

WSC ADVISORY #2018-042
IBUDGET ALGORITHM SCHEDULE 2018-2019

EFFECTIVE DATE: JANUARY 10, 2018

iBudget Rules, 65G-4.0213 through 4.0218, Florida Administrative Code became effective on July 7, 2016. For your reference, the iBudget rules are posted online at <http://apd.myflorida.com/ibudget/rules-regs.htm>. In general, APD has continued to send out algorithms to WSCs either at a time prior to the annual support plan, at the time of a Significant Additional Needs (SAN) request, and for new waiver enrollees.

APD will resume sending out algorithms in regular intervals between mid-January 2018 through June 2019. This will include between 1200-1400 algorithms per month statewide. Although algorithms will be sent in support plan date order for individuals with QSIs less than 3 years old, they will not necessarily coincide with upcoming annual support plan activities.

The process remains the same and is as follows:

1. APD will send an email to the WSC with the algorithm.
2. WSCs will complete the Amount Implementation Meeting (AIM) process with the individual and legal representative. The WSC will submit the AIM to the Agency within 30 days of receipt of the algorithm. The AIM process can be done either in person or by telephone. If the AIM process is completed by telephone, the WSC must document the AIM meeting on page 1 of the AIM Worksheet and can submit the information to APD. The WSC may obtain the signature at their next face to face contact.
3. If the individual is not requesting funds that exceed the algorithm amount, the WSC can submit the AIM Worksheet to the APD Regional office email address for AIMs as follows: northwest.aim@apdcares.org; northeast.aim@apdcares.org; central.aim@apdcares.org; suncoast.aim@apdcares.org; southeast.aim@apdcares.org; or southern.aim@apdcares.org.
4. If the individual is requesting services that exceed the algorithm amount due to significant additional needs, the WSC will submit the AIM Worksheet and documentation to APD on the iBudget SAN system.
5. APD will complete the individual review and issue a *Notice of iBudget Amount* to the individual with a copy to the Waiver Support Coordinator.

WSCs who desire more information on this process are encouraged to view the iBudget Refresher Training posted in April 2017 at the following link: <http://apd.myflorida.com/waiver/support-coordination/>.

The document entitled *iBudget Rule Implementation Waiver Support Coordinator (WSC) Process Steps* was posted online 9/19/16. The steps required in the iBudget rule have not changed and this document has been updated to reflect current information as of 1/09/18.