



Minnesota Department of **Human Services**

Licensing Division
Background Studies Unit

CORPORATE Adult Foster Care
Background Studies

June 25, 2009

TRAINING

- ✘ This training is intended for
 - + Corporate adult foster care license holders
and
 - + Corporate AFC Background Study Contact Persons

Section 1: DHS contact information

Section 2: Overview of the changes to Minnesota Statutes, Chapters 245C (Human Services Background Study Act) and 245C (Human Services Licensing Act) relating to adult foster care background studies that become effective July 1, 2009

Section 3: Overview of the Department of Human Services (DHS) background study requirements and process.

Section 4: Detailed instructions regarding use of the NETStudy application for initiating and tracking corporate AFC background studies and making payment for study requests

1. DHS CONTACT INFORMATION

× NETStudy Administrator

- × DHS.NETStudyAdmin@state.mn.us (email address)
- × Regarding technical issues like:
 - anything computer related
 - password problems
 - problems logging in
 - background study information is incorrect

× AFC Administrator

- × DHS.AFCBGS@state.mn.us (email address)
- × Questions relating to statutory requirements, policies & procedures such as:
 - who needs a study
 - what are disqualifying crimes and conduct
 - AFC contact person needs to be changed

DHS CONTACT INFORMATION

- ✘ Background Study Call Center
 - + Phone # 651-296-3802

- ✘ Division of Licensing website
 - + www.dhs.state.mn.us/licensing

2. OVERVIEW OF CHANGES

- ✘ Responsibility to conduct background studies for corporate and individual adult foster care (AFC) and family adult day services (FADS) transferred from county agencies to DHS.
- ✘ Different process established for conducting corporate AFC background studies vs individual AFC background studies
- ✘ Establishes a fee of \$20 per AFC background study

TRANSFER OF AFC STUDIES TO DHS

- ✘ Not a DHS initiative
- ✘ Final version of bill didn't contain a hoped-for effective date of January 1, 2010
- ✘ Amendments in a budget bill, therefore become effective July 1, 2009

WHAT IF A BACKGROUND STUDY SUBJECT PROVIDES SERVICES AT MULTIPLE LICENSE PROGRAMS FOR ONE PROVIDER?

Except for child foster care and adoption agencies, when a license holder holds multiple licenses for programs licensed by DHS, and a BGS subject will be providing services in more than one licensed program, only one background study is required when:

- + The license holder designates one individual with one address and phone number as the person to receive sensitive background study information (background study contact)
- + The designated background study contact is capable of determining, upon request of DHS, whether a BGS subject is providing services and if so, for which licensed program/at which location.

MN STAT §245C.07

WHAT IF A BACKGROUND STUDY SUBJECT PROVIDES SERVICES AT MULTIPLE LICENSE PROGRAMS FOR ONE PROVIDER?

- + If your program meets the requirements on the previous screen and one of your licenses is a waiver services license under Chapter 245B, you may continue to submit your background studies under the waiver services license number.

DHS will make no assumptions about your agency's infrastructure.

- + If it is your agency's intent to have a background study that has been completed under one license number also apply to one or more other licenses you must first inform DHS who the background study contact person is for each of those other licenses, so DHS has the correct BGS contact information in the record.
 - × This applies whether the licenses are foster care licenses or waiver services licenses

WHAT IF A BACKGROUND STUDY SUBJECT PROVIDES SERVICES AT MULTIPLE LICENSE PROGRAMS FOR ONE PROVIDER?

EXCEPTION

- ✘ If a background study subject will be affiliated with a licensed child foster care program, an “Adam Walsh” background study is required.
- ✘ Therefore, if one of the provider’s licensed programs is child foster care, a separate background study must be submitted in connection with the child foster care license.

WHAT IF A BACKGROUND STUDY SUBJECT PROVIDES SERVICES AT MULTIPLE LICENSE PROGRAMS FOR ONE PROVIDER?

+ NOTE:

- + If you will be submitting background studies under a corporate adult foster care license number, please continue viewing the remainder of the presentation.

2. BACKGROUND STUDY PROCESS

- ❖ Definitions of commonly used terms
- ❖ Explanation of background study requirements and process.

DEFINITIONS

- ✘ Individual Adult Foster Care:
 - + License holder resides in the licensed adult foster home

- ✘ Corporate Adult Foster Care:
 - + License holder does not reside in the licensed adult foster home

- ✘ Background Study Contact Person:
 - + Person the agency designates as the person responsible for receiving sensitive background study information from DHS
 - + Person is able to identify whether BGS subject is providing services and if so, for which licensed program(s)

DEFINITIONS...CONTINUED

- ✘ Continuous, direct supervision:
 - + individual is within sight or hearing of program's supervising individual so that he/she is capable at all times of intervening to protect health and safety of persons served
- ✘ Direct contact
 - + providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to persons receiving services
- ✘ Access
 - + means physical access to people receiving services or their personal property without being under continuous, direct supervision

DEFINITIONS...CONTINUED

- ✘ NETStudy
 - + Web-based application that will allow county licensing agencies and corporate license holders to submit background study requests to the Minnesota Department of Human Services (DHS), and track the studies via the Internet.

WHO NEEDS A BACKGROUND STUDY?

- ✘ Person(s) applying for a license
- ✘ Current or prospective employees of applicant who will have direct contact
- ✘ Volunteers or student volunteers who will have direct contact with persons served unless under continuous, direct supervision
- ✘ Persons newly affiliated with a currently licensed Corporate AFC

A BACKGROUND STUDY IS ALSO REQUIRED...

- ✘ on persons affiliated with currently licensed Corporate AFC homes at the time of relicensing
 - + Once DHS has done a relicensing study on an individual for your licensed corporate AFC, it's not necessary to submit studies in connection with subsequent relicensing as long as the person has remained continuously affiliated with the licensed program

WHY DON'T BACKGROUND STUDIES NEED TO BE REPEATED?

- ✘ §245C.05 requires that probation officers and corrections agents notify DHS of an individual's conviction
 - + if the person is affiliated with a program or facility licensed by DHS
 - and
 - + the conviction may result in disqualification
- ✘ In addition, we receive information related to new findings of child and vulnerable adult maltreatment each day.
- ✘ If DHS receives new conviction or maltreatment information on a person for whom we've done a study, and it impacts his/her background study status, DHS will take the necessary action. Your corporate AFC BGS contact will be notified if the person is disqualified.

3. NETStudy

To create and track background studies in NETStudy you will need to have:

- + internet access (dial up or broadband)
- + a compatible browser
 - * Internet Explorer version 6.0 or higher
 - * Firefox version 2.0 or higher
 - * Safari version 3.0 or higher

You will also need:

- * a “facility” ID which is your Corporate AFC license number
 - * a user ID (assigned by DHS)
 - * a password (assigned by DHS)
-
- + User IDs and passwords will be sent to your AFC BGS Contact by DHS next week. If you need to update that information, send an e-mail as soon as possible to DHS.AFCBGS@state.mn.us

WHO CAN CREATE A STUDY BY ENTERING THE REQUIRED INFORMATION IN NETSTUDY?

Method 1 – AFC BGS contact can provide BGS subjects with a “self-pay” login ID that will allow subjects to enter their identifying information in NETStudy and pay for the study. The study will then be routed back to the AFC BGS contact for verification of the information

OR

Method 2 - The AFC BGS contact can enter the information into NETStudy and pay for the study before sending it to DHS for processing

Please note: The background study contact person bears the responsibility for verifying that all information contained in a background study request is correct before submitting the request to DHS.

If the “self-pay” user ID and password can be used by multiple BGS subjects, will a subject be able to view other people’s private data?

- ✘ The “self-pay” user ID and password ONLY allows a BGS subject to log into NETStudy, enter the required information to request a study, and pay for the study.
- ✘ Background study subjects cannot view anyone else’s private data in NETStudy.

WHO SUBMITS THE BGS REQUEST VIA NETSTUDY TO DHS?

- ✘ Regardless if the BGS subject enters their own info and pays for the study or the corporate AFC BGS contact enters the info and pays, the BGS contact will always be the one to submit the background study request to DHS for processing via NETStudy

VIEWING RESULTS

Who can view results in NETStudy:

- ✘ The person you designate as your AFC BGS contact person

Can the BGS subject view his/her results in NETStudy?

- ✘ No. The BGS subject will receive written notice

What are the different BGS statuses?

- ✘ There are a number of study statuses. A PDF file of study statuses and corresponding definitions is available in NETStudy.

ACCESSING NETSTUDY

To access NETStudy, go to :

- × <https://bgs.dhs.state.mn.us/a/Login.asp>

The next screen shows the Login page for the NETStudy application. A user (either the BGS subject or your corporate AFC BGS contact) will need to enter:

- × a facility ID #
- × a user ID
- × and a password

The facility ID # for:

- × a relicensing study is the license # of the adult foster care program
- × a new license holder # will be assigned by the Licensing Division.

The user ID and password for each facility ID # will be sent to you.

NETSTUDY LOGIN PAGE

NETStudy - Login - Microsoft Internet Explorer provided by DHS, State of MN

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://bgs.dhs.state.mn.us/a/Login.asp>



Minnesota Department of **Human Services**

NETStudy

Friday
minnes

Not yet logged in.

Login:

Facility ID:

User ID:

Password:

Login

Help

NOTICE TO AUTHORIZED USERS

This system is the property of the Minnesota Department of Human Services (DHS). Use of this system without authority from DHS, or in excess of authority, may result in disciplinary action, civil and criminal sanctions and/or other appropriate action. By continuing to use this system, you are representing yourself as an authorized user.

Any activity on this system may be monitored or accessed by DHS or other authorized officials at any time. This includes any data created or stored using this system. All such data is subject to the Minnesota Government Data Practices Act. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this web site you agree with the terms of this policy.

Report suspected violations and unauthorized use to the SMC at 651-431-2100.

METHOD 1 – BGS SUBJECT ENTERS INFO AND PAYS FOR STUDY

- ✘ BGS subject will see the following screen after log-in

Instructions *Please Read Carefully*

Welcome to the Minnesota Department of Human Services (DHS) NETStudy application. To process your background study, you must enter the following required information: full name, date of birth, gender, Minnesota Driver's License number or Minnesota State ID (if you have one), address, and any other names by which you have been known. After entering your information you will be asked to review it, and verify that the information is correct. After verifying that the information is correct, click on "Pay For Study" and you will be redirected to the US Bank website to make your payment.

Once you are at the US Bank website, click on "Pay without Registering" to make your payment. US Bank accepts Visa and MasterCard credit and debit cards.

NOTE: Please carefully review the information you entered and make sure it is correct before clicking on "Pay For Study". Once your payment has been made on the US Bank website, you are not eligible for a refund.

Begin Creating Your Background Study

- ✘ After reading instructions, individual will click : "Begin Creating Your Background Study".

PRIVACY NOTICE SCREEN

This screen will display a privacy notice. After the subject reads the privacy notice, the individual will click the button on the screen titled “Next Tab” (at the end of the privacy notice)

Help	Cancel / Return to Main Menu	Create Study	
Privacy Notice	General Information	Address	Other Names
<p>Privacy Notice: MINNESOTA DEPARTMENT OF HUMAN SERVICES LICENSED FACILITIES EDUCATIONAL PROGRAMS, TEMPORARY EMPLOYMENT AGENCIES, PROFESSIONAL SERVICES AGENCIES BACKGROUND STUDY PRIVACY NOTICE</p> <p>Because the Minnesota Department of Human Services is requesting that you provide private information about yourself, the Minnesota Government Data Practices Act requires that you be informed of the following:</p>			

GENERAL INFORMATION SCREEN

Subject must enter the required information

NOTE: optional fields marked with asterisk

Create Background Study

Review Instructions

Help

Create Study

Privacy Notice

General Information

Address

Other Names

Name - First: Middle: Last:

Date of Birth: mm/dd/yyyy Age:

Gender: Male Female

MN DL# / MN State ID#: (enter a letter followed by 12 numbers - don't enter dashes)

Race: *

SSN: * (enter 9 numbers only - don't enter dashes)

Phone: * (enter 10 numbers only - don't enter dashes)

fields marked with an asterisk (*) are optional.

Next Tab

✘ Subject will click on “Next Tab” button to proceed

ADDRESS SCREEN

The reason the City field comes after the State field is because DHS maintains a list of all the Minnesota cities and townships. The city will need to be chosen from the dropdown box.

[Create Background Study](#) [Review Instructions](#) [Help](#) [Create Study](#)

[Privacy Notice](#) [General Information](#) [Address](#) [Other Names](#)

Address:

State: **Minnesota** City: Zip:

[Next Tab](#)

- ✘ Subject will click on “Next Tab” button to proceed

OTHER NAMES SCREEN

List any other name(s) by which the BGS has been known by. There are two fields for other first names and five fields for other last names. If more are needed, your BGS contact person should contact the NETStudy Administrator via e-mail – DHS.NETStudyAdmin@state.mn.us include the facility ID # and BGS request #

Create Background Study	Review Instructions	Help	Create Study
Privacy Notice	General Information	Address	Other Names
<p>Other names by which subject has been known, if any.</p> <p>1. First <input type="text"/></p> <p>2. First <input type="text"/></p> <p>1. Last <input type="text"/></p> <p>2. Last <input type="text"/></p> <p>3. Last <input type="text"/></p> <p>4. Last <input type="text"/></p> <p>5. Last <input type="text"/></p>			

When done with data entry, click “Create Study” button to proceed

CONFIRM STUDY REQUEST SCREEN

The individual will receive a screen showing all of the information that he/she entered.

The individual has 3 options:

- × “Delete Study Request” – the BGS subject will be asked to confirm that they want it deleted
- × “Edit Study Request” – the BGS subject will be able to make the necessary corrections
- × “Pay For Study” – after the BGS subject verifies that the information entered is correct, they will be directed to the US Bank website (titled -DHS Web Payments).

*The next screen shows the Confirm Study Request Screen.

CONFIRM STUDY REQUEST SCREEN

[Confirm Study Request](#)

[Delete Study Request](#)

[Edit Study Request](#)

[Pay For Study](#)

Please confirm all of the information is correct. If needed, you can click the "Edit Study Request" button in order to edit the study, or click the "Delete Study Request" button in order to make a new study.

If everything is correct please click the "Pay For Study" button. **This study will not be processed until payment is made.** Please note that **a credit or debit card, VISA or MasterCard, is required to pay for the study**, and no refunds are possible.

Request ID: 894870

Date Created: 6/20/2009 6:31 AM

Created By: self pay

Subject Name: John Donald Doe

Gender: M

Date of Birth: 12/14/1978

Driver License / ID No: W123456789009

Race: White

SSN: 112233445

Phone: 6519998888

Address Line 1: 1214 Main St

City, State, Zip : St Paul, MN, 55555

[No other first names for this study.]

[No other last names for this study.]

US BANK WEBSITE SCREEN – TITLED “DHS WEB PAYMENTS”

Minnesota Department of Human Services

DHS Web Payments

PRIVACY CUSTOMER SERVICE HELP EXIT

Welcome to the Electronic Payment System

REGISTERED USER LOG IN

If you have already registered with the payment system, you may log in now. Enter your User ID and Password, then click **Log In**.

[forgot password](#)

User ID:

Password:

Log In

Register If you have not yet registered with the payment system, you may do so now. Registering lets you make payments, view payment history, and securely store your account information. Registration is easy and secure and you only need to do it once. To get started, click **Register**.

Pay Without Registering If you wish to pay without registering, you may click **Pay without Registering** to continue.

[Browser Requirements](#)

- ✘ The individual should click on the “Pay without Registering” button.

What happens after the BGS subject enters the required info and pays for his/her study?

- ✘ After payment has been accepted, the background study subject will receive a confirmation number from US Bank. Their background study has been accepted and their transaction is complete

What happens after the BGS subject enters the required info and pays for his/her study? (cont.)

After the fee for the background study has been paid, the study will be visible to your corporate AFC BGS contact person under the “Verify/Submit Background Study Requests” at the NETStudy Main Menu (see below). The AFC BGS contact person will need to verify that information the subject entered is correct before submitting the study request to DHS.

Please select from the following options:

[Create Background Study Request](#)

[Verify/Submit Background Study Requests \(1\)](#)

[Review Results of Study Requests](#)

[Make Payment and Submit Studies \(3\)](#)

[What's This](#)

Verify/Submit Background Study Requests

There are three payment options:

- ✘ Paid – this means the background study subject entered in their information in NETStudy and paid for their study. Before this study can be submitted to DHS for processing, the information entered must be verified by the corporate adult foster care BGS contact
 - ✘ Payment failed – this means that a background study subject entered in their information in NETStudy, but was unsuccessful in making payment at the US Bank website. The study will not be able to be verified. A new study will need to be created and payment made.
 - ✘ Payment in process – this means that a background study subject created a study and is in the process of making payment. Payment must be made right after entering the information needed to create a study. Once payment has been made, the status will change to either paid or payment failed.
-
- * Please note that the ability to verify or delete depends on the payment status.
 - * The next screen shows the Verify/Submit Background Study Requests Screen.

Verify/Submit Background Study Requests

[Verify/Submit Background Study Requests](#)

[Main Menu](#)

		<u>Request ID</u>	<u>Name</u>	<u>DOB</u>	<u>Created</u>	<u>Created By</u>	<u>Payment Status</u>
<u>Verify</u>	Delete	894814	Dough NMN Boy	5/5/1971	6/2/2009 2:48 PM	nontrusted	Paid
Verify	Delete	894827	Mickey Dee Mouse	5/5/1971	6/8/2009 10:33 AM	nontrusted	Payment in process
Verify	<u>Delete</u>	894815	Susie NMN Que	5/5/1971	6/2/2009 2:53 PM	tester01	Payment failed

In order to verify that the information entered is correct, click on “Verify” for any study in the “Paid” status. If the information is incorrect, the corporate AFC BGS contact will be able to edit/correct the information.

Verify/Submit Background Study Requests

The screenshot shows a web interface with three main tabs at the top: "View Verify/Submit Background Study Requests", "Main Menu", and "Submit Study". Below these is a sub-header with three tabs: "General Information", "Address", and "Other Names". The "Other Names" tab is selected and contains a list of name input fields:

	Field Label	Field Content
1.	First	
2.	First	
1.	Last	Smith
2.	Last	
3.	Last	
4.	Last	
5.	Last	

A "Next Tab" button is located in the bottom right corner of the form area.

Once the corporate AFC BGS contact person views the information in the “general”, “address” and “other names” tabs and confirms the information entered is correct, click on the button titled, “Submit Study”. The following screen will appear:

Verify/Submit Background Study Requests

Study request submitted. Print this page for your records.

[View Verify/Submit Background Study Requests](#)

Request ID: 894888
Facility ID: 40099 - Adult Foster Care Program
Created By: self pay
Date Created: 6/24/2009 4:08 PM
Submitted By: admin
Date Submitted: 6/24/2009 4:09 PM
Payment Confirmation Number: DHS333222222222

Subject Name: Jill Marie Doe
Gender: F
Date of Birth: 4/7/1978
Driver License / ID No: E121212121212
Race: Pac. Islander
SSN: 555542444
Phone: 7634445698
Address Line 1: 1214 Main St
City, State, Zip : Stacy, MN, 55555

[No other first names for this study.]

[Other Last Names](#)

1. Smith

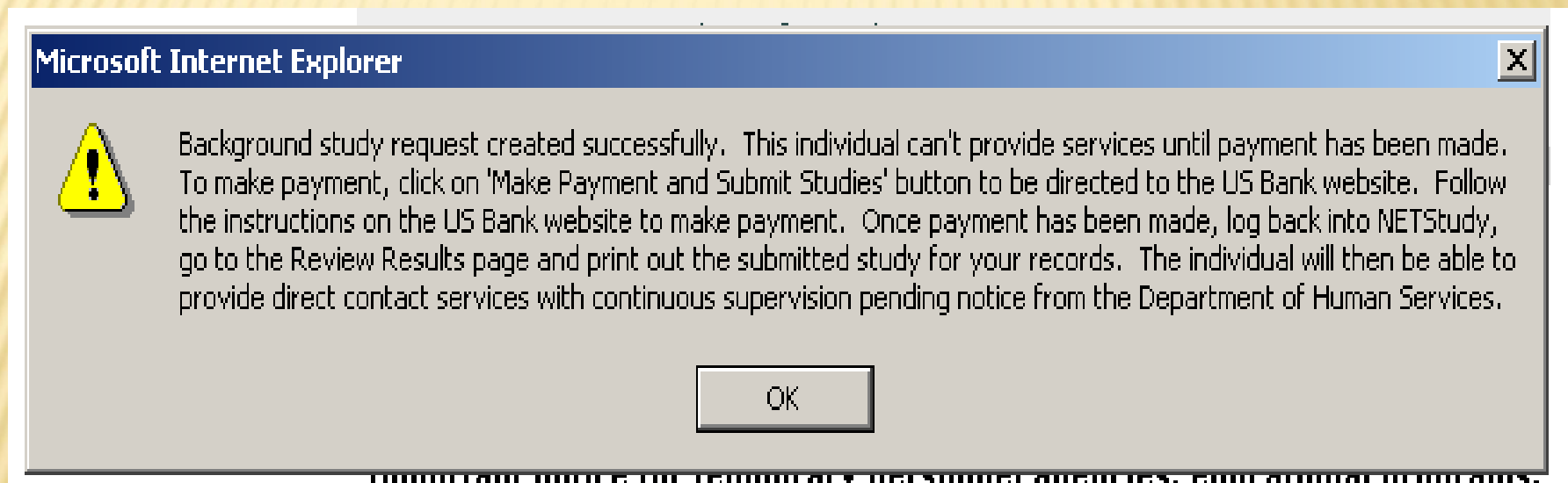
* AFC BGS contact should print this page for their records.

METHOD 2 – CORPORATE AFC BGS CONTACT ENTERS INFO AND PAYS

- ✘ AFC BGS contact will log in to NETStudy
- ✘ To create a new background study, click on the button titled: “Create Background Study Requests”
- ✘ Your corporate AFC BGS contact is responsible for providing a privacy notice to the background study subject
- ✘ AFC BGS contact enters the required information regarding background study subject
- ✘ AFC BGS contact must verify that the information he/she enters is correct

Method 2 cont.

- ✘ After information has been entered and the “Create Study” button has been clicked, you’ll receive the following pop up message:



The study will be visible to the AFC BGS contact person in the “Make Payment and Submit Studies” main menu option.

Make Payment and Submit Studies

In order to make payment the AFC BGS contact, has to go into the “Make Payment and Submit Studies” main menu option.

Click on the “Make Payment” button to be directed to the US Bank Website – titled DHS Web Payments.

[Submit Studies/Make a Payment](#)

[Main Menu](#)

Request ID	Name	DOB	Created	Created By
Delete 894872	Jill Marie Doe	4/7/1978	6/20/2009 7:26 AM	AW admin users

Amount Due: \$20.00

If everything here is valid, click the Make Payment button below. *Please note* that by clicking this button, you will leave the DHS web site and enter a US Bank web site created, operated, and maintained by US Bank.

[Make Payment](#)

US Bank Website – titled DHS Web Payments

The screenshot shows the DHS Web Payments website. At the top left is the Minnesota Department of Human Services logo. At the top right is the title "DHS Web Payments". Below the title are four navigation buttons: "PRIVACY", "CUSTOMER SERVICE", "HELP", and "EXIT". A blue banner reads "Welcome to the Electronic Payment System". The main content area is divided into three sections: "REGISTERED USER LOG IN" with a login form, "Register", and "Pay Without Registering".

Minnesota Department of **Human Services**

DHS Web Payments

[PRIVACY](#) [CUSTOMER SERVICE](#) [HELP](#) [EXIT](#)

Welcome to the Electronic Payment System

REGISTERED USER LOG IN

If you have already registered with the payment system, you may log in now. Enter your User ID and Password, then click **Log In**.

[forgot password](#)

User ID:

Password:

Log In

Register If you have not yet registered with the payment system, you may do so now. Registering lets you make payments, view payment history, and securely store your account information. Registration is easy and secure and you only need to do it once. To get started, click **Register**.

Pay Without Registering If you wish to pay without registering, you may click **Pay without Registering** to continue.

[Browser Requirements](#)

It is suggested that the corporate adult foster care license holder register with the secure payment system. To do so, click on “Register” and follow the steps. After payment has been made, the study will be visible in the “Review Results of Study Requests”.

Review Results of Study Requests

After a background study has been

- ❖ created and paid by BGS subject (method 1) then verified by your AFC BGS contact

OR

- ❖ created, verified and paid (method 2) by your AFC BGS contact

the study request will be sent to DHS to conduct the background study. The BGS request will be visible to the AFC BGS contact in the “Review Results of Study Requests” Screen.

Review Results of Study Requests

Options within the Review Results of Study Requests:

- + Clicking on the headers (examples: Request ID#, Name, Result Date, Result Status, etc.) sorts the list in A-Z or 0-9 order.
- + Clicking on the small “i” by the header named “Results Status” will give you a PDF list of study statuses and their corresponding definitions.
- + Clicking on a request ID # will give you a screen view of the study request information.

Please note: Once a study has reached its final status, it will be visible on the site for 60 days. After 60 days, the results will no longer be visible.

- * The next screen shows the Review Results of Study Requests Screen.

Review Results of Study Requests

[Results Review](#)[Help](#)[Main Menu](#)

Click Request ID # to review a study request.

<u>Request ID #</u>	<u>Name</u>	<u>DOB</u>	<u>Created</u>	<u>Created By</u>	<u>Submitted By</u>	<u>Result Date</u>	<u>Results Status</u> i
894855	Thomas Michael DelGraco	1/1/1960	6/12/2009	admin	admin	6/17/2009	Done-Passed
894872	Jill Marie Doe	4/7/1978	6/20/2009	AW admin users	AW admin users	6/21/2009	Not Done-No Superv Re
894870	John Donald Doe	12/14/1978	6/20/2009	self pay			Processing not yet begun
894853	John Michael Doe	12/12/1978	6/12/2009	self pay	admin	6/21/2009	Disqualified A
894863	Ronald mc donalds	3/12/1987	6/16/2009	self pay	admin	6/19/2009	Done-Passed
894840	Amy NMN Johnson	5/5/1983	6/12/2009	self pay	AW admin users	6/21/2009	Must Immediately Remo

Extra Information

- ✘ Throughout the application there are “Help” buttons. These buttons have frequently asked questions and answers.



- ✘ On the Main Menu Screen, “Important Notices” will be posted if there is ever a change to the application or to the law.

A screenshot of a software interface. At the top, a dark blue header bar contains the text "Please select from the following options:". Below this, a light blue menu area lists four options: "Create Background Study Request", "Verify/Submit Background Study Requests (0)", "Review Results of Study Requests", and "Make Payment and Submit Studies (0)". To the right of the last option is a small blue button with the text "What's This". At the bottom of the screenshot, the text "Important Notice (March 2009)" is displayed in a bold, black font.

Please select from the following options:

- [Create Background Study Request](#)
- [Verify/Submit Background Study Requests \(0\)](#)
- [Review Results of Study Requests](#)
- [Make Payment and Submit Studies \(0\)](#) [What's This](#)

Important Notice (March 2009)