

## Pulling the WSC Medicaid Waiver Eligibility Worksheet Due Report

### Introduction

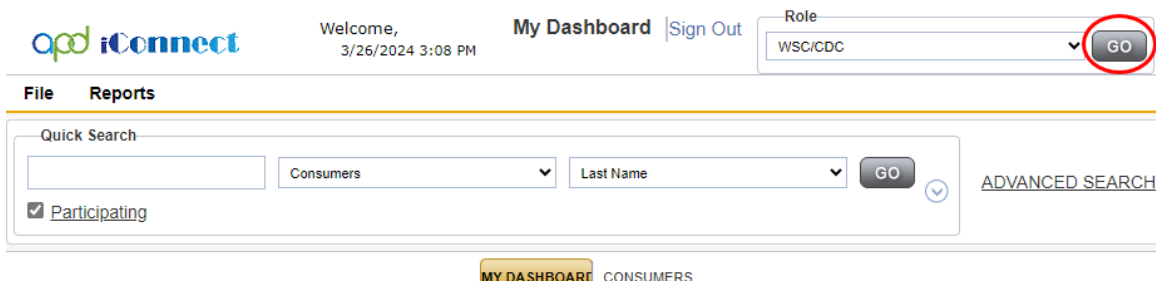
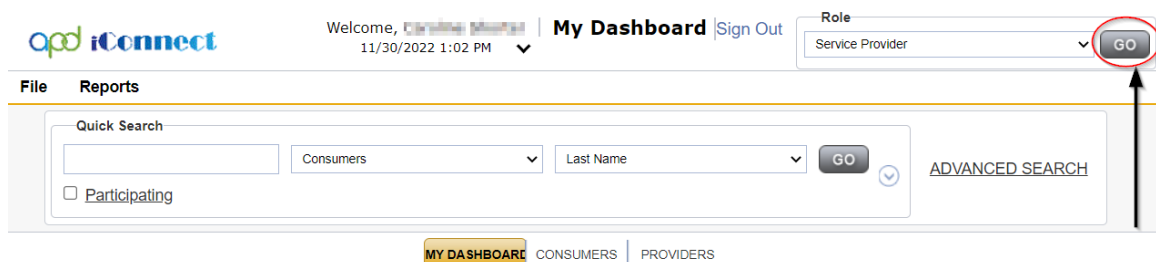
APD clients who wish to participate in the iBudget Florida Home and Community-Based Service (HCBS) waiver must meet the level of care criteria for placement in an Intermediate Care Facility or Individuals with Intellectual Disabilities (ICF/IID) and must also be eligible for Medicaid under Supplemental Security Income (SSI) or Title 19 (TXIX). The iBudget Florida HCBS Waiver Eligibility Worksheet is the document used by the agency to record the client’s level of care, Medicaid eligibility, and choice for participation on the waiver.

Waiver Support Coordinators (WSCs) are responsible for ensuring that the HCBS Medicaid Waiver Eligibility Worksheet is completed within 365 days of the last completed HCBS Medicaid Waiver Eligibility Worksheet for every client on their caseload. A report can be generated in iConnect, to assist the WSC in determining when the next HCBS Medicaid Waiver Eligibility Worksheet is due.

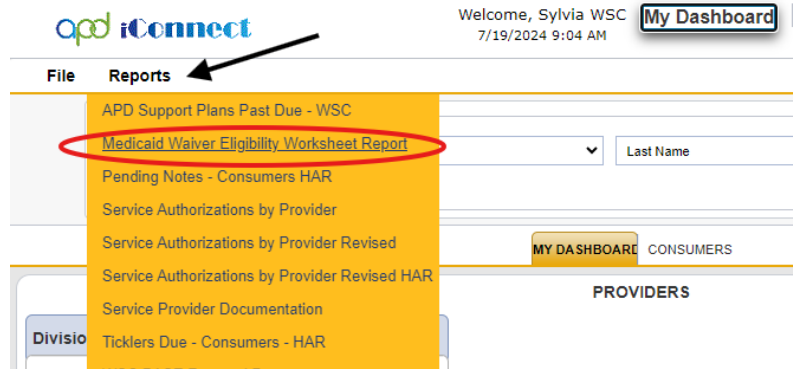
**REMINDER: Personal Health Information (PHI) will be included when exporting the WSC Medicaid Waiver Eligibility Worksheet Due report. It is the responsibility of all iConnect users to ensure that their systems follow all HIPAA requirements.**

### Pulling the WSC Medicaid Waiver Eligibility Worksheet Due Report

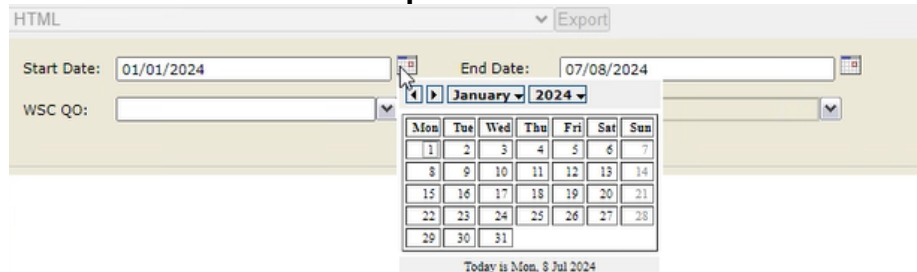
1. To begin, log into iConnect and set Role = **Service Provider** or **WSC/CDC**. Click **Go**.



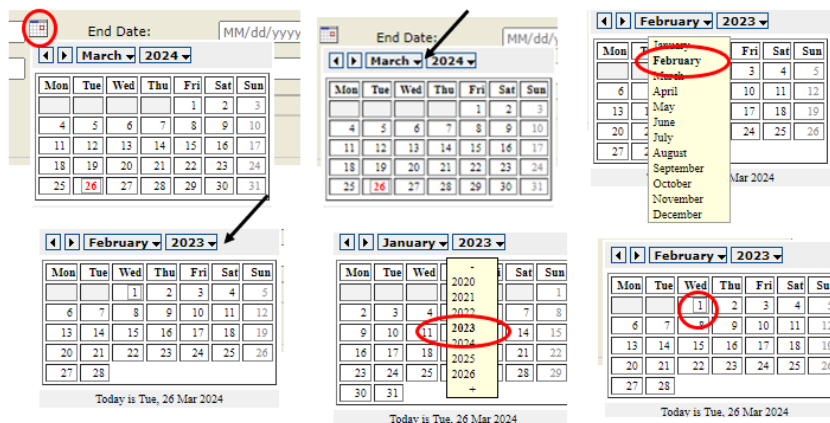
2. On **My Dashboard**, navigate to the **Reports** menu and select **Medicaid Waiver Eligibility Worksheet Report**



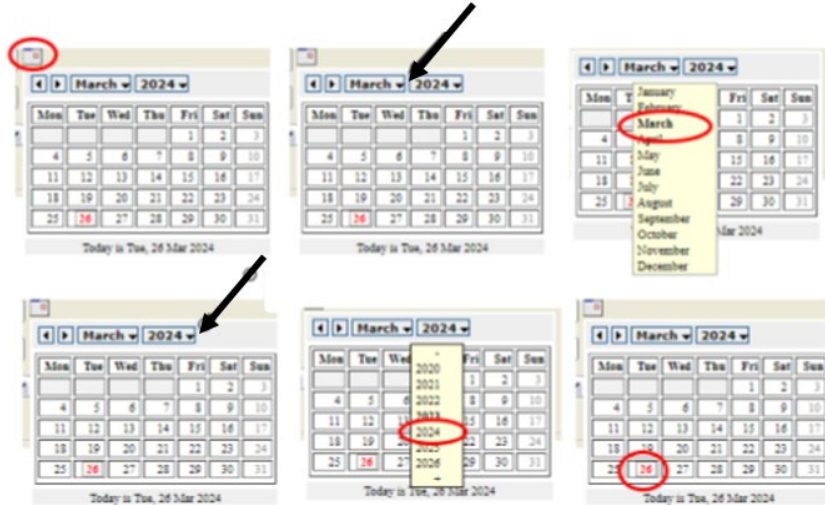
3. Fill out the search screen with the needed information for the report. It is crucial that the information is filled out in a specific order to allow the report to be pulled.



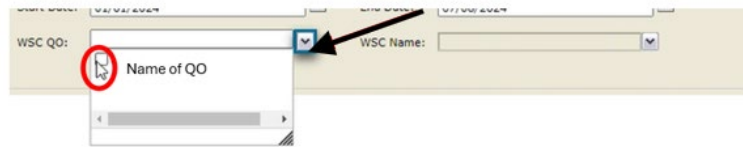
- a. **Begin Date:** Use the start date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon. Select the month and year by clicking on the corresponding drop-down menus, and then select the date by clicking on it.



- 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.

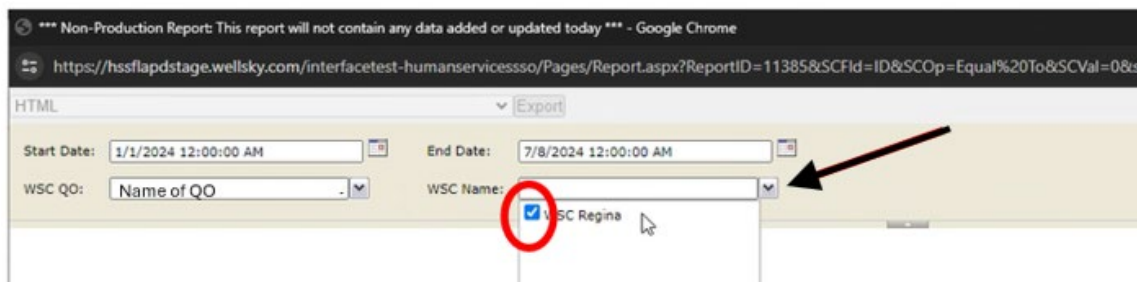


c. WSC QO: In the drop-down menu check the QO's name.

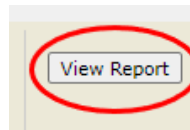


d. WSC Name: In the drop-down menu check the name(s) of the WSC(s) needed to be displayed in the search.

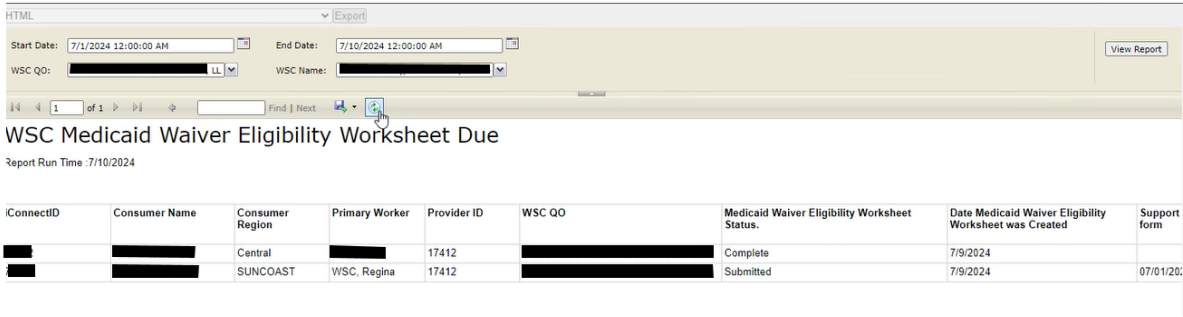
*Note: Service Provider role will have access to all WSCs employed with their QO whereas the WSC/CDC role will only have access to their own name.*



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.

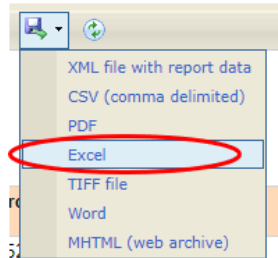


ConnectID	Consumer Name	Consumer Region	Primary Worker	Provider ID	WSC QO	Medicaid Waiver Eligibility Worksheet Status.	Date Medicaid Waiver Eligibility Worksheet was Created	Support form
[REDACTED]	[REDACTED]	Central	[REDACTED]	17412	[REDACTED]	Complete	7/9/2024	
[REDACTED]	[REDACTED]	SUNCOAST	WSC, Regina	17412	[REDACTED]	Submitted	7/9/2024	07/01/2024

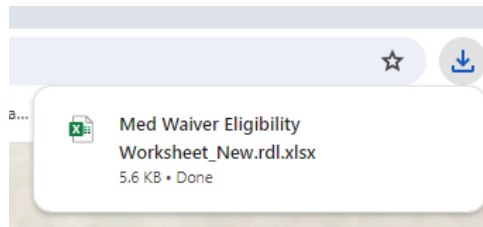
a. To export the report, go to the caret next to the Save (floppy disk) icon.



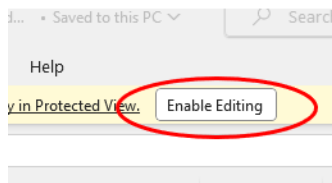
b. Select Excel.



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.