

**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 Licensing		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)
Licensing/Relicensing Checklist Summary	Checklist for Adult-Corporate Foster Care	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Family Systems License Application	License Application for Corporate Adult Foster Care DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Community Residential Setting (CRS) Licensing Checklist	Checklist for Community Residential Settings	Private	M.S. 13.46, subd. 3	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Recommendation for "Renew; Update; Change of Premise; Close"	Recommendation for "Renew; Update; Change of Premise; Close" Adult Foster Care-Corporate; Community Residential Setting; Family Adult Day Services; AFC Alternative Overnight Supervision Technology Licensure & AFC Mental Health Certification-DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Notice of Privacy Practices DHS-3979-ENG	Data Privacy Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Home Safety Checklist for Community Residential Settings	Home safety Checklist-DHS Licensing Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
License Renewal Notice Letter	Letter to Foster Care Provider Outlining the Renewal Process and Paperwork Required-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Minnesota Adoption and Child Foster Care Application DHS-4258A	Adoption and Foster Care Application	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Family Systems License Application	License Application for FAMILY Child Foster Care DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Certificate of Compliance Minnesota Worker's Compensation Law	Minnesota Workers' Compensation Form for Business License Applicant	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Minnesota Adoption and Foster Parent Family Disaster Plan DHS-4258F	Disaster Plan for Foster Parent	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Minnesota Adoption and Foster Care Individual Fact Sheet DHS-4258B	Informational Form for Foster Care Applicants	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Agreement Between Foster Parents and Placement Agency DHS-0139	Agreement between the Foster Parents and Placing Agency	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Discipline Policy	Discipline Policy for Foster Care Children that Foster Parents must review and sign. Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Program Grievance Procedure	Grievance Procedure Form completed by Foster Parent-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Alcohol and Drug Use Policy	Chemical Use Policy completed by Foster Parent-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Instructions for Completing the Child Foster Care Statement of Intended Use	Descriptive Form for Foster Parents to complete the Child Foster Care Statement of Intended Use	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Child Foster Care Statement of Intended Use	Form outlining the licensing guidelines of the Foster Home	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Foster Parent Renewal Evaluation	Information presented to the licensor upon renewal of the application. Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Child Foster Care Training Record	Training tracking form for foster parents-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Home Safety Checklist	Home safety Checklist for Adult Foster Care, Child Foster Care, Emergency Relative Placement and Family Child Care/Family Adult Services-DHS form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Home Safety Checklist-Child Foster Care Addendum	Home Safety Checklist for Child Foster Care and Emergency Relative Placement-DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Furnace Inspection Documentation	Descriptive Form of the Heating Sources in the Foster Care Applicants Home-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Child Foster Care Letter	Letter Outlining the Forms that need to be completed for Child Foster Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Clay County Social Service Background Study Consent and Request for Records	Background Consent Application-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Applicant Homework Letter	Letter outlining the additional forms needed to complete a Child Foster Care License-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Child Foster Care Applicant Autobiography	Information required of the foster care applicant to complete the Home study	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Hennepin County Human Services and Human Services Department Caregiver Matching Tool	Matching Tool for Foster Care Parents and Children-Hennepin County Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
SUID and AHT Training	Completion Form for SUID and AHT Training-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Mandated Reporting Training Form	Completion Form for Mandated Reporter Training-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Background Study Log	Background Study Log-For Child Foster Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Foster Family Fact Sheet	Information Form for Child Foster Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Floor and Escape Plan DHS-2720	Floor and Escape Plan for Child Foster Care	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Revisor-Foster Family Setting	Statue Outlining Foster Family Settings-Revisor of Statues, State of Minnesota	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Resource Guide for Mandated Reporters of Child Maltreatment Concerns DHS-2917	Resource Guide for Mandated Reports	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Day Care License Review Letter	Letter Outlining the Review for Annual Day Care License Review-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Clay County Social Services Licensing Review Day Care	Descriptive Form of the Licensed Day Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
SUIDS, Abusive Head Trauma and Child Passenger Restraint Training Log	Training Log for Licensed Day Cares-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Day Care Re-Licensing Letter	Letter Outlining the Re-Licensing of a Day Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Family Systems License Application for Family Child Care	Family Systems Licensing Application for Child Care- DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Family Child Care Licensing Checklist	Family Child Care Licensing Checklist-DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Child Care Applicant Letter	Letter Outlining Child Care Applicant Process-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Instructions to Start the Licensing Process	Instructions for Child Care Licensing-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Clay County Social Services Family Day Care Fact Sheet	Descriptive Informational Sheet for Family Day Care- Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Physician's Report	Physician's Report form for Adult Foster Care, Child Foster Care and Family Day Care-DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Directions-Emergency Relative Foster Care Placements	Directions for Emergency Foster Care Placements- Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Emergency Relative Placement Foster Care Referral Form DHS-5178	Referral form for Relative Foster Care	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Social Services Authorization for Release of Information DHS-3377	Release of Information	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Birth Parent Home study Checklist	Parent Home Study Checklist-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Application for Social Services DHS-2140	Application for Social Services	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Child Protection Home study Form	Child Protection Home study Questionnaire-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Protective Capacity of Kinship Caregiver	Questionnaire for Kinship Caregiver-NRCFCPPP	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Home Safety Checklist for Parent Home study	Home Safety Checklist for Parent Home study-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Licensing Intake Complaint Form	Licensing Intake Complaint Form-DHS/SSIS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Correction Order	Correction Order-SSIS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director

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Clay County Social Services Legal Non-Licensed Child Care Provider Application	Application for Legally Non-Licensed Day Care-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Clay County Legal non-Licensed Childcare Provider Application Acknowledgement	Acknowledgement for LNL Child Care Provider-Agency Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Request for Fire Inspection or Re-inspection	Request for Fire Inspection or Re-inspection-SSIS/DHS Form	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Variance Request DHS-3141-ENG	Variance Request	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Minnesota Adoption Foster Care Home Study Agency Process Checklist DHS-4258C-ENG	Minnesota Adoption Foster Care Home Study Agency Process Checklist	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Minnesota Adoption and Foster Care Home Study Assessment Update DHS-4258E-ENG	Minnesota Adoption and Foster Care Home Study Assessment Update	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director
Case Notes	Notes made in the SSIS system regarding a specific case	Private	M.S. 13.46, subd. 2	Amy Amundsen, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, and Director