

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 9003

SUBJECT: CONTINUITY OF CARE

POLICY: Services are provided with regard to the need for continuity of care.

PROCEDURES:

- 1) The interest of the person(s) served is the primary factor in changes in professional worker assignments, unless such change is the result of matters beyond the agency's control.
- 2) Continuity is provided by the same worker continuing on a case throughout all phases, including any period of aftercare.
- 3) Arbitrary or indiscriminate reassignment of workers will be avoided.
- 4) Case assignment changes must be approved by the Program Administrator and/or Division Director.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 04/29/05