

## WSC ADVISORY #2022-020

### PROVIDER SELECTION PROCESS FOR HOME HEALTH CARE SERVICE PROVIDERS (SKILLED RESPITE AND NURSING IN NON-LICENSED SETTINGS)

#### ACTION REQUIRED

EFFECTIVE DATE: SEPTEMBER 16, 2022

Effective September 6, 2022, service providers listed below began using the APD iConnect system. Waiver Support Coordinators (WSCs) and CDC+ Consultants will be able to review documentation of service provision within APD iConnect for any services provided after September 6, 2022.

The Agency for Persons with Disabilities (APD) is notifying WSCs to enter Provider Selections in APD iConnect for Home Health Care Service Providers beginning on September 6, 2022. Home Health Care Services include Skilled Respite Services and Nursing in non-licensed settings, specifically:

- Skilled Respite (Day and QH)
- Skilled Nursing – RN & LPN (Day and QH)
- Private Duty Nursing – RN & LPN
- Nursing Assessments

WSCs must add providers actively using APD iConnect to the Provider Selection tab for consumers served by the WSC so they may view the consumer's record and document their service delivery. These providers cannot complete these tasks without the WSC adding them to the Provider Selection tab.

When a consumer selects a new provider, the WSC is also responsible for deactivating Provider Selection records.

Please review the [APD iConnect Learning Resources](#) for details on how to complete the Provider Selection process. Listed below are the steps to add a Provider Selection record.

#### Adding the Provider Selection record

*Please note – An individual worker cannot be selected if he/she has not logged in to APD iConnect. In this case, the agency owner may be selected. **DO NOT SELECT the WSC as the worker for other Waiver Service Provider Selections.***

1. Navigate to the Consumer's record and click Provider Selection > File > Add Provider. The provider detail page will display.
2. Update the following fields:
  - a. Division = default to APD
  - b. Selected by = defaults to self
  - c. Selection date = defaults to today
  - d. Provider = select the ellipsis to search for and select the desired service provider agency
  - e. Referral Type = other Waiver services

- f. Disposition = open
- g. Disposition Date = defaults to today
- h. Provider Worker = search for and select the Provider's Worker name
- i. WSC Transfer Effective Date = leave blank
- j. WSC Transfer End Date = leave blank
- k. Comments = Add a comment that the selection record is being created to provide Provider Agency level access to the consumer's record.

Click File > Save and Close Provider.