



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	www.co.wright.mn.us

Instructions for Completing Background Studies through NETStudy

1. Go to <https://bgs.dhs.state.mn.us/a/Login.asp>
2. Enter your license number for the Facility ID.
3. Enter "self pay" for the User ID. Make sure there is a space between "self" and "pay".
4. Enter your license number 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 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 or call the MN Department of Human Services background studies unit at 651-296-3971.

*NOTE:

Current household members age 13 years and older, volunteers, substitute care givers, and employees must have a background study completed through NETStudy prior to relicensing.

New 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. If the license holder becomes aware of a disqualifying act committed by a caregiver with a clear NETStudy background study, contact the county licenser.