Checklist - Personal Supports

Please see entire Discovery Review Tool at https://florida.qlarant.com/.

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

☐ Service Logs will be reviewed solely in APD iConnect; if you are having iConnect access issues - submit helpdesk tickets from review period with the APD Zendesk and corresponding/ongoing communication to show efforts toward resolution

☐ Service Authorizations (review period)

☐ Support Plans (current and previous)

☐ 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/services.

☐ For any individuals also receiving Supported Living Coaching, submit documentation of ongoing coordination between the two services (review period)

☐ For any individuals for whom you are billing by the quarter hour above the daily rate, submit supporting documentation of approval

☐ Documentation to support ongoing rights education

☐ Documentation concerning ongoing physical, behavioral/emotional health

☐ Documentation to support ongoing choices/preferences

☐ Documentation to support ongoing progress towards or achievement of Support Plan goals/outcomes

☐ Documentation to support increased ongoing community participation and involvement based on his/her interests

☐ Documentation to support submitting required documents to the Support Coordinator/informing them of availability in iConnect (review period)