

NETStudy 2.0

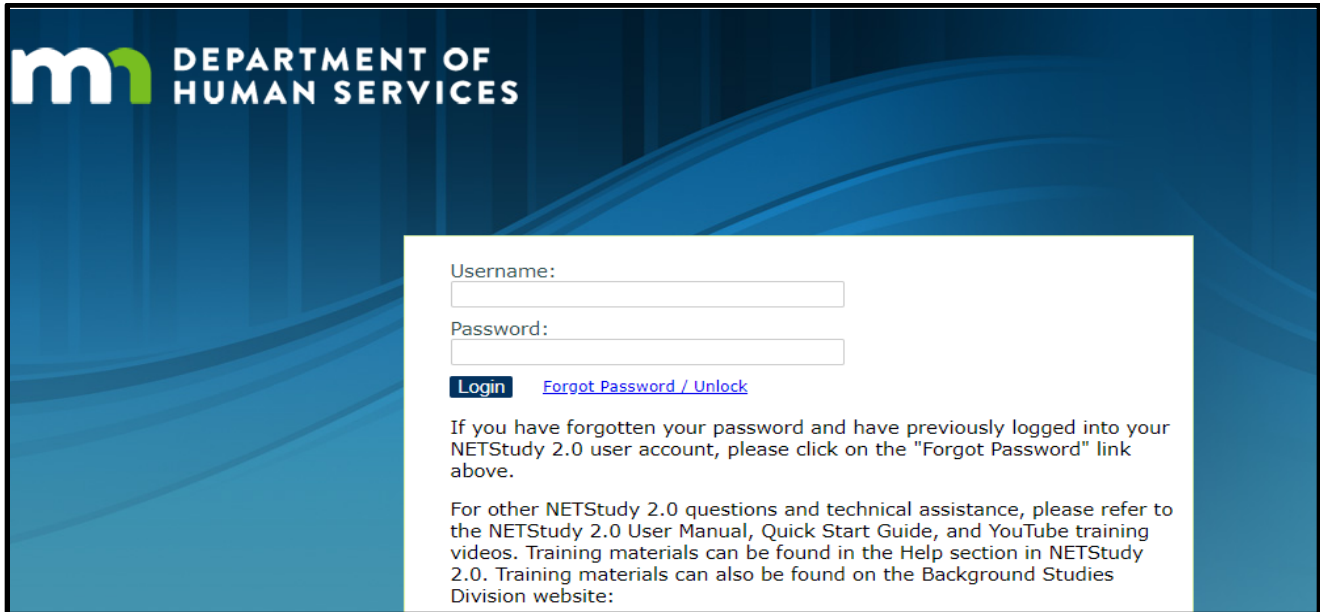
Quick Start Guide

Initiating and Submitting a DHS Background Study

Account Access

Once your account has been created, log into NETStudy 2.0: <https://netstudy2.dhs.state.mn.us/Live>

Your username is the email address provided when your account was created and your initial password was sent via email.



Username:

Password:

[Login](#) [Forgot Password / Unlock](#)

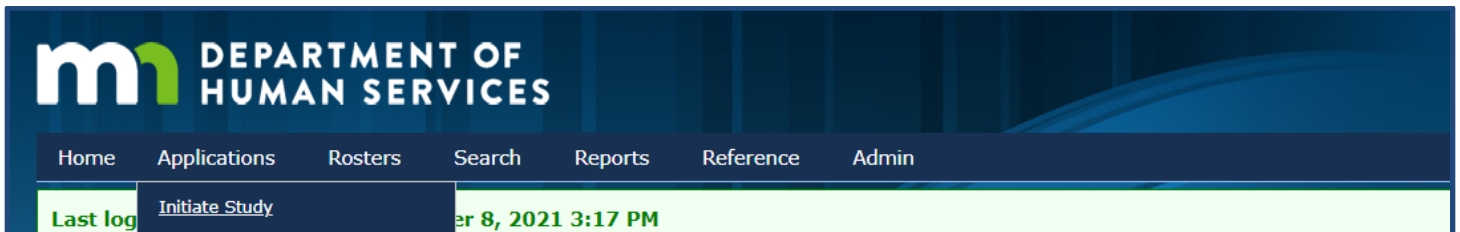
If you have forgotten your password and have previously logged into your NETStudy 2.0 user account, please click on the "Forgot Password" link above.

For other NETStudy 2.0 questions and technical assistance, please refer to the NETStudy 2.0 User Manual, Quick Start Guide, and YouTube training videos. Training materials can be found in the Help section in NETStudy 2.0. Training materials can also be found on the Background Studies Division website:

If this is your first time logging in, you will be asked to change your password. You must use a combination of upper and lowercase letters, numbers, and a special character.

Initiate a Background Study

Step 1: Hover over **Applications** on the top tool bar. In the drop down, select **Initiate Study**.



Step 2: On the **Initiate Study** page, ensure 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 study subject of the criteria for when a 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 in the NETStudy 2.0 User Manual).

Step 3: Once you have completed step 2, click **Accept**. Two boxes will appear.

The screenshot shows a web form with a yellow background. At the top left, there is a checkbox labeled 'Accept' which is checked. Below this are several input fields: a dropdown menu for 'Provider', and text boxes for 'First Name', 'Last Name', 'Date of Birth', 'SSN', and 'State of Residence'. A disclaimer text is present at the bottom left, and an 'Add Applicant' button is at the bottom right. To the right of the form is a large empty box labeled 'Applicants'.

Select the entity the study subject will be affiliated with from the **Provider** dropdown.

- Add the study subject's first and last name exactly as it appears on their Acceptable Form of Identification (see Attachment A in the NETStudy 2.0 User Manual). NETStudy 2.0 allows 25 characters for both the first and last name. This count includes spaces and hyphens. The study subject's middle name is entered on a later screen. If the first name or last name exceeds 25 spaces, contact DHS before proceeding.
- Input the study subject's date of birth using the format MM/DD/YYYY or by using the date of birth selector.
- Enter the Social Security number (SSN) if provided by the study subject. 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.
- Select the subject's State of Residence. If the subject resides in Minnesota, an additional question will appear. Select **Yes** or **No** from the dropdown to answer if the subject has lived in a U.S. state other than Minnesota within the past five years.

Step 4: When all of the required fields are completed (and the SSN is added, if applicable), click **Add Applicant**. The study subject's information will appear in the **Applicants** box.

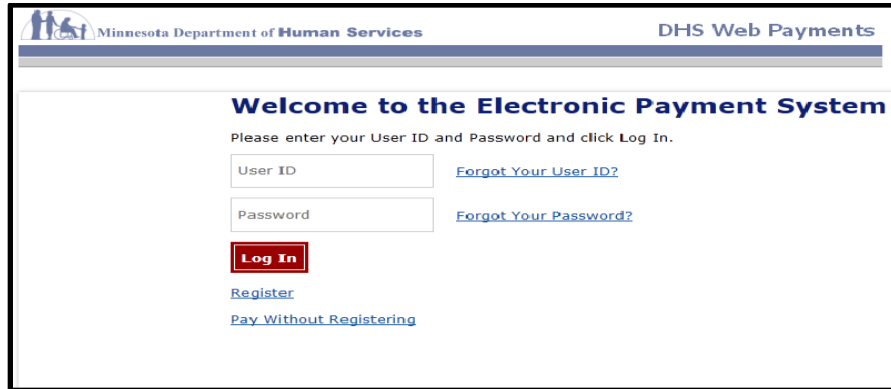


VERIFY the information you entered is accurate. **If the information is not accurate, click "Remove" in the Action column in the study subject's row and repeat the entry of the information.**

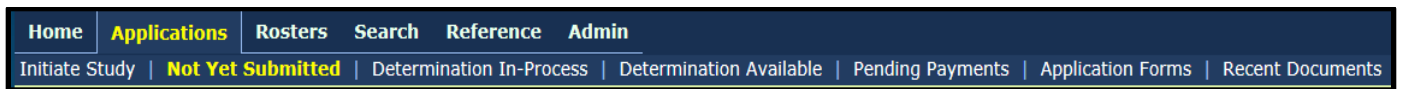
Step 5: If you would like to initiate background studies on multiple study subjects at once, repeat steps 1-4.

Step 6: Once you have added all the study subjects you wish to initiate studies on, click **Initiate Study**. You will be asked to confirm that you verified that the information entered exactly matches the study subject's identification (see Attachment A in the NETStudy 2.0 User Manual). If the information entered exactly matches and you wish to proceed with initiating the background study, click **Yes**. If the information does not exactly match, or if you wish not to proceed with initiating the background study, click **No**.

Step 7: The DHS payment screen, if applicable, will open in a new tab. For more information about how to complete payment, refer to the NETStudy 2.0 User Manual posted in NETStudy 2.0.



Step 8: After you have submitted payment, if applicable, return to the NETStudy 2.0 window. On the top toolbar hover over **Applications**. In the drop down, select **Not Yet Submitted**.



Step 9: Locate the application of the study subject. In the **Actions** column, select **Resume**. You will be routed to the **Applicant: Profile** page.

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

Step 10: Complete all the required fields as indicated by an asterisk.

- a. If the study subject's mailing address is different from the permanent or physical address, uncheck the **Same as Permanent Address** box under the **Mailing Address** section and enter the subject's mailing address.
- b. If the study subject does not have any prior names or aliases, check the box next to **The individual reports that they have not been known by any other names**.
- c. If the study subject has had any prior names or aliases, click **Add Alias** in the **Prior Names and Aliases** box.
 - (1) Enter aliases or prior names in the pop-up window. Click **Save** when complete. Repeat as necessary for additional aliases or prior names.
- d. If the study subject has not lived out-of-state within the past five years, check the box next to **The individual reports that they have not lived out of state during the specified time frame**.
- e. If the study subject has lived outside of Minnesota in the last five years, click **Add Prior Address** in the **Prior Addresses** box.
 - (1) 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.

- f. When the information is complete and has been verified as accurate, scroll to the bottom of the page and click **Next**.



BEFORE the background study request is submitted, you must VIEW each study subject's identification document to verify that the correct and complete information is entered in the background study request. If the background study is completed based on incomplete or inaccurate identifying information, the background study is NOT VALID and your entity may be 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 based on 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.).

Step 11: NETStudy 2.0 will route to the **Applicant: Verify Identity** page. In the **Document** dropdown, indicate what document was used to verify the study subject's identity. If the authorized document used is not listed in the dropdown, select **Other**. Enter the **Issuing State/Authority**, **Document Number**, and **Expiration Date**. Then click **Next**.

Step 12: NETStudy 2.0 will route to the **Affiliation Information** page. The **Provider** field is pre-populated with the provider under which the background study was initiated. The **Program** field is also pre-populated based on data programed into the system, and may not be changed. Select the Position Category, Position, and Employee Type that that best apply to the study subject. When all of the information is accurate and complete, click **Next**.

* *Required*

* Provider: Home Health Care

* Program: Minnesota Department of Health

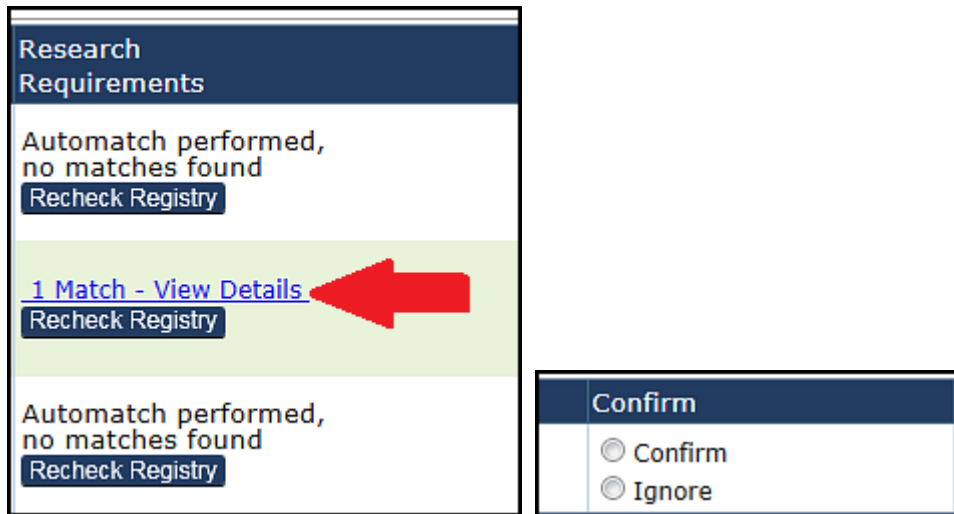
* Position Category: Food and Dietary Services

* Position: Kitchen Worker

* Employee Type: Employee

Step 13: NETStudy 2.0 will route to the **Applicant: Research Registries** page. NETStudy 2.0 will automatically search the Minnesota Nurse Aide Registry, the Minnesota OIG Excluded Individuals, and the Federal OIG List of Excluded Individuals/Entities.

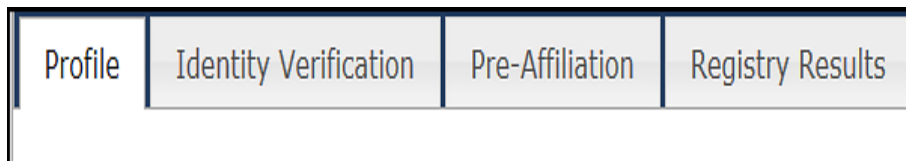
- a. If the study subject does not match a name on these lists, **Automatch performed, no matches found** will display in the **Research Requirements** section.
- (1) Select **No Match** in the **Research Results** column for each registry where no matches were found.
- b. If any of the registries in the **Research Requirements** column indicate a possible match, click on the blue hyperlink to review the information. Compare the information with that of the study subject, and select **Confirm** if the registry information belongs to the study subject or **Ignore** if the registry information does not belong.



- (1) In the **Research Results** column, select:
 - **No Match** if the registry information was not a match to the study subject; or
 - **Match** if the registry information was a match to the study subject and you elect not to continue with the background study request and affiliation process;
 - **Information-Not Disqualifying** if the registry information was a match to the study subject, but it is not relevant to the position the study subject will hold and you elect to continue with the background study request and affiliation process.
 - (2) If you select **Match** for a registry, the system will require that a comment is added. To add a comment, click **Add**, type your comment, then click **Save**.
- c. If **Match** is selected in the **Research Results** drop down for any of the registries, a pop-up window will appear confirming that the study subject did not pass a registry check and as a result, the background study will be closed. To proceed with the closure of the background study, select **Yes**. To change a registry result selection, select **No**.
 - d. Once there is a result selected in the **Research Results** column for all registries and any required comments are added, click **Next**.

Step 14: NETStudy 2.0 will route you to the **Applicant: Data Review** page.

- a. Confirm the information entered on the **Profile, Identity Verification, Pre-Affiliation, and Registry Results** screens is accurate.



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

Step 15: After reviewing and confirming the study information is correct, click **Submit**.

IMPORTANT: If an error is discovered in the study subject's last name, first name, or date of birth after submitting the background study, follow the steps below.

- Last name or DOB: 1) Make the correction on the Person Summary page by clicking the Edit button.
 2) Submit the *Background Study Profile Update Request* form to DHS (form is in NETStudy 2.0 under Applications>Application Forms> External Forms Links)

- First Name: 1) Make the correction on the Person Summary page by clicking the Edit button.

Step 16: NETStudy 2.0 will automatically route to the **Application Submitted Confirmation** page. This page confirms that the background study was successfully submitted.

Confirmation
Mary Jones, 1/1/2001, Application #: 45455
Application Submitted Confirmation
Application Status Your application was successfully submitted and the background study subject has been added to your roster. This background study subject has not been determined eligible for affiliation and fingerprints must be received by 10/14/2021 The status of the application can be tracked by clicking the Determination In-Process link above.
Application Forms Registry Check Summary MNDHS Privacy Notice

Questions-

- Refer to the comprehensive NETStudy 2.0 User Manual available under Help in NETStudy 2.0
- Email dhs.netstudy2@state.mn.us
- Call the Background Studies Division at 651-431-6620