

Instructions for updating rosters for deduplication of healthcare background studies

(Created 6/29/2022)

The Department of Human Services (DHS) will no longer conduct a background study for most individuals affiliated with a Minnesota Department of Health (MDH) licensed facility if they are licensed by a health-related licensing board (HLB) and have completed a criminal background check as part of licensure. This change is the result of legislation passed during the 2022 legislative session and signed by Governor Walz.

Entities that are affiliated with those individuals must remove [HLB-licensed](#) individuals from their rosters in NETStudy 2.0 by August 1. A list of the MDH provider types this applies to is provided below:

- assisted living facilities
- assisted living facilities with dementia care
- board and lodging establishments
- boarding care homes
- home care agencies
- hospitals
- nursing homes
- outpatient surgical centers
- supplemental nursing service agency

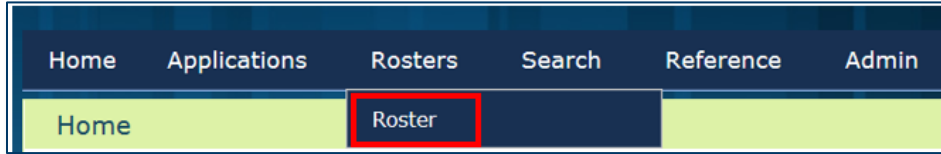
For individuals that still require DHS background studies regardless of licensure status – license applicants, owners, managerial officials, controlling individuals – entities must review and update those individuals’ position category and position information by August 1.

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Removing study subject from roster

To view the people on your roster, hover over the **Rosters** tab in the toolbar. In the drop down, select **Roster**.

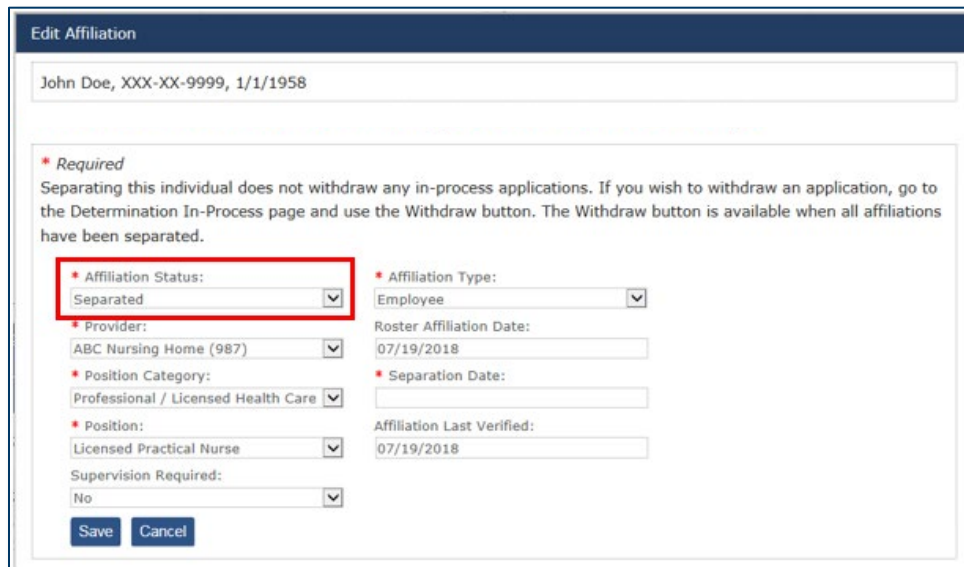


To remove a study subject from your entity's roster, follow the steps in this section.

1. Use the filtering criteria to search for the study subject that you need to remove from your roster.
2. Click the **Edit** button located in the **Action** column.

Application Number	Background Study Number	Provider	Last Name	First Name	Date Of Birth	Position	Affiliation Type	Affiliation Status	Roster Affiliation Date	Separation Date	Supervision Required	Determination	Determination Expiration Date	Action
39410	1030767	ABC Nursing Home (987)	Doe	John	01/01/1958	Licensed Practical Nurse	Employee	Affiliated	07/19/2018		No	Eligible		Edit

3. In the **Affiliation Status** drop down, select **Separated**.

A screenshot of a web form titled 'Edit Affiliation'. At the top, there is a text input field containing 'John Doe, XXX-XX-9999, 1/1/1958'. Below this is a section titled '* Required' with a paragraph of instructions. The form contains several dropdown menus and text input fields. The 'Affiliation Status' dropdown menu is highlighted with a red box and is set to 'Separated'. Other dropdowns include 'Affiliation Type' (Employee), 'Provider' (ABC Nursing Home (987)), 'Position Category' (Professional / Licensed Health Care), 'Position' (Licensed Practical Nurse), and 'Supervision Required' (No). Text input fields include 'Roster Affiliation Date' (07/19/2018), 'Separation Date' (empty), and 'Affiliation Last Verified' (07/19/2018). At the bottom left are 'Save' and 'Cancel' buttons.

4. In the **Separation Date** field, enter the date the study subject was removed from the roster.

The screenshot shows the 'Edit Affiliation' form for 'John Doe, XXX-XX-9999, 1/1/1958'. The form contains several required fields with dropdown menus and text inputs. The 'Separation Date' field, which contains '01/02/2019', is highlighted with a red rectangular border. Other fields include Affiliation Status (Separated), Affiliation Type (Employee), Provider (ABC Nursing Home (987)), Position Category (Professional / Licensed Health Care), Position (Licensed Practical Nurse), and Supervision Required (No). The Roster Affiliation Date is '07/19/2018' and the Affiliation Last Verified date is also '07/19/2018'. At the bottom, there are 'Save' and 'Cancel' buttons.

5. Click the **Save** button.

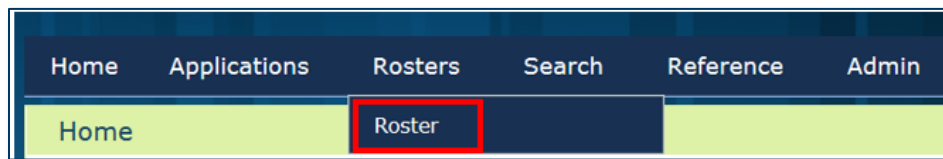
This screenshot is identical to the previous one, showing the 'Edit Affiliation' form for 'John Doe, XXX-XX-9999, 1/1/1958'. In this view, the 'Save' button at the bottom left of the form is highlighted with a red rectangular border. All other fields and their values remain the same as in the previous screenshot.

Updating Position Category and Position

DHS will continue to conduct background studies on license applicants, owners, managerial officials, and controlling individuals, regardless of the licensure status of the individual.

For individuals that still require DHS background checks, entities must review, and when applicable, update their position category and position information by August 1. See instructions below for updating a study subject's position category and position information.

To view the people on your roster, hover over the **Rosters** tab in the toolbar. In the drop down, select **Roster**.



1. Use the filtering criteria to search for the study subject whose position information you need to edit.
2. Click the **Edit** button located in the **Action** column.

Application Number	Background Study Number	Provider	Last Name	First Name	Date Of Birth	Position	Affiliation Type	Affiliation Status	Roster Affiliation Date	Separation Date	Supervision Required	Determination	Determination Expiration Date	Action
39410	1030767	ABC Nursing Home (987)	Doe	John	01/01/1958	Licensed Practical Nurse	Employee	Affiliated	07/19/2018		No	Eligible		Edit

3. In the **Position Category** drop down, select **Executive, Administrative, Managerial**.

The image shows the 'Edit Affiliation' form for John X Doe. A red box highlights the 'Position Category' dropdown menu, which is open and shows 'Executive, Administrative, Managerial' selected. Other fields include Affiliation Status (Permanent), Affiliation Type (Employee), Roster Affiliation Date (07/19/2018), and Affiliation Last Verified (11/29/2018).

4. In the **Position** drop down, select the option that best applies to the individual:

- License Applicant
- Owner
- Managerial Official
- Controlling Individual

The screenshot shows the 'Edit Affiliation' form for John X Doe. The form includes a reminder: 'Reminder: You cannot bill for PCA services until the applicant has been determined to be Eligible'. The 'Required' section contains the following fields:

- Affiliation Status:** Permanent
- Affiliation Type:** Employee
- Provider:** ABC Nursing Home (987)
- Roster Affiliation Date:** 07/19/2018
- Request Type:** Nursing Home
- Separation Date:** (empty)
- Position Category:** Executive, Administrative, Managerial
- Affiliation Last Verified:** 11/29/2018
- Position:** (dropdown menu open)

The dropdown menu for 'Position' is open, showing the following options with red arrows pointing to them:

- Administrator
- Controlling Individual
- Director / Business Manager
- License Applicant
- License Holder
- Managerial Official
- Nursing Home Administrator
- Nursing Home Director / Business Manager
- Other
- Owner

At the bottom of the form, there is a table with columns for 'Employed', 'Affiliated', 'Date', 'No', and 'Eligible'. The 'Eligible' column contains the text 'Eligible'.

5. Click the **Save** button.

The screenshot shows the 'Edit Affiliation' form for John X Doe. The form includes a reminder: 'Reminder: You cannot bill for PCA services until the applicant has been determined to be Eligible'. The 'Required' section contains the following fields:

- Affiliation Status:** Permanent
- Affiliation Type:** Employee
- Provider:** ABC Nursing Home (987)
- Roster Affiliation Date:** 07/19/2018
- Request Type:** Nursing Home
- Separation Date:** (empty)
- Position Category:** Executive, Administrative, Managerial
- Affiliation Last Verified:** 11/29/2018
- Position:** Managerial Official
- Supervision Required:** No

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Selecting the correct Position Category and Position when submitting new background study applications

DHS will continue to conduct background studies on license applicants, owners, managerial officials, and controlling individuals, regardless of the licensure status of the individual.

For individuals that still require DHS background checks, entities must select the position category and position that best applies to the individual. See instructions below for selecting a study subject's position category and position information.

1. Initiate a new background study application for the study subject. Complete the study subject's profile information as you normally would. Then click Next to route to the **Affiliation Information** screen.
2. In the **Position Category** drop down, select Executive, Administrative, Managerial from the Position Category drop down.



* Required

* Provider:
Test Home Care (00112233) ▼

* Program:
Minnesota Department of Health ▼

* Position Category:
Executive, Administrative, Managerial ▼

* Position:
▼

* Employee Type:
▼

3. In the Position drop down, select the option that best applies to the individual:
 - License Applicant
 - Owner
 - Managerial Official
 - Controlling Individual

*** Required**

*** Provider:**
 Test Home Care (00112233) ▼

*** Program:**
 Minnesota Department of Health ▼

*** Position Category:**
 Executive, Administrative, Managerial ▼

*** Position:**
 ▼
 Administrator
 Nursing Home Administrator
 Nursing Home Director / Business Manager
 Director / Business Manager
 License Holder
 License Applicant
 Owner
 Managerial Official
 Controlling Individual
 Other

Save
 InPro

4. Click the **Save** button.

Edit Affiliation

John X Doe, 112-11-1111, 1/1/1958

Reminder: You cannot bill for PCA services until the applicant has been determined to be Eligible

*** Required**

* Affiliation Status: Permanent ▼	* Affiliation Type: Employee ▼
Provider: ABC Nursing Home (987)	* Roster Affiliation Date: 07/19/2018
* Request Type: Nursing Home ▼	Separation Date: _____
* Position Category: Executive, Administrative, Managerial ▼	Affiliation Last Verified: 11/29/2018
* Position: Managerial Official ▼	

Supervision Required:
 No

Save Cancel