

## Checklist – Supported Living Coaching

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

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 provide helpdesk tickets and corresponding/ongoing communication to show efforts toward resolution. For documentation that is not in iConnect please provide.

- Daily Progress Notes
- Implementation Plans (IP) (**current and previous**)
- Documentation indicating IP is being followed as written (**review period**)
- Documentation of the date the Support Plan was received
- Documentation IP is given to individual / legal guardian
- Service Authorization (**review period**)
- Support Plan (**current and previous**)
- Quarterly/Monthly Summaries and Annual Report (**review period**)
- 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
- Functional Community Assessment (**current and previous**)
- Initial Housing Survey
- Documentation of quarterly home visits
- Quarterly Review of APD Health and Safety Checklist (**review period**)
- Financial Profile (**current and previous**)
- Documented evidence of coordination between Supported Living Coaching and Personal Supports, if applicable (**review period**)
- Documentation to support ongoing efforts to address behavioral/emotional health
- Documentation to support ongoing efforts to address health/healthcare needs
- Documentation to support ongoing efforts to address safety needs
- Documentation to support efforts to assist person to define abuse, neglect and/or exploitation
- Documentation to support efforts to assist person with knowing when and how to report any incidents of abuse, neglect and/or exploitation
- Documentation regarding history of abuse, neglect, and/or exploitation on an ongoing basis
- Documentation to support ongoing efforts to address choices/preferences

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- Documentation to support ongoing efforts to increase community participation and involvement based on his/her interests
- Documentation to support ongoing rights education