

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.

<u>REMINDER:</u> 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**.



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	DDMC Medicaid Waiver Eligibility Worksheet Due	Consumers V Last Name V GO
\triangleleft	DDMC Support Plan Due	
	WSC Support Plan Due	MY DASHBOARD CONSUMERS

- 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.

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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.

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5			Name		Worker Name									Name				Review

7. Review/filter report as needed. Utilize the <u>How to Add Filters to iConnect Reports</u> <u>Job Aid</u> for additional assistance in filtering an iConnect report.