

Checklist – Administrative (Solo)

Please include the date of hire and the in-service period. **Identify your system for tracking annual in-service training hours. This needs to be the same system used each year as identified in the iBudget Waiver Services Coverage and Limitations Handbook.**

Items marked with an (A) are Alert items and if not provided will be identified at the close of the review.

Please see the entire Administrative Tool for more details at: <https://florida.qlarant.com/>

General Administrative

- ☐ Provider maintains an Employee/Contractor Roster within the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse (A)
- ☐ Provider addresses all incident reports *Please submit an Incident Report Log for all individuals reviewed*
- ☐ Provider identifies and addresses concerns related to abuse, neglect, and exploitation
- ☐ All instances of abuse, neglect, and exploitation are reported
- ☐ Provider identifies addresses and reports all medication errors

Qualifications & Training

- ☐ Level II Background Screening – FBI/FDLE Clearance, Local Law, Affidavit of Good Moral Character (A) – *If the 5 year rescreening was completed during the review period please provide previous and current screening*
- ☐ DCF/APD Employee/Contractor Roster (A)
- ☐ Zero Tolerance – *If the 3 year renewal was completed during the review period please provide previous and current training certificates*
- ☐ Direct Care Core Competencies
- ☐ Direct Care Core Competency (old)
- ☐ Basic Person Centered Planning (if using old core competency)
- ☐ Individual Choices, Rights and Responsibilities (if using old core competency)
- ☐ Requirements for All Waiver Providers
- ☐ HIPAA – *Please submit the current and previous to show updated annually*
- ☐ HIV/AIDS/Infection Control
- ☐ CPR–*If renewed during the review period please submit current and previous certificates*
- ☐ First Aid –*If renewed during the review period please submit current and previous certificates*
- ☐ Annual Update Training in Basic Medication Administration
- ☐ Medication Administration, if the employee gives medication (A)

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- ☐ Medication Validation, if the employee gives medication (A)
- ☐ Reactive Strategies, if you use Reactive Strategies
- ☐ Driver's License, if the provider transports anyone using their own vehicle
(A) – *If the license was renewed during the review period please submit current and previous*
- ☐ Vehicle Insurance, if the provider transports anyone using their own vehicle
(A) - *Proof for each month of the review period*
- ☐ Vehicle Registration, if the provider transports anyone using their own vehicle
- *Proof for each month of the review period*

Qualifications & Training - Service Specific

Behavior Analysis

- ☐ Proof of minimum education and experience
- ☐ Current CBA certificate

Behavior Assistant

- ☐ Proof of minimum education and experience
- ☐ Proof of least 20 contact hours of instruction in an APD approved curriculum □ Eight hours of annual in-service training

Life Skills Development 1 (Companion)

- ☐ Proof of minimum education and experience
- ☐ Four hours of annual in-service training related to the specific needs of at least one person currently served

Life Skills Development 2 (Supported Employment)

- ☐ Proof of minimum education and experience
- ☐ Proof of standardized, pre-service training
- ☐ Eight hours of annual in-service training related to employment

Life Skills Development 3 (Adult Day Training)

- ☐ Proof of minimum education and experience
- ☐ Eight hours of annual in-service training related to the individually tailored services

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Personal Supports

- ☐ Proof of minimum education and experience
- ☐ Four hours of annual in-service training related to the specific needs of at least one person currently served

Residential Habilitation - Standard

- ☐ Proof of minimum education and experience
- ☐ Eight hours of annual in-service training related to the implementation of individually tailored services

Residential Habilitation – Behavior Focus

- ☐ Proof of minimum education and experience
- ☐ Proof of least 20 contact hours of instruction in an APD approved curriculum
- ☐ Eight hours of annual in-service training

Residential Habilitation – Intensive Behavior

- ☐ Proof of minimum education and experience
- ☐ Proof of least 20 contact hours of instruction in an APD approved curriculum
- ☐ Eight hours of annual in-service training

Residential Habilitation – Enhanced Intensive Behavior

- ☐ Proof of minimum education and experience
- ☐ Proof of least 20 contact hours of instruction in an APD approved curriculum ☐ Eight hours of annual in-service training

Respite (Under 21)

- ☐ Proof of minimum education and experience

Special Medical Home Care

- ☐ Proof of minimum education and experience

Supported Living Coaching

- ☐ Proof of minimum education and experience

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- ☐ Documentation of required Supported Living Pre-Service training
- ☐ Proof of Introduction to Social Security Work Incentives training
- ☐ Eight hours of annual in-service training