

**WSC ADVISORY #2019-023**  
**HCBS WAIVER ELIGIBILITY WORK SHEET UPDATE**

**ACTION REQUIRED**

**EFFECTIVE DATE: MAY 13, 2019**

Per WSC Advisory 2019-020 dated April 20, 2019, Waiver Support Coordinators (WSCs) are completing the HCBS Waiver Eligibility Work Sheet in the APD iConnect system. Attached are instructions to assist WSCs with this process.

Some WSCs notified the Agency of Persons with Disabilities (APD) that they experienced technical issues using the HCBS Waiver Eligibility Work Sheet in the APD iConnect system. These issues have been resolved. Effective with this advisory, WSCs will need to complete the HCBS Waiver Eligibility Work Sheet in the APD iConnect system.

APD staff and Qlarant have been notified and will consider the technical issues when completing any desk reviews of this form. All documents used for purposes of eligibility determination for new applicants from December 4, 2018 to present must be stored in the client's record in APD iConnect. Clients who were determined eligible prior to December 4, 2018 must have their eligibility documentation (e.g., comprehensive assessments, psychological evaluations, memos, etc.) saved in the most current record available for review.

The HCBS Waiver Eligibility Work Sheet is required by the iBudget Waiver Handbook, Rule 59G-13.070, which states, "The WSC must accurately complete the Waiver Eligibility Work Sheet regarding eligibility for Medicaid and Medicaid Home and Community-Based waiver services every 365 days. This may be done at the time of the support plan, if the support plan coincides within the 365 days."

Section 393.066(2), Florida Statutes, states, "Persons or entities under contract with the agency to provide services shall use agency data management systems to document service provision to clients."