



The Human Development Center, Inc. Policy & Procedure	Policy#216	
<input checked="" type="checkbox"/> Milw County <input type="checkbox"/> T19	Effective Date: 01/15/2015	Subject: <p style="text-align: center;">Case Transfer, Reassignments, and Withdrawal of Provider Policy</p>

I. POLICY

It is the policy of The Human Development Center, Inc to adhere to best practices. In so doing, the development of this policy is to prevent unethical or questionable communications outside of a normal chain of command. Therefore, case transfers, re-assignments, removal, or withdrawal of providers/employees from cases shall be communicated to care coordinators or care coordinator supervisors by the Human Development Center, Inc.'s provider/employee's supervisor or the Human Development Center, Inc. Quality Assurance Department.

Additionally, upon involuntary separation from Human Development Center, Inc. employees should not contact families, care coordinators, or other team members. The communication regarding reassignment etc. shall come from the Team Lead or the Quality Assurance Department.

II. CONSEQUENCES OF NOT ADHERING TO THE POLICY

Providers/employees who assume the role of communicating case transfer, reassignment, or withdrawal directly to a care coordinator, care coordinator supervisor or the equivalent will be referred to the progressive discipline step.

 Provider

 Date

 Supervisor

 Date