

Developmental Services
Occupational Therapy and Assessment
 Monitoring Checklist

Provider Number: _____

Provider Name: _____

Review Date: _____



Provider Address: _____

Reviewer Name: _____

District: _____

Location: _____

- Agency Provider Solo Provider Onsite Review Desk

Cite	Standard	Met	Not Met	N/A
Explanation of Monitoring Tool Symbols/Codes				
	Alert: Denotes a critical standard or cite relating to health, safety and rights. A deficiency requires a more intense corrective action and follow-up cycle.			
“W”	Weighted Element: A “W” followed by 2.0 or 4.0 in the Cite column denotes elements that have a greater impact on the monitoring score.			
“R”	Recoupment: An “R” in the Cite column denotes an element that is subject to recoupment of funds by the State if the element is “Not Met.”			
B. Provider Qualifications and Requirements				
1	Provider is an independent vendor or a licensed home health or hospice agency licensed by the Agency for Health Care Administration.			
2  W4.0	Independent providers or agency staff are licensed by the Department of Health as occupational therapists, occupational therapy aides, or occupational therapy assistants in accordance with Chapter 468, Part III, F.S.			
3 W2.0	Occupational therapy aides and assistants are supervised by an occupational therapist.			
4	Occupational therapy assessments are performed by qualified occupational therapists only.			
5	The provider attends mandatory meetings and training scheduled by the Area Office and/or Agency			
6 W2.0	Independent providers and agency staff receive training on responsibilities and procedures for maintaining health, safety and well-being of individuals served.			
7	Independent vendors and agency staff receive training on medication administration and on supervising individuals in the self-administration of medication.			
8	Independent providers and agency staff receive training on required documentation for service(s) rendered.			

Cite	Standard	Met	Not Met	N/A
9	Independent providers and agency staff receive training on responsibilities under the Core Assurances.			
10	Independent providers and agency staff receive training on responsibilities under the requirements of specific services offered.			
11	Independent providers and agency staff receive training on use of personal outcomes to establish a person-centered approach to service delivery.			
12 W2.0	Independent providers and agency staff receive other training specific to the needs or characteristics of the individual as required to successfully provide services and supports.			
13	Proof of required training in recognition of abuse and neglect, to include domestic violence and sexual assault and the required reporting procedures is available for all independent vendors and agency staff.			
C. Service Limits and Times				
14	The provider renders no more than eight (8) units of these services per day to an individual.			
15	The provider limits occupational therapy assessments to one per year, per individual.			
16	The provider renders services to recipients 21 years of age or older.			
17	Provider is authorized to render occupational therapy and assessment services.			
18	Provider renders services and supports at a frequency and intensity as defined in the service authorization.			
19 W2.0	Training for, and monitoring of, parents, caregivers and staff is part of the services rendered when these persons are integral to the implementation and achievement of therapy goals.			
D. Documentation				
20 R	The provider has at a minimum a copy of the service logs for the period being reviewed.			
21 R	The provider has at a minimum a copy of the monthly summary notes.			
22 R	The provider has at a minimum a copy of the assessment report, if applicable.			
23	The provider has at a minimum the original prescription for the service.			
24 NEW	The provider has an annual report			