

## Wright County Adult Foster Care

### MN Statute 245C.20 LICENSE HOLDER RECORD KEEPING. Subdivision 1. Background studies initiated by program.

*A licensed program shall document the date the program initiates a background study under this chapter and the date the subject of the study first has direct contact with persons served by the program in the program's personnel files. When a background study is completed under this chapter, a licensed program shall maintain a notice that the study was undertaken and completed in the program's personnel files. Except when background studies are initiated through the commissioner's online system, if a licensed program has not received a response from the commissioner under section 245C.17 within 45 days of initiation of the background study request, the licensed program must contact the human services licensing division to inquire about the status of the study. If a license holder initiates a background study under the commissioner's online system, but the background study subject's name does not appear in the list of active or recent studies initiated by that license holder, the license holder must either contact the human services licensing division or resubmit the background study information online for that individual.*

License Holder \_\_\_\_\_

Relicensing Date \_\_\_\_\_

#### Background Study Documentation

SUBJECT NAME	DATE SUBMITTED TO NETSTUDY	DATE ALL CLEAR RECEIVED	DATE OF 45-DAY FOLLOW UP CALL MADE TO NETSTUDY	DATE OF FIRST DIRECT CONTACT WITH PERSONS SERVED	MORE TIME NEEDED		DATE SUBJECT DISQUALIFIED
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	
					YES	NO	

\*\*\*This form will be reviewed for compliance at each relicensing visit or as deemed necessary by the licenser.\*\*\*