

WAIVER SUPPORT COORDINATOR ADVISORY #2025-001
ANNUAL COST PLAN CONTINUATION PREPARATION
MANDATORY ACTION

EFFECTIVE DATE: February 13, 2025

As part of our annual process, the Agency for Persons with Disabilities (APD) is sending a series of advisories for preparations being made in iConnect to allow planned services on cost plans for the current Fiscal Year (FY) 2024-25 to continue into FY 2025-26. This advisory informs Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants of steps to take in the current FY 2024-25 plans.

As done in previous years, APD will automate the continuation of plans to FY 2025-26 as much as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff.

WSCs and CDC+ Consultants must complete certain steps in iConnect for clients on their caseloads **by March 10, 2025**. The APD Regional office will provide Qualified Organizations (QOs) with a listing of plans that require immediate attention. Please address the following items as soon as possible.

1. **Clients with more than one plan for the same fiscal year.** Clients who have enrolled into the CDC+ program from the iBudget Florida waiver or returned to the iBudget Florida Waiver from the CDC+ program may have a cost plan for each program. Please ensure that the duplicate plan has end dates associated with planned services/authorizations, ensuring only one active plan by June 30, 2025.
2. **Cost plans with no planned services.** Please determine if these clients are still receiving waiver services. If the client is not receiving services, contact the appropriate APD Regional office to begin case closure.
3. **Planned services with a county that does not match the county listed in the client's demographics and planned services with an Index SubObject (ISO) code that does not match the program or county.** Please review the clients' demographics and the planned services. Service plans with incorrect ISO codes on the planned service screen or incorrect counties will need to be ended on February 28, 2025, to create the corrected service plans beginning March 1, 2025 in order for the corrected service plan to be copied.
4. **Planned Services for providers who do not have the service listed as an active service.** If a service is authorized and the provider doesn't have the service listed as an active service, the WSC is required to bring services in alignment with the services listed within the provider's record.
5. **Incorrect address setup.** A review is needed of the clients' demographics to ensure correct regional information and addresses are up to date. The client should have a Residential Address with Region noted and it should be marked as the primary address.
6. **Clients with a negative balance.** If the cost plan exceeds the client's budget, the WSC or CDC+ Consultant is required to bring the service plans and authorizations into alignment with the client's budget. Please ensure that service authorizations match the cost plan.
7. **Cost Plans in complete status.** Cost Plans in complete status will not be copied to the new fiscal year. Please review these cost plans and correct.
8. **Cost Plans for CDC+ Waiver Clients with non-generic providers listed for services.** Please review the client's planned services to identify services for non-generic providers.

Please ensure that planned services (excluding Consultant services) contain the “Generic CDC+ Provider.”

CDC+ Waiver Client Plans

CDC+ Consultants must verify each client’s FY 2024-25 planned services in iConnect are in Approved or No Review Required status and on a validated plan, ensuring the monthly CDC+ budget amount can be established. **Please make certain any plans in Draft or Pending status for CDC+ Clients are submitted in iConnect by March 10, 2025.**

iConnect will be offline on March 27, 2025, from 6:00 – 11:00 p.m. When iConnect comes back online, the client’s budget and plan will be hidden from view and will remain hidden until approximately midday on **April 3, 2025**. There will be no access to plans between March 27, 2025, and April 3, 2025 while cost plans are being copied. During this time, WSCs and CDC+ Consultants should notify the regional office of any client needs that require immediate attention. Additional details regarding the fiscal year Cost Plan Continuation will be forthcoming.

As a resource, Waiver Support Coordinators (WSC) may utilize the [iConnect WSC Library](#) to reference **all materials with instructions on how to complete these tasks**.

[Chapter 11: Cost Plan](#) of the iConnect Case Management Training Manual provides step by step instructions to update Cost Plans and Service Plans in addition to the TRAIN FL course Module entitled [APD – iConnect – Cost Plan and Budget](#).

APD continues to appreciate the commitment from its partners, providers, and stakeholders to serve the disability community in Florida. Should you have any questions regarding the cost plan continuations, please don’t hesitate to reach out to your Regional Waiver Liaison.

Should you have any navigation or training related questions regarding the functionality, please don’t hesitate to reach out to your designated iConnect trainer.