



## Continuity of Care

### Service Interruptions, Transitions, Discontinuations

Maintaining consistency, client protection, and compliance with relevant ethics codes

*Transitioning from one BCBA/BCaBA to another within an organization*

Action	Date Complete	Initials
Meet with family/client to discuss (provide appropriate notice, maintain clear communication, continue services as appropriate): 1. Transition to new BCaBA/BCBA 2. Plans for transition 3. Date of transition 4. Update consent forms and release of information as necessary		
Create timeline for transition with assigned roles (e.g., completion of transition summary, data update) during clearly delineated transition process		
Share timeline with all relevant parties: - date shared with supervisor - date shared with family members - date shared with school - date share with other providers (who)		
Verify all documents are updated and provided to caregiver at transfer: - graphs - data sheets - mastery lists - completed programs		
Document all meetings		
Prepare and complete all relevant documents: - treatment plans - assessments - programs - graphs - relevant meeting notes - FBAs/BIPs, current interventions, instructional strategies that work - Past BIPs successful and not successful, safety precautions - Summary of how the child learns, their communication system - Summary of overall plan of care - Summary of potential future goals/programs - Generalization and maintenance plans - Summary and programs for all parent training - Training and supervision needs of staff		
Meet with new BCaBA/BCBA to discuss current interventions, plans for transition, and any other relevant information		
Meet with client to introduce new BCaBA/BCBA		
Have new BCBA/BCaBA observe session with client		
Complete transfer summary and provide to new BCBA/BCaBA		
Notify third-party payer of service change		