

Checklist – Behavior Assistant

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)
- ☐ LRC Chair Review of Behavior Analysis Services Eligibility Form (current and previous)
- ☐ Documentation of required monthly “supervision” by the supervising Behavior Analyst (review period)
- ☐ 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)
- ☐ Behavior Analysis Service Plan (current and previous)
- ☐ Record of training applicable parents, caregivers, and staff on the Behavior Analysis Service Plan (review period)
- ☐ Documentation to support ongoing rights education
- ☐ Documentation concerning physical, behavioral/emotional health on an ongoing basis
- ☐ Documentation of submitting required documents to the Support Coordinator (review period)