Checklist - Respite

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 Respite 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.

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

- ☐ 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.
- ☐ Choices/preferences - Interactive discussion examples include: likes, dislikes, preferences, interests.