Checklist - Personal Supports

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 Personal Supports 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.
- ☐ For an individual receiving Personal Supports and Supported Living Coaching, provide documentation of ongoing coordination between the two services. Examples: Emails,screenshots of previous text messages, phone calls, meeting notes.
- ☐ If an individual's service is being billed above the daily rate in quarter-hour increments, include supporting documentation showing approval to do so.

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.
- ☐ Choices/preferences - Interactive discussion examples include: likes, dislikes, preferences, interests.
- ☐ Progress towards or achievement of Support Plan goals/outcomes
- ☐ Community participation and involvement based on his/her interests - For individuals who use this service for community participation, show how you learned about, acted on, and expanded the person's community-interest areas; examples of specific education, exposure, and experience.