

Discontinuation of Supervision Frequently Asked Questions:

1. **When does this form need to be completed?**

A Discontinuation Form should be completed when the supervisory relationship between an RLT or SCaBA ends.

2. **What is the timeframe to submit a discontinuation to the board?**

All discontinuation forms should be submitted to the board within 10 days of the end date of the supervisory relationship.

3. **How can an LBA submit a Discontinuation Form?**

The discontinuation form can be submitted either electronically or by mail.

- Submitting Electronically:
 - Email to rhonda.boe@la.gov
- Submitting by Mail:
 - Mail to 4334 Sherwood Forest Blvd Suite C-150 Baton Rouge, LA 70816

4. **What if I am unable to contact the RLT to obtain a signature?**

An LBA's records need to document the LBA attempted to contact the RLT to obtain a signature, which would be reviewed in a supervision audit of the LBA.

- After several attempts were made and LBA is still unable to contact, write "**Unable to Contact**" in the box that states ScABA or RLT's Signature.
- If LBA does make contact and individual still does not sign write "**Refused to Sign**" in the box that states ScABA or RLT's Signature.

5. **What if someone became unresponsive during the onboarding process at the clinic, do I need to submit a discontinuation form for them?**

- If the person is registered under an LBA's supervision (LBA has a certificate in digital wallet on Certemy with an "R-#"), the LBA will need to discontinue them as they are already registered.
- If not yet registered, please notify the board in writing (email) that the employment offer has been rescinded.
 - Note: Application fees are non-refundable.

6. **What if a supervisory relationship has ended and the LBA never discontinues an RLT or SCaBA?**

- If a discontinuation form is NOT submitted for an RLT or SCaBA and the supervisory relationship has ended, the LBA is still responsible for this individual as the LBA never notified the board the supervisory relationship has ended. This would be reviewed in a Supervision Audit.
- Should the individual provide services on their own, without the LBA's knowledge, the LBA would still be responsible due to not completing a Discontinuation of Supervision Form.