

# *Houston County*



*Public Access to Government Data*

*And*

*Rights of Subjects of Data*

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## HOUSTON COUNTY

### THE RIGHT OF THE PUBLIC TO INSPECT AND COPY GOVERNMENT DATA

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The Minnesota Government Data Practices Act (MGDPA) gives members of the public, the right to see and have copies of public data that Houston County keeps.

The law states that the data that Houston County maintains is public **unless there is a state or federal law that classifies the data as *Confidential, Private, Nonpublic or protected nonpublic***. The County must give public data to anyone who asks, no matter who is asking or why.

#### How to Make a Request for Public Data

To inspect or have copies of data the County keeps, make a written data request to the appropriate department. The data request form in attached to this document may be used to make the request, but may not be required for all requests.

#### You have the right to look at all public data that the County maintains.

You may request and receive public information over the phone, in person, through the mail, or via e-mail. If it is not possible to give you the information in the manner you ask, we will contact you to determine another method to deliver the information to you.

If you have any questions about how to access public data that we keep, please contact the **Houston County Responsible Authority and Data Practice Compliance Officer is Houston County Attorney, Samuel Jandt**. (Suite 2300, 306 South Marshall Street, Caledonia, MN 55921, 507-725-5803) If you have any questions about your rights or this document, please contact the appropriate Responsible Authority's designee listed below.

#### Responsible Authority Designees:

<u>Name</u>	<u>Title</u>	<u>Phone number</u>	<u>Location</u>
<u>Jeffrey Babinski</u>	<u>Administrator</u>	<u>507-725-5827</u>	<u>304 South Marshall Street Court House, First Floor</u>
<u>Cynthia Cresswell</u>	<u>Assessor</u>	<u>507-725-5801</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Donna Trehus</u>	<u>Auditor/Treasurer</u>	<u>507-725-5815</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Samuel Jandt</u>	<u>County Attorney</u>	<u>507-725-5802</u>	<u>306 South Marshall Street,</u>

<u>Brian Pogodzinski</u>	<u>County Engineer</u>	<u>507-725-3925</u>	<u>Justice Center, Second Floor</u>
<u>Aaron Lacher</u>	<u>Zoning/Planning</u>	<u>507-725-5800</u>	<u>1124 E. Washington Street</u>
			<u>304 South Marshall Street,</u>
			<u>Court House, Second Floor</u>
<u>Carol Lapham</u>	<u>Finance Director</u>	<u>507-725-5825</u>	<u>304 South Marshall Street,</u>
			<u>Court House, Second Floor</u>
<u>John Pugleasa</u>	<u>Public Health/Human</u>	<u>507-725-5811</u>	<u>304 South Marshall Street,</u>
	<u>Services Director</u>		<u>Court House, First Floor</u>
<u>Tess Kruger</u>	<u>Human Resource</u>	<u>507-725-5822</u>	<u>304 South Marshall Street,</u>
	<u>Director</u>		<u>Court House, Second Floor</u>
<u>Sue Schwebach</u>	<u>Recorder</u>	<u>507-725-5813</u>	<u>304 South Marshall Street,</u>
			<u>Court House, First Floor</u>
<u>Mark Inglett</u>	<u>Sheriff</u>	<u>507-725-3379</u>	<u>306 South Marshall Street,</u>
			<u>Justice Center, First Floor</u>
<u>Eric Schmitt</u>	<u>Surveyor</u>	<u>507-725-5814</u>	<u>304 South Marshall Street,</u>
			<u>Court House, Basement Level</u>
<u>Robert Thoen</u>	<u>Veteran Services</u>	<u>507-725-5805</u>	<u>611 Vista Drive,</u>
			<u>Community Services Bldg.</u>

\*Responsible Authority, Compliance Officer, and Designee list updated 06.27.19

You can make your request during normal working hours, which are 8:00 a.m. to 4:30 p.m.

The request should (1) say that the requestor is making a data request under the MGDPA, (2) say whether the requestor wishes to inspect the data, have copies of the data, or both, and (3) describe very clearly the data to be inspected or copied. Anyone requesting public data has the right to inspect the data before deciding to request copies. Any member of the public also has the right to make a standing request to inspect or have copies of public data. Standing requests expire after 3 months. Standing requests must be made to the Responsible Authority.

### **How Houston County Responds to a Data Request**

First, if it is not clear exactly what data are being requested, the County will ask the person who is making the request, and then find out if the County has the data. If the County does not have the data, the requesting person will be notified as soon as reasonably possible. If we need more time to identify, find, or copy the data you are asking for, we will let you know and we will tell you when we will be able to provide you the data.

### **The County does not have to provide you data we do not keep.**

If the County does not have the data you are asking for, we will tell you as soon as is reasonably possible. The County does not have to collect or create data for you in order to respond to your request.

**If the County has the data but the data are not public**, the requesting person will be notified as soon as reasonably possible, and The County will identify the specific law that makes the data not public. The County will do this in writing upon request.

**If the County has the data and the data are public:**

- if the request is to inspect the data, The County will arrange a date, time and place for inspection. The County can't charge a fee for letting someone inspect data; and
- if copies are requested, The County will provide them as soon as reasonably possible by mail or fax, or they may be picked up. If The County keeps the data in electronic form and copies are requested in electronic form (such as by email or on disk), the copies will be provided in electronic form.

The County charges a fee for providing copies. If a person inspects data and then asks for copies of only some of the data, the County charges a fee only for the copies requested.

The County will respond to a data request in an appropriate and prompt way, and in a reasonable time. This depends on things such as how the size of the data request, how many staff members are available to respond to the request, and how many other data requests the County is responding to.

**The County may not have to give you public data in the form you want.**

If we have the data you are asking for, but we do not keep the data in the form you want, we may not be able to give you the data in that form. If we put the data in the form you want, we will let you know how long it will take us to provide the data and how much it will cost to do so. Then you can decide if you want the data in that format or not.

**The County cannot charge you a fee for looking at public data.**

You have the right to look at public data at no cost. We will let you look at computerized data on a computer screen, or print a copy, so that you can inspect the data at no charge.

You also may inspect public data on your own computer, and you may print or download the data using your own computer, at no cost.

The County cannot charge you a fee for separating public data from data that are Not Public.

**You have the right to have public data explained in a way you understand.**

If you have any questions about the meaning of public data that we keep, please contact an appropriate County official from the above list and ask for an explanation.

**The County has the right to charge you a reasonable fee for providing copies.**

We will require the payment of a fee for providing copies of data. If you ask us to mail or fax the copies, the fee will include postage or long distance phone charges. If you request a certified copy of a document, we will charge you a fee to certify the document.

The County may charge an additional fee for data having commercial value. The fee will be based upon the time and expense of creating the data, and the public value of the data. The fee

for each type of commercial valued data will be approved annually by the County Board as part of its County Fee Schedule.

Our fee for providing copies is set out in the Houston County Fee Schedule, located on the County's website. We require prepayment of any fees connected to data practices requests.

**You have the right to see and have copies of summary data.**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. We will prepare summary data for you if you make a request in writing- letter, fax, e-mail, etc. to any of the names listed below and pay the fee to prepare the data.

The County requires prepayment for this service. When we receive your request, we will contact you to make detailed arrangements to prepare the summary data.

**[SPACE INTENTIONALLY LEFT BLANK]**



## Houston County

### Request to Inspect and/or Copy Government Data

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Date of request:

Describe the data you are requesting. Please be as specific as possible. Please say whether you are asking to inspect the data, whether you want copies of the data, or both. If you need more space, please use the back of this form. **\*\* NOTE, please complete a *Sheriff's Office Consent and Request for Law Enforcement Records* form for all located on the Houston County Sheriff's Office website law enforcement records requests.**

You have the right to *inspect* data at no cost. If you ask for *copies* of data, The County may charge a fee for providing the copies. If you would like more information about your right to inspect and have copies of data that the County keeps, contact Houston County's Data Practices Compliance Official: The Houston County Attorney, 304 South Marshall Street, Caledonia, MN 55921, 507-725-5803.

**If you are asking for data that are *not* about you,** The County will comply with your request as soon as reasonably possible. It may be helpful to know who you are and/or how to contact you in order to respond to your request – for example, if you want copies mailed to you or if you want to come in and inspect data at a later time. *You do not have to provide this kind of information.* You can decide to provide this kind of information now, later or not at all.

Name

[PLEASE PRINT]: \_\_\_\_\_

Voluntary, not required

Contact information (phone number, e-mail or mailing address or list whether will pick up):

\_\_\_\_\_

**If you are asking for data about yourself or your minor children,** or about someone for whom you have been appointed legal guardian, you may have to sign this or similar form and show a driver license or State ID card as proof of your identity. You may be asked for other information if it is needed to verify your identity or respond to your request. The County will comply with your request within 10 business days.



## Houston County

### Summary of Copy Fees

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A current schedule of fees is listed on the official Houston County Website:

[http://www.co.houston.mn.us/Documents/Auditor/FEE\\_Schedule.pdf](http://www.co.houston.mn.us/Documents/Auditor/FEE_Schedule.pdf)



## HOUSTON COUNTY

### THE RIGHTS OF INDIVIDUALS UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

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The Minnesota Government Data Practices Act (MGDPA) is a law that gives you important rights when Houston County collects, creates, keeps, uses or releases data about you.

#### **An important note about who may exercise individual rights**

The law defines an individual as a living human being. The law classifies data that the County keeps about individuals as public, private or confidential. The County must give public data about individuals to anyone who asks, no matter who is asking or why. The law says the County can give private data about individuals only to the individual, to someone with the individual's permission, to County staff on a need-to-know basis, and according to law or court order. The County can give confidential data about an individual only to County staff on a need-to-know basis and according to law or court order.

- ***If you are a minor*** (which means that you are not yet 18 years old), your parents or your guardian usually have the same rights as you do. This means that each of your parents or your guardian usually can look at and have copies of information we keep about you. Usually, they each have the right to give their consent to release the data about you. They each can challenge the accuracy and completeness of the data about you.

If you have no parents, or if your parents are not a part of your life, then your legal guardian has these rights.

In some cases, your parent or guardian does not have these rights. For example, we will not let your parent(s) or guardian exercise the rights the law gives you if there is a court order that takes these rights away from them. The court order might be about a divorce, separation, custody or some other matter, or it might take away the parental rights of your parent(s). Also, sometimes a state or federal law says that we cannot let your parents see information about you.

- ***If you have been appointed as the legal guardian for someone***, you may exercise that individual's rights under the MGDPA. To do so, you must show proof of your appointment as legal guardian.

### **The law controls how the County collects, keep, use and release data about you.**

The County can collect, keep, use and release private and confidential data about you only when a state or federal law allows or requires us to do it. The law further provides that the County can collect, keep, use and release private and confidential data about you only in order to perform our jobs.

### **The law requires the County give you a notice when we ask you to supply data about yourself.**

- When we ask you to give us private or confidential data about yourself, we will give you a notice. The notice sometimes is called a Tennessee Warning Notice. *For data collected by law enforcement see Minn. Stat. § 13.82 and related Minn. Rules, and other state and federal statutes; and Minn. Stat. §13.46 and related Minn. Rules regarding the collection of data by the County Human Services.*
- We will tell you why we are collecting the data from you and how we plan to use the data;
- If there is a law that says you must give us the data, we will tell you that. We also will tell you if you do not have to give us the data; We will tell you what might happen (consequences) to you if you give us the data;
- We also will tell you what might happen (consequences) to you if you do not give us the data; and
- We will tell you what other people or entities have the legal right to know about, see or have copies of the data you give us. When we tell you this, we will be as specific as we can be.

The County is only required to give you the Tennessee Warning Notice when we are asking you to give us private or confidential data about yourself. We *do not* have to give you the notice when:

- you give us information we haven't asked for;
- the information we are asking for is about someone else;
- the information we are asking for is public data about you; or
- the information is collected by a law enforcement officer who is investigating a crime. This includes police officers, and members of the fire department and sheriff's office.

### **You have the right to know if we keep data about you.**

If you ask, the County will we will tell you if the County maintains information about you and we will tell you if the data are classified as public, private or confidential. To find out what information the County may maintain about you, contact the appropriate Responsible Authority listed at the end of this document. You have the right to see specific documents, files, records or types of data that we keep. You also have the right to ask for and see *all* of the public and private data about you that we keep. The law does not give you the right to see **confidential** data, (this may be data that is use for during active investigations etc.)

### **How an Individual Makes a Request for Data**

To inspect or have copies of public or private data about him/her or minor children, or about someone for whom s/he has been appointed legal guardian, an individual must make a data

request to the County Responsible Authority or designee. The request must be in writing. It may be sent by letter, email or fax, or the individual may use the County data request form.

In the request, the individual should say that s/he is making a data request under the MGDPA. The individual should describe very clearly the data to be inspected or copied, and say whether s/he wishes to inspect the data, have copies of the data, or both. The individual has the right to inspect the data before deciding to request copies. The individual also has the right to make a standing request, which expires after 3 months. Standing requests must be made to the appropriate Responsible Authority listed below.

After you have looked at the data you requested, we do not have to let you see the data again for six months, unless we collect or create more information about you before six months have passed. You do not have to wait for six months to see the data again if we have collected new data about you, or if you have challenged any of the data, or if you are appealing the results of that challenge. See the information below about how to challenge the accuracy and/or completeness of government data.

In your request, tell us as clearly as you can what types of data or information you want to see. (Some departments may require you use their official form.) Once we have your data request, we will show you the data right away if we can. If we cannot show you the data right away, we will show you the data in no more than ten business days.

The law says we must protect private data about you. For this reason, a member of our staff may be with you when you inspect the information.

***Note regarding access to data about minors:***

If you are a minor, you have the right to ask us not to let your parents or guardian have private data about you. If you do not want us to give your parents information about you, you must write to the appropriate Responsible Authority listed below.

After you make your request, the County must decide if we will let your parents see the data. Before we make this decision, we must think about:

- Is there a law that says we must give the data to your parents?
- Do you have a good reason for asking us not to release the data?
- If we give your parents the data, would you be harmed in any way?
- Do you understand what will happen if we do not release the data?

We also must think about whether it is in your best interest for us not to give the data to your parents.

**You have the right to have public and private data about you explained to you.**

If you have questions about the data we keep about you, please contact the appropriate Responsible Authority listed below. We will explain the data in a way you understand.

**The County cannot charge you a fee for looking at data about yourself.**

You do not have to pay any money just to look at data about yourself, even if we must make a copy of the information so that you can look at it.

**Houston County will charge a fee for making the copies.**

The County requires the payment of a fee for providing copies of data. The County can only charge you the actual cost of making and compiling the copies. If you ask us to mail or fax the copies to you, the fee will include postage or long distance phone charges. If you request a certified copy of a document, we will charge you a fee to certify the document. See the Houston County Fee Schedule.

**You have the right to know why you cannot see or get copies of data we keep about you.**

If the information you want to see is Not Public or private data about you, we will tell you that, and we will tell you what part of the law says we cannot show it to you.

**You have the right to challenge the accuracy and/or completeness of data about you.**

If you believe that public or private data that we keep about you are inaccurate and/or incomplete, you may file a data challenge with us. You may challenge only *accuracy* and *completeness* of data.

- *Accurate* means the data are reasonably correct and do not contain any errors.
- *Complete* means that the data describe the history of your contracts with us in a complete way.

For example, data may be inaccurate or incomplete if a wrong word, name, or phrase is used; if the data give a false impression about you; if certain information is missing from the record; or if certain information should not be in the record.

Please refer to the Houston County document entitled “**Challenging the Accuracy and/or Completeness of Data the County Maintains about You.**”

**The Houston County Responsible Authority and Data Practice Compliance Officer is Houston County Attorney, Samuel Jandt.** (Suite 2300, 306 South Marshall Street, Caledonia, MN 55921, 507-725-5803) If you have any questions about your rights or this document, please contact the appropriate Responsible Authority’s designee listed below.

**Responsible Authority Designees:**

<u>Name</u>	<u>Title</u>	<u>Phone number</u>	<u>Location</u>
<u>Jeffrey Babinski</u>	<u>Administrator</u>	<u>507-725-5827</u>	<u>304 South Marshall Street Court House, First Floor</u>
<u>Cynthia Cresswell</u>	<u>Assessor</u>	<u>507-725-5801</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Donna Trehus</u>	<u>Auditor/Treasurer</u>	<u>507-725-5803</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Samuel Jandt</u>	<u>County Attorney</u>	<u>507-725-5802</u>	<u>306 South Marshall Street, Justice Center, Second Floor</u>
<u>Brian Pogodzinski</u>	<u>County Engineer</u>	<u>507-725-3925</u>	<u>1124 E. Washington Street</u>

<u>Aaron Lacher</u>	<u>Zoning/Planning</u>	<u>507-725-5800</u>	<u>304 South Marshall Street, Court House, Second Floor</u>
<u>Carol Lapham</u>	<u>Finance Director</u>	<u>507-725-5825</u>	<u>304 South Marshall Street, Court House, Second Floor</u>
<u>John Pugleasa</u>	<u>Public Health/Human Services Director</u>	<u>507-725-5811</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Tess Kruger</u>	<u>Human Resource Director</u>	<u>507-725-5822</u>	<u>304 South Marshall Street, Court House, Second Floor</u>
<u>Sue Schwebach</u>	<u>Recorder</u>	<u>507-725-5813</u>	<u>304 South Marshall Street, Court House, First Floor</u>
<u>Mark Inglett</u>	<u>Sheriff</u>	<u>507-725-3379</u>	<u>306 South Marshall Street, Justice Center, First Floor</u>
<u>Eric Schmitt</u>	<u>Surveyor</u>	<u>507-725-5814</u>	<u>304 South Marshall Street, Court House, Basement Level</u>
<u>Robert Thoen</u>	<u>Veteran Services</u>	<u>507-725-5805</u>	<u>611 Vista Drive, Community Services Bldg.</u>

\*Responsible Authority, Compliance Officer, and Designee list updated 10/15/2018



## HOUSTON COUNTY

### CHALLENGING THE ACCURACY AND/OR COMPLETENESS OF DATA THAT HOUSTON COUNTY KEEPS ABOUT YOU

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The Minnesota Government Data Practices Act gives you the right to challenge the accuracy and/or completeness of public and private data being maintained about you by any government entity in Minnesota. **There are two steps in this process.**

The **first step** is to make a data challenge to Houston County. If the County agrees that the data are inaccurate or incomplete, the County must change the data so they are accurate and/or complete.

If the County does not agree with the data challenge, you have the right to take the **second step** and appeal the County's determination to the Commissioner of the Minnesota Department of Administration.

*It is important to follow the steps carefully and to perform all of the procedures described below.*

#### **Step One: Making a Data Challenge**

First, identify the County's Responsible Authority (s). This person is responsible for overseeing data practice compliance for his/her County department. The Responsible Authorities are listed in the following County documents. "The right of the public to Inspect and Copy Data Houston County" and "The Rights of Individuals under the Minnesota Government Data Practices Act.

Next, write to the Responsible Authority (s) and ask to look at all public and private data the County maintains about you. In order to protect your rights, it is very important that you make your data request to the Responsible Authority (s).

You may wish to make an appointment to inspect the data, which you may do free of charge. You also may ask for copies of the data. If you do, the government entity does have the right to charge you reasonable copying costs.

Review or inspect the data very carefully and make a note about any information that you believe is inaccurate or incomplete. *Inaccurate* means that the data are not correct or that there are errors in the data. For example, data might be inaccurate because a name is not spelled right, someone

is not quoted correctly, wrong facts are stated, or a name, time or date are wrong. *Incomplete* means that the data do not describe all of your contacts with the County in a reasonable way. For example, data might be incomplete because words are left out of a report, a document is missing from a file, or an interviewer did not file a report about an interview.

Inaccurate or incomplete data can be a word, a sentence, a phrase, a paragraph, a number, a punctuation mark, etc. Sometimes it is difficult to decide exactly what makes the data inaccurate or incomplete.

The next step is to notify the County's Responsible Authority (s) that you are challenging the accuracy and completeness of data that the County maintains about you. To protect your rights, be sure to say clearly that you are challenging data under the provisions of Minnesota Statutes section 13.04, Subdivision 4. This challenge notice must be done in writing – such as by letter, e-mail or fax. If you are sending a letter, you may wish to send it by certified mail with return receipt requested. Be sure to keep a copy of your letters and any other correspondence.

In your challenge notice:

- Identify the data that you are challenging. There are many ways to do this. Because it is important to be very specific, a good way to identify the data is to make a copy of the document(s) containing the data, clearly mark the data you are challenging, and enclose the copy with your letter.
- Describe *why* or *how* the data are inaccurate or incomplete. Be very specific and write down as many reasons as you can.
- Say what you think should be done to make the data accurate or complete. For example, you may ask the County to *add* a word, phrase, page, etc., to make the data complete or accurate. You may ask the County to *change* the data to make them accurate or complete. You also may ask the County to *remove* data from a file or *delete* some of the data to make the rest of the data complete and/or accurate. Again, be very specific and explain very carefully what you want the County to do to make each piece of data accurate and/or complete.

When the Responsible Authority (s) receives your challenge notice, s/he has 30 days to review it and to decide if the data are inaccurate or incomplete. The Responsible Authority (s) may agree with all, part or none of your data challenge. The Responsible Authority (s) must notify you of his or her decision.

If the Responsible Authority (s) *agrees* with your challenge, the County must make the changes you requested and try to notify anyone who has received the data in the past. This includes anyone you name.

If the Responsible Authority (s) *does not agree* to correct or make changes to the data you have challenged, s/he must notify you. Then you have the right to take the second step in the process. The second step is to appeal the County's decision (determination) about your challenge.

## **Step Two: Appealing the County's Decision about Your Challenge**

If you do not agree with the results of your data challenge, you may appeal the County's decision to the Commissioner of the Minnesota Department of Administration.

If the County told you in writing that you have the right to appeal its decision about your data challenge, you must file your appeal within 60 days of the decision. If the County did *not* tell you in writing that you have the right to appeal, you have 180 days from the date of the decision to file your appeal.

You must send your appeal to the Commissioner of Administration in writing- a letter, an e-mail message, a fax, etc. You must include your name, address and a phone number (if any), the name of the entity that has the data you challenged, and the name of the Responsible Authority for that entity.

Describe the data that you believe are inaccurate or incomplete, and tell why you disagree with the County's decision about your challenge.

Also tell the Commissioner what you want to happen because of your appeal. For example: Do you want the County to remove data from its files? Do you want the County to change or add data?

Include a copy of your data challenge letter and copies of any other correspondence about your challenge that you have sent or received. Send your appeal to:

Commissioner of Administration  
State of Minnesota  
50 Sherburne Avenue  
Saint Paul, MN 55155

If the Commissioner determines that your appeal meets all of the requirements in the law, the appeal will be accepted. At that point, the Department's Information Policy Analysis Division (IPAD) will try to resolve the dispute in an informal way, using conferences and/or conciliation. The IPAD also may suggest that you and the County take the matter to mediation.

If the dispute cannot be resolved informally, the Commissioner will, in most instances, order a hearing by the Administrative law judge in the state Office of The Administrative Hearings. The Administrative law judge then hears the case and makes a recommendation to the Commissioner. The Commissioner reviews the recommendation and issues an order about whether the data are accurate and/or complete. You and Houston County each have the right to appeal the Commissioner's order to the Minnesota Court of Appeals.

You do not need to be represented by an attorney to appeal the results of a data challenge, but legal advice can be helpful because the Administrative law process can be technical and complex.



## **Data on Individuals Maintained by Houston County**

This document identifies the name, title, and address of the Responsible Authority and designees for the County and describes private or confidential data on individuals maintained by the County (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the Houston County's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, Subd. 5). In addition to the employees listed, the County's Responsible Authority, Data Practices Compliance Official will also have access to all not public data on an as needed basis as part of a specific work assignment.

Houston County's Responsible Authority is:

**Samuel Jandt, County Attorney**

Suite 2300

306 S. Marshall Street

Caledonia, MN 55921

## Duties of Responsible Authority, Designee, and Data Practices Compliance Official

Statutory Responsibility	Responsible Authority	Designee	Data Practices Compliance Official
Prepare access procedures for members of the public and data subjects. (13.025; 13.03, subd. 2)	<b>X</b>		
Establish procedures to ensure that data on individuals are accurate, complete, and current. (13.05, subd. 5)	<b>X</b>		
Establish security safeguards for data on individuals. (13.05, subd. 5)	<b>X</b>		
Establish procedures to ensure that the entity responds to requests for government data appropriately and promptly. (13.025)	<b>X</b>		
Prepare summary data. (13.05, subd. 7)	<b>X</b>		
Apply to the Commissioner of Administration for a temporary classification of data. (13.06)	<b>X</b>		
Ensure that the entire entity complies with Chapter 13 and the Rules. (13.02, subd. 16; Minn. Rules 1205.0900)	<b>X</b>		
Appoint designee(s) (optional). (13.02, subd. 6)	<b>X</b>		
Appoint a data practices compliance official. (13.05, subd. 13)	<b>X</b>		
Respond to requests for government data. (13.02, subd. 6; 13.03; 13.04)	<b>X</b>	<b>X</b>	
Responsible for files and systems containing government data. (13.02, subsd. 6 and 16)	<b>X</b>	<b>X</b>	
Answer inquiries from the public concerning Chapter 13 or the Rules. (13.02, subsd. 6 and 16; 13.05, subd. 13)	<b>X</b>	<b>X</b>	<b>X</b>

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**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Attorney (Civil)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
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	Samuel Jandt County Attorney Suite 2300 306 S. Marshall St. Caledonia, MN 55921
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	Samuel Jandt 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)	Samuel Jandt County Attorney

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)	Samuel Jandt 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)	Samuel Jandt 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	Samuel Jandt 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	Samuel Jandt 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)	Richard Hodsdon Assistant County Attorney
Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos, and briefs	Confidential	M.S. 13.393	Samuel Jandt County Attorney

Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	Samuel Jandt 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	Samuel Jandt County Attorney
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	Samuel Jandt 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	Samuel Jandt County Attorney
Human Services appeals reimbursement action	County seeks reimbursement for 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	Samuel Jandt 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	Samuel Jandt 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	Samuel Jandt 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	Samuel Jandt County Attorney
Personnel data - general	Administer employment, including employee performance evaluations, personnel data, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Samuel Jandt 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	Samuel Jandt 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	Samuel Jandt 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	Samuel Jandt County Attorney

**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.**

**Consistent with that statute, McDeid v. Minnesota Department of Human Services, 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 Washington 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.**

**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.**

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Houston County	Responsible Authority -Samuel Jandt Houston County Attorney		Department/Division Corrections	
Name of Form, Record, File, System, or Process	Description	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title, Address)
<b>ADULT CORRECTIONS FILES</b>				
Assessments and progress reports from treatment providers	Assessment and progress reports from numerous treatment providers often with recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Samuel Jandt County Attorney Suite 2300 306 S. Marshall St. Caledonia, MN 556921
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
BCA and court record information forms	Arrest and court history - may include sex offender registration information	Private Confidential	M.S. 13.87 M.S. 244.052 M.S. 243.166	Samuel Jandt County Attorney
Case planning documents	Probation goals determined by offender and probation officer	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4.	Samuel Jandt County Attorney
Client-related cover letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Samuel Jandt County Attorney
Conditional release agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, subd. 2 and 4	Samuel Jandt County Attorney
Correctional assessments and screens	Information gathered from offender and court records to assess risk/needs	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 609A.03	Samuel Jandt County Attorney
Discharge reports	Report for court with offender progress/behavior change/compliance	Confidential	M.S. 13.84, subd. 4	Samuel Jandt County Attorney

Diversion forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Drug testing related forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Expungment Letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	Samuel Jandt County Attorney
Interstate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Intrastate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Memos with client data	Inter-office or inter-criminal justice system information regarding offenders	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Samuel Jandt County Attorney
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	Samuel Jandt County Attorney
Probation agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Progress reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, subd. 4	Samuel Jandt County Attorney
Psychological/psychiatric evaluations/assessments	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Samuel Jandt County Attorney
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Samuel Jandt County Attorney
Restitution forms	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Samuel Jandt County Attorney
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private ( <i>as to victim</i> ) Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	Samuel Jandt County Attorney
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Samuel Jandt County Attorney
<b>JUVENILE CORRECTIONS FILES</b>				
All court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, and 4 M.S. 260B.171	Samuel Jandt County Attorney

All referral forms	Juvenile probation information to send to service providers	Private Confidential	M.S. 13.84, subd 2 and 4	Samuel Jandt County Attorney
All reports for court and information gathered	Reports written by probation to inform the court and make recommendations	Confidential	M.S. 13.84, subd. 4	Samuel Jandt County Attorney
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2 and 4	Samuel Jandt County Attorney
Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7 M.S. 260B.171	Samuel Jandt County Attorney
BCA and delinquency history	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Samuel Jandt County Attorney
Case plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4	Samuel Jandt County Attorney
Community work service/STS information	Information collected or given to juvenile for completing work service	Private	M.S. 13.84, subd. 2 M.S. 260B.171	Samuel Jandt County Attorney
Correctional assessments	Information to determine level of risk to re-offend and to determine a case plan	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Samuel Jandt County Attorney
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 260B.198	Samuel Jandt County Attorney
Detention reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	Samuel Jandt County Attorney
Diversion forms	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2 and 3	Samuel Jandt County Attorney
Drug/alcohol testing and results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3 and 7	Samuel Jandt County Attorney
Intake information and questionnaires	Information gathered about juveniles by probation for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Samuel Jandt County Attorney
Memos and cover letters with juvenile information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, subd 3	Samuel Jandt County Attorney
Memos with client information	Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Samuel Jandt County Attorney

Mental health screens psychiatric/psychological evaluations	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Samuel Jandt County Attorney
Offense reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private Confidential	M.S. 260B.171 M.S. 13.84	Samuel Jandt County Attorney
Parental financial information	Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, subd 2	Samuel Jandt County Attorney
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Samuel Jandt County Attorney
Restitution information	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Signed consent forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, subd 2	Samuel Jandt County Attorney
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd 2	Samuel Jandt County Attorney
Treatment progress reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, subd. 3	Samuel Jandt County Attorney
Victim information	All forms involving a victim of juvenile crime with victim information	Private ( <i>as to victim</i> )	M.S. 13.84 M.S. 611A.06, subd 4	Samuel Jandt County Attorney
<b>FAMILY COURT DIVISION FILES</b>				
BCA and court record information	Arrest and court history	Private	M.S. 13.873 M.S. 299C.095	Samuel Jandt County Attorney
Case notes	Notes from interviews and telephone conversations with clients and collateral sources	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Chemical health assessments	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Samuel Jandt County Attorney
Children's statements	Statements made by children regarding custody matters	Private	M.S. 13,84, subd. 2 M.S. 257.70 M.S. 518.167	Samuel Jandt County Attorney
Collections for family court unit	Name of client, identifying information, amount owed for services and collections actions taken for payment in arrears	Private	M.S. 13.84, subd. 2 M.S. 257.70 M.S. 518.167	Samuel Jandt County Attorney
Correspondence with clients and outside agencies	Letters to clients regarding appointments and services - letters to agencies regarding parents and children	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Custody evaluation reports	Reports regarding children and parents to assist the court in making child custody orders	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney

Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Samuel Jandt County Attorney
Intake information	Client information gathered to open a file and begin services	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Samuel Jandt County Attorney
Psychological evaluations	Reports prepared by psychologists regarding personality, behavior, and mental health functioning and diagnosis	Private Confidential	M.S. 13.84, subd. 2 and 3	Samuel Jandt County Attorney
Signed consent forms	Forms signed by clients authorizing release of information between agencies	Private	M.S. 13.84, subd. 2	Samuel Jandt County Attorney
Status reports	Reports to court regarding the progress of a case	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Samuel Jandt County Attorney
Volunteer/student intern records	Personnel records, including contract information, criminal history record checks, and results of drug screening	Private	M.S. 13.43, subd. 4	Samuel Jandt County Attorney

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2016 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

Houston County	Responsible Authority - Samuel Jandt Houston County Attorney		Department/Division Auditor	
Name of Form, Record, File, System, or Process	Data Description	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title, Address)
Contract bid proposals	Copy of bid specs and proposal returned by vendor	Private (until opened)	M.S. 13.37	Char Meiners, Auditor Room 116 304 S. Marshall St. Caledonia, MN 55921

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Sameul Jandt Houston County Attorney</b>		<b>Department/Division Environmental Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Data Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Land use complaints Land use complaint investigation summary	Identity of individuals who register land use-related violations, including zoning	Confidential Confidential during investigation; Public after investigation; except complainant's name and contact information are confidential	M.S. 13.44, subd. 1 M.S. 13.44. Subd. 1 M.S. 13.39 M.S. 13.41, subds. 1, 5	Rick Frank, ES Director Room 209 304 S. Marshall St. Caledonia, MN 55921
	Summarizes complaint, results, and action taken			Rick Frank, ES Director
Recycling Center customer billing	Name and address for mailing invoices.	Private	M.S. 13.37, subd. 1(b)	Rick Frank, ES Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Houston County	Responsible Authority - Samuel Jandt Houston County Attorney		Department/Division Finance - (Accounting)	
Name of Form, Record, File, System, or Process	Description	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title, Address)
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it reveals social</i>	Carol Lapham Finance Director Room 212 304 S. Marshall St. Caledonia, MN 55921
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 <i>(to the extent it identifies social service clients)</i>	Carol Lapham Finance Director
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Carol Lapham Finance Director

Checking account numbers	Checking account numbers	Private	M.S. 13.37	Carol Lapham Finance Director
Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it</i>	Carol Lapham Finance Director
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5	Carol Lapham Room 212
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5 M.S. 13.355	Carol Lapham Finance Director
Vendor File	Social security numbers of individuals that receive payments or make payments to Houston County	Private	M.S. 13.355	Carol Lapham Finance Director
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Carol Lapham Finance Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Theresa Arrick-Kruger, Human Resources Director</b>		<b>Department/Division Human Resources</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>Responsible Authority/ Designee (Name, Title, Address)</b>
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director Room 208 304 S. Marshall St. Caledonia, MN 55921 Carol Lapham Finance Director 304 S. Marshall St. Room 212 Caledonia, MN 55921
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger Carol Lapham
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	Theresa Arrick-Kruger Carol Lapham
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Discrimination files	Information collected regarding discrimination suits filed against Washington County	Private (confidential depending on file status)	M.S. 13.39 M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director

Dependent Data	Data on dependents of employees	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director Carol Lapham Finance Director
Employee emergency contact sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Employee personnel file	Home addresses, contact numbers, social security numbers, performance evaluations, training, disciplinary action, and all records not classified public pursuant to M.S. 13.43, subd. 2	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
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	Theresa Arrick-Kruger HR Director
Grievance files	All information collected on employees who have filed grievances per their union contracts against Washington County	Private <i>(confidential depending on status)</i>	M.S. 13.39, 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Theresa Arrick-Kruger HR Director Carol Lapham Finance Director
Insurance reports:  Showing amounts of claims by individual  Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, 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 while in active litigation or investigation	Private  Private Confidential <i>(depending on status)</i>	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1  M.S. 13.39 M.S. 13.43, subd. 4	Theresa Arrick-Kruger Samuel Jandt County Attorney Suite 2300 306 S. Marshall St. Caledonia, MN 55921
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	Theresa Arrick-Kruger HR Director

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	Theresa Arrick-Kruger HR Director
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	Theresa Arrick-Kruger HR Director Carol Lapham Finance Director
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	Theresa Arrick-Kruger HR Director Carol Lapham Finance Director
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Recruitment files	Information collected on current and former applicants regarding recruitment for county employment: Veteran status Test scores	Private	M.S. 13.43, subd. 2 and 4	Theresa Arrick-Kruger HR Director
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director
Salary negotiation calculations	Used to cost negotiation packages	Private	M.S. 13.37	Theresa Arrick-Kruger HR Director Carol Lapham Finance Director
Sick, vacation, leave without pay	Employee leave, reason for sick leave usage	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director

Undercover law enforcement offices	Officer identity	Private	M.S. 13.43, subd. 5	Theresa Arrick-Kruger HR Director Mark Inglett Sheriff Suite 1200 306 S. Marshall St. Caledonia, MN 55921
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Theresa Arrick-Kruger HR Director
Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Theresa Arrick-Kruger HR Director
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Theresa Arrick-Kruger HR Director
Card Reader data	Identity of individuals that have access to secure areas within county buildings for CCS and the HCH	Private Confidential	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	Theresa Arrick-Kruger HR Director
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Theresa Arrick-Kruger HR Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Human Services (Economic Assistance)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
EDMS Eligibility Forms	Expedited SNAP evaluation form	Private	M.S. 13.46, subd 2	John Pugleasa Human Services Director Room 105 Caledonia, MN 55921
	Expedited SNAP evaluation form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Case assignment	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Burial fund	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Application Information - In-Person	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Application Information - Mail	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Transfer letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Tranferring to Washington County letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Journal entry request form FSET	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Unmarried baby packet cover letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Married newborn baby packet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Annual SNAP recert.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Packet mailing request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Student in the last 12 months	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	APO data summary	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	APO summary CE ins-Medicare	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Application information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Employment verification	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Personal property valuation	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Returning originals letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	WC resource list	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Voluntary request for closing	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Returning medical bills letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

	FSET exchange form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Verification form generic	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Notice of reduce excess assets	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Probate demand for notice	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Funeral estate guidelines for family members	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Notice of homestead exclusion	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Childcare verification worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Start work	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Start work information (GA)	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Remedial care spend down	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	GRH room and board budget	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	GRH SSI budget	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	GRH non SSI budget	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	GRH overpayment letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Sentencing-to-Service program	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Application for county burial	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Rental income worksheet (MA & GAMC, Method B)	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Placement authorization	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Notice of access service available	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Request for estate claims information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Applicant inquiry sheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Applicant inquiry sheet - childcare	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Applicant inquiry sheet A (2)	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EGA 50% rule worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Expense worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Notice to withdraw	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Affidavit for collection of personal property	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP orientation childcare reimbursement	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP waiver - caring for a child under 1	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	New vendor information request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Married couple's asset assessment	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	New hire letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	SMRT recert letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Immigration letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Job search tracking form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Tefra program	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Childcare status transmittal	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Child care assist. provider form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	CCAP redetermination letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Home infant child care form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Referral to good cause committee	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Info about your good cause claim	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

	At home infant care worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Transition year waiting list	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Portability waiting list	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Childcare application cover letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Letter to Meg Capra-Bader for Child Care	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	CCAP request letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	WC education plan	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Statement of understanding BSF program and ed.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
	Social service referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
	Planning for school and career	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Release of criminal info	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Special diet Info	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EBT card issuance	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Overpayment of childcare assist.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Medical needs and transportation plan	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Access plan all county letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Request for medical examination/Stillwater	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Request for medical examination/FL	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Request for medical examination/CG	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	2003 leg re CCA payments	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Consent of release of Info	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Crisis program notice of approval	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Crisis program denial	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EA worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	(Temp Rev) emergency programs	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Collections referral	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Info about potential ineligibility for EA	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EA crisis referral	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Refund payment for criminal background check	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	AP in the home	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Cover letter for CCA	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	(11-14) Cover letter for CCA	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Job search	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Port. Pool basic sliding fee CCA	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Education plan request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP DWP benefits ending	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MN CCAP absent day policy	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	W-9 letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	OHI cover letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Items needed for basic sliding fee	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Client notice-interim asst. reimbursement	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	FMED	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

	CCAP renewal registration	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Legal non licensed fee	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	App and orientation for diversionary work prog. MFIP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Medical opinion form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EBT card maintenance	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important information to read cover sheet/still.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important information to read cover sheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Asset assessment verification request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	EA application	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Verification of a medical emergency	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Self-employment letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP extension request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP working extensions	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Client tracking sheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP assessment and application	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MFIP and DWP intake checklist	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important DWP notice	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Medical opinion form for SNAP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Direct deposit letter for CEI	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Authorization for Release of Information About	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Social Security Application Information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	AREP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	CEI Overpayment Memo - Repay	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	CEI Calculations Worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Move-in inspection sheet & lease addendum	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Renter's tool kit	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Housing list	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Consent - basic	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Referrals, claims and collections	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Social worker referral	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure referral letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure AREP RETRO	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure cover sheets Spanish version	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure cover sheets general info.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure cover sheets-HCAPP rcvd	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	MNSure notice pending app	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	2014 retro approval letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important info MA-TYMA	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important info MA-child under one	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Important Info MA-pregnant woman	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Drug felons release	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Notice of test date and time	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

	ABAWD informational letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	Health care notice of action	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	COLA 1st letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	COLA 2nd letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
	COLA stuffer	Private	M.S. 13.46, subd 2	John Pugleasa, HS 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 time they contain individual's data.**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Human Services (Child Support)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
EP12	Statement from day care provider	Private	M.S. 13.46, subd. 2	John Pugleasa Human Services Director Room 105 Caledonia, MN 55921
EP13	CP waiver of personal service	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP14	New evidence for child support hearing	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 15	Affidavit for redirection of child support	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP19	Completed confidential information form (Form 11.1)	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP19A	Sealed financial source documents (Form 11.2)	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP19B	Cover pg-sealed financial source documents (Form 11.2)	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP22	ExParte motion for qualified medical child support offer	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP22A	Medical child support order	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP23	Notice of motion and motion to modify and consolidate	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP23A	Order to modify and consolidate	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP24	Child care cost worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP25	Motion to correct clerical mistakes	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP26	Motion for review	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP27	Notice of motion and motion for change of venue	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP28	Affidavit of CSO in support of Washington County motion for change of venue	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP29	Change of venue order	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP32	Admission of service	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP33	Affidavit of personal service	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP34	Affidavit of service by mail - manual	Private	M.S. 13.46, subd. 2	John Pugleasa, Director

EP35	Administrative subpoena	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP36A	Notice of motion and motion to suspend recreational license	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP36B	Affidavit in support of motion	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP38	Financial statement	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP38A	Financial statement (Attachment C)	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP40	Informational notice - case information and wage match	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP41	Notice of wage match for review hearing	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 42a	Serving wage checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP43	ALF or CP failure to appear for genetic testing	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP44	Service of process request	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 45	Modification waiting list document	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 46	Self employment cover letter and documentation request	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 47	Supplemental REI employment questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 48	Waiver of personal service	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 49	Out-of-state CP's waiver of personal service	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 50	CP's with safety concerns waiver of personal services	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 51	Order for dismissal	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 52	Notice to attorney of record	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
EP 53	Important notice regarding the docs	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
IV-D 11	MDH Osr fax template	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
IV-D 12	Payment verification notice	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 13	Incomplete application - request for additional information	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 14	Contempt affidavit	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 14A	Affidavit of non-compliance	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 15	Letter to NCP regarding death of CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 16	Letter to deceased CP's estate	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 17	Income withholding waiver letter to CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 19	Income withholding for support	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 20	Controlling order determination-CP aff of arrears-NPA case	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 21	Controlling order determination-CP aff of arrears-PA case	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 22	90-day limited license ltr to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
ID-D-23	Arrears management ltr to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 24	Arrears management questionnaire	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 25	Bonus commissions verification form	Private	M.S. 13.46, subd. 2	John Pugleasa, Director
IV-D 63	Job searching letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 68A	Child support services - paternity establishment	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 76	Establishing paternity	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 81a	Out-of-state vital records request	Private	M.S. 13.46, subd 2	John Pugleasa, Director

IV-D 81B	MDH - MN birth record application	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 81C	MDH - MN death record application	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 82	Notice to attorney of record	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 84a3	ALF CP GT letter for alternative testing location	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 89	Mother's paternity questionnaire	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 89A	Father's paternity questionnaire	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 90	CP ROP letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 90a	AFL ROP letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 105	Purple sheet	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 106A	Individual statement of payment history	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 106C	Affidavit of unreimbursed public assist	Private	M.S. 13.46, subd 2	John Pugleasa, Director
VI-D 110	Authorization for the inclusion of the insurance other than CP/NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 112	Quick contempt letter 1	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 114	Quick contempt letter 2	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 116	Quick contempt letter 3	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 117	Rec. license suspension warning letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 119	Letter to DNR to suspend rec license	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 120	Letter to DNR to reinstate rec license	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 132	Request for check	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 153	Lump sum affidavit to payer of funds	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 157	ID of photo of ALF with enclosure	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 159	Military letter for wage information	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 160	Military letter for NCP's address	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 161	Affidavit of default - military	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 165	Nondisclosure/request for written info	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 171	Birth verification request to IV-A	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 176	Notice to remove/add a NCP to IV-A	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 178	UIFSA cover letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 188	Appendix A	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 198	UIFSA additional information letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 199	Confirmation of registered order	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 204	Completed Court Administration request	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 211	Release to request birth certificate	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 213	Direct pmt verification letter (NPA)	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 214	Direct pmt verification letter (PA)	Private	M.S. 13.46, subd 2	John Pugleasa, Director
Vi-D 215	Pregnancy verification form	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 218	Ind stmt of pmt history (affidavit of arrears) to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 219	Completed cover letter for pregnancy verification	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 220	Auth to release lump sum to payer of funds	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 221	Auth for release of child support info to a third party	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 223	Do you have safety concerns letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director

IV-D 224	Spousal maintenance case closing notice to CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 225	Employment termination letter to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 226	Minor ALF - req for guardian rep	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 227	Cover ltr to CP regarding the affidavit of arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 228	Alternate address	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 237	Child care assistance request	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 238	Child support to fraud referral	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 239	Paternity appointment letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 240	Deceased ALF letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 240A	Notice of overpayment - NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 240B	Notice of overpayment - CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 241	Medical examiner letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 242	Affidavit of obligee to forgive arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 243A	Affidavit to forgive arrears letter to CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 243B	Affidavit to forgive arrears letter to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 244	Collection of childcare reimbursement	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 245	Affidavit of childcare expenses	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 246	Intent to collect childcare expenses	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 247	Notice of intent to enforce childcare expenses	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 248	Payment agreement for childcare arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 249A	Notice of motion and motion for establishment of child support (no order)	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 249B	Notice of motion and motion for establishment of child support (order)	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 250	Delinquency letter to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 251	CP contempt request letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 252	Income withholding after waiver	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 253	Driver's license reinstatement compliant with pmt agree	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 255	Notice of misapplied funds to CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 256	Notice of misapplied funds to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 257	Notice of Cost of Living Adjustment (COLA)	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 258	DL reinstatement notice	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 259	Contempt letter to initiating jurisdiction	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 260	DL reinstatement - new PAPD	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 261	Agreement to compromise public assistance arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 262	Interest suspension letter to NCP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 263	Affidavit of CS arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 264	Affidavit of CS arrears - interstate	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 264A	Affidavit of Arrears	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 265	FIDM checklist	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 273	PA & NPA warning letter for 2-state actions	Private	M.S. 13.46, subd 2	John Pugleasa, Director

IV-D 283	Wage Letter	Private	M.S. 13.46, subd 2	John Pugleasa, Director
IV-D 274	Registration statement letter to CP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
DHS 3159-ENG	MN voluntary ROP	Private	M.S. 13.46, subd 2	John Pugleasa, Director
DHS 3159B-ENG	MN voluntary ROP revocation form	Private	M.S. 13.46, subd 2	John Pugleasa, Director
DHS- 3159C-ENG	MN voluntary ROP husbands non-paternity statement	Private	M.S. 13.46, subd 2	John Pugleasa, Director
DHS 1958-ENG	Full child support (IV-D) services application and information on child support enforcement	Private	M.S. 13.46, subd 2	John Pugleasa, Director
DHS 3164-ENG	Income withholding - only (non IV-D) services application for support ordering processing	Private	M.S. 13.46, subd 2	John Pugleasa, 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 time they contain individual's data.**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Human Services (Economic Support)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	John Pugleasa Human Services Director Room 105 Caledonia, MN 55921
DHS-0035	State agency appeals summary	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-0666	Compliance with state decision	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1467A	State medical review team determ of disability	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1503	Physician certification	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1609	Nonreceipt/replacement affidavit	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1795	SSI interim asst. authorization agreement	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1795A	Interim asst. agreement	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1826	Child and teen checkups	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1844	Medical expenses request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1888	MN supplemental aid	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1922B	Health insurance info. (HIIF)	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-1958	Full child support services app and info.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2062	General asst.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2114	Request for medical opinion	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2116	Notice to apply for other maintenance benefits	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2120	Household report form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2128	MA renewal for people receiving LTC	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2243	Authorization for release of information about assets	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2243A	General consent for release of information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2286	Tips report form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2338	Cooperation with child support enforcement	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

DHS-2414	Notice of late or incomplete HRF	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2402	Change report form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2646	Financial aid information form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2647	Reporting responsibilities for MFIP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2708	Community MN supplemental aid budget worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2775	Notice of overpayment	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2814	Supplemental nutrition asst. program	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841	Cost effective insur. info - employer or ins	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841A	Cost effective ins. calculation	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841B	Cost effective ins. referral app/enrollee	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841C	Cost effective ins. prorating premium and deduct.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841D	Cost Effective Insurance Prorating Premium and Deductions	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2841E	Reviewing Insurance for Cost Effectiveness: Worker Steps	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2882	Referral of minor parent to social services	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2908	Med asst. info for people in nursing hms, waivers	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2919A	Verification request Form A	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2919B	Verification request Form B	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2920	Program infor for cash, food, child care, health care	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2952	Residence shelter and expense	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-2984	Request for voluntary vendor payment	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3050	Long-term care/county communication form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3163B	Referral to support and collections	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3179	MFIP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3182	MN health care programs	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3203	Medical asst. lien worksheet	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3236	Pregnancy verification form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3271	Request for Information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3315A	EBT brochure	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3323	Family violence referral	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3336	Self-employment report form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3340A	Asset assessment results	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3340C	Designation of assets	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3348	MN health care programs	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3358	Application transfer	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3365	Mandatory vendor form request for information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3366	Education and training in MFIP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3417	MN health care application	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3417A	MN Health Care Programs Application Signature Page	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3417B	HCR Health Care Request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

DHS-3417D	SNAP Addendum	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3418	MN health care programs renewal form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3435	Language sheets	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3437	Giving permission for someone to act of my behalf	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3439	Medicare buy-in referral letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3477	Domestic violence Info.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3531	MN HCAP for seniors and people with disabilities	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3543	Request for payment of long-term care services	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3547	MA-EPD initial premium notice	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3550	MN child care asst. program app	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3551	Do you need help paying for child care?	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3727	Renewal for certain populations	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3876	App for certain populations	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-3979	Notice of privacy practices	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4009	Request for address	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4026	DWP/MFIP screening questions	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4034	DWP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4106A	Health plan enrollment form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4133	Do you have a disability?	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4145	County notice of IMD status	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4161	Diversionary work program referral to employment services	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4198	Important info. about the MFIP family cap	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4532	Notice of denial for public asst. app	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4600	Notice of medical asst. overpayment	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4759	Special needs/pooled trust referral form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4794	Child care asst. program - change report form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4841	Authorization to request birth records	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4843A	Proof of US citizenship statement by applicant/enrollee	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4843B	Proof of US citizenship statement by friend or family	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4915	Medical asst. payment of long-term care services	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-4935A	Determination of waiver request - requestor	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5038	Request to reopen medical asst.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5203	Request for income verification	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5223	Combined application form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5223C	Combined application form addendum	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5223D	Combined application - child care addendum	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5223F	SNAP app. for seniors	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5274	Child care asst. program redetermination form	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5367	Parent acknowledgement when choosing a legal nonlicense	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

DHS-5426A	Permission to share long-term care ins. info	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5426C	Long-term care partnership protected assets	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5426E	Long-term care partnership updated ins. inf	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5576	Combined Six-Month Report	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5576A	Combined Six-Month Report-Supplement for cash	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-5576B	Combined Six-Month Report Cover Letter	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6059A	Medical care received	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6123	Referral for disability determination	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6124	Authorization to disclose info. for disability determ.	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6125A	SMRT referral for disability determination	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6231	MHCP citizenship and identity proofs	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6349	Request for disability information	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6662	90 day override request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6696	MNSure app and help paying costs	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6696A	MNSure app	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-6696B	MNSure supplement to the HCAPP	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-7122	Professional statement of need	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-7123	Habitability inspection	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director
DHS-7054	MFIP/DWP employment services child care request	Private	M.S. 13.46, subd 2	John Pugleasa, HS Director

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**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Human Services (Workforce Development - Financial Assistance)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Consent for release of information	Consent form for DWP and MFIP	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director Room 105 Caledonia, MN 55921
Authorization for release of employment information	Verification of employment - completed by employer	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP childcare authorization	To authorize CC payment upon approval of authorized activities	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP education plan review DHS-4209A-ENG	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP employment plan DHS-4209	Documentation of employment goals and necessary steps	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Statement of understanding: BSF program and education WACO Edu Plan - EA-606	Signature only, accepting terms of plan	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Education Plan (BSF) DHS-4290D-ENG	Standard employment plan template required for MFIP and DWP (identifies customer and counselor responsibilities for plan)	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP notice of intent to sanction DHS-3175	Notice to client that they have not fulfilled certain requirements of MFIP employment services and as a result their MFIP benefits may be sanctioned - the notice tells the client how to prevent a sanction	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director

Brief screening tool for special learning needs (DHS-3504)	MFIP screening tool used to help evaluate whether or not a client has special learning needs that need to be considered in self-sufficiency planning	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Notice of requirement to attend MFIP overview DHS-2929-ENG 4/09	Notice to MFIP clients informing them of the requirement to attend an MFIP overview meeting and the time and place of the meeting - the back of the form contains an agency use section for summarizing the household's status	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
DWP referral to employment services DHS-4161-ENG	Notice to DWP participants referring them to employment services and providing them the time and place of the meeting	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Request for medical opinion DHS-2114-ENG	Medical consent form allowing release of medical information required for the determination of eligibility for human service programs	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Employment services rights and responsibilities and consent DHS-3172	Employment services information sheet explaining client's rights and responsibilities	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP provider opinion form EA-703	Form used to request medical opinion from attending physician to support employment and training plan	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Family violence referral DHS 3323	Agency form used to inform victims of domestic abuse how to get help	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Housing MFIP/DWP employment plan DHS 4209j	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Employment services referral DHS-3166	Agency form used to refer MFIP clients to ES providers for employment services	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Dislocated worker eligibility application addendum	Obtains information needed to determine eligibility for program	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Psychological evaluation request	Referral for an evaluation appointment	Confidential	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Personal/family activity EP DHS-4209K	Standard employment plan template required for MFIP and DWP cases	Confidential	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP employment services weekly job search activity log DHS-5784	Weekly timesheet customers fill out to track job search activity	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
DWP/MFIP observation checklist DHS-3483	Checklist used by EC to record self-observations by clients of their physical emotional status during client visits	Confidential	M.S. 13.47, subd. 2	John Pugleasa Human Services Director

Referrals for BSF child care - education plans tracking form	Referrals for BSF childcare - education plans tracking form	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Appeal to state agency - client information DHS-0033	Application form used to initiate or start a human services appeal of a county or state action	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Child care or transportation MFIP/DWP employment plan DHS-4209H	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP employment plan – county/state social services DHS-4209M	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
DWP/MFIP employment plan DHS-4209	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP employment plan - health DHS-4209I	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Legal Issues MFIP/DWP employment plan DHS-4209L	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP special learning needs scoring form DHS-3504A	MFIP form used to score the Brief Screening Tool for Special Learning Needs	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Notice of privacy practices DHS-3979	General notice of Privacy Practices advising clients of how their private information may be used, disclosed, and how they can get this information	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Notice of requirement to attend school - MFIP minor DHS-2961	Notice to MFIP clients informing them of the requirement to attend school, exceptions to the requirement and what will happen if they do not attend school	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Participant information and authorization to release medical information DHS-3994	Data privacy and medical release information for unpaid work experience participants in the case of work site injury	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP/DWP employment plan - unpaid work activities DHS-4209C	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
DWP employment plan	DWP employment plan	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Your responsibilities as a DWP applicant	List of responsibilities for DWP applicants they sign/date	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director

Child care authorization	DWP and MFIP child care authorization	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Determination of child with severe emotional disturbance	Filled out by medical provider to determine child emotional being	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Family Violence Waiver (FVW) - sworn statements	MFIP/DWP customer fills out sworn statement on family violence	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Gas card request form	Gas card request form	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Needed in the home form	Filled out by medical provider to determine if care at home	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Payment request form	Filled out by customer to request payment	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Request for interpreter service	Request for interpreter services or to cancel services	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Child care assistance provider form EA-572	Form to be filled out by child care provider	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Employment verification EA-263	To be completed by employer/third party to verify employment	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Informed consent for the release and exchange of private data	"General release" consent for customer to fill out	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MFIP waiver - caring for child under age one EA-548	MFIP waiver - caring for child under one - signature page	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Child care authorization form	Authorization for MFIP child care	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
FSS monthly activity log	Family Stabilization Services (FSS) monthly activity log sent with letter	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
MN standard consent form to release health information	Consent form to release health information	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Monthly provider verification form	Monthly provider verification form - MFIP	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Post-secondary attendance record	Post-secondary attendance record	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Determination of Serious and Persistent Mental Illness (SPMI)	SPMI adult form	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director

SSI/SSDI service request/referral form	SSI/SSDI request/referral form for outreach	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Payment request form	Internal document - payment request form to be given to Accounting	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Training authorization template	Form to be filled out when customer is requesting training/schooling	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Dislocated worker intake sheet	Intake sheet used during orientation	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Community education referral - ABE - South Washington schools	Referral for ABE - South Washington schools	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
Education plan - electronic template	Education plan - electronic version	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services Director
UI exemption letter	Letter to be sent to U1 stating that customer is FT student	Private	M.S. 13.47, subd. 2	John Pugleasa Human Services 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 time they contain individual's data.</b>				

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Washington County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Human Services (Social Services)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
70000-1	Completed fee cover sheet	Private	M.S. 13.46, subd. 2	John Pugleasa Human Services Director Room 105 Caledonia, MN 55921
70000-6	Administrative appeal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-8	Contracted vendor qtrly report form "X"	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-9	Client summary annual report form "Y"	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-12	Calculation of the parental fee	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-15	Maltreatment summary for record destruction from private information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-17	Notice of privacy practices and completed acknowledgement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-18a	Acknowledgement of receipt of privacy practices - Spanish	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-18b	Acknowledgement of receipt of privacy practices - Hmong	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-20	Completed information disclosure request for private, confidential, non-public, or protected non-public data	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-21	Completed electronic data consent form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-24	CP/VA background check - completed - cover letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-28	Completed consent for release and exchange of information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-31	Request for transportation/reimbursement form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-32	Completed death and serious injury reporting form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-33	Completed additional information needed - address book request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-34	Client copy work fees cover letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

70000-35	Completed car seat recipient release form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-40	Informed consent to release info (Rel. #3)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-41	Completed CDCS - CCT - DD Checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-44	Completed CDCS - notice - authorization - alternative billing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-47	CDCS - verify - prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-48	CDCS - budgeting cap letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-49	Completed parent - staff weekly schedule and job description	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-50	CDCS - corrective action notice	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-51	CDCS - plan review/approval - fillable and written	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-53	CDCS - revision request form - fillable and written	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-56	CDCS - plan review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-65	CDCS - Personal Negotiated Risk Management Plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-NA	ESS gas authorization - emergency SS	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-NA	Housing search log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
70000-NA	Out of co/agency CP/VA background checks log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-2	Referral of suspected child abuse or neglect	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-3	Intake - social service referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-4	Notification to school to interview child	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-5	Request for child protection day care	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-6	Completed data privacy notification	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-8	Notice of 72-hour peace officer health and welfare hold	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-16	Completed intake log - intake/assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-29	Am. Red Cross - crisis response report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-31	Citizen review panel - per diem form - SS#	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-47	Authorization for medical exam reimbursement worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-58	Alternative response family assessment worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-60	36-hour detention request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71040-61	Local child mortality/near fatality review meeting	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-2	Visitation report forms	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-10	Eco map (understanding the family in its world)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-11	Minor Parent Assessment and Employability Development Plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-12	Stepparent adoption study and information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-19	Personal needs allowance form SSI benefits monthly billing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-21	Foster care for youth 18-21 monthly billing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71600-NA	Cklist for youth 16+ in out-of-home care	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-2	Notification of placement authority	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

71930-3	Face sheet - Admin. Rvw. - child in out-of-home placement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-4	Home detention contract	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-5	Invite - administrative review placement letter - CP template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-13	Voluntary placement agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-14	Intake team referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-15	Agreement - routine and typical medical care (child under care of WCCS)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-17	Request for transportation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-22	Clothing request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-26	Community work service assignment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-30	Permanency team review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-39	Child Protection Field Book Face Sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-40	Permanency petition worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-46	Teen parent evaluation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-47	Decision making - plans for the baby	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-56	RCA annual affidavit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-57	RCA payment worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-59	Decision making worksheet - father	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-60	Decision making worksheet - couple	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-62	Case consultation data sharing agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-63	Family safety plan (alternative response)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-63a	Safety plan (one unit uses this version)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-65	Housekeeping checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-66	Financial statement (proposed)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-67	Brief in-home services	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-70	MH screening results letter (child)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-72	MH screening notice	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-75	Request - family service worker	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-76	Full disclosure statement - conc. plng. - parents of kids in FC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-78	Case transition meeting form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-82	Client/parent safety plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-85	Ed neglect - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-86	Ed neglect diversion referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-87	Ed neglect letter (parent) template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-88	Ed neglect tracking sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-93	Truancy - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-94	Truancy diversion referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-95	Parent - truancy letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-99	12-15 year olds truancy diversion referral tracking sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

71930-101	Open cases referral out tracking sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-102	Excused medical absences	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-106	Efforts to locate non-custodial parent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-110	Fax cover sheet - child's court report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-111	Child mortality log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-112	Client's list of psychotropic medications	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-NA	AA verification card	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-NA	Permanency relative search letter - GEN	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-NA	Permanency relative response letter - GEN	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71930-NA	Initial relative search letter - GEN	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71960-5	Adoption reference option letter - questions	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71960-9	Completed information form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-1	Child foster home licensing review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-2	Notice to medical vendors	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-3	FC - letter of reference	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-6	Placement check-in form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-7	Visitation log for new foster parents	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-8	FC - applicant information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-10	Record of corp. AFC staff training - use of med. Equipment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-11	Corp. foster care applicant background study	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-11a	Adult and child family FC and adptn. - background "check" study - Adam Walsh	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-11b	Corp. foster care employee background study - RR v	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-11d	Corp. foster care employee background study - DS v	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-12	Evaluation of the agency by the foster family	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-12a	Evaluation of the agency by the adult foster family	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-14	Evaluation of services of FC provider	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-15	Health care record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-17	FC - monthly activity report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-19	Foster home in-use	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-24	School/activity permission	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-27	Resident monthly cash record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-28	Adult foster home program	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-29	Family foster care training and skills form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-30	FC - monthly billing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-30a	DD FC monthly billing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-32	Corp. notification to lic. worker of FC placement/discharge	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-35	FC - out-of-state travel consent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-36	AFC - resident information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-37	Individual resident placement agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

71980-39	School contact record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-40	Ref. AFC non-consolidated stds. licensure	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-47	CFC - initial licensing packet letter template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-48	AFC - placement request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-49	AFC - history and physical exam form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-50	CFC - difficulty of care rating sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-52	Permission for AFC provider to administer medications	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-53	AFC - program abuse prevention plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-57	Consent to share a bedroom with a particular person	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-61	Completed client confidentiality	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-62	CFC - incident report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-62a	AFC - incident report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-68	AFC - relicensing - corporation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-69a	AFC program employee reporting form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-69c	AFC employee annual report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-73	Difficulty of care rating sheer	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-76	Foster parent evaluation of child placement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-80	Non-waivered corp. alternate year review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-90	Request for foster home licensing study	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-96 [P]	AFC - medical/dental visit/order form (provider vsn.)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-97	Clothing inventory	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-98	Payment agreement for out-of-home placement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-103	Completed complaint-grievance procedure	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-104	CFC - health status of applicants/household member	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-106	Complaint/grievance written form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-109	Corp. alternate year review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-110	Initial corp. lic. checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-114	Family contact record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-115	Placement memories	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-118	AFC - relicensing checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-119	Personal health and medical record form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-122	FC - extension request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-125	CFC - record of training	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-126	Adult placement request for dispositions	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-127	FC damage request claim form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-128	Child placement request for dispositions	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-129	Purchase of service agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-131	AFC - Home death report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-132	AFC - Family background tracking form (lic.)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-138	Medical appointments	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-148	Non-consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

71980-149	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-150	Non-consolidated corp. initial licensing letter template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-151	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-154	Child placement team - disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-156	Emergency relative FC placement info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-157	Adult family foster care relicensing-alternate year checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-158	Rule 203 lic./relicensing checklist - consolidated stds. sites	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-159	Child placement team - initial request - corp.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-160	Child placement team - review and disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-163	General tracking instrument	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-164	Consent to release photos/media - FC child of the year	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-165	Child dual license risk management plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-166	AFC grievance policy	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-167	AFFC - net study - employee BGS tracking form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-168	Corp. CFC - relicensing/alt. year checklist (dict. outline)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-169	Respite FC request (child)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-182	AFC - disaster plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-184	CFC field book face sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-185	CFC - recruitment grant mileage reimbursement request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-186	Completed AFC - home drug and alcohol policy agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-187	Med. prov. assessment - med. devices - quality source trg.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-189	AFC - initial licensing checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-200	CFC - internal variance request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-201	FADS - participant's rights agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-202	FADS - individual service plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-204	FADS - policies and procedures agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-205	Placement team - youth 18-21 - extd. FC request and review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-206	AFC individual abuse prevention plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-208	AFC - request for a variance	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-209	Placement team - youth 18-21 - ext. FC disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-210	Completed FC info. mtg. letter - adult	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-211	Completed FC info. mtg. letter - child	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-212	CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-213	CFC relicensing foster parent worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-214	CFC alternate year licensing worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-215	Foster care correction order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

71980-216	Adult foster care caregiver training record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-218	CFC initial/relicensing fee	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-220	Physician's statement-medication admin assistance	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980.222	Corporate CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980.223	Corporate CFC relicensing worksheet	Private	M.S.13.46, subd. 2	John Pugleasa, HS Director
71980-225	AFC autobiology	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-NA	Adoptive - foster parent study - fillable	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-NA	Adoptive - foster parent study outline	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-NA	Daily med. chart	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
71980-NA	Family disaster plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-1	Correction order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-2	Completed FCC & FFC lic - applicant privacy rights	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-3	Release of info. for CC licensing "background" study	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-6	Request for special child care funding	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-8	Permission to administer medication	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-11	Family child care - placement list	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-12	Monthly activity report - CC staff	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-14	CC - accident report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-15	Completed relicensing materials letter - FCC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-16	Parent evaluation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-27	Child care record of training	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-28	Reference for FCC licensing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-29	Questionnaire for CC applicants	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-30	Request for variance - FCC and GFCC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-38	Animal protection plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-41	Completed late correction order letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-48	History of residence	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-55	Completed license approval letter - cc	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-57	Travel and activity authorization	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-58	Request for variance enrollment form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-59	CC - initial licensing evaluation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-60	Drop-in visit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-62	CC - safety checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-63	CC licensing fire and storm drill log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-64	Completed FCC - lic. previously licensed in your county letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-70	New provider tracking	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-81	Variance log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-106	Completed CC - program reporting notification	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-107	CC - licensing billing receipt	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-113	Background study documentation form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

72000-116	Nominate your lic. FCC prov. - prov. of the year form (lav)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-123	Completed special needs child care funding letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-129a	A license ratios	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-129c-1	C-1 license ratios	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-129c-2	C-2 license ratios	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-129c-3	C-3 license ratios	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-131	Lic. FCC prov. recognition rating form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-132	Licenser verif. - FCC prov. nominees	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-135	Completed unlicensed family child care letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-136	Child care initial licensing checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-137	Child care special needs verified claim form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
72000-NA	Lic. FCC prov. of the year nomination form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-3	Rule 25 assessment application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-4	Residency verification form (CCDTF)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-5	Completed statement of income and health care benefits	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-7	Placement change request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-8	Completed your right to appeal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-9	Service coordination form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-11	Authorization to release Rule 25 assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-12	Referral for chemical health info letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-13	Recovery goals - WC pilot project	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-14	Biopsychosocial assessment - WC pilot	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-15	General info - WC pilot project	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-16	Completed data practices rights advisory - CD (aka tennesen warning)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-19	Determination of financial responsibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
73000-20	Completed notice to clients	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-1	Request for emergency examination and hospitalization	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-2	MH case management services - S&P MI - med. elig. comm.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-3a	Prepetition screening report - in field use only vsn.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-4	Rule 79 case management and adult rehab MH svcs. - eligibility form (no electronic vsn)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-7	Medication list/monitoring form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-11	Prepetition screening inquiry - commitment for MI	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-21	Intake form - MH unit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-27	Data Practices rights advisory (tennessen warning)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-29	Crisis plan (no electronic vsn)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-31	LTCC community support plan "MH care plan" (CADI)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-33	Annual review (waiver - checklist)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

74000-34	Face sheet (waiver)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-36	Completed fax to Ramsey Co Defense Panel	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-38	Transportation request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-39	H.S.I. psychiatry referral intake data	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-40	Close case request letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-42	Case transfer dictation (from Wash. Co.)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-43	Case transfer dictation (to Wash. Co.)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-45	Diagnostic assessment outline - TCM	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-46	Case note documentation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-48	Completed consumer stipend for MH training committee	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-55	Rule 79 peer review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-56	Purchase of services request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-59	Reimbursement of program expenses to service providers	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-60	Sheriff referral for case management services	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-61	Side effects letter (430 ph#)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-62	Request for police records by PPST	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-63	Agreement to participate in MN MH outcomes survey (no electronic vsn)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-64	Out-of-county service agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-66	Daily log	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-67	Completed side effects letter (275 ph#)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-68	Face sheet - Rule 79	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-69	Completed mental health client eligibility criteria for service	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-70	Completed extension request memo	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-72	Individual resident placement agreement (CADI)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-73	H.S.I. transporter purchase request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-85	Completed notification letter - receiving CADI - TBI PJ's	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-87	Request for per diem and mileage - MH advisory comm.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-93	Clinical supervision	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-94	Lvl. II - MI diagnostic assessment for PASARR	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-96	Level II - PASRR - cover letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-97	Housing client assessment tool	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-98	Diagnostic assessment & eligibility review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-99	Hotel stay agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-NA	Closing summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-NA	Diagnostic assessment request letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-NA	Completed targeted case mgmt (Rule 79) opt out letter (CADI)+B969	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
74000-NA	Completed YMCA letter with client info (CADI)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-1	FSG - prog, documentation of annual expenditures	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

75000-2	Referral for review of vol. placement of DD/EH children	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-3	ISP plan - long form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-4	Site monitoring	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-5	Request to suspend MA deeming rules	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-7	Provider's risk management assessment and plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-11	Requisition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-20	Annual waiver plan approval	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-22	Assessment of individual service needs	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-23	Income eligibility to receive services form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-24	Discount and ID care	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-27	Request for licensing corp. foster care	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-33	Intake form - DD unit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-34	FSG - application - attachment B	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-35	FSG - budget of subsidized expenses	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-36	FSG - notice of grant termination (Attachment G)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-41	CSG - budget/service agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-42	DRS referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-43	DD intake/social history info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-44C	Completed referral for DD services letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-48	Cert./verif. of respite prov. qualif. for unlic. out-of-home respite (Adden. ISP)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-53	Case record review form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-54	Completed invite - admin. review placement DD letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-55	Completed (CSG) statement of informed consent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-56	(CSG) release from liability	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-57	(CSG) designation of authorized rep.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-59	Completed advisory, notice of rights and plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-60	Employment and alternative services plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-61	Service agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-67	Consumer profile - DD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-68	CSG - PDN - consumer agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-69	CSG - social worker documentation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-70	MN LTCSS - suppl. - assessment - children under 18	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-73	DD respite financial statement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-74	Notification of amount - parent fees - DD child respite care	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-75	APPEALS - receipt of notice letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-76	APPEALS - denial letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-77	APPEALS - tracking form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-80	CSG - referral to fiscal supports	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-82	Completed Family support grant - waiting list factors	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

75000-90	Completed acknow. - leveled case mgmt. designation and consent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-95	ISP - transmittal svcs. amendment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-97	Verification of prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-98	Notice of FC benefits up to age 21	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-99	CSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-100	FSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-101	Waiver management team request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-102	Physical exam form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-104	Verified claim form - DD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-105	DD Unit - ISP & face-to-face tracking sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
75000-NA	Case transfer letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000	Supplies and equipment authorization	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-6	Quality assurance visit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-11	AC financial eligibility report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-24	Reg - service - 6 mo. reassessment - change	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-26	Adult intake social service referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-27	Completed tennessean warning	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-35	Guardianships/conservatorships	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-36	Notification to facility, medical professionals, and staff	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-38	Waiver worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-43	Purchases for clients	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-46	Completed LTCC review notice letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-51	Completed notice of rights	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-56	Elderly waiver services authorization form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-89	VA/DD TCM eligibility determination worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-94	Allocation change form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-95	Notice of intent to close CADI, TBI, CAC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-96-D1	Completed decision of committee letter - slot allocation request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-96-D2	Completed decision of committee letter - increase - change request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-107	Completed AC consultation letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-111	Screening document info. for waiver mgmt. system entry	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-113	AC and EW waiver case checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-114	AP and VA case checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-117	Chart cover sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-119	Referral for CADI/TBI/CAC slot review committee	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-120	Ranking tool - Attachment B	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-122	Case assignments - LTCC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-134	PCA tracking form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-135	Home delivered meals eligibility determination form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

76000-136	Nurse's notes sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-139	Completed physician's cover letter for guardianship	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-141	Completed rule out letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-142	AC prog client disclosure form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-143	AP Assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-144	Case closing summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-145	Completed investigation delay letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-146	Reassessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-147	VA investigation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-148	Smoke detector tracking sheet (case mgr)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-150	Completed false findings letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-151	Completed inconclusive findings letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-152	Completed no determination letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-153	Completed substantiated findings letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-157	CFR Notification of LTCC Assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-162	CEP intake form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-NA	Completed AC fee overdue letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-NA	Completed AC intake public health letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
76000-NA	Universal transfer form facesheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 2 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 4 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 6 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 8 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 10 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 12 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 14 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 16 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 18 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 20 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 22 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 24 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 27 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 30 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 33 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 36 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 42 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 48 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 54 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-NA	ASQ-3 - 60 mo questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	6 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	12 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	18 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

ASQ-SE-NA	24 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	30 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	36 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	48 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
ASQ-SE-NA	60 month SE	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
CH-NA	Children's mental health referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
CH-NA	ECBA gen referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
CH-NA	Family treatment program referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
CH-NA	Life skills-solid ground class referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Co. Atty.-NA	Delegation - powers by custodian - guardian	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Co. Atty.-NA	Information disclosure request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Co. Atty.-NA	Request - issue juvenile warrant	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Affidavit - support prehearing confinement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Affidavit - support motion waive post-placement assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Affidavit - support motion waive one-year residency requirement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Child at home court report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Child out-of-home and over 16 court report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Child out-of-home and under 16 court report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Communication and contact agreement and order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Consent of parent to adoption waiver notice adoption hearing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Consent adoption child 14 and older	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Demand for notice - probate	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	ECT - affidavit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	ECT - petition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Examiners support statement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Exhibit A	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Findings-conclusions order for judgment and decree of adoption	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Formal review request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Informal review order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Motion to waive one-year residency requirement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Motion to waive post-placement assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Notice child returned to care parent or legal custodian	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Order of probation - CHIPS	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Order of probation - delinquency (court)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Order waiving one-year residence requirement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Order waiving post-placement assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Petition - authorize. - impose treatment (ITP) - req. hearing and affidavit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

Court-NA	Petition - judicial commitment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Petition - judicial early intervention	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Petition - stepparent adoption (uncontested)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Physician's statement - support - cnsrvtshp. - fillable	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Physician's statement - support ward cnsrvts inability to attend hearing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Probation violation report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Court-NA	Stepparent adoption affidavit checklist if post-placement assessment waived	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-33	Appeal to state agency	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-35	State agency appeals summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-139	Agreement between foster parents and placement agency	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-178	Report of adoptive placement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-188	Report to court petition for adoption	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-312	Adoption placement agreement for child under state guardianship (2010)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-968	Adoptive applicant registration state adoption exchange (2004)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-1542D	Interstate compact - placement of children summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-1795	SSI interim assistance agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-1795a	Interim assist agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-1956	Consent of child over 14 years of age	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-1995	Physician's report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2140	Application for social services	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2243	Gen. authorization - release of info - assets	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2494	Report of vulnerable adult maltreatment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2630	AC program eligibility worksheet - 180 day - both	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2630A	AC program eligibility worksheet - 180 day - one spouse	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2720	Floor and escape plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2721	Letter to owner of unlicensed CC home	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2727	Information and signature sheet for PAS/EW/AC/CADI/CAC/TBI	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2780	Client placement authorization - CCDTF	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2794	Rule 25 assessment and placement summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2828	Notice of action - home and comm. bases waiver svcs.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2841	Cost effective insurance info - employer or ins co	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2925	LTCC community support plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-2952	Authorization - release of info. - residence and shelter expenses	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3067	DD screening document	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3070	Service agreement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

DHS-3141	Variance request (6-07 - use lic. online version?)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3152	Completed TCM data transmittal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3161	Agreement to use designated provider	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3218	Emergency relative FC license application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3219	Emergency rel. FC notice - bckgrnd. study (old - ck.)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3243	CEP intake form - VA maltreatment report - disclosure	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3244A	MA - home care service plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3340	Asset assessment results	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3417	MN health care prog. application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3423	Request - questions for GAMC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3426	LTCC prog. - OBRA level I criteria - screening for MR/MI	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3427	LTC screening document	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3428	MN LTCC services assessment form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3428A	MN LTCC services assessment form: SW and PHE sections	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3428D	PCA svc. plan for waiver participant	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3457	Eval. report - lvl. II PAS for persons w/MI	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3471	TBI waiver assessment and elig. determination	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3471A	TBI waiver assessment and elig. determination instr./wksht.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3471B	TBI waiver elig. and documentation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3543	Request - payment of long-term care svcs.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-3848	Related conditions checklist (DD)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4007	County of financial responsibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4015	Prov. enrollment application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4147a	Case mgr. guide - determining ICF-MR level - care - ICF - MR - MR - RD wvr	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4248	Evaluative report - Lvl II - preadm. screening - persons DD/RC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258a	MN adoption and foster care application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258b	Eligibility for individual fact sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258c	Agency home study checklist for eligibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258d	Home study assessment (fillable)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258e	Home study assessment update (fillable)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4258f	Family disaster plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4266	Interstate compact - placement - children - request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4267	Interstate compact - placement - children - report placement status	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4268	Interstate compact - placement children ass. of admin.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4369	Notice of social service action	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

DHS-4488	Letter of co. acknow. - new MR-RC home and CBWS prov.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4556	Annual community support plan eligibility	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4689A	Screening deletion request - DD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4690	Communication to physician of PCA svs.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-4801	AC estate claim referral worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5017	Summary of diagnostic findings	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5178	Emergency relative placement - FC referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5204	Rule 25 assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5223	Combined application form (CAF)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5224	ICWA - MIFPA SW checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5225	Data practices agreement (ICWA)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5227	Notice to tribe of svs. to Indian child	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5410	FC candidacy determination form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5788	CDCS - alt. treatment form - MHCP - enr. phys.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5883	Substantiated perpetrator reporting form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-5887	DD - additional square footage checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-6123	Ref. for disability determination	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-6124	Authorization - disclose info. - DD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-6125	Adult disability worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-6249	LOCUS recording form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-138675	Consent/authorization for release of information	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-138632	Supplement to application (DHS-3324)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-143369	Variance request form (family systems)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-143404	Wading pool letter and parent consent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-143406	Swimming pools in child care homes parent consent	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-143519	Correction order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-16-148050	MN 10 x 10 (NO bipolar - schizo title)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	CDCS - FSE vendor notification	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	Functional assessment (aka mental health scale)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	Immediate risk of harm determination worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	Individual abuse prevention plan - IAPP	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	MN self-sufficiency matrix	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	Req. - reconsideration of disqualification form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
DHS-NA	Rule 203 - AFC lic. cklst. - consolidated stds. sites	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
EMACS-NA	Inpatient referral	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
EMACS-NA	Referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FAP-NA	Child prot demographic & enrollment data form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FAP-NA	Permission for enrollment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FGDM-NA	Consent to release Info - FGDM	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FGDM-NA	Preparation guide for participants - FGDM	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FGDM-NA	Provider release form - FGDM	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

FGDM-NA	Referral form - FGDM	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FGMI-NA	Foundations group of MN referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FRH-NA	Intake & assessment form - Frazier Recovery Homes	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
FS-NA	Address book request for supplier - Fin. Svs.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MC-NA	Paratransit eligibility certification questionnaire	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Addendum to TCM Individual Comm Support Plan or SNBC Care Plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Collaborative - care plan - MSHO - SSC	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica care coordinator medication exception request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica denial/termination/reduction (DTR) form - 2010	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica MD letter after visit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica MD letter no visit completed	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica member enrollment transfer form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica MSHO initial welcome letter - new client	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica MSHO welcome letter - current client	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Medica MSHO welcome letter - new client - unable to reach	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	Revised SNBC assessment template	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MED-NA	SNBC-PIN health risk assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MH Syst-NA	Mental health systems DBT referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	Affidavit - disclosure or non-disclosure - orig birth cert. - adopted child	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	Certificate of adoption	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	Child care immunization record	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	MN birth record appl. - cert. of birth - fee worksheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	MN birth record appl. - certified copy	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MDH-NA	MN birth record appl. - verification	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MH -NA	Co-application mosiac homes Exhibit 2	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MJUA-NA	MJUA - incident claim form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN CCR&R	Business info-all year - family child care form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN-DNR-NA	Permanent angling license	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN-PS-33117-04	Eligibility verif. - reduced fee ID card	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN-SFM-NA	Owner permission - state fire marshall inspection	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN HFA-NA	Bridges application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MN HFA-NA	Long-term homeless housing status form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MNHP-NA	Crisis housing fund - consent - release - info. forms	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
MNTS-NA	MN telephone svc discount application	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
NA	Creative senior dining referral form - Wash. Co.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
OEO-NA	ESGP - intake form - HMIS-single clients	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
OEO-NA	ESPG - Svc end form - HMIS-single clients	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

OEO-NA	HMIS data privacy notice and consent-MN	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Ombudsman-NA	Death report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Ombudsman-NA	Death - serious injury fax cover	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Ombudsman-NA	Serious injury report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Optage-NA	HDM referral form - Optage	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
PFJ-NA	EBP stages of change	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
PFJ-NA	Referral for partnering for jobs	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
People-NA	Referral form-nursing svcs-MH - new & cover Letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
PH-NA	Completed water sample info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
PSC-NA	Pediatric systems checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
REG-NA	Patient authorization - release protected info	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
REM-NA	Adaptation request form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Sal. Army-NA	Agency referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	AP - Adult protection minor service	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	AP - Home care client satisfaction survey	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	AP - quality assurance visit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	AP - VA investigation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CH MH - advisory and notice of rights - SED child in vol. placement	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CH MH - referral - review vol. placement - DD or emotionally disturbed children (SED)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - case summary/closing	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - checklist for youth 16+ (in care)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - 90-day TPR review - child 16 and over	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - 90-day TPR review - child under 16	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child at home	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child at home - ICWA	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child out of home	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child out-of-home and over 16	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child out-of-home and over 16 - ICWA	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child out-of-home and under 16	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - child out-of-home and under 16 - IC+B1541WA	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - formal review request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - informal review order	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - informal review - vol. placement - DD/emot. disturbed	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - order of probation - delinquency	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - court report - probation violation report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

SSIS-NA	CP - disposition of child protection report - notice to mandated reporters	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - family safety plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - permanency team review and disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - request for police records	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	CP - youth 18-21 receiving foster care benefits	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	DD - ISP - individual service plan (long form)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	DD - ISP - Individual service plan - Form B (short form)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Intake - CP - case assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Intake - CP screen out maltreatment/mandated reporter - screener	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Intake - CP screen out maltreatment/mandated reporter - supervisor	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Intake - CP screen out maltreatment/vol. reporter - screener	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Intake - CP screen out maltreatment/vol. reporter - supervisor	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	IV-E - Title IV-E foster care 6-month continuing reimbursement checklist	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - annual review	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - blue and white	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - closing summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 1: 60-90 day treatment report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 2: extension of commitment request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 3: 6-month (no extension requested)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 4: court report for revocation of PD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 5: affidavit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 6: apprehension info. sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - Commitment Report 7: notice of intent to revoke PD	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - confirmation of medications	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - consumer indep. living and employment status	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - crisis plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - functional assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - health care referral - STW/CG office	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - individual community support plan	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - initial dictation	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - initial nursing assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - medication list/monitoring form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

SSIS-NA	MH - nursing/medical assessment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH - prepetition screening report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - BCBS MH - TCM notification of potential denial/termination of svcs.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - Healthpartners need for DTR notification form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - Medica behav. health TCM form (assessment)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - Medica behav. health member rights	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - Medica behav. health TCM request (initial)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - Medica need for DTR notification form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - U Care BHP discharge summary	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - U Care DTR notification form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - U Care member rights packet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH insurance - U Care targeted case management form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC1 - court report: stayed order of commitment report (90 day)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC2 - court report: stayed order of commitment report (request to dismiss)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC3 - court report: request extension of stayed order of commitment	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC4 - court report: request revocation of stayed order of commitment report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC5 - court report: extension of stayed order of commitment report	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOC6 - court report: affidavit	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOD1 - court report: stayed order for dismissal report (90 days)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOD2 - court report: stayed order for dismissal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOD3 - court report: request for a hearing on stayed order for dismissal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	MH SOD4 - court report: request for a hearing on continuance for dismissal	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Placement team - child - initial request and disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Placement team - child - respite care request	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Placement team - child - review & disposition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Truancy - diversion contract - education neglect	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Truancy - diversion contract - truancy	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Truancy - parent - educational neglect letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
SSIS-NA	Truancy - parent - truancy letter	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director

Think Small-NA	MN child care business form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
Totems-NA	Referral and initial assessment form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
TrnstLnk-NA	Ticket order form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
TSA-NA	Family based and outpatient svcs. referral form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
UCare-NA	Universal transfer form face sheet	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
UMN-NA	Authorization - release protected health info (4-08)	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WC-G-5	Completed Social welfare fund instructions	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WC-G-10	Verified claim form	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WC-G-22	Referral - to Family Service	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WC-G-41	Request for interpreter services	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WH-NA	1. Willow Haven crisis stabilization - referral - client info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WH-NA	2. Willow Haven crisis stabilization - referral - referral info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
WH-NA	3. Willow Haven crisis stabilization - referral - medical info.	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
YIT-NA	Consent to release info - youth in transition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS Director
YIT-NA	Completed prep guide - participants - youth in transition	Private	M.S. 13.46, subd. 2	John Pugleasa, HS 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 time they contain individual's data.**

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Information Systems</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Data Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Contract bid process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Andrew Milde, IS Director Room 110 304 S. Marshall St. Caledonia, MN 55921
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	Andrew Milde, IS Director
Employee security event summary	Documentation of "infection" event.	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Andrew Milde, IS Director

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2016 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

Houston County	Responsible Authority - Samuel Jandt Houston County Attorney		Department/Division Assessor, Auditor, Recorder, Treasurer	
Name of Form, Record, File, System, or Process	Data Description	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title, Address)
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction collects social security number	Private	M.S. 13.355, subd. 1	Cindy Cresswell, Assessor Room 203 304 S. Marshall St. Caledonia, MN 55921
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	Char Meiners, Auditor Room 116 304 S. Marshall St. Caledonia, MN 55921
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Char Meiners, Auditor
Auctioneer license	To conduct audtions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	Char Meiners, Auditor
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copes require tangible interest form	Private	M.S. 144.225	Bev Bauer, Recorder Room 111 304 S. Marshall St. Caledonia, MN 55921
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Cindy Cresswell, Assessor
Candidates filing statements	Name, address and race filed for; candidate may request to have address private based on safety, additional paper filed lists address	Private	M.S. 2048, subd. 1c	Char Meiners, Auditor
Certain Financial Account Records	Account number and/or other private information (ie; checking account number) that may be contained on a check or other financial payment record	Private	13.37	Donn Trehus, Treasurer Room 112 304 S. Marshall St. Caledonia, MN 55921

Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Char Meiners, Auditor
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Cindy Cresswell, Assessor
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Cindy Cresswell, Assessor
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Char Meiners, Auditor
Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Cindy Cresswell, Assessor
Homestead application	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.355, subd. 1	Cindy Cresswell, Assessor
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Char Meiners, Auditor
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Bev Bauer, Recorder
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Char Meiners, Auditor
Motor vehicle reports	Listing of all vehicles licensed, registered, or transferred on a given day in a service center, as well as fee collected	Private	M.S. 168.346	Char Meiners, Auditor
Non-intoxicating malt liquor license application	Application includes name of application, social security number and location of business, unorganized or unincorporated areas, townships	Private	M.S. 13.344, subd. 1	Char Meiners, Auditor
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Bev Bauer, Recorder
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Cindy Cresswell, Assessor
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Char Meiners, Auditor
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Char Meiners, Auditor

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Public Health (Disease Prevention and Control)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Health Partners HoustonCounty Employee Roster Billing Form	Name, Insurance ID number and group number, birth date and address	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director 611 Vista Drive Caledonia, MN 55321
PHDOC system	Health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Communicable disease databases	Disease and medical history data on individuals (SPSS and EPI Info file formats and excel Status Board)	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Communicable disease investigation file notes	Disease investigation and follow-up case data on individuals - includes person, health, and medical history on individuals	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Communicable disease outbreak interview form	Disease and medical history on individuals related to outbreak events	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Communicable disease report investigation	Disease and medical history on individuals	Private	M.S. 13.384, subd. 3	Mary Marchell 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	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Hepatitis B tracking forms	Name, employer, dates of HBVs	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Immunization Clinic Appointment Schedule	Client names, demographics, contacts, immunizations	Private	M.S. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell Public Health Director
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. 13.384, subd. 3	Mary Marchell Public Health Director
Infectious Disease Status Board	Client names, diagnosis, demographics,	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Inter-jurisdictional tuberculosis notification form	Client moves out of county - name and results/treatment to new county of residence	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
International notification of TB cases	Client moves out of country, demographic info, plus treatment and test results	Private	M.S. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell Public Health Director
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. 13.384, subd. 3	Mary Marchell Public Health Director
MDH request for medication to treat LTBI	Test result/treatment regimen for cases of TBI	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
MDH request for medications for suspect/case tuberculosis	Treatment regimen of case	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
MDH tuberculosis case report	Initial case identification (name, tests and results, medical history, etc.) of suspected/confirmed case	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
MDH tuberculosis contact investigation report	Demographics, names, and test results of household contacts in relation to index case	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Medicare roster billing form	Name, birth date, Medicare number, and signature, address, sex	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director

MIIC data system	Immunization history of individuals, including name, address, phone, primary medical provider	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Consent to exchange health information	Consent to release information to another agency	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Notice of Rights (Tennessee Warning)	Inform client of our intent to collect data	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Notice of Privacy Rights (acknowledgement of Receipt)	Name and signature	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Perinatal Hepatitis B report forms	Disease investigation and follow-up data on individuals and their household contacts, including vaccination history	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Perinatal Hepatitis B Status Board	Client names, DOB, vaccination status, address, provider	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Pertussis Status Board	Client names, diagnosis, demographics, contacts	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
SPSS software	Statistical analysis of disease investigation, including case data	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
TB class: follow-up worksheet	Medical info-results from TB evaluations in US	Private	M.S. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell 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. 13.384, subd. 3	Mary Marchell Public Health Director
Houston County mantoux forms	Date and results of mantoux skin test	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Houston County 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. 13.384, subd. 3	Mary Marchell Public Health Director

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### 2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Public Health (Family Health)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Follow Along developmental inventory Family home visiting data collection forms	Standardized developmental inventory of children ages 2 to 36 months Names, addresses, DOB, health information	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director 611 Vista Drive Caledonia, MN 55321
Birth defect information system referrals	Health information on referrals from MDH for children with birth defects	Private	M.S. 144.225, subd. 2	Mary Marchel Public Health Director
PHDoc system	Health information, care plan, client assessment, visit notes/communication log, discharge summary	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director
CATCH 3 database/system	Database for child and teen check-ups outreach - names and contact info for eligible children	Private	M.S. 13.384, subd. 3	Mary Marchel 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. 13.384, subd. 3	Mary Marchel Public Health Director
Electronic birth records	Database containing birth certificate data for Houston County residents for babies born in Minnesota	Confidential	M.S. 144.225, subd 2	Mary Marchel Public Health Director
FAP database/system	Child development form	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director

Follow along identification form	Child development form	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director
Growth charts	Height and weight record, including client's name, address, and birth date	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director
Home health visits, seniors	Client name, address, medical case charts	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director
Home safety checklist - family home visits	Client name, information on safety of client's home	Private	M.S. 13.384, subd. 3	Mary Marchel Public Health Director
Lead exposure reports from MDH	Information on blood lead levels exceeding allowable limits in children	Private	M.S. 144.9502, subd. 9	Mary Marchel Public Health Director
Recipient release for car seat: Medica, family health	Sign off indicating demonstration of appropriate car seat installation	Private	M.S. 13.384, subd. 3	Mary Marchel 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. 13.384, subd. 3	Mary Marchel Public Health Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Public Health (Health Promotion)</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, Address )</b>
Employee Wellness Initiative	Employee participant data	Private	M.S. 13.384, subd. 3, 13.43, subd. 4	Mary Marchell Public Health Director 611 Vista Drive Caledonia, MN 55321
Nutrition/referral and consultation records	Name, address, telephone number, family and personal medical information, nutritional concerns	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Public Health (WIC)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Client lists of breastfeeding clients	Name, ID number, WIC visit date	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director 611 Vista Drive Caledonia, MN 55321
Computerized documentation systems: HuBERT – Health Results Real Time (including scanned client rights, scanned ROI, lost voucher report, letters, and requests)	Pregnancy nutrition risk and high risk care plans, summary of care plan, name of client, demographics, growth and percentile charts, client specific program data	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
List of clients receiving medical formula	Name, ID number	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Printed clinic appointment schedule	Names, times of appointments	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Printed Child & Teen CheckUps Referral list	Names of clients referred from WIC to the CTC program or provided CTC outreach information	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
Voided paper vouchers	Name, ID number	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director
WIC future appointment list	Records name and ID number	Private	M.S. 13.384, subd. 3	Mary Marchell Public Health Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Sheriff's Office</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Accident Reports	Officer's report of a crash investigation required by State law, indicating driver's name, DOB, address, passengers identification, cause of accident, amount of damage, injuries and drawing, and drawing of accident with description.	Confidential Private after investigation	M.S. 169.09 Subd.9	Mark Inglett Sheriff Suite 1100 306 S. Marshall St. Caledonia, MN 55921
Admission/Release Records	To extent contains inmate private or confidential data	Confidential Private	M.S. 13.85, Subds. 2 and 3	Mark Inglett Sheriff
Adult Case Files	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal offense reports and supporting documents.	Confidential Private (depending on status and identified individual )	M.S. 13.82, Subds. 7,8,9,10,11, and 17	Mark Inglett Sheriff
Arson Reports	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Confidential Private	M.S. 13.82, Subd. 7,17 M.S. 299F.054	Mark Inglett Sheriff
Automated License Plate Reader (ALPR)	For use in locating vehicles placed on the State of Minnesota hot sheet	Confidential during and active investigation Private	M.S. 13.824, Subd. 2(b) and 3(a)	Mark Inglett Sheriff

Bookeeping Records for Jail and Civil Process Transactions		Private as to inmate financial records	M.S. 13.85, Subd. 2	Mark Inglett Sheriff
Card Reader Data	Identity of individuals that have access to secure areas with the Justice Center facility	Confidential Private	M.S. 13.43, subd.4 M.S. 13.37, subd. 2	Mark Inglett Sheriff
Checking Account Numbers		Private	M.S. 13.37	Mark Inglett Sheriff
Child Abuse Investigations		Confidential Private	M.S. 13.82, Subds. 7,8, and 9	Mark Inglett Sheriff
Commitments: Juvenile	Order of the court shwing 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 as to inmate financial records	M.S. 26B.171	Mark Inglett Sheriff
Employee and Volunteer Data Personnel Data	Data related to Employment, Volunteer status or applicant data	Private	M.S. 13.43, Subds. 3,4, and 5	Mark Inglett Sheriff
Expungment Letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03	Mark Inglett Sheriff
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	Mark Inglett Sheriff
Gunshot and Suspicious Wound Report	Mandated health professionals reports to Sheriff of gunshot and suspicious wounds they treat	Confidential	M.S. 626053	Mark Inglett 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 as to inmate financials	M.S. 13.85, Subd.2	Mark Inglett Sheriff

Incident Complaint Logs (Dockets) including: Incident Complaint Logs	<p>a. Chronological record of events</p> <p>b. I.D. of undercover agents, informants, victims of sexual assault or intra- familial sex abuse</p> <p>c. Arrest warrant indices until taken into custody, served or appear before court</p> <p>d. Description of stolen, lost or recovered property</p> <p>e. Program data</p> <p>f. Deliberative processes or investigative techniques, final opinion or justification</p>	<p>Private</p> <p>Confidential</p> <p>Confidential</p> <p>Private</p> <p>Private</p> <p>Confidential</p> <p>Confidential</p>	<p>M.S. 13.82, Subds. 7 and 17</p> <p>M.S. 13.82, Subds. 7 and 17</p> <p>M.S. 299C.065, Subd.4</p> <p>M.S. 13.82, Subd. 19</p> <p>M.S. 13.82, Subd. 19</p> <p>M.S. 13.82, Subd. 21</p> <p>M.S. 13.82, Subd. 25</p>	Mark Inglett Sheriff
Initial Complaint Report	First record of all calls for service or reports of offenses received. In part not public	<p>Private</p> <p>Confidential</p>	M.S. 13.80, M.S. 13.82, Subds. 3 and 6	Mark Inglett 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	Confidential	M.S. 260B.171	Mark Inglett Sheriff
Inmate Financial Records	Inmate Financial Records	Private	M.S. 13.85, Subd. 2	Mark Inglett 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	Mark Inglett 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	<p>Confidential</p> <p>Private</p>	M.S. 13.85, Subds. 2 and 3	Mark Inglett Sheriff
Inmate Medical Records	Any and all medical activity and records involving inmates. See Sheriff Office, Jail Medical Records in this index for detail listing	Private	M.S. 13.85, Subd. 2	Mark Inglett 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	Mark Inglett Sheriff

Investigations	Active: Cases involved in an ongoing investigation Inactive: Closed cases, identities of some parties	Confidential Private	M.S.13.82, Subds. 7,8, and 10 M.S. 13.82, Subd. 17	Mark Inglett Sheriff
Jailers' Daily Activity Logs	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, Subds. 2 and 3	Mark Inglett 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. 260B.171 M.S. 260C.171	Mark Inglett 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. 260B.171 M.S. 13.82, Subd. 2	Mark Inglett 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. Subds. 7, 10, and 11 M.S. 626.557 M.S. 626.557, Subd. 12 c	Mark Inglett Sheriff
Master Index: Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, Subds. 7,8,9,10,11, and 17	Mark Inglett Sheriff
Master Index: Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82 M.S. 260B. 171	Mark Inglett Sheriff
Name Change Data		Private Confidential	M.S. 13.82, Subd. 12	Mark Inglett Sheriff
Officer Investigative Progress Reports	Deliberative processes or investigative techniques, final opinion or justification. Officer's views	Confidential	M.S. 13.82, Subd. 25	Mark Inglett 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	Mark Inglett Sheriff
Pawn Shop/Scrap Dealer Customer Data		Private	M.S. 13.82, Subd. 27	Mark Inglett Sheriff
Person's Financial Account Inactive Case Data		Private	M.S. 13.82, Subd. 30	Mark Inglett Sheriff
Predatory Offender Registration Data		Private	M.S. 243.166	Mark Inglett Sheriff
Prisoner Property Envelopes		Private Confidential	M.S. 13.85, Subds. 2 and 3	Mark Inglett Sheriff
Property Lists	Description of stolen, lost, or recovered property	Private	M.S. 13.82, Subd. 20	Mark Inglett 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, Subds. 4,7,8,9,10, and 17	Mark Inglett Sheriff
Sealed Arrest and Criminal Files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Mark Inglett Sheriff
Shift Activity Report: Supervisors	Summary of department activity occurring during a supervisors/watch commander's shift	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.85	Mark Inglett Sheriff
Squad Car Videos	Video recordings from squad cars	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.37	Mark Inglett Sheriff

Tow Slips/Reports	Record of all vehicles towed by department		M.S. 13.82	Mark Inglett Sheriff
Vulnerable Adult Investigation			M.S. 13.82, Subds. 7,10,and 11	Mark Inglett Sheriff
Warrant Files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, Subd. 19	Mark Inglett Sheriff
Warrants for Intercepting Communications	Cour warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, Subd.9	Mark Inglett Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Sheriff's Office (Alcohol &amp; Tobacco License Enforcement)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
Alcohol 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	M.S. 13.39	Mark Inglett Sheriff Suite 1100 306 S. Marshall St. Caledonia, MN 55921
Clerk payment	Name of clerk and violation during course if investigation and appeal	Confidential Public after investigation	M.S. 13.39	Mark Inglett Sheriff
Clerk violation	Name, address, telephone number, age during course of investigation and appeal	Confidential Public after investigation	M.S. 13.39	Mark Inglett 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	Confidential Public after investigation	M.S. 13.39	Mark Inglett Sheriff
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	Mark Inglett Sheriff
Vendor payment voucher form	Social security number	Private	M.S. 13.355, subd. 1	Mark Inglett Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Sheriff's Office (Jail)</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Data Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title, Address)</b>
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	Mark Inglett, Sheriff Suite 1100 306 S. Marshall St. Caledonia, MN 55921
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	Mark Inglett, 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	Mark Inglett, Sheriff
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	Mark Inglett, Sheriff
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	Mark Inglett, Sheriff
Medical Referral Form	Request for services from outside providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, 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	Mark Inglett, 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	Lowell Johnson, Director Jill Timm, Sr. Program Manager Melinda Leibel, CHN Supervisor
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	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, Sheriff
Medication - Transmission Verification Sheet	Listing of receipt for individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, 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	Mark Inglett, Sheriff
Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, Sheriff
Medication Blister Pack	Packaging of inmate medication	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, 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	Mark Inglett, Sheriff
Medication Discrepancy Form	Describes medication discrepancies initiated by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, Sheriff
Neurological Flow Sheet	Nursing assessment of inmate neurological status	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, Sheriff
Psychiatric assessment worksheet	Nursing assessment of inmate psychiatric needs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, Sheriff
Psychiatric Clinic Log	Log of inmates visiting weekly psychiatric clinic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Mark Inglett, 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	Mark Inglett, 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	Mark Inglett, Sheriff

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Houston County</b>	<b>Responsible Authority - Samuel Jandt Houston County Attorney</b>		<b>Department/Division Veterans Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
DD214		Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer 611Vista Drive Caledonia, MN 55921
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer

VA Form 21-530EZ	Application for Burial Benefits	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-534EZ	Application for Dependency and Indemnity Compensation or Death Pension by Surviving Spouse or Child	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-614	Application for Accrued Amount of Veteran's Benefits payable to Widow, Widower, Child or Dependent Parents	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
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	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-674	Request for Approval of School Attendance	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-686c	Declaration of Status of Dependents	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-0304	Spina Bifida Application	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4138	Statement in Support of Claim	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4142	Authorization for Release of Information	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4185	Report of Income from Property or Business	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	Title 38 US Code	Robert Thoen Veterans Service Officer

VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-8678	Application for Annual Clothing Allowance	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 22-1995	Request for Change of Program or Place of Training	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 26-1880	Request for Determination of Eligibility and Available Loan Guaranty Entitlement	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 26-6381	Application for Release from Personal Liability to the Government on a Home Loan	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 28-8832	Veterans Application for Counseling	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-1546	Application for Cash Surrender Value	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-1606	Application for Total Disability	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	Title 38 US Code	Robert Thoen Veterans Service Officer

VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 90-2008	Application for United States Flag for Burial Purposes	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 21-0966	Intent To File a Claim For Compensation And/Or Pension, Or Survivors Pension And/Or DIC	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
SGLV 8713	Application for SGLI (Retired Reservists)	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
VA Form 4963	Request for Replacement of Headstone or Marker	Private	Title 38 US Code	Robert Thoen Veterans Service Officer
MACV	Intake form	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 4	Medical Report Form	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 5	Shelter Expense Form	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MDVA 7	Monthly Expense Form	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603	Robert Thoen Veterans Service Officer
<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 time they contain individual's data.</b>				