

DDMC Support Plan Due Report

Introduction

The Developmental Disability Managed Care (DDMC) vendor is responsible for ensuring that their care coordinators fulfill their duties. Care coordinators must confirm that the clients on their caseloads have up-to-date support plans in iConnect under the client's central record. The DDMC Support Plan Due Report assists DDMC vendors and care coordinators in tracking support plan due dates.

This job aid explains how to use iConnect to generate the DDMC Support Plan Due Report, enabling DDMC vendors and care coordinators to track support plan due dates for their clients. DDMC vendors will have access to view all support plan due dates for the clients they serve, while care coordinators will only have access to the due dates for clients on their caseloads.

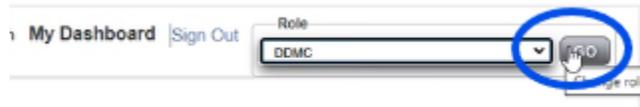
REMINDER: Personal Health Information (PHI) will be pulled when exporting this report. It is the responsibility of all iConnect users that their systems follow all HIPAA requirements.

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

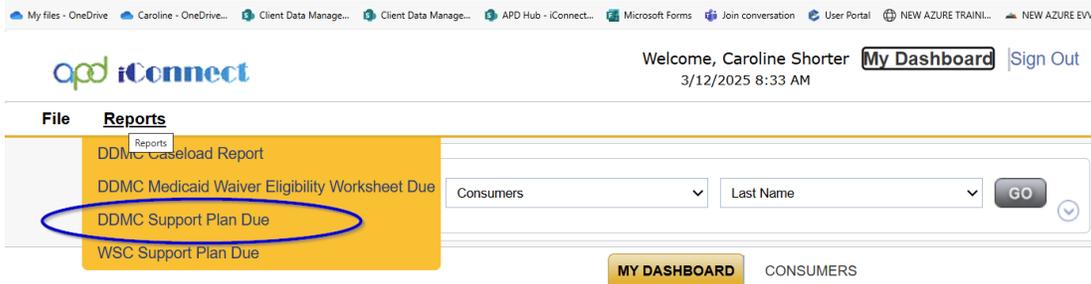
APD Admin
APD Main
Region QA Workstream Lead
Region QA Workstream Worker
ROM/Deputy ROM
State Office Process Owner
State Office Worker
Tier 1 Help Desk
Tier 2 Help Desk

Pulling the DDMC Support Plan Due Report

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

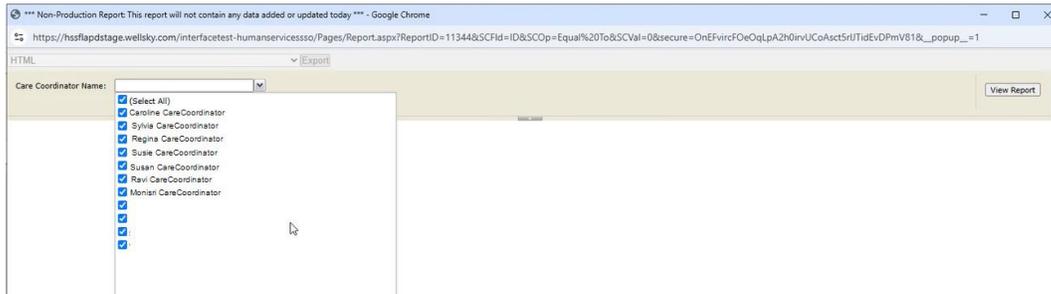


2. On **My Dashboard**, navigate to the **Reports** menu dropdown and Select **DDMC Support Plan Due Report**.



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

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



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

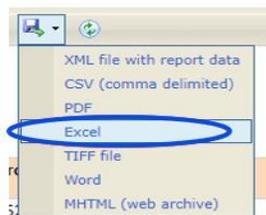


5. A report will generate. The report can be viewed on the screen or exported.

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 is displayed, click the **Enable Editing** button.

iConnectID	Region	Consumer Name	Disposition	Primary Worker Name	Organization	Email	Programs	Person-Centered Support Plan Form	Form Status	Review Type	Reviewer Name	Support Plan Effective Date	PCSP Form Expired	60 Days Pri Review
DDMC Support Plan Due														
Report Run Time: 3/10/2025 6:55 PM														

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.