

**WSC ADVISORY #2017-028**  
**SUPPORTED LIVING BEST PRACTICE CHECKLISTS**

**ACTION REQUIRED**

**EFFECTIVE DATE: *JUNE 6, 2017***

The WSC is responsible for conducting a quarterly face to face meeting with individuals who are in supported living arrangements. Page 2-78 of the Developmental Disabilities iBudget Waiver Handbook, Rule 59G-1.010, F.A.C., states that Waiver Support Coordinators conduct monthly face-to face visits with one face-to-face visit occurring in the consumer's home at least once every three months.

The attached Supported Living Quarterly checklist is a best practice guide/tool to assist the WSC in conducting a thorough quarterly visit to ensure continued health and safety standards are being met.

Also attached is a best practice guide/tool to assist WSCs in working through support and services needed by an individual in supported living. This tool can be used to help ensure that the details of supports and services are carefully considered and that each support team member acknowledges and accepts responsibility in ensuring the client's health and safety needs are met.

Meetings to review these duties and responsibilities should be held prior to the client moving into SL and at least annually, but as often as quarterly, thereafter. All support team members should initial/date acknowledgement of assigned duties and be furnished a copy of the completed form.

The Supported Living Quarterly checklist and the Assignment of Duties and Responsibilities for Serving Clients in Supported Living is also available on the APD website at the following address:

<http://apdcares.org/waiver/support-coordination/>