Checklist – Behavior Assistant

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 Assistant 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
- ☐ LRC Chair Review of Behavior Analysis Services Eligibility Form - Provide current and previous forms
- ☐ Documentation of required monthly "supervision" by the supervising Behavior Analyst - Review period
- ☐ 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
- ☐ Behavior Analysis Service Plan - Provide current and previous plans
- ☐ Record of training applicable parents, caregivers, and staff on the Behavior Analysis Service Plan - Review period

Documentation that shows the person-centered topics below are being addressed on an ongoing or continuous basis.

- ☐ Rights education to the person/legal representative - Interactive discussion examples could include: Rights most important to the person, access to personal possessions, privacy, confidentiality, freedom from harm and discrimination, self-determination
- ☐ Physical, behavioral/emotional health - Interactive discussion examples could include: Medication, allergies, adaptive equipment use, medical conditions, behavior or safety plans, emotional well-being concerns

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