

WSC ADVISORY #2018-030
APD ICONNECT PROFILE SETTING AND USER ACCOUNTS

ACTION REQUIRED

EFFECTIVE DATE: AUGUST 21, 2018

The Agency for Persons with Disabilities (APD) will launch the APD iConnect system for Waiver Support Coordinators (WSCs) on October 1, 2018. In order to set up user access accounts for WSCs, APD needs to collect basic information from WSCs. The information collected will be used to verify a WSC's identity when setting up a new user account to access APD iConnect.

A profile form has been established in the iBudget system for WSCs to enter the required information. Please refer to the attached instructions entitled, *Profile Information Entry Instructions*. **WSCs are required to populate the requested information in the iBudget system by September 4, 2018**

Please fill in the following information.

- Employer - This is the WSC's agency where a WSC works. If a WSC is a solo provider, the WSC can enter their own name as the employer.
- A unique email address- This is a unique address for the WSC and **not a shared** email address.
- Date of Birth - This is the date of birth of the WSC.
- Treating Provider ID - This is the WSC's individual Medicaid provider ID. This is not the Medicaid ID for a WSC Agency that is the WSC's employer.
- Residential address - This is the address where the WSC resides and is not their business address.

In September, WSCs will also need to set up a new user account for APD iConnect. The process for setting up your new user account to access iConnect will be as follows:

1. In mid-September, WSCs will receive an email inviting them to set up a user account.
2. The email invitation will contain a link with a "key" that allows WSCs to set up a user account. The "key" in the link is for the WSC receiving the email only and cannot be shared.
3. When clicking on the link in the invitation email, WSCs will be directed to the APD ID PASS system. The acronym "ID PASS" stands for "**I**dentify **P**roofing **A**dmistrative **S**ecurity **S**ystem."
4. The ID PASS system will verify the WSC's identity through a multiple-choice question and answer session.

5. The ID PASS system will then allow WSCs to set up a password.
6. Upon completing the process, WSCs will be ready to log in to the iConnect system when it goes live.

If you have any questions, please email iconnect@apdcares.org.