

Checklist – Behavior Analysis

Your review period is: _____

EXCEPT for Service Logs and Payroll Information, which should be submitted for 6 months only: _____

Please see entire Discovery Review Tool at www.florida.qlarant.com.

For services provided and billed during the period under review, please submit the following documents.

- Service Logs (6-months only)
- Most recent Behavior Assessment
- Service Authorizations (review period)
- If you are billing the Agency rate, please provide payroll documentation for the 6-month period indicating FICA taxes are being withheld and for which employees.
- Support Plans (current and previous)
- Quarterly/Monthly Summaries and Annual Report (review period)
- Initial Behavior Analysis Service Plan and any updates occurring during the 12-month review period.
- LRC Documentation (review period)
- Monthly Graphs of acquisition and reduction behaviors (review period)
- Records documenting training of applicable parents, caregivers, and staff on the Behavior Analysis Service Plan (review period)
- Documentation to support submitting required documents to the Support Coordinator (review period)