

WSC ADVISORY #2023-005

APD ICONNECT UPCOMING NEW SYSTEM FUNCTIONALITY AND GO-LIVE FOR WSCS

ACTION REQUIRED

EFFECTIVE DATE: JULY 27, 2023

The Agency for Persons with Disabilities (APD) is excited to announce new functionality that will be in APD iConnect effective **August 21, 2023**. APD will launch the following workflows which involve Waiver Support Coordinators (WSCs) beginning August 21, 2023:

- Employment Services
- Residential Planning
- ICF Transitions

Provider Selection Process for Life Skills Development Providers

Effective August 21, 2023, providers of the services listed below will begin using the APD iConnect system. WSCs will be able to review documentation of service provision within APD iConnect after August 21, 2023.

- Life Skills Development 1- Companion
- Life Skills Development 2- Supported Employment
- Life Skills Development 3- Adult Day Training
- Life Skills Development 4- Prevocational

To ensure services are documented in APD iConnect, it is critical for WSCs to begin entering Provider Selections in APD iConnect for Life Skills Development service providers who are actively in APD iConnect and authorized to provide these services. WSCs can begin to add these provider selections in APD iConnect immediately, for providers currently using APD iConnect so that these providers may begin completing their provider documentation on August 21, 2023.

WSCs must add providers using APD iConnect to the Provider Selection tab for consumers served by the WSCs so the provider can view the consumer's record and document their service delivery. These providers cannot complete these tasks without the WSC adding them to the Provider Selection tab. When a consumer selects a change in providers, the WSC is also responsible for deactivating Provider Selection records from the previous provider.

There are a small number of Life Skills Development service providers not yet in APD iConnect. APD is working to enter these remaining providers into APD iConnect by August 18, 2023.

Review the resources in the [APD iConnect WSC Library](#) for details on how to complete the Provider Selection process. Please reference the [Employment Services Training Manual](#), [Residential Planning Training Manual](#), and the [Provider Selection Catalog](#) for step-by-step instructions.

Provider Selection Process for Licensed Facilities and Bed Occupancy

- Effective August 21, 2023, WSCs will begin to complete residential planning within APD iConnect. Please be aware that WSCs will need to add providers selections for all individuals

currently residing in an APD Licensed home beginning on August 21, 2023. These entries are necessary to ensure that referrals are provided to homes with current bed availabilities.

Training:

WSCs were provided training in the month of June in preparation of the launch on August 21.

Training resources are available for all functionalities and located on the [APD iConnect WSC Library](#) or [Support Coordination Page](#) of the APD website.

Please refer to the following manuals found in the APD iConnect Case Management Training Manual Section of the WSC Library for step-by-step instructions to complete the workflows:

- [APD iConnect Employment Services Training Manual](#)
- [APD iConnect ICF Training Manual](#)
- [APD iConnect Residential Planning Training Manual](#)

Please refer to [Provider Advisory 2023-020 APD IConnect Upcoming New System Functionality and Go-Live](#) for information pertaining to Training and User Provisioning for Life Skills Development Providers.

WSCs are encouraged to review the [APD iConnect FAQ](#) for additional information beyond the eLearning resources.

WSCs who have any functionality or training questions should contact their Regional APD iConnect Trainer.