

Connect Plus Therapy understands circumstances and events may sometimes result in a BT or RBT requesting removal from a case. After the Clinical Director has determined that all efforts to continue on a case have been exhausted, we will try to accommodate the BT's or RBT's request according to the following guidelines;

- Consult with your Clinical Director or supervisor to discuss your concerns and submit a formal request to leave a case.
- Two weeks' notice must be provided after the initial case removal request.
- If case removal is due to a transportation issue, please contact your supervisor so that we can consider paying for transportation.
- When a BT or RBT is leaving a case due to an incident, formal documentation in the form of an incident report must be filed with the clinical supervisor or clinical director.
- BTs and RBTs must inform the case manager of their removal request for approval from the administrative director. Approval is determined in consultation with the clinical director.
- When a BT or RBT removes themselves from a case, Connect Plus Therapy cannot guarantee that replacement or additional hours will be available on another case.