



Minnesota Department of **Human Services**
Office of Inspector General, Background Study Division

NETStudy 2.0

User Manual

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Definition of Terms

Access to persons served by a program	Physical access to persons receiving services, access to the persons' personal property, or access to the persons' personal, financial, or health information, without continuous, direct supervision.
Authorized fingerprint location	A qualified organization under a written contract with the Commissioner to provide fingerprint and photo services.
Background study	The review of records conducted by the Commissioner to determine whether a study subject is disqualified from direct contact with persons served by a program and, where specifically provided in statutes, whether a study subject is disqualified from having access to persons served by a program.
Background study subject	A person for whom a background study is required or completed. This includes individuals for whom a background study is initiated and/or submitted in NETStudy 2.0.
Continuous, direct supervision	An individual is within sight or hearing of the program's supervising individual to the extent that the program's supervising individual is capable at all times of intervening to protect the health and safety of the persons served by the program.
Direct contact services	Providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to persons served by the program.
Entity	A facility, program, or agency initiating background study requests. This includes but is not limited to, programs licensed by the Minnesota Department of Human Services (DHS) or the Minnesota Department of Health (MDH), programs serving children or youth licensed by the Minnesota Department of Corrections (DOC), unlicensed personal care provider organizations, PCA Choice programs, Supplemental Nursing Service Agencies, Personnel Agencies, Educational programs, and professional service agencies.
NETStudy 2.0	The Commissioner's system that replaces NETStudy. NETStudy 2.0 is designed to enhance protection of children and vulnerable adults by improving the accuracy of background studies through fingerprint-based criminal record checks. NETStudy 2.0 is also designed to increase efficiencies in and the speed of the hiring process by: <ul style="list-style-type: none"> (1) providing access to and updates from public web-based data related to employment eligibility; (2) decreasing the need for repeat studies through electronic updates of study subjects' criminal records; (3) supporting identity verification using study subjects' Social Security numbers and photographs; (4) using electronic employer notifications; and (5) issuing immediate verification of study subjects' eligibility to provide services as more studies are completed under the NETStudy 2.0 system.
Provider	The program, facility, educational program, or other entity initiating the background study application.
Rap back-like process	Updated information including state criminal information and maltreatment findings received on study subjects who are affiliated and on an entity or DHS roster.
Roster	The electronic method used to identify the background study subjects affiliated with the entity.
Sensitive Information Person (SIP)	The individual designated to receive sensitive background study information who is capable of determining, upon request of the department, whether a background study subject is providing direct contact services in one or more of the license holder's programs or services and, if so, at which location or locations.
Transferable background study	A background study may be immediately available for a study subject who provides his/her social security number and has an eligible determination in NETStudy 2.0 that was: fingerprint-based, included the study subject's photograph, and included the study subject's social security number. The study subject must also be on a roster and the service type must meet the criteria for transferability.

Log into NETStudy 2.0

- Access the [NETStudy 2.0 website](#)
- If this is the first time logging into NETStudy 2.0, type your username in the **Username** field and copy and paste the password from the system-generated email into the **Password** field. Then click **Login**.



Minnesota Department of Human Services **NETStudy™ 2.0**

Login

For assistance please contact DHS at 651-431-6625 or email dhs.netstudy2@state.mn.us

* Username:

* Password: [Forgot Password](#)

Login

- Once you have read the terms and conditions of the End User License Agreement and if you agree to the terms and conditions, select the **I Accept** box at the bottom of the page, then click the **Submit** button. The system will periodically require that you review the terms and conditions of the End User License Agreement.
- The system will then prompt you to change your password. The password must contain: 8-16 characters, one or more uppercase letters, one or more lowercase letters, one or more numbers, and one or more special characters. You will also be asked to choose a security question, and provide the answer.
- After you have changed your password and provided a security question and answer, click the **Submit** button. You will then be logged into the NETStudy 2.0 home screen.

Change My Password

* Current Password:

* New Password:

* Confirm New Password:

Cancel Submit

Password Rules

Must be 8 - 16 characters.
One or more uppercase letters.
One or more lowercase letters.
One or more numbers.
One or more special characters.
Cannot reuse prior passwords.

Reset Forgotten Password

If you have forgotten your password when trying to log into NETStudy 2.0, you may use the **Forgot Password** feature to reset your password.

- Click the **Forgot Password** link next to the **Password** field.
- Enter your username in the **Username** field and click **Next**.
- You will then be asked to answer the security question you chose when creating your original password. Enter the answer to your security question. Click **Email New Password**. The system will generate an automated email notification to the email address on file for your user account. The email will contain a new, system-generated password
- Return to the log in page. Enter your username in the **Username** field and enter the system-generated password by copying and pasting the password into the **Password** field. Click **Login**.
- The system will then prompt you to change your password. The password must contain: 8-16 characters, one or more uppercase letters, one or more lowercase letters, one or more numbers, and one or more special characters. You will then be logged into the NETStudy 2.0 Home Screen.

If you continue to experience issues logging in or your email address has changed and you did not receive the system-generated password, please contact DHS using the contact phone number or email address provided on the NETStudy 2.0 login page.

Initiate a Background Study

- Hover over **Applications** on the top tool bar. Select **Initiate Study** from the dropdown.



- Ensure that you have provided the study subject with the Department of Human Services (DHS) privacy notice prior to initiating the background study, that you have informed the background study subject of the criteria for when a study subject's background study may be transferrable, and that you have verified the study subject's identity by viewing one of the *Acceptable Forms of Identification* (see Attachment A) to confirm that the information that will be provided in the background study application is correct.
- Click **Accept** to agree to the terms and conditions. This will allow you to begin the application. Two boxes will appear.

The image shows a web form titled "Accept" with a green background. On the left side, there are five input fields, each with a red asterisk indicating it is required: "Provider:" (a dropdown menu), "First Name:", "Last Name:", "Date of Birth:", and "SSN:". Below these fields is a blue button labeled "Add Applicant". On the right side of the form, there is a large empty box labeled "Applicants".

- In the **Provider** dropdown, all programs that are included in your NETStudy 2.0 account will be listed. If your account is mapped to multiple programs, choose the applicable program. This will "affiliate" the study subject with that program by adding the study subject to the provider's roster.
- Enter the study subject's first and last name exactly as it appears on the applicant's driver's license, valid government issued ID, or other *Acceptable Form of Identification* (see Attachment A). NETStudy 2.0 allows 25 characters each for the first and last name including spaces and hyphens. Only use spaces and hyphens if they are included on the study subject's *Acceptable Form of Identification* (see Attachment A). The study subject's middle name is entered on a later screen. If the first name or last name exceeds 25 characters, contact DHS before proceeding.

Initiate a Background Study.....continued

The law requires a study subject's identity be verified prior to initiating the background study. It is critical that the information entered into the system exactly matches the information on the study subject's *Acceptable Form of Identification* (See Attachment A). If incorrect identity information is submitted, the study subject will be turned away at the fingerprint and photo location. If a background study is completed based on incorrect or incomplete identifying information, the background study is not valid.

Noncompliance with background study requirements is a license violation and providers are subject to related citations and fines. If incorrect information is entered on this screen and the application is submitted, the information can only be corrected by contacting DHS. It is extremely important to view the study subject's identification to assure that the information provided on this screen is complete and accurate.

- Enter the applicant's date of birth using the format MM/DD/YYYY or by using the date of birth calendar selector that will automatically show.
- If the study subject provided his or her Social Security number (SSN), enter the number exactly how it appears on their Social Security card.

The SSN is not required by law or by DHS to initiate a background study, but it is necessary for the background study to be transferable. Because transferability of the background study is tied to the SSN, the study subject's background study determination cannot be transferred if it is entered incorrectly.

Additionally, if the SSN is provided by the study subject and the person already has information in NETStudy 2.0, fields on later screens will prepopulate, and based on certain criteria, you may be able to access the study subject's eligible determination if he/she has been previously determined eligible.

- When all of the required fields are completed and the SSN added, if provided, click **Add Applicant**. The applicant's information will appear in the right **Applicants** box.



VERIFY the information you entered is accurate. **If the information is not correct, click "Remove" in the applicant name's row and re-enter the information.**

- You may initiate multiple applications on this screen by repeating this process. As you complete each, click **Add Applicant**. The payment amount is automatically calculated for each application as applicable based on provider type.
- Once you have added all applications you wish to initiate studies on in the session, click **Initiate Study**. At that time the **Initiate Study** confirmation box becomes visible. If you have verified the information entered exactly matches the study subject's identification, select **Yes**.

Initiate a Background Study.....continued

- If you need to correct information, select **No**, click **Remove** under the **Action** column, and re-enter the correct information.
- If no background study fees are shown, skip to page 10 for instructions on how to continue an application.
- If a background study fee is shown, the **Complete Payment** page will show. You may choose to complete the payment now or pend the payment until later.

Complete Payment

To go to the payment site, click the Complete Payment button.

To go to the Confirmation page after you've closed the Payment window, click the Continue button.

[Continue](#) [Complete Payment](#)

- If you choose to pend the payment until later, press **Continue** to be returned to the home screen.
- If you choose to complete the payment now, click the **Complete Payment** button and the DHS Electronic Payment System will open in a new tab.



Minnesota Department of **Human Services**

DHS Web Payments

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

[Forgot Your User ID?](#)

[Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

Payment Now

- If you choose to complete a payment now, switch to the payment screen tab. This is the same payment portal that was used with the original NETStudy system. If you have an existing payment account, you may enter your username and password to log into your account.
- If you have forgotten either your username or password for the payment site, click on the **Forgot User ID** or **Forgot Password** links and follow the instructions on the screen.
- If you have never created an account for the payment portal, you may choose to register for an account by clicking on the **Register** link and following the instructions for setting up a new account.
- If you choose not to create an account, you may choose to proceed without registering by clicking on the **Pay Without Registering** link and entering the requested information to pay for the background study.

Studies that have had a payment successfully processed will appear in the **Not Yet Submitted** queue.

If you experience any issues when attempting to make a payment, please contact DHS using the contact information provided on the payment screen.

For more information about making payments using the DHS Electronic Payment Portal, visit the e-Payment Online Help Service by clicking the **Help** link in the bottom right hand of the payment screen.

Payment Later

If you elect not to pay now, you may pay later by going to the **Pending Payments** queue. In this queue, you may choose to select only the studies you wish to make a payment for by clicking the box in the **Pay Now** column, or you may choose to click the **Select All** button in the lower left corner to select all studies. The total to be paid is shown in red near the bottom of the page.

- Hover over **Applications** along the top toolbar. Select **Pending Payments** from the dropdown.
- Click **Pay with Credit Card**. You will be directed to the **Complete Payment** screen where you will click **Complete Payment** on the right side of the screen. To finalize payment, follow the instructions for making an electronic payment using the payment portal described above.

Payment Later.....continued

- You may choose to enter information into the one or more of the filter options and select **Search**, or click the **Search** button without entering filtering options to display all applications for your provider(s) that are awaiting payment.

Enter Filter Options

Application #: Provider:

Last Name:

Payment Method:

Program:

Division: - All -

- Select the application(s) you wish to pay for by checking the box in the **Pay Now** column next to the applicant(s) you wish to pay for. Then select **Pay by Credit Card** to proceed.
- Select **Complete Payment** to be brought to the payment site. Further instructions regarding the payment site are listed under the Payment Now section.
- Once you have made a payment and the payment has successfully processed, the application will appear in the **Not Yet Submitted** queue.

If you wish to withdraw an application without making a payment, select **Withdraw** from the **Action** column. When the Confirm Withdraw box appears, select **Yes** to confirm, then select a reason for withdrawing the application from the **Withdraw Reason** drop down, and click **Withdraw**. This removes the record from this queue and if the study subject becomes affiliated with your provider again in the future, a new application must be submitted.

Withdraw an Application

If you decide not to move forward with submitting a background study request for a study subject or the study subject self-selects out of the process, the application must be withdrawn.

- Hover over **Applications** in the top toolbar. Select **Not Yet Submitted**.
- Locate the study subject's application.
- Under the **Actions** column, click on **Withdraw**.

Locked	App -#	Provider	Last	First	SSN	Date Saved	Actions
Type	Date Saved:	To					
	14459	Nursing Home One	Doc	John		08/03/2015	Resume Withdraw

- A pop-up window will appear asking for confirmation of the withdrawal. Select the reason for withdrawing the application from the dropdown. Then select **Withdraw**.

*** Required**

***If application is withdrawn, individual may not provide direct contact services.**

The associated Determination will still proceed.

If you are sure you want to Withdraw this application, select a Withdraw Reason and click 'Withdraw'.

*** Withdraw Reason:**

[Cancel](#) [Withdraw](#)

Resume a Background Study Application

- To resume a background study application that was initiated, but not submitted, hover over **Applications** along the top tool bar. Click on **Not Yet Submitted**.



- At the top of the page are filtering options including: application number, provider, and last name. The filtering options allow you to easily find the applications held in this queue.

Enter Filter Options

Application #:	<input type="text"/>	Provider:	<input type="text" value="- All -"/>
Position Category:	<input type="text"/>	Position:	<input type="text"/>
Last Name:	<input type="text"/>	Division:	<input type="text" value="- All -"/>
Date Saved:	<input type="text"/> to <input type="text"/>		

- The **Results** box will show the results of filtered search or, if no filtering was conducted, it will show all incomplete applications.
- Click **Resume** under the **Actions** column on the right side of the screen for the application you wish to complete.
- Once routed to the **Applicant: Profile** page, fill in the applicant's personal information. The required fields are indicated by a red asterisk and include: first name, middle name, last name, date of birth, address, race, sex, eye color, hair color, height, weight, and place of birth. The personal descriptive information is required by the Minnesota Bureau of Criminal Apprehension (BCA) and Federal Bureau of Investigation (FBI) to conduct fingerprint-based criminal record checks.

NOTE: If the study subject has a previously completed background study in NETStudy 2.0, their information may pre-populate on the **Applicant: Profile** page. Edit any information that has changed.

While the race field is required to be completed, if the study subject chooses not to provide his or her race, you may select **unknown** from the drop down.

The first name, last name, date of birth, and SSN (if provided) are pre-populated in the profile page with the information submitted at the time of initiating the study.

The study subject's middle name is required and the field permits 25 characters including spaces and hyphens. Only use spaces and hyphens if they are included on the study subject's *Acceptable Form of Identification* (see Attachment A). If the first, middle, or last name exceeds 25 characters, call DHS before proceeding.

Resume a Background Study Application.....continued

- If the study subject's identification does not include a middle name or middle initial, you must confirm that the study subject does not have a middle name or middle initial. If the study subject does not have a middle name or middle initial, check the box marked **None** next to the middle name field.

CRITICAL: BEFORE the background study request is submitted, you must VIEW each study subject's identification document to verify that correct and complete information is entered in the background study request. If an error is identified, do not submit the application.

If the background study is completed based on incomplete or inaccurate identifying information, the background study is NOT VALID and your entity may be study subject to licensing citations, fines, and/or other actions.

NOTE: On-going checks against the federal and state exclusion lists, state court information, maltreatment databases and other registries in NETStudy 2.0 are completed using the information entered in the background study request. Because of this, it is ESSENTIAL that the background study request contains the study subject's correct date of birth and full legal name and previous names (aliases, married names, etc.).

- If the study subject's mailing address is different from the permanent or physical address, uncheck the **Same as Permanent Address** box under **Mailing Address** and another address field will appear. Enter the address where the study subject receives his or her mail.

Mailing Address (Uncheck box to enter mailing address)

Same as Permanent Address

* Address Line 1:

Address Line 2:

* City:

* State: ▼

* ZIP:

County: ▼

- State law requires that background study requests include prior names and aliases such as: maiden name, married names, and nicknames. If the applicant reports he/she does not have any prior names or aliases, check the box **The individual reports that they have not been known by any other names.**
- If the applicant has had any prior names or aliases, click **Add Alias** in the **Prior Names and Aliases** box.
- Enter aliases or prior names. Click **Save** when complete. Repeat as necessary for other aliases or prior names.

Resume a Background Study Application.....continued

- State law also requires background study requests include prior out of state addresses within the past five years. If the study subject has not lived out-of-state within the past five years, check the box, ***The individual reports that they have not lived out of state during the specified time frame.***
- If the study subject has lived outside of the state of Minnesota within the last five years, click on ***Add Prior Address*** in the ***Prior out-of-state addresses within the last 5 years*** box.
- In the pop-up window, enter the city, state, and date range for the prior address. Entering the city is optional, but the state and date range are required fields. Click ***Save*** when complete. Repeat as necessary for additional prior addresses outside of Minnesota.
- Once you have completed the profile page, click ***Next***.

NETStudy 2.0 will automatically route to the ***Applicant: Verify Identity*** page. On this page record the identification document the study subject provided to verify his or her identity for the purpose of the background study request.

- In the ***Document*** dropdown, select the appropriate document type. Enter the ***Issuing State/Authority, Document Number*** and ***Expiration Date***. Click ***Next***.

Any identification provided must be current and not expired.

Select Document

Select document and enter the additional information.

Document:

Issuing State / Authority:

Document Number:

Expiration Date:

[Back](#) [Next](#)

The system will route to the ***Affiliation Information*** page. The purpose of this page is to record the position the study subject will potentially have at the program. The ***Provider*** and the ***Program*** fields populate based on the selection from the ***Provider*** dropdown that was selected when the application was initiated and cannot be changed. The ***Position Category, Position, and Employee Type*** fields are all required. See Attachment B for a list of available position categories and positions.

- Select the ***Position Category*** and ***Position*** which best applies for the study subject. If none of the available options apply to the study subject, select the ***Position Category*** of ***Any other direct access employee*** and a ***Position*** of ***Other***. Then in the ***Position Description*** field, you may enter the position which best applies to the study subject.
- Lastly, in the ***Employee Type*** dropdown, select whether the study subject will be: an ***Employee, Independent Contractor, Employee of Temporary Employment Agency, Volunteer, or Student/Intern/Trainee***. Once you have completed all fields, click ***Next***.

Resume a Background Study Application.....continued

For Child Foster Care background studies:

When submitting a background study for family Child Foster Care, complete the following steps on the Affiliation Information page.

1. For **Program**, select your County or Private Agency from the dropdown.
2. For **Position Category**, select County or Private Agency.
3. Select License Holder, Family Member, Non-Relative Household Member, or Other from the **Position** dropdown.
4. If you select **Other** from **Position** dropdown, enter the applicable description for the study subject.
5. In the **Employee Type** dropdown, select Not Applicable.

IMPORTANT: If entering a background study for family Child Foster Care for a license that is In-Application, select one of the **Special Circumstances**.

- Select **CFC Application in Process** if the home is not yet licensed.
- Select **Emergency Relative Placement- Application in Process** if the home is not yet licensed and there is a child in the home.

Resume a Background Study Application.....continued

The system will route to the **Applicant: Research Registries** page. NETStudy 2.0 will perform an automatic search of the Minnesota Nurse Aide Registry (NAR), the Minnesota Exclusion List, and the Federal Office of Inspector General List of Excluded Individuals and Entities (LEIE) to determine if there are potential matches to the background study subject in these databases.

In addition, if the study subject has lived in any state other than Minnesota within the last five years and this information was recorded on the profile page, the system will provide links for any known professional licensing databases for those states. These registries are not required for the background study to be completed and the searches are manual.

CRITICAL: If entities that are required to comply with the [federal health care programs exclusion list](#) and [state exclusion list](#), and/or the Minnesota Nurse Aide Registry use information from NETStudy 2.0, the information is only valid if accurate and complete identifying information was provided for the background study, including SSN, date of birth, and correct spelling of names. Any sanctions, fines, penalties, or legal actions that may result from non-compliance with the federal and state exclusion lists and/or nurse aid registry are the sole responsibility of the entity whether caused by the submission of incorrect or incomplete information and/or the result of a technical or systems issue.

NOTE: NETStudy 2.0 performs automatic rap back-like searches on the federal List of Excluded Individuals and Entities (LEIE), the Minnesota DHS list of Excluded Individuals, and the Minnesota Nurse Aide Registry. As stated above, the information is only valid if accurate and complete identifying information was provided for the background study, including SSN, date of birth, and correct spelling of names.

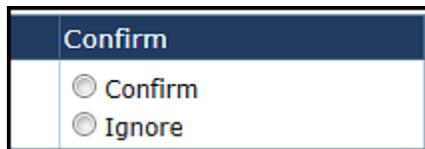
Resume a Background Study Application.....continued

In the event that there is a potential match to an individual on the Federal Exclusion List, the Minnesota Exclusion List, or the Minnesota Nurse Aide Registry, there will be a blue hyperlink in the **Research Requirements** column advising the user of a possible match.

- To view the match information and determine if the person matched is the same person as the study subject, click on the blue match hyperlink.



- When the match result box appears, compare the information provided with the study subject's information to determine if there is a match. If the information matches, click the **Confirm** box in the **Confirm** column. If the information does not match, click the **Ignore** box in the **Confirm** column. Then click **Close**.



It is the provider's responsibility to determine whether the information is a match and if so, whether it affects the hiring decision. A match on one of these registries may not cause a background study disqualification.

- If the identified match does belong to the study subject, and you elect not to continue with the background study request and affiliation process, select **Match** from the **Research Results** dropdown for that registry. The system will then prompt you to add a comment. To do so, click **Add** in the Comments column for that registry. In the **Add Note** box, enter the relevant information concerning the match. Then click **Save**.
- If the identified match belongs to the study subject, but you elect to proceed with the background study request and affiliation process, select **Information Not Disqualifying** from the **Research Results** dropdown for that registry.
- If the identified match does not belong to the study subject or if no possible matches were found, select **No Match** from the **Research Results** dropdown for that registry.
- Once you have recorded the results for each registry, click **Next**.

Resume a Background Study Application.....continued

- The final page is the **Applicant: Data Review** page. This page allows you the opportunity to review the information prior to submitting the application into the system. It is important that the study subject's information exactly matches the information on his or her identification document. To review the information click the **Profile** tab, the **Identity Verification** tab, the **Pre-Affiliation** tab, and the **Registry Results** tab.



If information in any of the tabs above requires edits, choose **Edit Applicant Profile**. This allows changes to be made prior to submission of the background study.

IMPORTANT: If an error is identified after the background study is submitted, see instructions on pages 20-21.

If incorrect information is submitted, it will affect the study subject's ability to be fingerprinted and the background study will not be valid.

- After reviewing and confirming the study information is correct, click **Submit**.

NETStudy 2.0 will automatically route to the **Application Submitted Confirmation** page. This page confirms that the background study was successfully submitted.

If the study subject has a previous eligible determination in NETStudy 2.0 that meets the criteria to be transferable, a message that indicates the subject remains eligible will display.

Application Submitted Confirmation

Application Status

All required registry results were set to "Clear." The applicant was determined to be eligible for affiliation and does not require fingerprinting. Therefore, the applicant's fitness determination remains "Eligible." The applicant can be hired and does not need to be fingerprinted again.

You can check the status of this application by clicking the [Determination Available](#) link above.

Application Forms

[Final Registry Results](#)
Final Registry Results

NOTE: The background study does not begin processing until the applicant is fingerprinted and photographed at a DHS authorized fingerprint and photo service location.

Resume a Background Study Application.....continued

- Print the **Fingerprint Authorization** form. After submitting the background study, click **MNDHS Fingerprint Authorization Form**. The link will generate the form in a new tab. You may print the form or email the form to the study subject. The form contains the study subject's unique background study identification number.

The screenshot shows a web interface titled "Application Status". It contains the following text: "Your application was successfully submitted." and "The status of the application can be tracked by clicking the [Determination In-Process](#) link above." Below this, there are two main sections: "Application Forms" and "Uploaded Documents". The "Application Forms" section contains three links: "Final Registry Results", "Final Registry Results", and "MNDHS Fingerprint Authorization Form". The "Uploaded Documents" section is currently empty and has an "Upload Document" button at the bottom right.

- Provide a copy of the **Fingerprint Authorization** form to the study subject. Background study subjects must show the fingerprint and photo technician a copy of the **Fingerprint Authorization** form prior to being fingerprinted. Study subjects may show a paper copy of the form or an electronic copy on a mobile device.
- Instruct the background study subject to review the information on the form for accuracy. The study subject's full name and date of birth on the **Fingerprint Authorization** form must be identical to the Acceptable Form of Identification (See Attachment A) that the study subject must show the fingerprint technician. Inform the study subject they must bring their identification to the fingerprint and photo service location. The fingerprint and photo technician will verify that the information on the form matches the study subject's identification. If they do not match, the study subject cannot be fingerprinted or photographed.

To obtain another copy of the authorization form at any time after you have left the confirmation screen, you may access the form from the study subject's **Person Summary** page. To access the study subject's **Person Summary** page, click on the study subject's last name from any of the queues or from the roster. On the **Person Summary** page, select the **Documents** tab. Under the **Documents** tab, select the **MNDHS Fingerprint Authorization Form** link from the options at the top of the screen and the **Fingerprint Authorization** form will generate in a new tab.

You may also generate another copy of the authorization form from the **Recent Documents** queue. Hover over the **Applications** tab at the top of the screen and select **Recent Documents** from the drop down. In filter options, enter the study subject's last name into the last name field and click **Search**. When the study subject's applications record is returned, click on the **MNDHS Fingerprint Authorization Form** link under the **Documents** column and the form will generate in a new tab.

Pay for the Fingerprint and Photo Service

There is a \$9.10 fee for the fingerprinting and photo service. Background study subjects or entities may cover the fee. Payment can be made:

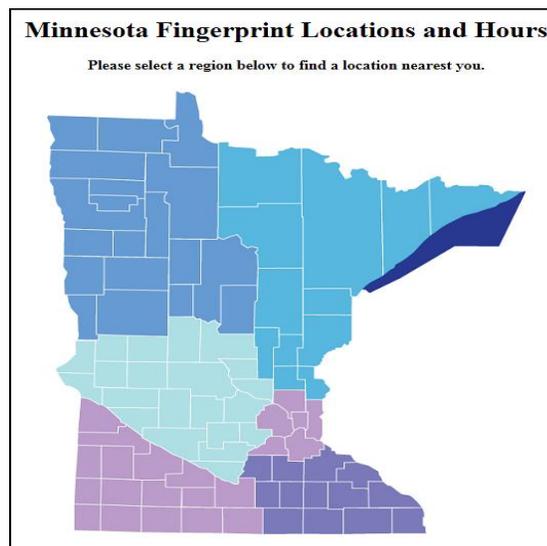
1. Online using a credit or debit card. The [3M Cogent website](#) can also be accessed using mobile devices.
2. By phone using a credit card or debit card by calling the 3M Cogent Call Center toll free at 1-844-332-7671 Monday through Friday from 8:00AM to 5:00PM CST.
3. At the fingerprint and photo location by check or money order. Cash and credit or debit cards are NOT accepted at the fingerprint and photo locations.
4. Providers may set up a billing account through 3M Cogent if there will be a minimum of 100 fingerprint and photo transactions per month.
5. Providers may set up an escrow account through 3M Cogent. An escrow account is prefunded by the entity and fingerprint and photo transactions are subtracted from the account balance.

To pay online or for more information on how to set up a provider account visit the [3M Cogent website](#).

DHS Authorized Fingerprint and Photo Service Locations

Access the [3M Cogent website](#).

- On the left side of the screen, click on ***Fingerprint and Photo Locations and Hours***.
- Choose the region you wish to search.
- Select the location you wish to view by clicking on the hyperlink listed under the ***Company*** column. This will allow you to view the address, hours, directions, and phone number of the location.



Background Study Determination In-Process

The applications in this queue have been submitted to DHS, but a determination has not been completed. Applications may reflect a status of **Fingerprints Taken**, indicating that the study subject has been fingerprinted, or a status of **In Process**, indicating that the study subject has not yet been fingerprinted.

- To review an application that was submitted and is awaiting a determination, hover over **Applications** along the top tool bar. Click on **Determination In Process**.



- To find a specific application or set of applications, enter one or multiple of the filtering options and then click **Search**.
- The **Results** box will show the results of search or, if no search was conducted, it will show all applications for which a determination has not been completed.
- After an application is submitted, but before the study subject has his/her fingerprints and photo recorded, the study subject must be under continuous and direct supervision. Once the study subject is fingerprinted and photographed, DHS will notify the study subject and the program if the study subject must remain supervised while the background study is being completed, or if the study subject may provide unsupervised services.
- The **Supervision Required** column shows whether the applicant requires supervision.

A **Supervision Required** status of:

No- means that the study subject does not require supervision while the determination is in process.

Yes- means that the study subject requires supervision while the determination is in process.

Remove- means that the study subject must be immediately removed from any position that provides direct contact services.

Cannot Enroll- means that the study subject cannot provide services that are billed to Minnesota Health Care Programs.

N/A- means that supervision does not apply to this applicant as the study was submitted for a child foster care license that is still in “application” status.

Results													
Locked	App # ^	TCN	TCR	Provider	Last	First	SSN	Status	Status Date	Affiliation Status	Supervision Required	Action	
	12970			Board and Lodge 2	ReqRetestThree	John		In Process	05/01/2015	Affiliated Remove from Roster	Yes		
	12990 - Connected			Nursing Home Two	TestConnection	Michelle	-3333	In Process	05/01/2015	Affiliated Remove from Roster	No		
	12995			Nursing Home Two	TestStudyTwo	John	-8406	In Process	05/01/2015	Affiliated Remove from Roster	Remove		
	12996			Adult Day Care Services	TestStudyOne	John	-7406	In Process	05/01/2015	Affiliated Remove from Roster	No		
	12997			Adult Day Care Services	TestStudyThree	John		In Process	05/01/2015	Affiliated Remove from Roster	Yes		
	12998			PCPO 2	TestStudyFour	John		In Process	05/01/2015	Affiliated Remove from Roster	Cannot Enroll		

Background Study Determination Available

This queue contains background studies that have a completed background study determination recorded in NETStudy 2.0. From this queue, you may view: the background study result, certain notices associated with each background study, and, if applicable, the status of an applicant's request for reconsideration. In addition, you may remove disqualified background study subjects from your roster or you may close application records.

- To locate applications when a determination is available, hover over **Applications** along the top tool bar. Click on **Determination Available**.
- To find a specific application or set of applications, enter one or multiple filtering option(s) and click **Search**.
- The **Results** box will show the results of the search or, if no search was conducted, it will show all applications in which a determination is available to view.
- Eligibility determinations are shown in the **Determination** column.

For applicants with a status of **Eligible**:

- If the study subject has a cleared background study, **Eligible** will be shown in the **Determination** column. You will also see the date the study subject was determined eligible in the **Determination Date** column.
- Once a study subject has been determined eligible, the **Supervision Status** and the **Request for Reconsideration** column no longer apply. To view the clearance notice, or any other document or notice associated with the determination, click on the blue hyperlinked documents in the **Actions** column. All documents will open in a new tab.
- Click the Close button to close the application. A pop-up window will appear asking you to confirm that you want to close the application. Click Yes. The record will then be removed from this queue.

For applicants with a status of **Disqualified**:

- If the result of the background study is a disqualification, **Disqualified** will be shown in the **Determination** column.
- If you choose not to have the study subject remain affiliated with your program during their request for reconsideration, remove the study subject from your roster by clicking **Remove from Roster** under the **Affiliation Status** column. When the **Terminate Affiliation** box pops up, enter the date in which affiliation was separated in the **Separation Date** field and click **Save**. Then in the **Actions** column, click the **Close (Not Affiliated)** button and when the **Close without Affiliating** box pops up, click **Yes** in the lower right corner of the box. This removes your affiliation with the study subject and you will no longer be notified of future reconsideration rights, appeal rights, or determinations for this study subject. The record is then removed from your queue.
- If you choose to have the study subject remain affiliated with your program during their request for reconsideration, it is important that you do not remove them from your roster.

Background Study Determination Available.....continued

The **Supervision Required** column will indicate whether the disqualified study subject may provide direct contact services either supervised or unsupervised during the reconsideration process by showing either **Yes** or **No**, or it may show that the study subject is required to be removed during the reconsideration period by showing **Remove**. Applications submitted by Personal Care Provider Organizations will continue to reflect Cannot Enroll in the **Supervision Required** column.

Application Forms

In this queue, you can view and print general background study documents and forms that are not specific to an individual study subject. Examples of the documents and forms maintained in this queue are the *Background Study Privacy Notice* that must be provided to the study subject before initiating their background study, *Acceptable Forms of Identification* for verifying a study subject's identity (see Attachment A), and the Background Study Subject Information page containing information pertaining to the background study process and the fingerprint and photo process. The documents maintained in this queue are subject to change.

- To access the documents maintained in this queue, hover over **Applications** in the top toolbar. Select **Application Forms** from the dropdown.
- Click on the document you would like to view or print and the document will open in a new tab.

Update Designated Sensitive Information Person (SIP)

- Hover over **Applications** in the top toolbar. Select **Application Forms** from the dropdown.
- Click on **Request to Change Background Study Sensitive Information Person (SIP)**. This form must be completed by the agency's License Holder or Authorized Agent. The submitted form will be sent electronically to DHS for review.

If approved, the newly designated SIP will receive an email notification to complete the NETStudy 2.0 User Agreement. Once completed, the change will be made in NETStudy 2.0.

If the request is denied, the form will be returned to the License Holder or Authorized Agent with the reason for denial.

Update Incorrect Data/Legal Name Change

The agency's Sensitive Information Person and those with the Administrative Rights role have the ability to edit data in NETStudy 2.0. When an update is made to the last name or date of birth of the background study after the background study is submitted, whether the update is due to an error or a legal name change, the **Background Study Profile Update Request** must be submitted to DHS.

IMPORTANT: If a change is made to the last name or date of birth of a study subject after the background study is submitted, and the **Background Study Profile Update Request** form is not submitted, the background study may be invalid.

Update Incorrect Data/Legal Name Change.....continued

- Hover over **Rosters** in the top toolbar. Select **Roster**.
- In the **Filter Criteria**, enter the study subject's last name in the **Last Name** field. Click **Search**.
- Click on the blue hyperlink of the study subject's last name to be routed to the **Person Summary** page.
- Once on the **Person Summary** page, click **Edit**.
- Type the new information in the appropriate field. Click **Save**.

If a change was made to the last name or date of birth:

- Hover over **Applications** in the top toolbar. Select **Application Forms**.
- Click on **Background Study Profile Update Request** (Must be completed by the SIP).
- Complete the required fields and submit.
- DHS staff will review the request.
- The Sensitive Information Person will receive an email response.

Recent Documents

View all the background study documents generated for a study subject currently or previously affiliated with your entity.

- Hover over **Applications** from the top toolbar. Select **Recent Documents** from the dropdown.
- Enter one or more of the filter options and click **Search**. To search all study subjects with background study documents, click **Search** without entering any filtering criteria.
- The **Results** box will show the results of the search; if no filtering was conducted, the results will display all currently or previously affiliated study subjects and their background documents.

Providers will no longer receive mailed notices. Instead, providers will view all background study notices and determinations electronically in NETStudy 2.0.

Entities are not required to maintain printed copies of background study notices because all notices in NETStudy 2.0 are maintained in the system as long as the study subject remains affiliated. State licensors, surveyors, and investigators have access to pertinent background study data and notices, and will verify background study compliance through NETStudy 2.0 records.

Registry Recheck

This queue lists study subjects with potential matches from the Minnesota OIG Excluded Individuals, the Federal OIG List of Excluded Individuals and Entities, and the Minnesota Nurse Aide Registry that are identified through the automated rap back-like process. Entities are responsible for reviewing these potential matches and taking the appropriate action based on the information as it applies to the entity.

- Hover over **Applications** along the top tool bar. Select **Registry Recheck** from the dropdown.
- To find a specific applicant, enter one or more of the filtering criteria and click **Search**.
- Under the **Actions** column, click **View Registry Recheck**. Certain details from the potential match will display.
- Under the **Registry** column, click on the hyperlink to the applicable registry and the electronic registry database will open in a new tab. The study subject's name must be confirmed with the registry data to determine if the new information identified on the registry belongs to the study subject. To complete this search, follow the instructions on the screen, as the search for each registry is completed differently. Be sure to also check all aliases. The applicant's aliases entered in NETStudy 2.0 can be viewed on the **Person Summary** page by clicking on the applicant's last name from any of the queues.
- Return to the NETStudy 2.0 tab and take one of the following actions under the **Actions** column.

Close Application: This option should be selected if the information is a match, the applicant is still in process, and you choose to not move forward with the application and affiliation process.

Clear Registry Recheck: This option should be selected if the information was not a match to your applicant.

Not Cleared/Remove from Roster: This option should be selected if the information is a match to your applicant and you wish to remove the study subject from your roster and end affiliation.

CRITICAL: Any sanctions, fines, penalties, or legal actions that may result from non-compliance with the federal and state exclusion lists and/or nurse aid registry are the sole responsibility of the entity whether caused by the submission of incorrect or incomplete information and/or the result of a technical or systems issue.

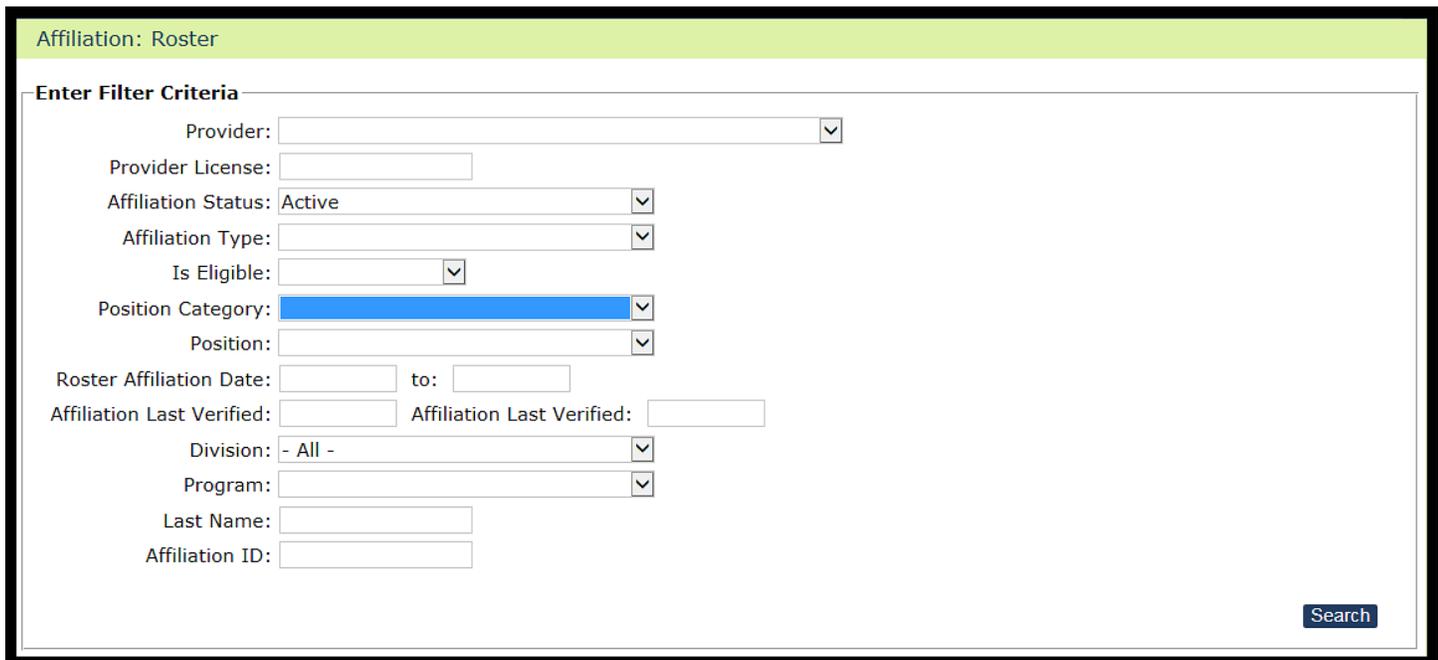
View an Active or Separated Roster

An entity's roster is comprised of two parts: the **Active** roster, which is a list of all study subjects who are currently affiliated with the entity, and the **Separated** roster, which is a list of all study subjects who were previously affiliated with the entity, but whose affiliation has since been separated. Study subjects are automatically added to the roster of the license or organization under which the background study was submitted. When a study subject is no longer affiliated with an entity, the law requires that the study subject is removed from the active roster.

- To view a current roster, hover over **Rosters** along the top tool bar. Select **Roster** from the dropdown.



- To find a specific application or set of applications, enter one or more of the filter criteria and click **Search**.

A screenshot of a web form titled 'Affiliation: Roster'. The form is titled 'Enter Filter Criteria' and contains several input fields and dropdown menus. The fields are: Provider (dropdown), Provider License (text), Affiliation Status (dropdown, set to 'Active'), Affiliation Type (dropdown), Is Eligible (dropdown), Position Category (dropdown, highlighted in blue), Position (dropdown), Roster Affiliation Date (text) to (text), Affiliation Last Verified (text), Affiliation Last Verified (text), Division (dropdown, set to '- All -'), Program (dropdown), Last Name (text), and Affiliation ID (text). A 'Search' button is located at the bottom right of the form.

- The **Results** box will show the results of the search or, if no filtering was conducted, all applications with display.

Remove an Applicant from the Roster

If you wish to no longer have a study subject affiliated with your entity, the study subject should be removed from your Active Roster. This action should be completed immediately upon the termination of affiliation with your entity.

NOTE: Do not remove applicants from the roster who have been disqualified if you want them to remain affiliated with your entity while they request reconsideration. Disqualified study subjects cannot be added back to an active roster after they have been removed. If you want to affiliate a disqualified study subject who has been removed from your active roster, a new background study request must be submitted.

- To view current roster, click on **Rosters** along the top tool bar. Select **Roster**.
- To find a specific application or set of applications, enter one or more filter criteria and click **Search**.
- The **Results** box will show the results of the search or, if no filtering was conducted, it will show the full active roster.
- Click the appropriate button in the **Action** column for the study subject you wish to remove from your roster. If the applicant's background study is still in process, was closed, or if the applicant was determined to be eligible, an Edit button will be displayed. For study subjects who were disqualified, a **Remove from Roster** button will be displayed.
- Select **Separated** from the **Affiliation Status** dropdown.
- Enter a date in the **Separation Date** field. The date must not be before the date in the **Roster Affiliation Date** field. Click **Save**.

Determination	Action
Disqualified	Remove from Roster
Eligible	Edit
Eligible	Edit
Disqualified	Remove from Roster
Disqualified	Remove from Roster
In Process	Edit
Closed	Edit

Edit Affiliation

- To view current roster, click on **Rosters** along the top tool bar. Select **Roster**.
- To find a specific application or set of applications, enter one or more filter criteria and click **Search**.
- The **Results** box will show the results of the search or, if no filtering was conducted, it will show the full active roster.
- Click **Edit** in the **Action** column.
- Changes can be made to the: **Affiliation Status, Provider, Position Category, Position, or Affiliation Type**.
- Click **Save**.

Add Previously Separated Study Subject to Roster

This function permits adding study subjects to your active roster that were previously removed, within six months of their separation date. Only study subjects determined eligible may be affiliated again.

NOTE: Disqualified study subjects cannot be added back to an active roster after they have been removed. If you want to re-affiliate with a disqualified study subject who has been removed from your active roster, you will need to submit a new background study for that study subject.

- To view current roster, click on **Rosters** along the top tool bar. Select **Roster**.
- Select **Separated** in the **Affiliation Status** dropdown selector. To find a specific application or set of applications in the **Separated** roster, enter one or more filter criteria and click **Search**.
- Click the **Edit** button in the **Action** column for the applicant you want to add back to your active roster.
- A pop up window will appear. Select **Permanent** in the **Affiliation Status** dropdown selector and delete the date in the **Separation Date** field. Click **Save**. The applicant will be added back to the **Active** roster.

View/Modify Applicant Biographical Information

To view a study subject's biographical information or to make a change to personal or demographic information, follow the instructions below.

- Click on **Rosters** along the top tool bar. Select **Roster**.
- To find a specific application or set of applications, enter one or more of the filter criteria and click **Search**.
- The **Results** box will show the results of a filtered search or, if no search was conducted, it will show all active study subjects.
- Click on study subject's the last name. The system will route to the subject's **Person Summary** page. This screen shows the subject's information that was entered during the initial application.
- To make changes to this information, click **Edit**. Click **Save**.

Verify Affiliation

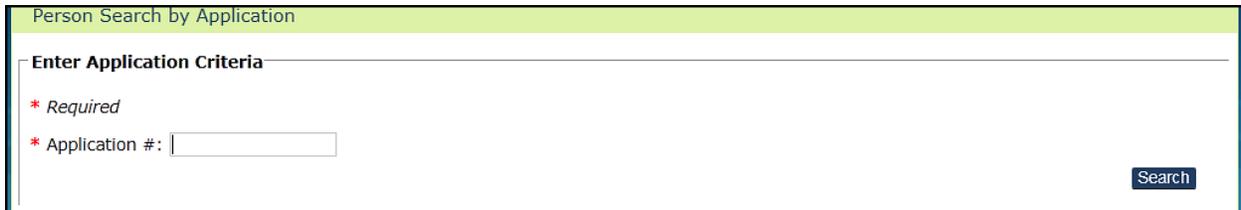
A notice or request may be sent electronically from DHS to verify whether a study subject remains affiliated with the entity. These may be received at random or approximately one year from a study subject's affiliation with your entity or every year thereafter.

- To verify affiliation status, hover over **Rosters** along the top tool bar. Then click **Verification**.
- To find applicants to verify affiliation, enter one or more filter criteria and click **Search**.
- The **Results** box will show the results of a filtered search or, if no search was conducted, it will show all active study subjects.
- If the study subject is still affiliated with your entity, click the checkbox in the **Verify** column and then click **Verify Selected** at the bottom of the page. Multiple applicants can be verified at one time by clicking the check box in each applicant's row and then clicking **Verify Selected**.
- If the study subject is no longer affiliation with your entity, click Edit from the Action column and follow the steps on page 24 to remove the subject from your roster.

Search

Users may search for a specific application using the application number. This option may be used as an efficient way to look up a study subject when the application number is known, such as when searching for a study subject whose application number was referenced in an email notification.

- To search for a specific background study application, hover over **Search** on the top tool bar. Click **Application Search**.
- Enter an application number, then click **Search**.



- The **Person Summary** page of the study subject to whom the application number belongs will display.

Change NETStudy 2.0 Password

- Click **My Account** in the upper right hand corner of the NETStudy 2.0 home page.



- Select **Change My Password** below the user information box.
- Enter:
 1. your current password in the **Current Password** field;
 2. your new password the **New Password** field;
 3. your new password again in the **Confirm New Password** field.



- Click **Submit**.

Add a New NETStudy 2.0 User

New NETStudy 2.0 user accounts may only be created by a current user who has been designated the **Administrative Rights** role. The Sensitive Information Person (SIP) will always be designated with the **Administrative Rights** role, and may also choose to create additional users with this role. Users who are not designated with this role will not be able to create new user accounts.

Those that create additional users must assure that the new user reads and signs the NETStudy 2.0 User Agreement attesting to understanding his/her role and responsibilities. The SIP is ultimately responsible for the actions of all NETStudy 2.0 users and ensuring compliance with the policies and procedures outlined in the NETStudy 2.0 User Agreement.

- To create a new user account, hover over **Admin** on the top tool bar. Select **User Accounts**.
- On the **User Accounts** page, click **Add New User**.
- Complete each field on the User Accounts page. Required fields are indicated with a red asterisk. Consider these factors when completing the following fields:
 - **Status:** The *Status* field will pre-populate with the selection of **Enabled**. Leave this field as **Enabled** so that the user will have access to the system when the new account is saved; if this option is changed to **Disabled**, the new user will not have access to the system when their account is saved.
 - **Is Pending:** Select **No** in the **Is Pending** drop down if you wish the user to have access to the system immediately after the new user account is saved. If you wish to create the new user account now, but not allow the new user access to their new user account until a later date, you may select **Yes** in the **Is Pending** drop down; however, the new user will not be able to access their user account until the selection is changed to **No**.
 - **Username:** The username must be the new user's email address. This field will not accept any other format.

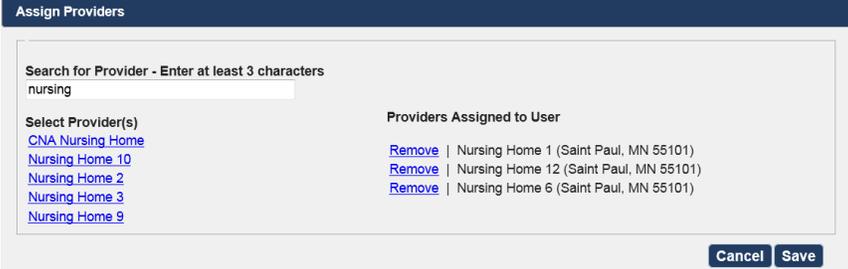
For new users submitting background studies for child foster care, the username must include the prefix of "CFC" (e.g. [cfcemailaddress@email.com](#)).

- **Email Address:** Ensure that you are typing the username correctly. Misspellings in the email address will result in the new user not receiving system-generated email notifications. In addition, if the misspelled email address belongs to another person, that person would receive the system-generated email notifications.
- **Phone Number:** If the new user has a direct line phone number, be sure to include the direct line rather than a general phone number to ensure prompt communication between DHS and the user.
- **Provider Type:** In most cases, the User Type field will pre-populate with **Provider**, and this will be the only option available for selection. In limited cases where counties and private agencies submit background studies for child foster care purposes, the user creating the account will have two options: **Provider** and **Division**.

Add a New NETStudy 2.0 User.....continued

- **Role(s):** The roles dictate the level of access a user will have in the system and what actions the user may take in the system. Roles should be designated with the “minimum necessary” rule in mind. See page 30 for definitions of each role and images of how to set up the role.
- **Provider(s):** The new user will only have access to the background studies submitted under providers to which his/her user account is assigned.
- To assign providers to the user account, click the **Assign Providers** link and the **Assign Providers** box will appear.
- In the **Search For Provider** field, enter at least three characters of the provider name, and the providers that meet that search criteria will begin to populate under the **Select Provider(s)** section. When the provider(s) you are searching for populates, click on the provider name and that provider will be assigned to the new user. Repeat this action until all providers to which this user account will be linked are assigned.
- If the user’s role spans across all of the licenses or organizations under the entity, click **Select all my Providers**. This will add the user’s role to all of the entity’s licenses and organizations listed.
- When all required fields have been created and the appropriate providers have been assigned, click **Save**. A message will appear near the top of the page confirming that the user account was successfully created. The new user will receive a system-generated email notification containing a generic password and instructions for logging in to NETStudy 2.0.

IMPORTANT: The person creating the new user account is responsible for providing the new user with their username.



The screenshot shows a web interface titled "Assign Providers". It features a search bar with the text "Search for Provider - Enter at least 3 characters" and the input "nursing". Below the search bar, there are two columns. The left column, titled "Select Provider(s)", lists five providers: "CNA Nursing Home", "Nursing Home 10", "Nursing Home 2", "Nursing Home 3", and "Nursing Home 9", each with a blue link. The right column, titled "Providers Assigned to User", lists three providers: "Nursing Home 1 (Saint Paul, MN 55101)", "Nursing Home 12 (Saint Paul, MN 55101)", and "Nursing Home 6 (Saint Paul, MN 55101)", each with a blue "Remove" link. At the bottom right of the interface are "Cancel" and "Save" buttons.

Add a New NETStudy 2.0 User.....continued

Administrative Rights user role:

Role	Selected	Grantable
Administrative Rights ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Initiate and Submit Only ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MN Communication ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Rights ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Results Only ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Standard Rights user role*:

Role	Selected	Grantable
Administrative Rights ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Initiate and Submit Only ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
MN Communication ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Standard Rights ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Results Only ⓘ	<input type="checkbox"/>	<input type="checkbox"/>

Initiate and Submit Only user role*:

Role	Selected	Grantable
Administrative Rights ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Initiate and Submit Only ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MN Communication ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Standard Rights ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
View Results Only ⓘ	<input type="checkbox"/>	<input type="checkbox"/>

View Results Only user role*:

Role	Selected	Grantable
Administrative Rights ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Initiate and Submit Only ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
MN Communication ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
Standard Rights ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
View Results Only ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*MN Communication: This user is able to communicate directly with DHS about background studies. This role does not provide any additional functionality in NETStudy 2.0. This box should be checked in the *Selected* column in addition to any of the roles selected above if you wish to permit the user to communicate with DHS about background studies.

Attachment A

ACCEPTABLE FORMS OF IDENTIFICATION FOR DHS BACKGROUND STUDIES

Entities that initiate background studies are required by law to verify the background study subject's identity in NETStudy 2.0. This is a summary of acceptable forms of identification to be used for DHS background studies.

Primary Identification Document

When a background study subject has a valid* picture identification listed below use this document for identity verification:

- State Issued Driver's License – the issuing authority must be a U.S. state or territory
- State-Issued Identification Card – the issuing authority must be a U.S. state or territory
- U.S. Passport or U.S. Passport Card

***Valid documentation:** Only unexpired, original documentation is acceptable, except when a background study subject presents an acceptable receipt for a primary or secondary identification document. There are three types of acceptable receipts:

1. A receipt showing that the subject has applied to replace the primary or secondary identification document;
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
3. The departure portion of Form I-94/I-94A with a refugee admission stamp.

Secondary Identification Document

If a background study subject does not have a valid picture identification listed above, the following secondary identification documents (consistent with federal employment requirements and the I9 form) may be used for identity verification:

- School ID card that includes a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariners Document (MMD) Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
- Employment Authorization Document (Card) that contains a photograph (Form I-766)
- Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status. This document may only be used if the period of endorsement has not yet expired.

Attachment A continued

- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I- 94 or Form I94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
- Foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI)
- Foreign passport that contains a temporary I-551 stamp or temporary I- 551 printed notation on a machine-readable immigrant visa (MRIV)

Exceptions – People Under Age 18

People under 18 who are unable to present a picture identification document listed in the Primary Identification Document section may present the following acceptable secondary identification documents:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

Legal References

- Information required to be provided by background study subjects; See Minnesota Statutes, section 245C.05, subd. 1.
- Information required to be verified by the entity initiating the background study; See Minnesota – the issuing authority must be a U.S. state or territory
 - Statutes, section 245C.05, subd. 2 (a).

Attachment B

Position Categories and Positions

<p>Executive, Administrative, or Managerial</p> <ul style="list-style-type: none"> • Nursing Home Administrator • Nursing Home Director/Business Manager • Other 	<p>Professional/Licensed Health Care</p> <ul style="list-style-type: none"> • Dietitian • Dentist • License Practical Nurse • Licensed Professional Counselor • Nutritionist • Occupational Therapist • Occupational Therapy Assistant • Pharmacist • Physical Therapist • Physical Therapist Assistant • Physician • Physician Assistant • Podiatrist • Registered Nurse • Respiratory Care Practitioner • Social Worker (Associate) • Social Worker (Graduate) • Social Worker (Independent) • Social Worker (Independent Clinical) • Speech/Language Pathologist • Supervised Practice Psychologist • Trained Medication Employee • Other
<p>Laboratory and Radiology Services</p> <ul style="list-style-type: none"> • Laboratory Technician • Radiology Technician • Other 	
<p>Housekeeping and Engineer Services</p> <ul style="list-style-type: none"> • Housekeeper/Maid • Janitor • Laundry • Maintenance Worker • Other 	
<p>Food and Dietary Services</p> <ul style="list-style-type: none"> • Cook/Chef • Kitchen Worker • Waiter, Waitress • Other 	<p>Any other direct access employee</p> <ul style="list-style-type: none"> • Other
<p>Technical, Unlicensed Health Care</p> <ul style="list-style-type: none"> • Feeding Assistant • Medication Aide/Technician • Mental Health Counselor • Nurse Aide • Nurse Aide in Training • Occupational/Vocational Therapy Assistant • Orderly, Attendant • Personal Care Worker • Rehabilitation Therapy Aide • Other Activities Staff • Other Social Services Staff • Other 	<p>County or Private Agency (Child Foster Care)</p> <ul style="list-style-type: none"> • License Holder • Family Member • Non-Relative Household Member • Other

Attachment C

When are volunteers required to have a background study conducted by the Department of Human Services?

The new background study requirements regarding fingerprinting and photos do not change who is required to have a background study under the law. The fingerprinting and photo will be required for all new background study subjects and individuals who change jobs on or after January 1, 2015.

Volunteers are required to have a background study when all of the following are true.

1. The volunteer has *direct contact* with people served by the program.

Direct contact means providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people served by the program.

TRUE FALSE

2. The volunteer is providing a *program service*.

Program service means that if not for the volunteer, the program would be responsible to provide the service.

TRUE FALSE

3. The volunteer is alone and unsupervised with people served by the program and *IS NOT within sight or hearing of staff*.

This means that the volunteer is NOT under continuous direct supervision (within sight or hearing) of a staff person who has a cleared background study and knows that s/he is responsible for intervening to protect the health and safety of the person served by the program, if needed.

NOTE: If there is a staff person with a cleared background study who is within sight or hearing of the volunteer and knows s/he is responsible for intervening if the person served by the program is at risk, this question may be responded to as false.

TRUE FALSE

If any of the three responses are false, the law does not require a background study by the Department of Human Services.

10-7-14

For additional information about NETStudy 2.0 and changes to the background study process, visit the [DHS NETStudy 2.0 web page](#).

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