

WSC ADVISORY #2019-047
ANNUAL FISCAL YEAR COST PLAN CONTINUATIONS

MANDATORY ACTION REQUIRED

EFFECTIVE DATE: DECEMBER 6, 2019

This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of required actions to ensure that service plans/cost plans for Fiscal Year (FY) 2020-2021 are approved and verified, and service authorizations are issued to providers on time. **Cost Plans for FY 2020-2021 will be migrated to APD iConnect on April 15, 2020.** This advisory provides the steps that will be taken to create the FY 2020-2021 cost plans so that they can be migrated into APD iConnect. The Agency for Persons with Disabilities (APD) is automating this process as much as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff. Please note, this year there are changes to the Cost Plan Continuation process, including new deadlines and multiple system down-times.

WSCs and CDC+ Consultants must take appropriate actions to ensure that all FY 2019-2020 cost plans/service plans are in approved status. APD will make computer system updates to create the FY 2020-2021 cost plans by continuing approved FY 2019-2020 cost plans. Therefore, all current FY 2019-2020 cost plans/service plans must be approved or submitted to APD for approval by midnight on Thursday, January 2, 2020 to allow time for processing. Any FY 2019-2020 service plans/cost plans in draft or pending status on January 31, 2020 will not be copied and will be deleted. Therefore, if changes are needed between January 2 and January 30 as a result of Significant Additional Need (SAN) determination or other critical issues, the changes must be added to the FY 2019-2020 cost plan and processed immediately. **The iBudget System will be temporarily unavailable from January 31-February 4, 2020 while APD creates service plans/cost plans for FY 2020-2021.**

From February 4 through February 29, 2020, WSCs must review and verify each of their consumers' FY 2020-2021 cost plans in the iBudget system. Once the service plans/cost plans are reviewed and verified, WSCs should not make changes to the FY 2020-2021 service plans/cost plans, unless there are extenuating circumstances, such as a SAN determination. At this point, APD will prepare the data to migrate the cost plan to APD iConnect. **The iBudget system will be temporarily unavailable again April 13-15, 2020 to migrate all Cost Plans to APD iConnect.** On April 15, 2020 all FY 2020-2021 service plans/cost plans will be "read-only" in the iBudget System and any changes will need to be made in APD iConnect.

As always, WSCs who need to address emergencies in cost plans and service plans during system down times should notify the APD Regional office immediately for assistance.

Please refer to the *Cost Plan Continuation Procedure* starting on page 2 of this advisory. More information will be sent regarding APD iConnect and cost plans, service authorizations, SANs, and claims in the coming months. Please continue to monitor APD communications.

Thank you for your hard work and dedication to your consumers during this transition.

Cost Plan Continuation Procedure

The procedures below must be followed statewide. WSCs and CDC+ Consultants who need assistance should contact their APD Regional offices for help.

I. APD Responsibilities in iBudget

- A. APD will copy most service plans/cost plans into FY 2020-2021 in an **approved status** as duplicates of the FY 2019-2020 service plans. APD will perform this task January 31-February 4, 2020.
- B. APD will send WSCs and CDC+ Consultants a list of consumers who are in either of the situations below. Although these service plans/cost plans will be in an **approved status**, WSCs/Consultants will need to pay special attention to these cases to ensure that the services are annualized correctly. See Section II. D. for specific instructions. The lists will identify the following:
 1. Consumers whose residential habilitation services ended, and personal supports are not in place to ensure correct annualization of current service needs in the new fiscal year cost plans/service plans
 2. Consumers whose personal supports ended, and residential habilitation services initiated to ensure correct annualization of current service needs in the new fiscal year cost plans/service plans
- C. APD will not copy the following service plans:
 1. One-time services which include,
 - a. Durable Medical Equipment
 - b. Environmental Accessibility Adaptations
 - c. Dental
 - d. Personal Emergency Response System Installations
 - e. Assessments: Physical, Speech, Occupational, Respiratory Therapy, Nursing, Specialized Mental Health, Environmental Accessibility Adaptation, and Behavior
 2. Service plans that ended before June 30, 2020
 3. Behavior Assistant services because the iBudget Handbook requires six-month approvals
- D. APD will copy the following service plans into a **draft status** for WSCs and CDC+ Consultants to review and build the new service plans/cost plans for FY 2020-2021. APD will provide a list to WSCs and CDC+ Consultants so they are aware of the service plans/cost plans that were copied in draft status based on at least one of the following criteria and rationales:
 1. Consumers who turned 21 during FY 2019-2020 to ensure that any new service array that occurred due to the age change is accurately reflected in the new fiscal year cost plans/services plans

2. Consumers who do not have a full year cost plan due to being newly enrolled on the iBudget waiver during FY 2019-2020 to ensure correct annualization of current service needs in the new fiscal year cost plans/service plans
3. Consumers who had a SAN decision, and the approved budget has not been updated by APD because the WSC or CDC+ Consultant must first update the service plans to reflect approved amounts within the new approved budget amount (in these situations, no hearing was requested, and the new budget must be implemented)
4. Consumers who moved between CDC+ and the iBudget waiver during FY 2019-2020 to ensure correct annualization of current service needs in the new fiscal year cost plans/services plans

E. APD will copy the notes on existing service plans as follows:

1. APD will copy the most recent note entered on the service plan screen.
2. APD will add a note to all service plans that reads, *“Service provided in accordance with current support plan. Documentation must be provided in accordance with the iBudget Handbook.”*
3. If services have not changed, the WSC is not required to add additional notes to the service plan.

II. WSC and CDC+ Consultant Responsibilities in iBudget

- A. **Current Fiscal Year Cost Plans:** Ensure that every consumer has an **approved** FY 2019-2020 service plans/cost plan or that the FY 2019-2020 cost plan has been submitted to APD for approval in iBudget **no later than January 2, 2020** so that the cost plan can be copied. Cost plans in draft or pending status will be deleted and the FY 2020-2021 cost plan will need to be manually created.
- B. **FY 2020-2021 Cost Plans:** Review the service plans/cost plans that have been copied over and make changes as appropriate so that each consumer’s service needs are accurately reflected in the FY 2020-2021 service plans/cost plans by **February 29, 2020**.
 1. Delete service plans for services that have ended and are no longer needed by the consumer.
 2. Delete or cancel service plans for any provider no longer rendering services and ensure that the correct provider has appropriate service authorizations.
 3. Ensure that the notes on service plans specify service provision. The notes should provide direction to the provider describing the ways services are to be provided, and they should not duplicate information already identified on the service authorization.

4. Add one-time services as needed for FY 2020-2021.
 5. Ensure that the units reflect accurate service provision for the consumer and allow for the annualization of funds to meet needs through the entire upcoming 2020-2021 Fiscal Year. This is particularly important if unused service plan units or reserve funds were moved to the fourth quarter of the FY 2019-2020 cost plan.
 6. Ensure service plans entered follow the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook. Some examples include, but are not limited to:
 - a. Respite and Personal Supports cannot be provided at the same time
 - b. Personal Supports is for consumers 21 or older, unless they are in supported or independent living
 - c. Respite is for consumers under 21
 7. Ensure consumable medical supplies and personal care items are not on plans for consumers under 21, as they are covered by Medicaid State Plan.
 8. Ensure service plans comply with any notice issued that has become final and for which no hearing is pending.
- C. Review the list of individuals identified in Section I. B., if any. Update the service plans/cost plans in accordance with the requirements in Section II.B. Check for the following and update the service plans/cost plans accordingly:
1. Make sure that any Personal Supports or Residential Habilitation services are annualized correctly in accordance with needs.
 2. If the individual moved into a licensed facility, make sure the Personal Supports are no longer authorized on the plan. However, Residential Habilitation may need to be annualized on the FY 2020-2021 plan.
 3. If the individual moved out of a licensed facility into the family home, supported, or independent living, ensure that the Residential Habilitation is no longer authorized on the plan. However, Personal Supports may need to be annualized on the FY 2020-2021 plan.
 4. If the individual had Residential Habilitation by the day in FY 2020-2021 due to being in the licensed facility for less than 24 days during a month, make sure that daily rates are converted to monthly rates for times when the individual will be in the home for 24 days or more during the month.
- D. Review the ***draft*** service plans/cost plans specified in Section I.D., if any. Build the service plans/cost plans in accordance with requirements in Section II.B.

III. Special Instructions for CDC+ Consultants Only in iBudget

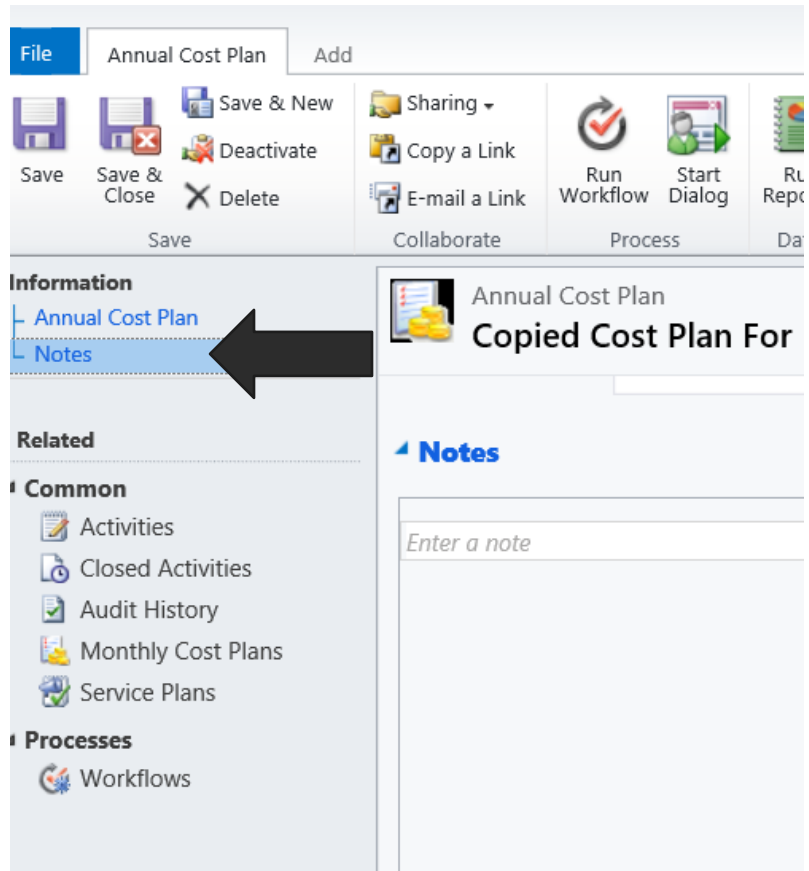
In addition to the instructions under Section II above, the CDC+ Consultant must also complete the following actions:

- A. Review and confirm the service code and rate (Full or Limited) is correct for the CDC+ Consultant that was copied over to FY 2020-2021. Correct the service code or rate if it is incorrect.
 1. Ensure service plans are budgeted for a full 12 months, if necessary.
 2. Ensure that service plans copied over meet the consumer's needs and goals identified in their support plan. Add any Short-Term Expenditures (STEs) that were not copied over and make sure they are accurate.
- B. Once the CDC+ Consultant has completed III. A. 1. and 2 above, CDC+ State Office will review and confirm budgets created by the automated system and send the validated CDC+ Budget Calculation Worksheet to all CDC+ Consultants and APD Regional offices.
- C. APD will not process Purchasing Plans with an effective date of July 1, 2020. **Any changes needed for July 2020 must be accomplished using a Quick Update.** 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.
- D. There will be no New Start enrollments for July 2020 onto CDC+. APD will resume accepting Purchasing Plans on July 10, 2020 for current enrollees and New Starts. If there are any questions, please call CDC+ Customer Service 1-866-761-7043.

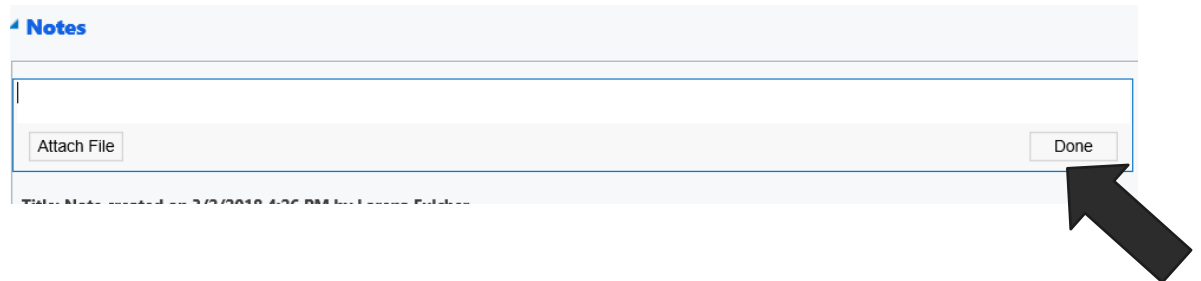
IV. WSC and CDC+ Consultant Verification Process in iBudget

WSCs and CDC+ Consultants must document their review and verification of cost plans and service plans by February 29, 2020 for all FY 2020-2021 cost plans. WSCs will document by creating a note in the cost plan with the following statement, "WSC REVIEWED AND VERIFIED FY 20-21 COST PLAN." WSCs and CDC+ Consultants must take the following steps to do this:

1. After reviewing and verifying cost plan and service plan from the cost plan screen, click on “Notes.”



2. Type the note, “**WSC REVIEWED AND VERIFIED FY 20-21 COST PLAN**” in the Notes. Click Done.



Key Dates for the Annual Fiscal Year Cost Plan Continuation

Please use this quick reference guide in conjunction with WSC Advisory 2019-047 when completing the annual fiscal year cost plan exercise.

January 2, 2020	All FY 2019-2020 cost plans must be in approved status or submitted to APD in the iBudget System by WSCs
January 31 – February 4, 2020	The iBudget System 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 Consumer's 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	The iBudget System 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 FY 2020-2021 cost plans will be read-only (not editable) in the iBudget System.