

Owner/Authorized Person Background Studies

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Manage Owner / Authorized Person Background Studies

Overview

Use this page to manage the owner, managing employee or qualified professional background studies information. You can only edit the information on this page if you are in an [MPSE Request](#).

The owners, managing employees and qualified professionals of an organization that provide certain services may be required to complete a background study or fingerprint-based background check before their enrollment can be completed. The requirement for owners, managing employees and qualified professionals of an organization to complete background studies is determined by their enrollment record type, the services they provide or if their organization is assigned a high-risk level with Minnesota Health Care Programs (MHCP).

Background study required for high-risk level organizations

If the organization is assigned a high-risk level, owners with five percent or more direct or indirect ownership interest are required to complete a fingerprint-based criminal background check. The managers and qualified professionals of the organization are also required to complete background studies, but they are not required to complete a fingerprint-based background check. Find more information about risk levels on the [Provider Screening Requirements](#) page of the MHCP Provider Manual.

If you are required to complete a background study, you must provide your background study information to the Minnesota Department of Human Services (DHS). For additional information on background study requirements, go to the [DHS Background Studies](#) page.

Portfolio/Profile Information

See [Portfolio/Profile Information](#) on the Recurring Items page of the Minnesota Provider Screening and Enrollment (MPSE) User Manual.

Owner / Authorized Person Name

The name of the person whose background studies you are currently managing. This field cannot be edited and is for informational purposes only.

Owner/Authorized Person Background Studies

This section contains a list of the background studies that were added for the person whose name is shown in the **Person Name** box under the **Owner/Authorized Person Name** section. If the person has not yet had a background study added under his or her name, this section will not have any information to display.

View/Edit

Click **View/Edit** to go to the [Manage Owner/Authorized Person Background Study](#) page. From this page, you can review and edit the information for that background study.

Delete

Click **Delete** to delete the background study. This action can only be taken when DHS has not processed the background study.

View

Click **View** to go to the [Manage Owner/Authorized Person Background Study](#) page. From this page, you can view the information for that background study. You will not be able to make any changes while in **View** mode.

Add a Background Study Type

Click **Add a Background Study Type** to go to the [Select Owner/Authorized Person Background Study Type](#) page.

Continue

Click **Continue** to save your changes and go to the next page.

Cancel

Click **Cancel** to go back to the previous page.

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Select Owner / Authorized Person Background Study Type

Overview

On this page, you can select the background study type for the person listed in the **Owner/Authorized Person Name** section.

Portfolio/Profile Information

See [Portfolio/Profile Information](#) on the Recurring Items page of the MPSE User Manual.

Owner / Authorized Person Name

This section lists the name of the person whose background study type you are currently managing.

Owner/Authorized Person Background Study Type

Select the background study type for the person whose name is shown in the **Person Name** box under the **Owner/Authorized Person Name** section.

Background Study Type

Select a background study type from the **Background Study Type** drop-down list.

The background study types to select from are:

- **Background Study:** Select this option if you completed a non-fingerprint-based background study.
- **Fingerprint/Background Study:** Select this option if you completed a fingerprint-based background study.
- **Other:** Select this option if your background study does not fit into the other background study types.

Continue

Click **Continue** to go to the next page.

Cancel

Click **Cancel** to go back to the previous page.

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Manage Owner / Authorized Person Background Study

Portfolio/Profile Information

See [Portfolio/Profile Information](#) on the Recurring Items page of the MPSE User Manual.

Owner/Authorized Person Name and Background Study Type

This section lists the name and background study type of the person whose background study you are currently managing.

Owner/Authorized Person Background Study Information

This section provides information on the background study type that is shown in the **Background Study Type** box for the person whose name is shown in the **Person Name** box under **Owner/Authorized Person Name and Background Study Type** section.

Other Background Study Type Description

Type a description of the background study type in the **Other Background Study Type Description** box if you selected background study type **Other** in the **Background Study Type** section.

Background Study Origin

Select the origin of your background study from the **Background Study Origin** drop-down list.

The background study origin options you have to select from are:

- **Minnesota** – select Minnesota if you completed your background study through NETStudy 2.0™.
- **Medicare** – select Medicare if you completed your background study through Medicare.
- **Other State** – select other state if you completed your background study in a state other than Minnesota.

Other State

Select the state that completed your background study from the **Other State** drop-down list if you selected **Other State** as your background study origin.

Background Study Number

Type the person's background study number in the **Background Study Number** box.

Clearance Date

Enter the date the person cleared the background study in the format of MM/DD/YYYY in the **Clearance Date** box. The clearance date must be on or after 01/01/1964 and cannot be a future date.

End Date

Enter an end date for the background study in the **End Date** box, if applicable. It is optional to provide an end date. If the background study does not have an end date, skip this field.

Background Study Status

The **Background Study Status** box will appear after DHS has reviewed your request to add the background study for this person.

The **Background Study Status** box will show the status of your background study. The background study status will be one of the following:

- Disqualified
- Failed
- Immediate_Removal
- Passed
- Pending
- Provider No Response
- Set Aside

Enrollment Record

Select the enrollment record within your portfolio that this background study was completed for from the **Enrollment Record** drop-down list.

Continue

Click **Continue** to go to the next page.

Cancel

Click **Cancel** to go back to the previous page.

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