

Checklist – Behavior Assistant

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

For services provided and billed during the period under review, the following will be reviewed:

- Service Logs
- LRC Chair Review of Behavior Analysis Services Eligibility Form
(current and previous)
- Documentation of required monthly “supervision” by the supervising Behavior Analyst (review period)
- 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)
- Behavior Analysis Service Plan (current and previous)
- Record of training applicable parents, caregivers, and staff on the Behavior Analysis Service Plan (review period)
- Documentation to support ongoing rights education
- Documentation concerning physical, behavioral/emotional health on an ongoing basis