

## Checklist – CDC+ Consultant

Please see entire Discovery Review Tool at <https://florida.qclarant.com/>.

Reviewer will look for documents listed below that are required to be in APD iConnect, as applicable.

- ☐ Medicaid Waiver Eligibility Worksheets with signature pages
- ☐ Documentation to establish program eligibility
- ☐ Support Plans with signature pages
- ☐ Annual Report
- ☐ Cost Plan
- ☐ Documentation of applicable legal representation e.g. Power of Attorney, Guardianship
- ☐ Documentation current Support Plan was provided to person or legal representative and CDC Representative
- ☐ Documentation of Significant Additional Needs (SAN) requests (if applicable)
- ☐ Documentation related to employment preferences
- ☐ Safety Plan along with evidence of distribution and review with pertinent providers (if applicable)
- ☐ Documentation to ensure services are delivered in accordance with the Support Plan and Cost Plan
- ☐ Pre Support Plan Meeting Planning (may not be within the months of progress note review)
- ☐ Progress Notes

For all other documentation related to the individual and services provided, please submit the following.

- ☐ Documentation to support informed decisions when choosing waiver services & supports on an ongoing basis
- ☐ Documentation to support informed decisions when choosing among waiver service providers on an ongoing basis
- ☐ Documentation to support ongoing rights education
- ☐ Documentation to support ongoing efforts to address person's safety needs
- ☐ Documentation to support ongoing efforts to ensure all of the person's health needs are addressed

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- ☐ Documentation of the person's history regarding abuse, neglect, and/or exploitation
- ☐ Documentation to support efforts to assist the person to define abuse, neglect, and exploitation
- ☐ Documentation to support efforts to assist the person with knowing when and how to report any incidents of abuse, neglect and exploitation
- ☐ Documentation to support the invitation to take the satisfaction survey was provided to the person receiving services
- ☐ Documentation to support the review of the QO's disciplinary process with the person receiving services
- ☐ Documentation to support the review of the QO's code of ethics with the person receiving services
- ☐ Participant-Consultant Agreement
- ☐ CDC+ Consent Form
- ☐ Participant-Representative Agreement
- ☐ Purchasing Plans (current and previous if plan is LESS than 1yr old)
- ☐ All applicable Quick Updates (review period)
- ☐ Participant's Information Update form (review period)
- ☐ Corrective Action Plan (if applicable)
- ☐ Emergency Backup Plan