

Checklist – Life Skills Development 3 (ADT)

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 3 (Adult Day Training) Service Specific Record Review Tool for review standards and protocols at: <https://florida.qclarant.com/>

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

- ☐ Daily Attendance Logs
- ☐ Implementation Plans (IP) - **Provide current and previous plan.**
- ☐ Documentation indicating IP is being followed as written
- ☐ Documentation of the date the Support Plan was received
- ☐ Documentation IP is given to individual / legal guardian
- ☐ Support Plans - **Provide the current and previous plans given to you by the WSC.**
- ☐ If an individual's service is being rendered and billed at ratios below 1:6-10, include supporting documentation showing approval to do so
- ☐ 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 this service - **Interactive discussion examples include likes, dislikes, preferences, interests.**
- ☐ Community participation and involvement based on his/her interests - **Describe how and what you learned, acted on, and expanded the person's community-interest areas; examples of specific education, exposure, and experience.**
- ☐ 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.**