

Checklist – Supported Living Coaching

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

For services provided and billed within the 12 month review period up through 11/4/21, please submit documents listed below.

Please refer to **Provider Advisory 2021-019** for the list of documents that must be in APD iConnect, as of 11/5/21. If you are having iConnect access issues submit helpdesk tickets from APD Zendesk and corresponding/ongoing communication to show efforts toward resolution.

- Daily Progress Notes (6 months will be reviewed)
- Implementation Plans (IP) (current and previous)
- Documentation indicating IP is being followed as written (review period)
- Documentation IP is given to individual / legal guardian
- Service Authorizations (review period)
- Support Plans (current and previous)
- Quarterly/Monthly Summaries and Annual Report
- 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
- Functional Community Assessment
- Initial Housing Survey and Quarterly Reviews
- Financial Profile

For all other documentation related to the individual and services provided, please submit the following (for the review period).

- Documented evidence of coordination between Supported Living Coaching and Personal Supports, if applicable
- Documentation to support ongoing rights education
- Documentation concerning ongoing behavioral/emotional health
- Documentation to support ongoing health/healthcare needs
- Documentation to support ongoing choices/preferences
- Documentation to support efforts to increase community participation and involvement based on his/her interests
- Documentation to support efforts to define abuse, neglect and exploitation including how individual would report
- Documentation regarding history of abuse, neglect, & exploitation on an ongoing basis
- Documentation to support submitting required documents to the Support Coordinator