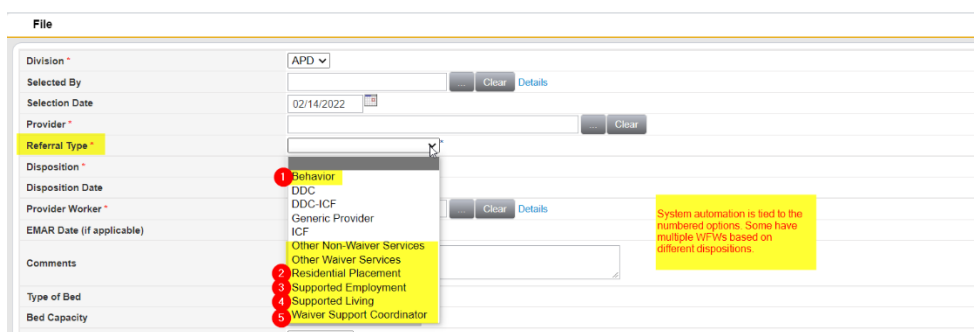


Adding Provider Selections

Provider Selection records are needed to allow providers and their workers access to the Consumer's record within APD iConnect. This also allows for providers to document their service deliveries and to complete other necessary tasks within APD iConnect. Providers are not able to complete these tasks without the WSC adding provider selection records to the Provider Selection tab within the consumer's record.

Additionally, when a consumer selects a new provider, the WSC is required to close the previous provider selection record and open a provider selection for the new provider. **Provider Selection Records are only to be added when the provider and their staff are live and using APD iConnect.**

In this Catalog, WSCs will be able to locate a provider, by service, and review the available instructions to add the provider selection records.



Note: It is extremely important to ensure that the correct Referral Type and Disposition are selected as there are ticklers associated with specific options.

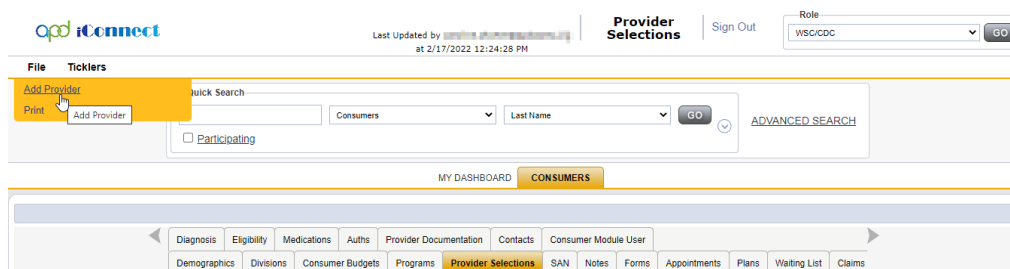
Roles Involved

- **WSC/CDC**

For each consumer's record, complete the following steps. They can be completed with only the WSC/CDC role. WSC supervisors who are also WSCs (i.e. have the WSC/CDC role), can complete this for consumers on the direct report's caseload.

To Begin

1. Navigate to the Consumer's record and click Provider Selection > File > Add Provider.



2. The provider detail page will display. Please proceed to the appropriate type of provider selection from the options below:

Provider Selection Instructions per Service:

Use the following listing to locate the appropriate provider selection for specific instructions for the applicable service.

Other Waiver Services	3
Consumable Medical Supplies	3
Durable Medical Equipment and Supplies	3
Environmental Accessibility Adaptations.....	3
Life Skills Development 1 (Companion).....	3
Life Skills Development 3 (Adult Day Training - ADT).....	3
Nursing Services	3
Occupational Therapy	3
Personal Emergency Response System.....	3
Personal Support Services	3
Physical Therapy.....	3
Respiratory Therapy	3
Respite Services	3
Special Medical Home Care	3
Specialized Mental Health Counseling.....	3
Speech Therapy	3
Transportation Services.....	3
Supported Living Services	4
Waiver Support Coordination Provider Selection.....	6

Other Waiver Services

“Other Waiver Services” should be utilized when creating provider selections for the following types of providers:


- Consumable Medical Supplies
- Durable Medical Equipment and Supplies
- Environmental Accessibility Adaptations
- Life Skills Development 1 (Companion)
- Life Skills Development 3 (Adult Day Training - ADT)
- Nursing Services
- Occupational Therapy
- Personal Emergency Response System
- Personal Support Services
- Physical Therapy
- Respiratory Therapy
- Respite Services
- Special Medical Home Care
- Specialized Mental Health Counseling
- Speech Therapy
- Transportation Services

This Provider Selection Record does not trigger ticklers.

1. Update the following fields:
 - a. Division = default to APD
 - b. Selected by = defaults to Self
 - c. Selection date = defaults to today
 - d. Provider = select the ellipsis to search for and select the desired service provider agency
 - e. Referral Type = Other Waiver Services
 - f. Disposition = Open
 - g. Disposition Date = defaults to today
 - h. Provider Worker = search for and select the Provider's Worker (aka staff) name
 - i. *Please note – An individual worker cannot be selected if he/she has not logged in to APD iConnect. In this case, the agency owner may be selected, but should be updated once the staff signs into APD iConnect.*

ii. **DO NOT** Leave the WSC's Name in this field

- i. WSC Transfer Effective Date = leave blank
- j. WSC Transfer End Date = leave blank
- i. Comments = Include information as needed
 - i. If this provider serves multiple services, include the list of services provided in the comments.
- ii. **IMPORTANT:** Ensure that the provider selection is listed for services that need ticklers. IF a provider renders supported living and personal supports, ensure that you do not use referral type Other Waiver Services, but Supported Living as Supported Living referrals trigger important ticklers.
- j. Click File > Save and Close Provider



Provider

2/28/2022 12:33 PM

File


Division *	APD ▾
Selected By	WscPlaceholder, Central ... Clear Details
Selection Date	02/28/2022 📅
Provider *	Test Provider ... Clear
Referral Type *	Other Waiver Services ▾*
CAUTION	"WSC-SELECTED" is a disposition used by APD staff only. Incorrect use will trigger extra ticklers for WSCs.
Disposition *	Open ▾
Disposition Date	02/28/2022 📅
Provider Worker *	Worker, Example ... Clear Details
Comments	Selection Record is being created to provider Provider Agency level access to the consumer's record.
Type of Bed	▾
Bed Capacity	
Bed Status	▾

Supported Living Services

This Provider Selection Record triggers ticklers, therefore it is very important that the WSC make the correct selections when adding this record.

1. Update the following fields:
 - a. Division = default to APD
 - b. Selected by = defaults to Self
 - c. Selection date = defaults to today

- d. Provider = select the ellipsis to search for and select the desired service provider agency
- e. Referral Type = Supported Living
- f. Disposition = Open
- g. Disposition Date = defaults to today
- h. Provider Worker = search for and select the Supported Living Coach
 - i. *Please note – An individual worker cannot be selected if he/she has not logged in to APD iConnect. In this case, the agency owner may be selected, but should be updated once the staff signs into APD iConnect.*
 - ii. **DO NOT Leave the WSC's Name in this field**
- k. WSC Transfer Effective Date = leave blank
- l. WSC Transfer End Date = leave blank
- k. Comments = Include information as needed
 - i. If this provider serves multiple services, include the list of services provided in the comments.
 - ii. **IMPORTANT: Ensure that the provider selection is listed for services that need ticklers. IF a provider renders supported living and personal supports, ensure that you do not use referral type Other Waiver Services, but Supported Living as Supported Living referrals trigger important ticklers.**
- i. Click File > Save and Close Provider



Provider
 2/28/2022 12:33 PM

File


Division *	APD ▾		
Selected By	WscPlaceholder, Central	...	Clear Details
Selection Date	02/28/2022		
Provider *	Test Provider	...	Clear
Referral Type *	Supported Living ▾*		
CAUTION	"WSC-SELECTED" is a disposition used by APD staff only. Incorrect use will trigger extra ticklers for WSCs		
Disposition *	Open ▾		
Disposition Date	02/28/2022		
Provider Worker *	Worker1, Provider	...	Clear Details
Comments	Selection Record is being created to provider Provider Agency level access to the consumer's record.		

2. Upon Saving the Provider Selection Record, the Workflow Wizard triggers the ticklers assigned to the SLC and to the WSC.

Waiver Support Coordination Provider Selection

WSC Provider Selection Records are created by APD staff. In the event there is no Provider Selection Record on file, the WSC will create one. **Selecting Open as the Disposition will prevent Workflow Wizards from triggering ticklers.**

1. Update the following fields:
 - a. Division = APD
 - b. Selected by = defaults to Self
 - c. Selection date = defaults to today
 - d. Provider = select the ellipsis to search for and select the desired service provider agency
 - e. Referral Type = Waiver Support Coordinator
 - f. Disposition = **Open**
 - g. Disposition Date = defaults to today
 - h. Provider Worker = search for and select the Waiver Support Coordinator's name if it is not you
 - i. *Please note – An individual worker cannot be selected if he/she has not logged in to APD iConnect. In this case, the agency owner may be selected, but should be updated once the staff signs into APD iConnect.*
 - i. WSC Transfer Effective Date = leave blank
 - j. WSC Transfer End Date = leave blank
 - k. Comments = Add a comment that the selection record is being created to provide Provider Agency level access to the consumer's record.
 - l. Click File > Save and Close Provider



Provider
2/28/2022 1:11 PM

File

Division *	APD ▾		
Selected By	WscPlaceholder, NorthEast	...	Clear Details
Selection Date	02/28/2022		
Provider *	WSC Qualified Organization 2022	...	Clear
Referral Type *	Waiver Support Coordinator ▾*		
Disposition *	Open ▾		
Disposition Date	02/28/2022		
Provider Worker *	WscPlaceholder, NorthWest	...	Clear Details
WSC Transfer Effective Date			
WSC Transfer End Date			
Comments	<div style="border: 1px solid black; height: 20px;"></div>		

- If a Waiver Support Coordination Provider Selection Record is saved with the Disposition of “WSC – Selected,” a workflow wizard will trigger ticklers to the WSC.

IMPORTANT: *This selection should only be made when the individual is being enrolled onto the waiver and assigned a WSC for the first time.*

- If a Waiver Support Coordination Provider Selection Record is saved with the Disposition of “WSC – Transfer In,” a workflow wizard will trigger ticklers to the WSC.

IMPORTANT: *This selection should only be made when the individual is transferred to this WSC.*