

## 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](http://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)