



Important Points Regarding the Person-Centered Support Plan (PCSP)

- APD developed and implemented a new PCSP format in 2018
- This webinar does not replace the online training for the PCSP located on the [Support Coordination page](#) of the APD website.
- While WSCs have been encouraged to use the new form, **it will be required effective the date of Rollout 2 of APD iConnect**

Key Functionality in APD iConnect

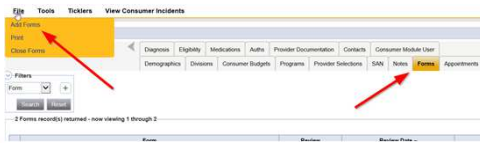
- APD iConnect brings with it the functionality of entering data one time and using it to complete additional forms.
 - Examples include
 - The QSI
 - Medications
 - Contacts

Key Functionality in APD iConnect

- The APD iConnect Person-Centered Support Plan (PCSP) was designed to utilize data stored in other sections of the consumer’s record
 - QSI
 - Medications
 - Contacts (Circle of Supports)

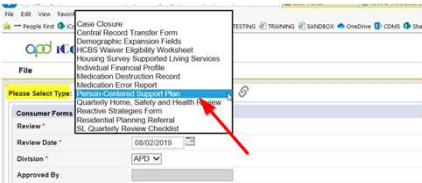
Adding a New PCSP

- Navigate to the Forms tab of the consumer’s record and select File > Add Forms



Adding a New PCSP

- Click on the dropdown menu next to “Please Select Type” and select Person-Centered Support Plan

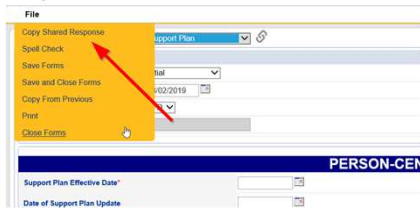


Adding a New PCSP

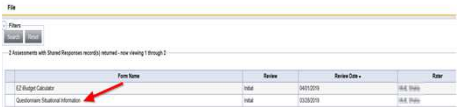
- Update the following fields
 - Review = “Initial” if new to the waiver, “Annual” if consumer has been on the waiver
 - Status = “Open”
 - The PCSP remains in open status until the end of the support plan year. When a new PCSP is added for the next support plan year, the status is updated to “Complete”
 - Provider/Program = Name of Solo WSC or WSC Agency

Adding a New PCSP

- Select File > Copy Shared Response



Adding a New PCSP

- Then select the most recent QSI in Complete status
- 
- The screenshot shows a table with the following data:
- | Form Name | Review | Review Date | Enter |
|----------------------------|---------|-------------|-----------|
| Q Budget Calendar | Initial | 2019/07/19 | 14.6.1919 |
| Customer Satisfaction Form | Initial | 2019/07/19 | 14.6.1919 |
- This will copy over the QSI responses to the PCSP
 - Select File > Save

Adding a New PCSP

- Complete the form per the Person-Centered Support Plan instructions on the APD website
- Certain sections allow the WSC to “pull” information from other sections of the consumer’s record

Adding a New PCSP

The screenshot shows a web form titled "My Family, Friends, and Support System". It has three main sections: "1. Support Type", "2. Support Type", and "Health Care Decision Maker Name". Each section has a "Name" field and an "Address" field. There are also "Phone Numbers", "Email Address", and "Relationship(s)" fields. At the top of each section, there are buttons: "Add New Relation", "Edit Relation", "Search Existing Relations", and "Clear". Red arrows point to the "Add New Relation" buttons in each of the three sections.

Adding a New PCSP

The screenshot shows a web form titled "My Health". It has two main sections: "Important Information About My Health" and "My Medication Information (current as of date of support plan meeting)". The "Important Information About My Health" section has a dropdown menu for "Hospitalizations in the past year?". The "My Medication Information" section has a "Medications" section with "0 record(s) returned" and a search box. Below the search box are "Add New Medication" and "Search" buttons. A red arrow points to the "Add New Medication" button.

Printing the PCSP

- Once the PCSP is complete, select File > Save Forms
- From the Reports menu, select Person-Centered Support Plan to generate the printable output of the PCSP

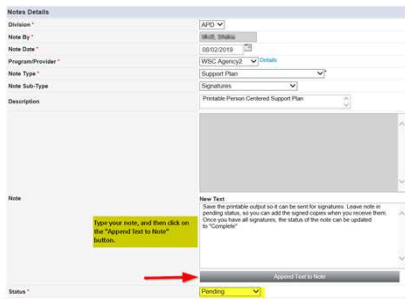


Printing the PCSP

- In the new window, select Save to Note – This will open a new Note



Printing the PCSP



Printing the PCSP

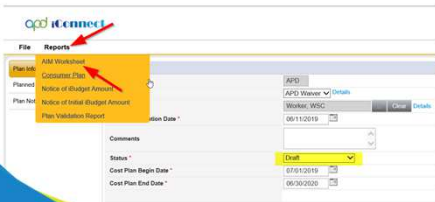
- When printing, if information is cut off, you may have to print in landscape
- Once providers are in APD iConnect, they will be able to access the PCSP from the consumer's record, but if they attended the meeting, you will still need their signature
- You can send the printed PCSP to the consumer, legal representative, and others via email to request signatures as you do now

Completing the AIM

- The AIM form is tied directly to the consumer's Plan and Planned Services
- You cannot generate it until you have a created a Plan in at least Draft or Pending status
- The AIM can be exported to an Excel worksheet to take to the Support Plan or AIM meeting with the consumer

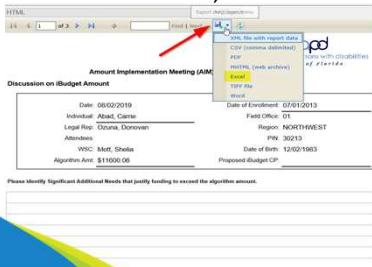
Completing the AIM

- From within the Draft/Pending Plan, navigate to the Reports menu and select AIM Worksheet



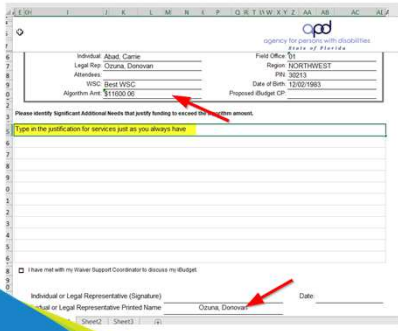
Completing the AIM

- This will open a new window
- Click on the disc icon, and select Excel

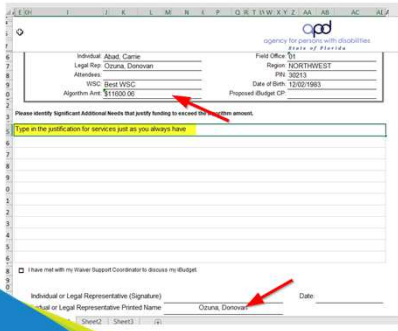


Completing the AIM

- The AIM is exported to the Excel version that you are used to seeing
- Save it to your computer so you can edit it
 - You will notice some information is auto-populated
 - Each page of the AIM is a separate sheet in the Excel workbook that opens



Completing the AIM




Completing the AIM

Notes Details	
Division *	AFST W
Note ID *	1000000 - STC
Note Date *	08/02/2019
Program/Provider	
Note Type *	AIM
Note Sub-Type	Related to Program
Description	Signed AIM
Note	<div style="border: 1px solid yellow; padding: 2px;">Include any documentation that may be needed as part of the financial necessity review. Indicate whether or not the consumer has accepted their signature.</div>
Status *	Complete
Date Completed	08/02/2019
Attachments	
AIM Attachments	
Document	Description
Link to AIM (08/02/2019)	AIM for New Enroll - Algorithm Approval

Resources & Reference Material


- FAQs
- eLearning Videos
- Training Manual
- "Cheat Sheets"



26

Resources & Reference Material

- There is already an eLearning video regarding the PCSP
- Use your WSC Mini-Manual Financial Functionalities for more information regarding the PCSP and the AIM Worksheet



27