

Add an Affiliation Record

Entities must add study subjects to each of the 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 in order 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 same SIP must be delegated to the original program to which the study subject is affiliated and to the new program that the study subject will be affiliated.

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

1. Navigate to the study subject's **Person Summary** screen by selecting the study subject'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) | Do | Jo | 01/01/1958 | Licensed Practical Nurse | Employee | Affiliated | 07/19/2018 | | No | Eligible | | Edit |

2. Select the **Applications** tab.



3. Select the **Add Affiliation** link in the **Actions** column.

| 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 | | | Add Affiliation |

4. In the **Add Affiliation** window, under the **Provider** dropdown menu, 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 the 'Add Affiliation' window with a dark blue header. Below the header is a text field containing 'Jo Do , XXX-XX-9999, 1/1/1958'. The main form area contains several dropdown menus, each with a red asterisk icon to its left. The 'Provider:' dropdown menu is highlighted with a red rectangular box and shows 'Example Provider 00000' with a downward arrow. Other dropdown menus include 'Position Category:' (Professional / Licensed Health Care), 'Position:' (Licensed Practical Nurse), and 'Affiliation Type:' (Employee). There is also an empty text field for 'Roster Affiliation Date:'. At the bottom left are 'Save' and 'Cancel' buttons.

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

This screenshot is similar to the previous one, but the 'Roster Affiliation Date:' text field is now highlighted with a red rectangular box and contains the date '01/02/2019'. All other elements, including the dropdown menus and buttons, remain the same.

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

The screenshot shows a web form titled "Add Affiliation". At the top, there is a dark blue header with the text "Add Affiliation". Below the header, a white box contains the text "Jo... Do., XXX-XX-9999, 1/1/1958". The main form area contains several fields, each with a red asterisk indicating it is required:

- * Provider:** A dropdown menu with "Example Provider 00000" selected.
- * Position Category:** A dropdown menu with "Professional / Licensed Health Care" selected.
- * Position:** A dropdown menu with "Licensed Practical Nurse" selected.
- * Affiliation Type:** A dropdown menu with "Employee" selected.
- * Roster Affiliation Date:** A text input field containing "01/02/2019".

At the bottom left of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box.