

## Checklist – Behavior Analysis

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

Please refer to **Provider Advisory 2023-027** for the list of documents that must be in APD iConnect, beginning October 16, 2023. If you are having iConnect access issues provide helpdesk tickets and corresponding/ongoing communication to show efforts toward resolution. For documentation that is not in iConnect please provide.

- Service Logs
- Most recent Behavior Assessment
- 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 to confirm withholding of Federal income tax, FICA and FUTA, for at least two employees enrolled to render iBudget waiver services
- Quarterly/Monthly Summaries and Annual Report (**review period**)
- Initial Behavior Analysis Service Plan and any updates occurring during the review period.
- LRC Documentation (**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**)