

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 65+ Waiver and RSC		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)
LTCC Under 65 Assessment Checklist	Checklist for worker	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
MN LTC Consultation Assessment Form	DHS 3428A-Gathers client information	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
LTC Screening Document	DHS 3427-Notes client data	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Nursing Facility Level of Care Criteria	DHS 7028-Provides level of care information for individual client when completed	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Clay County Social Services Nursing Level of Care-Professional Determination of Need	May be used in conjunction with DHS 3428 Assessment Tool and DHS 3427 LTC Screening Document	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
Request for Payment of Long-Term Care Services	DHS 3542-Provides information to Income Maintenance	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director

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 65+ Waiver and RSC		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)
OBRA Level I Criteria	DHS 3426-Provides information about any MH or DD	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Release of Information	DHS 3377-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
Lead Agency Assessor/Case Manager/Worker LTC Communication Form	DHS 5181-Provides Communication to those listed	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Clay County Social Services CCR Waiver Case Management	Provides information needed for Rate Management Tool	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Notice of Privacy Practices	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
Clay County Social Services Checklist for Alternative Funding	Info. provided to maximize other funds	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Letter form RE completion of the assessment	Provides information to the newly assessed client on protocol for waiver program determination	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director

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 65+ Waiver and RSC		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)
Clay County Social Services Home Management Services Report	Provides details to Home Management Provider about homemaker needs for individual client	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Communication to Physician of PCA Services	DHS 4690-Provides information to client's PCP	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Supplemental Waiver PCA Assessment Guidelines	DHS 3428-Written PCA Assessment and Service Plan	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
Long Term Services and Supports Assessment and Program Information and Signature Sheet	DHS 2727-Review of client Rights & Responsibilities-client signs and dates	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
HCBS Agencies	List-Information only-no information gathered	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
AC, BI, CADI, EW Case Mix Classification Worksheet	DHS 3428B-Notes Case Mix Classification of client following an assessment	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
ILS Form	Notes details on the need for ILS	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director

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 65+ Waiver and RSC		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)
Collaborative Care Plan	Written Plan for client on waived services-client and/or Guardian signs and dates	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Placement Plan	Notifies Income Maintenance when a client is placed into a facility	Private	M.S. 13.46, subd. 2	Pat Boyer, Social Services Supervisor	County Agency Social Workers, Support Staff, Supervisor, Director
Rate Management Worksheet-Customized Living-Residential Care Services Tool	DHS 6790G-Mandated by DHS for CL Service Approval	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