

# NABCS How To: Separate Association with an Individual

1. Go to the Employees tab – Roster link  
Ensure the Employment Status field is marked as Active and click Search

Home Applications Determinations Appeals **Employees** Search Reports Reference Admin

Provisional Permanent **Roster** Separated New Background Check Needed

Employees: Roster

Filter Criteria

Division: - All -  
Provider: Rich Grayson Test Facility  
Program:  
Last Name:  
Employment Status: Active  
Employee Type:  
Position Category:  
Position:

Hire Date:  
Hire Date to:  
Verification Date:  
Verification Date to:  
Is Eligible:

**Search**

2. Review the list of actively associated individuals. If an individual is no longer associated with your entity, click the Edit link.

Results

Provider	Name	Position	Employee Type	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination	Action
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Test, Enhancement</a>	Personal Care Worker	Employee	Permanent		04/18/2015	Eligible	<a href="#">Edit</a>
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Testdecember, Joy</a>	Individual Service Provider	Volunteer	Permanent		04/05/2016	Eligible	<a href="#">Edit</a>
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Winter, Test</a>	Caregiver	Employee	Permanent	11/20/2014	11/20/2014	Eligible	<a href="#">Edit</a>

3 Total Results

3. Use the Employment Status drop down box to change the status to Separated.

\* Required

\* Employment Status: Permanent  
\* Employee Type: Employee

\* Provider: Rich Grayson Test Facility  
Hire Date Provisional:

\* Position Category: Personal Care Agency  
\* Hire Date: 04/18/2015

\* Position: Personal Care Worker  
Separation Date:

Verification Date: 04/18/2015

**Save** **Cancel**

4. Enter a Separation date and click Save.

The screenshot shows a web-based form for employee management. At the top left, there is a section labeled "\* Required". Below this, there is a dropdown menu for "Employee Type" with three options: "Provisional", "Permanent", and "Separated". The "Permanent" option is highlighted in blue and circled in red. Below this dropdown is a dropdown for "Rich Grayson Test Facility". To the right of these dropdowns are two text input fields: "Hire Date Provisional:" and "Hire Date:". The "Hire Date:" field contains the date "04/18/2015". Below these are two more dropdowns: "\* Position Category:" with "Personal Care Agency" selected, and "\* Position:" with "Personal Care Worker" selected. To the right of these are two more text input fields: "Separation Date:" and "Verification Date:". The "Separation Date:" field is empty and circled in red. The "Verification Date:" field contains the date "04/18/2015". At the bottom left of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

5. Repeat Steps 1 – 4 for all individuals no longer associated with your entity.

**Please note:** Background Check Regulations [7 AAC 10.925(b)(2)] require providers to notify the department within 14 days of an individual's disassociation with an entity. To confirm your compliance with this requirement, please ensure you regularly maintain your Employee Roster and separate employment as necessary for all individuals no longer associated with your entity.