

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 Chemical Health Services		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)
Rule 25 Questionnaire Form	Gathers Information for the Rule 25 Assessment	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
SSIS Intake	Provides a Summary of Service Need	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Application for Social Services DHS-2140	Form used to request services provided by Clay County Social Services	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Case Aides, Support Staff, Supervisor, Director
Rule 25 Assessment DHS-5204	Chemical Health Assessment	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Chemical Use Assessment Report	Department of Public Safety Form	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Release of Information for Chemical Dependency Unit	Releases Information from one party to another	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Confidentiality of Alcohol and Drug Abuse Client Records	Notice to client about confidentiality of records-clients sign and date	Private	42 CFR 42 M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director

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Client's Right to a Second Assessment and Client's Right to Appeal	Notice to client about 2nd assessment and right to appeal-client and worker sign and date	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Notice of Privacy Practices DHS-3979	Privacy Notice-clients sign and date	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Alcohol and Drug Abuse Division Rule 25 Assessment and Placement Summary DHS-2794	Required form for authorizing CD Services under Rule 24 CCDTF	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Client Placement Authorization- CPA DHS- 2780	Authorizes client services for CCDTF	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, Supervisor, Director
Placement Plan	Informs Income Maintenance Unit of client placement into a facility	Private	42 CFR M.S. 13.46, subd 2	Pat Boyer, Social Services Supervisor	CD Workers, Support Staff, CD Case Aide, 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	CD Workers, Support Staff, CD Case Aide, Supervisor, Director