

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

| Scott County | Responsible Authority Gary Shelton, Scott County Administrator | | Division/Department Community Services Building Inspections | |
|---|--|---|--|-----------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification (private or confidential) | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department Community Services PCS Admin and Elections | |
|---|---|---|---|----------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification (private or confidential) | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department Community Services PCS Admin and Elections | |
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department Community Services Facilities Reg Train Facility | |
|---|---|---|---|----------------------------------|
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department Community Services Strategic Analysis and Program Support | |
|---|---|---|--|----------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification (private or confidential) | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department Community Services Scott WMO | |
|---|---|---|---|----------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification (private or confidential) | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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

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

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

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

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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department County Board County Commissioners | |
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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department County Sheriff's Office Sheriff Administration | |
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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department County Sheriff's Office Sheriff Communications | |
|---|--|---|---|-----------------------------------|
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| Dispatcher investigative progress reports | Deliberate processes or investigative techniques, final opinion or justification, officer's views | Confidential | M.S. 13.82, subd. 25 | Luke Hennen, Sheriff |
| Performance appraisals and other related private personnel data | Performance appraisals and other not public personnel data | Private | M.S. 13.43, subd. 4 | Luke Hennen, Sheriff |
| Audio recording of 911 Call | Digital recordings of calls placed to the 911 center | Private | M.S. 13.82, subd 4 | Luke Hennen, Sheriff |
| ARMER Security Information | Radio codeplugs, encryption keys, user aliases | Private | M.S. 13.37, subd 1 | Luke Hennen, Sheriff |

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| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Division/Department County Sheriff's Office Sheriff Emergency Management | |
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| Employee investigative progress reports | Deliberate processes or investigative techniques, final opinion or justification, officer's views | Confidential | M.S. 13.82, subd. 25 | Luke Hennen, Sheriff |
| Performance appraisals and other related private personnel data | Performance appraisals and other not public personnel data | Private | M.S. 13.43, subd. 4 | Luke Hennen, Sheriff |
| Death investigation data | Death investigation data in a disaster | Private | M.S. 12.381, subd 2 | Luke Hennen, Sheriff |

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

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

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

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

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

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

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

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

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

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

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Human Services (enter topic/area if multiple lists) | |
|---|--|----------------|---|---------------------------|
| Name of Form, Record, File, System, or Process | Description (Purpose, what it collects, in terms understandable by general public) | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| 71980-53 | AFC - program abuse prevention plan | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-57 | Consent to share a bedroom with a particular person | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-61 | Completed client confidentiality | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-62 | CFC - incident report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-62a | AFC - incident report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-68 | AFC - relicensing - corporation | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-69a | AFC program employee reporting form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-69c | AFC employee annual report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-73 | Difficulty of care rating sheer | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-76 | Foster parent evaluation of child placement | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-80 | Non-waivered corp. alternate year review | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-90 | Request for foster home licensing study | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-96 [P] | AFC - medical/dental visit/order form (provider vsn.) | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-97 | Clothing inventory | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-98 | Payment agreement for out-of-home placement | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-103 | Completed complaint-grievance procedure | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-104 | CFC - health status of applicants/household member | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-106 | Complaint/grievance written form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-109 | Corp. alternate year review | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-110 | Initial corp. lic. checklist | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-114 | Family contact record | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-115 | Placement memories | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-118 | AFC - relicensing checklist | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-119 | Personal health and medical record form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-122 | FC - extension request | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-125 | CFC - record of training | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-126 | Adult placement request for dispositions | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-127 | FC damage request claim form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-128 | Child placement request for dispositions | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-129 | Purchase of service agreement | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-131 | AFC - Home death report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-132 | AFC - Family background tracking form (lic.) | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-138 | Medical appointments | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-148 | Non-consolidated corp. relicensing letter template | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-149 | Consolidated corp. relicensing letter template | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-150 | Non-consolidated corp. initial licensing letter template | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| 71980-151 | Consolidated corp. relicensing letter template | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |

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

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

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

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

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

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

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

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

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

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

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

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

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Human Services (enter topic/area if multiple lists) | |
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| Name of Form, Record, File, System, or Process | Description (Purpose, what it collects, in terms understandable by general public) | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| MED-NA | Medica denial/termination/reduction (DTR) form - 2010 | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica MD letter after visit | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica MD letter no visit completed | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica member enrollment transfer form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica MSHO initial welcome letter - new client | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica MSHO welcome letter - current client | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Medica MSHO welcome letter - new client - unable to reach | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | Revised SNBC assessment template | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MED-NA | SNBC-PIN health risk assessment | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MH Syst-NA | Mental health systems DBT referral form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | Affidavit - disclosure or non-disclosure - orig birth cert. - adopted child | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | Certificate of adoption | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | Child care immunization record | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | MN birth record appl. - cert. of birth - fee worksheet | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | MN birth record appl. - certified copy | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MDH-NA | MN birth record appl. - verification | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MH -NA | Co-application mosaic homes Exhibit 2 | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MJUA-NA | MJUA - incident claim form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN CCR&R | Business info-all year - family child care form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN-DNR-NA | Permanent angling license | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN-PS-33117-04 | Eligibility verif. - reduced fee ID card | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN-SFM-NA | Owner permission - state fire marshall inspection | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN HFA-NA | Bridges application | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MN HFA-NA | Long-term homeless housing status form | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MNHP-NA | Crisis housing fund - consent - release - info. forms | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| MNTS-NA | MN telephone svc discount application | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| NA | Creative senior dining referral form - Wash. Co. | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| OEO-NA | ESGP - intake form - HMIS-single clients | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| OEO-NA | ESPG - Svc end form - HMIS-single clients | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| OEO-NA | HMIS data privacy notice and consent-MN | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| Ombudsman-NA | Death report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| Ombudsman-NA | Death - serious injury fax cover | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| Ombudsman-NA | Serious injury report | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| Optage-NA | HDM referral form - Optage | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| PFJ-NA | EBP stages of change | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |
| PFJ-NA | Referral for partnering for jobs | Private | M.S. 13.46, subd. 2 | Pam Selvig, Director |

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

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

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

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

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2018 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Economic Assistance | |
|--|--|---|--|---|
| Name of Form, Record, File, System, or Process | Description (Purpose, what it collects, in terms understandable by general public) | Classification (private or confidential) | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Child Care Case Records | Applications forms, verifications, required situational forms, client correspondence | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Client Index | Summarized case identification data including case number, client name, client number, social security number, birthdate, sex, etc. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Collections | Fee collections, overpayments, probate claims and other collections | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Emergency Assistance Case Records (7 CFR) | Application forms, verifications, internal case processing documents | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| SNAP Case Records | Application forms, verifications, referrals, etc. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Fraud Investigation Records | Referrals, data obtained during the investigation, dispositions of referrals and any paperwork back from the workers | Public, Private & Confidential | MS 13.03; MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| General Assistance Case Records | Application forms, verifications, required situational forms, internal case processing forms, referrals, etc. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Intake Registers | Lists of requests for financial assistance and their subsequent disposition. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| MAXIS Computer Case Records | Electronic case management system for public assistance case files | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Medical Assistance / Minnesota Supplemental Aid (MA / MSA) Case Records | Application forms, verifications, required situational forms, referrals, etc. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Prepaid Medical Assistance Records | Includes health advocate client files(cases where County assists client to resolve conflicts with provider), health plan enrollment & eligibility, & misc. reports | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| Work Readiness (GA / WR) Case Records | See General Assistance Case Records. | Private | MS 13.46 subd 2(a) | Kari Ouimette Economic Assistance Director |
| This inventory uses a series of form names for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such | | | | |

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services MFIP Direct | |
|---|--|----------------|---|---|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Client Records - Employment & Training Programs | Client records document the management of participant cases in Employment & Training Programs. Includes Minnesota Family Investment Program (MFIP) Employment Services, Diversionary Work Program (DWP) Employment Services, Supplemental Nutrition Assistance Program (SNAP) Employment Services, General Assistance (GA) Employability Assessments and similar services. | Private | M.S. 13.46 subd.2(a) | Kari Ouimette, Economic Assistance Director |
| WorkForce One | Electronic case management system for employment and training case files. | Private | M.S. 13.46 subd.2(a) | Kari Ouimette, Economic Assistance Director |
| Operational Reports and Records | Miscellaneous daily, weekly, monthly or periodic reports and documents used for routine operations. These materials have short term administrative or case management use. This would include caseload lists, program review lists and demographic reports. | Private | M.S. 13.46 subd.2(a) | Kari Ouimette, Economic Assistance Director |

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|--|--|-----------------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description (Purpose, what it collects, in terms understandable by general public) | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect | Client name, address, birth date, and pertinent personal medical information | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Death Records | Includes index to deaths, record of death (register) and death certificates. | Public and Private | M.S. 13.83; M.S. 144.225 | Lisa Brodsky, Public Health Director |
| Intake Database | Client name, contact info, and pertinent reason for call | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect | Client name, address, birth date, and pertinent personal medical information | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| RESTAURANT ILLNESS HEALTH NUISANCE | | | | |
| Nuisance complaint | Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint | Confidential | M.S. 13.03; M.S. 13.44 | Lisa Brodsky, Public Health Director |
| DISEASE PREVENTION | | | | |
| Carefacts system | Health info, care plan client assessment, visit notes, communication log, discharge summary | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Communicable disease databases | Disease and medical history data on individuals (SPSS and EPI Info file formats and excel Status Board) | Private | MS 13.3805; MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

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

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|---|---|-----------------------------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Immunization record form | Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Inter-jurisdictional tuberculosis notification form | Client moves out of county - name and results/treatment to new county of residence | Private | MS 13.3805; MS 13.384; MS 13.46; MS 144.293 & 294; MS 144.3351; MS 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| International notification of TB cases | Client moves out of country, demographic info, plus treatment and test results | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| IPI immunization practices improvement questionnaire | Survey of MNVFC/immunization storage and handling of vaccines practices | Individual and clinic are Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MEDSS Data system (Minnesota Electronic Disease Surveillance System) | Documentation of infectious disease investigations are reported here including specific contact information, community contacts, schools, places of work, details of diagnosis and treatment. Also used for communication with MDH for Perinatal Hepatitis B Program, and Isolation and Quarantine. | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MDH disease specific report form - Measles/Mumps/Pertussis/ Hepatitis | Name, address, phone, Birth date, disease and medical data on individuals | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|---|--|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| MDH perinatal Hepatitis B immunization and follow-up report | Current demographics of mom and baby, hepatitis immunizations, post vaccination serology and results | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MDH request for medication to treat LTBI | Test result/treatment regimen for cases of TBI | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MDH request for medications for suspect/case tuberculosis | Treatment regimen of case | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MDH tuberculosis case report | Initial case identification (name, tests and results, medical history, etc.) of suspected/confirmed case | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MDH tuberculosis contact investigation report | Demographics, names, and test results of household contacts in relation to index case | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Medical examination form for immigrants or refugee applicant (overseas) | Physical examination information | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|--|---|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Medicare roster billing form | Name, birth date, Medicare number, and signature, address, sex | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MIIC data system | Immunization history of individuals, including name, address, phone, primary medical provider | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Consent to exchange health information | Consent to release information to another agency | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MN initial refugee health assessment form (arrival in USA) | Physical examination, medical information | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Notice of Rights (Tennessee Warning) | Inform client of our intent to collect data | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Notice of Privacy Rights (acknowledgement of Receipt) | Name and signature | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|--|---|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Perinatal Hepatitis B report forms | Disease investigation and follow-up data on individuals and their household contacts, including vaccination history | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Reception and placement program assurance form for refugee program | Name/client number, birth date, relatives and volunteer agency | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| SPSS software | Statistical analysis of disease investigation, including case data | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| TB class B: follow-up worksheet | Medical info-results from TB evaluations in US | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Treatment of Latent Tuberculosis Infection (LTBI): monitoring flow sheet | Record of side effects and patient education regarding meds and treatment | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| VAERS form (Vaccine Adverse Event Reporting System) | Name, address, phone number, birth date, vaccine data, administrator of vaccine, medical advisor, details of adverse event, including medical follow-up | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|---|---|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Mantoux forms | Date and results of mantoux skin test | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| TB referral and follow-up report | Authorization to share test results and medical history as well as perform tests and begin treatment of a case by Saint Paul-Ramsey TB Clinic | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| CHILD & TEEN CHECKUPS | | | | |
| CATCH 3 database/system | Database for child and teen check-ups outreach - names and contact info for eligible children | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| CAR SEAT PROGRAM | | | | |
| Car Seat Intake Form | Name/Client number, birth date, client eligibility information and documents which model car seat they receive for which child | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Recipient release for car seat: Health insurance if billable, family health | Sign off indicating demonstration of appropriate car seat installation | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| MOBILE CLINIC/HEALTH CARE SERVICES | | | | |
| Case Records | Medical records, medication orders, logs, and related records for all mobile clinic clients. Records are maintained by clinic staff. | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|--|--|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) |
| Social Determinants of Health Screening | Name/Address/Contact info and answers to health behavior questions to determine appropriate referral resources | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Juvenile Alternative Facility Screen | Medical records, medication orders, logs, and related records for JAF residents. Records are maintained by JAF Staff | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| EMERGENCY PREPAREDNESS AND RESPONSE | | | | |
| Isolation and Quarantine | Name/Address/Contact info and answers to medical records, medication orders, logs | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Mass Dispensing | Name/Address/Contact info and answers to medical records, medication orders, logs | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Wide Spread Disease Investigation | Name/Address/Contact info and answers to medical records, medication orders, logs | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |
| Family Assistance Center/Family Reunification | Name/Address/Contact info, logs of injuries, logs of missing persons | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

| Scott County | Responsible Authority - Gary Shelton, Scott County Administrator | | Department/Division Health and Human Services Public Health | |
|---|--|----------------|---|--------------------------------------|
| Name of Form, Record, File, System, or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification <i>(Statute, Law, or Rule)</i> | Designee <i>(Name, Title)</i> |
| Alternate Care Facility | Name/Address/Contact info, logs of injuries, logs of missing persons | Private | M.S. 13.3805; M.S. 13.384; M.S. 13.46; M.S. 144.293 and 294; M.S. 144.3351; M.S. 144.651; 45 CFR 164 Notes: (HIPAA) | Lisa Brodsky, Public Health Director |

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

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

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

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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