

APD MWSA Help Guide

Chapter 2020-71, Laws of Florida

Introduction

To ensure a successful implementation of the Laws of Florida, Chapter 2020-71, the Agency for Persons with Disabilities (APD) has developed this document to provide guidance on APD's Medicaid Waiver Service Agreement (MWSA) signatory process. This legislation affects the type of MWSA required by new and existing/current support coordination providers, also known as Waiver Support Coordinators (WSCs).

This tool is specific to the implementation of the Laws of Florida, Chapter 2020-71, and applies to the following APD applicants and current providers:

- Current solo WSCs and WSC agencies wishing to apply to become a Qualified Organization
- Current solo WSCs and WSC agencies wishing to work for a Qualified Organization
- WSCs who currently work for a WSC agency and wish to apply to become a Qualified Organization
- WSCs who currently work for a WSC agency and wish to apply to work for a Qualified Organization
- APD providers or employees of APD providers currently providing non-WSC services wishing to apply to become a Qualified Organization
- APD providers or employees of APD providers currently providing non-WSC services wishing to apply to work for a Qualified Organization
- Any current WSC who wishes to provide other services in lieu of WSC services
- Any applicant wishing to apply to become or work for a Qualified Organization who is dually employed (to include all WSCs who may currently have an approved dual employment plan)

APD Guides, Handbooks, and Links

Please use these guides, handbooks, and website quick links to APD's most current tools for use by new and existing/current WSCs.

Guides:

[Qualified Organization Toolkit](#)

Handbooks:

[iBudget Handbook](#)

Links:

[APD Qualified Organization Webpage](#)

[APD Provider Enrollment Webpage](#)

MWSA Help Guide “What If” Chart

Use the chart on page 3 to help you determine:

- The type of MWSA that current providers, WSCs, and new applicants may need to be sign depending upon the specific situation
- When the MWSA needs to be signed (executed)

Notes:

- The “What If” chart covers a number of scenarios that most applicants will encounter. If none of these scenarios fit your situation, please reach out to your local APD provider enrollment specialist
- Pick your situation from the “What if...” column and follow the chart from left to right
- If you are a current provider, and your name or business name changes to reflect something different than what is on your current MWSA, you will be required to sign a new MWSA
- For Qualified Organizations, the effective date of any MWSA executed on or before 07/01/2021, will be 07/01/2021
- All existing WSCs and WSC applicants who are dually employed will be required to submit a dual employment plan to be reviewed by APD. This includes any current WSC or provider who currently has an approved dual employment with APD
- All existing WSCs who are dually employed will be required to sign a new MWSA upon approval of the dual employment plan
- All new WSC applicants who are dually employed will be required to sign an MWSA upon approval of the dual employment plan and WSC application

What if....	Do I need to submit my current MWSA with my initial application to APD?	Do I need to sign a new MWSA for this transition?*	Type of MWSA to be signed	When to sign new MWSA
I am a current WSC agency and will submit an application to become a Qualified Organization (QO)	Yes	Yes	QO MWSA	After QO application is approved (MWSA will not be effective until 07/01/2021)
I am a current solo WSC or WSC who works for an agency and will submit an application to become a Qualified Organization (QO)	Yes	Yes	QO MWSA	After QO application is approved (MWSA will not be effective until 07/01/2021)
I am a current APD provider of non-WSC services and will submit an application to become a Qualified Organization (QO)	Yes	Yes	QO MWSA	After QO application is approved (MWSA will not be effective until 07/01/2021)
I am an employee of a non-WSC APD provider agency and will submit an application to become a Qualified Organization (QO)	No. Employees do not have a current MWSA on file with APD	Yes	QO MWSA	After QO application is approved (MWSA will not be effective until 07/01/2021)
I am a new provider applicant and will submit an application to become a Qualified Organization (QO)	No. New applicants do not have a current MWSA on file with APD	Yes	QO MWSA	After QO application is approved (MWSA will not be effective until 07/01/2021)
I am a current solo WSC who will join a Qualified Organization as a WSC	No. The Qualified Organization will submit your current MWSA on your behalf with their QO application	No	N/A	Prior to the expiration of your current MWSA
I am a WSC who works for a WSC agency, and will continue to be a WSC working for the same WSC Agency (agency will apply as a Qualified Organization)	No. The Qualified Organization will submit your current MWSA on your behalf with their QO application	No	N/A	Prior to the expiration of your current MWSA
I am an employee of a non-WSC APD provider agency and will submit an application as a WSC to join a Qualified Organization	No. Employees do not have a current MWSA on file with APD	Yes	Provider MWSA	After WSC application is approved
I am a current APD provider of non-WSC services and will submit an application as a WSC to join a Qualified Organization	Yes. Applicant completes the application and the QO submits the application and copy of current MWSA on your behalf	No	Provider MWSA	After WSC application is approved
I am a new provider applicant and will submit an application as a WSC to join a Qualified Organization	No. New applicants do not have a current MWSA on file with APD	Yes	Provider MWSA	After WSC application is approved
I am a current WSC agency owner, who will submit an expansion request to provide other APD services in lieu of support coordination	No. This is not required in an Expansion Request Form	No	Provider MWSA (if business name changes)	Prior to the expiration of your current MWSA
I am a current solo WSC who will submit an expansion request to provide other APD services in lieu of support coordination	No. This is not required in an Expansion Request Form	No	Provider MWSA (if business name changes)	Prior to the expiration of your current MWSA
I am a current WSC working for a WSC agency who will submit an expansion request to provide other APD services in lieu of support coordination	No. This is not required in an Expansion Request Form	No unless your business name changes	Provider MWSA (if business name changes)	Prior to the expiration of your current MWSA
I am a current solo WSC who wishes to go work for another APD provider of non-WSC services (as an employee)	No. There is no APD application required when becoming employed by a provider	No (N/A), but must voluntarily terminate current MWSA	N/A	N/A
I am a current WSC who works for a WSC agency who wishes to go work for another APD provider of non-WSC services (as an employee)	No. There is no APD application required when becoming employed by a provider	No (N/A), but must voluntarily terminate current MWSA	N/A	N/A
I am a WSC changing support coordination agencies/QOs	Yes. The Qualified Organization will submit your current MWSA on your behalf with their QO application	Yes	Provider MWSA	After WSC application is approved

Definitions:

WSC = Waiver Support Coordinator

QO = Qualified Organization

MWSA = Medicaid Waiver Services Agreement

QO MWSA = the MWSA that the QO will sign

Provider MWSA = the MWSA that non-QO providers and WSCs working for a QO sign

*Applicants are not submitting an MWSA with their application. APD will send the MWSA for signatures once the QO and/or applicants are fully approved by APD