

## Checklist - Respite

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** review period indicating FICA taxes are being withheld and for which employees
- ☐ Documentation to support ongoing rights education
- ☐ Documentation concerning ongoing physical, behavioral/emotional health
- ☐ Documentation to support ongoing choices/preferences
- ☐ Documentation to support submitting required documents to the Support Coordinator **(review period)**