Checklist – Life Skills Development 2 (Supported Employment)

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 Life Skills Development 2 (Supported Employment) 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
- ☐ 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.
- ☐ Employment Stability Plans (ESP) - Provide current and previous plan
- ☐ Documentation indicating ESP is being followed as written
- ☐ Documention of the date the Support Plan was received
- ☐ Quarterly/Monthly Summaries and Annual Report - Review period

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

- ☐ Choices/preferences related to securing and maintaining employment- Interactive discussion examples include likes, dislikes, preferences, interests.
- ☐ 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, and behavioral/emotional health- Interactive discussion examples could include Medication, allergies, adaptive equipment use, medical conditions, behavior or safety plans, emotional well-being concerns.