

January 15, 2025

CERTIFIED MAIL

Donovan Chandler, Authorized Agent  
Minnesota Community Based Services  
3200 Labore Road Suite 104  
Vadnais Heights MN 55110

License Number 1076438-H\_CRS (Home and Community-Based Services-Community Residential Setting)  
License Number 1070559-HCBS (Home and Community-Based Services)  
Report Number 202409338

## ORDER TO PAY A FINE FOR BACKGROUND STUDY VIOLATION

Dear Donovan Chandler:

The Department of Human Services (DHS) is ordering you to pay a fine of \$200 for one background study violation. Details of our findings are provided below. Our next steps and your options are also detailed.

### Reason for the Fine

DHS is issuing this fine order based on your failure to comply with the following background study requirement:

#### Background Study Violation:

A DHS investigator determined that you failed to initiate a background study request after being ordered to do so by DHS.

On November 21, 2024, it was determine that a staff person (P) did not have a valid background study.

On February 17, 2006, a staff person (P), had a completed study. On September 29, 2022, you were notified that background studies completed in the original NetStudy system were no longer valid and that any individual who was required to have a background study and was not currently on your active NetStudy 2.0 rosters, must have a new background study submitted. The P was not on your active roster and a NetStudy 2.0 background study for the P was not submitted until December 2, 2024

Statute Violated: Minnesota Statutes, section 245C.04, subdivision 1, paragraphs (a) and (b).

Fine: \$200

Corrective Action Required: You must comply with all background study requirements in Minnesota Statutes, chapter 245C and maintain compliance in the future.

## **Billing and Payment of the Fine**

DHS will send you an invoice for the \$200 fine. Payment must be made as directed on the invoice.

If you request a contested case hearing, as described below, do not pay the fine at this time. Following the contested case hearing, the Commissioner of DHS will issue a final order on this matter.

Please note, you may not avoid payment of this fine by closing, selling, or otherwise transferring the license to a third party. If this occurs, each controlling individual is personally and jointly responsible for payment. If you do not pay the fine on or before the date specified on the invoice and you did not request a contested case hearing, as described below, the Commissioner may issue a second fine, may not issue or reissue a license, or may suspend the license until the license holder pays the fine.

## **Your Right to Appeal**

You have the right to appeal the fine. Your request must be in writing and clearly state that you are requesting a contested case hearing for this matter. Your request must be made before the deadlines provided below. If you do not meet this deadline, you lose your right to an administrative appeal. The timeline to appeal began when you received this order.

If you are mailing your request, it must be sent by certified mail and postmarked within 10 calendar days from when you receive this order. Please send it to:

Commissioner, Department of Human Services  
Office of Inspector General  
Legal Counsel's Office  
Attn: Licensing Legal Unit  
PO Box 64953  
St. Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 10 calendar days from when you receive this order. Please bring it to:

Commissioner, Department of Human Services  
Office of Inspector General  
Legal Counsel's Office  
Attn: Licensing Legal Unit  
444 Lafayette Road North  
St. Paul, MN 55155

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Upon DHS' receipt of your timely appeal, your case would be scheduled for a contested case hearing in front of an Administrative Law Judge. Following this hearing, the Commissioner of DHS will issue a final order.

### **Legal representation at the contested case hearing**

You do not need a lawyer to appeal. However, a lawyer can help you with your appeal. The state or county will not get you a lawyer and will not pay for a lawyer. If you cannot afford a lawyer, you may be able to get free legal advice or help with your appeal. To find out if free help is available, contact: Volunteer Lawyers Network at 612-752-6677; Central Minnesota Legal Services at 612-332-8151; Southern Minnesota Legal Services at 651-222-4731; or go to [www.lawhelpmn.org](http://www.lawhelpmn.org) to find a local legal services program that may be able to help you.

You can also find information on contested cases from the Office of Administrative Hearings website at <https://mn.gov/oah/self-help>. Click on Administrative Law Overview, then click on Administrative Law Contested Case Hearing Guide for a list of frequently asked questions.

### **Legal Authority for this Licensing Action**

- DHS may impose a \$200 fine for each background study violation under Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(4)(iv).
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(5) states that license holders may not avoid payment of a fine by closing, selling, or transferring a license.
- Minnesota Statutes, section 245A.04, subdivision 7, paragraph (d)(4), states that DHS shall not issue or reissue a license if the applicant, license holder, or controlling individual has an outstanding debt related to a license fee, licensing fine, or settlement agreement for which payment is delinquent.
- Minnesota Statutes, section 245A.07, subdivision 3, paragraph (c)(2), states that that the license holder shall pay the fine assessed on or before the payment date specified, and if the license holder does not do so the commissioner may issue a second fine or suspend the license until the license holder complies.
- License holders have a right to appeal licensing actions and request a contested case hearing, under Minnesota Statutes, chapter 14 and Minnesota Rules, parts 1400.8505 to 1400.8612.
- NetStudy 2.0 is defined by Minnesota Statutes, section 245C.02, subdivision 13 e.

### **Questions**

If you have any further questions regarding this matter, you may contact Melanie Bridges, Supervisor, at 651-431-6559.

Sincerely,



Maggie Hanson, Intake and Investigations Unit Manager

Donovan Chandler, Authorized Agent

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Office of Inspector General