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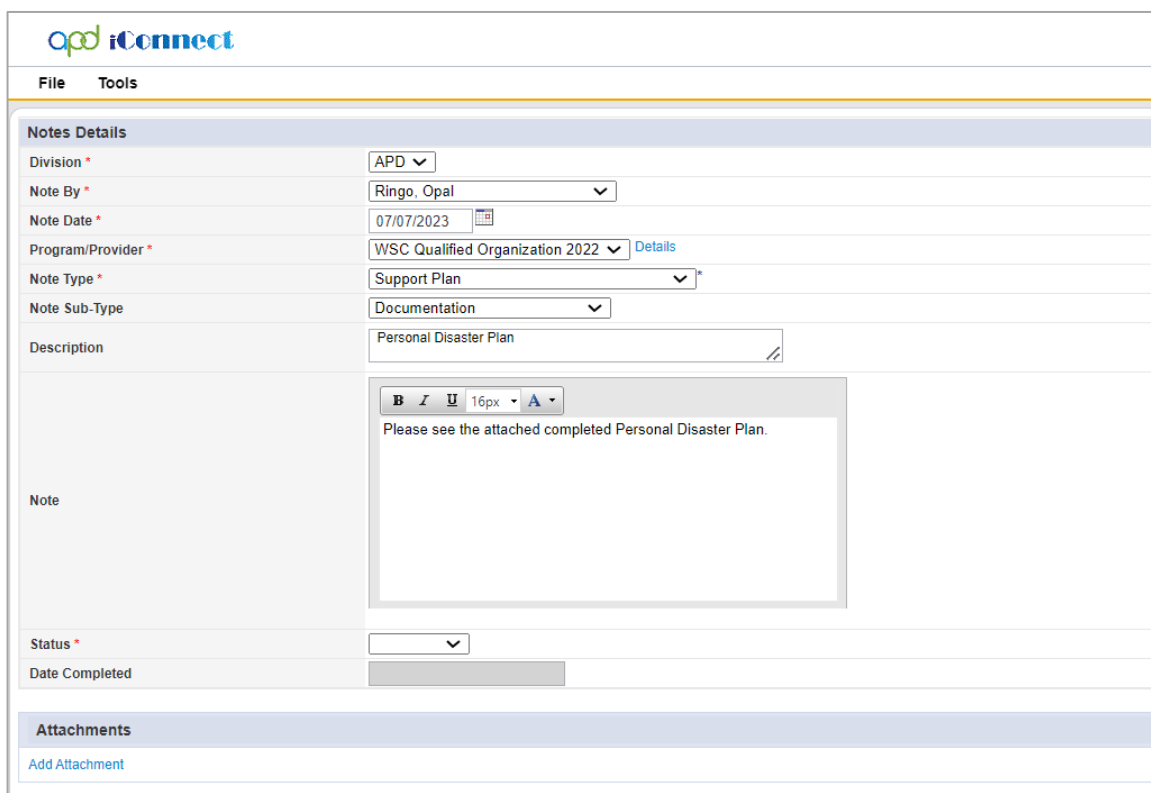
The WSC must ensure that a copy of the client's signed Personal Disaster Plan is uploaded to APD iConnect as an attachment to a note. The Personal Disaster Plan FAQs is forthcoming with additional information pertaining to the Personal Disaster Plan.

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