

## Locating Group or Foster Home Records in iConnect Job Aid

### Introduction

The Agency for Persons with Disabilities (APD) uses an [online application request link](#) 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.

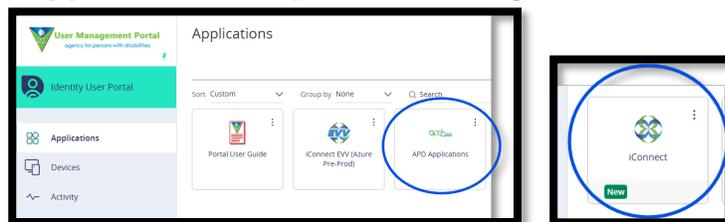
This job aid will help prospective applicants locate their group or foster home records to complete the licensing process. For more details on submitting a licensing application, please refer to the [New Licensing Facility Application Request Training Manual](#).

There are two ways 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**.



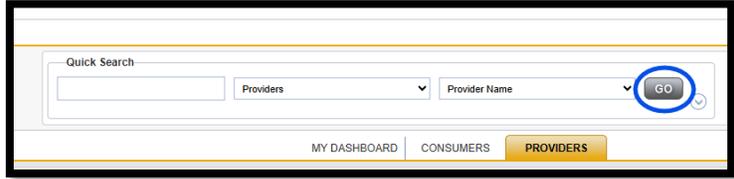
2. Set Role to "Service Provider" and click **GO**.



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

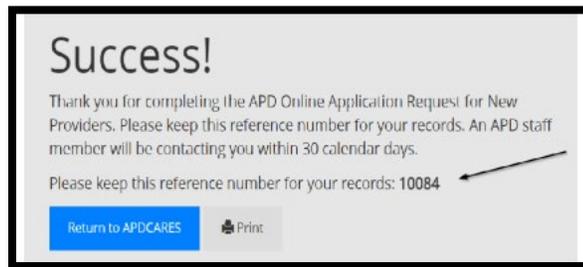


4. Press **GO** at the Quick Search.

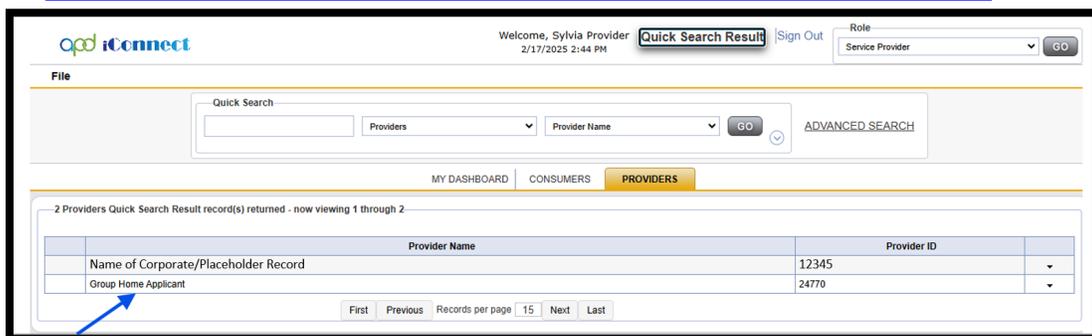


5. A list view grid will display the corporate/placeholder record and any associated group/foster home records. The Provider ID will be the same Provider ID from the application request confirmation pop-up. Click on the appropriate group/foster home record.

For additional information on locating the proper group/foster home record please review [If Needed: Identifying the Group/Foster Home Record in iConnect section.](#)

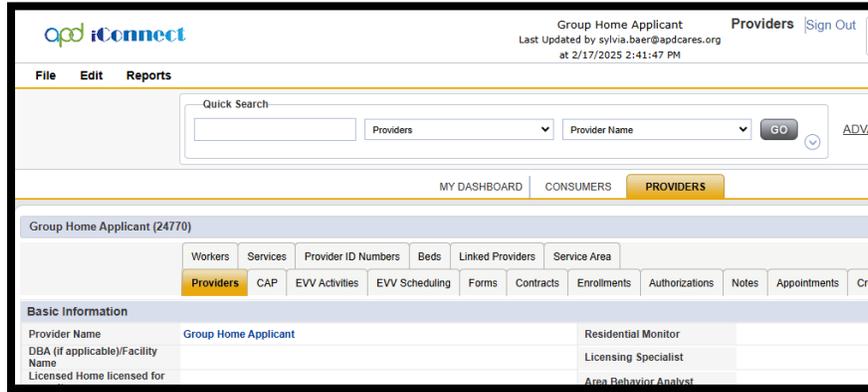


**Note:** If only the corporate/placeholder record is displayed, skip to the [Locating the Group or Foster Home Record using "Linked Providers" section.](#)



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

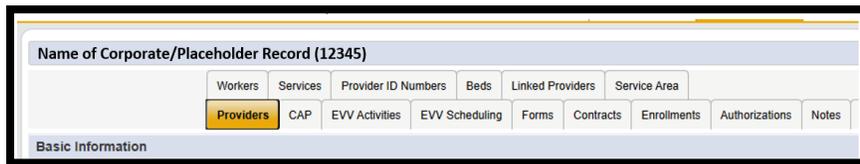
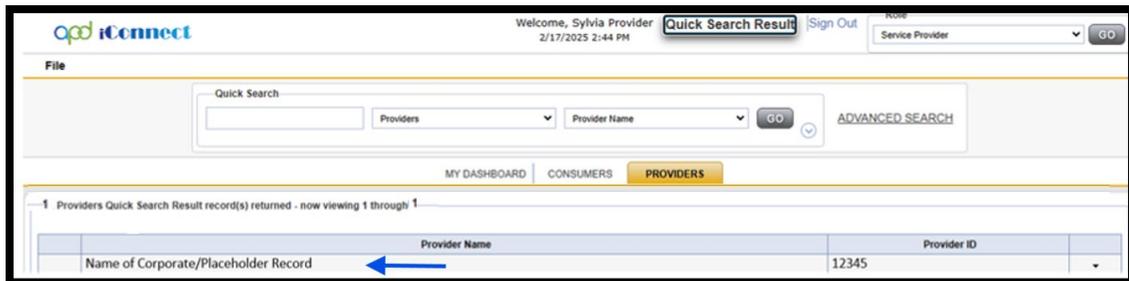
For additional details on the license application process, please utilize the [New Licensing Facility Application Request Training Manual.](#)



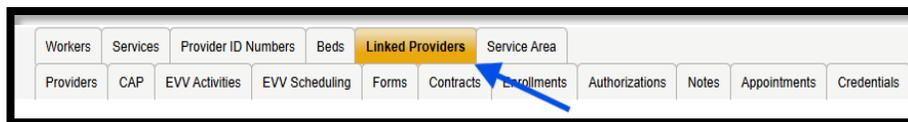
### Locating the Group or Foster Home Record using “Linked Providers”

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:

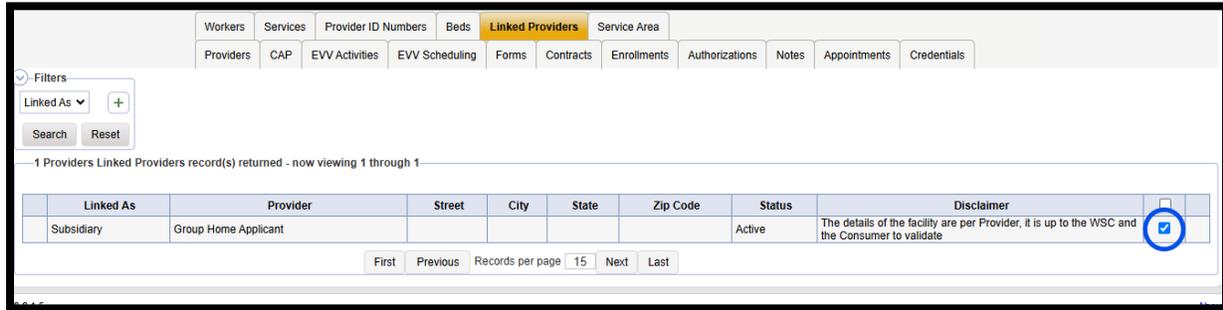
1. After completing a Quick Search, a list view grid may display, showing only the corporate/placeholder record or the corporate/placeholder record will automatically load onto the screen. If the list view grid displays with only the corporate/placeholder record, click the record.



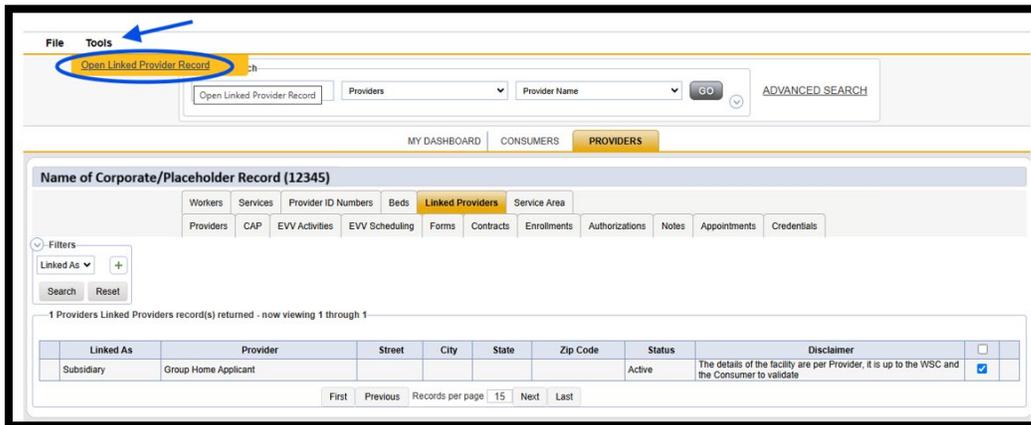
2. Click **Linked Providers**



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

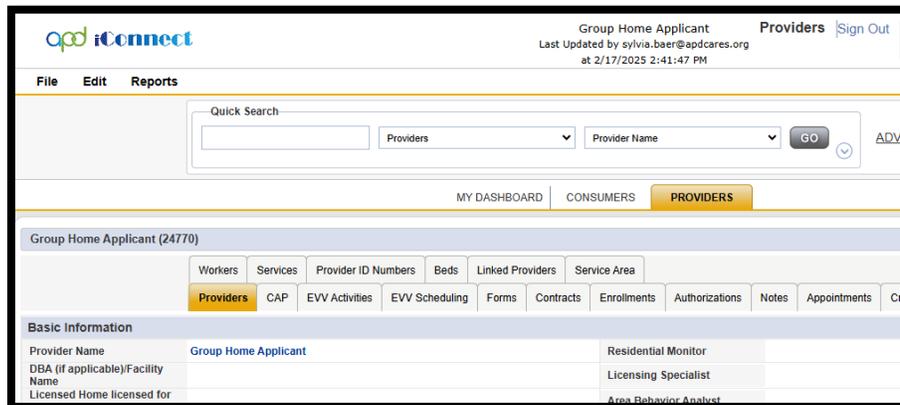


4. Navigate to Tools and click **Open Linked Provider**



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

*For additional details on the license application process, please utilize the [New Licensing Facility Application Request Training Manual](#).*

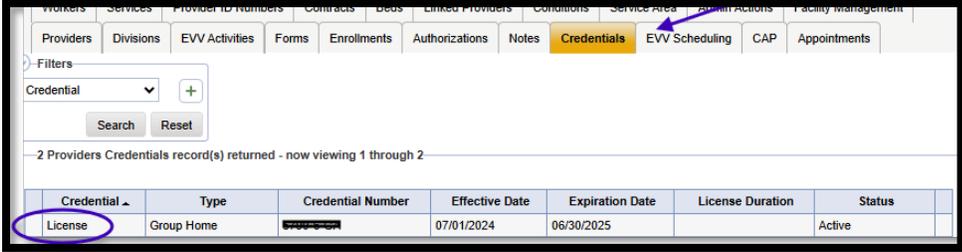


**If Needed: Identifying the Group/Foster Home Record in iConnect**

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.



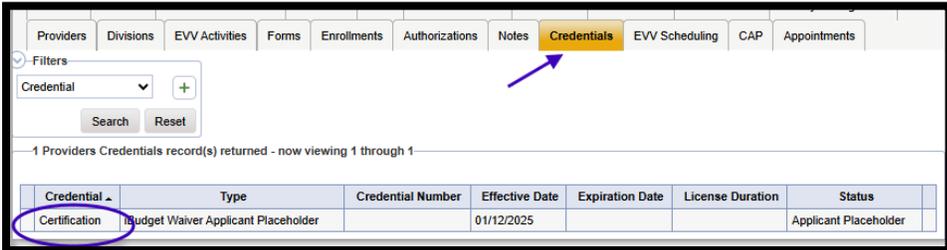
Providers Divisions EVV Activities Forms Enrollments Authorizations Notes **Credentials** EVV Scheduling CAP Appointments

Filters  
Credential  +  
Search Reset

2 Providers Credentials record(s) returned - now viewing 1 through 2

Credential	Type	Credential Number	Effective Date	Expiration Date	License Duration	Status
License	Group Home	██████████	07/01/2024	06/30/2025		Active

- b. If there is a Credential for Certification and the Type 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 Divisions EVV Activities Forms Enrollments Authorizations Notes **Credentials** EVV Scheduling CAP Appointments

Filters  
Credential  +  
Search Reset

1 Providers Credentials record(s) returned - now viewing 1 through 1

Credential	Type	Credential Number	Effective Date	Expiration Date	License Duration	Status
Certification	iBudget Waiver Applicant Placeholder		01/12/2025			Applicant Placeholder