

## M E M O R A N D U M

**Date:** 11/07/2019  
**To:** Behavioral Wellness Managers and Supervisor  
**From:** Quality Care Management  
**Subject:** SPID Update Forms and Separation Checklist  
**CC:** Behavioral Wellness HR and Natalia Rossi

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### ALL SUPERVISORS AND MANAGERS

QCM has identified an area for needed improvement in our off-boarding process. It is crucial that QCM is informed of staff separations through SPID update forms when an employee separates from Behavioral Wellness.

SPID updates should be sent to QCM as soon as possible when an employee separates employment and attention should be paid to filling out the correct separation date. This allows QCM to close out access to ShareCare and Clinicians Gateway so that PHI remains secure.

We have worked with the Training Department and Behavioral Wellness HR to create a staff separation checklist that can help with the steps to off-board employees.

This will be posted on the BWell website under QCM under Staff/Provider Information and then Staff Credentialing. It will also be placed on the G Drive under Central Files: Human Resources: Hiring, Separation and RTF Forms.

If you have any questions please do not hesitate to reach out.

Thank you,  
BWELL QCM