

Checklist - Respite

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

For services provided and billed during the period under review, the following will be reviewed. For documentation that is not in iConnect please provide.

- Service Logs will be reviewed in APD iConnect; if you are having iConnect access issues - provide APD helpdesk tickets from the review period 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 to confirm withholding of Federal income tax, FICA and FUTA, for at least two employees enrolled to render iBudget waiver services
- Documentation concerning ongoing physical health
- Documentation concerning ongoing behavioral/emotional health
- Documentation to support ongoing choices/preferences