

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Rhonda Porter Clay County Social Services Director		Social Services Adult Mental Health - Civil Commitment		Employee Work Access
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	(Name, Title)
Hold Order Form	Mental Health Hold Order Form signed and listing behavioral evidence for a hold	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Application for Social Services DHS-2140	Form used to request services provided by Clay County Social Services	Private	M.S. 14.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Case Aides, Support Staff, Supervisor, Director
Physician's Supporting Statement for Civil Commitment	Physician completes form with behavioral evidence to support the need for a civil commitment	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
PrePetition Screening Report	Report completed by a county worker identifying the reasons why a civil commitment may be needed	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Release of Information	Releases Information from one party to another	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Placement Plan Form	Notifies Income Maintenance Unit of a client's placement into a facility	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Notice of Intent to Revoke	Provided to the CAO/Court Admin. After the PPST has recommended Revocation of a client's Provisional Discharge Plan	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Rhonda Porter Clay County Social Services Director		Social Services Adult Mental Health - Civil Commitment		Employee Work Access
	Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Notice of Privacy Practices DHS-3979	Privacy Notice-clients sign and date	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Receipt of Notice of Privacy Practices	County HIPPA form-worker completes if client refuses to sign Notice of Privacy Practices	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Stayed Commitment Conditions Form	Provided to the CAO/Court when a client is court ordered for a Stayed Civil Commitment	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Provider Release of Information Forms	When providers request their ROI be used instead of the DHS one. This could be LMHC, Solutions, Sanford, Essentia, PSJs, etc.	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Case Notes	Notes made in the SSIS system regarding a specific case	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director