

## Checklist – Supported Living Coaching

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

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

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