

## Checklist – Support Coordination

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:

- Medicaid Waiver Eligibility Worksheets with signature pages
- Documentation to establish program eligibility
- Support Plans with signature pages
- Annual Report
- Cost Plan
- Documentation of applicable legal representation e.g. Power of Attorney, Guardianship
- Documentation current Support Plan was provided to person / legal representative and all service providers
- Documentation of Significant Additional Needs (SAN) requests (if applicable)
- Documentation related to employment preferences
- Safety Plan along with evidence of distribution and review with pertinent providers (if applicable)
- Documentation Service Authorizations are issued to service providers (covering the review period)
- Documentation to ensure services are delivered in accordance with the service plan, including type, scope, amount, duration, and frequency specified in the Cost Plan
- Progress Notes
- Pre Support Plan Meeting Planning
- Documentation to support informed decisions when choosing waiver services & supports on an ongoing basis
- Documentation to support informed decisions when choosing among waiver service providers on an ongoing basis
  
- Documentation to support ongoing rights education
- Documentation to support ongoing efforts to address person's safety needs
- Documentation to support ongoing efforts to ensure all of the person's health needs are addressed
- Documentation of the person's history regarding abuse, neglect, and/or exploitation
- Documentation to support efforts to assist the person to define abuse, neglect, and exploitation

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- Documentation to support efforts to assist the person with knowing when and how to report any incidents of abuse, neglect and exploitation
- Documentation to support the invitation to take the satisfaction survey was provided to the person receiving services
- Documentation to support the review of the QO's disciplinary process with the person receiving services
- Documentation to support the review of the QO's code of ethics with the person receiving services