WSC ADVISORY #2019-037 EMPLOYMENT AND BENEFIT DATA IN APD iCONNECT

EFFECTIVE DATE: AUGUST 12, 2019

The iBudget Waiver Handbook requires Waiver Support Coordinators (WSCs) to enter, update, and ensure accuracy of all demographic and other related information for clients on their caseloads. Employment data previously entered by WSCs in the Allocation, Budget and Contract Control (ABC) system ACLM5 screen is now maintained in the APD iConnect system. In order to capture accurate data for client employment outcomes and ensure compliance with state and federal employment initiatives, WSCs must continue to maintain this information.

To enter employment related data in iConnect, the WSC must go to the consumer's Demographic page in iConnect and click on "Edit Demographics." A new window will open.

File	Edit	Tools	Reports	Ticklers	View Consumer Incidents	Word Merge		
- Cui	Edit Den	nographics						
			Cons	umers	► Last Name		G 0	ADVANCED SEARCH
				MY DAS		REPORTS		

Once in the new window, scroll down to the bottom of the page to the section called, "Additional Information." Fill in all applicable employment and benefit data, then click File>Save and Close Demographics.

Social Security Monthly Benefit Amount		
3rd Party Health Insurance?	\checkmark	
Competitively Employed?	Yes 🗸	
If yes, Indicate Hire Date		
Average Monthly Earnings from Employment		
Not Employed and Wants Competitive Employment?	\checkmark	

Thank you for your continued assistance in ensuring accurate information for the clients that you serve.

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