

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**



Table of Contents

Section 1	Accounting and Finance - Cash Management
Section 2	Accounting and Finance - Disbursements
Section 3	Accounting and Finance - G/L Reporting
Section 4	Administration
Section 5	County Attorney
Section 6	Community Corrections
Section 7	Health and Human Services
Section 8	Veterans Services
Section 9	Human Resources
Section 10	Information Technolgoy
Section 11	Property Records and Taxpayer Services
Section 12	Environmental Services
Section 13	Public Works
Section 14	Sheriff's Office

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 1 Accounting and Cash Management

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Accounting and Finance - Cash Mgmt.	
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)
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it reveals social security numbers of recipients)</i>	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Benefit overpayment files	Client financial information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Cancelled checks	Cancelled county checks	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i>	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Checking account numbers	Checking account numbers	Private	M.S. 13.37	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer

Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Accounting and Finance - Cash Mgmt.	
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)
Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it identifies social service clients)</i> M.S. 13.87, sub. 2 <i>(to the extent it identifies gun permit payments)</i>	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Community corrections placements	Client financial information files	Private	M.S. 13.84 M.S. 13.355	Deb West, Director Community Corrections Ann Stehn, HHS Director
Community Services juvenile placements	Client financial information files	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 M.S. 13.84	Deb West, Director Community Corrections Ann Stehn, HHS Director
Other department collections	Client financial information (includes wage and tax information)	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i>	Deb West, Director Community Corrections Ann Stehn, HHS Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 2 Accounting and Finance - Disbursements

Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Accounting and Finance - Disbursements	
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)
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 <i>(to the extent it identifies social service clients)</i>	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5 M.S. 13.355	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 3 Accounting and Finance - G/L Reporting

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Accounting and Finance - G/L Reporting	
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)
Address book module	Social security numbers of individuals that receive payments or make payments to Kandiyohi County	Private	M.S. 13.355	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 4 Administration

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		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	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Larry Kleindl, County Administrator
County Welfare Board	County commissioners met as "Welfare Board", 1969 - 1980 Board minutes list citizens receiving assistance, amount paid, and why	Private	M.S. 13.46 <i>Note: Persons who need access to this information should contact the county Community Services director</i>	Larry Kleindl, County Administrator
Emergency contact staff directory	Home address and contact numbers	Private	M.S. 13.43, subd. 4	Larry Kleindl, County Administrator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Larry Kleindl, County Administrator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Larry Kleindl, County Administrator
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Larry Kleindl, County Administrator
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	Larry Kleindl, County Administrator

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 5 Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
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 Kandiyohi 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	Shane Baker 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	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
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)
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)	Shane Baker County Attorney
Civil commitments	Mentally ill and dangerous Sexual psychopathic personality Sexually dangerous person (Medical records) Pre-petition screening	Confidential (<i>while pending</i>) Private	M.S. 13.46, subd. 2 M.S. 13.393 M.S. 13.39 Civil Commitment Rule 21 M.S. 253B.0921 M.S. 253B.07 (1) (b)	Shane Baker 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)	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
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 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	Shane Baker 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	Shane Baker 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)	Shane Baker County Attorney
Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos, and briefs	Confidential	M.S. 13.393	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
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)
Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	Shane Baker 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	Shane Baker County Attorney
Human Services appeals - services and financial	Financial and social services appeals, including denial of benefits, child maltreatment determinations, vulnerable adult determinations, including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Private Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 13.821 M.S. 626.556 M.S. 626.557	Shane Baker 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	Shane Baker 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	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
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)
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	Shane Baker 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	Shane Baker 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	Shane Baker County Attorney
Personnel data - general	Administer employment, including employee performance evaluations, personnel data, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Attorney	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Personnel data - 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	Shane Baker 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	Shane Baker 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	Shane Baker County Attorney

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 6 Community Corrections

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
ADULT CORRECTIONS FILES				
Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7	Deborah West, Director
Assessments and progress reports from treatment providers	Assessment and progress reports from numerous treatment providers often with recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Deborah West, Director
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Deborah West, Director
BCA and court record information forms	Arrest and court history - may include sex offender registration information	Private Confidential	M.S. 13.87 M.S. 244.052 M.S. 243.166	Deborah West, Director
Case planning documents	Probation goals determined by offender and probation officer	Private	M.S. 13.84, subd. 2	Deborah West, Director
Chemical health assessments	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Deborah West, Director
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4.	Deborah West, Director
Client-related cover letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Deborah West, Director
Community work service and sentence-to-service forms	Offender personal information and expectations	Private	M.S. 13.84, subd. 2	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
Conditional release agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, subd. 2 and 4	Deborah West, Director
Correctional assessments and screens	Information gathered from offender and court records to assess risk/needs	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 609A.03	Deborah West, Director
Department of Corrections forms	Offender/offense information including sentences/parole expectations	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Discharge reports	Report for court with offender progress/behavior change/compliance	Confidential	M.S. 13.84, subd. 4	Deborah West, Director
Diversion forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Drug testing related forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Expungement Letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03, subd. 8	Deborah West, Director
Fee-related forms	Name/address and specific probation fees owed for services	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Intake forms	Offender information gathered to open probation file and begin assessment process	Private	M.S. 13.84, subd. 2	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
Interstate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Intrastate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Memos with client data	Inter-office or inter-criminal justice system information regarding offenders	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Deborah West, Director
Offender correspondence	Letters to or from offenders regarding probation requirements	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	Deborah West, Director
Probation agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Progress reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, subd. 4	Deborah West, Director
Psychological/psychiatric evaluations/assessments	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Deborah West, Director
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
Restitution forms	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Deborah West, Director
Signed consent forms	Forms signed by clients authorizing release of information between agencies	Private	M.S. 13.84, subd. 2	Deborah West, Director
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd 2	Deborah West, Director
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private <i>(as to victim)</i> Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	Deborah West, Director
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Deborah West, Director
Volunteer/student intern records	Personnel records, including contract information, criminal history record checks, and results of drug screening	Private	M.S. 13.43, subd. 4	Deborah West, Director
JUVENILE CORRECTIONS FILES				
All court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, and 4 M.S. 260B.171	Deborah West, Director
All referral forms	Juvenile probation information to send to service providers	Private Confidential	M.S. 13.84, subd 2 and 4	Deborah West, Director
All reports for court and information gathered	Reports written by probation to inform the court and make recommendations	Confidential	M.S. 13.84, subd. 4	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2 and 4	Deborah West, Director
Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7 M.S. 260B.171	Deborah West, Director
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2 and 4	Deborah West, Director
Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7 M.S. 260B.171	Deborah West, Director
BCA and delinquency history	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Deborah West, Director
Case plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, subd. 2	Deborah West, Director
Chemical health assessments	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Deborah West, Director
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4	Deborah West, Director
Community work service/STS information	Information collected or given to juvenile for completing work service	Private	M.S. 13.84, subd. 2 M.S. 260B.171	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
Correctional assessments	Information to determine level of risk to re-offend and to determine a case plan	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Deborah West, Director
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 260B.198	Deborah West, Director
Detention reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	Deborah West, Director
Diversion forms	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2 and 3	Deborah West, Director
Drug/alcohol testing and results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3 and 7	Deborah West, Director
Intake information and questionnaires	Information gathered about juveniles by probation for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Deborah West, Director
Interstate forms	Forms completed by probation and a juvenile on probation in order to move to another state	Private	M.S. 13.84, subd. 2	Deborah West, Director
Letters used by juvenile probation	Correspondence with offenders, families, and schools	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Deborah West, Director
Memos and cover letters with juvenile information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, subd 3	Deborah West, Director
Memos with client information	Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Deborah West, Director

Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Community Corrections	
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)
Mental health screens psychiatric/psychological evaluations	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Deborah West, Director
Offense reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private Confidential	M.S. 260B.171 M.S. 13.84	Deborah West, Director
Parental financial information	Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, subd 2	Deborah West, Director
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Deborah West, Director
Restitution information	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	Deborah West, Director
Signed consent forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, subd 2	Deborah West, Director
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd 2	Deborah West, Director
Treatment progress reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, subd. 3	Deborah West, Director
Victim information	All forms involving a victim of juvenile crime with victim information	Private <i>(as to victim)</i>	M.S. 13.84 M.S. 611A.06, subd 4	Deborah West, Director
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, and 4 M.S. 260B.171	Deborah West, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 7 Health and Human Services/Social Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney	Department/Division Health and Human Services/Social		
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)

	Kandiyohi County	KCHHS primarily utilizes forms provided by the Minnesota Department of Human Services for data collection. Please refer to this website for the most current MN DHS Inventory of Forms Document. https://edocs.dhs.state.mn.us/lserver/Public/DHS-6557-ENG			
	<i>Name of Form, Record, File, System, or Process</i>	<i>Description (Purpose, what it collects, in terms understandable by general public)</i>	<i>Classification</i>	<i>Citation for Classification (Statute, Law, or Rule)</i>	<i>Designee</i>
	<i>Child Protection / Child Welfare</i>		<i>Updated</i>	<i>9.12.2016</i>	
CPCW	ASQ-SE-NA	6 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	12 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	18 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	24 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	30 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	36 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	48 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	ASQ-SE-NA	60 month SE (Social - Emotional)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	CH-NA	Family Treatment Program Referral Form	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Co. Atty.-NA	Court Referral (16&17 Yr Old Student) - Truancy	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Co. Atty.-NA	Delegation - powers by custodian - guardian	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Court-NA	Child out-of-home and over 16 court report	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Court-NA	Child out-of-home and under 16 court report	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Court-NA	Consent of parent to adoption waiver notice adoption hearing	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Court-NA	Consent adoption child 14 and older	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MH Syst-NA	Mental health systems DBT referral form	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	Affidavit - disclosure or non-disclosure - orig birth cert. - adopted child	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	Certificate of adoption	Private	M.S. 13.46, subd. 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
CPCW	MDH-NA	Child care immunization record	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	MN birth record appl. - cert. of birth - fee worksheet	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	MN birth record appl. - certified copy	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	MN birth record appl. - verification	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	MDH-NA	MN std. consent form - release health info. - rel. #1 (blank/CD/CG/FL/STW vsns.)	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	1713 - Eng/Spa CPCW Intake/Licensing	Privacy Rights - Tennesen	Private	M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO	Child Placement - Face Sheet		M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO - Eng/Spa	Consent for Medical Treatment		M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO - Eng/Spa	Consent for Dental Treatment		M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO - Eng/Spa	Consent for Hospital Treatment		M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	KAT Preauthorization form		M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	AG Preauthorization Form		M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	90 Day Review of Placement		M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	Pre-Placement Form		M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	Respite Child Care Request		M.S. 13.46, subd. 2	Ann Stehn
CPCW	1131 CPCW Intake/Licensing	Short-Term Plan	Private/ confidential	M.S. 13.46, subd. 2	Ann Stehn
CPCW	1130	Quality Face-to-Face		M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO	Program Improvement		M.S. 13.46, subd. 2	Ann Stehn
CPCW	PO: CPCW Intake/Licensing	Strengths, Culture, Assets Discovery	Private/ confidential	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	LCTS - Title IV-E Release		M.S. 13.46, subd. 2	Ann Stehn
CPCW	0062: CPCW Intake/Licensing	Interpreter Offer Form - Eng/Spa/Som	Private/ confidential	M.S. 13.46, subd. 2	Ann Stehn
CPCW	Elec	Child Protection Checklist		M.S. 13.46, subd. 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
CPCW Elec	Child Welfare Checklist		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec: CPCW Intake/Licensing	Out of Home Placemen Plan Checklist		M.S. 13.46. subd. 2	Ann Stehn	
CPCW 1133: CPCW Intake/Licensing	Relative Placement Rights and Responsibilities		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO: CPCW Intake/Licensing	Relative Search Tool		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec: CPCW Intake/Licensing	Short-Term Plan - duplicate (Lined)		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO: CPCW Intake/Licensing	Family Safety Plan		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO	Early Intervention Team Referral "Watch me Grow" IEIC		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	In-Home Counseling Referral Form - CKT		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	Family Group Decision Making Referral - CKT		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	Invite List for FGDM - CKT		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO	RCA Annual Affidavit (note this will be void in Dec)		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Court	Affidavit of Diligent Efforts - non-custodial parent		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec: CPCW Intake/Licensing	Permanency Relative Search Letter		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec: CPCW Intake/Licensing	Permanency Relative Search Response Letter		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO	Parental Authorization - Medical, Major Decisions, School, Other		M.S. 13.46. subd. 2	Ann Stehn	
CPCW 1136	School Information Sheet - Child in Placement		M.S. 13.46. subd. 2	Ann Stehn	
CPCW 1061 - Eng/Spa	Voluntary Placement Agreement - and payment		M.S. 13.46. subd. 2	Ann Stehn	
CPCW 1708	Purchase of Service Agreement		M.S. 13.46. subd. 2	Ann Stehn	
CPCW 8126: CPCW Intake/Licensing	Background Check Form		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	Mental Health Screening Notice		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	Pediatric Symptom Checklist		M.S. 13.46. subd. 2	Ann Stehn	
CPCW Elec	Court Report - State Ward		M.S. 13.46. subd. 2	Ann Stehn	
CPCW PO	LSS - Family Based Referral		M.S. 13.46. subd. 2	Ann Stehn	

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social		
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)
CPCW	PO	Woodland - Youth Services Referral			M.S. 13.46. subd. 2	Ann Stehn
CPCW	PO	Heartland - Family Based - Referral			M.S. 13.46. subd. 2	Ann Stehn
CPCW	Elec - Eng/Spa CPCW Intake/Licensing	Contact Regarding Non-Custodial Parent			M.S. 13.46. subd. 2	Ann Stehn
CPCW	1035	Authorization to Take Foster Child out of State and Country			M.S. 13.46. subd. 2	Ann Stehn
CPCW	1132: CPCW Intake/Licensing	Voluntary Out of Home Placement Agreement for RESPITE Foster Care			M.S. 13.46. subd. 2	Ann Stehn
CPCW	Elec: CPCW Intake/Licensing	Foster Home Check List		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	1135	Disclosure Statement -Concurrent Planning		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	7 Day Placement Staffing		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	You know Your Child Best (part of 7 Day)		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	Foster Facility Check List		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	PO	KC Facility Agreement		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	PO	AA Attendance Records		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	Adoption Decree and Birth Certificate Request		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	MDH	Minnesota Certificate of Birth Application		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	PO	Adoption Support Network Referral		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	PO	Truancy Intake Form		Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec: CPCW Intake/Licensing	Fax Cover Sheet		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Pact for-Family Group Decision Making Referral		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	In-Home Request		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Heartland - Head Start		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Crossover Youth - Permission to Participate		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Crossover Youth - Case Consultation		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Crossover Youth - Review		Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Prov	Harmony Visitation Center - Referral		Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
CPCW	Elec	Intensive Family Based Referral	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec	PartyParticipant - Court Petitions	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	1113	RCA - Agreement	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	1128	RCA - Eligibility Requirements Payments	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	Elec: CPCW Intake/Licensing	LexisNexis Results	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	1138	Minor Parent Education Plan	Private	M.S. 13.46, subd.2	Ann Stehn
CPCW	1136	Inter-Agency Referral	Private	M.S. 13.46, subd.2	Ann Stehn
	Intake / Licensing		Updated	9.12.2016	
Int/Lic	Form 1713	Your Privacy Rights (Eng/Spa)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 3948	Traditional CP Investigation Checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Case Transition	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Checklist	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 0019B	CD Consent for the Exchange of Information Private Data	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Response to Child Safety Concerns (Eng/Spa)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 1131	Short-Term Plan	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Interpreter Offer Form (Eng/Spa/Soma)	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Your Privacy Rights – Child Protective Services (English and Spanish)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 0019	Authorization for Release and Exchange of Information (Eng/Spa)	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Contact Regarding Non-Custodial Parent (Eng/Spa)	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Local Collaborative Time Study (LCTS) Title IV-E Candidacy Determination Release	Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
Int/Lic	Intake/Licensing	Agreement for Temporary Placement and for Payment of Services (Eng/Spa)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Speed Message Memo	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Case Transition (Carbon Copy)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Kandiyohi County Health and Human Services Long Note Paper for safety plans,	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Needs and Strengths	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Strengths, Culture, Assets Discovery	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Foster Parents Personal Information Pre-License Survey	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Questionnaire for Foster Home Applicants Form 8067	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8139	Health Statement	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Statutes	Grievance Procedure Minnesota Statutes, section 245A.04, subdivision 1 (d)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Statutes	Alcohol/Drug Use Policy Minnesota Statues, section 245A.04 subdivision 1 ©	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Rules	Discipline Policy Minnesota Rules, part 2960.3080 Placement, Continued Stay and	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Online Courses Educarer.org (Not a form)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Foster Care Training Record	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Name Foster Family Profile Form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Home Safety Checklist Addendum	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Child Foster Care Statement of Intended Use	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	The Umbrella Rule	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	CP Agenda and CP Consultation Form (we keep these)	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Mapping forms	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Lexis Nexis Genogram (2 forms)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Relative Search Document (Database form)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Checklist	Private/ confidential	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social		
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)
Int/Lic	Intake/Licensing	Intensive Family Based Forms		Private/ confidential	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	CFC 3324	Recommendation for Child Foster Care – Family Licensure		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Child Foster Care Statement of Intended Use		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	AFC 3324	New Corporate Adult Foster Care		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Systems License Application Chapter 245A New Corporate Adult Foster Care		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	AFC 3324	Recommendation for Renew, Update; Change of Premise Corporate Adult Foster		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Systems License Application MN Statutes 245A Renew, Update or Change of		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	AFC 3324	Recommendation for Family Adult Foster Care AFC Overnight		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Services License Application Family Adult Foster Care AFC Overnight Chapter		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	CFC 3324	Recommendation for Corporate Child Foster Care Licensure Family Systems Unit		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Systems Supplemental Licensing Application – Corporate Child Foster Care		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	245D	HCBS Community Residential Setting Licensing Checklist		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Corporate Child Foster Care Additional Requirements Licensing Checklist		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Rule 203	Rule 203 – Family and Corporate Adult Foster Care Licensing Checklist		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Rule 203	Rule 203 – Corporate Adult Foster Care with a 245D – HCBS Program License		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Kinship Reply		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Statutes	Adult Foster Care Mental Health Certification Licensing Checklist MN Statutes,		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Request and Recommendation for Adult Foster Care Mental Health Certification		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Adult Foster Care Mental Health Certification Attachment A		Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8102	Form 8102 – Special Request for Provider Training Credits		Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
Int/Lic	Form 8106	Form 8106 Foster Care Services and Licensure of Adult Foster Homes (Permission)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Residents Rights for Adult Foster Care Programs Dually Licensed with 245B-WS	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8123	Form 8123 Record on Request	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8076	Form 8076 KCSS Adult Foster Care Acknowledgement of Receipt of Rules	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8113	Form 8113 Kandiyohi County Family Services (Adult Foster Care)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Statutes	Foster Care Medical Monitoring Equipment Training and Skills Form MN Statutes,	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	License Extension/Closure Pending Investigation Checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Landlord's Permission	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8071	Form 8071 Fire Drill Record	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	First Aid Supplies Required by Adult Foster Care Rule	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8136	Form 8136 Resident Financial Agreement	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8074	Form 8074 Adult Foster Homes Provider/Agency Agreement	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Rules	Adult Foster Care Program Plan (Pursuant to MN Rules, part 9555.6235)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Rules	Program Abuse Prevention Plan (Pursuant to MN Rules, part 245A.65, subd.2)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Adult Foster Home Vendor File Maintenance	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Adam Walsh	Adam Walsh Background Study Identification Form (Child Foster Care and Adoptions)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Adult Foster Care Licensing Checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Adult Re-Licensing Checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Adult Foster Home Placement Record	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	MN Statutes	Family Systems Licensing Application Minnesota Statutes, Chapter 245A (Family	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Certificate of Compliance Minnesota Worker's Compensation Law	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Must Family Child Care Providers Purchase Workers' Compensation Insurance? By	Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
Int/Lic	Intake/Licensing	Enrollment Form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Child Care Provider Agreement	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	When doing a fire drill	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Training Log	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Monthly Crib Safety Inspection Form for Family Child Care Providers	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Home Study Agency Process Checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Foster Care Annual Visit	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Monthly Visit for Six Months after Initial Placement	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Kandiyohi County Social Services Family Foster Care Acknowledgment Receipt of	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8122	Form 8122	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 8120	Form 8120 Parent Evaluation of Family Day Care Home	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Intensive Family Based (Risk Factors)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Crib Standards Form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Do I really need Insurance Form?	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Drop in day care form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Household member form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Licensing Enrollment Form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Parent day care evaluation	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Variance form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	KCHHS Floor Plan	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	New Crib Form	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Parent Signature Sheet	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Families Guardians Negative Action	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Childcare licensing and procedure and guidelines	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Life Safety Code for Childcare homes	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Request for alternative disinfectant	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	TCPI	Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
Int/Lic	Intake/Licensing	FAI	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Needs and Strengths (Assessment)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 1713	Form 1713 Your Privacy Rights (Eng/Spa)	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Form 3948	Form 3948 Traditional CP Investigation checklist	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Your rights as parents when your child is removed from your home	Private	M.S. 13.46, subd.2	Ann Stehn
Int/Lic	Intake/Licensing	Family Assessment Case Transition	Private	M.S. 13.46, subd.2	Ann Stehn
	Home and Community Based Services		Updated	9.12.2016	
HCBS	5000-DD	Fax Cover Sheet	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5001-DD	Financial Status	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5002-DD	Plan for Respite Services	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5003-DD	Notice of action	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5006-DD	DD Resource Directory	Public	M.S. 13.46, subd.2	Ann Stehn
HCBS	5009-DD	Petition to Amend Guardianship	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5010-DD	CSSP Addendum	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5011-DD	Guardianship Billing Log	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5013-DD	DD Intake Checklist	Public	M.S. 13.46, subd.2	Ann Stehn
HCBS	5014-DD	DD Waiver In Checklist	Public	M.S. 13.46, subd.2	Ann Stehn
HCBS	5016-DD	Public Guardian Court Form	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5018-DD	Social History Report Form	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5019-DD	Medical Examinations	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5024-DD	DDTCM Elig Determination Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5026-DD	Rule 185 Eligibility Review	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5032-DD	CSSP-CM Review	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5034-DD	CSSP without Fostercare	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5035-DD	CSSP with Fostercare	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5037-DD	DD Plan Routing Slip	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5038-DD	MRRC Waiver Rate Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5040-DD	Power of Attorney	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5042-DD	DD Social Service Plan	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5043-DD	DD one time service authorization	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	5047-DD	Case Monitoring Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
HCBS 5049-DD	CDCS	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 5050-DD	DD Checklist for Case Managers	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 5051-DD	Transition Plan Summary	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7000-LTC	Fax Cover Sheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7001-LTC	Notice to Physician	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7003-LTC	Reass-Visit Appt letter for CADI or BI	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7007-LTC	LTC Recommendation Page	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7009-LTC	Filing Checklist	Public	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7014-LTC	LTCC Intake Coversheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7016-LTC	Care Plan Addendum	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7018-LTC	Request for Assignment of Community Care Coordinator	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7035-LTC	Resource Directory-Internal	Public	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7036-LTC	Bank Records Release	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7081-LTC	Packet Guide Cover Letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7084A-LTC	Asst Liv Asst Liv Plus Plan	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7084-LTC	CustLv Plus Addendum	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7089-LTC	Area Nutrition Resources for the Elderly	Public	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7105A-LTC	POS AC Major Equip-Environ Mod	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7105-LTC	Major Equip-Environmental Mod Svc Agreement	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7109-LTC	Relocation Plan	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7110-LTC	Transition Plan	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7119-LTC	Financial Status	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7121-LTC	CADI BI and CAC Budget Change Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7122-LTC	CCB Request to open-close to waiver	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7123-LTC	Budged Change Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7126-LTC	Prior Auth for Supplies and Equipment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7127-LTC	Prior Auth Request Home Care Services	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7130-LTC	Prior Auth Request from providers for Home Care	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7131a-LTC	Visit Contact Report-SecureBlue	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7131c-LTC	Visit Contact Report-AC and EW	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7136-LTC	LSS Monthly Claim Form	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7138-LTC	LTCC CSP Trans Addendum	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7139-LTC	LTC Plan Routing Slip	Private	M.S. 13.46, subd.2	Ann Stehn	

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
HCBS 7140-LTC	IRPA Routing Slip	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7141-LTC	FAX Form-ACMC	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7142-LTC	FAX Form-Master Copy Medical Center	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7143-LTC	FAX Form-Family Practice Medical Center	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7144-LTC	FAX Form-Rice Memorial Hospital	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7146-F-LTC	Spanish LTCC Refusal Form MSC+	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7146-M-LTC	Spanish LTCC Refusal Form MSC+ (Male)	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7146-LTC	Quarterly Refusals Letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7148-LTC	Emergency Backup Plan	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7153-LTC	Extended Supplies and Durable Equipment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7154-LTC	CADI Checklist LTCC assessment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7155-LTC	BI Checklist LTCC Assessment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7158-LTC	SNBC Routing Slip Exp	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7162-LTC	OBRA Level 2 Referral MCO	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7165-LTC	Cust Lvg 24-hour plan routing slip	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7166-LTC	PCA Routing Slip	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7167-LTC	Expanded CL Plan with service descriptions	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7168-LTC	Referral for Services	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7174-LTC	Health Care Directive	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7176-LTC	Fee Determination for Social Services	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7201-LTC	Host County Notification	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7202-LTC	Host County Notification cover letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7203-LTC	Host County Notification provider capacity memo	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7204-LTC	Host County Notification provider letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7205-LTC	Verification Code Template-Lead Agencies	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7207-LTC	Training Summary Form	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7208-LTC	Under 65 Nursing Home LTCC Check List	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7211-LTC	IRPA Addendum	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7212-LTC	Copy of Residential Absence form-yellow	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7213-LTC	Paperwork when client goes into nursing home	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7214-LTC	HCD Letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7215-LTC	Power of Attorney	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7225-LTC	Change in Case Manager Letter for EW & AC	Private	M.S. 13.46, subd.2	Ann Stehn	

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
HCBS 7226-LTC	Request for Assignment of Nursing Facility Care Coordinator	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7227-LTC	NOA Nursing Facility Residents	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7228-LTC	NOA HCBS Applicants&Participants	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7229-LTC	Cisit Contact Report - CADI and BI	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7230-LTC	CADI-BI Care Plan Addendum & Budget Change Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7231-LTC	HM Tasks	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7232-LTC	Residential Services Provider Rate HM, HHA, HC hours per month	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7235-LTC	MNChoice Reassessment Letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7236A-LTC	FAX Form-Affiliated Community medical Center (MSHO-MSC+)	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7236F-LTC	FAX Form-Family Practice Medical Center (MSHO-MSC+)	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7238-LTC	CDCS Notice of Increase	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7239-LTC	CDCS Notice of Decrease	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7240-LTC	CDCS Initial Information Sheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7241-LTC	CDCS Community Services Plan	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7002-MC	MnChoices Assessment Packet Guide	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7033-MC	LTCC Screening Intake Form	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7111-MC	Relocation Services Annual LTCC Waiver	Private	M.S. 13.46, subd.2	Ann Stehn	
CBS 7141A-MC	Affiliated Community Medical Center Fax	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7141-F-MC	Family Practice Fax	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7175-MC	CFR Notification of LTCC Assessment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7217-MC	Assessment Unit Summary	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7220-MC	Under 65 LTCC Assessment Checklist	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7221-MC	Over 65 Case Manager checklist with MnChoices	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7222-MC	PCA Assessor Checklist Legacy Assessment	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7223-MC	PCA Prior authorization billing	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7224-MC	MnChoices Checklist	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7231-MC	MnChoices Courtesy Request	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7233-MC	HCBS Equipment Request	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7234-MC	PCA and MnChoices Assessment Routing Slip	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7235-MC	MnChoices Annual Reassessment Attempt Letter	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7238-MC	Language Line Interpreter Worksheet	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7239-MC	Services Delivery System Request an Authorization Form	Private	M.S. 13.46, subd.2	Ann Stehn	
HCBS 7241-MC	Fax to home care provider	Private	M.S. 13.46, subd.2	Ann Stehn	

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
HCBS	7243-MC	AC Reassessment letter	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	7244-MC	AC Initial letter	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	7245-MC	Physician Letter of Medical Necessity	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS	7248-MC	MnChoices Assessment Interview Guide	Private	M.S. 13.46, subd.2	Ann Stehn
HCBS					
HCBS	SNBC - Medica	https://www.medica.com/care-coordination/tools-and-forms	Public & Private		
HCBS	MSHO - BCBS	https://www.bluecrossmn.com/carecoordination/public/msho_secureblue.html			
HCBS	MSC+ - BCBS	https://www.bluecrossmn.com/carecoordination/public/msho_blue_advantage.html			
	Fiscal Services (Accounting)		Updated	9.12.2016	
Accnt		Notice of Claim for Medical Assistance in Decedent's Estate	Private	M.S. 256B subd 15	Ann Stehn
Accnt		Application for a Waiver of Claim	Private	M.S. 256B subd 15	Ann Stehn
Accnt		Written Statement of Claim	Private	M.S. 256B subd 15	Ann Stehn
	Income Maintenance		Updated	9.12.2016	
IM	EA-192	FSET orientation form	Private	M.S. 13.46, subd 2	Ann Stehn
IM	EA-256	Application information	Private	M.S. 13.46, subd 2	Ann Stehn
IM	EA-303	Voluntary request for closing	Private	M.S. 13.46, subd 2	Ann Stehn
IM	EA-529	Notice of withdraw	Private	M.S. 13.46, subd 2	Ann Stehn
IM	EA-591	Childcare application cover letter	Private	M.S. 13.46, subd 2	Ann Stehn
	Public Health		Updated	9.12.2016	
PH	Referral forms, including PH nurse referral, refugee health referral	Client name, address, birth date, and pertinent personal medical information (scanned into PHDOC attachments, original shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Inter-jurisdictional tuberculosis notification form	Client moves out of county - name and results/treatment to new county of residence	Private	M.S. 13.384, subd. 3	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	MDH tuberculosis contact investigation report	Demographics, names, and test results of household contacts in relation to index case	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MDH tuberculosis case report	Initial case identification (name, tests and results, medical history, etc.) of suspected/confirmed case	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MDH request for medications for suspect/case tuberculosis	Treatment regimen of case	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Treatment of Latent Tuberculosis Infection (LTBI): monitoring flow sheet	Record of side effects and patient education regarding meds and treatment, includes name and DOB.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Kandiyohi County HHS-PH: TB Screening	Date and results of mantoux skin test. Includes name, address and DOB.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Kandiyohi County HHS-PH: Immigrantion/Refugee Immunizations Form	Demographics, names, refugee status, insurance information, A number, immunizations, TB Screening status.	Private	M.S. 13.384 subd 3	Ann Stehn
PH	MDH perinatal Hepatitis B immunization and follow-up report	Current demographics of mom and baby, hepatitis immunizations, post vaccination serology and results. IN MEDSS system	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MIIC software	Immunization history of individuals, including name, DOB, address, phone, primary medical provider	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	PH-Doc System	Demographics, personal health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MIIC Immunization record form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Flu administration form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	VAERS form (Vaccine Adverse Event Reporting System)	Name, address, phone number, birth date, vaccine data, administrator of vaccine, medical advisor, details of adverse event, including medical follow-up	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	IPI immunization practices improvement Pre Visit Worksheet	Immunization Manager Name, Telephone Number and Email Address Vaccination Coordinator Name, Telephone Number and Email Address	Individual and clinic are Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Communicable disease report investigation	Disease and medical history on individuals. Includes name, address and DOB.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Communicable disease outbreak interview form	Disease and medical history on individuals related to outbreak events	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Communicable disease investigation file notes	Disease investigation and follow-up case data on individuals - includes personal, health, and medical history on individuals.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MDH Electronic Disease Surveillance and Reporting System (MEDSS)	Results of investigations are reported here including specific contact information, community contacts, schools, places of work, details of diagnosis and treatment, etc.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Hepatitis B Consent Form	Name, DOB, address, telephone, employer, employer address	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MDH disease specific report form-Measles/Mumps/Pertussis/Hepatitis	Name, address, phone, Birth date, disease and medical data on individuals	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Authorization for release health information: Notice of Privacy rights/ Tennessee (acknowledgement of Receipt). Permission to bill for services.	Consent to release information to another agency. Name, initials and signature. Inform client of our intent to collect data.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Refugee Health Assessment Outcome Report	Name, DOB, Client #, Refugee-Immunization Class	Private	M.S. 13.384, subd. 3	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
PH	Medical examination form for immigrants or refugee applicant (overseas)	Physical examination information, including all demographics.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MN initial refugee health assessment form (arrival in USA)	Physical examination, medical information, including all demographics.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	TB class: follow-up worksheet	Medical info-results from TB evaluations in US. Includes individual name, address and DOB.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	MDH request for medication to treat LTBI	Test result/treatment regimen for cases of TB. Includes individual name, address, DOB.	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	N95 employee medical information form	Individual name, address and DOB. Medical information provided by employee.	Private	M.S. 13.43, subd. 4 M.S. 13.384, subd. 3	Ann Stehn
PH	License Applications	Social Security number	Private	M.S. 13.355, subd. 1	Ann Stehn
PH	EH-Doc System- electronic chart/data base	Name of business, address, telephone number, social security number, complaints documentation.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Report of food, beverage, and lodging complaint	Name of complainant, information related to nature of complaint	Confidential	M.S. 13.03, subd. 3 M.S. 1339	Ann Stehn
PH	Foodborne/waterborne illness form	Name of persons eating at establishment, food history, medical symptoms	Private	M.S. 13.3805, subd. 1	Ann Stehn
PH	Nuisance complaint form and database	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint	Confidential	M.S. 13.44, subd. 1 M.S. 13.39 M.S. 13.03, subd. 1	Ann Stehn
PH	Computerized documentation systems: HuBERT – Health Results Real Time (including scanned: client rights, letters, and requests for information, prescriptions)	Pregnancy nutrition risk and high risk care plans, summary of care plan, name of client, demographics, growth and percentile charts, client specific program data, list of clients receiving medical formula	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	WIC future appointment list	Records name and ID number (printed then shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Printed clinic appointment schedule	Names, times of appointments (printed copy to CTC then shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	Voided paper vouchers	Name, ID number (printed then shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Release for Automated messages/Consent for release of Information	Authorization for relase of information for automated messages, Consent of relaser of informatin, Risk factors, referral to Public Health	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Nursing Child Assessment (NCAS, NCATS)	Standardized assessment tool includes client specific data (paper copy, scanned into chart when chart is closed).	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Follow along identification form	Child development and Social-Emotional forms	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	FAP database/system	Child development and Social Emotional forms	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Home safety checklist	Client name, information on safety of client's home	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Car seat check state release form	Signed by client then kept in paper file	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Recipient release for car seat: UCARE, family health	Sign off that car seat safety demonstrated, Signs County Release and UCARE release if that applies to them	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Electronic birth records	Database containing birth certificate data for Kandiyohi County residents (scanned into PHDOC attachments and shredded when chart is closed)	Confidential	M.S. 144.225, subd 2	Ann Stehn
PH	Growth charts	Height and weight record, including client's name, address, and birth date (scanned into PHDOC attachments and shredded when chart is closed)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	PHDOC	Health information, care plan, client assessment, visit notes/communication log, discharge summary	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	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 (scanned into PHDOC attachments, original shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Lead exposure reports from MDH	Information on blood lead levels exceeding allowable limits in children	Private	M.S. 144.9502, subd. 9	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	Early hearing detection & identification referrals from MDH	DOB and health information on children who have failed hearing tests and need follow-up. In MEDSS system	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Birth defect information system referrals	Health information on referrals from MCH for children with birth defects	Private	M.S. 144.225, subd. 2	Ann Stehn
PH	Hark C	Screening for Domestic Violence	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	PHQ 9 Depression screen	health screening mental health	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Ages and states developmental questionnaire, social emotional questionnaire	Standardized developmental and social, emotional inventory of children ages 2 to 60 months (paper forms are kept until chart closure then are scanned into PHDOC attachments and the original is shredded)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Family home visiting data collection forms (in PHDOC then report sent to MDH)	Name, address, DOB, health information (working paper document is shredded when chart closed) information is submitted on the FHVERS system (MEDSS)	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	CATCH 3 database/system	Database for child and teen check-ups outreach - names and contact info for eligible children	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Agency complaint form	Staff use for general complaints - name of complainant, address, telephone number; name, address, telephone number of reported violator; and nature of complaint	Confidential Public after investigation is closed	M.S. 13.39 M.S. 13.0, subd. 1	Ann Stehn
PH	72 Hour Hold	Application by Peace of Health Officer for Emergency Admission of individual in danger of harming self or others	Private	M. S. 13.384, subd 3 M. S. 13.85, subd 2 M. S. 253B.05	Ann Stehn
PH	PH-Doc System	Health info, care plan client assessment, visit notes, communications, discharge summary	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	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	Ann Stehn
PH	Diabetic Flow Sheet	Recording of diabetic inmate daily blood sugar levels and insulin administration	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	Diet Authorization Form	Authorization from jail health to kitchen for individual inmate medically necessary special diet	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	H & P	Head-to-toe assessment of inmate by medical provider	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Inmate Memo	Memo issued by jail health staff in response to inmate request for services	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Mantoux Administration Form	Name, DOB. Consent for, dates of and results of Mantoux screening test.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Medical Referral Form	Request for services from outside providers- Communicating inmate health info for outside clinic visit	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Medication 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	Ann Stehn
PH	MIIC Immunization record form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Ann Stehn
PH	Medication Blister Pack	Packaging of inmate medication	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Medication - Narcotic Count Sheet	Lists narcotics signed out to individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	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	Ann Stehn
PH	Medication Refill Form	Listing of medication labels for inmates requiring refills	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	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	Ann Stehn
PH	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	Ann Stehn
PH	Pharmacy demographic sheet	Sent to pharmacy when inmate arrives- scanned and saved into chart.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)	
PH	Medication Packing Slip	Listing of receipt for individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Progress Note	Nursing and Provider notes on inmate assessment and/or visits	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Physician Orders	Orders for medical needs written by doctor, physician assistant-certified, dentist, etc.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Pregnancy Testing Consent Form	Name, DOB. Release form to allow pregnancy testing.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Release of Information	Release form to obtain medical records on inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Transfer Form	Medical report on inmates transferring to other detention facilities	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Transport Form	List for custody staff of individuals requiring transport to outside medical providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Tuberculosis Screening Results	Documentation of results of tuberculin skin tests	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Vital Sign Flow Sheet	Individual record of vital signs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Wound Care Flow Sheet	Record of wound care assessment on individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Ann Stehn
PH	Compliance check form	Results of compliance check, business name, name of clerk, date and time of sale	Private	M.S. 13.39 M.S. 13.03, subd. 1	Ann Stehn
PH	EH-Doc System-electonic data base/chart	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 M.S. 13.03, subd. 1	Ann Stehn
PH	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. 4	Ann Stehn
PH	Reference form	Rating form and comments on characteristics	Private	M.S. 13.43, subd. 4	Ann Stehn
PH	Background check report	Screening information as described by evaluator, and results	Private	M.S. 13.43, subd. 4	Ann Stehn
PH	Notice of Rights form	Notification of Data Practices rights, name, parents/name(s) and signature, date	Private	M.S. 13.43, subd. 4	Ann Stehn
PH	MRC				Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
PH	HIPAA Data privacy forms for Students	Forms signed by students will be scanned into PHDOC Public Health attachment folder.	Private	M.S. 13.43, subd. 4	Ann Stehn
PH	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. 4 M.S. 13.384, subd. 3	Ann Stehn
	Child Support		Updated	9.12.2016	
CS		Affidavit of Circumstances Form	Private	M.S. 13.46, subd 2	Ann Stehn
CS		Assignment of Support	Private	M.S. 13.46, subd 2	Ann Stehn
CS		Case Closure Request	Private	M.S. 13.46, subd 2	Ann Stehn
CS		Contempt Referral Letter	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Court Administration Copy Request Form	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Court Order Summary	Private	M.S. 13.46, subd2	Ann Stehn
CS		Direct Payment Letter	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Establishment Financial letter	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Notice Of Motion to Reinstate Interest	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Affadavit of Motion to reinstate interest	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Fax Cover Sheet	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Hearing Summary Information	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Interst Suspension	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Kandiyohi County Court Administration	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Letterhead	Private	M.S. 13.46 subd 2	Ann Stehn
CS		LumpSum Affadavit	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Other State Pay Reconciliation	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Paternity Court Referral Information	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Paternity Referral Letter	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Payment Record	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Recommendation to the Court	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Redirection of Assignmnet of Child Support	Private	M.S. 13.46 subd 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County		Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Health and Human Services/Social	
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)
CS		Release of Information Form	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Request Hearing by phone	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Stipulation Order Pay Judgement	Private	M.S. 13.46 subd 2	Ann Stehn
CS		Third Party Query	Private	M.S. 13.46 subd 2	Ann Stehn

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 8 Veterans Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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 <i>(Statute, Law, or Rule)</i>	Designee (Name, Title)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-530EZ	Application for Burial Benefits	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-534EZ	Application for Dependency and Indemnity Compensation or Death Pension by Surviving Spouse or Child	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-614	Application for Accrued Amount of Veteran's Benefits payable to Widow, Widower, Child or Dependent Parents	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-651	Election of Compensation or Pension in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation or Pension from DVA	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-674	Request for Approval of School Attendance	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-686c	Declaration of Status of Dependents	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-0304	Spina Bifida Application	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4138	Statement in Support of Claim	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4142	Authorization for Release of Information	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4185	Report of Income from Property or Business	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-8678	Application for Annual Clothing Allowance	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 22-1990t	Application and Enrollment Certification for Individualized	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 22-1995	Request for Change of Program or Place of Training	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 26-1880	Request for Determination of Eligibility and Available Loan Guaranty Entitlement	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 26-6381	Application for Release from Personal Liability to the Government on a Home Loan	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 28-8832	Veterans Application for Counseling	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-1546	Application for Cash Surrender Value	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-1606	Application for Total Disability	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 90-2008	Application for United States Flag for Burial Purposes	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 21-0966	Intent To File a Claim For Compensation And/Or Pension, Or Survivors Pension And/Or DIC	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
SGLV 8713	Application for SGLI (Retired Reservists)	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
VA Form 4963	Request for Replacement of Headstone or Marker	Private	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 4	Medical Report Form	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 5	Shelter Expense Form	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Veteran's 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 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Trisha Appeldorn Veterans Service Officer
MDVA 7	Monthly Expense Form	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603	Trisha Appeldorn Veterans Service Officer
This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such time they contain individual's data.				

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 9 Human Resources

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Human Resources	
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)
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
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	Connie Mort, Human Resource Director
Controlled substance testing Records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Discrimination files	Information collected regarding discrimination suits filed against Kandiyohi County	Private <i>(confidential depending on file status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Dependent Data	Data on dependents of employees	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Employee emergency act sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Human Resources	
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)
Grievance files	All information collected on employees who have filed grievances per their union contracts against Kandiyohi County	Private (<i>confidential depending on status</i>)	M.S. 13.39, 13.43, subd. 4	Connie Mort, Human Resource Director
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Connie Mort, Human Resource Director
Insurance reports: Showing amounts of claims by individual Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Private Confidential (<i>depending on status</i>)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39 M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
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	Connie Mort, Human Resource Director
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private	M.S. 13.37, subd. 2 M.S. 13D.03	Connie Mort, Human Resource Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Human Resources	
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)
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Recruitment files	<p>Information collected on current and former applicants regarding recruitment for county employment: Veteran status Test scores Rank on eligibility lists Job history Education and training Work availability</p> <p><i>NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position - for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection</i></p>	Private	M.S. 13.43, subd. 2 and 4	Connie Mort, Human Resource Director
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Human Resources	
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)
Respirator medical questionnaire	Medical data on employee to be reviewed/assessed by occupational physician for approval of wearing a respirator. Completed questionnaires forwarded to Human Resources; however, no copies are kept/maintained by HR. All questionnaires forwarded at one time to occupational physician	Private	M.S. 13.43, subd. 4	Connie Mort, Human Resource Director
Salary negotiation calculations	Used to cost negotiation packages	Private	M.S. 13.37	Connie Mort, Human Resource Director
Undercover law enforcement offices		Private	M.S. 13.43, subd. 5	Connie Mort, Human Resource Director
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Connie Mort, Human Resource Director
Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Connie Mort, Human Resource Director
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Connie Mort, Human Resource Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 10 Information Technology

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Information Technology	
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)
Contract bid process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Jay Kroona, Information Systems
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	Jay Kroona, Information Systems
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	Jay Kroona, Information Systems
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has be requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Jay Kroona, Information Systems
Service level agreements	Agreements between departments and DoIT describing the operational responsibilities each party has for delivering basic IT support services, major systems for the lines of business in the department, service targets, escalation procedures, and contact information for key decision makers	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Jay Kroona, Information Systems

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 12 Environmental Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Environmental 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)
Nuisance complaint form and database	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint	Confidential	M.S. 13.44, subd. 1 M.S. 13.39	Jeff Bredberg, Director, Environmental Services Department Kristi Caspers, Secretary, Dept. of Environmental Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Environmental 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)
Complaint form	Complaints from citizens regarding on-site sewer malfunctions	Confidential Private/Public after case closed	M.S. 13.44, subd. 1 M.S. 13.39, subd.1	Gary Geer, Zoning Administrator Eric VanDyken, Assistant Zoning Administrator

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Environmental 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)
Complaint - hazardous waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	M.S. 13.39 M.S. 13.41, subd. 5	Jeff Bredberg, Director, Department of Environmental Services
Hazardous waste generator and facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Jeff Bredberg, Director, Department of Environmental Services
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	Jeff Bredberg, Director, Department of Environmental Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Environmental 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)
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	Jeff Bredberg, Director, Department of Environmental Services
Solid waste facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Jeff Bredberg, Director, Department of Environmental Services
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	M.S. 13.39 M.S. 13.41, subd. 5	Jeff Bredberg, Director, Department of Environmental Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 13 Property Records and Taxpayer Services

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Property Recordsx and Taxpayer 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)
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction collects social security number	Private	M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer Val Svor, County Assessor
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Auctioneer license	To conduct audtions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copes require tangible interest form	Private	M.S. 144.225	Julie Kalkbrenner, County Recorder
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Val Svor, County Assessor Julie Kalkbrenner, County
Candidates filing statements	Name, address and race filed for; candidate may request to have address privae based on safety, additional paper filed lists address	Private	M.S. 2048, subd. 1c	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Certain Financial Account Records	Account number and/or other private information (ie; checking account number) that may be contained on a check or other financial payment record	Private	13.37	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Deb Mickel, License Registrar
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Julie Kalkbrenner, County Recorder

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Property Recordsx and Taxpayer 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)
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Faye Lien, Assessment Technician
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Karen Anderson, Fiscal Manager Mark Thompson
Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Faye Lien, Assessment Technician
Homestead application	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.355, subd. 1	Faye Lien, Assessment Technician
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Julie Kalkbrenner, County Recorder
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Deb Mickel, License Registrar
Motor vehicle reports	Listing of all vehicles licensed, registered, or transferred on a given day in a service center, as well as fee collected	Private	M.S. 168.346	Deb Mickel, License Registrar
Non-intoxicating malt liquor license application	Application includes name of application, social security number and location of business, unorganized or unincorporated areas, townships	Private	M.S. 13.344, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Property Recordsx and Taxpayer 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)
Precious metals dealer's license applications	To buy and/or sell precious metals collects social security number	Private	M.S. 325F.733 M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Julie Kalkbrenner, County Recorder & Registrar of Titles
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Val Svor, County Assessor
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson Auditor/Treasurer
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Karen Anderson, Fiscal Manager Mark Thompson

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 13 Public Works

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Shane Baker Kandiyohi County Attorney		Department/Division Public Works	
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)
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	Melvin Odens, Director
Complaint	Identity of individuals who register land use-related violations, including zoning	Confidential	M.S. 13.44, subd. 1	Melvin Odens, Director
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Melvin Odens, Director
Real property acquisition data	Appraisals used in land acquisition process	Private Confidential (depending on status)	M.S. 13.44, subd. 1	Melvin Odens, Director

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Section 14 Sheriff's Office

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
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	Daniel Hartog, Sheriff
Admission/release records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, subd. 2 and 3	Daniel Hartog, 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	Daniel Hartog, 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	Daniel Hartog, Sheriff
Automated license plate reader (ALPR)	For use in locating vehicles placed on the State of Minnesota hot sheet	Private/Nonpublic unless part of an active investigation	M.S. 13.824, subd. 2(b) and 3(a)	Daniel Hartog, 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	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
Checking account numbers		Private	M.S. 13.37	Daniel Hartog, Sheriff
Child abuse investigations		Private Confidential	M.S. 13.82, subd. 7, 8 and 9	Daniel Hartog, 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, and M.S. 13.82, subd. 7, 8 and 9	Daniel Hartog, 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	Daniel Hartog, 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	Daniel Hartog, 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	Daniel Hartog, Sheriff
Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03	Daniel Hartog, Sheriff
Firearm application/permit and related data	All data related to Permits to obtain and/or carry a handgun	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd. 14	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
Gunshot and suspicious wound report	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	M.S. 626.53	Daniel Hartog, 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	Daniel Hartog, 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 	Daniel Hartog, 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	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
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	Daniel Hartog, Sheriff
Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd. 2	Daniel Hartog, 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	Daniel Hartog, 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	Daniel Hartog, Sheriff
Inmate medical records	Any and all medical activity and records involving inmates	Private	M.S. 13.85, subd. 2	Daniel Hartog, 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	Daniel Hartog, Sheriff
Investigations	a. Active: Cases involved in an ongoing investigation b. Inactive: Closed cases, identities of some parties	Confidential Private	M.S. 13.82, subd. 7, 8 and 10 M.S. 13.82, subd. 17	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
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	Daniel Hartog, Sheriff
Juvenile case files	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, subd. 17 M.S. 260B.171 and 260C.171	Daniel Hartog, Sheriff
Juvenile detention book	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	M.S. 260B.171 M.S. 13.82, subd. 2	Daniel Hartog, 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)	Daniel Hartog, 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	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
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	Daniel Hartog, Sheriff
Name change data		Private Confidential	M.S. 13.82, subd. 12	Daniel Hartog, Sheriff
Officer investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82, subd. 25	Daniel Hartog, 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	Daniel Hartog, Sheriff
Pawn shop/scrap dealer customer data		Private	M.S. 13.82, subd. 27	Daniel Hartog, Sheriff
Person's financial account inactive case data		Private	M.S. 13.82, subd. 30	Daniel Hartog, Sheriff
Predatory offender registration data		Private	M.S. 243.166	Daniel Hartog, Sheriff
Prisoner property envelopes		Private Confidential	M.S. 13.85, subd. 2 and 3	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
Property lists	Description of stolen, lost or recovered property	Private	M.S. 13.82, subd. 20	Daniel Hartog, 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	Daniel Hartog, Sheriff
Sealed arrest and criminal files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Daniel Hartog, 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	Daniel Hartog, Sheriff
Squad car videos	Video recordings from squad cars	Private Confidential (depending on content and context)	M.S. 13.82 M.S. 13.37	Daniel Hartog, Sheriff
Tow slips/reports	Record of all vehicles towed by department	Private Confidential depending on content and context)	M.S. 13.82	Daniel Hartog, Sheriff
Vulnerable adult investigation		Private Confidential	M.S. 13.82, subd. 7, 10 and 11	Daniel Hartog, Sheriff

**Minnesota Government Data Practices Act
2016 Inventory of Not Public Data on Individuals**

Kandiyohi County	Responsible Authority Dan Hartog Kandiyohi County Attorney		Department/Division Sheriff's Office	
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)
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, subd. 19	Daniel Hartog, Sheriff
Warrants for intercepting communications	Court warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, subd. 9	Daniel Hartog, Sheriff