

## Checklist - Residential Habilitation (Behavior Focus)

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

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

- Daily Attendance Logs (6-months only)
- Support Plans (current and previous)
- Implementation Plans (IP) (current and previous)
- Documentation indicating IP is being followed as written
- Documentation IP is given to individual / legal guardian
- 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 (review period)
- Annual Report
- Service Authorizations (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 choices/preferences
- Documentation to support ongoing efforts to increase community participation and involvement based on his/her interests
- Documentation to support ongoing rights education
- Documentation to support ongoing behavioral/emotional health
- Documentation to support ongoing health/healthcare needs
- Documentation to support ongoing efforts to ensure safety needs are addressed
- Documentation to support efforts to define abuse, neglect and exploitation
- Documentation to support efforts to assist person with knowing when and how to report any incidents of abuse, neglect and/or exploitation
- Documentation to support submitting required documents to the Support Coordinator (review period)