

Evaluation of Client Termination and Transition
(Please refer to “Client Termination and Transition” policy and procedures)

1. How well did we communicate the steps involved in the transition plan to you? Excellent Poor
1 2 3 4 5 6

Additional Comments _____

2. Was staff friendly and cooperative throughout the transition? 1 2 3 4 5 6

Additional Comments _____

3. Did staff respond promptly and courteously to inquiries by ABCA and new AMC/staff? 1 2 3 4 5 6

Additional Comments _____

4. Did your inventory of records, files and supplies arrive in good condition? 1 2 3 4 5 6

Additional Comments _____

5. Was your inventory of records, files and supplies clearly marked and organized? 1 2 3 4 5 6

Additional Comments _____

6. Did your inventory of records, files and supplies appear to be complete and in good order? 1 2 3 4 5 6

Additional Comments _____

7. Do you have any suggestions on how we might improve our transition process?

Thank you for taking a moment to complete our Transition Survey. We have enjoyed working with you and wish you and your organization a prosperous future.

Able Management Solutions, Inc. • 5310 E. Main St., Suite 104 • Columbus, OH 43213
Ph: (614) 868-1144 • Fax: (614) 868-1177 • info@ablemgt.com • www.ablemgt.com

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