

## DDMC Medicaid Waiver Eligibility Worksheet Due Report

### Introduction

Clients of the Agency for Persons with Disabilities (APD) who wish to participate in the iBudget Waiver Program must meet the level of care criteria for placement in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) and be eligible for Medicaid under Supplemental Security Income (SSI) or Title 19 (TXIX). The iBudget Florida Home and Community Based Services (HCBS) Waiver Eligibility Worksheet is used by the Agency to document the client's level of care, Medicaid eligibility, and choice to participate in the waiver.

Developmental Disability Managed Care (DDMC) care coordinators are responsible for completing the HCBS Medicaid Waiver Eligibility Worksheet annually. A report can be generated in iConnect to help DDMC care coordinators determine when the next HCBS Medicaid Waiver Eligibility Worksheet is due.

***REMINDER: Personal Health Information (PHI) will be pulled when exporting this report. It is the responsibility of all iConnect users that their systems follow all HIPAA requirements.***

The following APD Staff Roles will have access to this report:

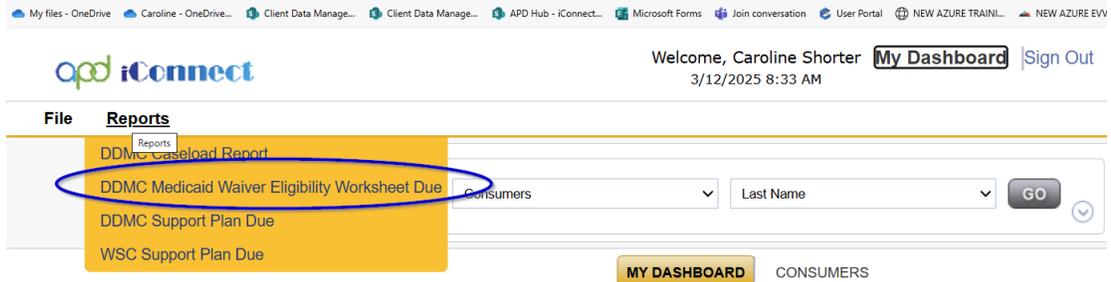
APD Admin  
APD Main  
Region QA Workstream Lead  
Region QA Workstream Worker  
ROM/Deputy ROM  
State Office Process Owner  
State Office Worker  
Tier 1 Help Desk  
Tier 2 Help Desk

### Pulling the DDMC Medicaid Waiver Eligibility Worksheet Due Report

1. To begin, log into iConnect and set Role = **DDMC**. Click **Go**.



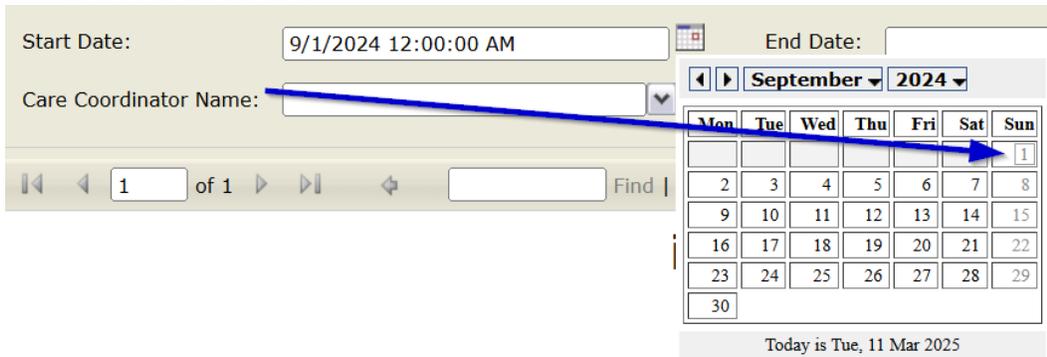
2. On **My Dashboard**, navigate to the **Reports** menu and select **DDMC Medicaid Waiver Eligibility Worksheet Due**.



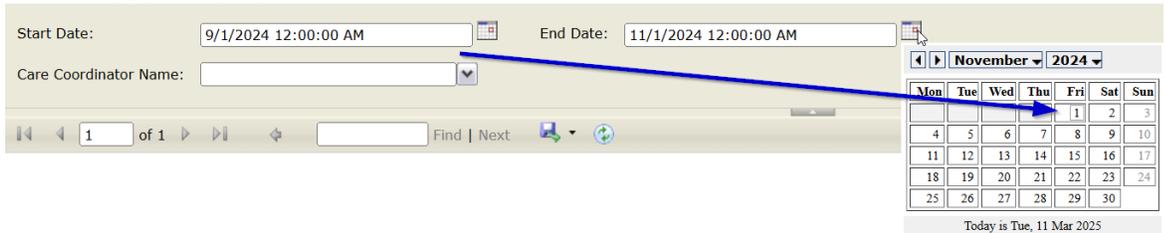
3. A new window opens with the available search criteria. Fill out the search criteria.

*It is crucial that the information is filled out in a specific order to allow the report to be pulled.*

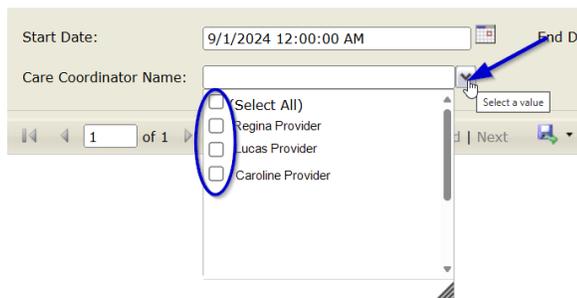
a. Start Date: Utilizing the calendar icon, select the start date of the search criteria.



b. End Date: Utilizing the calendar icon, select the end date of the search criteria.



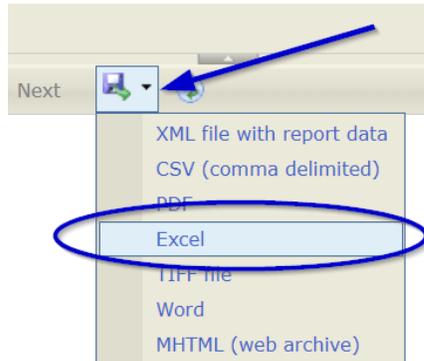
c. In the Care Coordinator Name dropdown, select the name(s) needed.



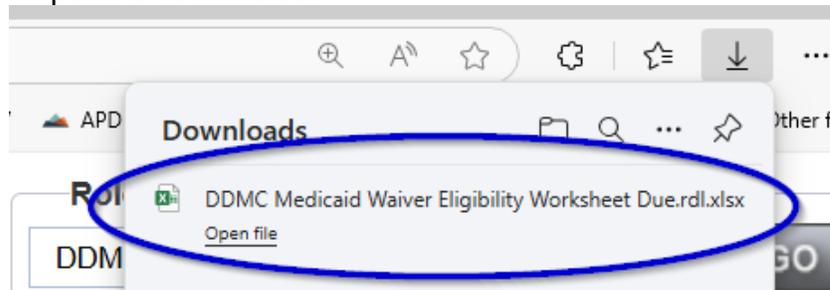
4. Click **View Report** to execute the search.



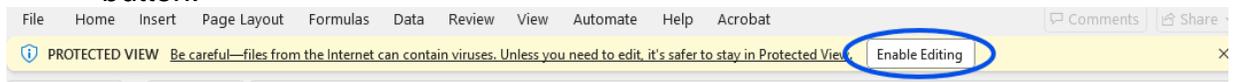
5. A report will generate. The report can be viewed on the screen or exported.
6. To export the report, go to the caret next to the Save icon.
  - a. Select **Excel**.



- b. The Excel report will download. Click the report from the computer's downloads.



- c. Once the Excel report displays, click the **Enable Editing** button.



7. Review/filter report as needed. Utilize the [How to Add Filters to iConnect Reports Job Aid](#) for additional assistance in filtering an iConnect report.