

WSC ADVISORY #2018-40
iCONNECT UPDATE

ACTION REQUIRED

EFFECTIVE DATE: NOVEMBER 6, 2018

In preparation for tentatively launching iConnect in early December, please carefully review all information in this advisory.

APD hosted an informational WebEx last week about what will go live in iConnect now versus what will launch at a later date. The presentation recording is available on the iConnect eLearning Library [Click here to watch the recording.](#)

Note that Person-Centered Support Plans, cost plans, service authorizations, and progress notes will not be implemented in this first phase of iConnect. All WSCs will continue using iBudget for their daily business practices for this first phase of iConnect implementation.

The ABC system will be unavailable for 5-7 business days before launch for data migration, with 24-48 hours' notice after launch date has been confirmed. With this in mind, ensure that all demographic data is entered by November 16 and that it is kept current in the ABC system daily. Specifically, please verify that all your consumers' information on the ACLM 1-5 screens are up-to-date and accurate. After iConnect goes live, nearly all fields in ABC screens ACLM 1-5 will be locked/view-only and WSCs must make demographic changes in iConnect. Other ABC screens will still be editable as needed.

While verifying demographics, please take the following steps:

- 1. Check each of your consumer records and verify that their demographic information is correct** (including name, date of birth, address, language, etc.).
- 2. Verify contact information from ACLM2 is correct, e.g., legal representative, caregiver, co-representative, client advocate, healthcare surrogate, HIPAA authorized person, and medical proxy information** (including the representative type, name, caregiver birthdate/age, relationship, address, telephone number, and email address).
- 3. Verify the capacity code and representative type codes and update if needed.**

Notes to Remember:

- Before launch, all WSCs will receive an email prompting them to create an iConnect account.
- After launch, WSCs will be using VPN to work in ABC or iBudget but will need to log out of VPN to work in iConnect.

Please send all questions to iConnect@apdcares.org.

Highlights of What Will Launch in iConnect (Now vs. Later)

Now

- Consumer Demographics
- Updating Legal Representative Information
- Contact Information for the Circle of Supports
- Updating Consumer Diagnoses (Medical and Mental Health)
- List Medications
- Create Appointments (Adding providers as attendees will phase in with provider implementation)
- Create Provider Selections / Add Group Home Admissions (Referrals in iConnect will phase in with provider implementation)
- Add Notes and Upload Attachments
- WSC Transfers (Steps associated with Planned Services and Authorizations will go live later)
- Review New QSI Assessments
- WSC Agencies Set up Supervisor Record
- Forms for HCBS Waiver Eligibility Worksheet, Central Record Transfer, Residential Referral, Case Closure

Later

- Person-Centered Support Plan
- Check Medicaid Eligibility Status
- WSC Case Notes
- Review Provider Documentation (This functionality will phase in with provider implementation)
- Monitor Budget and Manage Cost Plan
- Generate Authorizations