NETStudy DESCRIPTIONS

Updated: August 2012

**Key – DQ = Disqualified**

“Call for Status”: Call the Background Studies Call Center at 651-431-6620 for further information.

“Disqualified A”: The individual is disqualified from a position allowing direct contact with, or access to, people receiving services. Your program may choose whether or not to allow the person to continue to provide direct contact services pending a possible reconsideration decision by the Commissioner. If your program does choose to allow the person to continue in a position allowing direct contact services, the program must first:

- Obtain from the individual a copy of his/her notice of disqualification, which explains the reason(s) for disqualification; and
- Ensure that he/she requests reconsideration within 15 days of receiving his/her notice of disqualification.

Letters explaining this matter in further detail have been mailed to the individual and your program.

“Disqualified B”: The individual is disqualified from a position allowing direct contact with, or access to, people receiving services. Your program may choose to allow the person to continue to provide direct contact services pending a possible reconsideration decision by the Commissioner. If your program does choose to allow the person to continue in a position allowing direct contact services, the program must first:

- Obtain from the individual a copy of his/her notice of disqualification, which explains the reason(s) for disqualification;
- Ensure that he/she requests reconsideration within 30 days of receiving his/her notice of disqualification; and
- Ensure that the individual is under continuous, direct supervision (as defined in Minnesota Statutes, section 245C.02, subdivision 8) when providing direct contact services. If the program is a nursing home or boarding care home licensed by the Minnesota Department of Health, the subject must also be supervised when having access to persons receiving services.

Letters explaining this matter in further detail have been mailed to the individual and your program.

“Disqualified C”: County or private agency studies related to CHILD FOSTER CARE: The individual’s background study is affiliated with an initial application for child foster care. The individual is disqualified from a position allowing direct contact with, or access to, people receiving services. A letter explaining this matter in further detail has been mailed to the individual. A copy of the letter has been mailed to the county or private agency that submitted the background study.

“Done-Passed, Other Finding”: County or private agency studies related to CHILD FOSTER CARE: The background study request has been processed and a notice is being mailed to the individual and the county or private agency that submitted the study. The individual is not disqualified. Other information has been obtained as a result of the background study which is being included with the notice to the county or private agency that initiated the study in order to fully inform the agency of the results of the study.

County agency studies related to INDIVIDUAL ADULT FOSTER CARE: The background study request has been processed and a notice is being mailed to the individual and the county or private agency that submitted the study. The individual is not disqualified. Other information has been obtained as a result of the background study which is being included with the notice to the county agency that initiated the study in order to fully inform the agency of the results of the study.

“Done-Passed”: The background study request has been processed and a notice is being mailed to both the individual and your program indicating that the study subject may provide direct contact services for your program. "Direct contact services" is defined in Minnesota Statutes, section 245C.02, subdivision 11, as "providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to persons served by a program."
County or private agency studies related to CHILD FOSTER CARE: The background study request has been processed and a notice is being mailed to the individual and the county or private agency that submitted the study. The individual is not disqualified.

“DQ Set Aside”: The individual remains disqualified, but the disqualification has been set aside for this program. The individual can work in a position allowing direct contact with, or access to, persons receiving services from your program. Letters explaining this matter in further detail have been mailed to the individual and your program.

County or private agency studies related to CHILD FOSTER CARE: The individual remains disqualified, but the disqualification has been set aside for this child foster care license or application. Letters explaining this matter in further detail have been mailed to the individual, the license holder (if applicable) and the county or private agency.

“DQ Previously Set Aside”: The individual was the subject of a previous background study which resulted in his/her disqualification. The individual requested reconsideration, and the disqualification was set aside for the program or agency that submitted the previous background study. Regarding the current background study, the individual remains disqualified, but the disqualification has been set aside for the program or agency that submitted the current background study request. The individual can work in a position allowing direct contact with, or access to, persons receiving services from your program. Letters explaining this matter in further detail have been mailed to the individual and your program.

“DQ w/ Variance”: Your program has been granted a variance to the individual’s disqualification. Letters explaining the terms under which the individual may work have been mailed to your program or agency.

County or private agency studies related to CHILD FOSTER CARE: The license holder has been granted a variance to the individual’s disqualification. Letters explaining the terms of the variance have been mailed to the license holder and the county or private agency.

“DQ-Recon Requested”: The individual is disqualified. A request for reconsideration has been submitted. Refer to your previous correspondence from DHS for details regarding the individual’s ability to work or remain in a position allowing direct contact pending reconsideration. You will be notified in writing once a decision is made regarding the individual’s request for reconsideration.

County or private agency studies related to CHILD FOSTER CARE: The individual is disqualified. A request for reconsideration has been submitted. Refer to your previous correspondence from DHS for details regarding the individual’s ability to work or remain in a position allowing direct contact pending reconsideration. You will be notified in writing once a decision is made regarding the individual’s request for reconsideration.

“DQ-Variance Denied”: The request for a variance to the individual’s disqualification has been denied. Letters explaining this matter in further detail have been mailed to the subject and your program.

County or private agency studies related to CHILD FOSTER CARE: The request for a variance to the individual’s disqualification has been denied. Letters explaining this matter in further detail have been mailed to the subject, the license holder and the county or private agency.

“Finding: County or private agency studies related to ADOPTIONS: The background study on the individual has been completed. Information has been found as a result of the background study, which will be sent to the county or private agency that initiated the background study. The information obtained does not include a “barrier” conviction. A mailer explaining this matter in further detail has been sent to the agency.

Studies conducted under interagency agreement between tribal organization and DHS related to CHILD FOSTER CARE AND ADOPTIONS: The background study on the individual has been completed. Information has been found as a result of the background study, which will be sent to the tribal organization that initiated the background study. The information obtained does not include a “barrier” conviction. A mailer explaining this matter in further detail has been sent to the tribal organization.
Studies conducted for the Board of Behavioral Health and Therapy: The background study on the individual has been completed. Information has been found as a result of the background study. The information will be sent to the Board of Behavioral Health and Therapy.

Studies conducted for Guardian Ad Litem: The background study on the individual has been completed. Information has been found as a result of the background. The information will be sent to the court that initiated the background study.

“Finding – Barrier”: County or private agency studies related to ADOPTIONS: The background study on the individual has been completed. Information has been found as a result of the background study, which will be sent to the county or private agency that initiated the background study. The information obtained DOES include a “barrier” conviction. A letter explaining this matter in further detail has been mailed to the agency.

Studies conducted under interagency agreement between tribal organization and DHS related to CHILD FOSTER CARE AND ADOPTIONS: The background study on the individual has been completed. Information has been found as a result of the background study, which will be sent to the tribal organization that initiated the background study. The information obtained DOES include a “barrier” conviction. A letter explaining this matter in further detail has been mailed to the tribal organization.

“Incomplete”: Fingerprints were not received. The individual's background study can't be completed.

“Inv – Must Immediately Remove”: The Licensing Division has information regarding the individual that may cause this person to be disqualified. Your program must immediately remove this individual from any position allowing direct contact with, or access to, persons receiving services from your program pending a possible disqualification decision by the Commissioner. You and the individual will be notified in writing of the Commissioner's decision.

“Inv – Must Supervise”: The Licensing Division has information regarding the individual that may cause this person to be disqualified. Your program may allow the person to continue in a position allowing direct contact with persons receiving services from your program pending a possible disqualification decision by the Commissioner providing that your program has arranged for the individual to be continuously within sight or hearing of a supervising staff person whenever s/he is in a position allowing direct contact with persons receiving services from your program. You and the individual will be notified in writing of the Commissioner's decision.

“Limited Set Aside”: The individual remains disqualified, but the program has been granted a limited set aside to the individual's disqualification. Letters explaining this matter in further detail have been mailed to the individual and your program.

“More Time Is Needed”: County or private agency studies related to ADOPTIONS: The background study request has been received but is not complete. A notice has been sent to the county or private agency that initiated the background study indicating more time is needed to complete the study. The county or private agency will receive written notification once the background study is complete.

Studies conducted under interagency agreement between tribal organization and DHS related to CHILD FOSTER CARE AND ADOPTIONS: The background study request has been received but is not complete. A notice has been sent to the tribal organization that initiated the background study indicating more time is needed to complete the study. The tribal organization will receive written notification once the background study is complete.

Studies conducted for Guardian Ad Litem: The background study request has been received but is not complete. A notice has been sent to the court that initiated the background study indicating more time is needed to complete the study. The court will receive written notification once the background study is complete.

“Must Immediately Remove”: The individual is disqualified and must be immediately removed from a position allowing direct contact with, or access to, people receiving services. The individual and your program will receive written notification of the individual's background study status.
County or private agency studies related to CHILD FOSTER CARE: The individual is disqualified and must be immediately removed from a position allowing direct contact with, or access to, people receiving services. The individual, license holder and the county or private agency will receive written notification explaining the individual's background study status.

“No Finding”: County or private agency studies related to ADOPTIONS: The background study on the individual has been completed. No criminal or maltreatment history has been found. A notice has been sent to the county or private agency that initiated the background study.

Studies conducted under interagency agreement between tribal organization and DHS related to CHILD FOSTER CARE AND ADOPTIONS: The background study on the individual has been completed. No criminal or maltreatment history has been found. A notice has been sent to the tribal organization that initiated the background study.

Studies conducted for the Board of Behavioral Health and Therapy: The background study on the individual has been completed. No criminal or maltreatment history has been found. A written notice has been sent to the Board of Behavioral Health and Therapy.

Studies conducted for Guardian Ad Litem: The background study on the individual has been completed. No criminal or maltreatment history has been found. A notice has been sent to the court that initiated the background study.

“Not Done-Cannot Yet Enroll”: The individual may not provide personal care assistant services or qualified professional services (as defined in Minnesota Statutes, section 256B.0659, subdivision 1) in Minnesota Health Care Programs (MHCP) for which the agency intends to bill under T1019 (with or without a modifier), or enroll as an individual Personal Care Assistant in MHCP until a background study under Minnesota Statutes Chapter 245C has been completed and your agency and individual receive a written notice stating either that the individual isn't disqualified, or that the individual is disqualified, but the disqualification has been set aside for your agency.

“Not Done-Must Supervise”: The background study request has been received and is being processed. More time is needed to complete the study. While this study is being processed your program must ensure that the individual is under continuous, direct supervision (as defined in Minnesota Statutes, section 245C.02, subdivision 8) when providing direct contact services. If the program is a nursing home or boarding care home licensed by the Minnesota Department of Health, the subject must also be supervised when having access to persons receiving services.

“Not Done-No Superv Requ”: The background study request has been received and is being processed. However a notice is being mailed to both the individual and your program indicating that more time is needed to complete the study. Your program may allow the subject to provide direct contact services without continuous supervision.

When the study has been completed one of two things will happen: A) The subject and your program will receive a background study clearance form; or B) the subject and your program will receive further notification of the individual's background study status.

County or private agency studies related to CHILD FOSTER CARE: The background study request has been received and is being processed. A notice is being mailed to the individual and the county/private agency indicating that more time is needed to complete the study. If the study is affiliated with a currently licensed child foster care, the license holder has also received a notice.

While the study is being completed, the individual may be in a position providing direct contact services without continuous supervision. Once the study is complete, the individual and the county or private agency (and licensed holder, if applicable) will either receive a background study clearance form or further notification of the individual's background study status.

“Processing Not Yet Begun”: The background study request has been submitted, but processing has not yet begun. NOTE: If this status persists for more than three business days, email the NETStudy Administrator at DHS.NETStudyAdmin@state.mn.us.
“Remains Set Aside”: This individual's background study was submitted because he/she is a person affiliated with a licensed program. The individual's background study resulted in criminal or maltreatment information being obtained which causes him/her to be disqualified. A previous study done by the agency that submitted this background study request resulted in the same findings. At that time the individual was disqualified, requested reconsideration and the disqualification was set aside for the same licensed program.

Because this background study resulted in no new information that would indicate the individual may pose a risk of harm to persons served by the program, his/her disqualification remains set aside for program for which the background study request was submitted. A mailer has been sent to your program, the individual, and, if the background study request was for a licensed child foster care program, to the county or private agency explaining this matter in further detail.

“Study Cancelled”: The study was cancelled at the request of your program or agency, or because either the study subject is no longer affiliated with the program, or it was a duplicate of a study previously submitted.