



Overview

The Minnesota Department of Human Services (DHS) is the largest state agency in Minnesota. One important role that DHS has is to conduct background studies for those who provide direct care to some of the state's most vulnerable residents, including children, seniors and the disabled. DHS' process for conducting a background study includes reviewing court records to determine if the subject has been convicted of any crimes that would disqualify them from providing direct contact care.

Case Notification Services

DHS uses Case Notification Services to identify when there is new information that could change a person's background study determination. The types of case notification services that they use include Case Detail, Case Security, Charge, Charge Disposition, Court Decision, Case Initiation, Probation Order, Subject Party and Warrant.

Case Initiation

DHS uses Case Initiation Notifications to determine if the background study subject may continue to provide care, prior to the completion of the background study. This is based on the severity of the offense.

Case Security

DHS uses Case Security Notifications to determine whether records are sealed or expunged. If they receive an expungement order after they have made a determination on a background study, and the expungement order specifically names DHS, the expunged records cannot be used for subsequent background study determinations.

Charge

DHS uses Charge Notifications to determine if the background study subject may continue to provide care, prior to the completion of the background study. This is based on the severity of the offense.

Charge Disposition

DHS uses Charge Disposition Notifications to determine if a charge was pled down. Even though a pled down charge may not disqualify a subject, there are times when the original offense could have, and at times DHS will refer to the original charge when making their determinations.

Court Decision

Some background studies cannot be completed until a court decision is made. DHS uses Court Decision Notifications to track when this happens. Court Decision Notifications are also used for sentence level,



fine charges, and probation status. For example, the discharge from probation date may be used to determine the length of a background study subject's disqualification period.

Probation Order

If a background study subject is disqualified from providing care, the Probation Order Notification can help DHS to determine how long they will be disqualified. Often, the dates used for the subject's probation are used in determining the length of disqualification.

Subject Party

DHS uses Subject Party Notifications to identify any aliases that the background study subject may use, which would also need to be included in the background study.

Warrant

Similar to Case Initiation and Charge Notifications, DHS uses Case Initiation Notifications to determine if the background study subject may continue to provide care, prior to the completion of the background study. This is based on the severity of the offense.

Benefits of Integration

Eliminates the need for many people to have repeat background studies.

Reduces the amount of paper files.

Ability to update studies if/when new information becomes available.