

Waiver Support Coordination
Documenting Non-Billable Activities

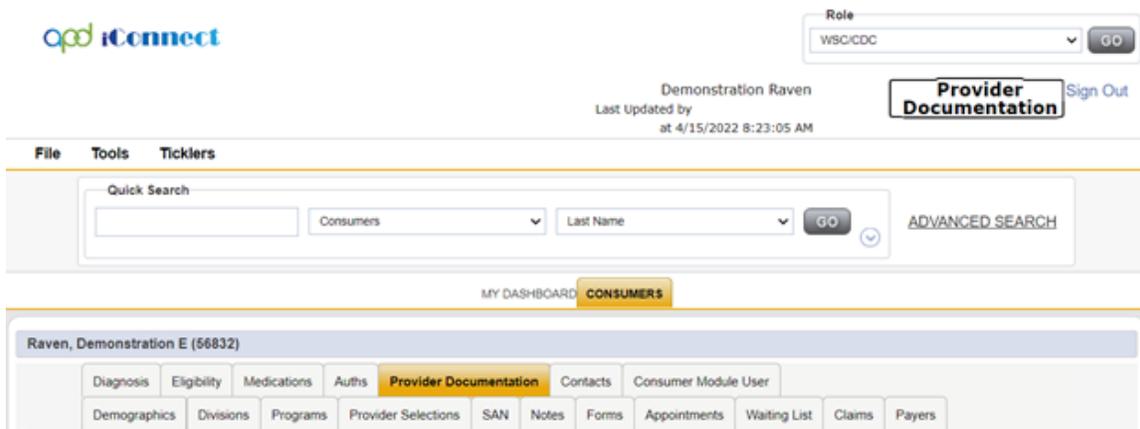
Waiver Support Coordinators (WSCs) should maintain all progress notes in one place in APD iConnect, including case notes related to administrative/non-billable activities. For this purpose, WSCs should use the service code, “0000-NB WSC Administrative Activity.”

Examples include, but are not limited to:

- Documenting sending of a copy of the support plan to the client and their legal representative.
- Documenting a back and forth communication with a client/legal representative that is not tied to a billable contact.
- Documenting activities related to scheduling meetings with the client, legal rep, client’s employer, family, or service providers.

1. To begin, log into APD iConnect and set Role = WSC/CDC. Click **Go**

2. Navigate to the Consumers record and click the **Provider Documentation** tab > click **File > Add Provider Documentation**



3. The Provider Documentation Details page is displayed.
Update the following fields:

- a. Start Date: Defaults to today and is editable
- b. Start Time: Select from the dropdowns
- c. End Date: Defaults to today and is editable
- d. End Time: Select from the dropdowns
- e. Click Add

Activity Times					
Start Date *	Start Time	End Date *	End Time	Total Minutes	
04/01/2022	05:00 PM	04/01/2022	05:00 PM		Add

f. **DO NOT CHOOSE AN AUTHORIZATION!!!!**

Authorization	
Auth ID	PA Number

Skip this!

Activity Details	
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- g. Division = APD
- h. Provider = Choose your provider record
- i. Worker = defaults to self

File

Activity Times					
Start Date *	Start Time	End Date *	End Time	Total Minutes	
04/01/2022	05:00 PM	04/01/2022	05:01 PM	1	Delete
04/15/2022		04/15/2022			Add

Authorization	
Auth ID	PA Number

Activity Details	
Division	Delivered Via EVV
Provider	EVV Violation(s)?
Worker*	Unresolved EVV Violation(s)?
Status	Mentor

Activity Services	
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- j. Click the Service ellipsis to display a list of services.
- k. Select "0000-NB" Select the Service Code 0000-NB = WSC Administrative Activity.

DialogVendorServiceSelectPopUp ✕

Search By: Service Type Search Text: Search Cancel

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	VServiceID	MaxAuth	Used	Remaining
5950	0000	0000	Additional Contact Documentation	0.00	Units	04/15/2022		453933	0	0	0
5975	0000-NB	0000-NB	WSC Administrative Activity	0.00	Units	04/15/2022		453934	0	0	0
5882	G9012:UC	G9012:UC	(4270) Support Coordination	148.69	Month	01/01/2018		135603	0	0	0
5889	G9012:UC:U5	G9012:UC:U5	(4400) Consultant - CDC	148.69	Month	01/01/2018		117554	0	0	0
5883	T2022:UC	T2022:UC	(4271) Support Coordination (Limited)	74.35	Month	01/01/2018		129128	0	0	0
5890	T2022:UC:U5	T2022:UC:U5	(4410) Consultant (Limited) - CDC	74.35	Month	01/01/2018		112899	0	0	0

- l. The Activity Services details are populated on the Provider Documentation details page.
- m. Update the number of Units = 1.

Activity Services

Service *	0000-NB	WSC Administrative Activity	...	Clear	Total Cost	\$0.00
Units *	1					
Rate	\$0.00					
Secondary Code	0000-NB					
Unit Type	Units					

- n. Add Text to the Person Contacted/Attendees box
- o. Add Text to the Progress Note
- p. Provider Documentation Type = Admin/Non-Billable Activity.
- q. Add Service Log documentation to the Note Text box.

Documentation

<p>Person Contacted/Attendees *</p> <p>Document the persons contacted here</p>	<p>Progress Note *</p> <p>Document your notes here</p> <p>49978 characters remaining</p>
<p>Provider Documentation Type *</p> <ul style="list-style-type: none"> Face to Face Other Billable Activity Home Visit Facility Visit School Visit Support Plan Meeting Support Plan Pre-Planning 	<p>Admin/Non-Billable Activity</p>

4. Click **File > Save and Close Provider Documentation.**

There is no need to Save and Add Session Note as the WSC's activities are documented in the Progress note text field.

Demonstration Raven
at 4/15/2022 8:41:17 AM

Provider Documentation

File

Provider Documentation

Claims

Activity Times

Start Date *	Start Time	End Date *	End Time	Total Minutes	
04/01/2022	05:00 AM	04/01/2022	05:02 AM	2	Delete
04/15/2022		04/15/2022			Add

Authorization

Auth ID: PA Number:

Activity Details

Division: APD
 Provider: Training QO [Details](#)
 Worker: Training, WSC [Details](#)
 Status: Complete
 Delivered Via EVV:
 EVV Violation(s)?
 Unresolved EVV Violation(s)?
 Mentor:

Activity Services

Service: 0000-NB WSC Administrative Activity
 Units: 1.00
 Rate: \$0.00
 Secondary Code: 0000-NB
 Unit Type: Units
 Total Cost: \$0.00

Documentation

Person Contacted/Attendees * Document the person(s) contacted here

Progress Note * Document your notes here

Provider Documentation Type *

Face to Face
Other Billable Activity
Home Visit
Facility Visit
School Visit
Support Plan Meeting
Support Plan Planning

Admin/Non-Billable Activity