

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Rhonda Porter Clay County Social Services Director		Department/Division Social Services Adult Services-Adult Protection		Employee Work Access
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	(Name, Title)
Summary of Diagnostic Findings DHS-5017	Used if required for MH Level IIs	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Evaluative Report DHS-3457	Used if required for a Level II	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Intake	SSIS Intake-Provides Summary of Need	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. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Case Aides, Support Staff, Supervisor, Director
Vulnerable Adult Protection Investigation Assessment Report	Describes the investigation and determination	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
Notification to Reporter Acknowledging Receipt of Report	Letter notifies reporter the report was received and initial disposition	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director

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Determination of Investigation Letters	Letters sent to Vulnerable Adult and Perpetrator noting determination of investigation	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
DHS-6762B	Adult Protection Structured Decision-Making Tool EPS Intake Assessment Screening Decision Tool Form	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
DHS-6762C	Adult Protection Structured Decision-Making Safety Plan to Address Current Danger Factors	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
DHS-6762D	Adult Protection SDM Strengths and Needs Assessment/Reassessment	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Notice of Privacy Practices/Appeal Rights 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
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