



Continuity of Services:

Reminders for RBTs

Hey, RBTs!

Thank you for taking the time to check out this resource. As a service provider, it's extremely important that you prepare for any planned or unplanned changes that might affect your colleagues, supervisors, and—most importantly—your clients. So, the reminders in this document are here to help you navigate any changes in your ability to provide services.

Because you provide your clients' day-to-day services, you are critical to their progress and success. A change in your ability to provide those daily services could negatively impact your clients, especially when a break in services occurs. In fact, if your services are disrupted for any period of time, your clients may experience skill regression, a reemergence of problem behavior, or a variety of other negative outcomes.

So, whether you leave your organization, take an extended leave of absence, or experience a physical, mental-health, or personal emergency, it's vital that you're prepared and informed so that your clients can continue to make progress!



Here are a few important reminders:

- Make sure that your documentation (e.g., data, session notes) is always up to date.
- Become familiar with your organization's policies and procedures for planned and unplanned events that may impact your ability to provide services.
- Find out who you should contact and what steps you should take (e.g., turning in equipment, submitting information required for billing) when you become aware of a change in your ability to provide services. Your point of contact and the steps that you should take may be different for planned and unplanned events.
 - **For planned events** (e.g., leaving your job, taking extended leave): Tell your supervisor or point of contact about this change as far in advance as possible, as someone may need to be trained to replace you.
 - **For unplanned events** (e.g., physical, mental-health, or personal emergencies): Tell your supervisor or point of contact about this change as soon as possible. If you are not able to reach out to them, ask someone to reach out for you.
- If you leave your organization and no longer have an RBT Supervisor or RBT Requirements Coordinator, you will be listed as "Inactive" on the Certificant Registry. This means that you may no longer bill, practice, or represent yourself as an RBT (e.g., on email signature blocks, resumes, websites).
- If you take an extended leave of absence or leave your organization without immediate plans to continue working as an RBT, you may consider applying for [voluntary inactive status](#).

We can't thank you enough for reviewing this resource and preparing for planned and unplanned service interruptions! We encourage you to reach out to your supervisor or leaders at your organization for more information.