Completing Consent and Disclosure

To connect the study subject to the correct background study, they will be required to enter the **Study Application Number**, which is included in the email they received, along with their Last Name and Date of Birth.

Disclosure	
	* Required
	* Application #:
	* Last Name:
	* Date of Birth:
	Start Disclosure

Below is an example of the email the study subject receives, it will be sent from <u>dhs.netstudy2@state.mn.us</u>.

Your background study request has been submitted - NETStudy2	
dhs.netstudy2@state.mn.us to me ≠	
Your background study request was started by Entity's Name Here You need to do two things for your background study to be completed.	
 Click on this link <u>https://netstudy2.dhs.state.mn.us/Applicant/Applicant/Disclosure</u> and complete the required electronic consent and self-disclosure. Make an appointment and be fingerprinted. You will receive an email from IDEMIA/IdentoGO with a link to complete a short pre-enrollment for fingerprinting. 	
You will need your application number to access the consent and disclosure Your application number is Number Here	
Attached is a copy of the Department of Human Services Privacy Notice and FBI Privacy Statement. You should have also received these from the entity that is requesting your background	id study.
If you have any questions, please email the Department of Human Services' Background Studies Division, at dhs netstudy2@state mn us or call 651-431-6620.	

Study Subject Consent and Disclosure

On the first screen, the study subject should read and review the information, and at the bottom they should select either **Yes** or **No**.

Disclosure
You are receiving this consent and disclosure form because a background study was requested to be completed on you. This may be because you applied for a job or volunteer position, own or operate a business, or are in another position that requires a background study to be submitted to the Minnesota Department of Human Services (DHS) under Minnesota Statutes, Chapter 245C. As part of this background study, DHS may request records from several sources, including a fingerprint-based criminal history check through the Minnesota Bureau of Apprehension (BCA), of records held by the BCA and Federal Bureau of Investigation (FBI). For your background study to be completed, state and federal law requires that you consent to the study and provide information about possible criminal history that could affect your background study determination.
You received the DHS Notice of Privacy Practices and FBI Privacy Statement from the entity that requested your background study. It provides more information about how your information will be protected and used. It also includes information about your rights including that you may.
 Obtain a copy of your background check report Challenge the accuracy or completeness of the information contained in the background report or record Receive notice of your appeal rights and instructions on how to complete the appeals process
You must complete and submit this consent and disclosure process for your background study to continue. If you do not complete and provide your electronic signature, your background study will stop and the entity that submitted the request will be informed that you cannot be hired or volunteer for the position that requires the background study.
If you have a crime on your record, it will be reviewed by DHS staff and state law will be followed to determine if you can work or volunteer. Before your background study is completed, the entity that submitted the study may choose to deny you access to person(s) to whom the entity provides care. The entity will not receive this form or be able to view what you submit. The information you provide is protected and used only as permitted by law.
If you have certain crimes on your record, depending on what they are and when they happened, you may still pass your background study. In some cases, restrictions may apply and you will be informed. If you have questions about this form or your background study email dhs netstudy2@state.mn.us.
If you have crimes to report, click "Add Response" to report each crime when prompted on the following screen.
I have been convicted of a crime:
 > Yes ○ No
Back Next

If the study subject selects **No**, they will continue on to the next section, **Authorization Statement**. If the study subject has any criminal convictions to report, they should select **Yes**. Once they have selected **Yes**, and the **Next** button at the bottom of this screen, an **Add Response** button will appear below.

have beer	n convicted of a crime:			
٠	Yes			
C	No			
Respo	onses			
Index	Description Of Crime:	State Where Crime Occured:	City/Jurisdiction:	Action
				Add Response

When they select **Add Response**, a box will appear as shown in the graphic below. Each criminal conviction should be entered in one at a time. In the **Description of Crime** field, they should enter a brief summary of what they were convicted of, such as Robbery, Theft, or Fraud. Enter the State where they were convicted of that offense, and then enter the Jurisdiction that the conviction was under. When they have entered the information for that particular offense, they should select the **Save** button.

State where crime occured:	_
City/Jurisdiction:	

If they have additional criminal convictions to disclose, they can keep selecting **Add Response** until they have entered them all.

COP	011363			
Index	Description Of Crime:	State Where Crime Occured:	City/Jurisdiction:	Action
1	Identify Theft - 609.527	Minnesota	Olmstead County District Court	Edit Delete
2	Domestic Assault - 609.2243	Minnesota	Rochester Police Department	Edit Delete
3	Theft - 943.20	Wisconsin	Eau Claire County Circuit Court	Edit Delete
				Add Response

Once the study subject has entered and saved all of their criminal convictions, they will select the **Next** button, located at the bottom right.



Criminal convictions reported will be reviewed by DHS staff as require by state law. Not all criminal convictions may result in the study subject being disqualified. If a criminal conviction does result in disqualification, the study subject will be informed of their appeal rights. After the study subject has entered all of their criminal convictions, or if a study subject has no criminal convictions to report, they will be directed to the **Authorization Statement**.

Disclosure	
Authorization Statement Do you consent to the DHS background study?	
○ Yes ○ No	
Back	Next

If the study subject selects **No**, the warning shown below in red letters will appear on the screen. By selecting **No** as their choice, they are indicating that they do not consent to the Background Study. If they select the **Next** button with **No** as their answer, the Background Study will be terminated.

Disclosure		
Authorization Statement		
Do you consent to the DHS	background study?	
	This answer will terminate the disclosure and close this application.	
O Yes		
No		
Back		Next

If the study subject selects Yes and the Next button, they will be directed to the Electronic Signature screen.

Isclosure	
ttestation and Signat	re:
y providing your electro	nic signature below you are agreeing that you:
- Consent to a fing check	rprint-based background study that will include a criminal record check in Minnesota and possibly a federal criminal record
- Understand that t	e criminal history information will be used by DHS for the purpose of a background study
- Read and unders	and the information in this consent
- Provided complet	, rue and accurate mormation
ype your first name and onsent and disclosure i	last name to sign electronically. Your name must match your legal identification document. When you click submit, your submitted to DHS.
Back	Submit

The study subject will electronically sign here by typing their first and last name into the text box. The name they type must exactly match their name as it is shown on their legal identification document. For example, if the subject usually goes by Bill, but their legal identification document shows their legal name to be William, they must type William.

Once they have typed their first and last name, they should select the Submit button on the bottom right.

After selecting **Submit**, the study subject will be routed to the **Application Summary** screen to submit their consent. This is the final step in the Consent and Disclosure process.

Time Limit to Complete Consent/Disclosure and Fingerprints

When the study subject receives the email with the enclosed link to complete the Consent and Disclosure and schedule fingerprints, they have only **fourteen (14) calendar days from the date that they receive that email** to complete and submit the Consent and Disclosure and to complete their fingerprints. If the fingerprints are completed and not the Consent and Disclosure within 14 days, the study subject's background check will be removed from the system and <u>NO</u> **REFUND** will be given for the cost of the fingerprints.