



# WRIGHT COUNTY HUMAN SERVICES AGENCY

Administrative & Fiscal/Technology - 1004 Commercial Drive, Buffalo, MN 55313-1736

Social Services & Public Health - 1004 Commercial Drive, Buffalo, MN 55313-1736

Financial Services & Child Support - 10 2nd Street NW, Room 300, Buffalo, MN 55313-1191

Jay A. Kieft, Director

Social Services	763-682-7400
Public Health	763-682-7456
Financial/Child Support	763-682-7414
Toll Free	800-362-3667
Social Services FAX	763-682-7701
Financial FAX	763-682-8920
Web Site	<a href="http://www.co.wright.mn.us">www.co.wright.mn.us</a>

## **Instructions for Initiating Background Studies through NET Study – Initial Applicants**

1. Go to <https://bgs.dhs.state.mn.us/a/Login.asp>
2. Enter "42086" for the Facility ID.
3. Enter "self pay" for the User ID.  
Make sure there is a space between "self" and "pay".
4. Enter "42086" for the Password.
5. Follow the instructions to initiate and pay for each background study.
6. Contact licensing at [nesa.black@co.wright.mn.us](mailto:nesa.black@co.wright.mn.us) with the names of the subjects for whom background studies were initiated.
7. Keep a copy of each background study results letter received.
8. For technical assistance with NETStudy, email [DHS.NETStudyAdmin@state.mn.us](mailto:DHS.NETStudyAdmin@state.mn.us)

### \*NOTE:

Household members age 13 years and older, volunteers, substitute care givers, and employees must have a background study completed prior to allowing direct contact with persons served by the Adult Foster Care program.

A cleared background study completed through NETStudy remains in effect as long as the subject is continuously affiliated with the program for which the study was completed, and the subject does not commit any disqualifying acts as listed in MN Statute 245C.