Pulling the WSC BASE Renewal Due Report

Introduction

Waiver Support Coordinators (WSCs) are responsible for ensuring that there are no interruptions to their client's services, including the continuation of Behavioral Services. Behavioral services must be reviewed annually as part of the cost plan review process. Some services may be reviewed more frequently, depending on the service and the individual's needs. A report can be generated in iConnect, to assist the WSC in determining when to initiate the renewal process for the Behavior Analysis Services Eligibility (BASE). The WSC BASE Renewal Due report will identify all the clients on the WSC's caseload that have/had a BASE completed in iConnect. The report will indicate, for each LRC Chair BASE form, the review date and the next review date for each behavioral service.

REMINDER: Personal Health Information (PHI) will be included when exporting the WSC BASE Renewal Due report. It is the responsibility of all iConnect users to ensure that their systems follow all HIPAA requirements.
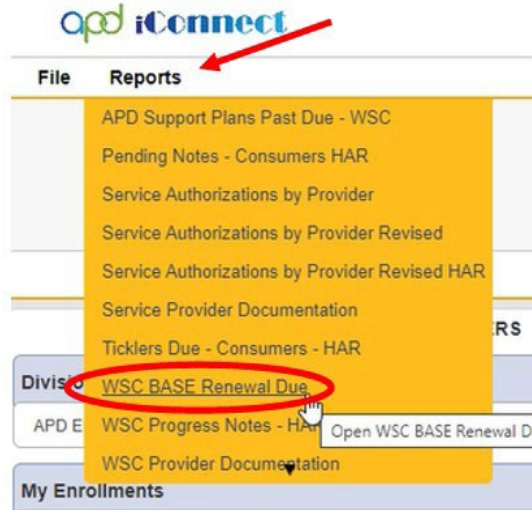
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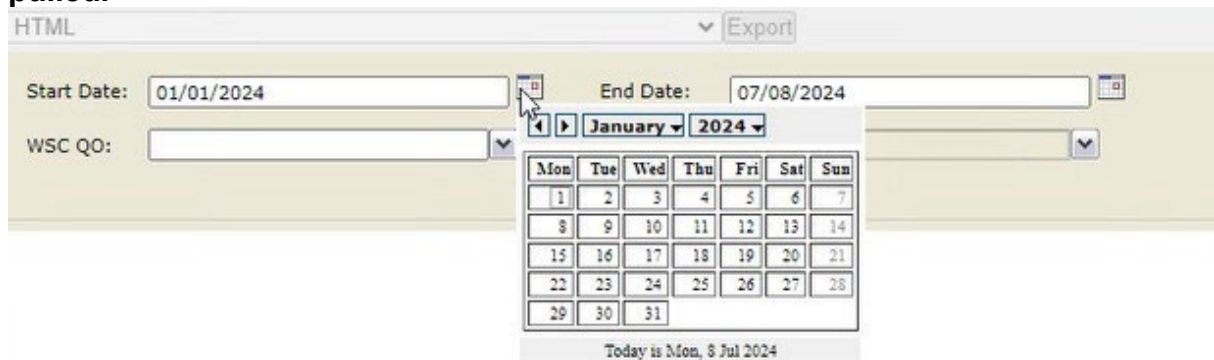1. To begin, log into iConnect and set Role = **Service Provider** or **WSC/CDC**. Click **Go**.

2. On **My Dashboard**, navigate to the **Reports** menu and select **WSC BASE Renewal Due**.


3. Fill out the search screen with the needed information for the report. **It is crucial that the information is filled out in a specific order to allow the report to be pulled.**


a. Begin Date: Use the start date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon. Select the month and year by clicking on the corresponding drop-down menus, and then select the date by clicking on it.
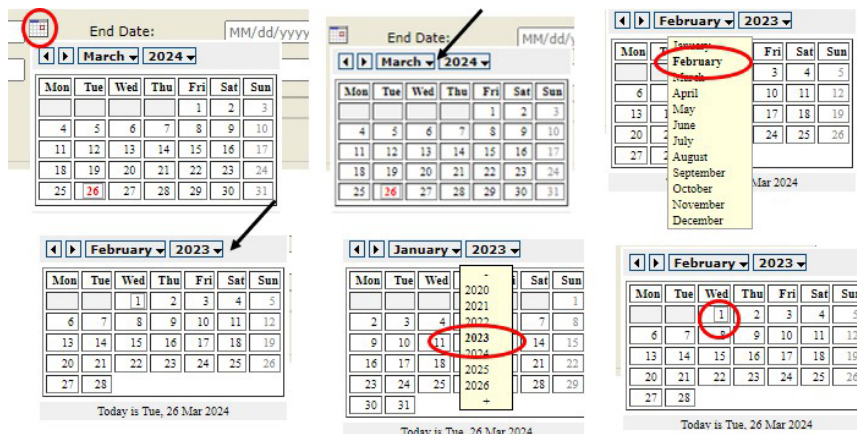
b. End Date: Use the end date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon. Select the month and year by clicking on the corresponding drop-down menus, and then select the date by clicking on it.
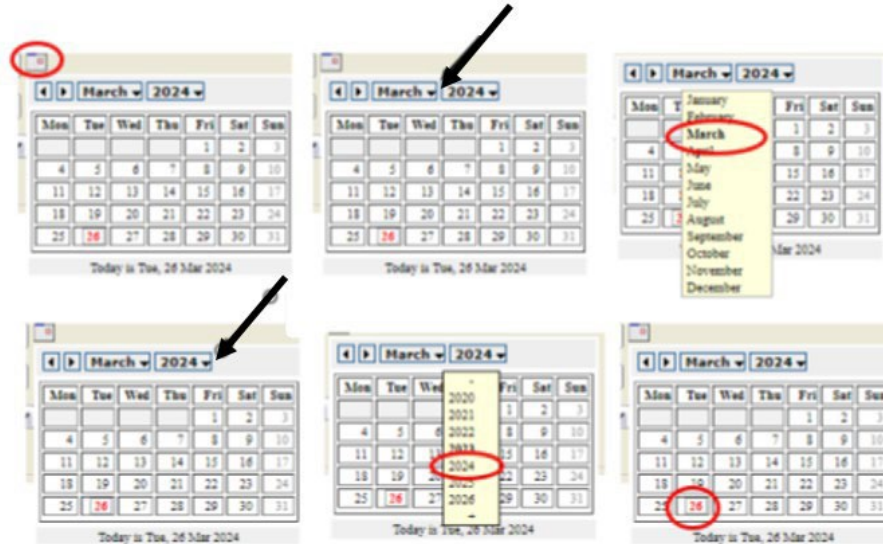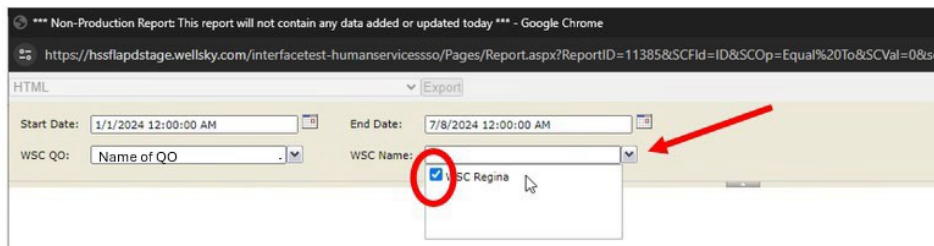

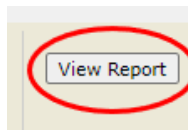c. WSC QO: In the drop-down menu check the QO's name.
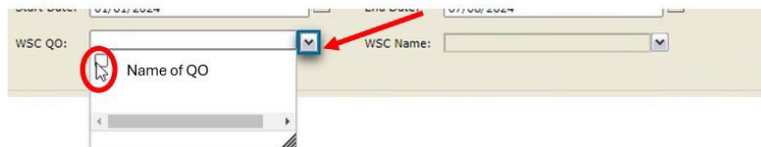
d. WSC Name: In the drop-down menu check the name(s) of the WSC(s) needed to be displayed in the search.

Note: Service Provider role will have access to all WSCs employed with their QO whereas the WSC/CDC role will only have access to their own name.

4. Click **View Report** to execute the search.

5. A report will be generated on the screen. View the report in this window or export the report.
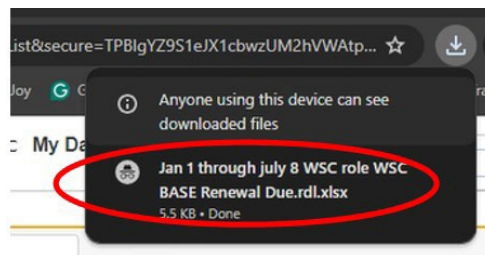
a. To export the report, go to the caret next to the Save (floppy disk) icon.
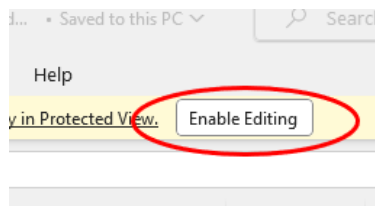

b. Select Excel.
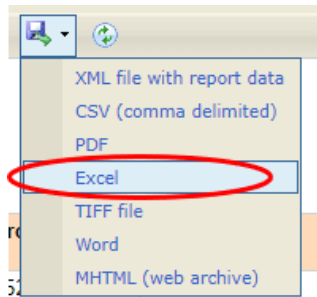
c. The Excel report will download. Click the report from the computer's downloads.

d. Enable Editing by clicking the button at the top of the screen.

6. Review, filter, and sort report as needed.