

Locating Group or Foster Home Records in iConnect Job Aid

Introduction

The Agency for Persons with Disabilities (APD) uses an <u>online application</u> <u>request link</u> for all potential applicants seeking to establish a group home or foster home. Once a request for an application is submitted, the licensing team will review the prospective applicant and update their record as appropriate.

After the prospective applicant's group home or foster home record is linked to their Corporate/Placeholder record and they have been provisioned into the Identity Proofing Administrative Security System (ID PASS), they will gain access to iConnect to complete the application process.

This job aid will help prospective applicants locate their group or foster home records to complete the licensing process. For more details on submitting a licensing application, please refer to the <u>New Licensing Facility Application</u> <u>Request Training Manual</u>.

There are <u>two ways</u> for prospective applicants to locate their group or foster home records.

Locating the Group or Foster Home Record

Follow the instructions below regarding locating the group/foster home records in iConnect:

- 1. Log into iConnect.
 - a. Sign in through CyberArk.
 - b. Click the **iConnect** icon. The user may have to click the **APD Applications** icon prior to selecting **iConnect**.



2. Set Role to "Service Provider" and click GO.

| ſ | Role | |
|---|------------------|----|
| | Service Provider | GO |
| | | |

3. Navigate to the Providers chapter by clicking either the **PROVIDERS** chapter or selecting Providers from the middle drop-down in the Quick Search.



| Quick Search | Providers V Provider Name V GO ADVANCED SEARCH |
|--------------|--|
| | Consumers |
| | Providers MT DASHBUARD CONSUMER PROVIDERS |

4. Press **GO** at the Quick Search.

| Quick Search | | | |
|--------------|-----------|--------------|---------|
| | Providers | Provider Nam | ie 🗸 GO |

5. A list view grid will display the corporate/placeholder record and any associated group/foster home records. The Provider ID will be the same Provider ID from the application request confirmation pop-up. Click on the appropriate group/foster home record.

For additional information on locating the proper group/foster home record please review <u>If Needed:</u> <u>Identifying the Group/Foster Home Record in</u> iConnect section.



Note: If only the corporate/placeholder record is displayed, skip to the <u>Locating</u> the Group or Foster Home Record using "Linked Providers" section.

| opd iconnect | Welcome, Sylvia Provider 2/17/2025 2:44 PM | n Out Service Provider |
|---|---|------------------------|
| File | | |
| Quick Search | viders V Provider Name V GO | ADVANCED SEARCH |
| | MY DASHBOARD CONSUMERS PROVIDERS | |
| 2 Providers Quick Search Result record(s) returned - now viewing 1 thro | igh 2 | |
| | Provider Name | Provider ID |
| Name of Corporate/Placeholder Record | | 12345 🗸 |
| Group Home Applicant | | 24770 👻 |
| First | Previous Records per page 15 Next Last | |

6. Once on the group/foster home record, begin the application submission process.

For additional details on the license application process, please utilize the <u>New</u> <u>Licensing Facility Application Request Training Manual</u>.



| opd iConnec | t | | | Group Home Applicant Last Updated by sylvia.baer@apdcares at 2/17/2025 2:41:47 PM | | | | | | pplicant aer@apdcares.org 41:47 PM | Prov | iders Si | ign Out |
|--------------------------------------|-----------|------------|-----------------|---|-----------|------------|--------|------|---------------|--|-------|-----------|-----------|
| File Edit Reports | | | | | | | | | | | | | |
| | Quick S | earch | | | | | | | | | | | |
| | | | | Providen | 3 | | | - | Provider Name | | ~ | GO | ADVA |
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| | | | | | | | | | | | 1 | | |
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| Group Home Applicant (247) | (0) | | | | | | | | | | | | |
| | Workers | Services | Provider ID N | lumbers | Beds | Linked Pro | viders | Ser | vice Area | | | | |
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| | Floviders | CAI | LVV Activities | 20030 | ineduling | 1 Onns | Contra | 1015 | Linoiments | Autonzations | Notes | Appointin | |
| Basic Information | | | | | | | | | | | | | |
| Provider Name | Group Hom | e Applican | t | | | | | | Residential | Monitor | | | |
| DBA (if applicable)/Facility Name | | | | | | | | | Licensing 9 | Specialist | | | |
| Licensed Home licensed for | | | | | | | | | Area Behay | vior Analyst | | | |

Locating the Group or Foster Home Record using "Linked Providers"

This section is for applicants who completed steps 1 through 5 in the previous section but were unable to locate their group or foster home record. Follow these steps to find the record using an alternative method:

1. After completing a Quick Search, a list view grid may display, showing only the corporate/placeholder record or the corporate/placeholder record will automatically load onto the screen. If the list view grid displays with only the corporate/placeholder record, click the record.

| opd iConnect | Welcome, Sylvia Provider Quick Search Result Sig | gn Out Service Provider V GO |
|--------------------------------|--|------------------------------|
| File | | |
| | Quick Search Providers V Provider Name V CO | ADVANCED SEARCH |
| | MY DASHBOARD CONSUMERS PROVIDERS | |
| 1 Providers Quick Search Resul | t record(s) returned - now viewing 1 through 1 | |
| | Provider Name | Provider ID |
| Name of Corporate | Placeholder Record | 12345 • |

| Name of Corporate/Placeholder Record (12345) | | | | | | | | | | | |
|--|-----------|----------|----------------|-----------------------|------------|--------------|------------------|------------------|--|----------------|-------|
| | Workers | Services | Provider ID N | Beds | Linked Pro | viders | ers Service Area | | | | |
| | Providers | CAP | EVV Activities | EVV Activities EVV Sc | | Forms Contra | | acts Enrollments | | Authorizations | Notes |
| Basic Information | | | | | | | | | | | |

2. Click Linked Providers

| Workers | Service | s | Provider ID N | lumbers Beds Linked Providers Service Area | | | | | ervice Area | | | | |
|-----------|---------|---|---------------|--|----------|-------|----------|--|-------------|----------------|-------|--------------|-------------|
| Providers | CAP | E | VV Activities | EVV Sc | heduling | Forms | Contract | | Ecroliments | Authorizations | Notes | Appointments | Credentials |
| | | | | | | | | | | | | | |

3. A list view grid will display. Locate the group/foster home record and click the check box on the far right.



| W | Vorkers Service | es Provider ID N | lumbers Beds | Linked P | roviders | Service Area | | | | | | |
|-------------------------------------|--------------------|--------------------|---------------|-------------|-----------|--------------|-------------|-----------|------------------------------------|--|----------------------------|--|
| Pr | roviders CAP | EVV Activities | EVV Schedulin | g Forms | Contracts | Enrollments | Authorizati | ons Notes | Appointments | Credentials | | |
| -Filters | | | | | | | | | | | | |
| Linked As 🕶 🕂 | | | | | | | | | | | | |
| Search Reset | | | | | | | | | | | | |
| -1 Providers Linked Providers recor | rd(s) returned - r | low viewing 1 thro | ough 1 | | | | | | | | | |
| | | | | | | | | | | | | |
| Linked As | Provi | der | Street | City | State | Zip | Code | Status | | Disclaimer | | |
| Subsidiary Group H | Home Applicant | | | | | | A | ctive | The details of the the Consumer to | ie facility are per Provider, it o validate | t is up to the WSC and 🛛 🗹 | |
| | | Fir | st Previous | Records per | page 15 | Next Last | | | | | \sim | |
| | | | | | | | | | | | | |

4. Navigate to Tools and click Open Linked Provider

| < | Open Linked Pro | Open Li | h nked Provid | der Record | Providers | | ~ | Provider Name | | ~ | 60 🔊 | ADVANCED SEARCH | |
|---------|--|-----------------------|------------------|------------------|----------------|------------|-----------|---------------|---------------|--------|--------------------|---|--|
| | | | | | N | IY DASHBO/ | ARD CC | ONSUMERS | PROVIDER | 5 | | | |
| In | ne of Corporat | e/Placeholde | Record | d (12345) | | | | | | | | | |
| | | Workers | Services | Provider ID N | umbers Beds | Linked Pr | roviders | Service Area | | | | | |
| | | Providers | CAP | EVV Activities | EVV Scheduling | Forms | Contracts | Enrollments | Authorization | Notes | Appointments | Credentials | |
| ea P | d As + rch Reset roviders Linked Prov | riders record(s) retu | imed - nov | w viewing 1 thre | ough 1 | | | | | | | | |
| I | Linked As | | Provide | r | Street | City | State | e Zip | Code | Status | | Disclaimer | |
| | Subsidiary | Group Home App | licant | | | | | | Ac | tive | The details of the | he facility are per Provider, it is up to the WSC and | |

5. Once on the group/foster home record, begin the application submission process.

For additional details on the license application process, please utilize the <u>New Licensing Facility Application Request Training Manual</u>.

| opd iConnec | t | | | | | | Last Up | Group Home Applicant Last Updated by sylvia.baer@apdcares.org at 2/17/2025 2:41:47 PM | | | ders Sig | n Out |
|--------------------------------------|--|----------|----------------|--------|-----------|------------|-----------|---|----------------|-------|-----------|---------|
| File Edit Reports | | | | | | | | | | | | |
| | Quick Search Providers V Provider Name | | | | | | | | | ~ (| go 📀 | ADVA |
| | | | | | MY | DASHBOA | RD CO | NSUMERS | PROVIDERS | | | |
| Group Home Applicant (2477 | 70) | | | | | | | | | | | |
| | Workers Se | ervices | Provider ID Nu | umbers | Beds | Linked Pro | viders | Service Area | | | | |
| | Providers 0 | CAP | EVV Activities | EVV S | cheduling | Forms | Contracts | Enrollments | Authorizations | Notes | Appointme | nts Cre |
| Basic Information | | | | | | | | | | | | |
| Provider Name | Group Home Ap | pplicant | | | | | | Residentia | Monitor | | | |
| DBA (if applicable)/Facility Name | | | | | | | | Licensing | Specialist | | | |
| Licensed Home licensed for | | | | | | | | Area Behav | vior Analyst | | | |

If Needed: Identifying the Group/Foster Home Record in iConnect

To distinguish between a Group/Foster Home record and a Corporate/Placeholder record, follow these steps after performing a Provider Search:

1. Once on the record, navigate to the "Credentials" tab.



a. If there is a Credential for License and the Type is either Group Home or Foster Home, it is a group or foster home record.



b. If there is a Credential for Certification and theType is iBudget Wavier Applicant Placeholder or iBudget Waiver Agency Provider, it is a placeholder or corporate record. Do not complete any licensing documentation on this record.

| Providers I | Divisions EVV Activities | Forms Enroll | ments Authorization | s Notes C | redentials EVV S | cheduling CAP | Appointments | | | | | | |
|----------------|--|--------------|---------------------|------------|------------------|---------------|-----------------|---------|--|--|--|--|--|
| Filters | · | | | | | | | | | | | | |
| Credential V + | | | | | | | | | | | | | |
| Sez | Search Reset 1 Providers Credentials record(s) returned - now viewing 1 through 1 | | | | | | | | | | | | |
| Credential | Credential Type Credential Number Effective Date Expiration Date License Duration Status | | | | | | | | | | | | |
| Certification | Budget Waiver Applicant | Placeholder | | 01/12/2025 | | | Applicant Place | eholder | | | | | |
| | | | | | | | | | | | | | |