

Affiliating background studies: AFC with HCBS

Please first familiarize yourself with **245C.07 STUDY SUBJECT AFFILIATED WITH MULTIPLE FACILITIES**, which outlines the statutory authority for affiliation to occur. As a reminder, all applicants and household members (13 years and up) of a family foster program must have completed background studies prior to recommending the foster care license.

- **Adult Foster Care and 245D HCBS**

The background study unit runs a monthly report that cross-references where a 245D and AFC license have the same address. For those matched, BGS will add the AFC license to the 245D user account in NS2.

If the provider cannot see both licenses in their NETStudy 2.0 user account, they should email dhs.nestudy2@state.mn.us and ask to have their AFC and HCBS licenses added to their user account. They will need to provide their license numbers when making this request.

Once they have both licenses showing in their user account, providers can then affiliate a subject to both licenses, as instructed below. Affiliating the background studies ensures that background study information is available to both the county and 245D licensors.

When the SIP (primary contact person) is the same amongst the licenses (which will be the AFC provider once the two licenses are added to the AFC provider's user account), the SIP can affiliate the studies.

Instructions on how to affiliate a subject to both licenses may be found under the Help section in NETStudy 2.0.

- NETStudy 2.0 User Manual- go to Add an Affiliation Record
- Training Video- Rosters part two