

WSC ADVISORY #2024-005
FISCAL YEAR 2024-2025 PLANS AND SERVICE AUTHORIZATIONS

ACTION REQUIRED

EFFECTIVE DATE: MARCH 27, 2024

Fiscal Year (FY) 2024-2025 plans have been created and approved in iConnect. Please refer to [WSC Advisory 2024-003](#) and [WSC Advisory 2024-004](#) for additional information on the preparations that have occurred to date.

Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants must log in to iConnect and review FY 2024-2025 plans for all clients on their caseload so that providers receive service authorizations by June 1, 2024. When reviewing a client's FY 2024-2025 plan, please check for the following:

- Review all services on the FY 2024-2025 plan to ensure that needed services continue. Review all planned services regardless of the status. Even though the FY 2024-2025 plan may show in *approved* status and have authorizations, WSC or CDC+ Consultants should ensure that plans and planned services reflect the current needs of the client, including the correct provider, correct units, and that all services are in place.
- Planned services that were authorized for a partial year in FY 2023-2024 are copied in an *approved* status in FY 2024-2025. **Please annualize the units for these planned services and ensure that the plans are submitted for approval to APD by May 1, 2024. Please prioritize plans for CDC+ clients first.**
- Review units for the continuing services plans on the FY 2024-2025 plan to ensure that the units are annualized for the entire fiscal year and reflected accurately in the Annualized Units box on planned services.
- Verify that service authorizations are generated accurately. If a planned service was copied without an authorization, the WSC will need to follow the plan validation process and manually create the authorization. Do not update all authorizations on the FY 2024-2025 plan if not all planned services were edited.
- Ensure the FY 2024-2025 plan addresses the client's needs identified in their support plan, meets medical necessity criteria, is within iBudget Handbook coverage and limitations, complies with legal notices, and complies with Final Orders.
- Ensure the full 12 months of WSC or CDC+ Consultant services are entered on the plan.
- The following plans or planned services were not copied and must be addressed manually by the WSC or CDC+ Consultant by May 1, 2024:
 1. FY 2023-2024 plans in *complete* status at the time the plans were copied were not copied into FY 2024-2025. WSCs and CDC+ Consultants will need to create plans for FY 2024-2025 for these clients.
 2. One-time services and planned services that ended prior to June 30, 2024, were not copied into the FY 2024-2025 plan.

Regardless of the service provider's access to iConnect, the WSC must provide service authorizations to all service providers by June 1, 2024. Please contact your Regional Liaison for assistance with addressing FY 2024-2025 plans.

As a resource, WSCs 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.