the rates in residential habilitation service plans within the iBudget system and increase consumers' budgets to accommodate for the rates using the clients' current approved services.

Most consumers already have approved service plans for the first quarter of Fiscal Year 2019-2020 (July 1-September 30, 2019). If the first-quarter service plans meet consumers' needs, we are requesting Waiver Support Coordinators (WSCs) make no changes to service plans until after the implementation of the rates.

For the new rates to be implemented in the iBudget system and to get the iBudget annualized amounts in place that are to be increased due to the new rates, the following steps must occur:

1. The APD Regional Office may contact WSCs if there is data that appears to be inaccurate within a consumer's cost plan. Please act immediately to make any changes as requested by the region.
2. Please submit for approval any *draft* or *pending* cost plans by June 21, 2019 so that APD staff can authorize the plans. Any cost plans left in *draft* or *pending* status will be deleted on June 25, 2019.
3. On June 27, 2019, the iBudget system will be temporarily unavailable. Once the rates have been implemented and the iBudget amounts increased, normal operations will resume.
4. If a consumer has an emergency need on June 27, 2019, the WSC must call the Region for assistance in addressing the need.
5. The automatic email notification feature in the iBudget system will be temporarily turned off so that the WSC does not receive emails for their caseload when the rates and budgets are updated.

WSCs can resume normal activities in the iBudget system on June 28, 2019. Since the July-September 2019 service plans are already approved in the iBudget system, these service plans will be updated with the new rates. The new rates will be applied to any service plans currently in the iBudget system for Fiscal Year 2019-2020.

Service authorizations will be available for WSCs to send to providers on June 28, 2019. WSCs will be providing these authorizations no later than July 1, 2019. If a provider has a question about their service authorizations for July 1, they should contact the WSC. As always, WSCs should let providers know of any change in service provision before the change.