

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Administration	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	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	Sam Melbye, Director of Property Record/Election Administrator. Ashley Loewen, Administrative Assistant II
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>	Karen Warmack, Director of Social Services
Emergency contact staff directory	Home address and contact numbers	Private	M.S. 13.43, subd. 4	Alecia Helms, Human Resources Coordinator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Alecia Helms, Human Resources Coordinator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Alicia Helms, Human Resources Coordinator

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Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Alecia Helms, Human Resources Coordinator
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	Charles S. Whiting, County Administrator

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<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 Polk 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	Greg Widseth 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	Greg Widseth County Attorney

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Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
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)	Greg Widseth 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)	Greg Widseth County Attorney

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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)	Greg Widseth County Attorney
Civil files - miscellaneous	Legal opinions and advice given to county officials, including letters, memos, reports, research, and all other correspondence	Confidential (<i>while pending</i>) Private; Confidential (depending on content)	M.S. 13.393	Greg Widseth 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	Greg Widseth County Attorney

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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)	Greg Widseth County Attorney
Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos, and briefs	Confidential	M.S. 13.393	Greg Widseth County Attorney
Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	Greg Widseth 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	Greg Widseth County Attorney

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Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
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	Greg Widseth 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	Greg Widseth 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	Greg Widseth County Attorney

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Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
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	Greg Widseth 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	Greg Widseth 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	Greg Widseth 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	Greg Widseth County Attorney

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Personnel data - discipline/misconduct investigations	All data related to allegations of employee misconduct that does not result in disciplinary action	Confidential (<i>while pending</i>) Private	M.S. 13.43, subd. 4 M.S. 13.393	Greg Widseth 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	Greg Widseth 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	Greg Widseth County Attorney

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Public Health and Environment Solid Waste Regulation	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Jon Steiner, Environmental Services Director
Applications for permits or financial assistance septic grant funds	Personal and financial data used to determine financial eligibility or viability during the decision making process	Public, except for financial and credit related data		Jon Steiner, Environmental Services Director
Facility or program participant data	Data on users of the Environmental Center, includes driver's license number, address, name, date of birth, gender or other customer-specific private data.	Private/ private in part	M.S. 171.12	Jon Steiner, Environmental Services Director
Liability Release Form	Forms signed by participants who take free material from the Free Product Exchange Room. Includes name.	Private in part	M.S. 171.12	Jon Steiner, Environmental Services Director
County facility charge accountant reports	County facility charge remittance/data and reports	Private	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director
County facility scale reports	County weigh scale account activity reports	Private in part		Jon Steiner, Environmental Services Director
County environmental charge database	County environmental charge remittance report data	Private	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Public Health and Environment Solid Waste Regulation	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Jon Steiner, Environmental Services Director
County charge remittance forms	Forms and data submitted with periodic charge payments; data is entered in database	Private	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director
County Waste Hauler application data	Forms submitted with proprietary information that lists customer data related to waste and recycling volumes, frequencies, routes and charges.	Private in part	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director
County environmental charge abatement application data	Forms submitted by customers or waste service providers with proprietary information for changes in environmental charge	Private	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director
County steam customer data	Customer specific data related to steam supply and consumption requirements and operational data	Private	M.S. 13.37, subd. 1(b)	Jon Steiner, Environmental Services Director
County process equipment data	Processing, monitoring and operational data	Private in part, public once compiled and included federal, state or local reports.		Jon Steiner, Environmental Services Director
Service provider logs	Tracking of service provided	Private		Jon Steiner, Environmental Services Director
Facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Jon Steiner, Environmental Services Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Public Health and Environment Solid Waste Regulation	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Jon Steiner, Environmental Services Director
Complaint - septic system 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	Jon Steiner, Environmental Services Director
Complaint- related to ordinance, rule or statute	Complaint forms, inspections, observations, and notes which summarizes complaint, results, findings and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	M.S. 13.39 M.S. 13.41, subd. 5	Jon Steiner, Environmental Services Director

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Washington County	Responsible Authority - Chuck Whiting Polk County Administrator		Department/Division Information Technology	
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 process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Sam Melbye, Director of Property Records/Elections Administrator
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	Levi Webster, MIS Director. Alecia Helms, Human Services Coordinator

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Washington County	Responsible Authority - Chuck Whiting Polk County Administrator		Department/Division Information Technology	
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)
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	Levi Webster, MIS Director.
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has been requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Levi Webster, MIS Director.
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	Levi Webster, MIS Director.

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Child Support Unit	
	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)
CSX602	Motion to correct clerical mistakes	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
CSX802	Motion for review	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS 1958-ENG	Full child support (IV-D) services application and information on child support enforcement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3159B-ENG	MN voluntary ROP revocation form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS- 3159C-ENG	MN voluntary ROP husbands non-paternity statement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3159-ENG	MN voluntary ROP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3164-ENG	Income withholding - only (non IV-D) services application for support ordering processing	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1000	Affidavit of CS arrears - interstate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1001	Individual statement of payment history	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1002	Notice of motion and motion for change of venue	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1003	Affidavit in Support of Polk County's motion for change of venue	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1004	Change of venue order	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1005	Affidavit of personal service	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1006	CP's with safety concerns waiver of personal services	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1007	Order for dismissal	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1008	MDH Osr fax template	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1009	Contempt affidavit	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1010	Letter to NCP regarding death of CP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1011	Letter to deceased CP's estate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1012	Arrears management ltr to NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1013	Arrears management questionnaire	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1014	Bonus commissions verification form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1015	Job searching letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1016	Out-of-state vital records request	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
PCSS IVD 1017	MDH - MN birth record application	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1018	MDH - MN death record application	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1019	Rec. license suspension warning letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1020	Letter to DNR to suspend rec license	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1021	Letter to DNR to reinstate rec license	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1022	Lump sum affidavit to payer of funds	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1023	Military letter for wage information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1024	Military letter for NCP's address	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1025	Affidavit of default - military	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1026	Release to request birth certificate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1027	Ind stmt of pmt history (affidavit of arrears) to NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1028	Do you have safety concerns letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1029	Spousal maintenance case closing notice to CP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1030	Notice of overpayment - NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1031	Notice of overpayment - CP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1032	Affidavit of obligee to forgive arrears	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1033	Affidavit to forgive arrears letter to CP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1034	Affidavit to forgive arrears letter to NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1035	Agreement to compromise public assistance arrears	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1036	FIDM checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVD 1037	Notice of motion and motion to suspend recreational license	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1038	Affidavit for redirection of child support	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1039	Notice of motion and motion to modify and consolidate	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVD 1040	Order to modify and consolidate	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS IVDCWCS172	Delinquency letter to NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS IVDCWSW188	Mother's paternity questionnaire	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
PRISM	CP waiver of personal service	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Admission of service	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Affidavit of service by mail - manual	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Affidavit in support of motion	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Financial statement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Informational notice - case information and wage match	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Notice of wage match for review hearing	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Service of process request	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Waiver of personal service	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Out-of-state CP's waiver of personal service	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Notice to attorney of record	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Important notice regarding the docs	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Affidavit of non-compliance	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Income withholding for support	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Child support services - paternity establishment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Establishing paternity	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Nondisclosure/request for written info	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	UIFSA cover letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Appendix A	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	UIFSA additional information letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Confirmation of registered order	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Direct pmt verification letter (NPA)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Direct pmt verification letter (PA)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Auth to release lump sum to payer of funds	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Paternity appointment letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Notice of motion and motion for establishment of child support (order)	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Child Support Unit	
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)
PRISM	Notice of Cost of Living Adjustment (COLA)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Interest suspension letter to NCP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Affidavit of CS arrears	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Affidavit of Arrears	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PRISM	Sealed financial source documents (Form 11.2)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PRISM	Child care cost worksheet	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
This inventory uses a series of form numbers for the reader's convenience. The forms are public data no on individuals that become private or confidential date on individuals at such time they contain individual's data.				

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-0035	State agency appeals summary	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-0666	Compliance with state decision	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1467A	State medical review team determ of disability	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1503	Physician certification	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1609	Nonreceipt/replacement affidavit	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1795	SSI interim asst. authorization agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1795A	Interim asst. agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1826	Child and teen checkups	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1844	Medical expenses request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1888	MN supplemental aid	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1922B	Health insurance info. (HIIF)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-1958	Full child support services app and info.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2062	General asst.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2114	Request for medical opinion	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2116	Notice to apply for other maintenance benefits	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2120	Household report form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2128	MA renewal for people receiving LTC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2237A	Medical Service Questionnaire	Private	M.S. 13.46, subd 3	Karen Warmack, Director
DHS-2243	Authorization for release of information about assets	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2243A	General consent for release of information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2286	Tips report form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2338	Cooperation with child support enforcement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2414	Notice of late or incomplete HRF	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2402	Change report form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2646	Financial aid information form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2647	Reporting responsibilities for MFIP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2708	Community MN supplemental aid budget worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2775	Notice of overpayment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2814	Supplemental nutrition asst. program	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841	Cost effective insur. info - employer or ins	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841A	Cost effective ins. calculation	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841B	Cost effective ins. referral app/enrollee	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841C	Cost effective ins. prorating premium and deduct.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841D	Cost Effective Insurance Prorating Premium and Deductions	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2841E	Reviewing Insurance for Cost Effectiveness: Worker Steps	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2882	Referral of minor parent to social services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2908	Med asst. info for people in nursing hms, waivers	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2919A	Verification request Form A	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2919B	Verification request Form B	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2920	Program infor for cash, food, child care, health care	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2952	Residence shelter and expense	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-2984	Request for voluntary vendor payment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3050	Long-term care/county communication form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3163B	Referral to support and collections	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3179	MFIP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3182	MN health care programs	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3203	Medical asst. lien worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3236	Pregnancy verification form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3271	Request for Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3315A	EBT brochure	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3323	Family violence referral	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3336	Self-employment report form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHs-3340	Asset Assessment form Medical Assistance for Long-Term-Case Services (MA-LTC)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHs-3340A	Asset Evaluation Results for MA-LTC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHs-3340B	Requested Asset Assessment Results	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3340C	Designation of Assets	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3348	MN health care programs	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3358	Application transfer	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3365	Mandatory vendor form request for information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3366	Education and training in MFIP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3417A	MN Health Care Programs Application Signature Page	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3417B	HCR Health Care Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3417D	SNAP Addendum	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3418	MN health care programs renewal form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3437	Giving permission for someone to act of my behalf	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3439	Medicare buy-in referral letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3477	Domestic violence Info.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3531	MN HCAP for seniors and people with disabilities	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3543	Request for payment of long-term care services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3543A	Payment of Long Term Care Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3547	MA-EPD initial premium notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3550	MN child care asst. program app	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3551	Do you need help paying for child care?	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3727	Renewal for certain populations	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3876	App for certain populations	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-3979	Notice of privacy practices	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4009	Request for address	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4026	DWP/MFIP screening questions	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4034	DWP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4106A	Health plan enrollment form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4106C	Health plan enrollment form for people 65 or older	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4133	Do you have a disability?	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4145	County notice of IMD status	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4161	Diversions work program referral to employ. services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4198	Important info. about the MFIP family cap	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4532	Notice of denial for public asst. app	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4600	Notice of medical asst. overpayment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4759	Special needs/pooled trust referral form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4794	Child care asst. program - change report form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4841	Authorization to request birth records	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4843A	Proof of US citizenship statement by applicant/enrollee	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4843B	Proof of US citizenship statement by friend or family	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4915	Medical asst. payment of long-term care services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4935A	Determination of waiver request - requestor	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-4935B	Determination of waiver request - attorney	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5038	Request to reopen medical asst.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5203	Request for income verification	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5223	Combined application form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5223C	Combined application form addendum	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5223D	Combined application - child care addendum	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5223D	Minnesota Transition Application Form (MTAF)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5223F	SNAP app. for seniors	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5274	Child care asst. program redetermination form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
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)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5367	Parent acknowledgement when choosing a legal nonlicense	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5426	Long Term Care Partnership and Medical Assistance Asset Protection	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5426A	Permission to share long-term care ins. info	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5426C	Long-term care partnership protected assets	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5426E	Long-term care partnership updated ins. inf	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5576	Combined Six-Month Report	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5576A	Combined Six-Month Report-Supplement for cash	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-5576B	Combined Six-Month Report Cover Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6059A	Medical care received	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6059B	Medica Expense Tracking Worksheet for the LTC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6059C	MHCPO Reported Medical Expenses	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6123	Referral for disability determination	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6124	Authorization to disclose info. for disability determ.	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6125	SMRT Adult Disability Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6125A	State Disability Reviews for Adults	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6231	MHCP citizenship and identity proofs	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6349	Request for disability information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6349A	Documentation Requirements	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6349B	Request for disability information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6662	90 day override request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6696	MNSure app and help paying costs	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6696A	MNSure app	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-6696B	MNSure supplement to the HCAPP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-7122	Professional statement of need	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-7123	Habitability inspection	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS-7054	MFIP/DWP employment services child care request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM1101	Scheduled Interview Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM1102	Registration Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM1103	How to Apply for Assistance	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM2101	MFIP—48th Month Review Process	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM2102	MFIP—48th Month Review Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM2103	MFIP—54th Month Review Process	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM2104	MFIP—60 Month Progress Report	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM3101	Emergency Assistance Calculations Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4101	Estate Information Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4102	Notice of Claim for Medical Assistance	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4103	Waiver Determination Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4104	Written Statement of Claim	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4105	Demand Letter for Probate Court	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM4106	Affidavit for Collection of Personal Property	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM5101	PCSS Lodging and Meals Request Referral Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM5102	Medical Transportation Expense Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM5103	Medical Insurance Expense Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM6101	Health Care Ending Letter to Client	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM7101	Polk County Burial Policy	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS-IM7102	Application for Funeral Costs Assistance	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI001	Referral Doctor Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI002	Request for Medical Opinion - Serious and Persistent Mental Illness	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI003	Request for Medical Opinion - Criteria fro Severe Emotional Disturbance	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Economic Support	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
DHS-0033	Appeal to state agency	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI004	Request for Medical Opinion - Family Member Needing Care	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI005	Request for Medical Opinion - MFIP or DWP Participant	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI006	Ride Request Referral Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI007	Demand for Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI008	Notice to Familiew of LTC Recipients	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI009	Final Accounting Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI010	Letter to AREP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
NWI011	Authorization Form (MCHS-279)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such time they contain individual's data.				

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
SSIS General				
SSIS	Intake Summary	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	SSIS Client Service Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	SSIS Client Service Arrangement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
APS				
DHS-3979-ENG	MN Dept of Human Services Notice of Privacy Practices	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	APS Screening Tool	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	EPS Screening Tool	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	APS Notification letter in SSIS mailed out to reporter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Findings	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Safety Decision Tool Initial	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Safety Decision Tool Closure	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-01	APS fax letter to Law Enforcement when report is screened in	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-02	APS fax letter to Law Enforcement when report is screened out	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-03	Investigative Interviews "Who to Interview?"	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-04	Notes from Interviews	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-05	Investigation Data "Documents Collected"	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-06	Questions for Interviews	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-07	APS Screening Tool-Green Form for Case Aide	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-08	Completed Investigation Delay Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-09	Mini Mental Status Exam	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 610-10	Investigative Summary	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-11	Release of Information-Financial Records	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-12	Release of Information -Medical Records	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-13	Guardian Petition Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-14	Guardian Petition Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 610-15	Emergency Guardian Petition Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
AC/EW/CAC/CADI/BI/DD				
DHS 2140	Application for Social Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2727	Long -Term Services & Supports Assessment & Prog Infor & Signature Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2828	Notice of Action	Private	M.S. 13.46, subd 2	
DHS 6914	Caregiver Questionnaire	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3543	Request for Payment of LTC Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3979L	MN DHS Notice of Privacy Practices	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 1941	Your Appeal Rights	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6791A	MnCHOICES Community Support Plan Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6791D	MnCHOICES Coordinated Services & Supports Plan Signature Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4690	Communication to Physician of Personal Care Assistance Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2630	AC Eligibility Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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DHS 2630A	AC Eligibility Worksheet -Married Person w/Comm Spouse	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 5186	AC Estate Recovery Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3548	AC Client Disclosure Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3340	Asset Assessment for Medical Assistance for LTC Services (MA_LTC)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2243	MN DHS Authorization for Release of Information About Assets	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3070	Service Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3426	OBRA Level 1	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3427	LTC Screening Document	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3428	MN LTCC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3428D	Supplemental Waiver PCA Assessment & Service Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2828	Long Term Services & Supports Notice Of Action	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6189F	Chore Service Providers Applicant Assurance Statement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6189G	Environmental Accessibility Providers Applicant Assurance Statement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6189Y	Waiver Transportation Providers Applicant Assurance Statement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4801	AC Estate Claim Referral Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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DHS 5181	Lead Agency Accessor/Case Manager/Worker LTC Communication Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6037	HCBS Waiver, AC, & ECS Case Management Transfer & Communication Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 5841	Recommendation for State Plan Home Care Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3427T	Telephonic LTCSD	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3377	Authorization for Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3067	DD Screening Document	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3848	Related Conditions Checklist (DD)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3614	CAC Form-Primary Physician Level of Care	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3876	MN Healthcare Programs Application for Certain Populations	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3531	MN Healthcare Program Application for Payment of LTC services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4147A	Case Manager Guide for Determining ICF MR LOC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4248	Evaluative Report-Level II PreAdm Screening-Persons DD/RC	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6791B	ISP/CSP/CSSP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6791A	CSP Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6790	Forms & RMS Worksheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 600-01	HCBS Waiver/AC Service Purchase Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
CDCS				
DHS 6532	Community Support Plan-Rule 185 Compliant	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4317	Consumer Directed Community Supports Consumer Handbook	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-02	Consumer-Directed Services Participation Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-03	CDCS Plan Change Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-04	PCSS Review of Community Support Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-05	CDCS Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS				
PCSS 600-06	Checklist for Self-Auditing of LTCC/MnCHOICES	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-07	MnCHOICES Checklist for Initial Assessments	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-08	MnCHOICES Checklist for Reassessments	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-09	Initial SNBC Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-10	Chore Letter to Client	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-11	Chore Letter to Provider	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-12	Informed Consent for Chore Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-13	AFC Letter to Client	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 600-14	AFC Letter to Provider	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-15	Informed Consent for AFC Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-16	Supplemental Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-17	Nursing Home Letter of Authorization	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-18	LTC Intake Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-19	Monthly Customized Living Files Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-20	PCSS Fax Transmittal Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-21	PCSS Authorization for Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-22	Under 65 NH Admission Annual Waiver Documentation	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-23	MnCHOICES Letter to NH for Under 65 Consumer	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-24	New Clients Under 65 in NH MnCHOICES Assessment Requests Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-25	Ongoing NH Residents Under 65-Polk CFR Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-26	Ongoing NH Residents Under 65 in Polk County NH-Other CFR Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-27	Monthly Calendar for Contracted Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-28	VA/DD TCM Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 600-29	Contract Amendment Notification	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 600-30	Working File Facesheets	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SecureBlue (MSHO, MSC+)				
Blues 601-01	CW EW Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-02	NH Member Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-03	Transfer in Care Coordination Delegation Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-04	Collaborative Care Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-05	NH Member Annual Assessment -Care Plan Review	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-06	ICFDD & HCBS Waiver HRA & Care Plan Supplement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-07	NH Follow Up Contact Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-08	Transitional Health Risk Assessment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-09	NH Chart Insert	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-10	Transition of Care Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-11	Fax Notification of Care Transition	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-12	Notification of Potential DTR	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-13	Transfer in Care Coordination Delegation	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Blues 601-14	Grievance Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-15	STS Blue Ride Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-16	Common Carrier Ride Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-17	LTC Communication Form from DHS	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-18	MA Home Care Services Notification-Recommendation Non Disability	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-19	EW Prior Authorization Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-20	Request to Exceed Case Mix Cap-Conversion Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-21	Intro Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-22	Care Plan Cover Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-23	Intro to Doctor	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-24	Care Plan Summary Letter to Doctor	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-25	CM Change Intro Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-26	Intro Letter to ICF-MR HCBS CM	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-27	Unable to Contact Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Blues 601-28	Advance Directive Cover Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Blues 601-29	BCBS Advance Directive	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare MSHO & MSC+				
Ucare 601-01	Customized Living Tool Flow Chart	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-02	Institutionalized Member Flow Chart	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-03	New or Transferred Member	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-04	Waiver Services Flow Chart	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-05	Welcome Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-06	Welcome Letter-Member in NH	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-07	Welcome Letter-Member on CAC, CADI, DD, TBI	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-08	Care Plan Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-09	Care Plan Signature Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-10	Change of Care Coordinator Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-11	Change in Contact Info for Care Coordinator	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-12	Unable to Contact Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-13	Plan of Care Letter to Primary Care Provider	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-14	When to Call Your Care Manager	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Ucare 601-15	Additional or Substitute HCBS Exception Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-16	Care Coordination Appt Reminder Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-17	CCDB Assessment Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-18	Collaborative Care Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-19	Customized Living Verification Code Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-20	Death Notification Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-21	Hospice Election Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-22	Institutional Care Coordination Documentation Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-23	MHCP Care Coordinator Ride Entry Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-24	NH Face Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-25	Part C Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-26	Refusal Care Plan Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-27	Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-28	Request to Exceed Case Mix Cap	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-29	Strong & Stable Kit Order Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-30	Transitional Health Risk Assessment	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Ucare 601-31	Unable to Contact Outreach Care Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-32	Care Coordinator Communication Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-33	Waiver Service Approval Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-34	Primary Care Clinic Change Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-35	PCC/Care Coordination Change Flow Chart	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-36	Transitions of Care Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-37	Updates to TOC Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-38	Transition of Care Notification to Primary Care Physician	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-39	Waiver DTR Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-40	NF-LOC Waiver Termination Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-41	Denial Form-Waiver	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-42	Denial Form -EW	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-43	EW Conversion Rate Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-44	EW CDCS Conversion Rate Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-45	PCA Services Process Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Ucare 601-46	PCA Assessment Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-47	PCA Provider Change Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-48	PCA Transfer Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
UCare SNBC				
Ucare 601-49	Case Coordinator Welcome Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-50	Unable to Contact Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-51	Change in Case Coordinator Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-52	Care Plan Signature Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-53	Plan of Care Letter to Primary Care Provider	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-54	Health Resource Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-55	Case Coordination Discontinuation Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-56	Expansion Assessment/HRA	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-57	Expansion Monthly Activity Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-58	Assessment Form-Member on Waiver	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-59	Care Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-60	Care Management Referral Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Ucare 601-61	Death Notification Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-62	Institutional Care Coordination Documentation Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-63	MHCP Care Coordinator Ride Entry Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-64	Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-65	Brief Mental Status Exam	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-66	CAGE Questionnaire	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-67	Michigan Alcohol Screening Test (MAST)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-68	Patient Health Questionnaire	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-69	Primary Care Clinic Change Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-70	PCC/Care Coordination Change Flow Chart	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-71	Transitions of Care Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-72	Updates to TOC Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
Ucare 601-73	Transition of Care Notification to Primary Care Physician	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HealthPartners- SNBC				
HP 601-01	HRA-Not on Waiver	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-02	HRA-On Waiver	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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HP 601-03	SNBC Care Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-04	SNBC Care Plan-Nursing Facility	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-05	SNBC HRA-Nursing Facility	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-06	SNBC CC Change	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-07	SNBC Care Plan to Patient	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-08	SNBC Care Plan to PT other	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-09	Health Survey Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-10	SNBC CC Introduction Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-11	SNBC Care Plan to MD or Care Team Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-12	Unable to Contact HRA	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-13	Unable to Contact no HRA	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-14	Authorization for MA Home Care Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-15	Benefit Exception Inquiry	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-16	HP Authorization to Disclose PHI	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-17	Member Transfer Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
HP 601-18	Referral for Waiver, PCA, PDN	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-19	PAS SNF Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-20	SNBC Ridecare & Spec. Transportation Exception Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
HP 601-21	HealthPartners Fax Ride Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
CD				
County Forms CD				
PCSS 300-01	CD Alcohol and Drug Abuse Dept Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-02	CD Clay Co Detox Admission and Discharge	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-03	CD Pine Manors Detox Admission and Discharge	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-04	CD ND Driver's License Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-05	CD Mn Motor Vehicle Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-06	CD Rule 25 Income Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-07	CD Rule 25 Appointment Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-08	CD Rule 25 Recommendations Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-09	CD Rule 25 Collateral Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-10	CD Rule 25 Assessment Update	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 300-11	CD Notice of Appeal and Right to Second Assmt	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-12	CD Provider Funding Request Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-13	CD Provider Signed Forms Needed	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-14	CD Collateral Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-15	CD Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-16	CD Case Audit	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-17	CD Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-18	CD Income Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-19	CD Income Letter Second Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-20	CD Child Support Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-21	CD Child Support Letter to PCSS	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-22	CD Child Support Letter Second Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-23	CD Take Action on Past Due Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-24	CD Detox Fee Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-25	CD Detox 100% Fee Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-26	CD Detox Insurance Paid Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 300-27	CD Detox Insurance Denied Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-28	CD Rule 25 Income Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-29	CD Rule 25 Income Letter with Complete Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-30	CD Rule 25 Income Letter Second Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-31	CD Rule 25 Fee Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-32	CD Rule 25 Fee Notice Failed to Provide Income	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-33	CD Rule 25 Take Action on Past Due Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-34	CD Payment Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
CD				
County Forms- General				
PCSS 300-35	AMHI-Fund Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-36	Fax Cover Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-37	Case File Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-38	Case/Checks Received	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-39	CCS Billing Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-40	Closed Case Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 300-41	Crisis Housing Fund Application	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-42	Notice of Social Services Action	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-43	NWMHC Intake Referral	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-44	Polk County Attorney's Guardianship and Conservatorship Petition	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-45	Pre-Petition Screening	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 300-46	Tri-Valley Transportation Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
County SSIS Forms				
SSIS	CD Collateral Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD Funding ISP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD GRH ISP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD ISP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD ISP Outcome	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD Rule 25 2nd assessment summary and recommendations	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD Rule Appt Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD Rule 25 Summary and Recommendations	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	CD Rule 25 Assessment Update	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
SSIS	Notice of Social Services Action	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Social Services Action: Change or Denial	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Social Services Action: Closing	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS eDocs				
DHS 2140	Application for Social Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2780	CD Client Placement Summary CCDTF	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2794	CD Rule 25 Assessment and Placement Summary	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3979	Notice of Privacy Practices	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4125	CD Intra-County Notice of CD IMD Placement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4296	CD Methadone Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 4882	CD CCDTF Request to Change CFR	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 5204	CD Rule 25 Assessment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
AMH				
County Forms				
PCSS 410-01	AMH Case Audit	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-02	AMH Altru Hold Admission	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-03	AMH Altru Hold Discharge	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 410-04	AMH NWMHC Income Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-05	AMH NWMHC Income Request Second Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-06	AMH NWMHC County Funding Determination	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-07	AMH NWMHC County Funding Redetermination	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-08	AMH NWMHC MA and MnCare Denial Needed	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-09	AMH Child Support Proof	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-10	AMH Child Support Proof Second Notice	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-11	AMH NWMHC Redetermination Needed	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-12	AMH NWMHC Notice of Redetermination Needed	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-13	AMH NWMHC Privacy Rights and Consent Needed	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-14	AMH Action on Past Due Fee- Closing and Revenue Recapture	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-15	AMH Action on Past Due Fee-Revenue Recapture	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-16	AMH Fee Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-17	AMHI-Fund Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-18	AMH Functional Assessment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-19	AMH ICSP	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social Services	
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PCSS 410-20	AMH Rule 79	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-21	AMH Court 60-90	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-22	AMH Court 6 Mo	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-23	AMH Court Apprehension and Hold	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-24	AMH Court Revocation of Stayed Commitment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-25	AMH Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
AMH				
County Forms- General				
PCSS 410-26	Case/Checks Received	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-27	Case File Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-28	CCS Billing Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-29	Closed Case Request Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-30	Fax Cover Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-31	Pre-Petition Screening	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-32	Tri-Valley Transportation Request	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-33	Crisis Housing Fund Application	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 410-34	Polk County Attorney's Guardianship and Conservatorship Petition	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-35	NWMHC Intake Referral	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 410-36	Notice of Social Services Action	Private	M.S. 13.46, subd 2	Karen Warmack, Director
County SSIS Forms				
SSIS	AMH ISP	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Social Services Action	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Social Services Action: Change or Denial	Private	M.S. 13.46, subd 2	Karen Warmack, Director
SSIS	Notice of Social Services Action: Closing	Private	M.S. 13.46, subd 2	Karen Warmack, Director
eDocs				
DHS 1941	Your Appeal Rights	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 2140	Application for Social Services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3377	SS Release of Information	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3457	Level 11 Preadmission Screening	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3936	My Move Plan Summary	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 3979	Notice of Privacy Practices	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 6249	LOCUS Recording Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
DHS 7414A	Child Care Emergency Plan DHS-7414A-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT
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	FCC			
PCSS 280-01	Annual Certification of Crib	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-02	Certificate of Compliance Minnesota Workers' Compensation Law	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-03	Checklist for Children's Records	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-04	Child Care Immunization Record	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-05	Child Enrollment Forms Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-06	Definitions/Roles/Requirements of caregivers	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-07	DHS Family child Care Licensing Checklist 10/2016	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-08	Family Child Care Admission and Arrangement Form (11-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-09	Family Child Care Liability Insurance Notice to Parents/Guardians (7-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-10	Family Day Care Admission and Arrangements	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-11	Family Systems Family Child Care 3324 (8-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-12	Family Systems Family Child Care Application (2-25-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-13	Family Systems Licensing Application 2/2014	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-14	Family Systems Special Family Child Care 3324 (8-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-15	Family Systems Special Family Child Care Application (2-25-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social Services	
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PCSS 280-16	FCC Initial Applicant tracking form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-17	FCC New applicant 2nd packet letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-18	FCC New applicant letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-19	FCC New Reference letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-20	FCC policy checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-21	FCC Relicensing letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-22	FCC Relicensing parent evaluation letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-23	FCC Relicensing visit follow up letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-24	Fire and Stom Drill Log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-25	Floor and Escape Plan DHS-2720-ENF 3-08	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-26	Home Safety Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-27	Home Safety Checklist Part II	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-28	Home Safety Checklist-March 12, 2015	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-29	Incident or Accident reporting form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 280-30	Monthly Crib safety inspection form for Family Child Care Providers 6-1	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-31	Monthly fire and storm drill log	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-32	New Application Tracking Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-33	Optional form for parent statement; infant less than six months of age	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-34	Parent Consent for Swaddling (7-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-35	PCSS BGS Authorization Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-36	Physician's report DHS-1995-ENG (3-91)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-37	Privacy Rights for Childcare providers DHS-3985-ENG 2-11	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-38	Reference for Family Child Care	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-39	Relicensing parent evaluation	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-40	Request for Variance	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-41	Special Family Child Care	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-42	Swimming Pool Parent Permission Form (5-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-43	Training Log for Childcare Helpers	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 280-44	Training log for FCC Caregivers, helpers, and substitutes	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-45	Training record	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-46	Unlicensed Family Child Care Letter 6-12	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-47	Parent evaluation for FCC provider services	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 280-48	Request for fair hearing	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	CFC CORPORATE			
PCSS 180-01	Agreement Between Foster Parents & Agency 1-10	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-02	Child / Adult Foster Care Re-licensing Questionnaire (Corporate)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-03	Corporate Fact Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-04	Corporate Rule 13 Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-05	Current/Past Resident	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-06	Data Privacy	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-07	DHS CFC Licensing Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-08	DHS Corporate CFC additional Requirements Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-09	Discipline Policy	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 180-10	Drug/Alcohol Policy	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-11	Family Systems Supplemental Licensing Application	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-12	Floor & Escape Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-13	Foster Parent Agreement	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-14	Furnace Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-15	Grievance Policy	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-16	Home Safety Checklist (Green)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-17	Home Safety Checklist Addendum (pink)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-18	Home Study Assessment Update-Corporate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-19	Home Study assessment—Corporate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-20	Individual Fact Sheet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-21	MN Adoption and Child Foster Care Application DHS-4258A-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-22	Statement of Intended Use	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-23	Worker's Comp Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	CFC			
PCSS 180-24	Monthly visitation record	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social 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)
PCSS 180-25	RTC Volunteer Driver Packet	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-26	Agreement Between Foster Parents and Placement Agency (1-10)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-27	Annual Evaluation of Licensed Foster Home (5-10)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-28	CFC Corporate Initial Licensing letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-29	CFC Corporate Relicensing letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-30	CFC Prospective letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-31	CFC Training Record	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-32	Checklist for Initial Licensing Discussion	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-33	Child Foster Care Licensing Checklists:	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-34	Child Foster Care Maximum Capacity Variance Request Form (3-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-35	Corporate Child Foster Care Additional Requirements Licensing Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-36	Corporate Child Foster Care Fact Sheet (9-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-37	Discipline Policy Sample for License Holder (6-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-38	ERP Foster Care Referral Form DHS 51/8-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-39	Expiration of Disqualification Variance- Child Foster Care (11-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social Services	
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PCSS 180-40	Family Child Foster Care Licensing Checklist (11-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-41	Family Child Foster Care Rule 13 File Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-42	Family Disaster Plan DHS-4258F-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-43	Family Systems CORPORATE Child Foster Care 3324 (8-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-44	Family Systems CORPORATE Child Foster Care Supplemental Applicatio	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-45	Family Systems FAMILY Child Foster Care 3324 (8-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-46	Family Systems FAMILY Child Foster Care Supplemental Application (2-	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-47	Floor and Escape Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-48	Foster Care Initial Licensing Tracking Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-49	Foster Care Medical Monitoring Equipment Training and Skills Form (4-	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-50	Foster parent relicensing evaluation	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-51	Home Study Assessment For Corporate Child Foster Care (10-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-52	Home Study Assessment Update for Corporate Child Foster Care (12-31	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-53	Individual Fact Sheet DHS-4258B-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-54	Respite and Substitute Care for Family Settings- Definitions and Require	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Social Services	
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PCSS 180-55	Supplement to Recommendation Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-56	Treatment Child Foster Care Additional Requirements Licensing Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-57	CFC Relicensing letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-58	Foster placement evaluation by the social worker	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-59	Foster placement evaluation by Foster parents	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 180-60	Licensing annual evaluation for foster home	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	AFC/CRS			
PCSS 680-01	245D-HCBS Community Residential Setting (CRS) Licensing Checklist (08-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-02	Adult Foster Care Mental Health Certification Attachment A (7-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-03	Adult Foster Care Mental Health Certification Attachment B (3-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-04	Adult Foster Care Mental Health Certification:	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-05	Adult Foster care Program Plan (08-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-06	AFC Alternate Overnight Supervision Technology Checklist (12-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-07	AFC CRS Ceiling Height Variance Request Form (1/15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-08	AFC Exemptions under Dually Licensed AFC and 245D HCBS Programs (1-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-09	AFC Family Initial Reference Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-10	AFC Family Initial Tracking form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-11	AFC Family Prospective Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-12	AFC Family Relicensing letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-13	AFC Individual Abuse Prevention Assessment & Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-14	AFC License for Five Checklist (12-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-15	AFC Mental Health Certification Licensing Checklist (9-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-16	AFC Program Plan	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-17	AFC Reference	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-18	AFC Relicensing Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-19	AFC Rule 13 File Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-20	Child Adult Foster Care Relicensing, non-corporate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-21	Community Residential Setting (CRS)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-22	Corporate Child foster Care Additional requirements licensing checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-23	CRS Initial Licensing Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-24	CRS Initial Licensing Tracking Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-25	CRS Relicensing Letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-26	Emergency Crisis Respite 5th Bed Variance:	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-27	Emergency Crisis Services 5th Bed Variance Request Form – General Re	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-28	Emergency Crisis Services 5 th Bed Variance Request Form – Initial Requ	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-29	Expiration of Disqualification Variance – Adult Foster Care (11-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-30	Family Systems CRS License Application	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-31	Family Systems License Application Family AFC, FADS, AFC Alternate Ov	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-32	Family Systems Licensing Application-Renew-2-2014	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-33	Foster Care Medical Monitoring Equipment Training and Skills Form (4-	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-34	Foster Care Training and Skills form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-35	Family Systems FAMILY Adult Foster Care Application (2-25-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-36	Family Systems FAMILY Adult Foster Care 3324 (8-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-37	Family Systems NEW CORPORATE Adult Foster Care Application (2-25-1	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-38	Family Systems NEW CORPORATE Adult Foster Care 3324 (03-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-39	Family Systems RENEWAL & OTHER CORPORATE Adult Foster Care App	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-40	Family Systems RENEWAL & OTHER CORPORATE Adult Foster Care 332	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-41	Individual Abuse Prevention Plan (IAPP) (12-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-42	Individual Resident Placement Agreement (12-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-43	Individual Resident Placement Agreement-June 2013	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-44	Instructions for Completing a Request for Adult Foster Care Mental Hea	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-45	Notice of Privacy Practices DHS 3979-ENG	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-46	Program Abuse Prevention Plan - Version 1 (06-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-47	Program Abuse Prevention Plan - Version 2 (1-15)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-48	Relicensing Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-49	Request for Adult Foster Care Mental Health Certification (10-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-50	Resident Rights for AFC programs	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-51	Rule 13 CRS Checklist	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-52	Rule 203 Adult Foster Care Licensing Checklists:	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-53	Rule 203 Corporate Adult Foster Care Licensing Checklist with HCBS (11-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-54	Rule 203 Family & Corporate Adult Foster Care Without a 245D-HCBS P	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-55	Rule 203 Family Adult Foster Care Licensing Checklist with HCBS (11-14)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-56	Rule 203 Family Adult Foster Care with a 245D HCBS Program License L	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-57	Rule 203 Family and Corporate Adult Foster Care Licensing Checklist wi	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-58	Social History-AFC Family home	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-59	Social worker's evaluation of foster home	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-60	Three ring binder page	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-61	Variance Checklist for Adult Foster Care- Alternate Overnight Supervisi	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-62	AFC/FADS 3324- New- Family	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	General/Used in all Licensing Program Areas			
PCSS 680-63	Request for Temporary provisional License	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-64	DHS Family Systems Variance Request Form 9-2014	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-65	Correction Order-Form 8-16	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-66	Complaint Log 11/12	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-67	Licensing Tracking Log 3-08	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-68	Recommendation for a Denial of a Child Foster Care License (3-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-69	Recommendation for a Temporary Immediate Suspension of a Family C	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-70	Recommendation for a Conditional of a Family Child Care License (3-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-71	Recommendation for a Revocation of an Adult Foster Care License (3-1	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-72	Recommendation for a Fine of a Family Child Care License (3-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-73	Owners Permission for Fire Marshal Inspection	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-74	Licensing correction order	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	Family Adult Day Services – Section E			
PCSS 680-75	Family Adult Day Services Licensing Checklist (10-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-76	Family Adult Day Services Questions and Answers (7-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-77	Family Adult Day Services Policy and Program Information (7-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-78	Family Adult Day Services Individual Service Delivery Plan (7-12)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-79	Family Adult Day Service Requirement Chart (12-13)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
	Background Studies – Section F			

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PCSS 680-80	Background Study Clearance Letter (3-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-81	Request for Reconsideration Form – for DQ Subject’s Use (3-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-82	Request for Reconsideration of Disqualification Form – for County/Private	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-83	County Results of Consolidated Reconsideration of DQ and Maltreatment	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-84	Notice to Subject, Permanent Bar, Imminent Risk of Harm, SSIS, 122A1	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-85	Notice to License Holder, DQ or Permanent Bar, Imminent Risk of Harm	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-86	Notice to Subject, DQ, Continuous Supervision, SSIS 125B1 (4-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-87	Notice to License Holder, DQ, Continuous Supervision, SSIS 126B2 (4-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-88	Notice to Subject, DQ, Low Risk of Harm, SSIS 127C1 (4-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-89	Notice to License Holder, DQ, Low Risk of Harm, SSIS 128C2 (4-08)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-90	Child Foster Care (CFC) and Adoptions Background Study Identification	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-91	CFC BGS AFC Fads Data Collection Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-92	Authorization for Release of Information from the BCA (2-16)	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-93	Family CFC Preliminary Information Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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PCSS 680-94	CFC Preliminary Information Form- Corporate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-95	AFC/FADS Data Collection Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-96	AFC/FADS Preliminary Information Form-Family	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-97	CFC BGS Data Collection Form	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-98	CFC Preliminary Information Form- Family	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-99	CFC 3324- New Family or Corporate	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-100	CFC CANR Instructions Family- updated 11.15.16	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-101	AFC Clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-102	Legal Nonlicensed clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-103	Adoption Clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-104	FCC Clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-105	CFC Clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-106	Respite Clearance letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director
PCSS 680-107	Respite Disqualification letter	Private	M.S. 13.46, subd 2	Karen Warmack, Director

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	Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)
PCSS ADOPTION 101	Report of Adoption and MA letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 101	Rule 5 Screening Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 102	CMH Case Review Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 103	Notice of Children's Mental Health Eligibility Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 104	Crisis Safety Plan Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 105	Crisis Plan Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 106	Safety Plan Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 107	Respite Care Grant Request Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CMH 108	Permission to Photograph Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 101	Pre-Placement Screening Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 102	Quarterly Review Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 103	PSOP Case Review Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 104	Truancy Trajectory Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 105	Medical Excuse for Attendance Monitoring Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 106	Community Service Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 107	Community Service Verification Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 108	School Letter - Crookston	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 109	Truancy Action Plan Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 110	Truancy letter to school - Fosston	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 111	Truancy letter to school - EGF	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CW 112	Truancy letter to school - Crox	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 101	Termination of Services Letter - NWMHC or The Village	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 102	Master Referral Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 103	Request of DA - Psychological Evaluation Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 104	Delegation of Powers by Parent	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 105	Release of Information - Consent Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 106	Clothing Allowance Request Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 107	General Consent / Authorization for Release of Information Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 108	Activity Consent Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 109	Social Welfare Fund - Warrant Request Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 110	Motor Vehicle Authorization Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 111	Social Service Application Additional Information Needed Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 112	Village FGDM referral	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 113	Request for Mental Health Documents	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 114	NWMHC referral form 2016	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
PCSS FORM 115	ART referral form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 116	Relative Search--No Response (2nd Letter)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 117	Relative Search--Permanency (3rd Letter)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 118	Child Input Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 119	Relative Search Reply Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 120	Relative Search Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 121	Relative Interview Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 122	Relative Interview Form-Fillable	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 123	ASQ-2 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 124	ASQ- 4 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 125	ASQ-6 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 126	ASQ-8 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 127	ASQ-10 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 128	ASQ-12 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 129	ASQ-14 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 130	ASQ-16 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 131	ASQ-18 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 132	ASQ-20 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 133	ASQ-22 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 134	ASQ-24 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 135	ASQ-27 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 136	ASQ-30 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 137	ASQ-36 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 138	ASQ-42 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 139	ASQ-48 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 140	ASQ-54 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 141	ASQ-60 Month Questionnaire	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 142	Public Health Referral	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 143	Case Opening Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS FORM 144	MAPCY Child Care Allocation Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 101	Placement Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 102	Parental Contribution Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 103	Sliding Fee Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 104	Sliding Fee Rule 5 Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 105	Sliding Fee Absent Parent Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
PCSS OHP 106	Sliding Fee w/ MN Adoption Assistance Rule 5 Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 107	Sliding Fee w/ Other State Adoption Assistance Rule 5 Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 108	Follow Up Final Sliding Fee Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 109	Follow Up Final Sliding Fee Rule 5 Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 110	Sliding Fee Determination Notification Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 111	Sliding Fee Determination Notification Misc. Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 112	Sliding Fee Determination Notification Non Compliant 100% responsible Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 113	Child Support Papers needed Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 114	Redirection of Benefits Agreement Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS OHP 115	Foster Care Monthly Evaluation Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 102	Concurrent Permancey Planning	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 103	NEW Visitation Documentation	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 104	Request for CP Case Management	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 105	ICPC CM Statement (Demographic Information)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 106	Supervision Guidelines	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 107	CP Determination Reconsideration--Neglect	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 108	CP Determination Reconsideration--Physical	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 109	Placement Packet Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 110	Waiting on Information Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 111	Notification to School to Interview Child	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 112	Signs of Safety--Safety Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 113	Signs of Safety--Three Houses	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 114	Signs of Safety--Safety Mapping	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 115	Family Circle of Safety	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 116	Master Placement Notification	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 117	Mandated Reporter Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 118	Screen in Letter--CP Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS CP 119	Screened Out Letter-CP Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
PCSS RCA 101	RCA Annual Affidavit	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 299690	90 Day Transition Plan for Youth Discharged after Age 18	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 254029	Adolescent Parent Assessment and Service Plan (Minor Parent)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 269007	Adoption - Adoption Placement Agreement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 282148	Adoption - Adoption Placement Decision Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 282430	Adoption - Adoption Post-Placement Assessment and Report to Court	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 285350	Adoption - Information for Attorney or Family to File Adoption Petition	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
SSIS Form 289790	Adoption - Northstar Adoption Assistance Benefit Agreement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 282342	Adoption - Northstar Adoption Assistance Benefit Agreement (manual)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 286391	Adoption - Northstar Adoption Assistance Eligibility Determination	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 289822	Adoption - Northstar At-Risk Adoption Assistance Benefit Agreement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 282380	Adoption - Northstar At-Risk Adoption Assistance Benefit Agreement (manual)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 289950	Adoption - Notice to Adoptive Parents At-Risk Adoption Assistance	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 285250	Adoption - Prospective Adoptive Parent Statement to Decline Northstar Adoption Assistance	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 273025	Adoption - Sibling Separation Request Information	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 112213	Adoption - State Adoption Exchange Registration	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 273093	Adoption - Supplemental Adoption Assistance Needs Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 269269	Certification of Distribution - Social Worker Court Report	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 10068396	CMH Case Management Map Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 238748	CMH Crisis Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 254581	CMH IFCSP	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 302363	Confidential Document Cover Sheet Form 11.3	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 302380	Confidential Information Form 11.4	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 255010	CW TCM Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 269840	Foster Care Candidacy Determination Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 255240	General Social Service Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270027	Home Study Agency Process Checklist	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270285	Home Study Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270424	Home Study Assessment Update	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270526	ICPC Home Study	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270551	ICPC Receiving State's Priority Home Study	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270577	ICPC Report on Child's Placement Status	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270596	ICPC Request	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270618	ICPC Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 270649	ICWA Placement Preference and Considerations	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 300102	Independent Living Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 271687	Initial Foster Care Payment Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 302230	Initial Report to Court: Child in Placement due Solely to Child's Disability	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 290363	MAPCY Child Domain Ages 0-12	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 291105	MAPCY EFC-SIL Domain Extended Foster Care 18-21	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 301832	MAPCY Rate Letter to FC Parents	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 291308	MAPCY Youth Domains Ages 13-17	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
SSIS Form 271906	Notice of Court Hearing to Foster Care Provider	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 271936	Notice of Foster Care Benefits past Age 18	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272010	Notice of Modification in Relative Custody Assistance Payment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 302230	Notice of Required Court Report - Child in Voluntary Placement Solely to Disability	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 10056876	Notice of Social Services Action: Case Closing Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272146	Notice of Termination of Foster Care Payments	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272179	Notice of Termination of Relative Custody Assistance Payment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272212	Notice that Child was returned to the Care of the Child's Parent or Legal Custodian	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 290078	Notice to Parent considering Voluntary Placement of Indian Child	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 290120	Notice to Parent of American Indian Child in Voluntary Treatment Foster Care	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272388	Notice to Tribe of Services to an Indian Child	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 292110	OHP Plan - Adoption / Guardianship	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 293274	OHP Plan - Child 18-21	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 294354	OHP Plan - Delinquency Petition	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 295324	OHP Plan - Permanent Custody to the Agency: Youth Age 16 or older	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 296562	OHP Plan - Safety Plan and Services	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 297724	OHP Plan - To Access Treatment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 298702	OHP Plan - Trial Home Visit	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 257710	PSOP Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 289969	Relative Custody / Kinship Assistance Benefit Agreement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 281884	Relative Custody / Kinship Assistance Eligibility Determination	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 272700	Relative Custody Assistance Annual Affidavit	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 273228	Relative Custody Supplemental Assistance Needs Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 301550	Report to Court Child in Out Of Home Placement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 287314	Report to Court Child not in Out of Home Placement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 301614	Report to Court DD-ED	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 301657	Report to Court Indian Child in Out of Home Placement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 271638	Social and Medical History - Information to Accompany a Social and Medical History	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 273068	Social and Medical History for a Child in Foster Care	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 10000343	Social Services Application Supplemental Information Sheet	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 300769	Voluntary Foster Care Agreement Youth Ages 18-21	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 290286	Voluntary Placement Agreement for Treatment Non-Indian	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 290190	Voluntary Placement Agreement Non-Indian	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 55136120	Relative Notice of Foster Care Placement--1st Letter	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 55785519	Family Assessment Service Plan	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
SSIS Form 55948606	CPS Notice of Assessment Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 55948661	CPS Family Assessment Mandated Report Summary Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 56138584	CPS Notice of Determination	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 56138649	CPS Summary Disposition Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
SSIS Form 56138682	CPS Family Investigation Notice of Reconsideration	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-1956-ENG	Adoption - Consent of Child over 14 years of Age	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-0329-ENG	Adoption Information for Attorney or Family to File Adoption Petition	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-0312-ENG	Adoption Placement Agreement (APA)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-0312A-ENG	Adoption Placement Decision Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-1088-ENG	Adoption Post-placement assessment and report to court	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-1958-ENG	Application for Support and Collections Services	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-175-ENG	Authorization to Provide Care for Child	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3205-ENG	Birth Parent Social and Medical History (accompany outline)	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-2338-ENG	Child Support Client Statement of Good Cause	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3163B-ENG	Child Support Referral to Support and Collections	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6069B-ENG	Child/Adolescent Diagnostic Verification Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4527-ENG	Difficulty of Care (DOC) Reassessment Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5410-ENG	Foster Care Candidacy Determination Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4106A-ENG	Healthcare Plan Enrollment Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5275-ENG	Healthcare Plan Notification of FC/CP Placement Authorization Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4268-ENG	ICPC Home Study	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4269-ENG	ICPC Receiving State's Priority Home Study	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4267-ENG	ICPC Report on Child's Placement Status	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4266-ENG	ICPC Request	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-1542D-ENG	ICPC Summary	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5224-ENG	ICWA/MIFPA Social Worker Checklist	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6754B-ENG	Information to accompany a Social/Medical History for a Child in FC	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4526-ENG	Initial Difficulty of Care (DOC) Assessment Notice	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3478-ENG	IVE Foster Care Supplement Application Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3876-ENG	MA Certain Populations Health Care Application Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6754A-ENG	Medical, Birth. Social History Record	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4258D-ENG	Minnesota Adoption and Foster Care Home Study Assessment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4258C-ENG	Minnesota Adoption and Foster Care Home Study/Agency Process Checklist	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4435-ENG	Notice of Court Hearing to Foster Care Provider	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5227-ENG	Notice to Tribe of Services to an Indian Child	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Polk County	Responsible Authority - Charles S. Whiting Polk County Adminsitrator		Department/Division Community Services Social 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)
DHS-3382-ENG	Outline for Health and Social History Narrative	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3979-ENG	Privacy Notice - Tennessen Warning	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4524-ENG	Relative-Kinship Search & Placement Considerations	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-4567-ENG	Request for Foster Care Payment	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6754B-ENG	Social and Medical History - Information to Accompany a Social and Medical History	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6754A-ENG	Social and Medical History for a Child in Foster Care	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-2140-ENG	Social Service Application for Services	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5410-ENG	Social Service Foster Care Candidacy Determination Form	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-5103-ENG	Title IVE Foster Care Basic Eligibility Determination Checklist	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-6248-ENG	Voluntary Care for Youth 18-21	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-1776-ENG	Voluntary Out of Home Placement Agreement	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3378-ENG	Child Protection Notice of Privacy Practices	Private	M.S. 13.46, subd. 2	Karen Warmack, Director
DHS-3979-ENG	Notice of Privacy Practices	Private	M.S. 13.46, subd. 2	Karen Warmack, Director

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

POLK COUNTY	Responsible Authority Charles S. Whiting - Polk County Administrator		Department/Division Taxpayer Service Center excluding Finance	
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)
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction collects social security number	Private	M.S. 13.355, subd. 1	Mark Landsverk, Director of Assessment Services
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	Mark Landsverk, Director of Assessment Services
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Sam Melbye, Director of Property Records/Election Administrator
Auctioneer license	To conduct auctions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	Sam Melbye, Director of Property Records/Election Administrator
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copies require tangible interest form	Private	M.S. 144.225	Sam Melbye, Director of Property Records/Election Administrator
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	Mark Landsverk, Director of Assessment Services
Candidates filing statements	Name, address and race filed for; candidate may request to have address private based on safety, additional paper filed lists address	Private	M.S. 2048, subd. 1c	Mark Landsverk, Director of Property Records/Election Administrator
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	Ron Dennison, Director of Finance

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

POLK COUNTY	Responsible Authority Charles S. Whiting - Polk County Administrator		Department/Division Taxpayer Service Center excluding Finance	
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)
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Sam Melbye, Director of Property Records/Election Administrator
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Mark Landsverk, Director of Assessment Services
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	Mark Landsverk, Director of Assessment Services
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Sam Melbye, Director of Property Records/Election Administrator
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	Mark Landsverk, Director of Assessment Services
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	Mark Landsverk, Director of Assessment Services
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Mark Landsverk, Director of Property Records/Election Administrator
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Kurt Ellefson, Veterans Service Officer

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

POLK COUNTY	Responsible Authority Charles S. Whiting - Polk County Administrator		Department/Division Taxpayer Service Center excluding Finance	
	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)
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Sam Melbye, Director of Property Records/Election Administrator
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	Sam Melbye, Director of Property Records/Election Administrator
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	Sam Melbye, Director of Property Records/Election Administrator
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	Sam Melbye, Director of Property Records/Election Administrator
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Sam Melbye, Director of Property Records/Election Administrator
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Mark Landsverk, Director of Assessment Services
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Sam Melbye, Director of Property Records/Election Administrator
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Sam Melbye, Director of Property Records/Election Administrator

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-530EZ	Application for Burial Benefits	Confidential	Title 38 US Code	Kurtis Ellefson 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	Kurtis Ellefson Veterans Service Officer
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer

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MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Veterans Services	
	Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Private	Title 38 US Code	Kurtis Ellefson 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	Kurtis Ellefson 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	Kurtis Ellefson Veterans Service Officer
VA Form 21-674	Request for Approval of School Attendance	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-686c	Declaration of Status of Dependents	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-0304	Spina Bifida Application	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-4138	Statement in Support of Claim	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-4142	Authorization for Release of Information	Private	Title 38 US Code	Kurtis Ellefson 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	Kurtis Ellefson Veterans Service Officer
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-4185	Report of Income from Property or Business	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-8678	Application for Annual Clothing Allowance	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 22-1995	Request for Change of Program or Place of Training	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 26-1880	Request for Determination of Eligibility and Available Loan Guaranty Entitlement	Private	Title 38 US Code	Kurtis Ellefson 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	Kurtis Ellefson Veterans Service Officer
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 28-8832	Veterans Application for Counseling	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-1546	Application for Cash Surrender Value	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-1606	Application for Total Disability	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Veterans Services	
	Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 90-2008	Application for United States Flag for Burial Purposes	Private	Title 38 US Code	Kurtis Ellefson 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	Kurtis Ellefson Veterans Service Officer
SGLV 8713	Application for SGLI (Retired Reservists)	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
VA Form 4963	Request for Replacement of Headstone or Marker	Private	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 4	Medical Report Form	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 5	Shelter Expense Form	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MDVA 7	Monthly Expense Form	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	Kurtis Ellefson Veterans Service Officer

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Polk County	Responsible Authority - Charles S. Whiting Polk County Administrator		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	Kurtis Ellefson Veterans Service Officer
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603	Kurtis Ellefson 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

2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
1. 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	MN Stat. 169.09, Subd. 9	James Tadman Polk County Sheriff	
2. 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)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	James Tadman Polk County Sheriff	
3. ARSON REPORTS	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7,17 MN Stat. 299F.054	James Tadman Polk County Sheriff	

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
4. BOOKKEEPING RECORDS FOR 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	MN Stat. 13.85, Subd. 2	James Tadman Polk County Sheriff	
5. CHECKING ACCOUNT NUMBERS		Private	MN Stat. 13.37	James Tadman Polk County Sheriff	
6. CHILD ABUSE INVESTIGATIONS		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	James Tadman Polk County Sheriff	

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
7. CHILD ABUSE – MALTREATMENT OF MINORS	<ul style="list-style-type: none"> 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	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	James Tadman Polk County Sheriff	
8. CRIMINAL HISTORY RECORDS	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private <i>(depending on content)</i>	MN Stat. 13.87	James Tadman Polk County Sheriff	
9. EMPLOYEE AND VOLUNTEER DATA PERSONNEL DATA	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	James Tadman Polk County Sheriff	

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
10. EXPUNGMENT LETTER	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	James Tadman Polk County Sheriff	
11. FIREARM APPLICATION/PERMIT AND RELATED DATA	All data related to Permits to obtain and/or carry a handgun	Private	MN Stat. 13.87, Subd. 2, MN Stat. 624.714, Subd. 14	James Tadman Polk County Sheriff	
12. GUNSHOT AND SUSPICIOUS WOUND REPORT	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	MN Stat. 626.53	James Tadman Polk County Sheriff	
13. INCIDENT COMPLAINT REPORTS 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 	<ul style="list-style-type: none"> Private Confidential Private Confidential Confidential 	<ul style="list-style-type: none"> MN Stat. 13.82, Subd. 7 and 17 MN Stat. 13.82, Subd. 7 and 17 MN Stat. 299C.065, Subd. 4 MN Stat. 13.82, Subd. 19 	James Tadman Polk County Sheriff	

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
	taken into custody, served or appear before court d. Description of stolen, lost or recovered property	Private	MN Stat. 13.82, Subd. 20		
13. INCIDENT COMPLAINT REPORT INCLUDING: (CONTINUED)	e. Program data	Confidential	MN Stat. 13.82, Subd. 21	James Tadman Polk County Sheriff	
	f. Deliberative processes or investigative techniques, final opinion or justification	Confidential	MN Stat. 13.82, Subd. 25		
14. CALLS FOR SERVICE	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6	James Tadman Polk County Sheriff	

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
15. INVESTIGATIONS	a. Active: Cases involved in an ongoing investigation	Confidential	MN Stat. 13.82, Subd. 7, 8 and 10	James Tadman Polk County Sheriff	
	b. Inactive: Closed cases, identities of some parties	Private	MN Stat. 13.82, Subd. 17		
16. 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	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	James Tadman Polk County Sheriff	

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
17. MALTREATMENT OF VULNERABLE ADULTS	Records created or received in conducting investigations by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557		
	Identity of reporter	Confidential	MN Stat. 626.557, Subd. 12b(c)		
18. MASTER INDEX: ADULTS	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17		
19. MASTER INDEX: JUVENILE	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 260B.171		

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
20. NAME CHANGE DATA		Private, Confidential	MN Stat. 13.82, Subd. 12		
21. OFFICER INVESTIGATIVE PROGRESS REPORTS	Deliberative processes or investigative techniques, final opinion or justification. Officer's views	Confidential	MN Stat. 13.82, Subd. 25		
22. OPERATION IDENTIFICATION ITEMIZATION	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	MN Stat. 13.37, MN Stat. 13.82, Subd. 20		

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
23. PAWN SHOP/SCRAP DEALER CUSTOMER DATA		Private	MN Stat. 13.82, Subd. 27		
24. PERSON'S FINANCIAL ACCOUNT INACTIVE CASE DATA		Private	MN Stat. 13.82, Subd. 30		
25. PREDATORY OFFENDER REGISTRATION DATA		Private	MN Stat. 243.166		
26. PROPERTY LISTS	Description of stolen, lost, or recovered property	Private	MN Stat. 13.82, Subd. 20		

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
28. RADIO/DISPATCH LOGS	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17		
29. SEALED ARREST AND CRIMINAL FILES	Court ordered sealed/expunged records	Confidential	MN Stat. 609A.03		
30. SQUAD CAR VIDEOS	Video recordings from squad cars	Private Confidential <i>(depending on content and context)</i>	MN Stat. 13.82 MN Stat. 13.37		
31. TOW SLIPS/REPORTS	Record of all vehicles towed by department	Private Confidential <i>(depending on content and context)</i>	MN Stat. 13.82		

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2023 CLASSIFICATION OF DATA

POLK COUNTY		Responsible Authority Charles S. Whiting Polk County Administrator		Department/Division Sheriff	
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	
32. VULNERABLE ADULT INVESTIGATION		Private, Confidential	MN Stat. 13.82, Subd. 7, 10, 11		
33. WARRANT FILES	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	MN Stat. 13.82, Subd. 19		
34. WARRANTS FOR INTERCEPTING COMMUNICATIONS	Court warrant approving interception of wire oral communication	Confidential	MN Stat. 626A.06, Subd. 9		