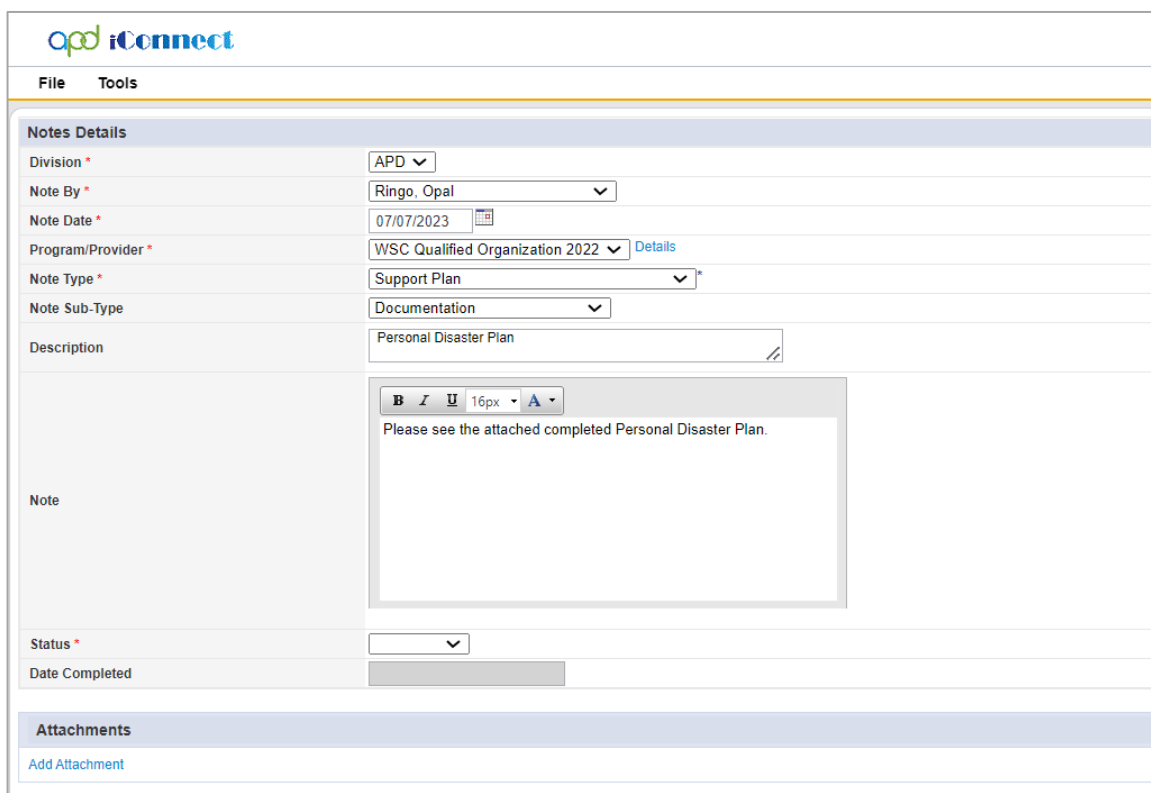


**Documenting Personal Disaster Plan in Notes**

The WSC must ensure that a copy of the client’s signed Personal Disaster Plan is uploaded to APD iConnect as an attachment to a note. The Personal Disaster Plan FAQs is forthcoming with additional information pertaining to the Personal Disaster Plan.

1. Navigate to the Consumer Record.
2. Open the Notes tab & user File to Add a Note
3. Complete the following fields:
  - a. Note Type = Support Plan
  - b. Note Sub-Type = Documentation
  - c. Description = Personal Disaster Plan
  - d. Status = Complete
  - e. Use the Add Attachment link to attach the Personal Disaster Plan
4. File < Save and Close Note



The screenshot shows the 'Notes Details' form in the APD iConnect system. The form is titled 'Notes Details' and contains the following fields:

- Division \***: APD
- Note By \***: Ringo, Opal
- Note Date \***: 07/07/2023
- Program/Provider \***: WSC Qualified Organization 2022
- Note Type \***: Support Plan
- Note Sub-Type**: Documentation
- Description**: Personal Disaster Plan
- Note**: A rich text editor containing the text: "Please see the attached completed Personal Disaster Plan."
- Status \***: (Empty dropdown)
- Date Completed**: (Empty date field)

At the bottom of the form, there is an **Attachments** section with a link labeled [Add Attachment](#).