

Here is the process for getting the studies affiliated to the AFC provider record:

Please refer to pages 78-80 in the NETStudy 2.0 User manual or Roster Video 2 for more information about affiliation. The manual and videos are available under the Help option in NETStudy 2.0.

How to add an affiliation record

1. Log into your Roster under your 245D license number.
2. Navigate to the study subject's **Person Summary** page by clicking on the person's last name from any of the NETStudy 2.0 queues.
3. Click on the **Applications** tab.
4. Click on the **Add Affiliation** link in the Actions column, and the **Add Affiliation** box will display.
5. In the **Provider** drop down, select your name with **your ADULT FOSTER CARE License number** behind it.
6. Under **Position Category**—select add County or Private Agency
7. Under **Position**—enter the most appropriate title
8. Under **Affiliation Type**—select Not Applicable
9. In the **Roster Affiliation Date** field, enter the date on which the study subject will be affiliated with the new provider. The system will accept the current date or a future date only.
10. Click the **Save** button. A new application is created, and the study subject is added to your AFC provider's roster.

Note: If you are wanting to add an individual to your roster who has a background study from another provider, you can go into the *Search* tab to look for that person if you have that person's identifying information. From there you can follow the same steps above.

Login

1. On the menu bar you will need to click on -search, drop down click -search person. It calls for only two criteria to be filled in, but you will need all three SSN, last name, and DOB then click - search.
2. It will take you to the person's profile. You will use the menu bar next to the profile tab NOT the menu bar at the top of the page, click - applications.
3. At the bottom right of the page under Actions click - add affiliation.
4. A dialog box will open, the provider box will have a drop down where you select your name with your AFC licenses and fill out the rest of the corresponding information.
5. Click - save. Done!

Add an Affiliation Record

Entities should add study subjects to all rosters where the study subject is affiliated. This is often referred to as adding an affiliation record and is in lieu of submitting separate background studies for the study subject. The following criteria must be met for the entity to affiliate the study subject with their other program(s):

- ✓ The study subject cannot be disqualified.
- ✓ The program type for which the affiliation record is being added must have the same background study requirements (i.e., the same requirements apply to most background studies, but for example, background studies for child care providers and child foster care have additional requirements).
- ✓ The SIP must be the same for the affiliated programs.

To add an affiliation record, follow the instructions in this section.

1. Navigate to the study subject's **Person Summary** page by clicking on the person's last name from any of the NETStudy 2.0 queues.

Application Number	Background Study Number	Provider	Last Name	First Name	Date Of Birth	Position	Affiliation Type	Affiliation Status	Roster Affiliation Date	Separation Date	Supervision Required	Determination	Determination Expiration Date	Action
39410	1030767	ABC Nursing Home (987)	Doe	John	01/01/1958	Licensed Practical Nurse	Employee	Affiliated	07/19/2018		No	Eligible		Edit

2. Click on the **Applications** tab.



3. Click on the **Add Affiliation** link in the Actions column, and the **Add Affiliation** box will display.

Application # - Type	Application Status	Application status date	Provider	Position	License Type - #	Documents	Actions
39410 - Connected	Determination Available	7/19/2018	ABC Nursing Home (987)	Licensed Practical Nurse			Notes Add Affiliation

4. In the **Provider** drop down, select the provider to which the affiliation is being added. You may also change the selections in the **Position Category**, **Position**, and **Affiliation Type** fields, if needed.

The screenshot shows a web form titled "Add Affiliation". At the top, it displays the name and ID of the study subject: "John Doe, XXX-XX-9999, 1/1/1958". Below this, there are several dropdown menus for selection: "Provider" (Door's Always Open Home Care), "Position Category" (Professional / Licensed Health Care), "Position" (Licensed Practical Nurse), and "Affiliation Type" (Employee). The "Roster Affiliation Date" field is currently empty. At the bottom of the form are "Save" and "Cancel" buttons.

5. In the **Roster Affiliation Date** field, enter the date on which the study subject will be affiliated with the new provider.

This screenshot is identical to the previous one, but the "Roster Affiliation Date" field now contains the date "01/02/2019". The "Save" and "Cancel" buttons remain at the bottom.

6. Click the **Save** button. A new application is created and the study subject is added to the new provider's roster.

This screenshot is identical to the previous one, but the "Save" button is highlighted with a dark border, indicating it is the next step in the process.

Applicant: Affiliation Information

Record the information about the position the study subject is expected to have at your entity.

1. The **Provider** dropdown will pre-populate based on the selection you made when you initiated the study. This selection cannot be changed here. If you initiated the study under the wrong provider, you must withdraw the application and enter a new one. Refunds are not provided for background studies. The **Program** dropdown will pre-populate based on the Provider selection and cannot be changed.

Affiliation Information

Sandra Anne Miller, 529-12-3545, 8/30/1985, Application #: 41820

You cannot bill Medicaid for PCA services until an Eligible determination has been made.

* Required

* Provider: ABC Home Care (12345) [dropdown]

* Program: Minnesota Department of Health [dropdown]

* Position Category: [dropdown]

* Position: [dropdown]

* Employee Type: [dropdown]

Withdraw Save and Close Back Next

2. Record the **Position Category** and **Position** that best apply to the position the study subject will hold. If the options do not describe the position, select "Any other Direct Access Employee" in the **Position Category** dropdown, and select "Other" in the **Position** dropdown.

Affiliation Information

Sandra Anne Miller, 529-12-3545, 8/30/1985, Application #: 41820

You cannot bill Medicaid for PCA services until an Eligible determination has been made.

* Required

* Provider: ABC Home Care (12345) [dropdown]

* Program: Minnesota Department of Health [dropdown]

* Position Category: Professional / Licensed Health Care [dropdown]

* Position: Licensed Practical Nurse [dropdown]

* Employee Type: [dropdown]

Withdraw Save and Close Back Next

- Record the type of affiliation that best applies to the study subject in the **Employee Type** dropdown that best identifies the position the study subject will have at your entity.

Affiliation Information

Sandra Anne Miller, 529-12-3545, 8/30/1985, Application #: 41820

You cannot bill Medicaid for PCA services until an Eligible determination has been made.

*** Required**

*** Provider:**
ABC Home Care (12345)

*** Program:**
Minnesota Department of Health

*** Position Category:**
Professional / Licensed Health Care

*** Position:**
Licensed Practical Nurse

*** Employee Type:**
Employee

Withdraw Save and Close Back Next

- Once you've completed the fields on this screen, click the **Next** button.

Affiliation Information

Sandra Anne Miller, 529-12-3545, 8/30/1985, Application #: 41820

You cannot bill Medicaid for PCA services until an Eligible determination has been made.

*** Required**

*** Provider:**
ABC Home Care (12345)


*** Program:**
Minnesota Department of Health

*** Position Category:**
Professional / Licensed Health Care

*** Position:**
Licensed Practical Nurse

*** Employee Type:**
Employee

Withdraw Save and Close Back Next

 Selections made in the **Position Category**, **Position**, and **Employee Type** fields do not impact the outcome of the background study and are for your convenience and tracking only. The selections made here can be changed later, if the study subject changes positions.