

WSC ADVISORY #2020-034
APD ICONNECT COST PLANS

MANDATORY ACTION

EFFECTIVE DATE: OCTOBER 7, 2020

APD appreciates your ongoing support with processing Cost Plans in the APD iConnect system. The eLearning Library was recently updated to include many helpful training videos about Cost Planning. Please bookmark the [WSC Library - Videos - APD iConnect](#) page and the comprehensive [FAQ](#) section for easy access to all new resources.

Tips for Processing Cost Plan Changes

After a Cost Plan is approved, WSCs continue to have the flexibility to make changes to services and providers. When making changes to an approved Cost Plan, WSCs should take the following steps:

1. For services where the units are not changing, ensure that the Cost Plan reflects the original Region or State Office approval.
2. Run Plan Validation.
 - a. If the units are not changing or decreasing, the Cost Plan validation can be run in a “No Review Required” status.
 - b. If units are increasing or new services are being added, it will likely require review by Region or State Office when Cost Plan validation is run.
3. If the Cost Plan passes Plan Validation, it does not have to be submitted to the Region or State Office for review.
4. If the Cost Plan fails validation, review the Plan Validation report. The WSC should adjust the Cost Plan before sending to the Region or State Office. For example, failed validation for the budget not being linked to the Cost Plan, the Cost Plan exceeding the budget, or incorrect units of measure should be addressed by the WSC prior to submitting the Cost Plan for APD review.
5. Please remember, if you are making changes to the Cost Plan for the first time in APD iConnect, the Cost Plan will require Region or State Office review.

Cost Plans in Process

APD has received many Cost Plans from WSCs that do not require review. This includes provider changes where units are not changing or services that do not require further review. For Cost Plans in progress, WSCs are encouraged to follow the steps above and re-run validation with the Cost Plan in “No Review Required” status. If Plan Validation passes, the WSC should remove the Cost Plan from the Region or State Office queue and put in Approved status.

WSCs who encounter issues with Cost Plan changes (that are not addressed in the resources posted in the eLearning Library) may contact the APD iConnect Support Desk at 1-800-353-5168.

As always, our top priorities are the health and safety of APD clients. If the WSC encounters an issue with a Cost Plan that requires same-day resolution, the WSC should call the APD Regional Office immediately.