

## Background Studies Guide for Students, Residents, and On-Site Faculty at Essentia Health

All students, residents, and on-site faculty are required to have a criminal background study, as well as applicable state caregiver background studies, depending on the location of the clinical site. The academic partner must review all background studies. If any background study results show “hits” or “discrepancies,” a copy of the study result must be sent to your Essentia student contact for review prior to accepting the student placement.

### All Students/Residents/On-Site Faculty

**Criminal Background Study:** All students/residents/on-site faculty must undergo a criminal background check.

**Minnesota and Wisconsin Caregiver Studies do not fulfill the Criminal Background Study requirements.** The Criminal Background Study is run through a third-party vendor and must include the following elements:

- ID Trace Pro (address locator)
- County Criminal Record History (unlimited jurisdictions)
- National Criminal Database Search, including but not limited to:
  - Multiple AOC/DOC/DPS criminal data sources
  - Federal Bureau of Investigation Terrorist List
  - Federal/State/Local Wanted Fugitive Lists
  - Sexual/Violent Offender Registries
- FACIS Level 1 includes, but not limited to:
  - (OIG) Office of Inspector General List of Excluded Individuals
  - (GSA) General Services Administration Excluded Parties Listing
  - (OFAC) Office of Foreign Assets Control SDN Search
  - (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
  - (ORI) Office of Research Integrity Administration Action List

If your program does not run a background study that includes the items listed above, please have your students/residents/on-site faculty follow the directions on the following page to complete a compliant study with Verified Credentials. If you have questions about whether the study your school runs meets Essentia’s requirements, please contact Christina Marshall at [Christina.Marshall@essentiahealth.org](mailto:Christina.Marshall@essentiahealth.org).

### Students/Residents/On-Site Faculty at Minnesota Sites completing Clinical Experiences

**Minnesota Caregiver Background Study:** Required for clinical placements at Essentia Health Minnesota Facilities. The study needs to be run under an account created by your program with the Minnesota Department of Human Services. If you need to create an account, below is a link to their website with contact information.

<https://mn.gov/dhs/general-public/background-studies/contact-us/>

**Note: Minnesota requires fingerprinting be conducted at specific locations in Minnesota to complete a background study.** [https://www.aps.gemalto.com/mn/index\\_MN.htm](https://www.aps.gemalto.com/mn/index_MN.htm)

\*\*MN DHS does allow exceptions to having to complete fingerprinting at a Minnesota site and they are reviewed on a case by case basis. The school or student/resident would need to contact MN DHS at [dhs.netstudy2@state.mn.us](mailto:dhs.netstudy2@state.mn.us) or 651-431-6620 after the school has initiated the study in NetStudy 2.0. Please note it is a time sensitive process as the study subject only has 14 days to complete their fingerprinting and photo once the study has been initiated.

### Students/Residents/On-Site Faculty at Wisconsin Sites completing Clinical Experiences

**Wisconsin Caregiver Background Study:** Required for clinical placements at Essentia Health Wisconsin Facilities and **all behavioral health placements at Essentia Health Facilities in Duluth**. Students and residents can complete this two-part study on their own using a credit card by following the directions in the link below. Make sure they choose the “caregiver study” and print the results <https://recordcheck.doj.wi.gov>

**Essentia Health** has partnered with Verified Credentials to manage Essentia’s requirements for criminal background studies.

To access **QualifiedFirst** go to: <http://scholar.verifiedcredentials.com/essentiahealth>

**How It Works:**

1. **Enter code for the program you will be attending** located above the “Get Started!” button on the right side of the page

Essentia Health Students Program
YYBVF-92838

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Please make sure to share your results or print copies to submit to your program

If you have any questions about needing to complete this study, please contact Christina Marshall at Essentia Health. If you have any questions or issues completing the study on the Verified Credentials website, our Client Services Team at Verified Credentials is ready to assist you. Please call Verified Credentials at 800.938.6090 or email us at [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com).