

## Checklist - Residential Habilitation (Intensive Behavior)

Your review period is:\_\_\_\_\_

**EXCEPT** for Daily Attendance Logs which should be submitted for 6 months only:\_\_\_\_\_

Please see entire Discovery Review Tool at [www.florida.qclarant.com](http://www.florida.qclarant.com).

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

- ☐ Daily Attendance Logs (6-months only)
- ☐ Implementation Plans (IP) (current and previous)
- ☐ Documentation indicating IP is being followed as written
- ☐ Documentation IP was given to individual / legal guardian
- ☐ Service Authorizations (review period)
- ☐ Support Plans (current and previous)
- ☐ Quarterly/Monthly Summaries and Annual Report (review period)
- ☐ LRC Chair Review of Behavior Analysis Services Eligibility Form (current and previous)
- ☐ Behavior Analysis Service Plan (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 ongoing rights education
- ☐ Documentation concerning ongoing support of physical, behavioral emotional health
- ☐ Documentation to support ongoing choices/preferences
- ☐ Documentation to support ongoing efforts to ensure safety needs are addressed
- ☐ Documentation to support ongoing efforts to increase community participation and involvement based on their interests
- ☐ Documentation to support ongoing efforts to assist in defining abuse, neglect, and exploitation including how the person would report any incidents
- ☐ Documentation to support submitting required documents to the Support Coordinator (review period)