

**WSC ADVISORY #2020-004
iBUDGET DOWNTIME**

MANDATORY ACTION

EFFECTIVE DATE: JANUARY 28, 2020

This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of upcoming iBudget downtime and related mandatory actions.

The iBudget system will be unavailable January 31-February 4 while APD creates service plans/cost plans for FY 2020-2021. Please make sure that all FY 2019-2020 cost plans/service plans are approved before January 31. Any FY 2019-2020 service plans/cost plans still in draft or pending status on January 31 will not be duplicated for FY 2020-2021 and will be deleted.

From February 4 through February 29, review and verify each of your consumers' FY 2020-2021 cost plans in iBudget. Once the service plans/cost plans are reviewed and verified, WSCs and Consultants should try not to make changes to the FY 2020-2021 service plans/cost plans unless there are extenuating circumstances, such as a SAN determination or critical provider change. Please refer to the Cost Plan Continuation Procedure in WSC Advisory 2019-047 Annual Fiscal Year Cost Plan Continuations for instructions on verifying consumer cost plans.

The iBudget system will be temporarily unavailable again April 13-15 to migrate all cost plans to APD iConnect. After April 14, all FY 2020-2021 service plans/cost plans will be "read-only" in iBudget and any changes will need to be made in APD iConnect.

As always, if you need to address emergencies in cost plans and service plans during system downtime, contact the APD Regional Office immediately for assistance.

More information will be sent regarding APD iConnect and cost plans, service authorizations, SANs, and claims in the coming months. Thank you for your hard work and dedication to our customers during this transition.

Key Dates for the Annual Fiscal Year Cost Plan Continuation

Please use this guide and WSC Advisory 2019-047 when completing the annual fiscal year cost plan exercise.

January 31-February 4, 2020	iBudget unavailable All approved FY 2019-2020 cost plans will be copied for FY 2020-2021
February 4-29, 2020	WSCs must review and verify their consumers' FY 2020-2021 cost plans
March 14, 2020	All FY 2020-2021 cost plans are verified and placed in approved status by APD staff
April 13-15, 2020	iBudget unavailable
April 15, 2020	All FY 2020-2021 cost plans migrated to APD iConnect
April 20, 2020	All FY 2020-2021 cost plans must be maintained in APD iConnect moving forward FY 2020-2021 cost plans will be read-only (not editable) in iBudget