

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
SCOTT COUNTY  
2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Administration</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
	No Private or Confidential Data Maintained			

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority</b> Gary Shelton, Scott County Administrator		<b>Division/Department</b> Community Services Building Inspections	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Community Services Customer Service</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Clerk payment	Name of clerk and violation during course if investigation and appeal	Confidential Public after investigation	M.S. 13.39	Julie Hanson, Customer Service Supervisor
Clerk violation	Name, address, telephone number, age during course of investigation and appeal	Confidential Public after investigation	M.S. 13.39	Julie Hanson, Customer Service Supervisor
Compliance check form	Results of compliance check, business name, name of clerk, clerk's age and address, date and time of sale during course of investigation and appeal	Confidential Public after investigation	M.S. 13.39	Julie Hanson, Customer Service Supervisor
Tobacco database	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Confidential Public after investigation is complete	M.S. 13.39	Julie Hanson, Customer Service Supervisor
Vendor payment voucher form	Social security number	Private	M.S. 13.39	Julie Hanson, Customer Service Supervisor
Alcohol Compliance Report	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Confidential Public after investigation	M.S. 13.39	Julie Hanson, Customer Service Supervisor

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Environmental Health</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Minnesota tax ID number form	Hazardous Waste Program: MN. Stat. 270C.72 requires that licensing authorities collect the business tax ID and applicant's SS number for the MN Dept. of Revenue.	Private	M.S. 270C.72	Joan Anderson, Environmentalist II
Proprietary secrets	Hazardous Waste Program: Proprietary chemical information provided to Scott County by businesses to evaluate their chemical waste.	Private	M.R. Ch. 7045	Joan Anderson, Environmentalist II.
Hazardous waste generator and facility inspection reports	Hazardous Waste Program: Results of an inspection	Confidential during investigation, complainant's name remains confidential	M.S. 13.39, M.S.13.41.subd. 5	Joan Anderson, Environmentalist II
Solid waste facility inspection reports	Solid Waste Program: Results of an inspection	Confidential during investigation	M.S. 13.39, M.S.13.41.subd. 5	Steve Steuber, Environmentalist II
Solid Waste Facility License Application	Solid Waste Program: Minnesota Business ID# or Applicant's SSN (we are planning to remove the SSN requirement on the application for future licensees).	Private	M.S. 13.39	Steve Steuber, Environmentalist II
Complaints regarding hazardous waste, solid waste, septic systems, potential public health nuisances, etc.	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	M.S. 13.44, subd. 1 M.S. 13.39, subd. 1	Dan Ekholm, Code Enforcement Officer, and Kate Sedlacek, Environmental Health Supervisor.
Household Hazardous Waste (HHW) Participant table	Driver's license scans to identify the user County and possible illegal business use.	Private in part	M.S. 171.12	Peter Schmitt, Environmentalist III
Ag BMP Septic Loan Application	Septic Loan Program. Homeowner's federal tax form to determine septic loan rate.	Private in part	M.S. 13.355, subd. 1	Mary VonEschen, Environmentalist II
Proprietary or trade secrets	Environmental Reviews. Project information for County to verify there is no environmental impact, such as amount of gravel available for a mine or chemical in product manufactured not for public review	Private	M.S. 13.39	Kate Sedlacek, Environmental Health Supervisor
Environmental Reviews & Erosion & Sediment Control Escrow	Environmental Reviews and Building Permits. Includes SSN on some of the collected forms.	Private in part	M.S. 13.39 M.S. 13.355, subd. 1	Peter Schmitt, Environmentalist III

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Facilities Management</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Fleet Management</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Highway Operations</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Appraisals	Real property appraisals used in County purchases and eminent domain matters	confidential	13.44 subd. 3	Tony Winicki, County Engineer

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Law Library</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Community Services Library	
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)
Library borrower application	Data individuals submit via application for library card: address, phone, email, personal identification number (PIN), and birthdate. Names not considered private data.	Private	M.S. 13.40, subd. 2	Jake Grussing, Library Director
Library borrower records	Data that link an individual's name with materials requested or borrowed by the individual or that link an individual's name with a subject about which the individual has requested information.  Scott County Library deletes checkout and request histories continuously.	Private	M.S. 13.40, subd. 2	Jake Grussing, Library Director

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services PCS Admin and Elections</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Community Services Property and Taxation</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Enrollment Confirmation from state	Safe at home enrollees, enrollee information such as name address, & SAH Lot Number, etc.	Private	M.S. 13.045	Ellen Paulsen, Taxation Supervisor
Veteran's Exclusion Application	Information related to disability level and status	Private	M.S. 273.13	Ellen Paulsen, Taxation Supervisor
Blind/Disabled Homestead Application	Information related to disability level and status	Private	M.S. 273.1315	Ellen Paulsen, Taxation Supervisor
Homestead application	Social security number	Confidential	M.S. 273.124 M.S. 13.355	Ellen Paulsen, Taxation Supervisor
Proof of homestead	May be requested to prove homestead qualification (ex. driver's license, recent bills, etc.)	Private	M.S. 273.1245	Michael Thompson, Property and Taxation Services Manager
Electronic payment information	Bank account or routing numbers	Private	M.S. 13.43, subd. 4	Ellen Paulsen, Taxation Supervisor
Income and Expense information	Income and expense information related to a business's tax assessment	Private	M.S. 273.061	Michael Thompson, Property and Taxation Services Manager

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Community Services Records and Survey</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Military Discharges (DD214)	Discharge papers of persons in Military Service filed in the Scott County Recorder's Office	Private	M.S. 196.08, Subd 3(b)	James L. Hentges, Scott County Recorder

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Facilities Reg Train Facility</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Strategic Analysis and Program Support</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Transit</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Medical assistance number, and date of birth	Client number used for transportation to medical appointments for billing and verification.	Confidential	M.S. 256B.0625, subd 17	Alan Herrmann, Transit Supervisor

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Community Services Scott WMO</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Community Services/Planning and Zoning Code Enforcement</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Complaint Information	Complaints from citizens regarding violations of laws and ordinances concerning the use of real property	Confidential	M.S. 13.39, subd 2; M.S. 13.44, subd. 1	Dan Ekholm, Code Enforcement Officer
Financial Information on Checks & Planning Action Escrows	Payment for Land Use Permit Applications and Escrows (Account #, Routing #, SS #)	Confidential	M.S. 13.37	Marty Schmitz, Zoning Administrator

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

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Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Attorney County Attorney and City Prosecution	
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)
<p>Minn. Stat. 13.393 provides: Notwithstanding the provisions of this chapter and Section 15.17, the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for a government entity shall be governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility; provided that this section shall not be construed to affect the applicability of any statute, other than this chapter and section 15.17, which specifically requires or prohibits disclosure of specific information by the attorney, nor shall this section be construed to relieve any responsible authority, other than the attorney, from duties and responsibilities pursuant to this chapter and Section 15.17.</p> <p>Consistent with that statute, <u>McDeid v. Minnesota Department of Human Services</u>, 2007 WL 4303102 (Minn. App. 2007) and Department of Administration Opinions 95-045, 95-048, 95-049, and 12-017 while some data in the Office of the Scott County Attorney is subject to the Data Practices Act, other elements are not. This table reflects the fact that in addition to the listed statutory authority some data may be made not public due to standards of professional conduct including, but not limited to, attorney-client privilege and attorney work product.</p> <p>Data is often classified as confidential data on individuals if criminal, civil, or administrative investigation or litigation is pending. Upon completion the data classification will then change to public or private unless it retains its confidential classification under other provisions of law similar to Minn. Stat. 13.82, subd. 7 related to confidential law enforcement data.</p>				
Adult case prosecution declined letters	Adult case prosecution declination letters	Confidential or Private, in part <i>(depending on content)</i>	M.S. 13.393 M.S. 13.82	Jeanne Andersen Assistant County Attorney
Checking account numbers	Copies of checks tendered to various payments to the County Attorney's Office and in case files	Private	M.S. 13.37	Jeanne Andersen Assistant County Attorney
Child protection – legal actions	Child protection referrals and petitions for children in need of protection or services, termination of parental rights, permanency and review of voluntary placements	Confidential <i>(while pending)</i>  Private	M.S. 260C.171 M.S. 626.556 (10, 11) M.S. 13.393 M.S. 13.39 M.S. 13.46, subd. 2 M.S. 13.84 M.S. 13.82 M.S. 13.821 M.S. 13.393 M.S. 13.46, subd. 2 M.S. 626.556 (10, 11)	Jeanne Andersen Assistant County Attorney

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Attorney County Attorney and City Prosecution	
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)
Civil commitments	Mentally ill and dangerous Sexual psychopathic personality Sexually dangerous person (Medical records) Pre-petition screening	Confidential ( <i>while pending</i> )  Private	M.S. 13.46, subd. 2 M.S. 13.393 M.S. 13.39 Civil Commitment Rule 21 M.S. 253B.0921 M.S. 253B.07 (1) (b)	Jeanne Andersen Assistant County Attorney
Civil commitments	Chemically dependent person Mentally ill person Mentally disabled person (Medical records) Pre-petition screening	Confidential ( <i>while pending</i> )  Private; confidential (depending on content)	M.S. 13.46, subd. 2 M.S. 13.393 M.S. 13.39 Civil Commitment Rule 12 M.S. 253B.0921 M.S. 253B.07 (1) (b)	Jeanne Andersen Assistant County Attorney
Civil files - miscellaneous	Legal opinions and advice given to county officials, including letters, memos, reports, research, and all other correspondence	Confidential ( <i>while pending</i> )  Private; Confidential (depending on content)	M.S. 13.393	Jeanne Andersen Assistant County Attorney
Civil litigation files	Civil investigation litigation involving county, including but not limited to pleadings, briefs, research, correspondence, attorney work product.	Private, in part (depending on content) Confidential ( <i>while pending</i> )	M.S. 13.393 M.S. 13.39	Jeanne Andersen Assistant County Attorney
Criminal case files	All data related to active and closed investigations, cases, appeals, and post-convictions, including but not limited to pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, court services reports and reports issued by sexual predator programs	Private, in part (depending on content) Confidential ( <i>while pending</i> )	M.S. 13.393 M.S. 13.82 M.S. 13.87 M.S. 13.821 M.S. 13.84 M.S. 609.3471 M.S. 626.556 M.S. 626.557 M.S. 609A.03 (if ordered sealed by Court)	Jeanne Andersen Assistant County Attorney
Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos, and briefs	Confidential	M.S. 13.393	Jeanne Andersen Assistant County Attorney
Expungement letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03, subd. 8	Jeanne Andersen Assistant County Attorney
Firearms permit litigation and investigations	Civil investigation litigation regarding firearm permits issued, refused or revoked by the Sheriff, including, but not limited to, pleadings, briefs, research, and correspondence	Private Confidential ( <i>while pending</i> )	M.S. 624.714, subd. 12 M.S. 13.393 M.S. 13.39	Jeanne Andersen Assistant County Attorney

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Attorney County Attorney and City Prosecution</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Human Services appeals - services and financial	Financial and social services appeals, including denial of benefits, child maltreatment determinations, vulnerable adult determinations, including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Private Confidential ( <i>while pending</i> )	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 13.821 M.S. 626.556 M.S. 626.557	Jeanne Andersen Assistant County Attorney
Human Services appeals	Licensing, including day care license, etc., including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Confidential ( <i>while pending</i> )  Private (depending on content)	M.S. 13.393 M.S. 13.41 M.S. 13.46, subd. 2	Jeanne Andersen Assistant County Attorney
Human Services appeals reimbursement action	County seeks reimbursement for worker's compensation, payment of medical assistance, developmental disability patients, probate; liens, including but not limited to all pleadings, memos, correspondence, transcripts, and attorney work product	Confidential ( <i>while pending</i> )  Private (depending on content)	M.S. 13.46, subd. 2 M.S. 13.393	Jeanne Andersen Assistant County Attorney
Juvenile files	All data related to active and closed investigations, cases, appeals, and post adjudication, including but not limited to pleadings, law enforcement reports, citations, petitions, memos, correspondence, briefs, transcripts, Community Services' reports, evaluations, test results, treatment records, therapist's reports, medical records, written, audio-taped or video-taped information from Community Services, child protection intake or screening notes, Guardian ad Litem reports, victim statements, addresses and phone numbers, court services reports, and reports issued by sexual predator programs	Confidential ( <i>while pending</i> )  Private (depending on content)	M.S. 260C.171 M.S. 13.393 M.S. 13.82 M.S. 13.821 M.S. 13.84 M.S. 260B.163 M.S. 260B.171 M.S. 626.556	Jeanne Andersen Assistant County Attorney
Opinion files	Legal opinions prepared by County Attorney's office, including correspondence in any form and research Attorney/client legal opinions (depending on content)	Confidential  Private	M.S. 13.393 M.S. 13.39	Jeanne Andersen Assistant County Attorney
Paternity and child support actions	Representing public authority for services of child support enforcement, medical support, parentage determination, including but not limited to all pleadings, memos, correspondence and investigative file transcripts	Private Confidential	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 518.255	Jeanne Andersen Assistant County Attorney

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Attorney County Attorney and City Prosecution	
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)
Personnel data - general	Administer employment, including employee performance evaluations, personnel data, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Jeanne Andersen Assistant County Attorney
Personnel data - discipline/misconduct investigations	All data related to allegations of employee misconduct that does not result in disciplinary action	Confidential ( <i>while pending</i> )  Private	M.S. 13.43, subd. 4 M.S. 13.393	Jeanne Andersen Assistant County Attorney
Probate matters and files	Data related to developmental disabled, adult protection, need of conservatorship or guardianship, and restoration to capacity	Private (depending on content) Confidential ( <i>while pending</i> )	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 626.557. subd. 12b	Jeanne Andersen Assistant County Attorney
Research files	Research on miscellaneous topics affecting the county for which no formal answer/opinion is needed, attorney work product	Private Confidential ( <i>depending on content</i> )	M.S. 13.393 M.S. 13.39	Jeanne Andersen Assistant County Attorney

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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department County Sheriff's Office Sheriff Administration</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
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<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department County Sheriff's Office Sheriff Communications</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Dispatcher investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82, subd. 25	Luke Hennen, Sheriff
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Audio recording of 911 Call	Digital recordings of calls placed to the 911 center	Private	M.S. 13.82, subd 4	Luke Hennen, Sheriff
ARMER Security Information	Radio codeplugs, encryption keys, user aliases	Private	M.S. 13.37, subd 1	Luke Hennen, Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department County Sheriff's Office Sheriff Emergency Management</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Employee investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82, subd. 25	Luke Hennen, Sheriff
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Death investigation data	Death investigation data in a disaster	Private	M.S. 12.381, subd 2	Luke Hennen, Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division		
			Sheriff Jail	Services	Medical
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)	
Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3, M.S. 13.85, subd. 2, M.S. 253B.04	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Authorization and Consent For Medical And/or Minor Surgery Procedures	Authorization and consent for procedures for all inmates	Private	M.S. 13.384, subd. 3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Authorization for Medical Supplies in Inmate possession	Authorizes inmate to have DME or medical supplies in cell or on person	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Diabetic Record	Recording of diabetic inmate daily blood sugar levels and insulin administration	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medical Referral Form	Request for services from outside providers	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Narcotic Proof of Use Record	Lists narcotics signed out to individual inmates	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Physician Order Sheet	Listing of medication ordered for individual inmates sent to contracted pharmacy	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Request for Non-Formulary Drugs	Provider request for non-formulary drug for individual inmate	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Request for Schedule II Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Request for Schedule III-IV Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Returned Items Record	Listing of individual medications returned to contracted pharmacy	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Stock Drug record	Listing of medications signed out to individuals from stock supply	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication - Transmission Verification Sheet	Listing of receipt for individual medications	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication Packaging Acknowledgement Form	Signed by inmate acknowledging that medications sent upon discharge are not in child proof packaging	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-
Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd.3, M.S. 13.85, subd. 2	Lead Nurse-Ashley Lindau Anna Henning	BIS-



**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department County Sheriff's Office Sheriff Operations</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Roll Call Data	Written information that is passed from one patrol shift to another. Information could be wants, criminal activity, extra patrol requests, and training. Data is retained and shared	Private Confidential as Security Data	M.S. 13.82	Luke Hennen, Sheriff

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Accident reports	Officers report of a crash investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	M.S. 169.09, subd. 9	Luke Hennen, Sheriff
Admission/release records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, subd. 2 and 3	Luke Hennen, Sheriff
Adult case files	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Luke Hennen, Sheriff
Arson reports	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	M.S. 13.82, subd. 7 and 17 M.S. 299F.054	Luke Hennen, Sheriff
Bookkeeping records for jail and civil process transactions	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Checking account numbers	Checking account numbers	Private	M.S.13.37	Luke Hennen, Sheriff
Child abuse investigations	Child abuse investigations	Private Confidential	M.S. 13.82, subd. 7, 8 and 9	Luke Hennen, Sheriff
Child abuse- maltreatment of minors	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	M.S. 626.556, subd. 7 and 11, M.S. 13.82, subd. 7, 8 and 9	Luke Hennen, Sheriff
Commitments: Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	M.S. 260B.171	Luke Hennen, Sheriff
Criminal history records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private (depending on content)	M.S. 13.87	Luke Hennen, Sheriff
Employee and volunteer data, personnel data	Data related to Employment, Volunteer status or applicant data	Private	M.S. 13.43, subd. 3, 4 and 5	Luke Hennen, Sheriff
Expungement letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Firearm application/permit and related data	All data related to Permits to obtain and/or carry a handgun	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd. 14	Luke Hennen, Sheriff
Gunshot and suspicious wound report	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	M.S. 626.53	Luke Hennen, Sheriff
Huber release records	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private to inmate financials	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Incident complaint logs (dockets) including:	<ul style="list-style-type: none"> <li>a. Chronological record of events</li> <li>b. I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse</li> <li>c. Arrest warrant indices until taken into custody, served or appear before court</li> <li>d. Description of stolen, lost or recovered property</li> <li>e. Program data</li> <li>f. Deliberate processes or investigative techniques, final opinion or justification</li> </ul>	<ul style="list-style-type: none"> <li>Private Confidential</li> <li>Private Confidential</li> <li>Confidential Private</li> <li>Confidential Confidential</li> </ul>	<ul style="list-style-type: none"> <li>M.S. 13.82, subd. 7 and 17</li> <li>M.S. 13.82, subd. 7 and 17, and M.S. 299C.065, subd. 4</li> <li>M.S. 13.82, subd. 19</li> <li>M.S. 13.82, subd. 20</li> <li>M.S. 13.82, subd. 21</li> <li>M.S. 13.82, subd. 25</li> </ul>	Luke Hennen, Sheriff
Initial complaint report	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80 M.S. 13.82, subd. 3 and 6	Luke Hennen, Sheriff
Initial complaint reports of transports of prisoner	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private as to juveniles	M.S. 260B.171	Luke Hennen, Sheriff
Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Inmate history card	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Inmate incident reports	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	M.S. 13.85, subd. 2 and 3	Luke Hennen, Sheriff
Inmate medical records	Any and all medical activity and records involving inmates	Private	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Inmate visitor registration log/jail visitor register	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Investigations	<ul style="list-style-type: none"> <li>a. Active: Cases involved in an ongoing investigation</li> <li>b. Inactive: Closed cases, identities of some parties</li> </ul>	<ul style="list-style-type: none"> <li>Confidential</li> <li>Private</li> </ul>	<ul style="list-style-type: none"> <li>M.S. 13.82, subd. 7, 8 and 10</li> <li>M.S. 13.82, subd. 17</li> </ul>	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Jailer's daily activity log	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences	Private Confidential (depending on content)	M.S. 13.37 M.S. 13.85, subd. 2 and 3	Luke Hennen, Sheriff
Juvenile case files	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, subd. 17 M.S. 2608.171 and 260C.171	Luke Hennen, Sheriff
Juvenile detention book	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	M.S. 2608.171 M.S. 13.82, subd. 2	Luke Hennen, Sheriff
Maltreatment of vulnerable adults	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	M.S. 13.82, subd. 7, 10 and 11 M.S. 626.557 M.S. 626.557, subd. 12b(c)	Luke Hennen, Sheriff
Master index: Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Luke Hennen, Sheriff
Master index: Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd. 2, 7 and 17 M.S. 260B.171	Luke Hennen, Sheriff
Name change data	Name change data	Private Confidential	M.S. 13.82, subd. 12	Luke Hennen, Sheriff
Officer investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82, subd. 25	Luke Hennen, Sheriff
Operation identification itemization	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	M.S. 13.37, M.S. 13.82, subd. 20	Luke Hennen, Sheriff
Pawn shop/scrap dealer customer data	Pawn shop/scrap dealer customer data	Private	M.S. 13.82, subd. 27	Luke Hennen, Sheriff
Person's financial account inactive case data	Person's financial account inactive case data	Private	M.S. 13.82, subd. 30	Luke Hennen, Sheriff
Predatory offender registration data	Predatory offender registration data	Private	M.S. 243.166	Luke Hennen, Sheriff
Prisoner property envelopes	Prisoner property envelopes	Private Confidential	M.S. 13.85, subd. 2 and 3	Luke Hennen, Sheriff
Property lists	Description of stolen, lost or recovered property	Private	M.S. 13.82, subd. 20	Luke Hennen, Sheriff
Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on content)	M.S. 13.82, subd. 4, 7, 8, 9, 10 and 17	Luke Hennen, Sheriff
Sealed arrest and criminal files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Luke Hennen, Sheriff
Shift activity report: Supervisors	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.85	Luke Hennen, Sheriff
Squad car videos	Video recordings from squad cars	Private Confidential (depending on content and context)	M.S. 13.82 M.S. 13.37	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Tow slips/reports	Record of all vehicles towed by department	Private Confidential depending on content and context)	M.S. 13.82	Luke Hennen, Sheriff
Vulnerable adult investigation	Vulnerable adult investigation	Private Confidential	M.S. 13.82, subd. 7, 10 and 11	Luke Hennen, Sheriff
Warrant files	Warrant files	Confidential	M.S. 13.82, subd. 19	Luke Hennen, Sheriff
Warrants for intercepting communications	Court warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, subd. 9	Luke Hennen, Sheriff
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security data - Private Confidential	M.S.13.37	Scott Haas, Captain
Adult case prosecution declined letters	Confidential or Private, in part <i>(depending on content)</i>		M.S. 13.393 M.S. 13.82	Luke Hennen, Sheriff
Civil commitments	Mentally ill and dangerous Sexual psychopathic personality Sexually dangerous person (Medical records) Pre-petition screening	Confidential <i>(while pending)</i>  Private	M.S. 13.46, subd. 2 M.S.13.393 M.S.13.39 Civil Commitment Rule 21 M.S. 253B.0921 M.S. 2539.07 (1) (b)	Luke Hennen, Sheriff
Civil commitments	Chemically dependent person Mentally ill person Mentally disabled person (Medical records) Pre-petition screening	Confidential <i>(while pending)</i>  Private; confidential (depending on content)	M.S. 13.46, subd. 2 M.S.13.393 M.S.13.39 Civil Commitment Rule 12 M.S. 253B.0921 M.S. 2539.07 (1) (b)	Luke Hennen, Sheriff
Civil files- miscellaneous	Legal opinions and advice given to county officials, including letters, memos, reports, research, and all other correspondence	Confidential <i>(while pending)</i> Private; Confidential <i>(depending on content)</i>	M.S.13.393	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Civil litigation files	Civil investigation litigation involving county, including but not limited to pleadings, briefs, research, correspondence, attorney work product.	Private, in part (depending on content) Confidential ( <i>while pending</i> )	M.S.13.393 M.S.13.39	Luke Hennen, Sheriff
Criminal case files	All data related to active and closed investigations, cases, appeals, and post-convictions, including but not limited to pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, court services reports and reports issued by sexual predator programs	Private, in part (depending on content) Confidential ( <i>while pending</i> )	M.S.13.393 M.S. 13.82 M.S. 13.87 M.S. 13.821 M.S. 13.84 M.S. 609.3471 M.S. 626.556 M.S. 626.557 M.S. 609A.03 (if ordered sealed by Court)	Luke Hennen, Sheriff
Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos, and briefs	Confidential	M.S.13.393	Luke Hennen, Sheriff
Expungement letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03, subd.8	Luke Hennen, Sheriff
Firearms permit litigation and investigations	Civil investigation litigation regarding firearm permits issued, refused or revoked by the Sheriff, including, but not limited to, pleadings, briefs, research, and correspondence	Private Confidential ( <i>while pending</i> )	M.S. 624.714, subd. 12 M.S. 13.393 M.S. 13.39	Luke Hennen, Sheriff
Juvenile files	All data related to active and closed investigations, cases, appeals, and post adjudication, including but not limited to pleadings, law enforcement reports, citations, petitions, memos, correspondence, briefs, transcripts, Community Services' reports, evaluations, test results, treatment records, therapist's reports, medical records, written, audio-taped or video-taped information from Community Services, child protection intake or screening notes, Guardian ad Litem reports, victim statements, addresses and phone numbers, court services reports, and reports issued by sexual predator programs	Confidential ( <i>while pending</i> )  Private (depending on content)	M.S. 260C.171 M.S.13.393 M.S. 13.82 M.S. 13.821 M.S. 13.84 M.S. 260B.163 M.S. 260B.171 M.S. 626.556	Luke Hennen, Sheriff
Personnel data - general	Administer employment, including employee performance evaluations, personnel data, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Personnel data - discipline/misconduct investigations	All data related to allegations of employee misconduct that does not result in disciplinary action	Confidential ( <i>while pending</i> ) Private	M.S. 13.43, subd. 4 M.S.13.393	Luke Hennen, Sheriff
Research files	Research on miscellaneous topics affecting the county for which no formal answer/opinion is needed, attorney work product	Private Confidential ( <i>depending on content</i> )	M.S.13.393 M.S. 13.39	Luke Hennen, Sheriff
Computer personnel screens master file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Luke Hennen, Sheriff
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee emergency contact sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Grievance files	All information collected on employees who have filed grievances per their union contracts against Scott County	Private ( <i>confidential depending on status</i> )	M.S. 13.39, 13.43, subd.4	Luke Hennen, Sheriff
Internal investigation files	Information collected regarding policy violations	Private Confidential ( <i>Depending on file status</i> )	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S.13.39	Luke Hennen, Sheriff
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private	M.S. 13.37, subd. 2 M.S.13D.03	Luke Hennen, Sheriff
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Salary negotiation calculations	Used to cost negotiation packages	Private	M.S. 13.37	Luke Hennen, Sheriff
Undercover law enforcement offices		Private	M.S. 13.43, subd. 5	Luke Hennen, Sheriff
Employee personnel data	Staff performance evaluations, training, disciplinary action, and all records not classified public under M.S. 13.43, subd. 2	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/Confidential	M.S.13.37 M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has been requested	Private/Confidential	M.S. 13.37 M.S.13.39 M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Securis Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd 3, M.S. 13.85, subd 2 M.S. 253B.05	Luke Hennen, Sheriff
Authorization and Consent For Medical And/or Minor Surgery Procedures	Authorization and consent for procedures for all inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Authorization for Medical Supplies in Inmate possession	Authorizes inmate to have DME or medical supplies in cell or on person	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Authorization for Medical treatment- US Marshals	Authorization for medical attention for US Marshal Detainees	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Diabetic Record	Recording of diabetic inmate dally blood sugar levels and insulin administration	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medical Referral Form	Request for services from outside providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication - Narcotic Proof of Use Record	Lists narcotics signed out to individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication - Physician Order Sheet	Listing of medication ordered for individual inmates sent to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication - Request for Non- Formulary Drugs	Provider request for non-formulary drug for individual inmate	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication- Request for Schedule II Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication- Request for Schedule III- IV Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication - Returned Items Record	Listing of individual medications returned to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication - Stock Drug record	Listing of medications signed out to individuals from stock supply	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication- Transmission Verification Sheet	Listing of receipt for individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Packaging Acknowledgement Form	Signed by inmate acknowledging that medications sent upon discharge are not in child proof packaging	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Blister Pack	Packaging of inmate medication	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Delivery Log	Listing of all medications delivered by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department County Sheriff's Office Sheriff Support & Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Medication Discrepancy Form	Describes medication discrepancies initiated by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Discrepancy Log	Generated by contracted pharmacy listing all discrepancies in filling individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Distribution Problem Form	Describes problems encountered by officer when distributing medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Refill Form	Listing of medication labels for inmates requiring refills	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Medication Refill Label	Label identifying inmate and medication needing refill by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Neurological Flow Sheet	Nursing assessment of inmate neurological status	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Psychiatric assessment worksheet	Nursing assessment of inmate psychiatric needs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Psychiatric Clinic Log	Log of inmates visiting weekly psychiatric clinic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Refusal of Treatment	Notes refusal by inmate to receive medical services	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Release of Information	Release form to obtain medical records on inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Luke Hennen, Sheriff
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Luke Hennen, Sheriff
Clerk payment	Name of clerk and violation during course if investigation and appeal	Private	M.S. 13.39	Luke Hennen, Sheriff
Clerk violation	Name, address, telephone number, age during course of investigation and appeal	Private	M.S. 13.39	Luke Hennen, Sheriff
Compliance check form	Results of compliance check, business name, name of clerk, clerk's age and address, date and time of sale during course of investigation and appeal	Private	M.S. 13.39	Luke Hennen, Sheriff
Tobacco database	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Private	M.S. 13.39	Luke Hennen, Sheriff
Vendor payment voucher form	Social security number	Private	M.S. 13.355, subd. 1	Luke Hennen, Sheriff
Background check report	Screening information as described by evaluator, and results	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Notice of Rights form	Notification of Data Practices rights, name, parents/name(s) and signature, date	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff
Card Reader data	Identity of individuals that have access to secure areas within county buildings	Private Confidential	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	Luke Hennen, Sheriff
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Luke Hennen, Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Employee Relations</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Discrimination files	Information collected regarding discrimination suits filed against Scott County	Private <i>(confidential depending on file status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	Pam Johnson, Labor Relations Manager
Performance Management Files	Documents containing private data related to employee performance.	Private	M.S. 13.43, subd. 4	Pam Johnson, Labor Relations Manager
Grievance Files and Pay-for-Performance Appeals	All information collected on employees who have filed grievances or appeals per their union contracts against Scott County	Private <i>(confidential depending on status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	Lori Huss, Employee Relations Director, and Pam Johnson, Labor Relations Manager
Internal Investigation Files	Information collected regarding policy violations	Private Confidential <i>(Depending on file status)</i>	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S. 13.39	Pam Johnson, Labor Relations Manager
Labor Relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals	Private	M.S. 13.37, subd. 2 M.S. 13D.03	Lori Huss, Employee Relations Director, and Pam Johnson, Labor Relations Manager
Salary Calculations	Used for analysis for market and equity for pay for performance and pay equity reporting	Private	M.S. 13.37 M.S. 13.435	Lori Huss, Employee Relations Director, and Pam Johnson, Labor Relations Manager
NeoGov	Used for recruitment process: job applications, test scores, name, address, resumes, EEO demographic data, veterans status	Public/Private	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep.; Joan Schwarz, Sr. Employee Relations Rep.; and NeoGov?)
Verified Credentials	Used for background checks: name, address, address history, work and education history, drivers license number and driving history, criminal history	Private/Confidential	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep., and Joan Schwarz, Sr. Employee Relations Rep. (and VC?)

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Employee Relations	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Background Check Summaries Done by Sheriff's Office	Used for background checks: name, address, address history, work and education history, drivers license number and driving history, criminal history	Private/Confidential	M.S. 13.03 M.S. 13.43, subd. 3 M.S. 181.645 M.S. 364.04 M.S. 364.021 15 U.S.C. § 1681	Joan Schwarz, Sr. Employee Relations Rep.
Recruitment Files	Files with notes from posting drafts, application screening, scoring, interviews, etc.	Private/Confidential	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep., and Joan Schwarz, Sr. Employee Relations Rep.
Pre-Employment Assessment Results	Results from pre-employment assessments such as typing tests, practical assessments etc.; non-medical results	Private/Confidential	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep., and Joan Schwarz, Sr. Employee Relations Rep.
Physical and Psych Results	Results from pre-employment physicals and psych exams	Private/Confidential	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep., and Joan Schwarz, Sr. Employee Relations Rep.
Employee Interview and Feedback Data	Response data from employee exit interviews	Public/Private	M.S. 13.03 M.S. 13.43, subd. 3	Kristin Schmidt, Program Specialist (Heather Shue, Sr. Employee Relations Rep. via SurveyMonkey)
New Employee Feedback Survey	Response data from the quarterly new employee feedback survey	Public/Private	M.S. 13.03 M.S. 13.43, subd. 3	Heather Shue, Sr. Employee Relations Rep.
Controlled Substance Testing	Documents pertaining to controlled substance tests.	Private	MS 181.954, subd. 2; MS 13.43; 49 CFR, 382.401	Monica Siegle, Program Specialist
Medical Records	Documentation required regarding an employee's leave of absence; FMLA information, immunization information, pre-employment testing; pre-employment drug testing, respiratory health assessment, questionnaire and fit testing, Indoor air quality concerns, blood borne pathogen training; long- and short-term disability claim information, etc.	Private	MS 13.43, subd. 4	Cheryl Kollasch, Occupational Health Nurse, and Monica Siegle, Program Specialist
Unemployment Claims Files	Contains documentation/responses to a former employee's claim for unemployment benefits provided to MnDOL-Unemployment Office, determination from D.E.S., and social security number on employee	Private/Public	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 268.186	Monica Siegle, Program Specialist, and Pam Johnson, Labor Relations Manager

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Employee Relations	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Worker's Compensation Records	Accident/Incident Reporting System form containing on-the-job injury, employee's social security number, home address, home phone number, gender, birth date, marital status, treating physicians, nature of illness; First Report of Injury (FROI); employee files dealing with private data and medical documentation	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Cheryl Kollasch, Occupational Health Nurse, and Monica Siegle, Program Specialist
OSHA Reports/Logs	Any information concerning employee exposure to toxic substances or harmful physician agents and other WC documents including FROI.	Private/Public	CFR 29, 1904.33 (a)	Monica Siegle, Program Specialist
Employment/Training Participant and Day Treatment Habilitation Client Files	Name, address, social security number, date of birth and gender.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist, and Sherri Dandurand, Payroll Specialist
LTD/STD Census Data	Increases in STD coverage - sent to STD insurance carrier - social security number, date of birth and gender.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist, and Sherri Dandurand, Payroll Specialist
Life Insurance Census Data	Increases in life coverage - sent to life insurance carrier - social security number, date of birth and gender.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist, and Sherri Dandurand, Payroll Specialist
Benefits enrollment and change forms	Enrollment in insurance benefits, premium deductions, name, birth date, address, phone number, social security number, gender, dependent information and email addresses.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist, and Lisa Fettig, Payroll Specialist
Infor HRIS System	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
Dependent Data within employee records	Data on dependents of employees including social security number, address, gender, date of birth.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist, and Lisa Fettig, Payroll Specialist
Employee emergency contact information	Emergency contact information including name, address and telephone number.	Private	MS 13.43, subd. 4	Kristin Schmidt, Program Specialist; Lisa Fettig, Payroll Specialist; and Sherri Dandurand, Payroll Specialist
Employee personnel file	Performance appraisals, core and optional benefit forms, applications for employment, background checks, testing materials, W-4 and direct deposit information.	Private/Confidential	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist; Lisa Fettig, Payroll Specialist; and Sherri Dandurand, Payroll Specialist
Employee Information Sheet	Name, address, social security number, date of birth, ethnicity, gender, dependent information and emergency contact information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Employee Relations</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
COBRA/Retiree files	Core and optional benefit forms, W-4 and direct deposit and Medicare enrollment information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist, and Lisa Fettig, Payroll Specialist
Life Insurance Claim Files	Files on claims for life insurance benefits includes name, address, social security number and beneficiary information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Rhonda Laxen, Benefits & Loss Control Manager
Requests for Reasonable Accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	MS 13.43, subd. 4 MS 13.355, subd. 1 HIPAA	Pam Johnson, Labor Relations Manager, and Cheryl Kollasch, Occupational Health Nurse
Payroll Check Registers and NACHA FTP file	Name and bank account information.	Private	MS 13.43, subd. 4	Erin Baudoin, HRMS Supervisor
Bargaining Unit Demographic Reports	Name, address, telephone number and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
PERA Demographic Reports	Name, address and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
Health Insurance FTP File	Name, address, social security number, date of birth, gender and some dependent information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
W-2 and ACA Electronic Files	Name, social security number and address.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
Flexible Spending Enrollment and Changes	Name, address and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Rhonda Laxen, Benefits & Loss Control Manager
CDA and Soil and Water Employee Files	Name, address, social security number, date of birth, gender, benefit enrollment and changes forms and dependent data.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist
Monthly Employee Insurance Billings	Name, date of birth, social security number and dependent information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist
Health Insurance Claim Reports	Name, date of birth, social security number, medical diagnosis, claim information and some dependent information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1 HIPAA	Rhonda Laxen, Benefits & Loss Control Manager
I-9 Forms	Name, date of birth, social security number, address and employment verification data.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Kristin Schmidt, Program Specialist
Insurance Log Sheets	Name, date of birth and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist
Garnishments, Tax Levies, and Child Support	Name, date of birth, address and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Lisa Fettig, Payroll Specialist, and Sherri Dandurand, Payroll Specialist
Public Safety Officer's Benefit Program	Name, address and social security number.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor
Optional Benefit Demographic and Electronic FTP Files	Name, address, social security number, date of birth and dependent information.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Erin Baudoin, HRMS Supervisor

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Employee Relations</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Employment Verifications and Employee Data Requests	Name, address, telephone number, email, income withholding deductions, worker's compensation, benefit information and social security numbers.	Private	MS 13.43, subd. 4 MS 13.355, subd. 1	Ruthie Pierson, Administrative Specialist, and Kristin Schmidt, Program Specialist
Drivers License Information/Record Checks	Drivers license numbers, name, address, violations and citations.	Private	MS 13.43, subd. 4 DPPA-18 U.S.C. 2721-2725	Jason Halverson, Program Specialist
Accident Incident Forms (property, auto, and general liability)	Drivers license numbers and potential medical information. Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description.	Private/Confidential	MS 13.43, subd. 4 MS 13.39	Jason Halverson, Program Specialist
Insurance Claim Reports	Reports showing employee name, injury date, and type of injury/damage and total reserve and paid.  Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description.	Private	MS 13.43, subd. 4 MS 13.39 HIPAA	Rhonda Laxen, Benefits & Loss Control Manager, and Jason Halverson, Program Specialist
Medical Tests (i.e., hearing and respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	MS 13.43, subd. 4 HIPAA	Cheryl Kollasch, Occupational Health Nurse, and Jason Halverson, Program Specialist
Attorney/Client Confidential Files on Litigation Against Scott County	Attorney and court documents, discovery and litigation holds, individual and department data.	Private/Confidential	M.S. 13.43, subd. 4 HIPAA MS 13.39 MS 13.393	Rhonda Laxen, Benefits & Loss Control Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Human Services (enter topic/area if multiple lists)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
70000-1	Completed fee cover sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-6	Administrative appeal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-8	Contracted vendor qtrly report form "X"	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-9	Client summary annual report form "Y"	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-12	Calculation of the parental fee	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-15	Maltreatment summary for record destruction from private information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-17	Notice of privacy practices and completed acknowledgement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-18a	Acknowledgement of receipt of privacy practices - Spanish	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-18b	Acknowledgement of receipt of privacy practices - Hmong	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-20	Completed information disclosure request for private, confidential, non-public, or protected non-public data	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-21	Completed electronic data consent form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-24	CP/VA background check - completed - cover letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-28	Completed consent for release and exchange of information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-31	Request for transportation/reimbursement form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-32	Completed death and serious injury reporting form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-33	Completed additional information needed - address book request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-34	Client copy work fees cover letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-35	Completed car seat recipient release form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-40	Informed consent to release info (Rel. #3)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-41	Completed CDCS - CCT - DD Checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-44	Completed CDCS - notice - authorization - alternative billing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-47	CDCS - verify - prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-48	CDCS - budgeting cap letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-49	Completed parent - staff weekly schedule and job description	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-50	CDCS - corrective action notice	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-51	CDCS - plan review/approval - fillable and written	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-53	CDCS - revision request form - fillable and written	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-56	CDCS - plan review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-65	CDCS - Personal Negotiated Risk Management Plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Human Services (enter topic/area if multiple lists)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
70000-NA	ESS gas authorization – emergency SS	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-NA	Housing search log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
70000-NA	Out of co/agency CP/VA background checks log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-2	Referral of suspected child abuse or neglect	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-3	Intake - social service referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-4	Notification to school to interview child	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-5	Request for child protection day care	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-6	Completed data privacy notification	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-8	Notice of 72-hour peace officer health and welfare hold	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-16	Completed intake log - intake/assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-29	Am. Red Cross - crisis response report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-31	Citizen review panel - per diem form - SS#	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-47	Authorization for medical exam reimbursement worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-58	Alternative response family assessment worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-60	36-hour detention request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71040-61	Local child mortality/near fatality review meeting	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-2	Visitation report forms	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-10	Eco map (understanding the family in its world)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-11	Minor Parent Assessment and Employability Development Plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-12	Stepparent adoption study and information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-19	Personal needs allowance form SSI benefits monthly billing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-21	Foster care for youth 18-21 monthly billing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71600-NA	Ckfst for youth 16+ in out-of-home care	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-2	Notification of placement authority	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-3	Face sheet - Admin. Rvw. - child in out-of-home placement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-4	Home detention contract	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-5	Invite - administrative review placement letter - CP template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-13	Voluntary placement agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-14	Intake team referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-15	Agreement - routine and typical medical care (child under care of WCCS)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-17	Request for transportation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-22	Clothing request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-26	Community work service assignment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-30	Permanency team review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-39	Child Protection Field Book Face Sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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)
71930-40	Permanency petition worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-46	Teen parent evaluation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-47	Decision making - plans for the baby	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-56	RCA annual affidavit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-57	RCA payment worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-59	Decision making worksheet - father	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-60	Decision making worksheet - couple	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-62	Case consultation data sharing agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-63	Family safety plan (alternative response)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-63a	Safety plan (one unit uses this version)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-65	Housekeeping checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-66	Financial statement (proposed)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-67	Brief in-home services	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-70	MH screening results letter (child)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-72	MH screening notice	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-75	Request - family service worker	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-76	Full disclosure statement - conc. plng. - parents of kids in FC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-78	Case transition meeting form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-82	Client/parent safety plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-85	Ed neglect - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-86	Ed neglect diversion referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-87	Ed neglect letter (parent) template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-88	Ed neglect tracking sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-93	Truancy - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-94	Truancy diversion referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-95	Parent - truancy letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-99	12-15 year olds truancy diversion referral tracking sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-101	Open cases referral out tracking sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-102	Excused medical absences	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-106	Efforts to locate non-custodial parent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-110	Fax cover sheet - child's court report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-111	Child mortality log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-112	Client's list of psychotropic medications	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-NA	AA verification card	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-NA	Permanency relative search letter - GEN	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-NA	Permanency relative response letter - GEN	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71930-NA	Initial relative search letter - GEN	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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)
71960-5	Adoption reference option letter - questions	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71960-9	Completed information form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-1	Child foster home licensing review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-2	Notice to medical vendors	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-3	FC - letter of reference	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-6	Placement check-in form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-7	Visitation log for new foster parents	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-8	FC - applicant information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-10	Record of corp. AFC staff training - use of med. Equipment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-11	Corp. foster care applicant background study	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-11a	Adult and child family FC and adptn. - background "check" study - Adam Walsh	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-11b	Corp. foster care employee background study - RR v	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-11d	Corp. foster care employee background study - DS v	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-12	Evaluation of the agency by the foster family	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-12a	Evaluation of the agency by the adult foster family	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-14	Evaluation of services of FC provider	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-15	Health care record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-17	FC - monthly activity report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-19	Foster home in-use	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-24	School/activity permission	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-27	Resident monthly cash record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-28	Adult foster home program	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-29	Family foster care training and skills form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-30	FC - monthly billing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-30a	DD FC monthly billing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-32	Corp. notification to lic. worker of FC placement/discharge	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-35	FC - out-of-state travel consent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-36	AFC - resident information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-37	Individual resident placement agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-39	School contact record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-40	Ref. AFC non-consolidated stds. licensure	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-47	CFC - initial licensing packet letter template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-48	AFC - placement request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-49	AFC - history and physical exam form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-50	CFC - difficulty of care rating sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-52	Permission for AFC provider to administer medications	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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71980-53	AFC - program abuse prevention plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-57	Consent to share a bedroom with a particular person	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-61	Completed client confidentiality	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-62	CFC - incident report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-62a	AFC - incident report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-68	AFC - relicensing - corporation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-69a	AFC program employee reporting form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-69c	AFC employee annual report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-73	Difficulty of care rating sheer	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-76	Foster parent evaluation of child placement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-80	Non-waivered corp. alternate year review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-90	Request for foster home licensing study	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-96 [P]	AFC - medical/dental visit/order form (provider vsn.)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-97	Clothing inventory	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-98	Payment agreement for out-of-home placement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-103	Completed complaint-grievance procedure	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-104	CFC - health status of applicants/household member	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-106	Complaint/grievance written form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-109	Corp. alternate year review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-110	Initial corp. lic. checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-114	Family contact record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-115	Placement memories	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-118	AFC - relicensing checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-119	Personal health and medical record form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-122	FC - extension request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-125	CFC - record of training	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-126	Adult placement request for dispositions	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-127	FC damage request claim form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-128	Child placement request for dispositions	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-129	Purchase of service agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-131	AFC - Home death report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-132	AFC - Family background tracking form (lic.)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-138	Medical appointments	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-148	Non-consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-149	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-150	Non-consolidated corp. initial licensing letter template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-151	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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71980-154	Child placement team - disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-156	Emergency relative FC placement info.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-157	Adult family foster care relicensing-alternate year checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-158	Rule 203 lic./relicensing checklist - consolidated stds. sites	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-159	Child placement team - initial request - corp.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-160	Child placement team - review and disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-163	General tracking instrument	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-164	Consent to release photos/media - FC child of the year	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-165	Child dual license risk management plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-166	AFC grievance policy	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-167	AFFC - net study - employee BGS tracking form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-168	Corp. CFC - relicensing/alt. year checklist (dict. outline)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-169	Respite FC request (child)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-182	AFC - disaster plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-184	CFC field book face sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-185	CFC - recruitment grant mileage reimbursement request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-186	Completed AFC - home drug and alcohol policy agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-187	Med. prov. assessment - med. devices - quality source trg.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-189	AFC - initial licensing checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-200	CFC - internal variance request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-201	FADS - participant's rights agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-202	FADS - individual service plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-204	FADS - policies and procedures agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-205	Placement team - youth 18-21 - extd. FC request and review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-206	AFC individual abuse prevention plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-208	AFC - request for a variance	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-209	Placement team - youth 18-21 - ext. FC disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-210	Completed FC info. mtg. letter - adult	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-211	Completed FC info. mtg. letter - child	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-212	CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-213	CFC relicensing foster parent worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-214	CFC alternate year licensing worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-215	Foster care correction order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-216	Adult foster care caregiver training record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-218	CFC initial/relicensing fee	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-220	Physician's statement-medication admin assistance	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980.222	Corporate CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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71980.223	Corporate CFC relicensing worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-225	AFC autobiography	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-NA	Adoptive - foster parent study - fillable	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-NA	Adoptive - foster parent study outline	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-NA	Daily med. chart	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
71980-NA	Family disaster plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-1	Correction order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-2	Completed FCC & FFC lic - applicant privacy rights	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-3	Release of info. for CC licensing "background" study	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-6	Request for special child care funding	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-8	Permission to administer medication	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-11	Family child care - placement list	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-12	Monthly activity report - CC staff	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-14	CC - accident report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-15	Completed relicensing materials letter - FCC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-16	Parent evaluation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-27	Child care record of training	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-28	Reference for FCC licensing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-29	Questionnaire for CC applicants	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-30	Request for variance - FCC and GFCC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-38	Animal protection plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-41	Completed late correction order letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-48	History of residence	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-55	Completed license approval letter - cc	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-57	Travel and activity authorization	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-58	Request for variance enrollment form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-59	CC - initial licensing evaluation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-60	Drop-in visit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-62	CC - safety checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-63	CC licensing fire and storm drill log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-64	Completed FCC - lic. previously licensed in your county letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-70	New provider tracking	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-81	Variance log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-106	Completed CC - program reporting notification	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-107	CC - licensing billing receipt	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-113	Background study documentation form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-116	Nominate your lic. FCC prov. - prov. of the year form (lav)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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72000-123	Completed special needs child care funding letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-129a	A license ratios	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-129c-1	C-1 license ratios	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-129c-2	C-2 license ratios	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-129c-3	C-3 license ratios	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-131	Lic. FCC prov. recognition rating form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-132	Licenser verif. - FCC prov. nominees	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-135	Completed unlicensed family child care letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-136	Child care initial licensing checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-137	Child care special needs verified claim form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
72000-NA	Lic. FCC prov. of the year nomination form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-3	Rule 25 assessment application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-4	Residency verification form (CCDTF)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-5	Completed statement of income and health care benefits	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-7	Placement change request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-8	Completed your right to appeal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-9	Service coordination form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-11	Authorization to release Rule 25 assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-12	Referral for chemical health info letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-13	Recovery goals - WC pilot project	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-14	Biopsychosocial assessment - WC pilot	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-15	General info - WC pilot project	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-16	Completed data practices rights advisory - CD (aka tennessean warning)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-19	Determination of financial responsibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
73000-20	Completed notice to clients	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-1	Request for emergency examination and hospitalization	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-2	MH case management services - S&P MI - med. elig. comm.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-3a	Prepetition screening report - in field use only vsn.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-4	Rule 79 case management and adult rehab MH svcs. - eligibility form (no electronic vsn)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-7	Medication list/monitoring form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-11	Prepetition screening inquiry - commitment for MI	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-21	Intake form - MH unit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-27	Data Practices rights advisory (tennessean warning)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-29	Crisis plan (no electronic vsn)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-31	LTCC community support plan "MH care plan" (CADI)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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)
74000-33	Annual review (waiver - checklist)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-34	Face sheet (waiver)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-36	Completed fax to Ramsey Co Defense Panel	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-38	Transportation request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-39	H.S.I. psychiatry referral intake data	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-40	Close case request letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-42	Case transfer dictation (from Wash. Co.)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-43	Case transfer dictation (to Wash. Co.)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-45	Diagnostic assessment outline - TCM	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-46	Case note documentation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-48	Completed consumer stipend for MH training committee	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-55	Rule 79 peer review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-56	Purchase of services request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-59	Reimbursement of program expenses to service providers	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-60	Sheriff referral for case management services	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-61	Side effects letter (430 ph#)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-62	Request for police records by PPST	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-63	Agreement to participate in MN MH outcomes survey (no electronic vsn)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-64	Out-of-county service agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-66	Daily log	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-67	Completed side effects letter (275 ph#)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-68	Face sheet - Rule 79	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-69	Completed mental health client eligibility criteria for service	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-70	Completed extension request memo	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-72	Individual resident placement agreement (CADI)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-73	H.S.I. transporter purchase request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-85	Completed notification letter - receiving CADI - TBI PJ's	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-87	Request for per diem and mileage - MH advisory comm.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-93	Clinical supervision	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-94	Lvl. II - MI diagnostic assessment for PASARR	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-96	Level II - PASRR - cover letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-97	Housing client assessment tool	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-98	Diagnostic assessment & eligibility review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-99	Hotel stay agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-NA	Closing summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-NA	Diagnostic assessment request letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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74000-NA	Completed targeted case mgmt (Rule 79) opt out letter (CADI)+B969	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
74000-NA	Completed YMCA letter with client info (CADI)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-1	FSG - prog, documentation of annual expenditures	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-2	Referral for review of vol. placement of DD/EH children	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-3	ISP plan - long form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-4	Site monitoring	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-5	Request to suspend MA deeming rules	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-7	Provider's risk management assessment and plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-11	Requisition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-20	Annual waiver plan approval	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-22	Assessment of individual service needs	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-23	Income eligibility to receive services form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-24	Discount and ID care	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-27	Request for licensing corp. foster care	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-33	Intake form - DD unit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-34	FSG - application - attachment B	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-35	FSG - budget of subsidized expenses	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-36	FSG - notice of grant termination (Attachment G)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-41	CSG - budget/service agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-42	DRS referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-43	DD intake/social history info.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-44C	Completed referral for DD services letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-48	Cert./verif. of respite prov. qualif. for unlic. out-of-home respite (Adden. ISP)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-53	Case record review form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-54	Completed invite - admin. review placement DD letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-55	Completed (CSG) statement of informed consent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-56	(CSG) release from liability	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-57	(CSG) designation of authorized rep.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-59	Completed advisory, notice of rights and plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-60	Employment and alternative services plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-61	Service agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-67	Consumer profile - DD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-68	CSG - PDN - consumer agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-69	CSG - social worker documentation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-70	MN LTCSS - suppl. - assessment - children under 18	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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75000-73	DD respite financial statement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-74	Notification of amount - parent fees - DD child respite care	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-75	APPEALS - receipt of notice letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-76	APPEALS - denial letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-77	APPEALS - tracking form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-80	CSG - referral to fiscal supports	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-82	Completed Family support grant - waiting list factors	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-90	Completed acknow. - leveled case mgmt. designation and consent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-95	ISP - transmittal vs. amendment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-97	Verification of prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-98	Notice of FC benefits up to age 21	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-99	CSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-100	FSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-101	Waiver management team request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-102	Physical exam form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-104	Verified claim form - DD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-105	DD Unit - ISP & face-to-face tracking sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
75000-NA	Case transfer letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000	Supplies and equipment authorization	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-6	Quality assurance visit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-11	AC financial eligibility report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-24	Reg - service - 6 mo. reassessment - change	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-26	Adult intake social service referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-27	Completed tennessean warning	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-35	Guardianships/conservatorships	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-36	Notification to facility, medical professionals, and staff	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-38	Waiver worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-43	Purchases for clients	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-46	Completed LTCC review notice letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-51	Completed notice of rights	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-56	Elderly waiver services authorization form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-89	VA/DD TCM eligibility determination worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-94	Allocation change form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-95	Notice of intent to close CADI, TBI, CAC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-96-D1	Completed decision of committee letter - slot allocation request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Human Services (enter topic/area if multiple lists)</b>	
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76000-96-D2	Completed decision of committee letter - increase - change request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-107	Completed AC consultation letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-111	Screening document info. for waiver mgmt. system entry	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-113	AC and EW waiver case checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-114	AP and VA case checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-117	Chart cover sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-119	Referral for CADI/TBI/CAC slot review committee	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-120	Ranking tool - Attachment B	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-122	Case assignments - LTCC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-134	PCA tracking form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-135	Home delivered meals eligibility determination form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-136	Nurse's notes sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-139	Completed physician's cover letter for guardianship	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-141	Completed rule out letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-142	AC prog client disclosure form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-143	AP Assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-144	Case closing summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-145	Completed investigation delay letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-146	Reassessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-147	VA investigation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-148	Smoke detector tracking sheet (case mgr)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-150	Completed false findings letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-151	Completed inconclusive findings letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-152	Completed no determination letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-153	Completed substantiated findings letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-157	CFR Notification of LTCC Assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-162	CEP intake form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-NA	Completed AC fee overdue letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-NA	Completed AC intake public health letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
76000-NA	Universal transfer form facesheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 2 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 4 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 6 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 8 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 10 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 12 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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ASQ-NA	ASQ-3 - 14 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 16 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 18 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 20 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 22 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 24 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 27 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 30 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 33 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 36 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 42 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 48 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 54 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-NA	ASQ-3 - 60 mo questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	6 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	12 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	18 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	24 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	30 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	36 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	48 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
ASQ-SE-NA	60 month SE	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
CH-NA	Children's mental health referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
CH-NA	ECBA gen referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
CH-NA	Family treatment program referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
CH-NA	Life skills-solid ground class referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Co. Atty.-NA	Delegation - powers by custodian - guardian	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Co. Atty.-NA	Information disclosure request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Co. Atty.-NA	Request - issue juvenile warrant	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Affidavit - support prehearing confinement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Affidavit - support motion waive post-placement assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Affidavit - support motion waive one-year residency requirement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Child at home court report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Child out-of-home and over 16 court report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Child out-of-home and under 16 court report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Communication and contact agreement and order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Court-NA	Consent of parent to adoption waiver notice adoption hearing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Consent adoption child 14 and older	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Demand for notice - probate	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	ECT - affidavit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	ECT - petition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Examiners support statement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Exhibit A	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Findings-conclusions order for judgment and decree of adoption	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Formal review request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Informal review order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Motion to waive one-year residency requirement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Motion to waive post-placement assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Notice child returned to care parent or legal custodian	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Order of probation - CHIPS	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Order of probation - delinquency (court)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Order waiving one-year residence requirement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Order waiving post-placement assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Petition - authorize. - impose treatment (ITP) - req. hearing and affidavit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Petition - judicial commitment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Petition - judicial early intervention	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Petition - stepparent adoption (uncontested)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Physician's statement - support - cnsrvtshp. - fillable	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Physician's statement - support ward cnsrvts inability to attend hearing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Probation violation report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Court-NA	Stepparent adoption affidavit checklist if post-placement assessment waived	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-33	Appeal to state agency	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-35	State agency appeals summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-139	Agreement between foster parents and placement agency	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-178	Report of adoptive placement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-188	Report to court petition for adoption	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-312	Adoption placement agreement for child under state guardianship (2010)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-968	Adoptive applicant registration state adoption exchange (2004)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
	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)
DHS-1542D	Interstate compact - placement of children summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-1795	SSI interim assistance agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-1795a	Interim assist agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-1956	Consent of child over 14 years of age	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-1995	Physician's report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2140	Application for social services	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2243	Gen. authorization - release of info - assets	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2494	Report of vulnerable adult maltreatment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2630	AC program eligibility worksheet - 180 day - both	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2630A	AC program eligibility worksheet - 180 day - one spouse	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2720	Floor and escape plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2721	Letter to owner of unlicensed CC home	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2727	Information and signature sheet for PAS/EW/AC/CADI/CAC/TBI	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2780	Client placement authorization - CCDF	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2794	Rule 25 assessment and placement summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2828	Notice of action - home and comm. bases waiver svcs.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2841	Cost effective insurance info - employer or ins co	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2925	LTCC community support plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-2952	Authorization - release of info. - residence and shelter expenses	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3067	DD screening document	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3070	Service agreement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3141	Variance request (6-07 - use lic. online version?)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3152	Completed TCM data transmittal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3161	Agreement to use designated provider	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3218	Emergency relative FC license application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3219	Emergency rel. FC notice - bckgrnd. study (old - ck.)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3243	CEP intake form - VA maltreatment report - disclosure	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3244A	MA - home care service plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3340	Asset assessment results	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3417	MN health care prog. application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3423	Request - questions for GAMC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3426	LTCC prog. - OBRA level I criteria - screening for MR/MI	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3427	LTC screening document	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3428	MN LTCC services assessment form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3428A	MN LTCC services assessment form: SW and PHE sections	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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DHS-3428D	PCA svc. plan for waiver participant	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3457	Eval. report - lvl. II PAS for persons w/MI	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3471	TBI waiver assessment and elig. determination	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3471A	TBI waiver assessment and elig. determination instr./wksht.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3471B	TBI waiver elig. and documentation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3543	Request - payment of long-term care svcs.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-3848	Related conditions checklist (DD)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4007	County of financial responsibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4015	Prov. enrollment application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4147a	Case mgr. guide - determining ICF-MR level - care - ICF - MR - MR - RD wvr	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4248	Evaluative report - Lvl II - preadm. screening - persons DD/RC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258a	MN adoption and foster care application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258b	Eligibility for individual fact sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258c	Agency home study checklist for eligibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258d	Home study assessment (fillable)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258e	Home study assessment update (fillable)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4258f	Family disaster plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4266	Interstate compact - placement - children - request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4267	Interstate compact - placement - children - report placement status	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4268	Interstate compact - placement children assns. of admin.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4369	Notice of social service action	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4488	Letter of co. acknow. - new MR-RC home and CBWS prov.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4556	Annual community support plan eligibility	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4689A	Screening deletion request - DD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4690	Communication to physician of PCA svcs.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-4801	AC estate claim referral worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5017	Summary of diagnostic findings	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5178	Emergency relative placement - FC referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5204	Rule 25 assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5223	Combined application form (CAF)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5224	ICWA - MIFPA SW checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5225	Data practices agreement (ICWA)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5227	Notice to tribe of svcs. to Indian child	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5410	FC candidacy determination form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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DHS-5788	CDCS - alt. treatment form - MHCP - enr. phys.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5883	Substantiated perpetrator reporting form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-5887	DD - additional square footage checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-6123	Ref. for disability determination	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-6124	Authorization - disclose info. - DD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-6125	Adult disability worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-6249	LOCUS recording form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-138675	Consent/authorization for release of information	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-138632	Supplement to application (DHS-3324)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-143369	Variance request form (family systems)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-143404	Wading pool letter and parent consent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-143406	Swimming pools in child care homes parent consent	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-143519	Correction order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-16-148050	MN 10 x 10 (NO bipolar - schizo title)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	CDCS - FSE vendor notification	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	Functional assessment (aka mental health scale)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	Immediate risk of harm determination worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	Individual abuse prevention plan - IAPP	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	MN self-sufficiency matrix	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	Req. - reconsideration of disqualification form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
DHS-NA	Rule 203 - AFC lic. cklst. - consolidated stds. sites	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
EMACS-NA	Inpatient referral	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
EMACS-NA	Referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FAP-NA	Child prot demographic & enrollment data form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FAP-NA	Permission for enrollment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FGDM-NA	Consent to release Info - FGDM	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FGDM-NA	Preparation guide for participants - FGDM	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FGDM-NA	Provider release form - FGDM	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FGDM-NA	Referral form - FGDM	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FGMI-NA	Foundations group of MN referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FRH-NA	Intake & assessment form - Frazier Recovery Homes	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
FS-NA	Address book request for supplier - Fin. Svs.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MC-NA	Paratransit eligibility certification questionnaire	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Addendum to TCM Individual Comm Support Plan or SNBC Care Plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Collaborative - care plan - MSHO - SSC	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica care coordinator medication exception request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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MED-NA	Medica denial/termination/reduction (DTR) form - 2010	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica MD letter after visit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica MD letter no visit completed	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica member enrollment transfer form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica MSHO initial welcome letter - new client	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica MSHO welcome letter - current client	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Medica MSHO welcome letter - new client - unable to reach	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	Revised SNBC assessment template	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MED-NA	SNBC-PIN health risk assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MH Syst-NA	Mental health systems DBT referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	Affidavit - disclosure or non-disclosure - orig birth cert. - adopted child	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	Certificate of adoption	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	Child care immunization record	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	MN birth record appl. - cert. of birth - fee worksheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	MN birth record appl. - certified copy	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MDH-NA	MN birth record appl. - verification	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MH -NA	Co-application mosaic homes Exhibit 2	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MJUA-NA	MJUA - incident claim form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN CCR&R	Business info-all year - family child care form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN-DNR-NA	Permanent angling license	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN-PS-33117-04	Eligibility verif. - reduced fee ID card	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN-SFM-NA	Owner permission - state fire marshall inspection	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN HFA-NA	Bridges application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MN HFA-NA	Long-term homeless housing status form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MNHP-NA	Crisis housing fund - consent - release - info. forms	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
MNTS-NA	MN telephone svc discount application	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
NA	Creative senior dining referral form - Wash. Co.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
OEO-NA	ESGP - intake form - HMIS-single clients	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
OEO-NA	ESPG - Svc end form - HMIS-single clients	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
OEO-NA	HMIS data privacy notice and consent-MN	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Ombudsman-NA	Death report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Ombudsman-NA	Death - serious injury fax cover	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Ombudsman-NA	Serious injury report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Optage-NA	HDM referral form - Optage	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
PFJ-NA	EBP stages of change	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
PFJ-NA	Referral for partnering for jobs	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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People-NA	Referral form-nursing svcs-MH - new & cover Letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
PH-NA	Completed water sample info.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
PSC-NA	Pediatric systems checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
REG-NA	Patient authorization - release protected info	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
REM-NA	Adaptation request form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Sal. Army-NA	Agency referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	AP - Adult protection minor service	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	AP - Home care client satisfaction survey	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	AP - quality assurance visit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	AP - VA investigation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CH MH - advisory and notice of rights - SED child in vol. placement	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CH MH - referral - review vol. placement - DD or emotionally disturbed children (SED)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - case summary/closing	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - checklist for youth 16+ (in care)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - 90-day TPR review - child 16 and over	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - 90-day TPR review - child under 16	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child at home	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child at home - ICWA	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child out of home	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child out-of-home and over 16	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child out-of-home and over 16 - ICWA	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child out-of-home and under 16	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - child out-of-home and under 16 - IC+B1541WA	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - formal review request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - informal review order	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - informal review - vol. placement - DD/emot. disturbed	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - order of probation - delinquency	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - court report - probation violation report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - disposition of child protection report - notice to mandated reporters	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - family safety plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - permanency team review and disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - request for police records	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	CP - youth 18-21 receiving foster care benefits	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

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<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
SSIS-NA	DD - ISP - individual service plan (long form)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	DD - ISP - Individual service plan - Form B (short form)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Intake - CP - case assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Intake - CP screen out maltreatment/mandated reporter - screener	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Intake - CP screen out maltreatment/mandated reporter - supervisor	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Intake - CP screen out maltreatment/vol. reporter - screener	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Intake - CP screen out maltreatment/vol. reporter - supervisor	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	IV-E - Title IV-E foster care 6-month continuing reimbursement checklist	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - annual review	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - blue and white	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - closing summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 1: 60-90 day treatment report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 2: extension of commitment request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 3: 6-month (no extension requested)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 4: court report for revocation of PD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 5: affidavit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 6: apprehension info. sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - Commitment Report 7: notice of intent to revoke PD	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - confirmation of medications	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - consumer indep. living and employment status	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - crisis plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - functional assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - health care referral - STW/CG office	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - individual community support plan	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - initial dictation	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - initial nursing assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - medication list/monitoring form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - nursing/medical assessment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH - prepetition screening report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - BCBS MH - TCM notification of potential denial/termination of svcs.	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - Healthpartners need for DTR notification form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - Medica behav. health TCM form (assessment)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Human Services (enter topic/area if multiple lists)	
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)
SSIS-NA	MH insurance - Medica behav. health member rights	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - Medica behav. health TCM request (initial)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - Medica need for DTR notification form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - U Care BHP discharge summary	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - U Care DTR notification form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - U Care member rights packet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH insurance - U Care targeted case management form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC1 - court report: stayed order of commitment report (90 day)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC2 - court report: stayed order of commitment report (request to dismiss)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC3 - court report: request extension of stayed order of commitment	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC4 - court report: request revocation of stayed order of commitment report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC5 - court report: extension of stayed order of commitment report	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOC6 - court report: affidavit	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOD1 - court report: stayed order for dismissal report (90 days)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOD2 - court report: stayed order for dismissal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOD3 - court report: request for a hearing on stayed order for dismissal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	MH SOD4 - court report: request for a hearing on continuance for dismissal	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Placement team - child - initial request and disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Placement team - child - respite care request	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Placement team - child - review & disposition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Truancy - diversion contract - education neglect	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Truancy - diversion contract - truancy	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Truancy - parent - educational neglect letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
SSIS-NA	Truancy - parent - truancy letter	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Think Small-NA	MN child care business form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
Totems-NA	Referral and initial assessment form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
TrnstLnk-NA	Ticket order form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
TSA-NA	Family based and outpatient vs. referral form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
UCare-NA	Universal transfer form face sheet	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
UMN-NA	Authorization - release protected health info (4-08)	Private	M.S. 13.46, subd. 2	Pam Selvig, Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Human Services (enter topic/area if multiple lists)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
WC-G-5	Completed Social welfare fund instructions	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
WC-G-10	Verified claim form	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
WC-G-22	Referral - to Family Service	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
WC-G-41	Request for interpreter services	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
YIT-NA	Consent to release info - youth in transition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
YIT-NA	Completed prep guide - participants - youth in transition	Private	M.S. 13.46, subd. 2	Pam Selvig, Director
<b>This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such</b>				

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Adult Mental Health</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Adult Services: Case Files: General	Includes: client assessments, client tracking information, court documents, progress notes, social history, financial records, service arrangements and required records and reports.	Private and Confidential	M.S. 13.46	Lorie Reller AMH Supervisor
Mental Health: Case Files for Adults	Court and Legal documents, Functional Assessments, LOCUS, Diagnostic Assessments, Community Support Plans, chart notes, progress reports, law enforcement reports, vocational reports, hospital records, service agreements, medication lists, Crisis Plans and reports,( Prepetition Screenings charts)	Private and Confidential	M.S. 13.46 subd 2, MS. 245.467 subd 6	Lorie Reller AMH Supervisor
Intake Records	Intake data on cases received	Private and Confidential	M.S. 13.46	Lorie Reller AMH Supervisor
Case Communication Documents	Case communication between departments such as phone messages.	Private and Confidential	M.S. 13.46	Lorie Reller AMH Supervisor
Case Destruction List	List of cases to be destroyed and actually destroyed. Includes case number, SCMID, program status, closing date and client name	Private and Confidential	M.S. 13.46	Lorie Reller AMH Supervisor
Case Management Reports	Reports such as worker listing, case analysis by program, and vendor information.	Private and Confidential	M.S. 13.46	Lorie Reller AMH Supervisor
Vendor Payment- service arrangements	Records and billing for clients receiving services by a vendor or a grant.	Private and Confidential	M.S. 13.03; M.S. 13.46	Lorie Reller AMH Supervisor

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Chemical Dependency</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification <i>(private or confidential)</i></b>	<b>Citation for Classification <i>(Statute, Law, or Rule)</i></b>	<b>Designee <i>(Name, Title)</i></b>
Rule 25 Assessments Files	Files may contain the following: Rule 25 chemical use assessments, including collateral information; court records regarding commitment proceedings, treatment provider assessments & treatment notes; legal history, police and jail/prison records; consent to release of confidential information; client placement agreements; insurance & billing information; assessor case notes	Private	M.S. 254A; M.R. 24 (9530.6800 – 9530.7030); M.R. 25 (9530.6600 – 9530.6655); M.S. 13; 42 CFR, Part 2	Suzanne Arntson, CW Manager
Prepetition Commitment Files	Hospital emergency room or other health records, physician statement/ evaluations for purpose of petitioning civil commitment; court records, prepetition assessment information & recommendations; collateral information from family, friends, probation, police, professionals for assessment purposes; financial information for eligibility purposes; communications information with County Attorney for purposes of petitioning for civil commitment	Private	M.S. 253B; M.S. 254A; M.R. 24 (9530.6800 – 9530.7030); M.R. 25 (9530.6600 – 9530.6655); M.S. 13; 42 CFR, Part 2	Suzanne Arntson, CW Manager
Commitment Case Management	Rule 25 information and assessments; eligibility information; treatment provider information; court records; other legal information: legal charges, police, probation information, jail/prison; consent to release information; progress notes, financial information for eligibility purposes; communications information with County Attorney for purposes of court action on civil commitment proceedings	Private	M.S. 253B; M.S. 254A; M.R. 24 (9530.6800 – 9530.7030); M.R. 25 (9530.6600 – 9530.6655); M.S. 13; 42 CFR, Part 2	Suzanne Arntson, CW Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division (enter) Child Support</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Child Support (IV-D) Case Records- AFDC Cases	Referral, assignment of support, divorce decree application for IV-D, court orders, absent parent papers, affidavit, URESA complaint, sheriff's info request, subpoena copies, face sheet, casework abstracts, memos, correspondence, etc.	Private and Confidential	M.S. 13.46 subd 2(a); M.S.	Kari Ouimette Economic Assistance Director
Child Support (IV-D) Case Records-Non- Public Assistance Cases	Referral, assignment of support, divorce decree application for IV-D, court orders, absent parent papers, affidavit, URESA complaint, sheriff's info request, subpoena copies, face sheet, casework abstracts, memos, correspondence, etc.	Private and Confidential	M.S. 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Children Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification <i>(private or confidential)</i></b>	<b>Citation for Classification <i>(Statute, Law, or Rule)</i></b>	<b>Designee <i>(Name, Title)</i></b>
Crossover Youth	Information on program eligibility: legal charges, age, social services history; communications with County Attorney regarding client referrals and legal charges; psycho-social assessment and case plan information; mental health diagnostic information and treatment records as part of program coordination; chemical health evaluations and treatment records for purpose of coordination services; police reports for purpose of tracking program compliance, case manager case and progress notes; consent to release information	Private	M.R. 9520; M.S. 245.487 through 245.479; M.S. 13	Suzanne Arntson, CW Manager
Truancy	Information on program eligibility: truancy charges, school attendance; age, school academic and behavioral information; social services history; communications with County Attorney regarding client referrals and truancy charges; psycho-social assessment information, case plan information; mental health diagnostic information and treatment records as part of program coordination; chemical health evaluations and treatment records for purpose of coordination services; police reports for purpose of tracking program compliance, case manager case and progress notes; consent to release information	Private	M.S. 260A; M.S. 260C; M.S. 13	Suzanne Arntson, CW Manager
IV-E Eligibility Determination Files	Documentation to determine IV-E eligibility for children in foster care. May include: IV-E/medical assistance application documents, releases of information, documentation of combined household income/assets/benefits, birth records/birth certificates, court orders regarding the foster care placement, voluntary placement agreement, medical assistance coverage notifications, child support notifications, record of placement locations/changes, electronic record of client eligibility worksheets in SSIS	Private and Confidential	Social Security Act Sec 472 [42 U.S.C. 672], Public Law 96-272 Adoption Assistance & Child Welfare Act of 1980, M.S. 13.46	Suzanne Arntson, CW Manager

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Children Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Child Protection - Family Assessment (FA)	Intake information; child protection incident report; law enforcement reports and documentation of cross-reporting; assessment data, social history information and information related to mental health, physical health, chemical health, housing, financial and insurance information for family members; correspondence related to service referrals; risk and safety assessment tools; service referrals; and photographs. Information on relatives participating in safety planning. If court actions or placements are initiated, files include copies of police holds, referrals for CHIPS petitions, initial court reports and orders and initial out-of-home placement records; release of information consent forms; miscellaneous correspondence; closing disposition letters to families documenting whether services are needed.	Private and Confidential	MS 626,556 subd 11; MS 13.03 subd.6; MS 13.46	Suzanne Arntson, CW Manager
Child Protection- Investigation	Intake information; child protection incident report; law enforcement reports and documentation of cross-reporting; assessment data, social history information and information related to mental health, physical health, chemical health, housing, financial and insurance information for family members; correspondence related to service referrals; risk and safety assessment tools; service referrals; information regarding relatives involved in safety planning; photographs; audio recordings of investigative interviews may be included. If court actions or placements are initiated, files include copies of police holds, referrals for CHIPS petitions, initial court reports and orders and initial out-of-home placement records; release of information consent forms; miscellaneous correspondence; closing disposition letters to families documenting whether maltreatment occurred and whether services are needed.	Private and Confidential	M.S. 626,556 subd 11; M.S. 13.03 subd.6; M.S. 13.46	Suzanne Arntson, CW Manager

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department Health and Human Services Children Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Child Protection/Child Welfare Case Management	All information from initial assessment or investigation; social history information on both parents, children and extended family members; genetic testing and paternity information; service referrals; records related to parents' mental health, chemical health and parenting; drug testing results; criminal records; relative search information, social/medical history forms for the child; child well-being records & information (medical, dental, education, children's mental health screenings, referrals and services; independent living skills assessments and services); service arrangements; divorce decrees, OFPs; DANCO; photographs; miscellaneous correspondence; consents to release information; closing summaries. For cases involving court and/or placement, copies of police holds; IVE and MA eligibility verifications (see IV-E Eligibility Determination files); out-of-home placement records; placement payment records; vital documents including birth certificates, social security numbers; court petitions; court orders; case plans; court reports. Northstar Kinship Assistance eligibility and contracts.	Private and Confidential	MS 626,556 subd 11; MS 13.03 subd.6; MS 13.46	Suzanne Arntson, CW Manager
Adoption - Services	Adoption services provided when an A/G case is not opened. Includes SSIS intake logs and referral info when no case was opened; identifying information, statement of request, and disposal of inquiry. May include information related to step-parent adoptions; background checks when a homestudy is waived by the court; medical assistance applications when adoptions take place in another county; adoption assistance reconsideration requests and supporting documentation; disposition of DHS decisions related to reconsiderations; miscellaneous emails or other correspondence.	Private and Confidential	M.S. 13.46 subd 2(a); M.S. 144.218	Suzanne Arntson, CW Manager

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department Health and Human Services Children Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Adoption Case Management	Applications, home studies, Northstar adoption assistance eligibility verifications and contract information; insurance information; IVE and MA eligibility verifications; background information on birth parents and extended family members; genetic testing and paternity information; adoption certification; state consent for adoption; information related to the child's foster care placement; foster care payment information; vital documents including birth certificates, social security numbers; Father's Adoption Registry verification; copy of the Termination of Parental Rights petition; court orders; relative search information, including letters to potential relative placement options; social/medical history forms for the child; birth records; medical records; dental records; mental health records; adoption recruitment information; state adoption exchange information; case plans and court reports by agency and GAL; correspondence from birth parents; decree for adoption; guardianship report; marriage license, divorce decrees, notices of adoption petition; notification to state agencies; photographs; purchase of service agreements; correspondence between the social worker, providers, and pre-adopt families to implement the case plan;	Private and Confidential	M.S. 13.46 subd 2(a); M.S. 144.218; MS 259.53 subd 3; M.S. 259.61; M.S. 259.79; M.S. 259.89; M.R. 9560.0180	Suzanne Arntson, CW Manager
Parent Support Outreach	Intake referral; identifying information; social history info on parents and children; housing/homelessness information; child well-being information and records (medical, dental, education, mental health). Financial information/records. Information consent forms. Documentation related to service referrals; correspondence between workers and families to implement plans; police reports and documentation of cross-reporting to law enforcement if referral for PSOP originated with a screened out child protection report;	Private and confidential	M.S. 13.46 subd 2(a)	Suzanne Arntson, CW Manager

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department Health and Human Services Children Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Minor Parent	Intake referral; identifying information about mother, parent/guardian, alleged father, and baby; social history info on parents and children; medical records related to the mother's pregnancy; birth records and certificates; day care information and funding; case plan; education plan for the mother; school attendance records; paternity information; medical and developmental records related to the child; parent mental health records; Financial information/records including bank statements, MFIP/MA statements, etc.; . Employment information and verifications. Information consent forms; correspondence between the family and the social worker to implement the plan; police reports; outcome surveys.	Private	M.S. 13.46 subd 2(a)	Suzanne Arntson, CW Manager
Child Welfare	Intake referral; social history information on both parents, children and extended family members; genetic testing and paternity information; service referrals; records related to parents' mental health, chemical health and parenting; drug testing results; criminal records; relative search information; social/medical history forms for the child; child well-being records & information (medical, dental, education, children's mental health screenings, referrals and services; independent living skills assessments and services); divorce decrees, OFPs; DANCOs; photographs; miscellaneous correspondence; consents to release information; closing summaries. For cases involving court and/or placement, copies of police holds; IVE and MA eligibility verifications; out-of-home placement records; placement payment records; vital documents including birth certificates, social security numbers; court petitions; court orders; case plans; court reports. Northstar Kinship Assistance eligibility and contracts.	Private and confidential	M.S. 13.46 subd 2(a)	Suzanne Arntson, CW Manager
Family Group Decision Making	Referral forms; identifying information about parents, children, and individuals invited to family group conferences; information release forms; correspondence between the worker and all participants; purchase of service forms; final reports.	Private	M.S. 13.46 subd 2(a)	Suzanne Arntson, CW Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Children's Mental Health</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Assessment	Records may contain eligibility information on residency and income; mental health diagnostic information for purposes of eligibility; hospital records as referral source; consent of release information; other county service information as referral sources; functional assessment for purposes of eligibility.	Private	M.S. 245.487 through 245.479; M.R. 9520; M.S.13	Suzanne Arntson, CW Manager
Case Management	Records may contain eligibility information on residency and income; mental health diagnostic information for purposes of eligibility; hospital records as referral source; consent of release information; other county service information as referral sources; functional assessment for purposes of eligibility; individualized family community support plan; case notes and case manger role to carry out goal progress activities; coordination information between intra agency services and community providers; treatment provider evaluations, treatment plans, recommendations and progress notes; legal information, hospitalization information, crisis information, legal information, placement information including IV-E eligibility information (See IV-E Eligibility Determination files under Children Services).	Private	M.S. 245.487 through 245.479; M.R. 9520; M.S. 13	Suzanne Arntson, CW Manager

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department Health and Human Services Community Corrections Field	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification <i>(private or confidential)</i>	Citation for Classification <i>(Statute, Law, or Rule)</i>	Designee <i>(Name, Title)</i>
Case Files: Adult Corrections, General	Contains police reports, criminal complaints, court orders, chronological supervision records, assessments, treatment reports, financial information, victim information, drug testing results, correspondence, reports, and other case management data. Includes all case types EXCEPT sex offense cases. Includes: felony, misdemeanor, gross misdemeanor, domestic abuse, supervised release, and other non-sex offenses.	Public, Private & Confidential	M.S. 13.03; M.S. 13.84 through M.S. 13.851; M.S. 254A.09	Tim Cleveland - Scott County Community Corrections Director
Case Files: Adult Corrections, Sex Offender	Contains police reports, criminal complaints, court orders, chronological supervision records, assessments, treatment reports, financial and victim information, drug testing results, correspondence, reports, registration information, and other case management data. <i>Notes: Administrative decision to retain data for a lengthy time period, to facilitate the registration of offenders, and to provide history in case of re-offense.</i>	Public, Private & Confidential	M.S. 241.67; M.S. 243.166 subd 7; M.S. 299C.093; M.S. 13.03; M.S. 13.84 through M.S. 13.851; M.S. 254A.09	Tim Cleveland - Scott County Community Corrections Director
Case Files: Juvenile Corrections, Extended Juvenile Jurisdiction (EJJ)	Case files for offenders who are on extended jurisdiction in the Juvenile system after they reach age 18. Contains police reports, criminal complaints, court orders, chronological supervision records, assessments, treatment reports, correspondence, reports, and other case management data. May include information from contracted treatment programs.	Public, Private & Confidential	M.S. 13.03; M.S. 13.84 through 13.851; M.S. 254A.09	Tim Cleveland - Scott County Community Corrections Director
Case Files: Juvenile Corrections, General	Contains police reports, criminal complaints, court orders, chronological supervision records, assessments, treatment reports, financial and victim information, drug testing results, correspondence, reports, and other case management data. May include information from contracted treatment programs. May include some psychological and medical data.	Private & Confidential	MS 13.84 through MS 13.851; MS 242.18; MS 254A.09; MR 2960.0080; MR 2960.0180	Tim Cleveland - Scott County Community Corrections Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Community Corrections Field</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Case Files: Juvenile Corrections, Sex Offender	Contains police reports, criminal complaints, court orders, chronological supervision records, assessments, treatment reports, correspondence, reports, and other case management data. May include information from contracted treatment programs. <i>Notes: Administrative decision to retain data for a lengthy time period, to facilitate the registration of offenders, and to provide history in case of re-offense.</i>	Private & Confidential	M.S. 13.03; M.S. 13.84 through 13.851; M.S. 13.875; M.S. 241.67; M.S. 260B.198; M.S. 254A.09; M.S. 299C.095	Tim Cleveland - Scott County Community Corrections Director
Case Files: Juvenile Corrections, Truancy	Case files for offenders who have truancy issues and are not on probation but are participating in the Scott County Truancy Program. Contains school information, attendance records, assessment data, family information, and other case management data.	Private & Confidential	M.S. 13.03; M.S. 13.84 through 13.851; M.S. 254A.09	Tim Cleveland - Scott County Community Corrections Director
Volunteer and Intern Service Records	Files relating to persons doing volunteer services or internships for Community Corrections. May include: application form, reference form, confidentiality agreement, training information, and evaluations of volunteers/interns. Volunteers and interns may have some contact with Community Corrections clients.	Public & Private	M.S. 13.03; M.S. 13.43; M.S. 13.84 through 13.851; M.S. 254A.09; M.R. 2960.0080; M.R. 2960.0180	Tim Cleveland - Scott County Community Corrections Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Development Disability</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Case Audit Notes	Notes and records of changes to be made in service agreements for the coming year, which document the instructions given to case aids. Notes are maintained by case aids and are not the standard case file.	Private	MS 13.46 subd 2(a)	Danielle Fox, Adult Services Manager
Case Files, Children and Adults: No Placement	Specifically excludes cases where a child out of home placement occurred. Record of individual clients regarding medical assistance and individual service plans. Includes case management data such as assessments and diagnostic information, client tracking information, medical information, court documents, progress notes, social history, financial records, service agreements, and other required records and reports. May include eligibility and financial information about waiver funding source if client qualifies.	Private	MS 13.46 subd 2(a)	Danielle Fox, Adult Services Manager
Case Files, Children and Adults: Placement	Specifically includes cases where a child out of home placement occurred. Record of individual clients regarding medical assistance and individual service plans. Includes case management data such as assessments and diagnostic information, client tracking information, medical information, court documents, progress notes, social history, financial records, service agreements, and other required records and reports. For children, may include out of home placement records. May include eligibility and financial information about waiver funding source if client qualifies.	Private and Confidential	MS 13.46 subd 2(a)	Danielle Fox, Adult Services Manager
Foster Care Placement: Case Files	Short term and long term foster care records for children where there has been no termination of parental rights. May include service agreements. The individual is not a state ward. The county may have legal custody of the child	Private and Confidential	MS 13.46 subd 2(a): MS 13.467: MS 626.556 subd 11	Danielle Fox, Adult Services Manager
Foster Care Placement: Case Files: Financial Records	Financial files corresponding to long and short term care case files. May include IV-E (AFDC) or non AFDC cases. Records include foster care payment and purchase of service payment records, including invoices. A year end summary financial report must be filed in the related foster care case file.	Private and Confidential	MS 13.46 subd 2(a): MS 13.467	Danielle Fox, Adult Services Manager

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Development Disability</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Guardianship: Case files: Adults	Includes face sheet, referrals, court findings and orders, social histories, individual service plans, psychologists reports and case management information.	Public, Private, and Confidential	MS 1.346 subd(2) a: MR 9560.0480 subp 2	Danielle Fox, Adult Services Manager
Waiver Programs: Case files & Reports	Records pertaining to any waiver program. Includes Alternative Care (AC), Elderly Waiver (EW), Community Alternative Care Adult (CAC): Community Alternative Care for Disabled Individuals (CADI): Brain Injury (BI): Developmental Disability (DD): Consumer Directed Community Supports (CDCS), and similar programs that may be established (unless otherwise listed). Includes eligibility information, screening, cost of payment records, services provided, service agreements, and other management data.	Private	MS 13.46 subd 2(a)	Danielle Fox, Adult Services Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Drug Treatment</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
	No Private or Confidential Data Maintained			

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Health and Human Services Employment and Training</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Client Records - Employment & Training Programs	Client records document the management of participant cases in Employment & Training Programs. Includes Workforce Innovation and Opportunity Act (WIOA Adult, Youth & Dislocated Worker), Senior Community Services Employment Program (SCSEP), Minnesota Youth Program (MYP), State Dislocated Worker and similar services.	Private	M.S. 13.46 subd.2(a)	Kari Ouimette Economic Assistance Director
WorkForce One	Electronic case management system for employment and training case files.	Private	MS13.46 subd.2(a)	Kari Ouimette Economic Assistance Director
SCSEP Performance and Results QPR System (SPARQ)	Electronic case management system for SCSEP program.	Private	MS13.46 subd.2(a)	Kari Ouimette Economic Assistance Director
Operational Reports and Records	Miscellaneous daily, weekly, monthly or periodic reports and documents used for routine operations. These materials have short term administrative or case management use. This would include caseload lists, program review lists and demographic reports.	Private	MS13.46 subd.2(a)	Kari Ouimette Economic Assistance Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Fraud Administration</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Fraud Investigation Records - Data and forms relating to investigation of fraud reports	Referrals, data obtained during the investigation, dispositions of referrals and any paperwork back from the workers	Public, Private & Confidential	MS 13.03; MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Referral Forms - Fraud	Referral forms completed by the worker to the investigator and the results of any investigations	Private & Confidential	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Division/Department Health and Human Services HHS Admin Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (private or confidential)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Scott County Health and Human Services Civil Rights Complaint Process	Records that document alleged discrimination complaints against Scott County Health and Human Services.	Public, Private and Confidential	M.S. 363A.02, subd. 2, M.S. 13.03, subd. 3c, M.S. 13.46, subd. 2	Pam Selvig, Health and Human Services Director
Visitor Logs	Logs that document visitors who come in and out of Health & Human Services	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Mental Health Center (MHC) Appointment Schedule	Includes clinic site, program ID, appointment, time, name, payment amount for billing purposes, need for interpreter and related information used to manage appointments	Private	M.S. 13.46, subd. 2	Barb Dahl, Social Services Director
Mental Health Center Client Check-In	Face Sheets used for client appointment sign in; New Client registration paperwork. Includes client names, addresses, date of birth and insurance information.	Private	M.S. 13.46, subd. 2	Barb Dahl, Social Services Director
Income Maintenance (IM) Scanning	Applications and supporting documents for Income Maintenance programs are scanned into CaseWorks and the electronic record in CaseWorks is considered the record copy and the paper documents are shredded. Includes client personal information, financial information, social security number, etc.	Private	M.S. 13.46, subd. 2	Kari Ouimette, Economic Services Director
Payment Log	Record of client payments for services provided by Health & Human Services programs. May include copies of invoices. May include client data such as name and case number.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Payment Receipt Book	Receipt and record of client payments for services provided by Health & Human Services programs. May include client data such as name and case number.	Private	M.S. 13.46, subd. 2	Administrative Staff; Accounting Staff, Director, Supervisor
Pick Up File	Documents from Program Staff for clients, etc. held at the Front Desk for pick-up. May include client data such as name and case number.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
File Destruction Logs	Electronic file destruction logs by department. Retained in SCOOP (intranet). Includes names and occasionally social security number.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
SSIS Purge Log	List of workgroups that have been electronically purged from the Social Services Information System software. Includes client names.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services HHS Admin Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Social Services Data Requests	Copies of Information Disclosure Request for non-financial client data regarding social services provided by Scott County. Includes requestors name, address, and phone number	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Social Services Redacted Files	Electronic version of redacted file saved for six months. Includes private and confidential details of assessment and case management files.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Child Foster Care Report	Completed electronic report used for claiming Title IV-E and Northstar Care for Children reimbursement. Includes child's name, foster care provider, and addresses.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Targeted Case Management Client Statistical Report	Completed electronic report used for determining targeted case management rates. Includes client names and the services they received.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Survey Responses	Responses to survey questions containing personal information including names, racial, and demographic data	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Health and Human Services Resource Council Per Diem Form	Form for per diem payment for County residents on the Resource Council. Includes social security numbers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Program Analysis	Data analysis completed for County programs such as New Options. Includes client names, addresses, and private information around services provided.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Fiscal and Statistical Reports	Forms and reports used for departmental operations and for reporting to state and federal agencies. Includes SSTS, random moment reports, SEAGR reports, IV-E reports, expenditure reports, and similar items.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Missed Phone Call Message Notebook	Utilized for Social Services intake where voicemails are not utilized. Includes name and phone number of caller as well as description of concern.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services HHS Finance</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Client Files	Personal information that generates from other departments including names, addresses, DOB Eligibility verification & social security numbers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Social Welfare	Personal information that generates from other departments including names, addresses, DOB & social security numbers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Explanation of Benefits	Information needed to do billing and receipting including names, insurance numbers & service provided.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Mental Health Daily Sheets	Utilized for billing and receipting including names & providers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Eligibility Forms	Information needed to do billing and receipting including names, addresses, DOB, social security numbers & income verification.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Foster Care Vouchers	Information needed to do billing and receipting including client names & address.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Payment Vouchers	Information needed to do billing and receipting including client names & address.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Electronic Funds Transfers	Information needed to set up EFT accounts that include Banking information for clients including name, address and Social Security number.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Request for Payments	Utilized for billing and receipting. Includes name, address, social security numbers, services provided & tax ID numbers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Medicare B Payments	Information utilized to do billing and receipting which includes name and addresses, DOB, PMI numbers.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director
Fiscal and Statistical Reports	Forms and reports used for departmental operations and for reporting to state and federal agencies. Includes SSTS, random moment reports, SEAGR reports, IV-E reports, expenditure reports, and similar items.	Private	M.S. 13.46, subd. 2	Jennifer Schwarz, Administrative Services Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Health and Human Services Management</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public)</i>	<b>Classification</b> (private or confidential)	<b>Citation for Classification</b> (Statute, Law, or Rule)	<b>Designee</b> (Name, Title)
Complaints	Letters, notes, client and service information, court documents, and any documentation supporting a client concern	Private	Varies depending on program area, M.S. 13.43, subd. 2	Pam Selvig, Health and Human Services Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Home and Community Care</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Case Files: MnCHOICES Assessments	Client assessments, tracking information, court documents, case notes, social history, financial records, Notice of Actions, appeal letters and summaries, and other required records, evaluations and reports needed to determine eligibility for publicly funded programs	Private	MS 13.46	Danielle Fox, Adult Services Manager
Intake Logs/Records	Intake logs and requests for services and their disposition. Contains initial intake data on cases that were assigned and where no case was assigned. This electronic record is located in SSIS, MnCHOICES and SCOOP	Private	MS 13.46 subd 2 (a)	Danielle Fox, Adult Services Manager
Preadmission Screenings	Mn Statute and federal law require that all applicants admitted to a skilled nursing facility, hospital "swing" bed, and boarding care facility be screened prior to admission in an effort to avoid unnecessary admissions.	Private	MS 13.03	Danielle Fox, Adult Services Manager
Case Files: Adult Protection	Adult Protection Intake report, allegations, records collected during the course of an investigation including medical and bank records, cognitive assessment	Private and Confidential	MS 13.46; MS 13.02; MS 138.163; MS 626.557	Danielle Fox, Adult Services Manager
Case Files: Adult Services	Intake report, Service Plan, pertinent records obtained to assist with Case Management, such as medical records, court documents, referrals, etc.	Private	MS 13.46	Danielle Fox, Adult Services Manager
Case Files: Home and Community Care: CADI, CAC, Brain Injury, Elderly Waiver, Alternative Care	Records pertaining to any waiver program including: Community Access for Disability Inclusion (CADI), Community Alternative Care (CAC), Brain Injury (BI), Elderly Waiver (EW), Alternative Care (AC). Intake report, client assessments, individualized service plans, vendor referrals, service cost	Private	MS 13.46	Danielle Fox, Adult Services Manager
Case Management Logs	Tracks the date that cases are referred for Case Management and Case Management assignment. These logs are located in SCOOP.	Private	MS 13.46	Danielle Fox, Adult Services Manager
Appeal Letters and Summaries	Appeal Letters and Summaries	Private	MS 13.46 subd.2 (a)	Danielle Fox, Adult Services Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Health and Human Services Economic Assistance</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Aid to Families with Dependent Children (AFDC) Case Records - Referral Forms - Fraud	Referral forms completed by the worker to the investigator and the results of any investigations	Private and Confidential	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Referral Forms - Support and Collections	Referral forms completed by the clients and submitted to Child Support	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Supervisory & Case Review	Any case review material completed or used to complete case reviews by supervisors or peers	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Application Forms	Combined Application Forms (CAF) or ApplyMN applications (submitted electronically); this could include any supporting documents or verification	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Client Correspondence	Case records that include client correspondence	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Required 92-076-01C Situational Forms	Case records	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Aid to Families with Dependent Children (AFDC) Case Records - Verification Forms	Case records that contain verification provided by the clients, the systems, or a 3rd party	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Case Records: Employment Assistance Programs	Case records which document the management of participant cases in various employment assistance and support programs. Includes Workforce Services, Dislocated Worker Programs, and similar services.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Case Records: Public Assistance Programs - Case Management Documents	Case records which document the management of participant cases in various public assistance programs.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Case Records: Public Assistance Programs - Client Identification Documents	Documents that verify client identification and substantiate program eligibility	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Health and Human Services Economic Assistance</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Child Care Case Records	Applications forms, verifications, required situational forms, client correspondence	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Client Index	Summarized case identification data including case number, client name, client number, social security number, birthdate, sex, etc.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Collections	Fee collections, overpayments, probate claims and other collections	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Emergency Assistance Case Records (7 CFR)	Application forms, verifications, internal case processing documents	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
SNAP Case Records	Application forms, verifications, referrals, etc.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Fraud Investigation Records	Referrals, data obtained during the investigation, dispositions of referrals and any paperwork back from the workers	Public, Private & Confidential	MS 13.03; MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
General Assistance Case Records	Application forms, verifications, required situational forms, internal case processing forms, referrals, etc.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Intake Registers	Lists of requests for financial assistance and their subsequent disposition.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
MAXIS Computer Case Records	Electronic case management system for public assistance case files	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Medical Assistance / Minnesota Supplemental Aid (MA / MSA) Case Records	Application forms, verifications, required situational forms, referrals, etc.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Prepaid Medical Assistance Records	Includes health advocate client files(cases where County assists client to resolve conflicts with provider), health plan enrollment & eligibility, & misc. reports	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director
Work Readiness (GA / WR) Case Records	See General Assistance Case Records.	Private	MS 13.46 subd 2(a)	Kari Ouimette Economic Assistance Director

**This inventory uses a series of form names for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services JAF (Juvenile Alternative Facility)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Juvenile Alternative Facility: Juvenile Medical Records	Medical records pertaining to residents of the Juvenile Alternative Facility (JAF). Includes medical history, medications, treatment records, progress notes and related information.	Private & Confidential	M.S. 13.384; M.S. 144.29; M.S. 144.335; M.S. 260B.198; M.R. 2960.0180	Lisa Brodsky, Public Health Director
Juvenile Alternative Facility: Juvenile Files	Contains police reports, court orders, chronological supervision records, assessments, treatment reports, mental health screenings, correspondence, reports, and other case management data. May include some psychological and medical data.	Private & Confidential	M.S. 13.84 through M.S. 13.851; M.S. 242.18; M.S. 254A.09; M.R. 2960.0080; M.R. 2960.0180	Sandy Soboy - Juvenile Alternative Facility Manager
Juvenile Alternative Facility: Daily Admissions Log	Register of all juveniles admitted to the JAF program.	Private & Confidential	M.S. 13.84 through M.S. 13.851; M.S. 242.18; M.S. 254A.09; M.R. 2960.0080; M.R. 2960.0180	Sandy Soboy - Juvenile Alternative Facility Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Licensing</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Licensing - Child Care, Children	May include: application for day care licensing, home study checklist, licensing/relicensing information, evaluations of service, references, training records, background studies, zoning/variances, notifications, safety and health inspections, complaints and investigations	Public, Private & Confidential	M.S. 13.03; M.S. 13.46 subp 3 & 4; M.R. 9502.0345 subp 2	Suzanne Arntson, CW Manager
Licensing - Foster Care, Adult	May include: application for foster care, foster care agreement, home study checklist, licensing/relicensing information, evaluations of service, references, training records, background studies, zoning/variances, notifications, safety and health inspections, programs plans, listing of current and past AFC placements, complaints and investigations	Public, Private & Confidential	M.S. 13.03; M.S. 13.46 subp 3 & 4; M.R. 9555.5515	Suzanne Arntson, CW Manager
Licensing - Foster Care, Children	May include: application for foster care, foster care agreement, home study checklist, licensing/re-licensing information, evaluations of service, references, training records, background studies, zoning/variances, notifications, safety and health inspections, complaints and investigations	Public, Private & Confidential	M.S. 13.03; M.S. 13.46 subp 3 & 4; M.R. 2960.3100	Suzanne Arntson, CW Manager
Licensing: Revoked, Suspended or Contested Cases - Child Care or Foster Care - Children Aor Adults	May include: application for daycare/foster care licensing, home study checklist, licensing/relicensing information, evaluations of service, references, training records, background studies, zoning/variances, notifications, safety and health inspections, complaints, corrections orders, investigations, negative licensing action documentation	Public, Private & Confidential	M.S. 13.03; M.S. 13.46 subp 3 & 4; M.S. 245A.05; M.S. 245A.06; M.S. 245A.07; M.S. 245.075	Suzanne Arntson, CW Manager

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services Mental Health Center</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Client Mental Health Medical File	Diagnostic Assessment, Psychotherapy Note, Psychotherapy Treatment Plan, Health History Form, Consent/Request For Treatment, Insurance Data Form, Consent to Bill insurance, HIPAA Receipt, Consent to Release Information, Patient Health Questionnaire PHQ9, Client and Staff Responsibilities and Rights, Whoas 2.0, CAGE- AID, Medication's List, Prescriptions, Lab Results, Psychiatry Note, Nurses Notes	Private or Confidential	HIPAA, HIPAA, 45 CFR 164, M.S. 144.291, M.S. 144.298, M.S. 245.470, M.S. 13.46 sub 7-9, M.S. 13.284	Terry Raddatz, PhD, LP, MHC Director

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Health and Human Services MFIP Direct	
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)
Client Records - Employment & Training Programs	Client records document the management of participant cases in Employment & Training Programs. Includes Minnesota Family Investment Program (MFIP) Employment Services, Diversionary Work Program (DWP) Employment Services, Supplemental Nutrition Assistance Program (SNAP) Employment Services, General Assistance (GA) Employability Assessments and similar services.	Private	M.S. 13.46 subd.2(a)	Kari Ouimette, Economic Assistance Director
WorkForce One	Electronic case management system for employment and training case files.	Private	M.S. 13.46 subd.2(a)	Kari Ouimette, Economic Assistance Director
Operational Reports and Records	Miscellaneous daily, weekly, monthly or periodic reports and documents used for routine operations. These materials have short term administrative or case management use. This would include caseload lists, program review lists and demographic reports.	Private	M.S. 13.46 subd.2(a)	Kari Ouimette, Economic Assistance Director

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Health and Human Services Public Health	
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 <i>(Statute, Law, or Rule)</i>	Designee <i>(Name, Title)</i>
Ages and states developmental questionnaire/Minnesota developmental inventory	Standardized developmental inventory of children ages 2 to 60 months	Private	M.S. 13.3805; M.S. 13.384; MS 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Birth defect information system referrals	Health information on referrals from MCH for children with birth defects	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
CareFacts system	Health information, care plan, client assessment, visit notes/communication log, discharge summary	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Early hearing detection & identification referrals from MDH	DOB and health information on children who have failed hearing tests and need follow-up.	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Electronic birth records	Database containing birth certificate data for Washington County residents	Confidential	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Health and Human Services Public Health	
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 <i>(Statute, Law, or Rule)</i>	Designee <i>(Name, Title)</i>
Family home visiting data collection forms	Name, address, DOB, health information	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
FAP database/system	Child development form	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
FAP Intake Form	Child development form	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Growth charts	Height and weight record, including client's name, address, and birth date	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Home safety checklist	Client name, information on safety of client's home	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Lead exposure reports from MDH	Information on blood lead levels exceeding allowable limits in children	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Nursing Child Assessment (NCAS, NCATS)	Standardized assessment tool includes client specific data	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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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)
Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect	Client name, address, birth date, and pertinent personal medical information	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Death Records	Includes index to deaths, record of death (register) and death certificates.	Public and Private	M.S. 13.83; M.S. 144.225	Lisa Brodsky, Public Health Director
Intake Database	Client name, contact info, and pertinent reason for call	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect	Client name, address, birth date, and pertinent personal medical information	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
<b>RESTAURANT ILLNESS HEALTH NUISANCE</b>				
Nuisance complaint	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint	Confidential	M.S. 13.03; M.S. 13.44	Lisa Brodsky, Public Health Director
<b>DISEASE PREVENTION</b>				
Carefacts system	Health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Communicable disease databases	Disease and medical history data on individuals (SPSS and EPI Info file formats and excel Status Board)	Private	MS 13.3805; MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Health and Human Services Public Health	
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)
Communicable disease investigation file notes	Disease investigation and follow-up case data on individuals - includes person, health, and medical history on individuals	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Communicable disease outbreak interview form	Disease and medical history on individuals related to outbreak events	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Communicable disease report investigation	Disease and medical history on individuals	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Flu/pneumococcal form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Hepatitis B tracking forms	Name, employer, dates of HBVs	Private	MS 13.3805;MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Immunization Clinic Appointment Schedule	Client names, demographics, contacts, immunizations	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Immunization record card (used when multiple visits are expected)	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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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)
Immunization record form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Inter-jurisdictional tuberculosis notification form	Client moves out of county - name and results/treatment to new county of residence	Private	MS 13.3805; MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
International notification of TB cases	Client moves out of country, demographic info, plus treatment and test results	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
IPI immunization practices improvement questionnaire	Survey of MNVFC/immunization storage and handling of vaccines practices	Individual and clinic are Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MEDSS Data system (Minnesota Electronic Disease Surveillance System)	Documentation of infectious disease investigations are reported here including specific contact information, community contacts, schools, places of work, details of diagnosis and treatment. Also used for communication with MDH for Perinatal Hepatitis B Program, and Isolation and Quarantine.	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MDH disease specific report form - Measles/Mumps/Pertussis/ Hepatitis	Name, address, phone, Birth date, disease and medical data on individuals	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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MDH perinatal Hepatitis B immunization and follow-up report	Current demographics of mom and baby, hepatitis immunizations, post vaccination serology and results	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MDH request for medication to treat LTBI	Test result/treatment regimen for cases of TBI	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MDH request for medications for suspect/case tuberculosis	Treatment regimen of case	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MDH tuberculosis case report	Initial case identification (name, tests and results, medical history, etc.) of suspected/confirmed case	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MDH tuberculosis contact investigation report	Demographics, names, and test results of household contacts in relation to index case	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Medical examination form for immigrants or refugee applicant (overseas)	Physical examination information	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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Medicare roster billing form	Name, birth date, Medicare number, and signature, address, sex	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MIIC data system	Immunization history of individuals, including name, address, phone, primary medical provider	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Consent to exchange health information	Consent to release information to another agency	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
MN initial refugee health assessment form (arrival in USA)	Physical examination, medical information	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Notice of Rights (Tennessee Warning)	Inform client of our intent to collect data	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Notice of Privacy Rights (acknowledgement of Receipt)	Name and signature	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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Perinatal Hepatitis B report forms	Disease investigation and follow-up data on individuals and their household contacts, including vaccination history	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Reception and placement program assurance form for refugee program	Name/client number, birth date, relatives and volunteer agency	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
SPSS software	Statistical analysis of disease investigation, including case data	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
TB class B: follow-up worksheet	Medical info-results from TB evaluations in US	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Treatment of Latent Tuberculosis Infection (LTBI): monitoring flow sheet	Record of side effects and patient education regarding meds and treatment	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
VAERS form (Vaccine Adverse Event Reporting System)	Name, address, phone number, birth date, vaccine data, administrator of vaccine, medical advisor, details of adverse event, including medical follow-up	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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Mantoux forms	Date and results of mantoux skin test	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
TB referral and follow-up report	Authorization to share test results and medical history as well as perform tests and begin treatment of a case by Saint Paul-Ramsey TB Clinic	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
<b>CHILD &amp; TEEN CHECKUPS</b>				
CATCH 3 database/system	Database for child and teen check-ups outreach - names and contact info for eligible children	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
<b>CAR SEAT PROGRAM</b>				
Car Seat Intake Form	Name/Client number, birth date, client eligibility information and documents which model car seat they receive for which child	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Recipient release for car seat: Health insurance if billable, family health	Sign off indicating demonstration of appropriate car seat installation	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
<b>MOBILE CLINIC/HEALTH CARE SERVICES</b>				
Case Records	Medical records, medication orders, logs, and related records for all mobile clinic clients. Records are maintained by clinic staff.	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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Social Determinants of Health Screening	Name/Address/Contact info and answers to health behavior questions to determine appropriate referral resources	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Juvenile Alternative Facility Screen	Medical records, medication orders, logs, and related records for JAF residents. Records are maintained by JAF Staff	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
Isolation and Quarantine	Name/Address/Contact info and answers to medical records, medication orders, logs	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Mass Dispensing	Name/Address/Contact info and answers to medical records, medication orders, logs	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Wide Spread Disease Investigation	Name/Address/Contact info and answers to medical records, medication orders, logs	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director
Family Assistance Center/Family Reunification	Name/Address/Contact info, logs of injuries, logs of missing persons	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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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 <i>(Statute, Law, or Rule)</i>	Designee <i>(Name, Title)</i>
Alternate Care Facility	Name/Address/Contact info, logs of injuries, logs of missing persons	Private	M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA)	Lisa Brodsky, Public Health Director

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**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Division/Department Health and Human Services U of M Extension Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Background checks	Personal information that generates from law enforcement agency includes name, address, birthdate, driver's license number, and result of the background check.	Private	M.S. 13.43, subd. 2	Jennifer Schwarz, Administrative Services Director
4-H Member Enrollment	Personal information submitted by individuals including names, addresses, and parent information, and health information	Private	M.S. 13.43, subd. 2	Jennifer Schwarz, Administrative Services Director
4-H Adult Volunteer Enrollment	Personal information submitted by individuals including names, addresses, and health information	Private	M.S. 13.43, subd. 2	Jennifer Schwarz, Administrative Services Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Health and Human Services Veterans Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 9	Appeal to Board of Veterans Appeals	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-0958	Notice of Disagreement	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 10-10 EZ	Application for Medical Benefits	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 10-10 EZR	Health Benefits Renewal Form	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-509	Statement of Dependency of Parents	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-530EZ	Application for Burial Benefits	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-534EZ	Application for Dependency and Indemnity Compensation or Death Pension by Surviving Spouse or Child	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-353	Application for Reinstatement	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-357	Claim for Disability Insurance Benefits	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-614	Application for Accrued Amount of Veteran's Benefits payable to Widow, Widower, Child or Dependent Parents	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-651	Election of Compensation or Pension in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation or Pension from DVA	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-674	Request for Approval of School Attendance	Private	M.S. 197.603 Subd 2	Jerry Brua, Director

Scott County	Responsible Authority - Gary Shelton, Scott County Administrator		Department/Division Health and Human Services Veterans Services	
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)
VA Form 21-686c	Declaration of Status of Dependents	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-0304	Spina Bifida Application	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4138	Statement in Support of Claim	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4142	Authorization for Release of Information	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4185	Report of Income from Property or Business	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-8678	Application for Annual Clothing Allowance	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 22-1995	Request for Change of Program or Place of Training	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 26-1880	Request for Determination of Eligibility and Available Loan Guaranty Entitlement	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 26-6381	Application for Release from Personal Liability to the Government on a Home Loan	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 28-8832	Veterans Application for Counseling	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	M.S. 197.603 Subd 2	Jerry Brua, Director

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Health and Human Services Veterans Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
VA Form 29-1546	Application for Cash Surrender Value	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-1606	Application for Total Disability	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 90-2008	Application for United States Flag for Burial Purposes	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 21-0966	Intent To File a Claim For Compensation And/or Pension, Or Survivors Pension And/or DIC	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
SGLV 8713	Application for SGLI (Retired Reservists)	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Form 4963	Request for Replacement of Headstone or Marker	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 4	Medical Report Form	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 5	Shelter Expense Form	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MDVA 7	Monthly Expense Form	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Authorization Letter	Benefits grant/denial notification	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Rating Decision	Disability rating narrative reason	Private	M.S. 197.603 Subd 2	Jerry Brua, Director
VA Code Sheet	Disability diagnostic coding	Confidential	M.S. 197.603 Subd 2	Jerry Brua, Director
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603 Subd 2	Jerry Brua, Director

**This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division (enter) (enter topic/area if multiple lists)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Active Directory	Account data used to login to various County systems	Private	M.S. 13.43, subd. 4	Jeff Peichel, CIO
ServiceNow	Account and personal data on County workers used for onboarding/offboarding and support related processes for IT	Private	M.S. 13.43, subd. 4	Jeff Peichel, CIO

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division OMB Accounting - Budget</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description <i>(Purpose, what it collects, in terms understandable by general public)</i></b>	<b>Classification (private or confidential)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Salary Calculations/Projections	Used for analysis for salary cost forecasting. Performance review rating	Private	M.S. 13.37 M.S. 13.435	Steve Jones, Principal Financial Analyst
Position Budgeting	Budget creation, Performance review rating and date	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Steve Jones, Principal Financial Analyst
Infor AP/AR System	All containing data such as social security number, home address, Banking information, email address	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1, M.S. 13.356; M.S. 13.713	Erin Baudoin, HRMS Supervisor
Purchasing Card Monthly Statements	Credit card numbers for purchasing card, employee names	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Amy Witt, Sr. Accountant
Bank Reconciliation files	Banking information	Private	M.S. 13.43, subd. 4	Rachel Brennan, Sr. Accountant
Vendor Files	All containing data such as social security number, home address, Banking information, email address	Private/Confidential	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Kathy Shanks, Sr. Accountant
Invoice Files	All containing data such as social security number, home address, Banking information, email address	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Kathy Shanks, Sr. Accountant
Returned Checks	Copies of bad checks with banking information	Private	M.S. 13.355	Lori Vosejпка, Accounting Tech 2
Accounts Payable Registers and NACHA FTP file	Name and bank account information.	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Kathy Shanks, Sr. Accountant
COBRA/Retiree Insurance payment reports and NACHA FTP file	Name and bank account information.	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Lisa Lehman, Accountant
Accounts Receivable Registers and electronic billing file	Name, address and email address	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Lori Vosejпка, Accounting Tech 2
1099 Electronic Files	Name, social security number and address.	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Kathy Shanks, Sr. Accountant
Garnishments, Tax Levies, and Child Support Payments	Name, date of birth, address and social security number.	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Kathy Shanks, Sr. Accountant
MHC Payment System	Banking information, address, email address, name	Private	M.S. 13.43, subd. 4; M.S. 13.355, subd. 1	Al Ceplecha, Principal Accountant

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Scott County</b>	<b>Responsible Authority - Gary Shelton, Scott County Administrator</b>		<b>Department/Division Office of Management and Budget Volunteer Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Adult volunteer application form	Home address, date of birth, home telephone number, background and previous experience, criminal record disclosure, sexual misconduct disclosure	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Background check report	Screening information as described by evaluator, and results	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Medical insurance/emergency contact form	Name, telephone number, allergies, medical conditions, family physician, medical insurance coverage, parent's name(s), and signature	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Notice of Rights form	Notification of Data Practices rights, name, parents/name(s) and signature, date	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Reference form	Rating form and comments on characteristics	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Volunteer payment voucher form	Social security number	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator
Youth information form	Date of birth, address, telephone number, email address, school.	Private	M.S. 13.43, subd. 3, 4 and 5	Gary Shelton, Scott County Administrator