

WSC ADVISORY #2021-012
NEXT FISCAL YEAR PLAN CONTINUATION PROJECT
MANDATORY ACTION

EFFECTIVE DATE: APRIL 14, 2021

This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants about Plans and Planned Services for Fiscal Year 2021-2022. The Agency for Persons with Disabilities (APD) is automating the continuation of Plans to Fiscal Year 2021-2022 as much as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff.

APD is initiating an annual update in APD iConnect to continue cost plans into Fiscal Year 2021-2022, which runs from July 1, 2021 through June 30, 2022.

The procedures below must be followed statewide. WSCs and CDC+ Consultants who need assistance should contact their APD Regional Offices for help.

I. APD Responsibilities

APD is taking the following steps:

- A. APD will copy all Plans that are in **Approved, Pending, or No Review Required** status with an end date of June 30, 2021. These copied Plans will have a start date of July 1, 2021 and an end date of June 30, 2022. If a Plan has a start date after July 1, 2020, the Plan will be copied in **Draft** status to allow for the WSC to annualize the Plan. For example, if a consumer turned 21 or enrolled on the Waiver after July 1, 2020, the copy will be in **Draft** status.
- B. APD will not copy Plans in **Draft or Complete** status with an end date of June 30, 2021.
- C. APD will copy only Planned Services with an end date of June 30, 2021 in **Region/State Approved or Proposed** status. These copied Planned Services will have a start date of July 1, 2021 and an end date of June 30, 2022.
 - a. Planned Services that are in **Region/State Approved** status at the time of the copying will remain in that status and authorizations will be generated.
 - b. Planned Services that are in **Proposed** status and services are annualized will be copied with the status **Region Review Approved** and authorizations will be generated.
 - c. Planned Services that are in **Proposed** status and services are not annualized at the time of the copying will remain in **Proposed** status and will not have an Authorization generated.
- D. APD will not copy the following Planned Services:
 - a. Solo Support Coordination due to the implementation of Chapter 2020-71, Laws of Florida.
 - b. When the county of the Planned Service does not match the county of the consumer's Demographics tab
 - c. One-time services:
 - i. Durable Medical Equipment
 - ii. Environmental Accessibility Adaptations
 - iii. Dental
 - iv. Personal Emergency Response System Installations

- v. Assessments: Physical, Speech, Occupational, Respiratory Therapy, Nursing, Specialized Mental Health, Environmental Accessibility Adaptation, and Behavior
 - d. Behavior Assistant services, since the iBudget Handbook requires six-month approvals
 - e. Service plans that ended before June 30, 2021
- E. APD will copy the statements in the Authorization Notes/Comments section on the Planned Service screens and add the statement, “Service provided in accordance with current support plan. Documentation must be submitted to the WSC in accordance with the iBudget Waiver Handbook” to all copied Planned Service screens.
- F. APD will perform these tasks on **Tuesday, April 20, 2021**. APD iConnect will be offline for approximately 3 hours after 6:00pm. When APD iConnect comes back online, the Consumer’s Plan will be hidden from view and will remain hidden until approximately midday on **Friday, April 23, 2021**. When the Plans is displayed again, WSCs will also be able to access authorizations that have been generated for the next fiscal year.

II. WSC and CDC+ Consultant Responsibilities.

The following are related responsibilities for WSCs and CDC+ Consultants:

- A. Ensure that every client has a Plan that is in **Approved, Pending, or No Review Required** status. Plans in **Draft** status will not be copied to Fiscal Year 2021-2022.
- B. Ensure that the Authorization Notes/Comments section on Planned Service screens specify service provision accurately. The Authorization Notes/Comments should provide direction to the provider describing the ways services are to be provided and not duplicate information already identified on the service authorization.
- C. Complete the review and certification of the Planned Services for 2020-2021 as outlined in [WSC Advisory 2021-011](#). Ensure that all Planned Services have been reviewed for provider changes, ratio changes, and demographic accuracy, and confirm that the Plan is linked to the Budget.
- D. Should a WSC make any changes reflected in the previous steps above, the changes must be completed by **Monday, April 19, 2021** for the Plan to be copied.
- E. WSCs will regain access to their consumer’s Plans midday of **Friday, April 23, 2021**. At that time, WSCs can access and edit their consumer’s Plans before July 1, 2021 and review Fiscal Year 2021-2022 authorizations for accuracy.
 - a. Ensure the Fiscal Year 2021-2022 Plan meets the client’s needs and goals identified in their support plan.
 - b. Ensure the Fiscal Year 2021-2022 Plan meets medical necessity criteria and iBudget Handbook coverage and limitations.
 - c. Add any one-time services in accordance with the iBudget Handbook.
 - d. If a Planned Service was copied without an authorization generated, the WSC will need to manually create the authorization.
 - e. If a Planned Service is edited after the Plan was copied and the authorization was generated, the WSC will need to manually edit the authorization.
 - f. **Do not** update all authorizations if not all Planned Services were edited.
- F. If the WSC must address an immediate client emergency within APD iConnect during the time that the system is offline, the WSC must contact the APD Regional office for assistance.

III. Special Information for CDC+ Consultants Only

- A. In addition to the instructions under Section II above, the CDC+ Consultant must also complete the following actions:
 - a. Review and confirm the service code and rate (Full or Limited) is correct for the CDC+ Consultant. If a change needs to be made before the Plan is copied, the Fiscal Year 2020-2021 Plan will need to be in **Pending, Region/State Approved, or No Review Required** status by **Monday, April 19, 2021**. Once the Fiscal Year 2021-2022 Plan is in Region/State Approved status, the service code or rate can only be corrected by terminating the copied Planned Service and creating a new Planned Service with the correct information.
 - b. Ensure the Fiscal Year 2021-2022 Plan meets the client's needs and goals identified in their support plan. Add any Short-Term Expenditures (STEs) or One-Time Expenditures (OTEs).
- B. Once the CDC+ Consultant has completed both steps above, CDC+ State Office will review and confirm budgets created by the automated system and send out to all CDC+ Consultants and APD Regional Offices the validated Fiscal Year 2021-2022 CDC+ Budget Calculation Worksheet.
- C. CDC+ State Office will only review July 1, 2021 purchasing plans if the Consumer's budget is reduced or there is a One Time Expenditure (OTE) or Short Time Expenditure (STE) that needs to be entered on a July 1, 2021 Purchasing Plan. An August 1, 2021 Purchasing Plan should be submitted for all other budget changes. If the consumer's budget did not reduce and a necessary change needs to go into effect July 1, 2021; a Quick Update can be submitted for July; followed by a full Purchasing Plan effective August 1, 2021.
- D. CDC+ State Office will be processing New Start enrollments for July 1, 2021.
- E. CDC+ State Office will return to the standard review of all Purchasing Plans effective August 1, 2021. If there are any questions, please call CDC+ Customer Service 1-866-761-7043.