

Documenting Personal Disaster Plan in Notes

Introduction

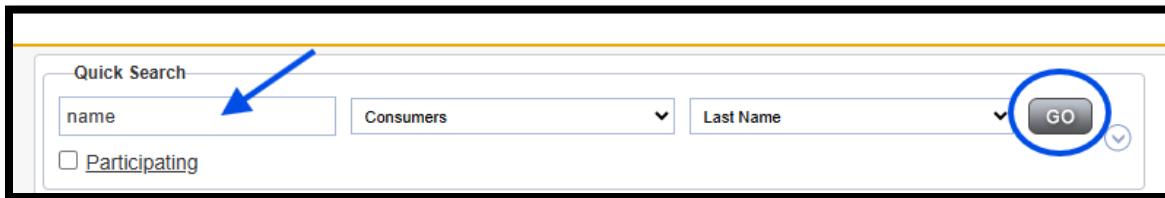
Waiver Support Coordinators (WSCs) and Consumer-Directed Care Plus (CDC+) Consultants are responsible for completing and updating a Personal Disaster Plan for their clients annually. To assist the Agency for Persons with Disabilities (APD) in tracking and organizing information in preparation for hurricane season and other emergencies, the Personal Disaster Plan will need to be attached to a Note in the client's record in iConnect.

Attaching the Personal Disaster Plan to a Note

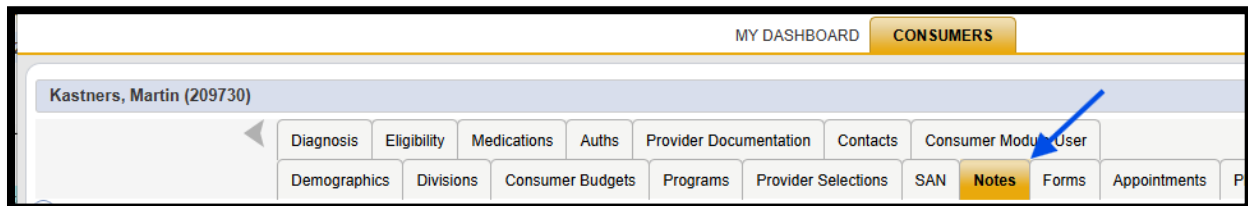
1. Log into iConnect and set Role = **WSC/CDC**. Press **GO**.



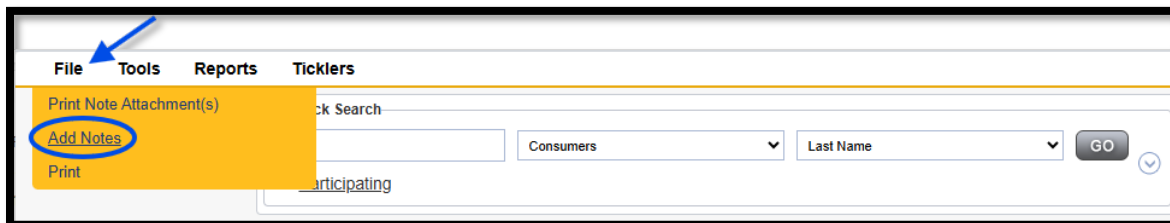
2. Utilizing the Quick Search, navigate to the consumer's record.



3. Click the **Notes** tab.

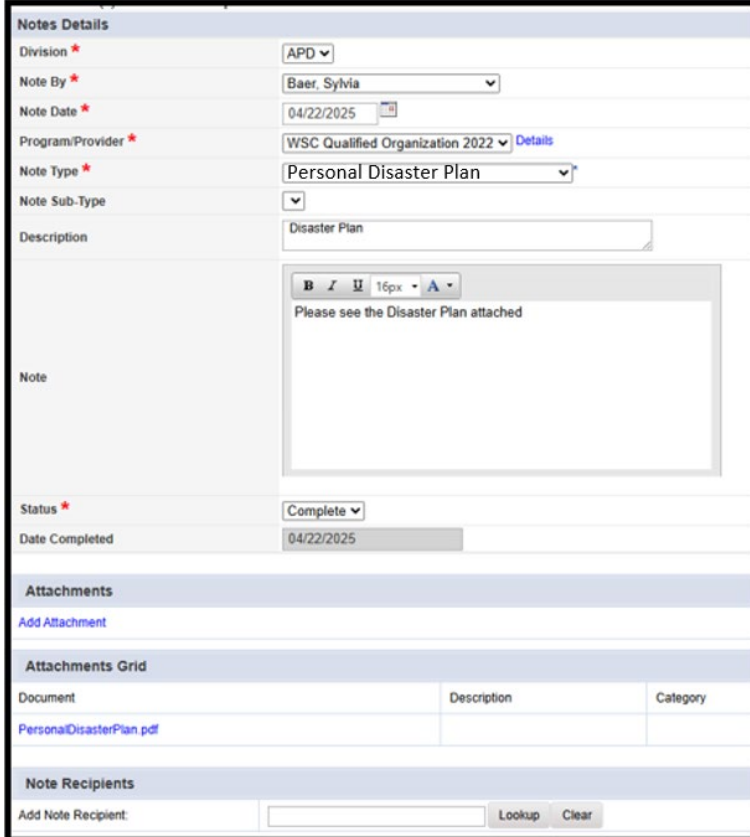


4. To add a new Note, click **File > Add Notes**.



5. In the Notes details update the following fields:
 - a. Division = APD
 - b. Note By = defaults to self

- c. Program/Provider = Qualified Organization (QO) Name
- d. Note Type = Personal Disaster Plan
- e. Note Sub-Type = leave blank
- f. Description = as needed
- g. Note = as needed
- h. Status = Complete
- i. Attachments = add the Personal Disaster Plan (for details on how to add an attachment utilize the [Notes in iConnect Job Aid](#))
- j. Note Recipient = as needed



6. Go to **File > Save and Close Notes**.

