

Waiver Clients Enrolling onto the DDMC – WSC Tasks

Introduction

As of July 1, 2026, clients enrolled in the iBudget Waiver program can choose to transfer their enrollment to the Intellectual & Developmental Disabilities Comprehensive Managed Care (ICMC) Waiver, also known as the Developmental Disability Managed Care (DDMC) program. iBudget Waiver clients may choose to enroll in the ICMC program. Clients must disenroll from the iBudget Waiver and go through the Agency for Health Care Administration (AHCA) to enroll on the ICMC program on the first day of the month following disenrollment from the iBudget Waiver.

This job aid outlines the steps a Waiver Support Coordinator (WSC) should take after the State Office is notified by AHCA that the client has chosen to voluntarily disenroll from the iBudget Waiver and enroll in the ICMC program.

WSC Notified of Pending Disenrollment

The WSC will be notified of the approved disenrollment via the “Waiver Disenrollment” Note in iConnect.

Once the Waiver Disenrollment Note is received, the WSC will:

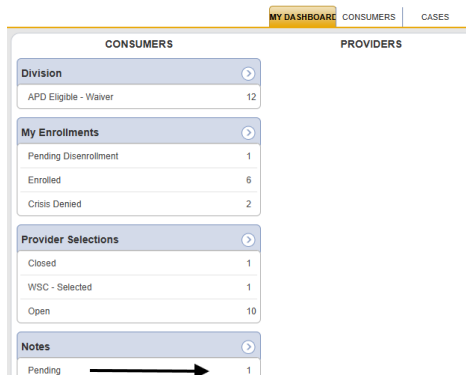
- Update the Division record to Pending Disenrollment
- Notify the service providers
- End Planned Services

IMPORTANT: The WSC Mentee role has limited access and does not have the ability to update the Divisions tab.

1. Set Role = **WSC/CDC** and press **Go**.



2. On My Dashboard, click the Pending notes queue under Consumers.



CONSUMERS		PROVIDERS	
Division			
APD Eligible - Waiver	12		
My Enrollments			
Pending Disenrollment	1		
Enrolled	6		
Crisis Denied	2		
Provider Selections			
Closed	1		
WSC - Selected	1		
Open	10		
Notes			
Pending	1		

- Open Note Type = Waiver Disenrollment, Note Subtype = Waiver Disenrollment Approved and read the Note.

1 My Dashboard Notes record(s) returned - now viewing 1 through 1

iConnect ID	Consumer	Note Type	Note Sub Type	Note Date	Subject	Author	Status	
		Waiver Disenrollment	Pending Waiver Disenrollment	08/11/2026		Baer, Sylvia	Pending	

First Previous Records per page 15 Next Last

- Utilizing the Quick Search, navigate to the Consumer's record.

Quick Search

Consumers iConnect ID [ADVANCED SEARCH](#)

☐ Participating

MY DASHBOARD **CONSUMERS** CASES

- Open the **Divisions** tab and click the Division in the list view grid.

MY DASHBOARD **CONSUMERS** CASES

Diagnosis Eligibility Medications Auths Provider Documentation Contacts Consumer Module User
Demographics **Divisions** Consumer Budgets Programs Provider Selections SAN Notes Forms Appointments Plans Pre-Enrollment Clair

Filters
Open Date Greater Than MM/DD/YYYY AND
Disposition +
Search Reset

1 Consumers Divisions record(s) returned - now viewing 1 through 1

Division	Disposition	Primary Worker	Secondary Worker	Open Date	Close Date	LOS
APD	APD Eligible - Waiver	WSC, Sylvia	Baer, Sylvia	09/16/2022		1425

First Previous Records per page 15 Next Last

- Update the Disposition to **Pending Disenrollment**.

File

Division Events Track Disposition

An asterisk (*) indicates a required field

Events

Division * APD

Disposition * Pending Disenrollment

Disposition Date 08/11/2026

WSC Mentee

Open Date 09/16/2022

Lookup Clear

- Go to **File > Save and Close Division**.

File

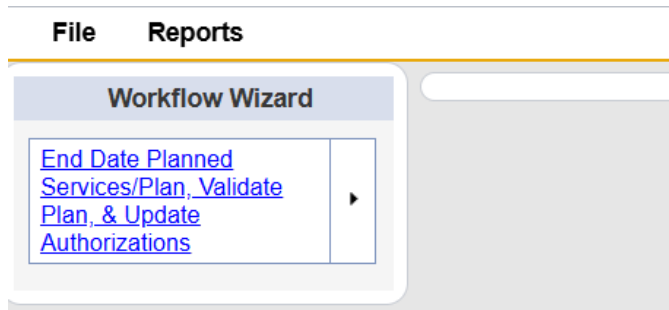
History

Spell Check

Save Division

Save and Close Division

8. The WSC will get a Workflow Wizard = End Date Planned Services/Plan, Validate Plan & Update Authorizations tickler.



9. The WSC will complete the following ticklers as outlined in [Chapter 20 of the Case Management Manual](#):
- a. Notify All Providers of Disenrollment
 - b. End Date All Planned Services & Complete Plans
 - c. Cancel All Authorizations