Checklist – Behavior Analysis

This checklist is provided as a helpful guide; however, it is ultimately your responsibility to ensure all documentation supporting the standards under review are made available. Refer to the Behavior Analysis Service Specific Record Review Tool for review standards and protocols at: https://florida.qlarant.com/

The Qlarant reviewer will tell you the names of the files you need to submit.

- ☐ Service Logs
- ☐ Most recent Behavior Assessment
- ☐ Support Plans - Provide the current and previous plans given to you by the WSC
- ☐ Payroll – If you are billing the Agency rate, provide documentation that reflects federal tax withholding, employee portion of Medicare and Social Security taxes for at least two bonafide employees providing services. Examples: check stubs, reports created by the payroll department or from a formal computerized system such as QuickBooks. Provide for 6 months.
- ☐ Quarterly/Monthly Summaries and Annual Report - Review period
- ☐ Initial Behavior Analysis Service Plan and any updates occurring during the review period.
- ☐ LRC Documentation - Review period
- ☐ Monthly Graphs of acquisition and reduction behaviors - Review period
- ☐ Records documenting training of applicable parents, caregivers, and staff on the Behavior Analysis Service Plan - Review period