

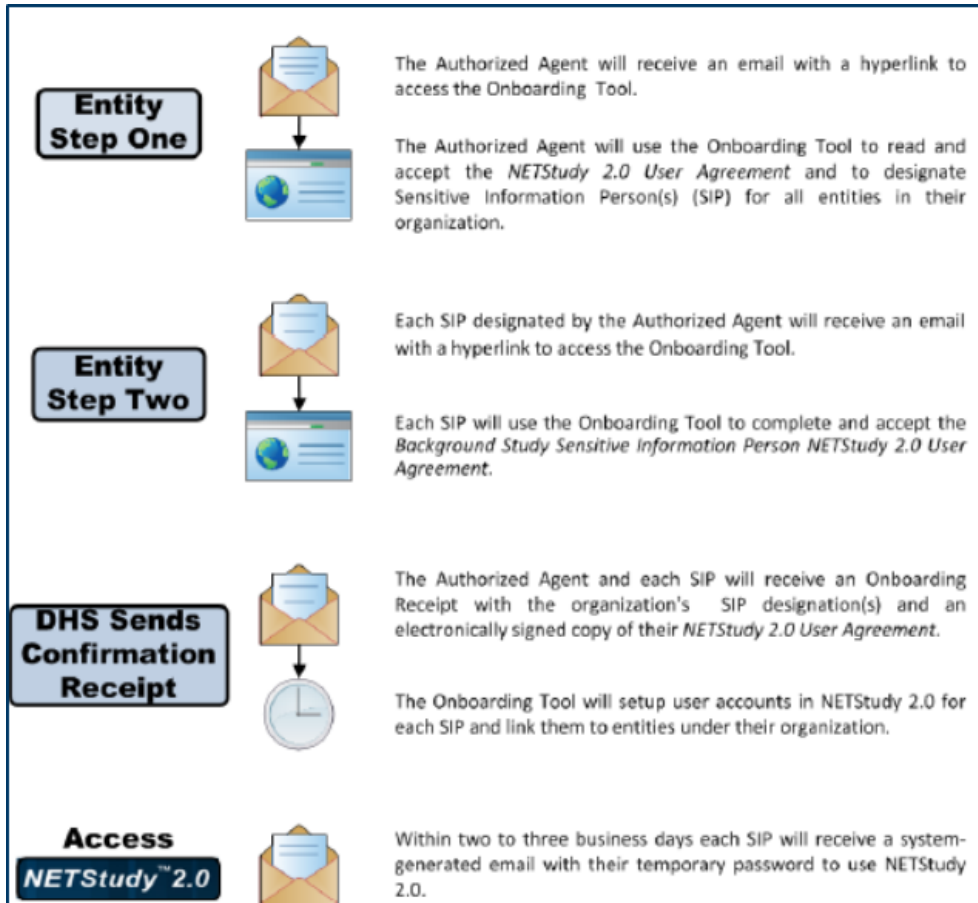
NETSTUDY 2.0 ONBOARDING GUIDE



Background Studies Division

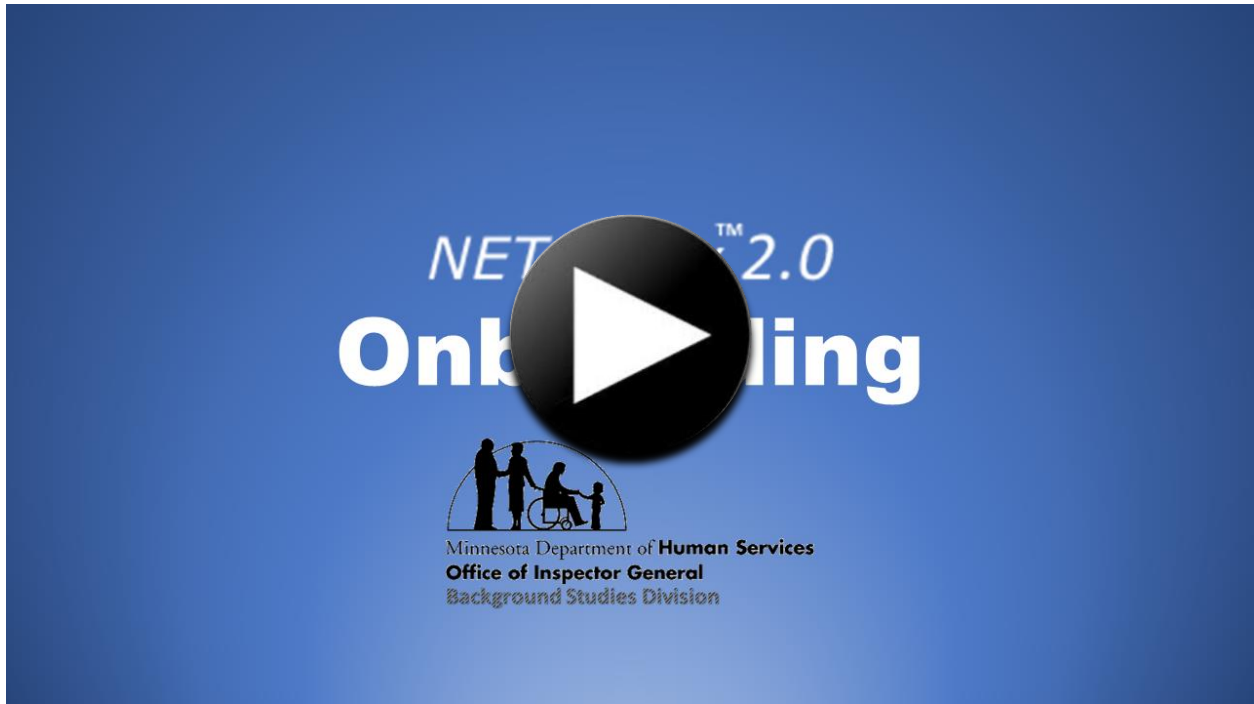
1. The Onboarding Flow Chart

The flowchart below provides an at-a-glance overview of the onboarding process.



2. Onboarding Instructional Video

[The Onboarding Instructional Video can also be accessed on YouTube by clicking here or the picture below.](#)



3. Sensitive Information Person Structure Options for Organizations with Multiple Entities

Introduction

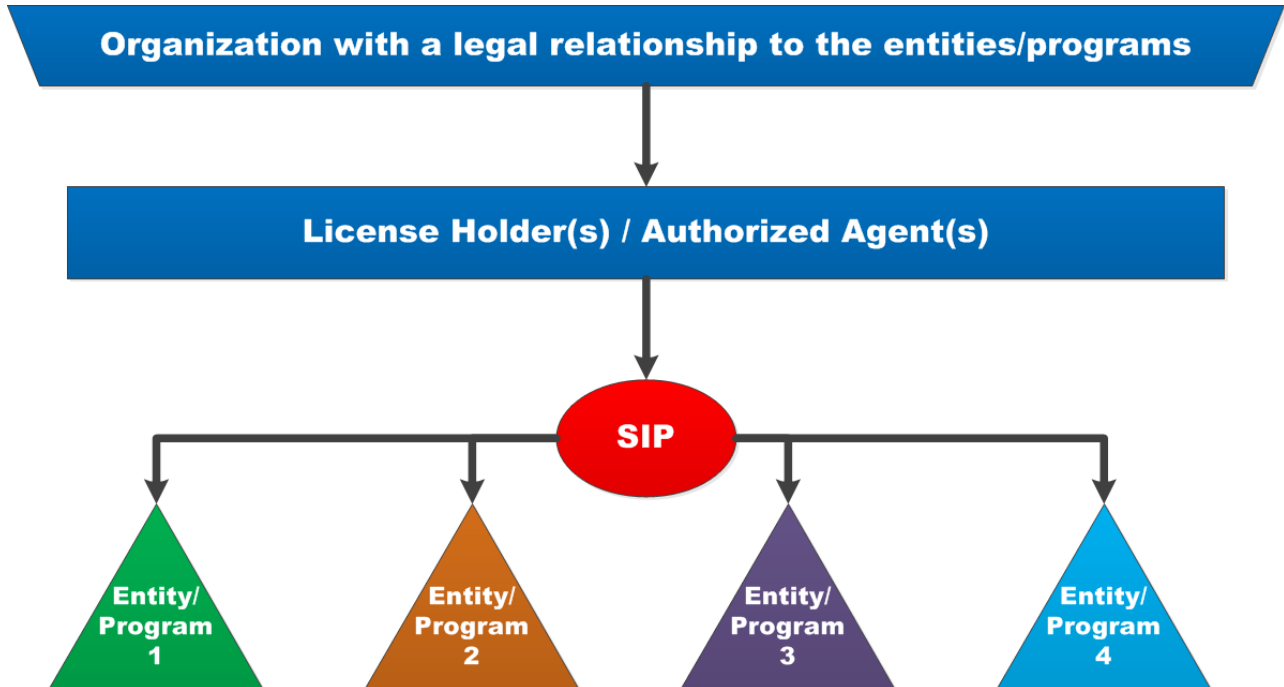
The new NETStudy 2.0 system offers organizations more flexibility in how background study determinations of workers and volunteers may apply to multiple entities or locations operated by the same organization. The license holder or authorized agent designates the background study sensitive information person(s) (SIP). A person may be the SIP for one or more entities that are owned or operated by the same organization, or there may be one SIP per entity, or a combination of these options. These options are illustrated on pages two and three.

Pointers

- Only the authorized agent or other person who has legal authority for the organization may designate the SIP.
- Organizations may receive multiple contacts from the Department of Human Services (DHS) depending upon what entity types are selected to transition to NETStudy 2.0
- There must be one SIP for every license or organization number.
- An organization can have the same SIP for some or all of their entities.
- Entities that are owned or operated by the same organization may consolidate their SIP by designating the same person for each entity on the SIP designation page of the Onboarding System. This will require the entities within the organization to decide who the designated SIP for all the organization's entities will be.
- Background study determinations may be transferred across entities that share the same SIP.
- SIPs will have the authority to establish multiple user accounts and control the level of access for each user in NETStudy 2.0.
- SIPs are responsible to ensure that background studies are submitted timely and accurately to DHS.
- SIPs must assure that background study orders are followed, such as immediately removing a person when required.
- For a SIP to be designated to more than one entity, each entities relationship to the organization must be able to be verified through records maintained by Secretary of State; for example, corporations, limited partnerships, etc.
- Every person designated a SIP will receive an email link to the Onboarding system to complete the *Background Study Sensitive Information Person NETStudy 2.0 User Agreement*. This must be completed and submitted by the SIP before a NETStudy 2.0 user account will be activated

Option One

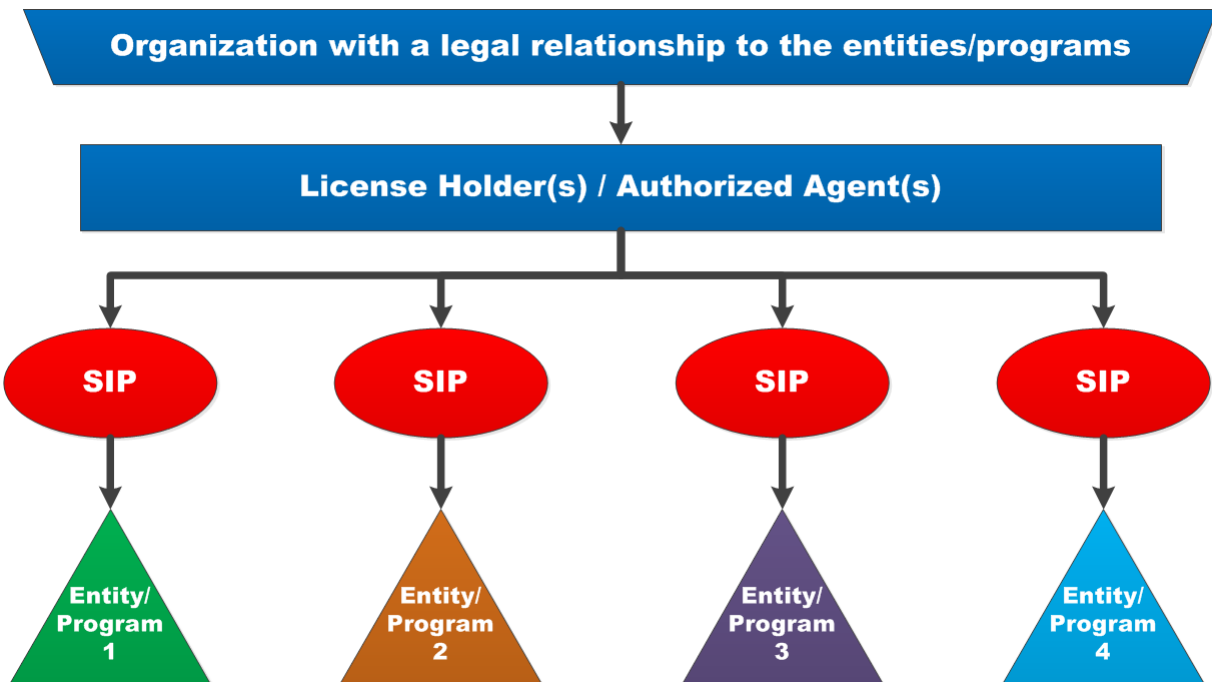
One person is designated as the SIP and is responsible for all of the entities under the organization's structure. The SIP may establish users and control what the users may view and do in NETStudy 2.0. In this option, people with cleared background studies may work at any of the organizations' four entities/programs.¹



¹ The entities may be licensed to provide the same or different services, with the exception of programs that provide child foster care. Additional requirements apply to the background studies of people who provide child foster care. These standards are sometimes called Adam Walsh background studies because they are required under the Federal Adam Walsh Act. Individuals who have cleared background studies with the additional requirements may work at settings where these additional requirements do not apply. However, individuals who have not had a background study that includes the additional requirements may not provide direct contact services in a child foster care setting.

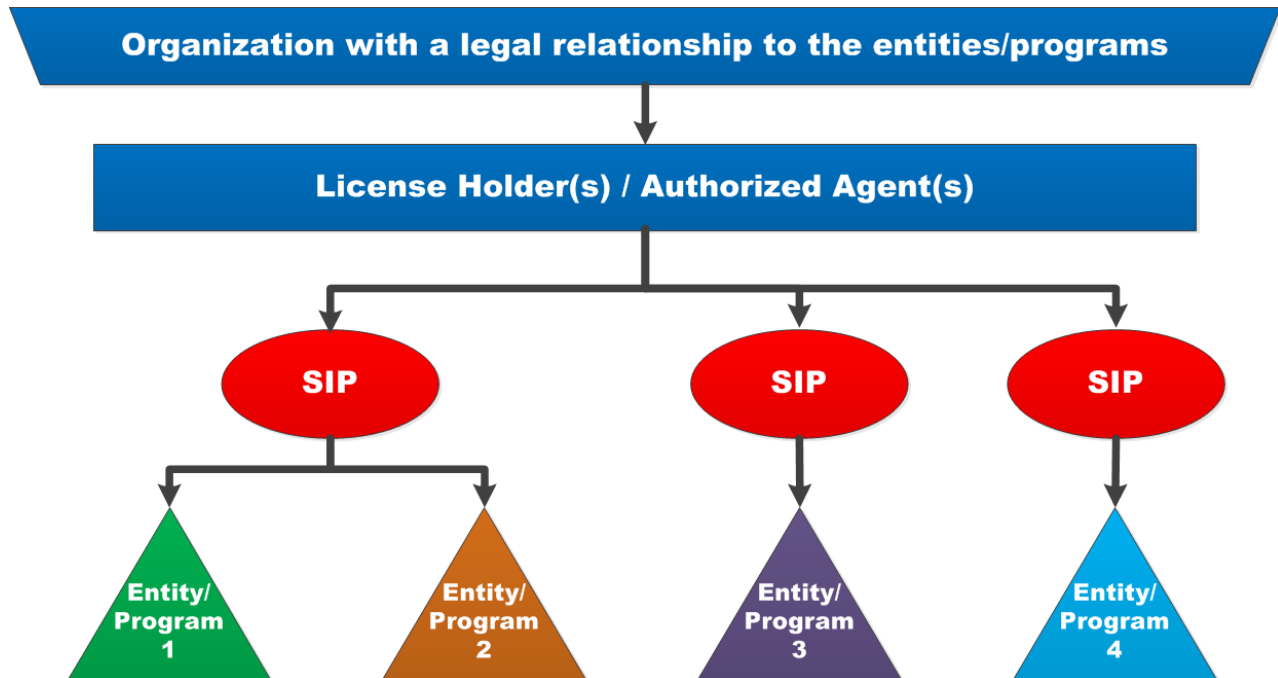
Option Two

Different people are designated as a SIP for each of the organizations entities. In this option, people with cleared background studies may only work at the entity under each respective SIP. In order for a background study subject to provide direct contact services at another of the organization's entities, that entity must initiate a background study request in NETStudy 2.0. For entities that pay a per transaction fee, the fee would apply. This includes most programs licensed by the Department of Human Services.



Option Three

This option is a combination of options one and two. In this option, people with cleared background studies may transfer between entities one and two without the entity initiating a new background study, but people with cleared background studies under entities three and four are not transferable.



4. Definitions Used in the Onboarding Process

Authorized Agent means a

- managing employee for personal care provider organizations. See [Minn. Stat. §256B.0659 subd. 1\(j\)](#);
- controlling person for programs regulated by the Minnesota Department of Health under Minn. Stat. Ch. 144A. See [Minn. Stat. §144A.01 subd. 4](#);
- license holder or controlling individual for all other entities.

For license holder definition see [Minn. Stat. §245A.02 subd. 9](#). For controlling individual definition see [Minn. Stat §245A.02 subd. 5a](#).

Entity means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C. 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 organization, PCA Choice program, supplemental nursing service agency, personnel agency, educational programs, and professional services agencies.

NETStudy 2.0 means the commissioner's system that replaces both NETStudy and the department's internal background study processing system. 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 and expanding the background studies to include a review of information from the Minnesota Court Information System and the national crime information database. NETStudy 2.0 is also designed to increase efficiencies in and the speed of the hiring process by:

- 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 background study subjects' criminal records;
- 3) supporting identity verification using subjects' Social Security numbers and photographs;
- 4) using electronic employer notifications; and
- 5) issuing immediate verification of subjects' eligibility to provide services as more studies are completed under the NETStudy 2.0 system.

See [Minn. Stat. §245C.02 subd. 13b](#).

Sensitive Information Person (SIP) means 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.