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

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

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

4. Enter a Separation date and click Save.

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.