

## Chapter 9 | Consumer Budget

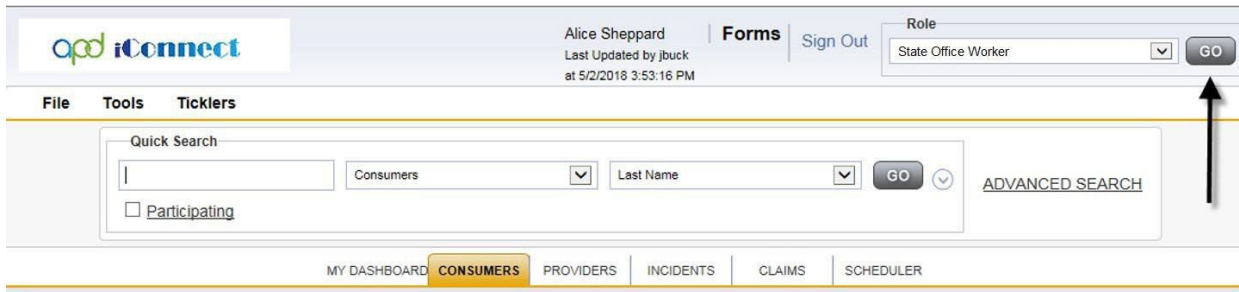
### Introduction

When waiver funding is approved by the Legislature, the APD Staff reviews the Pre-Enrollment data to determine the number of clients who meet the established criteria to receive a waiver offer. The APD Staff will use the EZ iBudget Calculator form in iConnect to determine the Algorithm amount for a Consumer and will send the Waiver Enrollment Offer Notice to the Consumers and track the status of the acceptance on the Waiver in iConnect. Once the consumer accepts the offer and a WSC is selected, APD staff create the Budget in iConnect and the WSC is notified to create the cost plan as 'planned services' in iConnect. These planned services must be validated against the algorithm amount and other business rules through the plan validation function in iConnect. This same process is followed for individuals who transition to the waiver via crisis, or any other approved waiver enrollment process. The WSC will be unable to create an authorization until the plan is validated successfully.

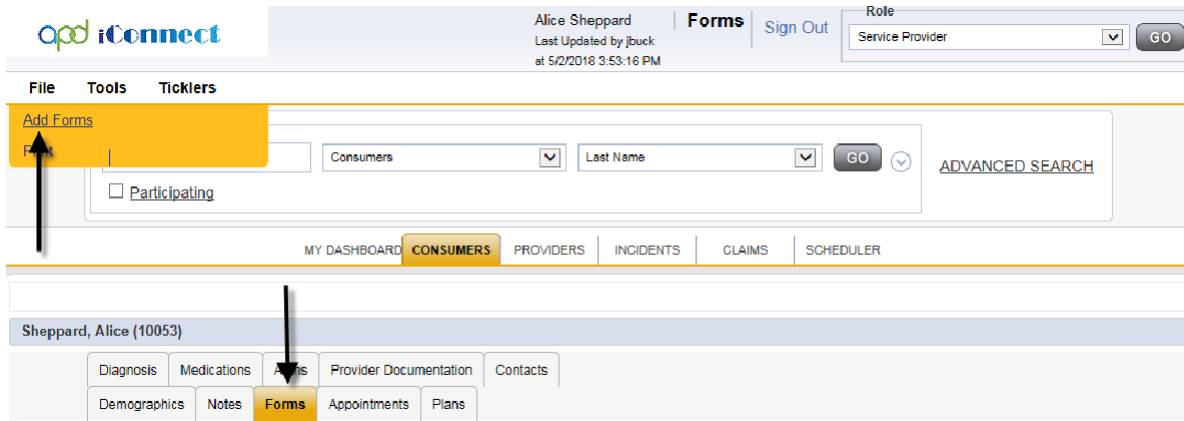
### EZ iBudget Calculator

Once the funding is available, the State Worker will use the EZ iBudget Calculator form in iConnect that pulls indicator data from the QSI to determine the Allocation Algorithm amount for a Consumer. The Region completes the EZ iBudget calculator when processing CWE, CBC, ICF/IID Transitions, Military, Phelan-McDermid enrollments.

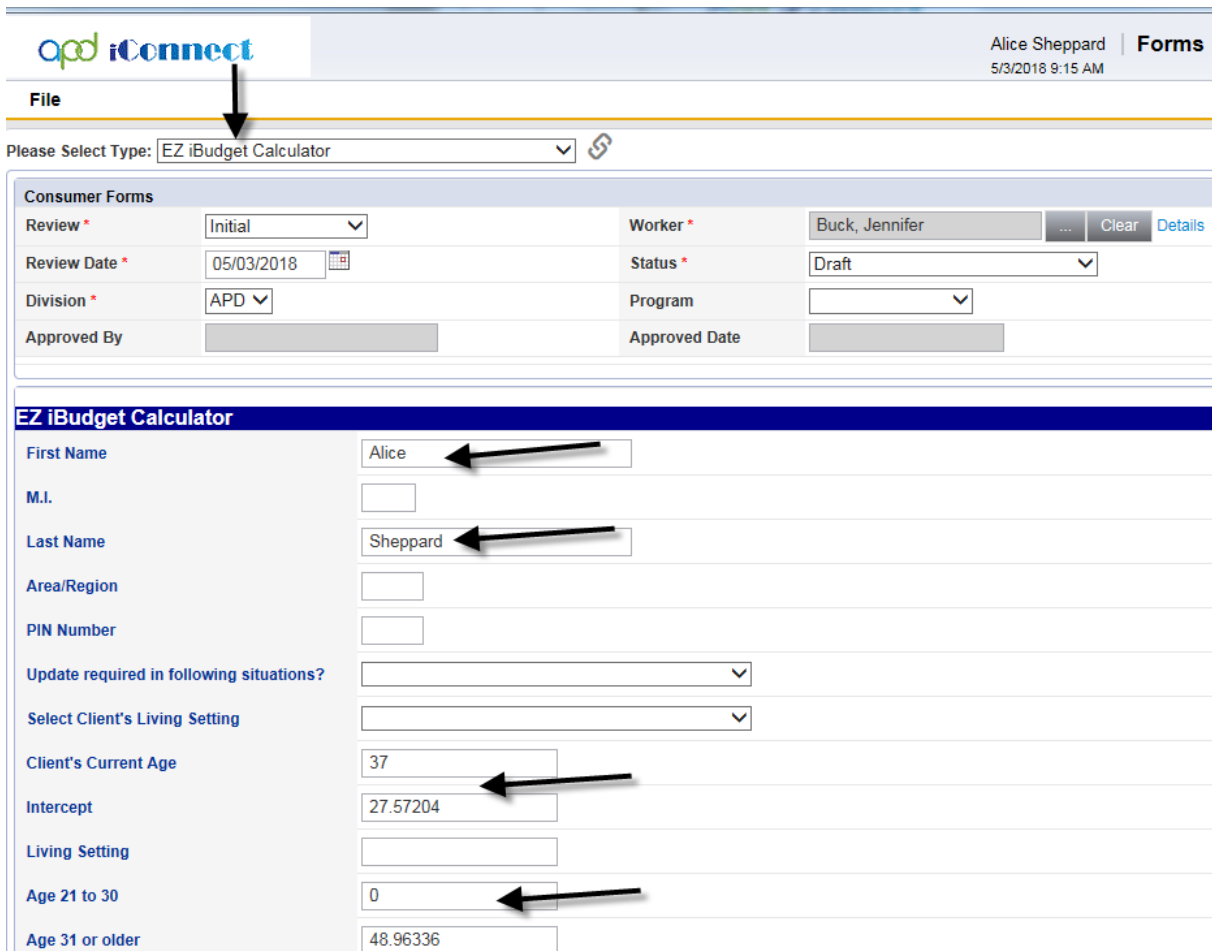
1. To begin, log into iConnect and set Role = State Office Worker. Click **Go**.



2. Navigate to the consumer's record, click on the **Forms** tab > **File** > **Add Form**

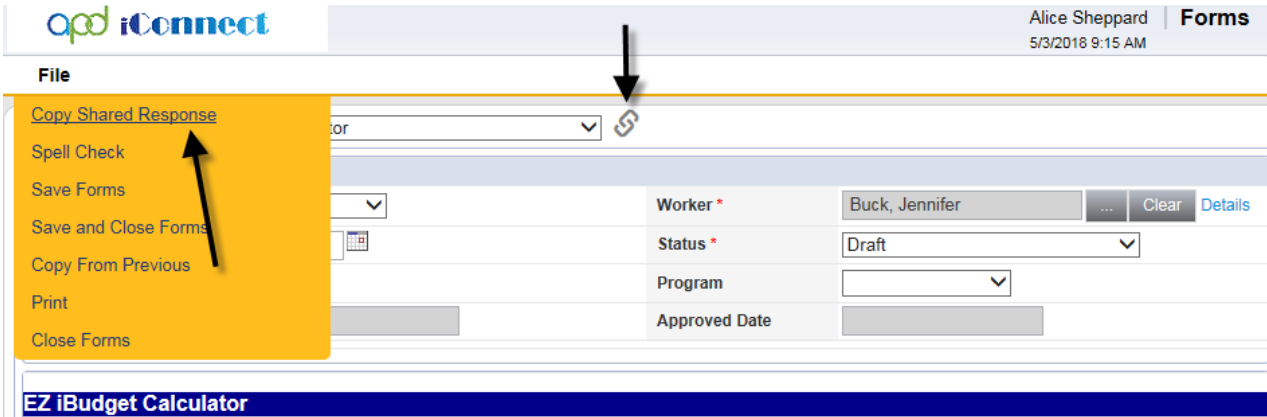


3. In the Please Select Type field select the **EZ iBudget Calculator** form. The form is displayed with some fields auto populated.

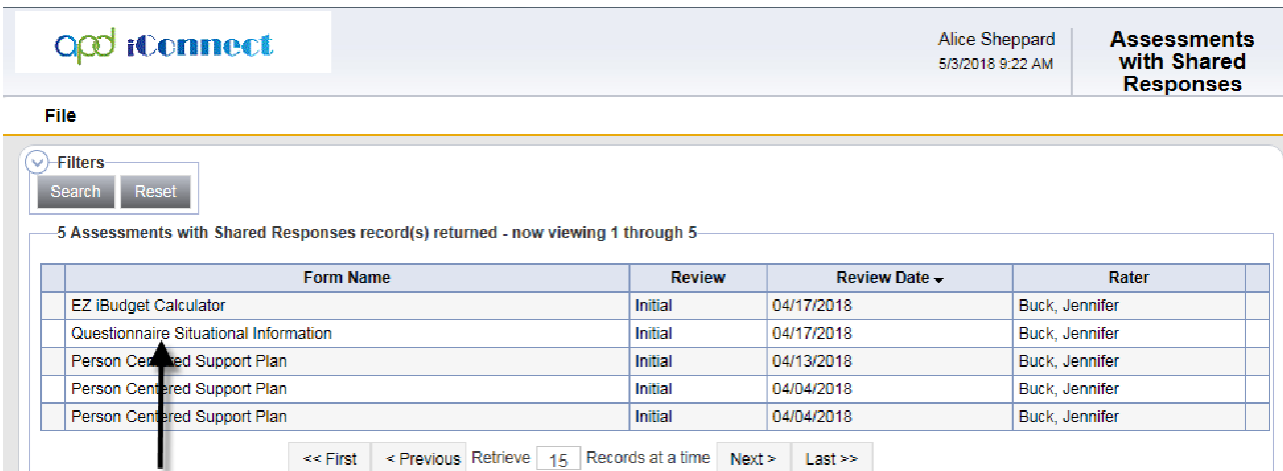


4. Pull in the linked QSI data by selecting File > Copy Shared Response. The existence of linked data on a form is indicated by the link icon next to the Form

Type. Complete this step first before completing any other fields on this form otherwise your data will be lost.




5. A list of Assessments with Shared Responses is displayed. Select the Questionnaire Situational Information form.



6. The linked responses on the QSI form populate on the EZ iBudget Calculator form. (i.e. Questions 16, 18, 20, Functional status...)
7. The form automatically completes the calculations. Make sure all required \* fields are answered.
8. Note the Allocation Algorithm Amount value.

QSI Question 34	0
QSI Question 36	0
QSI Question 43	0
Coefficient Sum	76.53540000000001
Algorithm Amount	\$5857.67
Proportion Factor	1.00288
Allocation Algorithm Amount	\$5874.54
QSI Behavioral (QSI25-30) Sum	0
QSI Functional (QSI14-24) Sum	0



9. In the form header, change the status to **Complete**.
10. Click **File > Save and Close Form**.

### Create a New Annual Budget

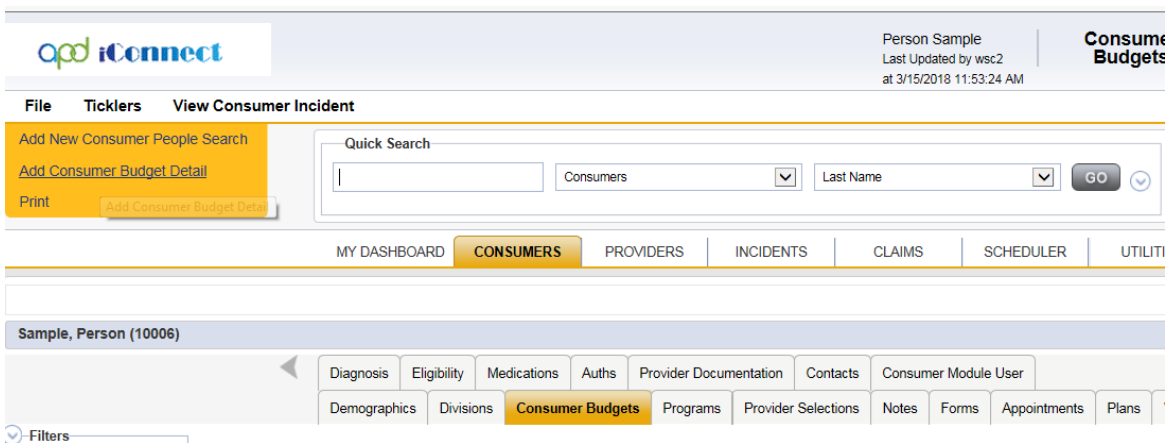
The APD staff will record the Allocation Algorithm amount from the EZ iBudget Calculator form on the Budget tab of the consumer record once the enrollment offer is accepted, by creating a Consumer Budget Detail record in iConnect. The amount of the approved budget will be recorded as a Budget Transaction on that Consumer Budget Detail record. In order to add the next year’s budget a second Consumer Budget Detail record and related Budget Transaction record will be created. The Budget Entry Staff role can be used by Region staff to edit an existing budget. That role should not be able to create an initial budget for a person new to the waiver. Creating initial budgets should be limited to the State Office Enrollment role only.

### Consumer Budget Detail

1. To begin, log into iConnect and set Role = State Office Enrollment or Budget Entry Staff. Click **Go**.



2. Navigate to the consumer’s record, click on the **Consumer Budget** tab.
3. Click **File** menu > Select **Add Consumer Budget Detail**  
NOTE: The Waiver Support Coordinator can view the budget details on this tab but cannot add or edit.



4. The Consumer Budget details page displays. Update the following fields:
  - a. Division = defaults to APD and is read only.
  - b. Fiscal Year = select the current fiscal year
  - c. Start Date and End Date auto populate when fiscal year is selected. Edit as needed.

- d. Programs = Open program enrollments for the consumer are listed here. The value selected here controls the plans that are available to link to this budget.
- e. Budget Type = defaults to iBudget and is read only
- f. Allocation Algorithm Amount = Add the amount from the EZ iBudget Calculator Form to this field
- g. Current Budget = displays a read only sum of all the Budget Transaction values.
- h. Budget Status = Draft
 

NOTE: The status of all Budget Detail records = Draft until it is saved for the first time. After saving, the following Budget statuses are available: Budget Approved, Complete, Pending, Terminated

NOTE: When Budget Status = Approved the record becomes read only and cannot be changed. Status = Budget Approved indicates the Budget has been reviewed and approved but remains editable in case changes are needed throughout the year.
- i. Description and comments are optional text fields
- j. WSC, Region Office Staff and State Office Staff lookup fields exist to select the associated staff for this Consumer.
- k. Annualized Budget = This is the total amount for a fiscal year. If someone has a \$12,000 algorithm, and they enroll on the waiver 9/1/19, their initial transaction will only be for \$10,000 (prorated amount for the part of the fiscal year they are on the waiver). Their annualized budget for the next year will be \$12,000.
- l. Prior iBudget Amount = this is field used for the transition process of iBudget to iConnect.

The screenshot shows a web-based form for budget management. The form is titled 'Budget' and includes a 'File' menu at the top left. The form is divided into several sections:

- Budget ID:** 51
- Approval Date:** (empty)
- Fiscal Year:** 2019
- Program(s):** A list box containing 'CDC+ Non-Waiver' and 'APD Waiver'.
- Termination Date:** (empty)
- Allocation Algorithm Amount:** \$35,000.00
- Budget Status:** Budget Appr
- WSC:** Buck, Jennifer
- Amount Unauthorized:** \$8,871.17
- Comments:** (empty text area)
- Prior iBudget Amount:** \$32,574.00
- Approved By:** (empty)
- Division:** APD
- Start Date:** 07/01/2018
- End Date:** 06/30/2019
- Budget Type:** iBudget
- Current Budget:** \$60,000.00
- Description:** (empty)
- Regional Office Staff:** (empty)
- State Office Staff:** (empty)
- Annualized Budget:** \$57,000.00

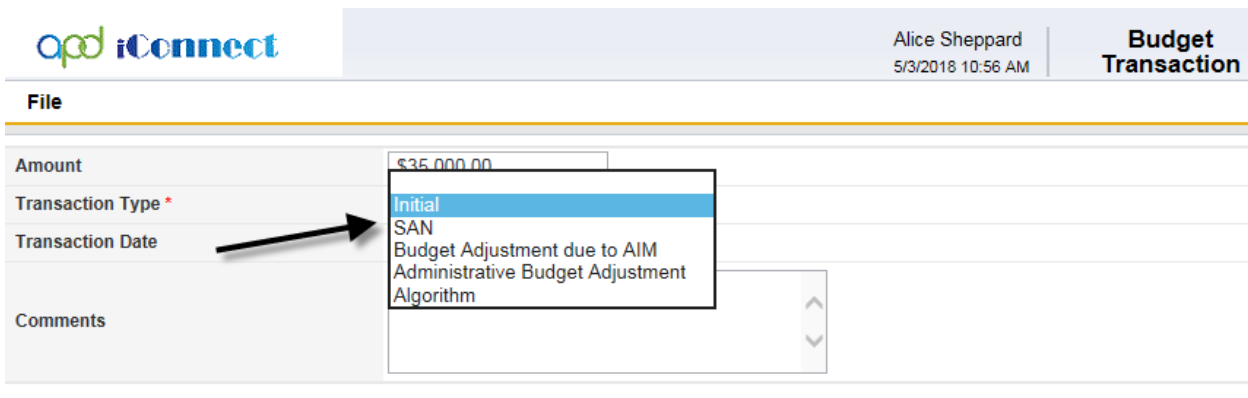
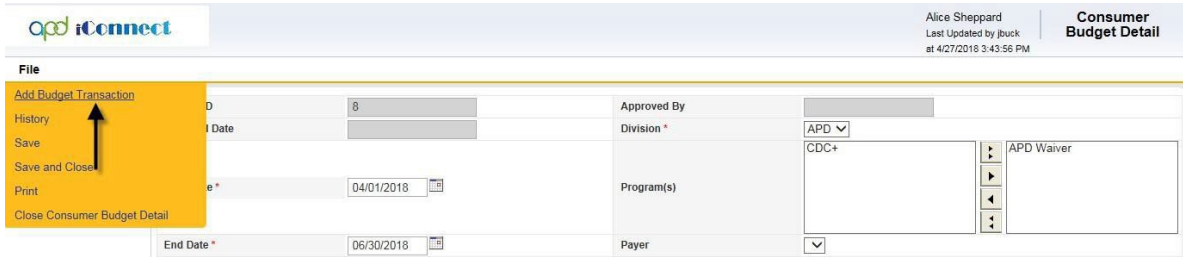
- 5. Click **File** > select **Save**. The page refreshes and the Budget Transaction section is displayed.

### Budget Transactions

A Consumer can have more than one budget transaction. For example, a consumer newly enrolls on the waiver mid-year so his/her algorithm amount would be prorated for that year. The consumer would have a second budget transaction with

annualized amount showing for a full fiscal year. Another example would be a SAN approval mid-year where the consumer would have a prorated increase for that current fiscal year and an annualized increase for following fiscal year.

1. Enter the amount of the budget. From the consumer's Budget detail page, click **File > Add Budget Transaction** to enter the budget amount.



2. The Budget Transaction page displays. Update the following fields:
  - Amount = the amount of the budget based on the algorithm amount.  
NOTE: if the budget does not cover the full fiscal year, the budget amount should be prorated.
  - Transaction Type = select the applicable budget Type
  - Transaction Date = the effective date of the budget
  - Comments = enter budget comments

3. Click **File > Save and Close**

4. The budget transaction is visible on the Consumer Budget Details Page.

5. The sum of all budget transaction amounts equals the Current Budget amount.

6. The Current Budget amount will change as amounts(services) are encumbered.

**Consumer Budget Detail**

John Sheppard  
Last Modified by Buck  
at 09/25/2019 11:41:27 AM

**Budget**

Budget ID: 96  
 Approval Date:   
 Fiscal Year: 2020  
 Program(s): CDC+ Non-Waiver, APD Waiver  
 Termination Date:   
 Allocation Algorithm Amount: \$15,000.00  
 Budget Status: Budget Appr  
 WSC:   
 Amount Unauthorized: \$43,661.79  
 Comments:   
 Annualized Budget: \$15,000.00

Approved By:   
 Division: APD  
 Start Date: 07/01/2019  
 End Date: 06/30/2020  
 Budget Type: iBudget  
 Current Budget: \$45,000.00  
 Description:   
 Regional Office Staff:   
 State Office Staff:   
 Prior iBudget Amount: \$0.00

**Budget Transactions**

Filters: Transaction ID [ ] +  
 Search Reset

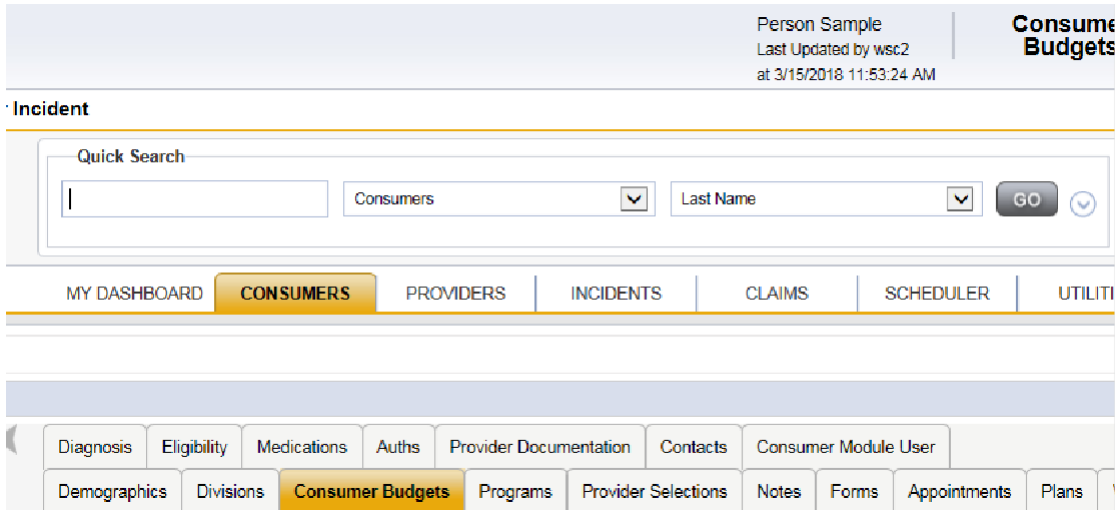
1 Budget Transactions record(s) returned - now viewing 1 through 1

Transaction ID	Amount	Transaction Type	Transaction Date	Updated By	Updated On
122	\$15,000.00	Budget Adjustment due to AIM	09/25/2019	Buck, Jennifer	9/26/2019 11:43:17 AM

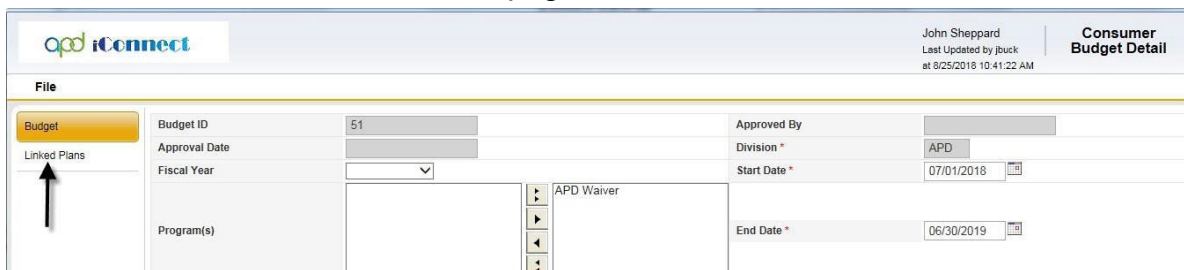
### Link/Unlink a Plan to the Annual Budget

Once the enrollment offer is accepted and the Waiver Support Coordinator has been selected, he/she will add the consumer’s cost plan as planned services in iConnect. These planned services must be validated against the algorithm amount documented on the Consumer Budget tab and other business rules through the plan validation function in iConnect described in [Chapter 11|Add Planned Services](#). The planned services on the Plans tab of the Consumer record must be linked to the Budget on the Consumer Budget tab of the Consumer record.

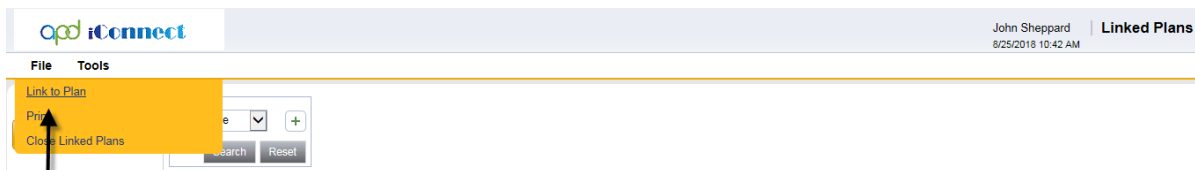
1. To link a Plan to the Consumer budget, navigate to the Consumer budget tab of the Consumer record.



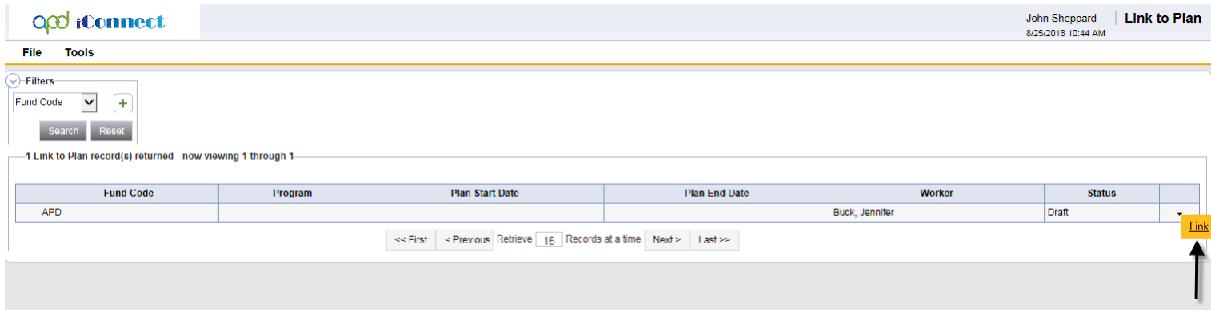
2. Select the existing budget record. The Consumer Budget details page displays.
3. Note the Programs field. Only Plans for the selected Programs will display on the Linked Plans subpage.
4. Select the **Linked Plans** subpage.



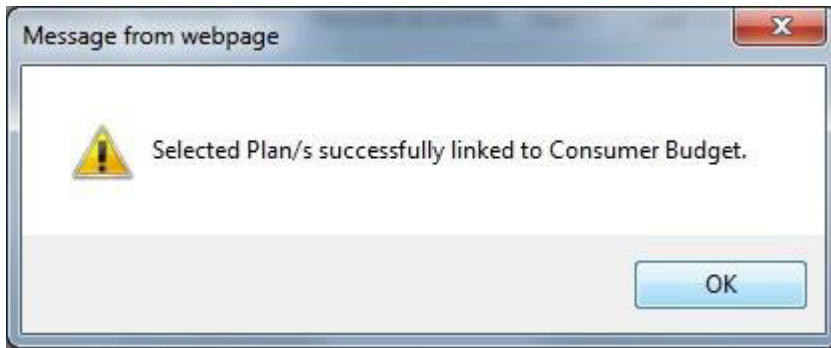
5. From the **File** menu > Select **Link to Plan**



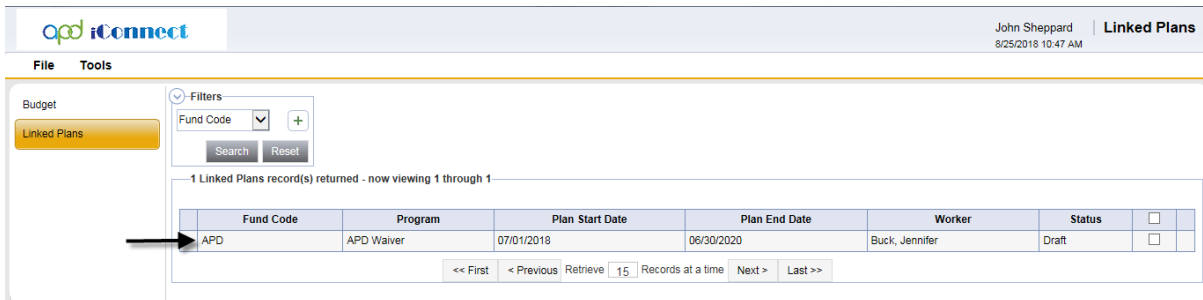
6. A list of existing Plan records is displayed. Select the Link option from the flyout menu next to the selected Plan.



7. A notification message displays. Click **OK**. Close the Link to Plan window.



8. The Linked Plans subpage now displays the Plan record that was just linked.



9. Return to the Consumer Budget subpage. Notice the Amount unauthorized fields are now populated, if the linked plan included existing authorizations.

**Consumer Budget Detail**

John Sheppard  
Last Modified by Buck  
at 6/25/2018 11:41:27 AM

**File**

**Budget**

Budget ID: 96

Approval Date: [ ]

Fiscal Year: 2020

Program(s): CDC+ Non-Waiver, APD Waiver

Termination Date: [ ]

Allocation Algorithm Amount: \$15,000.00

Budget Status: Budget Appro

WSC: [ ]

Amount Unauthorized: \$43,661.79

Comments: [ ]

Annualized Budget: \$15,000.00

Approved By: [ ]

Division: APD

Start Date: 07/01/2019

End Date: 06/30/2020

Budget Type: iBudget

Current Budget: \$45,000.00

Description: [ ]

Regional Office Staff: [ ]

State Office Staff: [ ]

Prior iBudget Amount: \$0.00

10. In the event of an error, a Plan can be Unlinked. Select the **Linked Plans** subpage.

11. Select the checkbox to the right of the Linked Plan. From the **Tools** Menu > Select Unlink Plan.

**Linked Plans**

John Sheppard  
8/25/2018 10:53 AM

**File Tools**

**Unlink Plan**

Budget

Linked Plans

Fund Code: [ ]

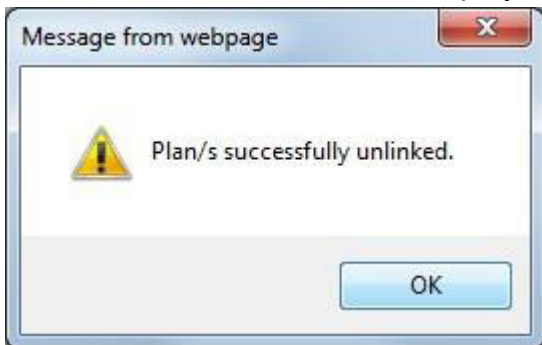
Search Reset

1 Linked Plans record(s) returned - now viewing 1 through 1

Fund Code	Program	Plan Start Date	Plan End Date	Worker	Status	
APD	APD Waiver	07/01/2018	06/30/2020	Buck, Jennifer	Draft	<input checked="" type="checkbox"/>

<< First < Previous Retrieve 15 Records at a time Next > Last >>

12. The Unlink notification displays. Click **OK**.



13. If you return to the Consumer Budget subpage, you'll notice the amount values have changed.

**File**

**Budget**

Budget ID: 90

Approval Date: [ ]

Fiscal Year: 2020

Program(s): CDC+ Non-Waiver

Termination Date: [ ]

Allocation Algorithm Amount: \$15,000.00

Budget Status: Budget Appr

WSC: [ ]

Amount Unauthorized: \$45,000.00

Approved By: [ ]

Division: APD

Start Date: 07/01/2019

End Date: 06/30/2020

Budget Type: iBudget

Current Budget: \$45,000.00

Description: [ ]

Regional Office Staff: [ ]

State Office Staff: [ ]

### Edit/Change the Current Annual Budget

The annual budget may need to be adjusted throughout the year because of a SAN, a budget adjustment due to AIM, or an administrative budget adjustment. This is completed by State Office staff using the Budget Entry role.

1. Navigate to the consumer’s record, click on the **Consumer Budget** tab.
2. Select the current annual budget. The **Consumer Budget Detail** page displays. Update any fields as needed to correct errors.

**File**

**Budget**

Budget ID: 98

Approval Date: [ ]

Fiscal Year: 2020

Program(s): CDC+ Non-Waiver

Termination Date: [ ]

Allocation Algorithm Amount: \$15,000.00

Budget Status: Budget Appr

WSC: [ ]

Amount Unauthorized: \$45,000.00

Approved By: [ ]

Division: APD

Start Date: 07/01/2019

End Date: 06/30/2020

Budget Type: iBudget

Current Budget: \$45,000.00

Description: [ ]

Regional Office Staff: [ ]

State Office Staff: [ ]

3. To update the current budget amount, add a new Budget Transaction. The current budget amount is the sum of all budget transactions.
4. From the File menu, select Add Budget Transaction. Proceed to [the Budget Transactions section](#).