Checklist – Supported Living Coaching

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 Supported Living Coaching 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.

- ☐ Daily Progress Notes
- ☐ Implementation Plans (IP) - Provide current and previous plan
- ☐ Documentation indicating IP is being followed as written
- ☐ Documention 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
- ☐ Quarterly/Monthly Summaries and Annual Report - Review period
- ☐ 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.
- ☐ Functional Community Assessment - Current and previous assessment
- ☐ Lease or Mortgage - Review period
- ☐ Initial Housing Survey
- ☐ Documentation of quarterly home visits
- ☐ Quarterly Review of APD Health and Safety Checklist - Review period
- ☐ Financial Profile - Current and previous profile
- ☐ For an individual receiving Supported Living Coaching and Personal Supports, provide documentation of ongoing coordination between the two services. Examples: Emails,screenshots of previous text messages, phone calls, meeting notes
- ☐ 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 that shows the person-centered topics below are being addressed on an ongoing or continuous basis.

- ☐ Physical and behavioral/emotional health - Interactive discussion examples include: Medication, allergies, adaptive equipment use, medical conditions,ehavior 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.

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- ☐ Choices/preferences - Interactive discussions to 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.