

WSC ADVISORY #2024-003
ANNUAL COST PLAN CONTINUATION PREPARATION
MANDATORY ACTION

EFFECTIVE DATE: FEBRUARY 23, 2024

As part of our annual process, the Agency for Persons with Disabilities (APD) is sending a series of advisories for preparations being made in iConnect to allow planned services on cost plans for the current Fiscal Year (FY) 2023-24 to continue into FY 2024-25. This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of steps to take in the current FY 2023-24 plans.

As done in previous years, APD will automate the continuation of plans to FY 2024-25 as much as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff.

WSCs and CDC+ Consultants must complete certain steps in iConnect for consumers on their caseloads **by March 15, 2024**. The APD Regional office will provide Qualified Organizations (QOs) with a listing of plans that require immediate attention. Please address the following items as soon as possible.

1. **Clients with more than one plan for the same fiscal year.** Clients who have enrolled into the CDC+ program from the iBudget Florida waiver or returned to the iBudget Florida Waiver from the CDC+ program may have a cost plan for each program. Please ensure that the duplicate plan has end dates associated with planned services/authorizations, ensuring only one active plan by June 30, 2024.
2. **Cost plans with no planned services.** Please determine if these clients are still receiving waiver services. If the client is not receiving services, contact the appropriate APD Regional office to begin case closure.
3. **Planned services with a county that does not match the county listed in the consumer's demographics and planned services with an Index SubObject (ISO) code that does not match the program or county.** Please review the clients' demographics and the planned services. Service plans with incorrect ISO codes on the planned service screen or incorrect counties will need to be ended on February 29, 2024 to create the corrected service plans beginning March 1, 2024 in order for the corrected service plan to be copied.
4. **Incorrect address setup.** A review is needed of the clients' demographics to ensure correct regional information and addresses are up to date. The consumer should have a Residential Address with Region noted and it should be marked as the primary address.
5. **Clients with a negative balance.** If the cost plan exceeds the client's budget, the WSC or CDC+ Consultant is required to bring the service plans and authorizations into alignment with the client's budget. Please ensure that service authorizations match the cost plan.
6. **Cost Plans in complete status.** Cost Plans in complete status will not be copied to the new fiscal year. Please review these cost plans and correct.

CDC+ Waiver Consumer Plans

CDC+ Consultants must verify each consumer's FY 2023-24 planned services in iConnect are in Approved or No Review Required status and on a validated plan, ensuring the monthly CDC+ budget amount can be established. **Please make certain any plans in Draft or Pending status for CDC+ Consumers are submitted in iConnect by March 21, 2024.**

iConnect will be offline on March 21, 2024, from 6:00 – 11:00 p.m. When iConnect comes back online, the consumer's budget and plan will be hidden from view and will remain hidden until approximately midday on **March 28, 2024**. There will be no access to plans between March 21, 2024 and March 28, 2024 while cost plans are being copied. During this time, WSCs and CDC+ Consultants should notify the regional office of any client needs that require immediate attention. Additional details regarding the fiscal year Cost Plan Continuation will be forthcoming.

As a resource, Waiver Support Coordinators (WSC) may utilize the [iConnect WSC Library](#) to reference **all materials with instructions on how to complete these tasks**.

[Chapter 11: Cost Plan](#) of the iConnect Case Management Training Manual provides step by step instructions to update Cost Plans and Service Plans in addition to the TRAIN FL course Module entitled [APD – iConnect – Cost Plan and Budget](#).

APD continues to appreciate the commitment from its partners, providers, and stakeholders to serve Floridians with unique abilities. Should you have any questions regarding the cost plan continuations, please don't hesitate to reach out to your Regional Waiver Liaison.

Should you have any navigation or training related questions regarding the functionality, please don't hesitate to reach out to your designated iConnect trainer.