

## 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 Child Protection Intake & Assessment		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)
Family Based Collaborative Confidential Referral Form	County form referring families to community based service programs provided by Clay County Social Services, Lakeland Mental Health, The Village Family Services and Lutheran Social Services	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Based Collaborative Consent for Release of Information	County form granting permission for the exchange of information with Clay County Family-Based Services Team	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Referral for Chemical Dependency Assessment	County form referring client's for a chemical health evaluation with Clay County Social Services Chemical Dependency Unit	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Consent for Releases of Information-Clay County Chemical Dependency Evaluation	County form allowing exchange of information with Clay County Chemical Dependency Unit	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Financial Information Form	County form gathering financial information of a family who has a child(ren) in an out of home placement or is seeking a voluntary out of home placement of a child(ren)	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Assessment Tool	County form used to guide information gathering during course of an assessment. Information is used to complete Structured Decision Making Tools in SSIS workgroup	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Family Action Plan	County form used to document child safety concerns, document what family is doing well and document agreed upon plan with family to ensure child safety	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Map	County form used to communicate the agency's concerns in relation to child safety with families and to document what the family and agency are doing to address concerns related to child safety	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Social Services Authorization for Releases of Information DHS-3377	DHS form granting permission for the exchange of information	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Child Protection Notice of Privacy Practices DHS- 3378	DHS form providing notice how medical and other private information about a client may be used and disclosed and how the client can get information	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Essential Health Authorization for Use and Disclosure of Protected Health Information	Form used by county staff to obtain information from and exchange information with Essentia Health regarding a client with whom both agencies are working	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Sanford Authorization for Disclosure of Protected Health Information	Form used by county staff to obtain information from and exchange information with Sanford regarding a client with whom both agencies are working	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notification to School to Interview Child DHS-3376	DHS form provided to schools requesting school grant local welfare agency permission to interview a child at school, without parental consent, under MN Statute 626.556 subd 10(c)(d)	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Application for Social Services DHS-2140	DHS form that is an application for social services documenting what the client needs help with and how they would like the agency to help the client meets those needs	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Lakeland Mental Health Center, Inc. Authorization for Release of Clinical Information	Form used by county staff to obtain information from and exchange information with Lakeland Mental Health Center, Inc. regarding a client with whom both agencies are working	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Full Disclosure Statement about Concurrent Permanency Planning for Parents and Children in Foster Care	County form used to document parents of children in foster care have been informed of Concurrent Permanency Planning	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice to Parents for Over 30 Day Placements	County form used to document parents have been informed of the county fee policy regarding the parents contributing to the cost of their children's care	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice to Parents for Short Term Placement	County form used to document parents have been informed of the county fee policy regarding the parents contributing to the cost of their children's care for placements under 30 days	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Strengths Inventory	County form used to gather information to complete decision tools in SSIS PSOP workgroup	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Minor Parent Living Arrangement- Notification to Financial Worker	County form sent to financial worker identifying with whom minor parent lives and signed by minor parent participating in Minor Parent Program	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Adolescent Parent Assessment and Service Plan (DHS form)	DHS form providing details on assessment of minor parent supports and functioning as well as plan for adolescent parent services	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Assessment Tool-PSOP	County form used to gather information to assess needs of family and to plan for child welfare services under PSOP	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Intake-child maltreatment report	SSIS form documenting alleged child maltreatment and screening decision regarding reported information	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Genogram	County form representing a family and their family tree	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Words and Pictures	County form used to inform children what has happened within their family and reason for agency involvement	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Safety Assessment	SSIS form used to guide decision making in the removal and return of children to families	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Risk Assessment	SSIS form used to identify the level of risk of future maltreatment and guide decision to close a report or open a case for ongoing services	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Strengths and Needs Assessment	SSIS form used to identify the priority needs of caregivers and children and informs service plan development. It also identifies family's priority areas of strengths that should be incorporate into plan	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Child Protection Assessment Summary	SSIS form that summarizes assessment of family	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Assessment/Investigation Summary	County form used to present assessment or investigation information to unit for service and maltreatment determinations	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Facility Investigation Summary	County form used to present investigation information to unit for service and maltreatment determinations	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
CPS Notice of Assessment Summary	SSIS document used to inform families of the service determination from assessment	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Assessment Mandated Reporter Summary Notice	SSIS form used to inform mandated reporter of the service disposition of their report	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Person Detail/Summary Information	SSIS form summarizing individual's information from state system	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Workgroup Detail Information	SSIS form summarizing workgroup information from state system	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Letter Requesting CHIPS-supervision	County document providing basis for request of court ordered supervision of services being provided to family	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Letter Requesting CHIPS-custody	County document providing basis for request of custody being given to agency due to safety concerns	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
SSIS Reconsideration Document	County form used to document review of maltreatment determination and reconsideration decision	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Initial Reconsideration Letter	County form Agency Director sends to individuals requesting review of maltreatment determination	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Agency Reconsideration Decision Letter	County form informing an individual of agency reconsideration decision	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Letter Requesting CAO Keep Foster Parent Information Confidential	County form used to communicate safety concerns to CAO and request court order to protect identifying information of foster parent	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Letter Requesting Parental Capacity Evaluation	County form used to communicate county concerns and identify areas of needs to providers who complete parental capacity evaluations	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Letter Requesting CHIPS-termination of parental rights	County document used to communicate with CAO a request for an Immediate Termination of Parental Rights based on statute 260C.503, subd. 2(a)(1)-(7)	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Confidential Document Cover Sheet	SSIS form used in court proceedings	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Confidential Form	SSIS form used in court proceedings	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice of Child's Return Home or Move in Foster Care	SSIS form used to document and communicate any changes in child's placement and/or return home	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
30-Day Evaluation Program Referral	County document used to refer youth to the 30 day evaluation program	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Children's Mental Health Referral	County document used to refer children for rule 79 case management	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Supervised Visitation Referral	County document used to refer families for supervised visitation through the county	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Rainbow Bridge Referral Form	County document used to refer families for supervised visitation through Rainbow Bridge	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice to Tribe of Services to an Indian Child	DHS document informing child's tribe of services being provided to a family by the agency	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Mandated Reporter Letter	County document informing mandated reporter of screening decision and reason for screening decision in regards to their report of alleged child maltreatment	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Non-Mandated Reporter Letter	County document informing non-mandated reporter of screening decision in regards to their report of alleged child maltreatment	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
CPS Notice of Determination	SSIS document informing offenders and custodians of child victims of investigation maltreatment determination	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
ICWA Child Welfare Placement Preference and Considerations Document	SSIS form documenting compliance with Indian Child Welfare Act for placement	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice of Child Fatality/Near Fatality	SSIS form used to document an event of a near fatality of fatality of a child due to alleged child maltreatment	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Voluntary Out of Home Placement Agreement Consent-Indian Child	SSIS form used to document voluntary placement of an Indian child by parent and/or legal custodian	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Voluntary Out of Home Placement Agreement Consent-Non Indian Child	SSIS form used to document voluntary placement of a Non-Indian by parent and/or legal custodian	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Service Plans	SSIS form used to document plan created with family to meet safety, basic and well-being needs of children	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Letter to CAO requesting CHIPS for truancy on child	County form used to communicate a request court supervision of services to a child due to truancy concerns	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Letter to Parent regarding Truancy	County form used to communicate student attendance concerns to parent	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Preplacement Screening Form	County form used to review placement of child	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Children's Advocacy Center Referral Form	County form used to refer child for forensic interview and physical	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Case Notes	Notes made in the SSIS system regarding a specific case	Private	M.S. 13.46, subd. 2	Stacey Christensen, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director