

Background Studies for New Owners

EFFECTIVE AUGUST 1, 2016

Beginning August 1, 2016, all background studies for new owners and managers must be completed through NETStudy 2.0. For initial applications, including changes of ownership, you must:

1. Mail your application and fee to MDH.
2. MDH will assign a health facility identification (HFID) number and will contact DHS Background Studies with your contact information and HFID number.
3. DHS Background Studies will create an “in application” user account for you in NETStudy 2.0.
4. DHS Background Studies will contact you by email with information about the background study process and instructions to access your “in application” account.
5. You will submit the background studies into your “in application” account for all owners, managers, administrators/agents and controlling persons as defined in the Minnesota Statutes.
6. MDH will verify background study clearance for all owners, managers, administrators/agents and controlling persons as defined in the Minnesota Statutes.
7. MDH will issue the license or registration when the application is complete and will notify Background Studies that the license or registration has been issued.
8. DHS Background Studies will create a user account for your Sensitive Information Person (SIP) and the background study account will no longer be “in application.”

Please verify that the email address of your administrator (responsible party) is included on your application. Failure to include the email address will delay the processing of the application.