

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 Disability 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)
MnChoices Intake Form	Applicant information for purposes of requesting a MnChoices Assessment.	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
MnChoices Client Information Form	Intake referral information	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
MnChoices Eligibility Summary	Documents eligibility for services based on MnChoices Assessment	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
MnChoices Planning Summary	Contains MnChoices Assessment information and planning recommendations.	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Support Grant Application	FSG Application for Services	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Support Grant Budget	FSG Budget for subsidized expenses	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Support Grant Annual Reporting	FSG Documentation of annual expenditures	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Family Support Grant Termination	FSG Notice of Grant termination	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Family Support Grant Transfer Form	FSG transfer of county of responsibility	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Consumer Support Grant Plan	CSG budget/service agreement	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Consumer Support Grant Informed Consent	CSG completed statement of informed consent	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Consumer Support Grant Transfer Form	CSG transfer of county of responsibility	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Individual Service Plan	ISP documents needs and services planned for applicant	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Individual Abuse Prevention Plan	IAPP		M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DD Social & Medical History Form	Documents the applicants social and medical history for service determination and planning	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
CADI/DD Service Agreement	Documents the services agreed to be provided to applicant	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Service Agreement Change Form	Documents a change is services authorized	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
LTSS Supplemental Assessment	Long Term Services and Supports supplemental assessment children under 18	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Notice of Action	Termination, Denial, reduction of service notification	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Request of Supplies & Equipment	Documentation of supplies and/or equipment requested for an applicant and authorization determination.	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
6 months home visit form	Documentation of the review of services at the 6 month home visit meeting.	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Agency Consent for Release of Information Form	Release form allowing the exchange of information between CCSS and PH	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Guardian/Conservatorship Screening Form	Guardianship/Conservatorship Screening Form	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Guardian/Conservatorship Petition Information Form	Form used to provide information about the need for a Guardian/Conservator	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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Consumer Directed Community Supports Review Form	CDCS Plan review and approval	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Consumer Directed Community Supports Service Change Form	CDCS Revision request form	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Individual Resident Placement Agreement Plan	Individual Resident Placement Agreement Plan	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Special Needs Basic Care Assessment	SNBC Assessment per health plan	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
Special Needs Basic Care Health Risk Assessment	SNBC Health Risk Assessment	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
SSIS Case Notes	Case Notes completed by the Social Worker or Case Aide indicating case management or paraprofessional services and activities	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
CCB Sim Form	CAC, CADI, BI screening document information for waiver management system entry	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6532	CDCS Plan Review	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-2727	LTSS Program Information and signature sheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3979	Privacy Practice Notice	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6914	Caregiver Questionnaire	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-2828	Notice of Action for Home and Community Based Waiver Services	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-2925	LTCC Community Support Plan	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-2952	Authorization to Release Information-residence and shelter expenses	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3067	DD Screening Document	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3070	Service Agreement	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-3377	Consent for Release of Information	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6791C	CSP/CSSP	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6791A	MnChoices CSP Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-5181	Communication Form	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3543	Request for Payment of LTSS	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3244A	MA Home Care Service Plan	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3340	Asset Assessment Results	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-4690	PCA Communication to Physician	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-3848	DD Related Conditions Checklist	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3426	LTCC Program OBRA level 1 criteria- screening for MR/MI	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3427	LTC Screening Document	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3428	MN LTCC Services Assessment Form	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3428A	MN LTCC Services Assessment Form: SW and PHE sections	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-4248	Evaluation Report Level II PAS	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3471	TBI Waiver Assessment and Eligibility Determination	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3471A	TBI Waiver Assessment and Eligibility Determination instructions worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-3471B	TBI Waiver Eligibility and Documentation	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-4007	County of Financial Responsibility	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-4248	Evaluative report- Level II PAS for persons with DD/RC	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-4488	Letter of County Acknowledging new MR/RC HCBS Waiver Provider	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-46489A	Screening Deleting Request- DD	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-5017	Summary of Diagnostic Findings	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-5788	CDCS Alternative Treatment Form- MHCP Enrolled Physician	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-5887	DD Additional square footage checklist	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-6123	Referral for Disability Determination	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6124	Authorization to Disclose Information- DD	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6125	Adult Disability Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-7096	CAC Physician sign for LOC	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-2630	AC Program Eligibility Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-2630A	AC Program Eligibility Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-5186	Program Estate Recovery	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-3548	AC Program Client Disclosure	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director

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DHS-6826	ECS Financial Disclosure	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6683	ECS Financial Eligibility Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6683A	ECS Eligibility Worksheet	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director
DHS-6123	SMRT Referral	Private	M.S. 13.46, subd. 2	Hollie Wanner, Social Services Supervisor	County Agency Social Workers, Supervisors, Support Staff, Director