How to Retrieve and Print Cost Plans in iConnect

Waiver Support Coordinators (WSCs) will need to print consumer cost plan reports in order to go over the panned services with the consumer annually.

1. Open the consumer's record and navigate to the Plan chapter
2. Open the corresponding plan for which the consumer cost plan report is needed.
3. From the Plan information window, select the Planned Services tab on the left
4. Hover over the Reports menu and select Consumer Cost Plan
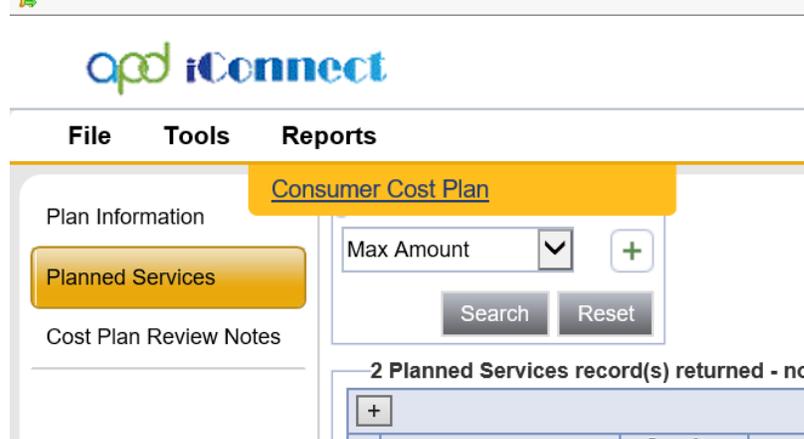
5. The Production Report screen will open
   i. Fill out the following information: Date
      1. Tip*** if using the beginning of the Cost Plan year doesn't offer results, try using today's date
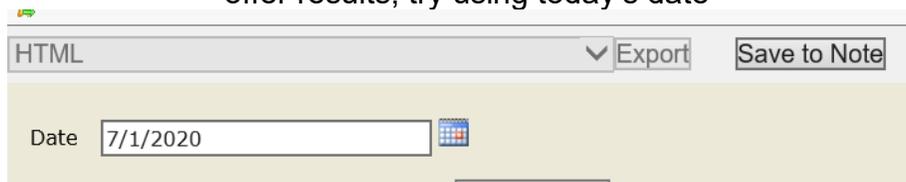
6. Click "View Report" (located on the right side of the screen).

7. Click on the dropdown menu to select .pdf or Word and follow the instructions on the screen to save the document to your computer.