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RE: Background Study

Hello applicant(s) and provider(s),

We are hoping to streamline the background study process for all licensing programs. As part of your Adult Foster Care/Child Foster Care/ Family Child Care Licensing process, it is required for all applicable individuals to complete a background study through the Netstudy2 program. Anyone 13 and older in your household or substitutes will need to have a background study. If you are unsure if a background study is needed, please consult with your licensor. Attached to this email is an Applicant Initiated Instruction Form that will guide you through the process.

If you are a new applicant or if you are just adding an additional person, you will follow the same protocol. It is the applicant's responsibility to make sure all household members 13 and older and substitutes have a cleared background study. The attached document can be kept in your records for anytime you may need a background study for your program.

New applicants, new household members or anyone 13 and older who has not completed a background study, please follow the below directions;

- 1) Send a data collection sheet for each individual to be studied to Western Prairie Human Services, **These will need to be submitted to Western Prairie before your application can be fully submitted to DHS
- 2) A copy of valid identification for each individual to be studied over the age of 18 will need to be send to Western Prairie Human Services. **These will need to be submitted to Western Prairies before your application can be fully submitted to DHS
- 3) Follow the Applicant Initiated Instruction form to log-in or register into Netstudy2 2.0 and initiate a study. Reminder every individual will need their own unique log-in (separate e-mails for each study subject).

westernprairiemn.us

"It is our mission to be a person centered agency that partners with and empowers individuals and families, and promotes safe, healthy communities."

This institution is an equal opportunity provider.

- 4) If you have lived out of the state of Minnesota within the last 5 years, contact Western Prairies to complete an additional form. (Child abuse registry for each state you have lived in outside of MN will be needed)
- 5) Fingerprints and photos are required for your background study, you will receive an email from IDEMIA/IdentoGO with instructions for pre-enrollment. You cannot be fingerprinted and photographed until you complete the short electronic pre-enrollment process.
 - a. Children 13-17 who have not lived outside of MN will most likely be exempt from the fingerprinting requirement.
- 6) Complete the fingerprint and photo process within 14 days of completing your background study. ****If this is not done you will have to repay the fee and resubmit a new data collection form to the county.

Information can be e-mailed, mailed, or dropped off at either of the Western Prairie Human Services Buildings

Contact Information for Western Prairie Background Study Staff:

- Blenda Lambutis
licensing@westernprairiemn.us
218-685-8207

Western Prairie Human Services locations

- Western Prairie Human Services
15 Central Ave North
P.O. Box 1006
Elbow Lake, MN 56531
- Western Prairie Human Services
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