Checklist – Support Coordination

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 Support Coordination 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.

- ☐ Medicaid Waiver Eligibility Worksheets with signature pages
- ☐ Documentation to establish program eligibility
- ☐ Support Plans with signature pages
- ☐ Annual Report
- ☐ Cost Plan
- ☐ Documentation of applicable legal representation e.g. Power of Attorney, Guardianship
- ☐ Documentation current Support Plan was provided to person / legal representative and all service providers
- ☐ Documentation of Significant Additional Needs (SAN) requests (if applicable)
- ☐ Documentation related to employment preferences
- ☐ Safety Plan along with evidence of distribution and review with pertinent providers (if applicable)
- ☐ Documentation Service Authorizations are issued to service providers - Covering the review period.
- ☐ Documentation to ensure services are delivered in accordance with the service plan, including type, scope, amount, duration, and frequency specified in the Cost Plan
- ☐ Progress Notes
- ☐ Pre Support Plan Meeting Planning - Interactive discussions prior to the expiration of the current Support Plan(SP) to include: purpose of planning, current goals/outcomes, current services and providers, potential changes to goals, services and providers, possible SP meeting dates, times, locations and attendees.
- ☐ Assist person to define abuse, neglect and/or exploitation - Annual interactive discussion about individual's definition, basic concepts and various types.
- ☐ Assist person with knowing when and how to report any incidents of abuse, neglect and/or exploitation - Annual interactive discussion including: scenarios, warning signs, and ways to report.
- ☐ Documentation to support the invitation to take the satisfaction survey was provided to the person receiving services
- ☐ Documentation to support the review of the QO's disciplinary process with the person receiving services
- ☐ Documentation to support the review of the QO's code of ethics with the person receiving services

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

- ☐ Documentation to support informed decisions when choosing waiver services & supports on an ongoing basis - Interactive discussions to include: services/supports, preferences and interests.
- ☐ Documentation to support informed decisions when choosing among waiver service providers on an ongoing basis - Interactive discussions to include:options available, preferences and interests.
- ☐ Physical and behavioral/emotional health - Interactive discussion examples include: Medication, allergies, appointments, adaptive equipment use, medical conditions, behavior or safety plans, emotional well-being concerns.
- ☐ Safety needs - Interactive discussions include: Fire safety, emergency preparedness, fall prevention, household hazards, community risks.
- ☐ Documentation regarding history of abuse, neglect, and/or exploitation on an ongoing basis - Interactive discussions to include: past or present experiences, efforts to identify and address needs in this area.
- ☐ 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.