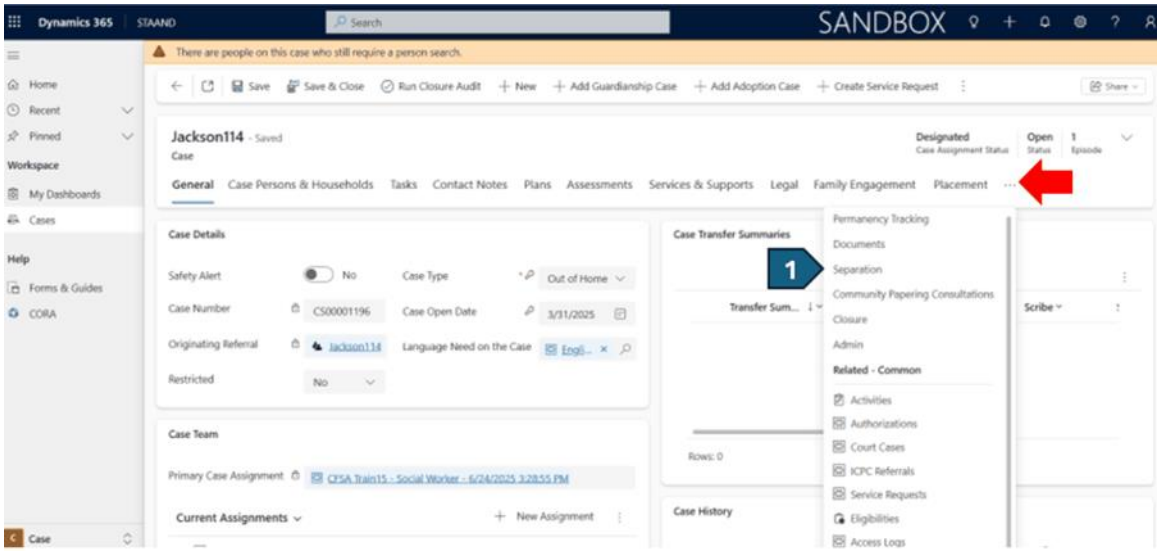
STAAND – How to: Create a Separation Record

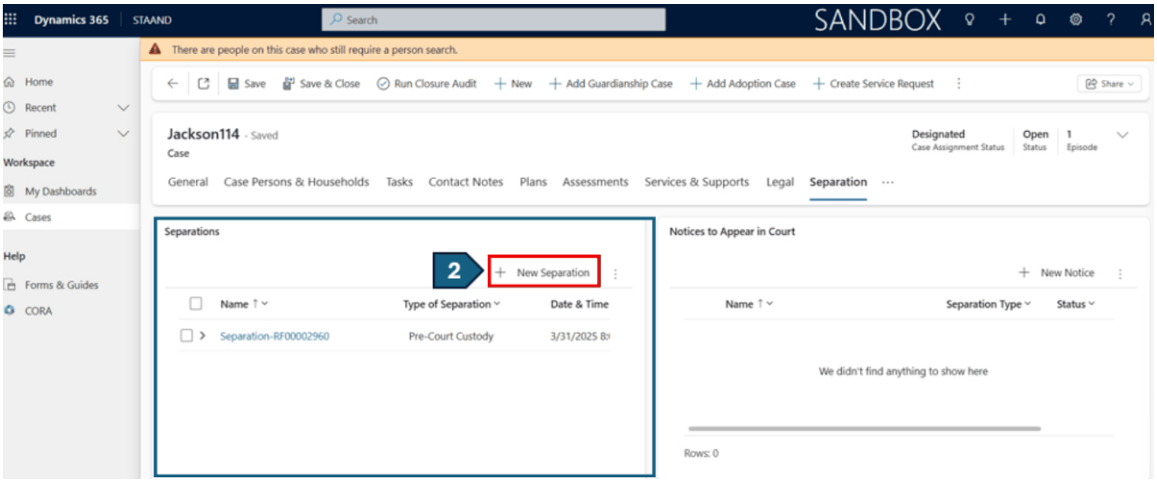
This tip sheet is aimed at helping navigate through STAAND to create a Separation Record.

How to: Create a Separation Record

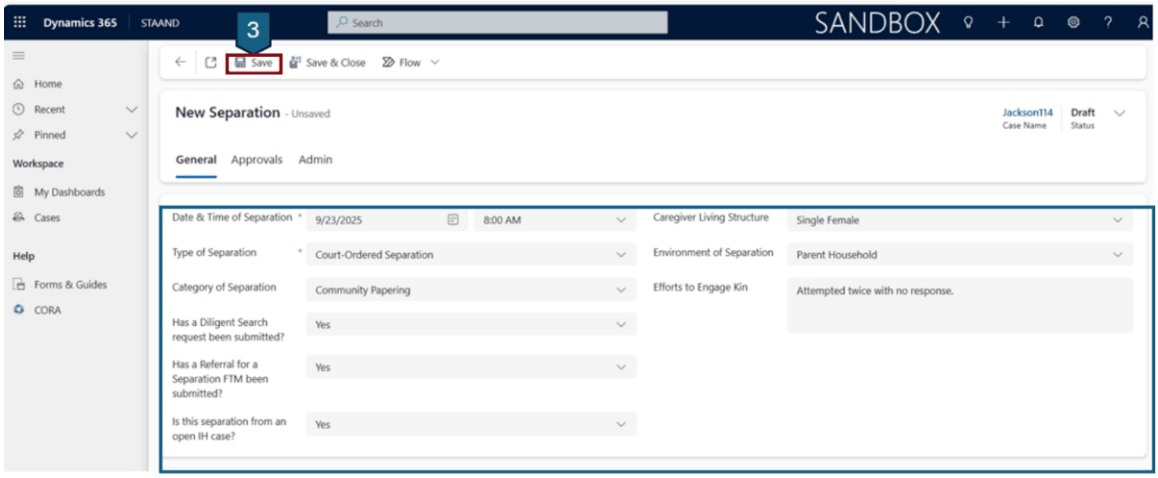
1. From the **Case** screen, click on the (found at the end of the tabs) to review more **Command** options, then click on **Separation**.



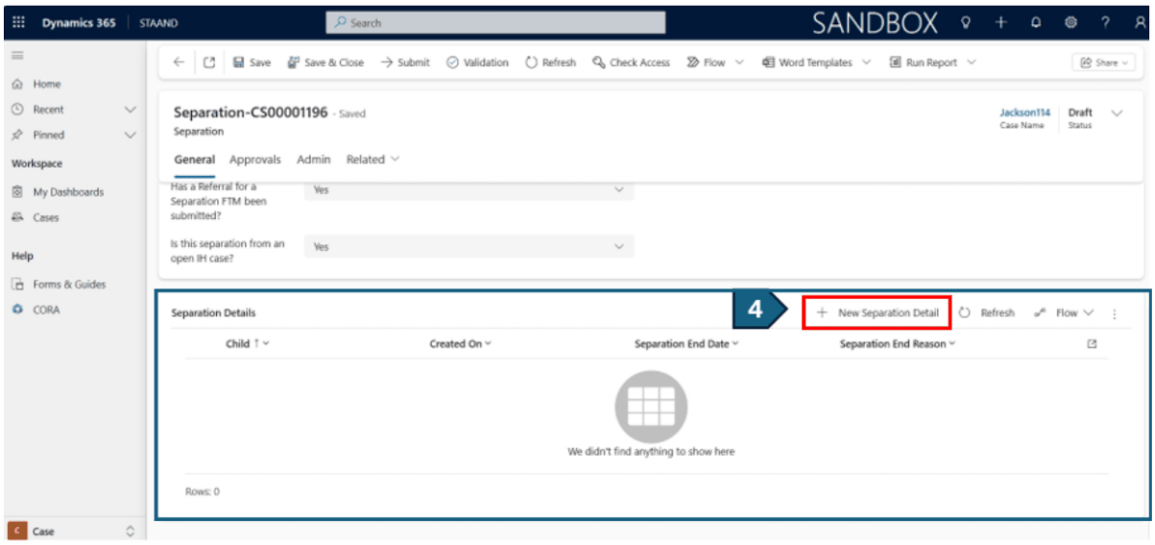
2. Navigate to the **Separations** sub-grid and click **+New Separation.**



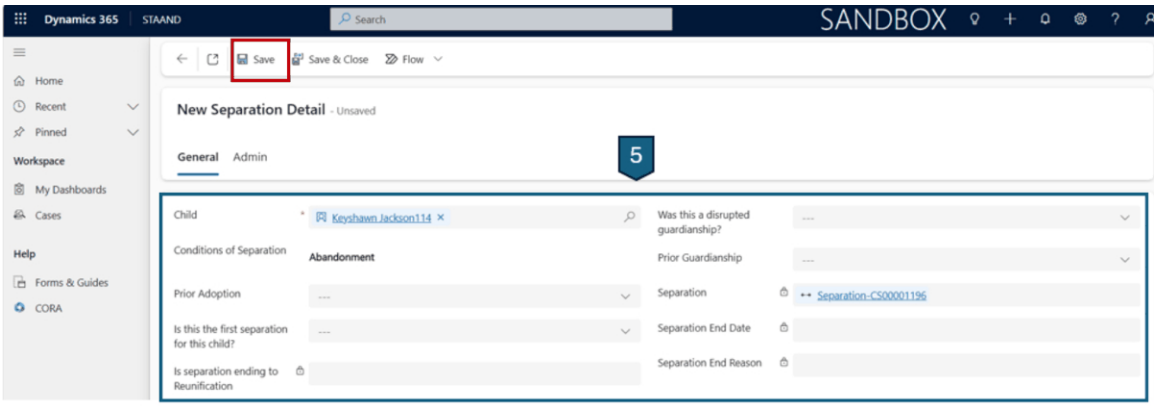
3. **Complete** all fields and select **Save.**



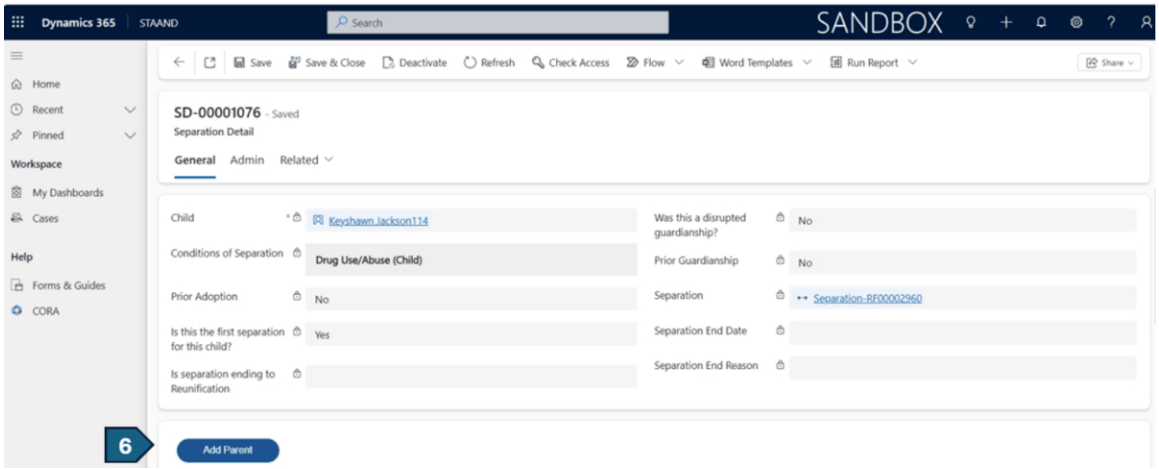
4. Navigate to the **Separations Details** sub-grid at the bottom of the screen and select **+New Separation Details**.



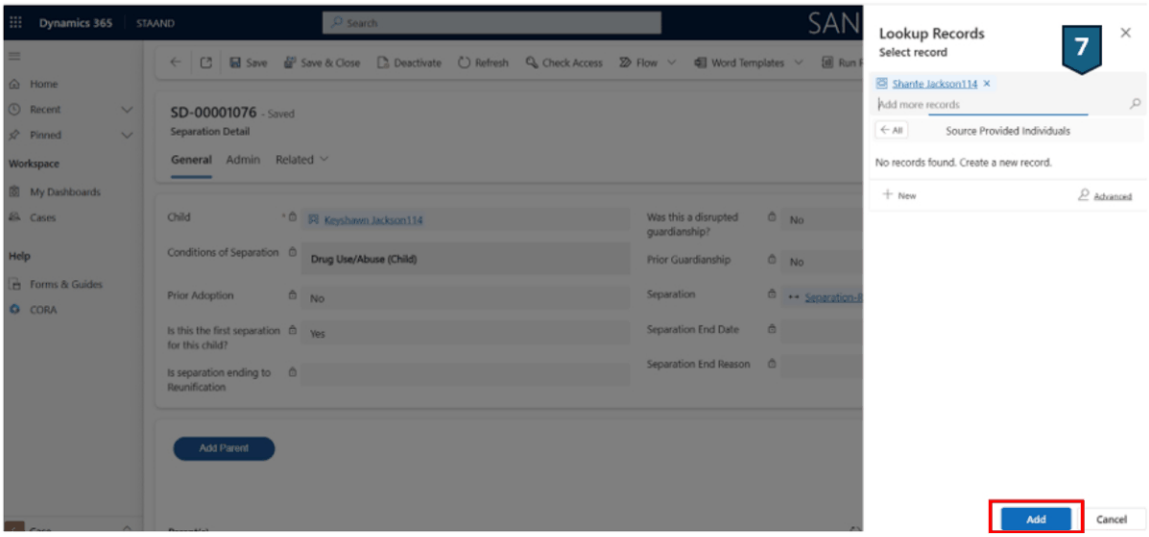
5. Enter all required information in the **New Separation Detail** sub-grid and select **Save.**



6. Select **Add Parent.**

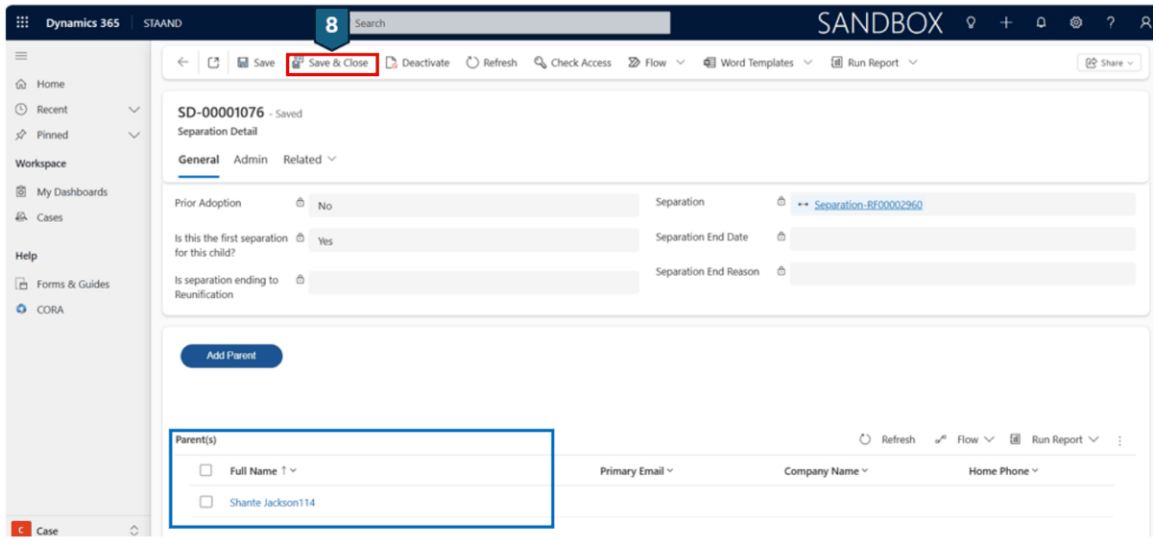


7. Use the lookup feature to find the name of the **Parent**, then select **ADD**.

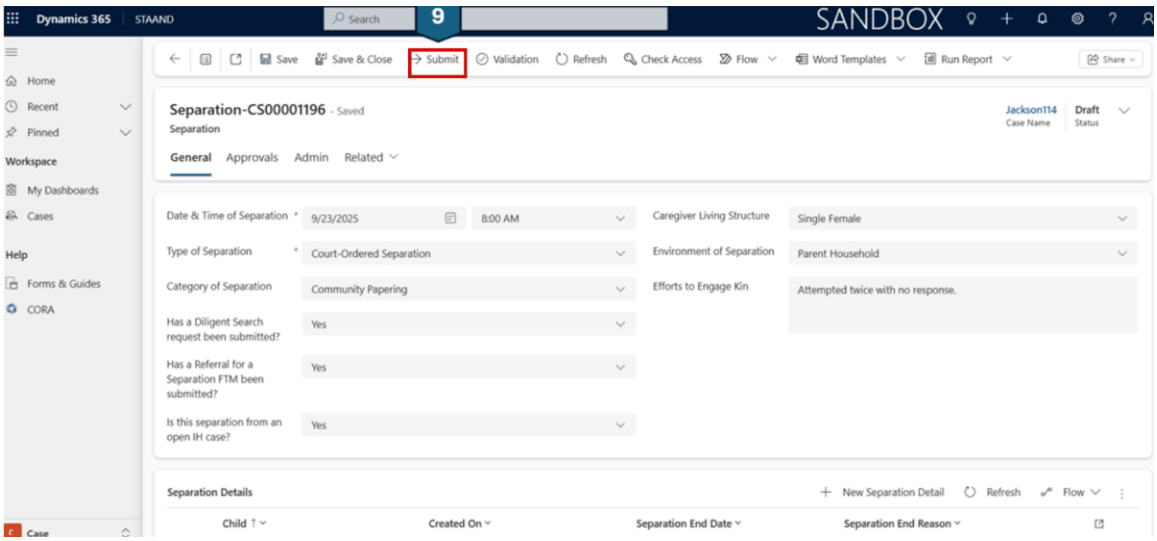


Note: The name of the parent is added to the Parent section.

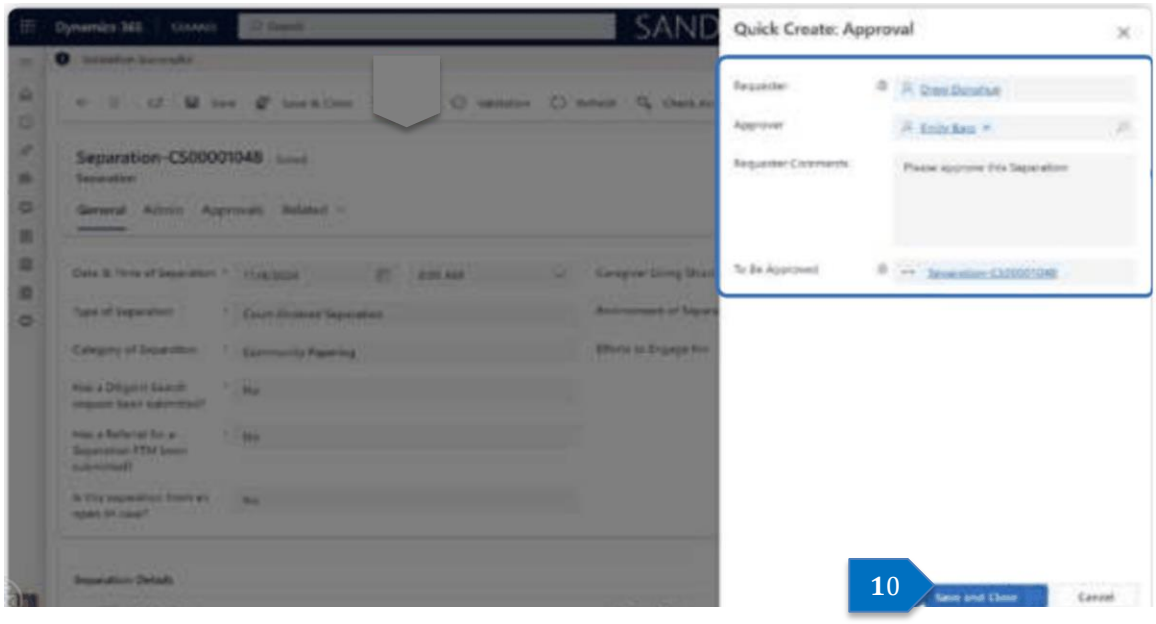
8. Select **Save and Close**.



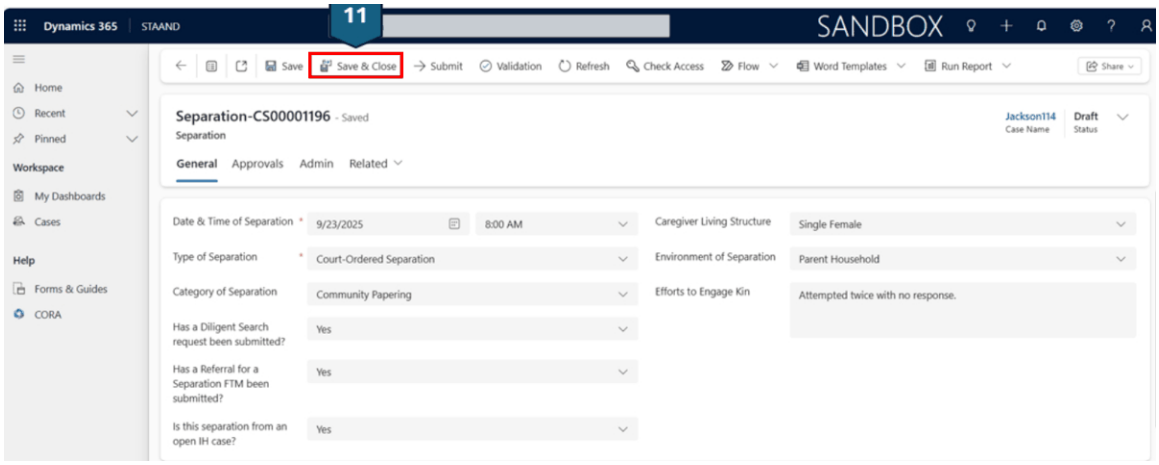
9. Select **Submit** on the Action Toolbar.



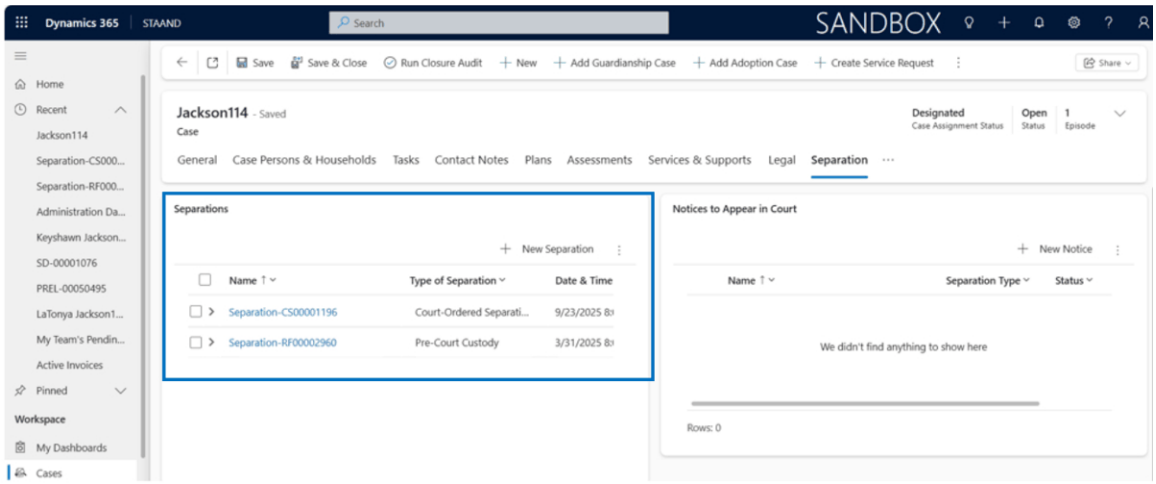
10. Complete all fields in the **Quick Create: Aporoval** menu window, then select **Save and Close.**



11. Select Save and Close on the Action Toolbar.



12. The new **Separation record** will appear in the **Separations** sub-grid.



PLEASE NOTE:

1. Upon approval of the separation record, STAAND will automatically create a legal status of **Pre-court Custody**. After the initial hearing, this status must be updated in STAAND to reflect the court ordered goal. It is crucial for ensuring children entering CFSA care are **enrolled in Medicaid** and receive the necessary care. Please **update the legal goal immediately** after the initial hearing using your agency mobile device or computer.

When a child separation occurs, several required actions must be completed in STAAND beyond creating and approving the separation record:

A. Submit a Placement Request
B. Create and submit a complaint that will need to be approved by a supervisor
C. If creating a separation on a referral, create and submit a Case Connect that will need to be approved by a supervisor in order to open an Out of Home case.