

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority -Stuart Campbell Assistant Washington County Attorney		Department/Division Accounting and Finance - Cash Mgmt.	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it reveals social security numbers of recipients)</i>	See Policy 1300
Benefit overpayment files	Client financial information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 (if includes SSN)	See Policy 1300
Cancelled checks	Cancelled county checks	Private	M.S. 13.46 (to the extent it is welfare data)	See Policy 1300
Checking account numbers	Checking account numbers	Private	M.S. 13.37	See Policy 1300

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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)
Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it identifies social security numbers)</i> M.S. 13.87, sub. 2 <i>(to the extent it identifies gun permit payments)</i>	See Policy 1300
Community corrections placements	Client financial information files	Private	M.S. 13.84 M.S. 13.355(if includes SSN)	See Policy 1300
Community Services juvenile placements	Client financial information files	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 (if it includes SSN) M.S. 13.84	See Policy 1300
Other department collections	Client financial information (includes wage and tax information)	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i>	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Accounting and Finance - Disbursements	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 <i>(to the extent it identifies social service clients)</i>	See Policy 1300
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	See Policy 1300
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5	See Policy 1300
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5 M.S. 13.355	See Policy 1300
Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	See Policy 1300
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Accounting and Finance - G/L Reporting	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Address book module	Social security numbers of individuals that receive payments or make payments to Washington County	Private	M.S. 13.355	See Policy 1300
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Administration	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	See Policy 1300
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>	See Policy 1300
Emergency contact staff directory	Home address and contact numbers	Private	M.S. 13.43, subd. 4	See Policy 1300
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	See Policy 1300
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	See Policy 1300

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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)
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	See Policy 1300
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	See Policy 1300

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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 Washington County Attorney is subject to the Data Practices Act, other elements are not. This table reflects the fact that in addition to the listed statutory authority some data may be made not public due to standards of professional conduct including, but not limited to, attorney-client privilege and attorney work product.</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	Stuart Campbell Assistant County Attorney
Checking account numbers	Copies of checks tendered to various payments to the County Attorney's Office and in case files	Private	M.S. 13.37	Stuart Campbell Assistant 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 (while pending) 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)	Stuart Campbell Assistant County Attorney
Civil commitments	Mentally ill and dangerous Sexual psychopathic personality Sexually dangerous person (Medical records) Pre-petition screening	Confidential (while pending) 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)	Stuart Campbell Assistant County Attorney
Civil commitments	Chemically dependent person Mentally ill person Mentally disabled person (Medical records) Pre-petition screening	Confidential (while pending) 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)	Stuart Campbell Assistant County Attorney

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Attorney	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Civil files - miscellaneous	Legal opinions and advice given to county officials including letters, memos, reports, research, and allother correspondence	Confidential (while <i>pending</i>) Private; Confidential <i>(depending on content)</i>	M.S. 13.393	Stuart Campbell Assistant County Attorney
Civil litigation files	Civil investigation litigation involving county, including but not limited to pleadings, briefs, research, correspondence, attorney work product.	Private, in part (depending on content) Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.39	Stuart Campbell Assistant County Attorney
Criminal case files	All data related to active and closed investigations, cases, appeals, and post-convictions, including but not limited to pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, court services reports and reports issued by sexual predator programs	Private, in part (depending on content) Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.82 M.S. 13.87 M.S. 13.821 M.S. 13.84 M.S. 244.161 M.S. 609.3471 M.S. 626.556 M.S. 626.557 M.S. 609A.03 (if ordered sealed by Court)	Stuart Campbell Assistant County Attorney

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Criminal and juvenile research, attorney work product	Criminal and Juvenile Divisions opinion letters, memos and briefs	Confidential	M.S. 13.393	Stuart Campbell Assistant County Attorney
Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	Stuart Campbell Assistant County Attorney
Firearms permit litigation and investigations	Civil investigation litigation regarding firearm permits issued, refused or revoked by the Sheriff, including, but not limited to, pleadings, briefs, research, and correspondence	Private Confidential (<i>while pending</i>)	M.S. 624.714, subd. 12 M.S. 13.393 M.S. 13.39	Stuart Campbell Assistant County Attorney
Human Services appeals - services and financial	Financial and social services appeals, including denial of benefits, child maltreatment determinations, vulnerable adult determinations, including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Private Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 13.821 M.S. 626.556 M.S. 626.557	Stuart Campbell Assistant County Attorney
Human Services appeals	Licensing, including day care license, etc., including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Confidential (<i>while pending</i>) Private (depending on content)	M.S. 13.393 M.S. 13.41 M.S. 13.46, subd. 2	Stuart Campbell Assistant County Attorney
Human Services appeals reimbursement action	County seeks reimbursement for worker's compensation, payment of medical assistance, developmental disability patients, probate; liens, including but not limited to all pleadings, memos, correspondence, transcripts, and attorney work product	Confidential (<i>while pending</i>) Private (depending on content)	M.S. 13.46, subd. 2 M.S. 13.393	Stuart Campbell Assistant 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 (while pending) 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. 244.166 M.S. 260B.163 M.S. 260B.171 M.S. 626.556	Stuart Campbell Assistant County Attorney
Opinion files	Legal opinions prepared by County Attorney's office, including correspondence in any form and research Attorney/client legal opinions (depending on content)	Confidential Private	M.S. 13.393 M.S. 13.39	Stuart Campbell Assistant County Attorney
Paternity and child support actions	Representing public authority for services of child support enforcement, medical support, parentage determination, including but not limited to all pleadings, memos, correspondence and investigative file transcripts	Private Confidential	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 518.255	Stuart Campbell Assistant 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	Stuart Campbell Assistant 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	Stuart Campbell Assistant County Attorney
Probate matters and files	Data related to developmental disabled, adult protection, need of conservatorship or guardianship, and restoration to capacity	Private (depending on content) Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 626.557. subd. 12b	Stuart Campbell Assistant County Attorney
Research files	Research on miscellaneous topics affecting the county for which no formal answer/opinion is needed, attorney work product	Private Confidential (<i>depending on content</i>)	M.S. 13.393 M.S. 13.39	Stuart Campbell Assistant County Attorney

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Corrections	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
ADULT CORRECTIONS FILES				
Assessments and progress reports from treatment providers	Assessment and progress reports from numerous treatment providers often with recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	See Policy 1300
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	See Policy 1300
BCA and court record information forms	Arrest and court history - may include sex offender registration information	Private Confidential	M.S. 13.87 M.S. 244.052 M.S. 243.166	See Policy 1300
Case planning documents	Probation goals determined by offender and probation officer	Private	M.S. 13.84, subd. 2	See Policy 1300
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4.	See Policy 1300
Client-related cover letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	See Policy 1300
Community work service and sentence-to-service forms	Offender personal information and expectations	Private	M.S. 13.84, subd. 2	See Policy 1300
Conditional release agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, subd. 2 and 4	See Policy 1300

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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)
Correctional assessments and screens	Information gathered from offender and court records to assess risk/needs	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 609A.03	See Policy 1300
Department of Corrections forms	Offender/offense information including sentences/parole expectations	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Discharge reports	Report for court with offender progress/behavior change/compliance	Confidential	M.S. 13.84, subd. 4	See Policy 1300
Diversion forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Drug testing related forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Expungment Letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03, subd. 8	See Policy 1300
Fee-related forms	Name/address and specific probation fees owed for services	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Intake forms	Offender information gathered to open probation file and begin assessment process	Private	M.S. 13.84, subd. 2	See Policy 1300

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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)
Interstate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Intrastate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Memos with client data	Inter-office or inter-criminal justice system information regarding offenders	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	See Policy 1300
Offender correspondence	Letters to or from offenders regarding probation requirements	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	See Policy 1300
Probation agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Progress reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, subd. 4	See Policy 1300
Psychological/psychiatric evaluations/assessments	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	See Policy 1300

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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)
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	See Policy 1300
Restitution forms	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	See Policy 1300
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private <i>(as to victim)</i> Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	See Policy 1300
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	See Policy 1300
JUVENILE CORRECTIONS FILES				
All court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, and 4 M.S. 260B.171	See Policy 1300
All referral forms	Juvenile probation information to send to service providers	Private Confidential	M.S. 13.84, subd. 2 and 4	See Policy 1300
All reports for court and information gathered	Reports written by probation to inform the court and make recommendations	Confidential	M.S. 13.84, subd. 4	See Policy 1300
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2 and 4	See Policy 1300

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Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7 M.S. 260B.171	See Policy 1300
BCA and delinquency history	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	See Policy 1300
Case plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, subd. 2	See Policy 1300
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4	See Policy 1300
Community work service/STS information	Information collected or given to juvenile for completing work service	Private	M.S. 13.84, subd. 2 M.S. 260B.171	See Policy 1300
Correctional assessments	Information to determine level of risk to re-offend and to determine a case plan	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	See Policy 1300
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 260B.198	See Policy 1300
Detention reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	See Policy 1300

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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)
Diversion forms	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2 and 3	See Policy 1300
Drug/alcohol testing and results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3 and 7	See Policy 1300
Intake information and questionnaires	Information gathered about juveniles by probation for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	See Policy 1300
Interstate forms	Forms completed by probation and a juvenile on probation in order to move to another state	Private	M.S. 13.84, subd. 2	See Policy 1300
Letters used by juvenile probation	Correspondence with offenders, families, and schools	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	See Policy 1300
Memos and cover letters with juvenile information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, subd. 3	See Policy 1300
Memos with client information	Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	See Policy 1300
Mental health screens psychiatric/psychological evaluations	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	See Policy 1300

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Offense reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private Confidential	M.S. 260B.171 M.S. 13.84	See Policy 1300
Parental financial information	Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, subd. 2	See Policy 1300
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	See Policy 1300
Restitution information	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	See Policy 1300
Signed consent forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, subd. 2	See Policy 1300
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd. 2	See Policy 1300
Treatment progress reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, subd. 3	See Policy 1300
Victim information	All forms involving a victim of juvenile crime with victim information	Private <i>(as to victim)</i>	M.S. 13.84 M.S. 611A.06, subd. 4	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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 1958-ENG	Full child support (IV-D) services application and information on child support enforcement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS 2973-ENG	Explanation of Child Support (IV-D) and Income Withholding-only (non-IV-D) Services in Minnesota	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS 3159B-ENG	MN voluntary ROP revocation form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS- 3159C-ENG	MN voluntary ROP husbands non-paternity statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS 3159-ENG	MN voluntary ROP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS 3164-ENG	Income withholding - only (non IV-D) services application for support ordering processing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 15	Affidavit for redirection of child support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 23-B	Affidavit in Support of Washington County's Motion to Modify and Consolidate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 30	Frequently Asked Questions – Modifying Your Court Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 37	Notice of Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 42a	Serving wage checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 45	Modification waiting list document	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 46	Self employment cover letter and documentation request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 47	Supplemental REI employment questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 48	Waiver of personal service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 49	Out-of-state CP's waiver of personal service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 50	CP's with safety concerns waiver of personal services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 51	Order for dismissal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 52	Notice to attorney of record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 53	Important notice regarding the docs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 54	Arrears Payback Financial Statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 55	Proof of Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
EP 56	Motion to Dismiss	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 57	Motion to Set – CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 57A	Motion to Set – NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 58	Establishment Cover Letter – CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 58A	Establishment Cover Letter – NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 59	Waiver Notice CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 59A	Waiver Notice NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP 60	Service of Process Disclaimer	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP12	Statement from day care provider	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP13	CP waiver of personal service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP14	New evidence for child support hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP19	Completed confidential information form (Form 11.1)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP19A	Sealed financial source documents (Form 11.2)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP19B	Cover pg-sealed financial source documents (Form 11.2)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP22	ExParte motion for qualified medical child support offer	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP22A	Medical child support order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP23	Notice of motion and motion to modify and consolidate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP23A	Order to modify and consolidate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP25	Motion to correct clerical mistakes	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP26	Motion for review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP27	Notice of motion and motion for change of venue	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP28	Affidavit of CSO in support of Washington County motion for change of venue	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP29	Change of venue order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP32	Admission of service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP33	Affidavit of personal service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP34	Affidavit of service by mail - manual	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP35	Administrative subpoena	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
EP36A	Notice of motion and motion to suspend recreational license	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP36B	Affidavit in support of motion	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP38	Financial statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP38A	Financial statement (Attachment C)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP40	Informational notice - case information and wage match	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP41	Notice of wage match for review hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP42	FIDM Hearing Preparation Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP43	ALF or CP failure to appear for genetic testing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EP44	Service of process request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ID-D-23	Arrears management ltr to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 106A	Individual statement of payment history	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 106C	Affidavit of unreimbursed public assist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 11	MDH Osr fax template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IVD 112	Welcome Letter to NCP – Income Withholding	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IVD 112A	Welcome Letter to NCP – No Income Withholding	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 117	Rec. license suspension warning letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 119	Letter to DNR to suspend rec license	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 12	Payment verification notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 120	Letter to DNR to reinstate rec license	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 13	Incomplete application - request for additional information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 132	Request for check	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 15	Letter to NCP regarding death of CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 153	Lump sum affidavit to payer of funds	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 157	ID of photo of ALF with enclosure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 159	Military letter for wage information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 16	Letter to deceased CP's estate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
IV-D 160	Military letter for NCP's address	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 161	Affidavit of default - military	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 165	Nondisclosure/request for written info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 17	Income withholding waiver letter to CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 171	Birth verification request to IV-A	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 176	Notice to remove/add a NCP to IV-A	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 178	UIFSA cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 19	Income withholding for support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 198	UIFSA additional information letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 199	Confirmation of registered order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 20	Controlling order determination-CP aff of arrears-NPA case	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 21	Controlling order determination-CP aff of arrears-PA case	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 211	Release to request birth certificate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 213	Direct pmt verification letter (NPA)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 214	Direct pmt verification letter (PA)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 218	Ind stmt of pmt history (affidavit of arrears) to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 219	Completed cover letter for pregnancy verification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 22	90-day limited license ltr to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 220	Auth to release lump sum to payer of funds	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 221	Auth for release of child support info to a third party	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 223	Do you have safety concerns letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 224	Spousal maintenance case closing notice to CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 226	Minor ALF - req for guardian rep	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 227	Cover ltr to CP regarding the affidavit of arrears	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 228	Alternate address	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 237	Child care assistance request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 238	Child support to fraud referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
IV-D 239	Paternity appointment letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 24	Arrears management questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 240	Deceased ALF letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 240A	Notice of overpayment - NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 240B	Notice of overpayment - CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 241	Medical examiner letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 242	Affidavit of obligee to forgive arrears	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 243A	Affidavit to forgive arrears letter to CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 243B	Affidavit to forgive arrears letter to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 244	Collection of childcare reimbursement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 245	Affidavit of childcare expenses	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 246	Intent to collect childcare expenses	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 247	Notice of intent to enforce childcare expenses	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 248	Payment agreement for childcare arrears	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 249A	Notice of motion and motion for establishment of child support (no order)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 249B	Notice of motion and motion for establishment of child support (order)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 25	Bonus commissions verification form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 250	Delinquency letter to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 250A	Arrears Only Delinquency Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 251	CP contempt request letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 252	Income withholding after waiver	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 253	Driver's license reinstatement compliant with pmt agree	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 255	Notice of misapplied funds to CP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 256	Notice of misapplied funds to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 257	Notice of Cost of Living Adjustment (COLA)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 258	DL reinstatement notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
IV-D 259	Contempt letter to initiating jurisdiction	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 260	DL reinstatement - new PAPD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 261	Agreement to compromise public assistance arrears	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 262	Interest suspension letter to NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 264	Affidavit of CS arrears - interstate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 264A	Affidavit of Arrears	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 265	FIDM checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 273	PA & NPA warning letter for 2-state actions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 275	New Worker Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 279	Payor of Funds Non-Cooperation Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 281	Employment Verification Follow-Up Work Number	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 283	Wage Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 290A	Letter to CP Full Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 290B	Letter to CP Full Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 291	Letter to NCP Regarding Medical Support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 292	Letter to Defacto Custodial Parent Medical Support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 295	WRITE of Attachment Information Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 300	Affidavit of Paternity	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 301	Request to Update Birth Certificate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 63	Job searching letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 68	Child Support Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 68A	Child support services - paternity establishment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 68B	Income Withholding Only Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 76	Establishing paternity	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 81a	Out-of-state vital records request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 81B	MDH - MN birth record application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 81C	MDH - MN death record application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 82	Notice to attorney of record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 84a3	ALF CP GT letter for alternative testing location	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services - Child 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)
IV-D 89	Mother's paternity questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 89A	Father's paternity questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 90	CP ROP letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 90a	AFL ROP letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 110	Authorization for the inclusion of the insurance other than CP/NCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IV-D 215	Pregnancy verification form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-162	Expedited SNAP evaluation form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-163	Case assignment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-166	Burial fund	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-174	Application Information - In-Person	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-175	Application Information - Mail	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-190	Transfer letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-190A	Tranferring to Washington County letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-191	Journal entry request form FSET	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-202	Unmarried baby packet cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-203	Married newborn baby packet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-204	Annual SNAP recert.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-206	Packet mailing request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-213	Student in the last 12 months	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-218A	APO data summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-218B	APO summary CE ins-Medicare	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-256	Application information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-263	Employment verification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-269	Personal property valuation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-274	Returning originals letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-284	CEI Determination	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-296	WC resource list	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-303	Voluntary request for closing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-315	Returning medical bills letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-321	FSET exchange form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-339	Verification form generic	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-375	Notice of reduce excess assets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-377	Probate demand for notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-378	Funeral estate guidelines for family members	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-391	Notice of homestead exclusion	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-401	Childcare verification worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-425	Start work	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-425A	Start work information (GA)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-449	Remedial care spend down	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-450	GRH room and board budget	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-451	GRH SSI budget	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-452	GRH non SSI budget	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-453	GRH overpayment letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-459	Sentencing-to-Service program	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-477	Application for county burial	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-479	Rental income worksheet (MA & GAMC, Method B)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-485	Placement authorization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-490A	Notice of access service available	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-511	Request for estate claims information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-521	Applicant inquiry sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-521A	Applicant inquiry sheet - childcare	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-521B	Applicant inquiry sheet A (2)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-522A	EGA 50% rule worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-522B	Expense worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-529	Notice to withdraw	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-539	Affidavit for collection of personal property	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-545	MFIP orientation childcare reimbursement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-548	MFIP waiver - caring for a child under 1	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-550	New vendor information request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-552	Married couple's asset assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-555	New hire letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-558	SMRT recert letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-560	Immigration letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-561	Job search tracking form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-563	Tefra program	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-566	Childcare status transmittal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-572	Child care assist. provider form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-573	CCAP redetermination letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-574	Home infant child care form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-578	Referral to good cause committee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-579	Info about your good cause claim	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-580	At home infant care worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-591	Childcare application cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-599	Letter to Meg Capra-Bader for Child Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-601	CCAP request letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-606	WC education plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-606A	Statement of understanding BSF program and ed.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-608	Social service referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-610	Planning for school and career	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-612	Release of criminal info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-614	Special diet info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-615	EBT card issuance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-616	Overpayment of childcare assist.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-620	Medical needs and transportation plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-620A	Access plan all county letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-621A	Request for medical examination/Stillwater	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-621B	Request for medical examination/FL	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-621C	Request for medical examination/CG	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-625	2003 leg re CCA payments	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-628	Counted Months of TANF Cash Assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-632	Consent of release of Info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-634	Crisis program notice of approval	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-635	Crisis program denial	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-636	EA worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-637	Collections referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-640	Info about potential ineligibility for EA	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-641	EA crisis referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-642	Refund payment for criminal background check	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-643	AP in the home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-645	Job search	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-649	Port. Pool basic sliding fee CCA	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-650	Education plan request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-651	MFIP DWP benefits ending	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-654	MN CCAP absent day policy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-655	W-9 letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-656	OHI cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-658	Items needed for basic sliding fee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-659	Client notice-interim asst. reimbursement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-660	GA Ending	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-661	SMRT Approval Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-662	Denial of Social Security-Request to Appeal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-663	SS Attorney Release	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-664	FMED	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-666	CCAP renewal registration	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-667	Legal non licensed fee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-702	App and orientation for diversionary work prog. MFIP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-703	Medical opinion form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-704	EBT card maintenance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-705	Important information to read cover sheet/still.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-705B	Important information to read cover sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-706	Needed in Home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-708	Asset assessment verification request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-710	EA application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-711	Verification of a medical emergency	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-712	Self-employment letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-713	MFIP extension request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-714	MFIP working extensions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-715	Client tracking sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-716	MFIP assessment and application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-717	MFIP and DWP intake checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-718	Important DWP notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-719	Medical opinion form for SNAP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-720	Direct deposit letter for CEI	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-721	Authorization for Release of Information About Residence	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-722	Social Security Application Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-723	AREP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-724	CEI Overpayment Memo - Repay	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-725	CEI Calculations Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-726	Important changes for CEI	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-727	CEI Fax Cover Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-800	Move-in inspection sheet & lease addendum	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-801	Renter's tool kit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-802	Housing list	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-803	Consent - basic	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-807	SMRT Cover Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-808	At Risk for GRH Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-809	Referrals, claims and collections	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-810	Statement of Support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-812	MNSure referral letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Assistance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
EA-813	MNSure AREP RETRO	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-814	MNSure cover sheets Spanish version	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-814	MNSure cover sheets general info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-815	MNSure cover sheets-HCAPP rcvd	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-816	MNSure notice pending app	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-817	2014 retro approval letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-818	Important info MA-TYMA	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-819	Important info MA-child under one	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-820	Important Info MA-pregnant woman	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-821	Drug felons release	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-822	Notice of test date and time	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-823	ABAWD informational letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-824	Health care notice of action	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-825	COLA 1st letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-826	COLA 2nd letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-827	COLA stuffer	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EA-828	How to Choose a Managed Care Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
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

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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	See Policy 1300 See Policy 1300
DHS-0035	State agency appeals summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-0666	Compliance with state decision	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1205	MA/MCRE Closure ROP (METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1503	Physician certification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1609	Nonreceipt/replacement affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1795	SSI interim asst. authorization agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1795A	Interim asst. agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1826	Child and teen checkups	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1844	Medical expenses request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1888	MN supplemental aid	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1922B	Health insurance information (HIIF)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1958	Full child support services app and info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2062	General asst.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2114	Request for medical opinion	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2116	Notice to apply for other maintenance benefits	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2120	Household report form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2128	MA renewal for people receiving LTC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2133	Recipient Claims History Profile Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2136	Food Support Claim Determination Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2140	Application for Social Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2146	Authorization for Release of Employment Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2237A	Medical Service Questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2243	Authorization for release of information about assets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2243A	General consent for release of information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2286	Tips report form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2338	Cooperation with child support enforcement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2402	Change report form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-2414	Notice of late or incomplete HRF	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2630	Alternative Care Program Eligibility Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2646	Financial aid information form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2647	Reporting responsibilities for MFIP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2686A	Child Support Enforcement Notification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2708	Community MN supplemental aid budget worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2741	MFIP Repayment Agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2775	Notice of overpayment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2776	Computation of MFIP Overpayment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2776A	Computation of Supplemental Nutrition Assistance Program Overpayment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2776B	Computation of Work Benefit Overpayment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2776C	Computation of DWP - Overpayment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2776E	Agency Error Overpayment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2808	Gift or Loan Statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2810	Notice About Third Party Liability	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2868	Hospice Transaction Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2882	Referral of minor parent to social services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2883	Request for Verification of School Attendance/Progress	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2908	Med asst. info for people in nursing hms, waivers	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2919A	Verification request Form A	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2919B	Verification request Form B	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2920	Program infor for cash, food, child care, health care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2929	Notice of Requirement to Attend MFIP Overview	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2952	Residence shelter and expense	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2975	Quarterly Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-2975A	First Quarterly Report (Transition Year Medical Assistance)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2982	County Parental Fee Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2984	Request for voluntary vendor payment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2992	Authorization to Share Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3017	What is a Spenddown?	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3048	Tribal/Reservation Membership	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3050	Long-term care/county communication form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3081	MHCP Agreement to Prepay Medical Assistance (MA) Spenddown	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3131	Notice Of Intentional Program Violation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3131A	Provider Notice of Intentional Program Violation-Waiver of Administrative Disqualification Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3132	Request for Administrative Disqualification Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3134	Notice of Disqualification for Intentional Program Violation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3134A	Child Care Assistance Program (CCAP) Notice of Disqualification for Intentional Program Violation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3159	Minnesota Voluntary Recognition of Parentage	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3161	Request for Designated Provider Agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3163B	Referral to support and collections	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3165	DWP-MFIP Status Update Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3165A	SNAP E and T Status Update Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3165R	RCA Status Update	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3166	Employment Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3166R	RCAP Employment Services Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3175	MFIP Intent to Sanction	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3175R	RCA Intent to Sanction	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3179	MFIP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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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)
DHS-3180	Client Option Spenddown Bill	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3182	MN health care programs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3195	Inter Agency Case Transfer Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3203	Medical asst. lien worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3227	Failure to Comply Notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3236	Proof of Pregnancy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3238	MFIP for Minor Caregivers	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3261	MHCP - Expense Reimbursement Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3271	Request for Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3308A	Minnesota Health Care Programs Memo	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3312	Authorization for Release of Information From SSA	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3315A	EBT brochure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3323	Family violence referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3328	MCHP - Request for Social Security Number	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3335A	Fraud Prevention Investigation Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3336	Self-employment report form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3337	MFIP Self Employment Report Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3340	Asset Assessment for Medical Assistance (MA) - Payment of Long-Term Care (LTC) Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3340A	MHCP Asset Eval Results for MA-LTC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3340B	Requested Asset Assessment Results	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3340C	Designation of assets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3341	Asset Reduction Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3348	MHCP Employer Insurance Info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3354C	Managed Care Pre-enrollment questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3358	Application Transfer	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3360	Electronic Funds Transfer for DWP, MFIP, GA, MSA or RCA benefits	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3365	Mandatory vendor form request for information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-3366	Education and training in MFIP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3393	Understanding Child Support Handbook	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3403	Fee-for-Service Coverage	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3417	MN health care application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3417B	MHCP Request to apply for MHCP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3417D	Supplemental Nutrition Assistance Program Addendum to the Minnesota Health Care Programs App	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3418	MN health care programs renewal form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3429	Disqualification Consent Agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3435	Language sheets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3437	Giving permission for someone to act of my behalf	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3439	Medicare buy-in referral letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3443	Individual Discharge Information Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3444	Minnesota Health Care Programs Medicare Application Referral Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3453	Sponsor Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3477	Domestic violence Info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3478	Instructions for Completing the Title IV-E Foster Care Supplement to the Health Care Programs App	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3525	Application/Renewal for Breast and Cervical Cancer Coverage Group	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3525A	Certification of Further Treatment Required	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS3525B	Temporary Medical Assistance Authorization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3531	MN HCAP for seniors and people with disabilities	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3543	Request for payment of long-term care services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3543A	Payment of Long Term Care Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3546A	MHCP for People Who Have a Disability or are Age 65 or Older	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Support	
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DHS-3547	MA-EPD initial premium notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3549	General Consent/Authorization for Release of Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3550	MN child care asst. program app	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3551	Do you need help paying for child care?	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3627	Important Information about Your Request for a Child Support Good Cause Exemption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3628	Notice of Denial of Child Support Good Cause Exemption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3629	Notice of Child Support Good Cause Approval	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3631	Request to End Child Support Good Cause	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3632	Child Support Good Cause Exemption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3633	Notice of Approval of Re-determination of Your Child Support Good Cause Exemption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3642	Emergency Medical Assistance - Care Plan Certification R	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3726	Information for People Who Have Served in the U.S. Military	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3727	Renewal for certain populations	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767	Required Information from an Employer for an Employees MA Cost-Effective Health Insurance Determ	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767A	Required Information from an Insurer for an MA Members Cost-Effective Health Insurance Determ	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767B	Prorating Premium Amounts To Decide Whether Health Insurance Is Cost Effective	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767C	Cost-Effective Insurance Calculation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767D	Cost-Effective Health Insurance Referral to a Medical Assistance Member	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Economic Support	
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DHS-3767E	Your Health Insurance Is Cost Effective	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767F	Your Health Insurance is Not Cost Effective	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767G	Medical Assistance Will Stop Paying Your Health Insurance Premium	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767H	Application for a Cost-Effective Hardship Waiver	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767I	Hardship Determination for Cost-Effective Health Insurance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3767J	Agency Appeals Summary for Cost-Effective Health Insurance (CEHI)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3876	App for certain populations	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3904	MHCP Medicare Drug Coverage	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3907	MHCP Information Needed for Reported Changes	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3954	MHPC Request for Retroactive Medical Assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3959	Medical Assistance Spenddown - You Must Act Now	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3960	Request for Information for Past Health Coverage	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3979	Notice of privacy practices	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4003	Child Care Status Transmittal Update to Child Support	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4009	Request for address	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4015	Waiver and Alternative Care Programs-Provider Enrollment Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4016A	MHCP Organization Provider Enrollment Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4026	DWP/MFIP screening questions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4034	DWP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4060	Request to Close Support Case	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4106A	Health plan enrollment form for people under 65	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4106C	Health Plan Enrollment Form for people 65 or older	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4125	Intra-County Notice of Chemical Dependency IMD Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-4133	Do you have a disability?	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4145	County notice of IMD status	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4161	Diversionary work program referral to employment services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4163	Client Responsibilities and Rights	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4194	CCAP Special Needs Rate Variance Request Parent and Provider Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4195	CCAP Special Needs Rate Variance Request County Recommendation Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4198	Important Information About the MFIP Family Cap	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4259	VERIFICATION OF IDENTITY AND REQUEST FOR INFORMATION	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4277	Long-Term Care Spenddown Refund or Non-collection	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4279	Minnesota Health Care Programs - Employer Statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4300	WC Release	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4412	MFIP to Food Support Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4532	Notice of denial for public asst. app	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4571	Interim Assistance Repayment Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4600	Notice of medical asst. overpayment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4602	CCAP Medical Condition Documentation Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4621	MinnesotaCare Medical Support Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4759	Special needs/pooled trust referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4794	Child care asst. program - change report form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4796	MHCP Change Report Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4834	Expedited SNAP Evaluation Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4841	Authorization to request birth records	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
DHS-4843A	Proof of US citizenship statement by applicant/enrollee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4843B	Proof of US citizenship statement by friend or family	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4915	Medical asst. payment of long-term care services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4935A	Determination of waiver request - requestor	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4935B	Determination of Waiver Request - Attorney	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4939	Notice of Overpayment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5006E	Earned Income/Pay Period/Date Tracking Form - 2012	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5006F	2013 Earned Income/Pay Period/Date Tracking Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5036	Annuity Beneficiary Designation Form - Annuity Owner Seeking Payment of Long-Term Care Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5036A	Annuity Beneficiary Designation Form - Annuity Owner is the Spouse of Person Seeking Payment of LTC Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5037	Issuer of Annuity Notice of Obligation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5038	Request to reopen medical asst.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5103	Title IV-E Foster Care Basic Eligibility Determination Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5143	MHCP Required Annuity Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5181	Lead Agency Case Manager/Worker Communication Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5190	Licensed Center Provider Registration and Acknowledgement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5192	Legal Nonlicensed Provider Registration and Acknowledgement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5193	Authorization for Release of Background Study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223	Combined application form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223C	Combined application form addendum	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-5223D	Combined application - child care addendum	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223E	Minnesota Transition Application Form (MTAF)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223F	SNAP app. for seniors	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223S	CAH HH SUPPLEMENT	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5274	Child care asst. program redetermination form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5275	Health Plan Notification of Foster Care/Child Protection Placement with Authorization Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5312E	Case Review Part V: Child Care Assistance – Provider	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313A	TARGETED REVIEW - FS ABAWD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313B	TARGETED REVIEW - EXP FS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313C	TARGETED REVIEW - FS HH COMP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313D	TARGETED REVIEW - FS INCOME	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313E	TARGETED REVIEW - FS NON CITIZEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5313F	TARGETED REVIEW - FS SHELTER/UTILITIES	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314A	TARGETED REVIEW - MFIP EARNED INCOME	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314B	TARGETED REVIEW - MFIP /FOOD PORTION FIATED	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314C	TARGETED REVIEW - MFIP HH COMP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314D	TARGETED REVIEW - MFIP NON CITIZEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314E	TARGETEED REVIEW - MFIP PARTICIPATION	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5314F	TARGETED REVIEW - MFIP POST 60 MONTH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5315A	TARGETED REVIEW - HC CITIZEN/ID	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5315B	TARGETED REVIEW - HC INCOME	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5367	Parent acknowledgement when choosing a legal nonlicense	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5426	Long Term Care Partnership and Medical Assistance Asset Protection	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5426A	Permission to share long-term care ins. info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-5426C	Long-term care partnership protected assets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5426D	LTCP PROTECTED ASSETS REVIEW	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5426E	Long-term care partnership updated ins. inf	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5485	Authorization for Release of Information for In-home Child Care Providers	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5492	Minnesota Health Care Programs - Return Proofs Cover Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5523	Document Title Child Care Assistance Billing Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5532	ANNUITY DATA WORKSHEET	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5576	Combined Six-Month Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5576A	Combined Six-Month Report-Supplement for cash	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5576B	Combined Six-Month Report Cover Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5590	MA-LTC Case Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5591	MA and MinnesotaCare Worker Verification Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5675	Electronic Claims Payment Affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5779	Medical Coverage for Child Receiving Adoption Assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5792C	Medical Assistance (MA) for Enrollees who have a Spendedown or Waiver Obligation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6035	MHCP Request for Proof of Residence (PARIS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6035A	PARIS PROOF OF RESIDENCE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6053	DIRECT DEPOSIT FOR VENDORS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6054	Signed Personal Statement about Assets for MFIP,DWP,GA,MSA, and GRH Programs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6059A	Medical care received	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6059B	Medical Expense Tracking Worksheet for the LTC Income Calculation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6059C	MHCP Reported Medical Expenses	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6112	Medical Need	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-6123	Referral for disability determination	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6124	Authorization to disclose info. for disability determ.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6125	SMRT ADULT DISABILITY WORKSHEET	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6125A	State disability reviews for adults	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6126	State Medical Review Team Children's Disability Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6126A	State Disability Reviews for Children	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6189D	MHCP Assistive Technology Providers Applicant Assurance Statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6189G	MHCP Environmental Accessibility Providers Applicant Assurance Statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6231	MHCP citizenship and identity proofs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6305	Parent Medical Condition Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6349A	SMRT Documentation Requirements	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6350	Rent Subsidy Verification Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6351	Verification of Application for Rental Assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6364	Hardship Waiver Request for Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6383	MHCP HCBS Waiver AC Programs Lead Agency Provider Enrollment Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6451	Special Needs Basic Care (SNBC)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6475	Parent Request for In-Home Child Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6662	90 day override request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6670	County to MinnesotaCare Case Transfer Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6696	MNSure app and help paying costs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6696A	Supplement to MNSure App for HC help paying costs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6696B	MNSure supplement to the HCAPP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6696D	Health Coverage from Jobs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6749A	GA or MSA Notice of Drug Felon Match	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6749B	MFIP Notice of Drug Felon Match	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-6801	White Earth Transfer Verification Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6930	SNAP Employment and Training Program Notice to Attend Orientation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6935	SNAP Employment & Training Services Job Search/Work Activity Log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7054	MFIP/DWP employment services child care request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7122	Professional statement of need	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7123	Habitability inspection	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7207A	We Have Determined Your Health Insurance Is Cost Effective	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7207B	We Have Determined Your Health Insurance Is Not Cost Effective	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7635	Work Registration Notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120201	MA Approval for Newborns(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120202	MA Approval General(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120203	MCRE Approval General(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120204	MA Closure with Approval for MCRE(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120205	MA Closure with Denial for MCRE(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120206	MA Closure for enrollees with Medicare(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120207	MA Closure for non-residents(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120208	MA Closure General(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120213	MA Denial General for MA and MCRE(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120214	MA Denial for ROI(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120215	MA change in basis of elig(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120217	Renewal with program continuation(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120218	Renewal with closing MA or MCRE(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120219	Renewal with a program change(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-120222	MA Denial Duplicate Assistance(METS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
70000-1	Completed fee cover sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-6	Administrative appeal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-9	Client summary annual report form "Y"	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-11	Notice of Social Services Action	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-12	Calculation of the parental fee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-15	Maltreatment summary for record destruction from private information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-17	Notice of privacy practices and completed acknowledgement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-17H	Notice of privacy practices and completed acknowledgement - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-17S	Notice of privacy practices and completed acknowledgement - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-18a	Acknowledgement of receipt of privacy practices - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-18b	Acknowledgement of receipt of privacy practices - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-20	Completed information disclosure request for private, confidential, non-public, or protected non-public data	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-21	Completed electronic data consent form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-24	CP/VA background check - completed - cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-28	Completed consent for release and exchange of information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-30	Consent form to release and exchange health info - without instructions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-30CD	Consent form to release and exchange health info - without instructions - CD/Rule 25 version	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
70000-30EN	Consent form to release and exchange health info - without instructions - Ed Neglect version	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-30S	Consent form to release and exchange health info - without instructions - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-30T	Consent form to release and exchange health info - without instructions - Truancy version	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-31	Request for transportation/reimbursement form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-32	Completed death and serious injury reporting form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-33	Completed additional information needed - address book request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-34	Client copy work fees cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-35	Completed car seat recipient release form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-40	Informed consent to release info (Rel. #3)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-41	Completed CDCS - CCT - DD Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-44	Completed CDCS - notice - authorization - alternative billing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-47	CDCS - verify - prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-48	CDCS - budgeting cap letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-49	Completed parent - staff weekly schedule and job description	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-50	CDCS - corrective action notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-51	CDCS - plan review/approval - fillable and written	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-53	CDCS - revision request form - fillable and written	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-56	CDCS - plan review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-65	CDCS - Personal Negotiated Risk Management Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-70	Placement Authorization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-73	Authorization for Payment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-74	CDBG Housing Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
70000-75	Consent for Release and Exchange of Data - Homeless Outreach Services Team	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-76	CDBG Authorization Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-78	Coordinated Entry Referral Acceptance or Denial Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-80	CDCS Health & Safety Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-81	Homeless-Housing-GRH Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-83	Purchases for Clients - Transportation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-85	HOST - Wrap-Around Program Overview	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-86	HOST - Wrap-Around Program Questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-87	CDCS - Intellectual Disabilities Plan Review-Approval	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-NA	ESS gas authorization – emergency SS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-NA	Housing search log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-NA	Out of co/agency CP/VA background checks log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
70000-NA	MN Std Consent-Release Health Info (Consent #1)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-2	Referral of suspected child abuse or neglect	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-3	Intake - social service referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-4	Notification to school to interview child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-5	Request for child protection day care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6	Completed data privacy notification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6a	Data Practices Rights Advisory - Children 10 & Over	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6aH	Data Practices Rights Advisory - Children 10 & Over - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6aS	Data Practices Rights Advisory - Children 10 & Over - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6H	Data Practices Rights Advisory - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6S	Data Practices Rights Advisory - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-6T	Data Practices Rights Advisory - Truancy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71040-8	Notice of 72-hour peace officer health and welfare hold	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-16	Completed intake log - intake/assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-29	Am. Red Cross - crisis response report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-31	Citizen review panel - per diem form - SS#	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-47	Authorization for medical exam reimbursement worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-58	Alternative response family assessment worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-60	36-hour detention request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-61	Local child mortality/near fatality review meeting	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-81	Kinship Search - Maternal Relative Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-82	Kinship Search - Paternal Relative Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-83	Kinship - Initial Intake	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-85	Application for Case Management Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71040-NA	Completed Trail Home Visit Notice Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-2	Visitation report forms	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-10	Eco map (understanding the family in its world)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-11	Minor Parent Assessment and Employability Development Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-12	Stepparent adoption study and information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-19	Personal needs allowance form SSI benefits monthly billing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-21	Foster care for youth 18-21 monthly billing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-23	Completed Credit Repair Letter for Minor Client	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-24	Completed Credit Report Letter and Education	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-NA	90 Day Transition Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71600-NA	Attachment B-Voluntary Foster Care-Youth 16+ in Out-of-Home Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71600-NA	Ckfst for youth 16+ in out-of-home care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-2	Notification of placement authority	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-4	Home detention contract	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-5	Invite - administrative review placement letter - CP template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-13	Voluntary placement agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-14	Intake team referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-15	Agreement - routine and typical medical care (child under care of WCCS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-17	Request for transportation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-22	Clothing request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-26	Community work service assignment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-30	Permanency team review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-39	Child Protection Field Book Face Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-40	Permanency petition worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-46	Teen parent evaluation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-47	Decision making - plans for the baby	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-56	RCA annual affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-57	RCA payment worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-59	Decision making worksheet - father	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-60	Decision making worksheet - couple	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-62	Case consultation data sharing agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-63	Family safety plan (alternative response)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-63a	Safety plan (one unit uses this version)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-65	Housekeeping checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-66	Financial statement (proposed)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-66S	Financial statement (proposed) - Spanish	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
71930-67	Brief in-home services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-70	MH screening results letter (child)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71930-72	MH screening notice	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-75	Request - family service worker	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-76	Full disclosure statement - conc. plng. - parents of kids in FC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-78	Case transition meeting form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-82	Client/parent safety plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-85	Ed neglect - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-85H	Ed neglect - diversion and school attendance contract - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-85S	Ed neglect - diversion and school attendance contract - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-87	Ed neglect letter (parent) template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-88	Ed neglect tracking sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-93	Truancy - diversion and school attendance contract	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-93H	Truancy - diversion and school attendance contract - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-93S	Truancy - diversion and school attendance contract - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-95	Parent - truancy letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-99	12-15 year olds truancy diversion referral tracking sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-101	Open cases referral out tracking sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-102	Excused medical absences	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-106	Efforts to locate non-custodial parent	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-110	Fax cover sheet - child's court report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-111	Child mortality log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-112	Client's list of psychotropic medications	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-113	Parent Support Outreach Program Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71930-114	Initial Relative Search Response Form - English	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-114H	Initial Relative Search Response Form - Hmong	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-114S	Initial Relative Search Response Form - Spanish	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-117	Request for Child Protection Child Care Funding	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-118	Child Care Verified Claim Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-119	Completed Child Protection Child Care Funding Letter Sample	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-120	Completed Request for Donation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-121	Social Services Notice of Proceedings or Services Involving an Indian Child-ICWA	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-122	MAPCY Adjustment Request for Foster Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	AA verification card	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Closed Court File Letter - Age 21	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Closed Court Files Letter - VP Terminated	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Initial Relative Search Letter (ENGLISH) - GEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Permanency relative search letter - GEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Permanency relative response letter - GEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71930-NA	Advisory & Notice of Rights (SED)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71960-5	Adoption reference option letter - questions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71960-9	Completed information form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-1	Child foster home licensing review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-2	Notice to medical vendors	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-3	FC - letter of reference	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-6	Placement check-in form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-7	Visitation log for new foster parents	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-8	FC - applicant information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-10	Record of corp. AFC staff training - use of med. Equipment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-11	Corp. foster care applicant background study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71980-11a	Adult and child family FC and adptn. - background "check" study - Adam Walsh	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-11aCRP	Citizen Review Panel-Background (Check) Study-Adam W	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-11b	Corp. foster care employee background study - RR v	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-11e	Corp. AFC - Applicant Background Stdy-SC vsn	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-12	Evaluation of the agency by the foster family	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-12a	Evaluation of the agency by the adult foster family	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-14	Evaluation of services of FC provider	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-15	Health care record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-17	FC - monthly activity report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-19	Foster home in-use	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-24	School/activity permission	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-25a	CFC Autobiography	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-27	Resident monthly cash record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-29	Family foster care training and skills form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-30	FC - monthly billing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-30a	DD FC monthly billing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-32	Corp. notification to lic. worker of FC placement/discharge	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-35	FC - out-of-state travel consent	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-36	AFC - resident information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-37	Individual resident placement agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-39	School contact record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-40	Ref. AFC non-consolidated stds. licensure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-47	CFC - initial licensing packet letter template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-48	AFC - placement request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-49	AFC - history and physical exam form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-50	CFC - difficulty of care rating sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71980-52	Permission for AFC provider to administer medications	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-53	AFC - program abuse prevention plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-57	Consent to share a bedroom with a particular person	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-62	CFC - incident report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-62a	AFC - incident report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-68	AFC - relicensing - corporation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-69a	AFC program employee reporting form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-69c	AFC employee annual report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-73	Difficulty of care rating sheer	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-76	Foster parent evaluation of child placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-80	Non-waivered corp. alternate year review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-90	Request for foster home licensing study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-96 [P]	AFC - medical/dental visit/order form (provider vsn.)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-97	Clothing inventory	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-98	Payment agreement for out-of-home placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-103	Completed complaint-grievance procedure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-104	CFC - health status of applicants/household member	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-109	Corp. alternate year review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-110	Initial corp. lic. checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-114	Family contact record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-115	Placement memories	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-118	AFC - relicensing checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-119	Personal health and medical record form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-122	FC - extension request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-125	CFC - record of training	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-126	Adult placement request for dispositions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-127	FC damage request claim form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-129	Purchase of service agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
71980-131	AFC - Home death report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-132	AFC - Family background tracking form (lic.)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-138	Medical appointments	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-145	CRS Initial/Relicensing (AFC) Fee Form - BLANK	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-148	Non-consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-149	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-150	Non-consolidated corp. initial licensing letter template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-151	Consolidated corp. relicensing letter template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-154	Child placement team - disposition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-156	Emergency relative FC placement info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-157	Adult family foster care relicensing-alternate year checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-158	Rule 203 lic./relicensing checklist - consolidated stds. sites	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-159	Child placement team - initial request - corp.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-160	Child placement team - review and disposition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-163	General tracking instrument	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-164	Consent to release photos/media - FC child of the year	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-165	Child dual license risk management plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-166	AFC grievance policy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-167	AFFC - net study - employee BGS tracking form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-169	Respite FC request (child)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-182	AFC - disaster plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-184	CFC field book face sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-185	CFC - recruitment grant mileage reimbursement request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71980-186	Completed AFC - home drug and alcohol policy agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-187	Med. prov. assessment - med. devices - quality source trg.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-189	AFC - initial licensing checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-191	Corp CFC – Drug & Alcohol Policy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-200	CFC - internal variance request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-201	FADS - participant's rights agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-202	FADS - individual service plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-205	Placement team - youth 18-21 - extd. FC request and review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-206	AFC individual abuse prevention plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-208	AFC - request for a variance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-209	Placement team - youth 18-21 - ext. FC disposition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-212	CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-213	CFC relicensing foster parent worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-214	CFC alternate year licensing worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-215	Foster care correction order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-215a	AFC-CRS-FADS Correction Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-216	Adult foster care caregiver training record	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-218	CFC initial/relicensing fee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-220	Physician's statement-medication admin assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-222	Corporate CFC initial licensing worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-223	Corporate CFC relicensing worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-224	Private Pay Telephone Assessment Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-225	AFC autobiography	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-228	18-21 Foster Care - Individual Abuse Prevention Plan (IAPP)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-229	18-21 Foster Care – Program Abuse Prevention Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71980-233	AFC Mobility Access Assesments	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-234	AFC Initial/Relicensing/Alternate Year Data Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-235	AFC Home Study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-236	AFC Background Study Tracking Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-237	Acknowledgement of Receipt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-238	CRS Annual Review Questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-240	AFC Fire & Tornado Drill Log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-241	FADS Individual Abuse Prevention Plan-IAPP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-242	FADS Intake Packet Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-243	Permission for FADS Provider to Administer Medications	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-244	FADS Physician's Statement for Medication Administration Assistance	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-245	Revised Placement Plan by Administrative Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-247	Adult Foster Home Program Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-248	VA Report Internal Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-250	Corporate CFC Alternate Year Licensing Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-251	AFC Resident Rights Receipt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-253	CRS Monitoring Technology Disclosure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-254	AFC Monitoring Technology Disclosure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Adoptive - foster parent study - fillable	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Adoptive - foster parent study outline	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	AFC Background Study Tracking form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Daily med. chart	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Family disaster plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Medical Appointments	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Medical Devices Doctor Assessment Document	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Medical Devices Training	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
71980-NA	Recommendation for a Denial of a Child Foster Care License Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
71980-NA	Weekly Med Box Fill Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-1	Correction order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-8	Permission to administer medication	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-9	Permission to administer non-prescription products	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-11	Family child care - placement list	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-15	Completed relicensing materials letter - FCC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-16	Parent evaluation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-27	Child care record of training	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-28	Reference for FCC licensing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-29	Questionnaire for CC applicants	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-30	Request for variance - FCC and GFCC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-38	Animal protection plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-41	Completed late correction order letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-55	Completed license approval letter - cc	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-57	Travel and activity authorization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-58	Request for variance enrollment form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-59	CC - initial licensing evaluation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-62	CC - safety checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-64	Completed FCC - lic. previously licensed in your county letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-70	New provider tracking	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-81	Variance log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-106	Completed CC - program reporting notification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-107	CC - licensing billing receipt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-113	Background study documentation form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-116	Nominate your lic. FCC prov. - prov. of the year form (lav)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
72000-129a	A license ratios	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-129c-1	C-1 license ratios	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-129c-2	C-2 license ratios	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-129c-3	C-3 license ratios	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-131	Lic. FCC prov. recognition rating form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-132	Licensors verif. - FCC prov. nominees	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-135	Completed unlicensed family child care letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-136	Child care initial licensing checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-138	CC Licensing Parent Notification of Variance Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-139	Child/Adult Ratio - Licensors Variance Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-142	CC Daily Parental Sign-In/Sign-Out Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-144	License Types/Capacity	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-148	Child Care Licensing Exit Interview	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-NA	Consent for the Release of Photographs/Medica-CC Provider of Year	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-NA	Lic. FCC prov. of the year nomination form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
72000-NA	No Violations Letter to CC Providers	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-3	Rule 25 assessment application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-4	Residency verification form (CCDTF)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-5	Completed statement of income and health care benefits	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-7	Placement change request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-8	Completed your right to appeal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-9	Service coordination form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-11	Authorization to release Rule 25 assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-12	Referral for chemical health info letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-13	Recovery goals - WC pilot project	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-14	Biopsychosocial assessment - WC pilot	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
73000-15	General info - WC pilot project	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-16	Completed data practices rights advisory - CD (aka tennesen warning)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-19	Determination of financial responsibility	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-20	Completed notice to clients	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-22	Purchase Order (Chemical Health)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-24	Transportation Request Form (Chemical Health)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-NA	Rule 25 Packet for Jail	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
73000-NA	Service Agreement Year End Split Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-0	Intake Interview	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-1	Request for emergency examination and hospitalization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-2	MH case management services - S&P MI - med. elig. comm.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-3	Prepetition screening report - Comm-MI - GEN	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-3a	Prepetition screening report - in field use only vsn.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-4	Rule 79 case management and adult rehab MH svcs. - eligibility form (no electronic vsn)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-7	Medication list/monitoring form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-11	Prepetition screening inquiry - commitment for MI	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-21	Intake form - MH unit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-27	Data Practices rights advisory (tennesen warning)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-29	Crisis plan (no electronic vsn)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-31	LTCC community support plan "MH care plan" (CADI)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-32	Rate Sheet (Waiver)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-33	Annual review (waiver - checklist)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-34	Face sheet (waiver)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-38	Transportation request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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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)
74000-39	H.S.I. psychiatry referral intake data	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-40	Close case request letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-42	Case transfer dictation (from Wash. Co.)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-43	Case transfer dictation (to Wash. Co.)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-45	Diagnostic assessment outline - TCM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-46	Case note documentation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-48	Completed consumer stipend for MH training committee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-55	Rule 79 peer review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-56	Purchase of services request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-59	Reimbursement of program expenses to service providers	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-60	Sheriff referral for case management services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-61	Side effects letter (430 ph#)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-62	Request for police records by PPST	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-63	Agreement to participate in MN MH outcomes survey (no electronic vsn)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-64	Out-of-county service agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-66	Daily log	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-67	Completed side effects letter (275 ph#)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-68	Face sheet - Rule 79	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-69	Completed mental health client eligibility criteria for service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-70	Completed extension request memo	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-72	Individual resident placement agreement (CADI)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-73	H.S.I. transporter purchase request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-85	Completed notification letter - receiving CADI - TBI PJ's	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
74000-87	Request for per diem and mileage - MH advisory comm.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-93	Clinical supervision	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-94	Lvl. II - MI diagnostic assessment for PASARR	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-96	Level II - PASRR - cover letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-98	Diagnostic assessment & eligibility review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-99	Hotel stay agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-104	Functional Assessment Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Billing List	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Civil Commitment Notice for MI/MR/CD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Civil Commitment Notice for MI & Dangerous	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Client's Generic Debt Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Closing Summary (dup-same as on SSIS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Consult Agenda	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – 6 Mo. Treatment Report (Extension of Commitment Requested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – 6 Mo. Treatment Report (No Extension Requested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – 60-90 Day Treatment Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – Stayed Order of Commitment Report (90 Day)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – Stayed Order of Commitment Report (Request to Dismiss)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – Stayed Order for Dismissal Report (90 Day)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Court Report – Stayed Order for Dismissal Report (Request to Dismiss)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Crisis Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Diagnostic Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
74000-NA	Diagnostic Assessment Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Diagnostic Assessment Request Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Eligible for Services – Intake Team	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Face Sheet – MH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Host County Concurrence Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	ICSP-AMH-SSIS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Initial Assessment – CADL	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Initial Contact Letter – Intake Team	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Intake Assessment-River Oaks-Cronin II Comm. Pro.- AMRTC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Medical Records Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Medication Monitoring Alert	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Memo- Not eligible for AMH/Adult Prot. Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Memo – Receive Section 8 Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	MH Statistical Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	MICD Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Not Eligible for AMH Case Management Services Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Notice of Intent to Revoke Provisional Discharge – Court Tmpl	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Offer of AMH Services (WCSO Contact) Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Petition for Administration of ECT	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Psychotropic Med.-Standardized Assessment – Med & Pysch Tmpl	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Reassessment – CADL	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Request-Authorization to Impose Treatment/Req. Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Request for a Hearing on Continuance for Dismissal – Court Tmpl	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
74000-NA	Request for a Hearing on Stayed Order for Dismissal – Court Tmplt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Request for an Order for Apprehension – Court Tmplt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Request for Extension of Stayed Order of Commitment – Court Tmplt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Request for Revocation of Stayed Order of Commitment – Court Tmplt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Rule 25 Assessment – CPA – Releases Face Sheet (CD)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Targeted Case Mgmt (TCM-Rule 79) Opt Out Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	Still Interested in AMH Case Mgmt. Svs. Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	View Chart	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74000-NA	YMCA Letter 1	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-1	Crisis Assessment Diagnostic Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-2	Adult and Child Crisis Treatment Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-3	Data Practices Rights Advisory-CRU	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-4	Insurance Info and Consent Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-5	Adult Mental Health Crisis Call Screening Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-8	Child Protection Crisis Call Screening Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-9	Children's Mental Health Crisis Call Screening Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-10	Satisfaction Survey-CRU	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-11	Stabilization Referral Form-CRU	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
74100-12	Crisis Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-1	FSG - prog, documentation of annual expenditures	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-2	Referral for review of vol. placement of DD/EH children	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-3	ISP plan - long form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-4	Site monitoring	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-5	Request to suspend MA deeming rules	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
75000-7	Provider's risk management assessment and plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-11	Requisition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-20	Annual waiver plan approval	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-22	Assessment of individual service needs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-23	Income eligibility to receive services form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-27	Request for licensing corp. foster care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-33	Intake form - DD unit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-34	FSG - application - attachment B	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-35	FSG - budget of subsidized expenses - attachment C	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-36	FSG - notice of grant termination - attachment G	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-41	CSG - budget/service agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-42	DRS referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-43	DD intake/social history info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-44C	Completed referral for DD services letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-48	Cert./verif. of respite prov. qualif. for unlic. out-of-home respite (Adden. ISP)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-53	Case record review form - WITH Kids in Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-53a	Case record review form - WITHOUT Kids in Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-55	Completed (CSG) statement of informed consent	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-56	(CSG) release from liability	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-57	(CSG) designation of authorized rep.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-59	Completed advisory, notice of rights and plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-60	Employment and alternative services plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-61	Service agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-67	Consumer profile - DD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-68	CSG - PDN - consumer agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-69	CSG - social worker documentation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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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)
75000-73	DD respite financial statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-74	Notification of amount - parent fees - DD child respite care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-75	APPEALS - receipt of notice letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-76	APPEALS - denial letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-77	APPEALS - tracking forms	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-82	Completed Family support grant - waiting list factors	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-90	Completed acknow. - leveled case mgmt. designation and consent	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-95	ISP - transmittal vs. amendment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-97	Verification of prescribed diet and eval. of special diet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-98	Notice of FC benefits up to age 21	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-99	CSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-100	FSG - transfer of co. of fin. responsibility	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-101	Intellectual Disabilities Waiver Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-102	Physical exam form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-104	Verified claim form - DD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-105	DD Unit - ISP & face-to-face tracking sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-113	Related Conditions Eligibility Guidelines (DD)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-114	My Housing Preferences	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-115	Notification of Residential Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-116	Pre-Placement Residential Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-117	DD Intake Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-118	Intellectual & Developmental Disabilities Quality Assurance Visit (QAV)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-119	FSG - Hardship Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-120	ID Waiver Allocation Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
75000-NA	Case transfer letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
76000	Supplies and equipment authorization	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-6	Quality assurance visit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-11	AC financial eligibility report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-24	Request for service 6 mo. reassessment - change	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-27	Completed tennesen warning Private and Confidential Data for Vulnerable Adult Investigation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-36	Notification to hospitals, medical and mental health clinics, care facilities and providers, and medical professionals/staff	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-38	MnChoices Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-46	Completed RSC - 1 or 3 Year letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-51	Completed Notice of rights	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-89	VA/DD TCM eligibility determination worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-94	Allocation/Placement change form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-95	Notice of intent to close CADI, TBI, CAC - attachment F	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-107	Completed AC consultation letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-113	AC and EW waiver case checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-114	AP and VA case checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-117	Chart cover sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-119	Referral for CADI/CAC/BI review committee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-134	PCA tracking form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-136	Nurse's notes sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-139	Completed physician's cover letter for guardianship/conservatorship	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-141	Completed rule out letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-142	AC prog client disclosure form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-143	AP Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-145	Completed investigation delay letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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76000-147	VA investigation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-150	Completed false findings letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-151	Completed inconclusive findings letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-152	Completed no determination letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-153	Completed substantiated findings letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-154	Case Closing Summary - Waiver	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-157	CFR Notification of MnChoices Assessment (Only for	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-158	Purchase Order/Bus Pass Request - Adult Protection	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-159	Purchases for Clients - Housing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-161	Reimbursement Form - Adult Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-163	MnChoices Communication Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-164	MnChoices Reassessment Checklist - WAIVER ONLY	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-165	MnChoices Reassessment Checklist - PCA ONLY	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-166	MnChoices Reassessment Checklist - CSG	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-170	Assessment Request Form	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
76000-171	EPS Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-172	EPS Safety Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-NA	Completed AC fee overdue letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-NA	Completed AC intake public health letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
76000-NA	Universal transfer form facesheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ABC-NA	ABC Case Management Overview 1-Never had Payee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ABC-NA	ABC Case Management Overview 1-Has Payee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ABC-NA	ABC Payee Client Authorization form Release of Info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ABC-NA	ABC Payee Information Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ABC-NA	ABC Payee Rental Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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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)
AHC-NA	In Home referral Registration (Associated Health Clinic)	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 2 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 4 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 6 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 8 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 10 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 12 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 14 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 16 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 18 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 20 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 22 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 24 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 27 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 30 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 33 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 36 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 42 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 48 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 54 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-NA	ASQ-3 - 60 mo questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	6 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	12 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	18 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	24 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	30 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	36 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
ASQ-SE-NA	48 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
ASQ-SE-NA	60 month SE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Br-NA	Bridging Referral Form-Client Checklist	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
CC-NA	Sex Offender-Home Safety Contract	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	ARMHS Referral Form	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
CH-NA	Completed Children's mental health case management- Dear Parent-Prov Referral Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Children's mental health referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	ECBA gen referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	EBP stages of change	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Family treatment program referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	In-Home Skills Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Life skills-solid ground class referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Mobile Crisis Response Team Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Completed Monitoring of Medication Side Effects Letter- Signed	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Referral Form-External AIS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Request for Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	SED Criteria	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CH-NA	Ticket to Work Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CoAtty-NA	Delegation-PowersByCustodian-Guardian	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CoAtty-NA	Completed AIM Failure to Attend Mtg Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CoAtty-NA	Completed AIM Invite Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CoAtty-NA	Completed Information Disclosure Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
CoAtty-NA	Request – Issue Juvenile Warrant	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Affidavit in Support of Prehearing Confinement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Affidavit of Petitioners in Support of Ex Parte Motion to Waive Post-Placement Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Affidavit of Petitioners in Support of Ex Parte Motion to Waive 1 Year Residency Requirement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services/Social Services	
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Court-NA	Child At Home Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Child Out-of-Home & Over 16 Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Child Out-of-Home & Under 16 Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Communication & Contact Agreement & Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Consent of Parent to Adoption and Waiver of Notice of Adoption Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Consent to Adoption by Child Age 14 or Older	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - 6 Month Treatment Report (Extension of Commitment Requested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - 6 Month Treatment Report (Extension of Commitment Requested)-CH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - 6 Month Treatment Report (No Extension Requested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - 60-90 Day Treatment Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report-60-90 Day Treatment Report-CH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - Stayed Order for Dismissal Report (90 Day)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report-Stayed Order for Dismissal Report (90 day)-CH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - Stayed Order for Dismissal Report (Request to Dismiss)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report - Stayed Order of Commitment Report (90 Day)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report-Stayed Order of Commitment Report (90 day)-CH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Court Report-Stayed Order of Commitment Report (Request to Dismiss)-CH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Demand for Notice-Probate	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	ECT - Affidavit of Medical Expert	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Court-NA	Examiners support statement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Exhibit A	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Findings-conclusions order for judgment and decree of adoption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Formal review request - Request for Formal Review Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Informal review order - Order, Report to Court, and Request for Informal Review Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Ex Parte - Motion to waive one-year residency requirement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Ex Parte - Motion to waive post-placement assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Notice of Intent to Revoke Provisional Discharge - Chemical Health)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Notice that child was returned to care of parent or legal custodian or Notice to change of foster care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Order of probation - CHIPS	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Order of probation - delinquency (court)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Order waiving one-year residence requirement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Order waiving post-placement assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Provisional Discharge - Notice of Intent to Revoke	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Provisional Discharge - Request for an Order for Apprehension	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Provisional Discharge - Revocation Affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Provisional Discharge - Revocation Affidavit - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Provisional Discharge - Revocation Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Petition for Administration of ECT	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Court-NA	Petition for Authorization to impose involuntary (Neuroleptic) treatment (ITP) and request for hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Petition for Authorization to impose treatment (ITP) and request for hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Petition for judicial commitment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Petition for judicial early intervention	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Petition for stepparent adoption (uncontested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Physician's statement in support of guardianship/conservatorship - fillable	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Physician's statement in support of ward's/conservatee's inability to attend hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Probation violation report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for a Hearing on a Stayed Order for Dismissal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for a Hearing on a Stayed Order for Dismissal - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for a Hearing on Continuance for Dismissal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for a Hearing on Continuance for Dismissal - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for an Order of Apprehension - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for Extension of Stayed Order of Commitment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for Extension of Stayed Order of Commitment - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for Revocation of Stayed Order of Commitment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Request for Revocation of Stayed Order of Commitment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
Court-NA	Revocation of Provisional Discharge - Chemical Health	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Court-NA	Stepparent Adoption Affidavit Checklist if Post-Placement Assessment Waived	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-33	State agency appeals summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-35	Agreement between foster parents and placement agency	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-139	Report of adoptive placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-178	Report to court petition for adoption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-188	Adoption placement agreement for child under state guardianship (2010)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-312	Adoptive applicant registration state adoption exchange (2004)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-313	Report of Termination of Pre-Adoptive Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-329	Information for Attorney or Family to File Adoption Petition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-968	Interstate compact - placement of children summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1542D	SSI interim assistance agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1776	Voluntary Out-of-Home Placement Agreement Non-Indian Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1795	Interim assist agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1795a	Consent of child over 14 years of age	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1992B	Health Insurance Info Form (HIIF)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1956	Physician's report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-1995	Application for social services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2140	Gen. authorization - release of info - assets	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2400	Authorization for Release of Info from the Bureau of Criminal Apprehension	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2494	Report of Vulnerable Adult Maltreatment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-2630	AC program eligibility worksheet - 180 day - both	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2630A	AC program eligibility worksheet - 180 day - one spouse	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2720	Floor and escape plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2721	Letter to owner of unlicensed CC home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2727	Long-Term Services and Supports Assessment and Program Information and Signature Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2780	Client placement authorization - CCDF	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2794	Rule 25 assessment and placement summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2828A	Long-Term Services and Supports Notice of Action (Assessments and Reassessments)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2841	Cost effective insurance info - employer or ins co	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2952	Authorization - release of info. - residence and shelter expenses	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-2977	Important Notice of Parental Fee Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3067	DD screening document	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3070	Service agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3141	Variance request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3152	Completed TCM data transmittal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3161	Request for Designated Provider Agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3218	Emergency relative FC license application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3219	Emergency rel. FC notice - bckgrnd. study (old - ck.)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3243	CEP intake form - VA maltreatment report - disclosure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3244	PCA Assessment & Service Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3244A	PCA Assessment & Service Plan Instructions and Guidelines	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3244P	Referral for Reassessment for PCA Services	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-3324	Recommendation for New AFC Family or FADS Licensure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3340	Asset Assessment for Medical Assistance for Long- Term-Care Services (MA-LTC)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3417	MN health care prog. application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3426	LTCC prog. - OBRA level I criteria - screening for MR/MI	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3427	LTC screening document	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3428	MN LTCC services assessment form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3428A	MN LTCC services assessment form: SW and PHE sections	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3428A	MN LTCC services assessment form for Children under	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3428C	MN LTCC Services Assessment for Children under 18	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3428D	PCA svc. plan for waiver participant	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3457	Eval. report - lvl. II PAS for persons w/MI	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3471	BI waiver assessment and elig. determination	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3471A	BIW waiver assessment and elig. determination instr./wksht.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3471B	BI waiver elig. and documentation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3543	Request - payment of long-term care svcs.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3548	AC Program Client Disclosure Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3614	CAC (Community Alternative Care) Program Application/Reassessment Support Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3819	License Renewal Recommendation Form (FCC/CFC/AFC/CRS/FADS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3848	Related conditions checklist (DD)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-3936	My Move Plan Summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-4007	County of financial responsibility	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4015	Prov. enrollment application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4147a	Case mgr. guide - determining ICF-MR level - care - ICF - MR - MR - RD wvr	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4248	Evaluative report - Lvl II - preadm. screening - persons DD/RC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4258a	MN Adoption & Child Foster Care Application	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
DHS-4258b	Eligibility for individual fact sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4258d	Home study assessment (fillable)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4258e	Home Study Assessment Update (fillable)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4258h	MN Corporate Child Foster Care Application (Foster Residence Setting)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4266	Interstate compact - placement - children - request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4267	Interstate compact - placement - children - report placement status	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4268	Interstate compact - placement children ass. of admin.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4369	Notice of social service action	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4488	Letter of co. acknow. - new MR-RC home and CBWS prov.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4556	Annual community support plan eligibility	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4677A	ICF/DD Variable Rate Recommendation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4677D	Provider Application for 186 Special Needs Funding	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4689A	Screening Deletion Request-DD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4690	Communication to physician of PCA svcs.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-4801	AC estate claim referral worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5017	Summary of diagnostic findings	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5178	Emergency relative placement - FC referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-5181	Lead Agency Assessor/Case Manager/Worker LTC Communication Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5204	Rule 25 assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5223	Combined application form (CAF)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5224	ICWA - MIFPA SW checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5225	Data practices agreement (ICWA)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5227	Notice to tribe of svs. to Indian child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5410	FC candidacy determination form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5727	Voluntary Placement Agreement for Treatment: Non-Indian Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5788	CDCS - alt. treatment form - MHCP - enr. phys.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5883	Substantiated perpetrator reporting form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-5887	DD - additional square footage checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6063	Mental Health Targeted Case Management Universal Transfer Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6123	Ref. for disability determination	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6124	Authorization - disclose info. - DD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6125	Adult disability worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6249	LOCUS recording form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6281	90 Day Transition Plan for Youth Discharged After Age	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6532	CDCS Community Support Plan - Rule 185 Compliant	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6633	Exception to CDCS Budget Methodology	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6696	MNSure Application for Health Coverage and Help Paying Costs	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6790C	Foster Care/SLS Daily	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6791a	Community Support Plan Worksheet- MnChoices	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6791b	Community Support Plan with the Coordinated Services and Support Plan-MnChoices	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
DHS-6791d	MnCHOICES-Coordinated Services and Supports Plan Signature Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6810	Positive Support Transition Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6810A	Positive Support Transition Plan Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6810D	Request for the Authorization of the Emergency Use of Procedures	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-6914	Caregiver Questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7096	LTSS Request for Physician Certification of Level of Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7122	Group Residential Housing - Professional Statement of Need	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7123	Habitability Inspection Form - Group Residential Housing - Supportive Housing Setting	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7176H	HCBS Rights Modification Support Plan Attachment-DHS-7176H	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7209	DD Waiver Waiting List Category Determination Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7774	Serious Injury Reporting Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7776	Family Child Care Admission & Arrangements	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-7786	Request for Fire Inspection or Reinspection	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-048151	Waiver Services ER (Emergency) Back-Up Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-293127	Corporate Child Foster Care Licensing Checklist (Foster Residence Setting)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-297544	Fix-it Ticket - Family Child Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-299698	Foster Care Emergency Escape Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-138632	Supplement to application (DHS-3324)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-138675	Consent/authorization for release of information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-143366	License Extension/Closure Pending Investigation Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-143369	Variance request form (family systems)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
DHS-16-143444	Child Foster Care Statement of Intended Use	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-143457	Family Child Foster Care Licensing Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-143488	FADS Licensing Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-143519	Correction order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-148050	MN 10 x 10 (NO bipolar - schizo title)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-150029	Annual Evaluation of Licensed Foster Home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-169973	Home Study ASSESSMENT for Corporate Child Foster Care (Foster Residence Setting)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-169974	Home Study Assessment UPDATE for Corporate Child Foster Care (Foster Residence Setting)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-170318	FADS Policy and Program Info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-174538	Family Systems Family Child Care Monitoring Questionnaire	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-177446	245D Pre-Application Worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-178867	Licensing Intake Complaint Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180468	Out of Home Placement Plan - Safety Plan and Services (CW-TCM Plan)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180899	Family Systems Licensing Application - Family Child Care	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180900	Family Systems (Unit-Licensing Division-Office of Inspector General FCC) 3324 - Recommendation for Family Child Care Licensure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180907	Family Systems Licensing Application - FAMILY Adult Foster Care, FADS, AOST	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180909	Family Systems Licensing Application - CORPORATE Adult Foster Care, CRS, FADS, AFC/CRS AOST	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180910	Family Systems-3324-Recommendation for New AFC Corp/CRS/FADS/Overnight Superv Tech Licensure	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-16-180911	Family Systems Licensing Application - Renew, Update, or Change of Premises - CORPORATE Adult Foster Care (AFC), Community Residential Setting (CRS), Family Adult Day Services (FADS), AFC Alternate Overnight Supervision Technology	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180912	Family Systems-3324-Renew, Update, Change of Premises, Close AFC Corp, CRS, FADS, Alt Overnight	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180922	AFC (Adult Foster Care) and CRS (Community Residential Settings) Program Abuse Prevention Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180923	Program Abuse Prevention Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-180924	Individual abuse prevention plan - IAPP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-181480	Adult Foster Care Program Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-193581	AFC (Adult Foster Care) and CRS (Community Residential Settings) Home Safety Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-193585	CFC (Child Foster Care) Home Safety Checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-16-196985	Corporate Child Foster Care Fact Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-A38c	Chemical Use Problems - Child Foster Care & Family Child Care - Variance Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NS-NA	Background Study Supplement to 3324	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NS-NA	CC Background Study Collection Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NS-NA	CFC-AFC-FADS BGS Data Collection Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Adult Foster Care Checklist – Rule 13	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Adult Foster Care Resident Rights	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
DHS-NA	CD Navigator Project-Consent (Notice of Privacy Practices Informed Consent to Participate in Project & Authorization for Release of Health Records and Other Private Health Information)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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DHS-NA	CDCS - FSE vendor notification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Chemical Use Problems - Child Foster Care and Family Child Care - Variance Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Education & Training Voucher-ETC-Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Family Child Care Request for Expedited Correction Order Reconsideration	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Foster Care Lic Renewal/Adoption Home Study Update	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Functional assessment (aka mental health scale)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	HCBS Waiver, AC and ECS Case Mgmt. Transfer and Communication Form -Case Transfer Doc	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Immediate risk of harm determination worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	MN self-sufficiency matrix	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	POMS Admission Form - Version 2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	POMS Client Satisfaction Survey - Version 2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	POMS Update Form - Version 2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Preliminary Information Form-Family AFC-FADS- Application-Netstudy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Preliminary Information Form-Family CFC Application- Netstudy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Preliminary Information Form-Corp CFC-AFC Without 245D-HCBS License-Netstudy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Req. - reconsideration of disqualification form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Rule 203 - AFC lic. cklst. - consolidated stds. sites	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Substantiated Perpetrator Reporting Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Supplement to Child Foster Care Application Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DHS-NA	Withdrawal of Foster Care Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
DVA-NA	SLUMS Examination Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
EMACS-NA	Inpatient Referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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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)
EMACS-NA	Referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FAP-NA	Child prot demographic & enrollment data form - ABC Payee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FAP-NA	Permission for enrollment - ABC Payee	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FGDM-NA	Consent to release Info - FGDM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FGDM-NA	Preparation guide for participants - FGDM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FGDM-NA	Provider release form - FGDM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FGDM-NA	Referral form - FGDM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FGMI-NA	FGMI - Referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FI-NA	Community-Based Services ARMHS Intake Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Form 3002	IRTS-Referral Information Form - Thrive (Form 3002) - WH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Form 3031	IRTS-CRS Crisis Assessment (Form 3031) WH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Form 4000	IRTS-Licensed Independent Practitioner Standing Orders - v1.2 WH	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Form 4010	IRTS-ALL-Physical Health Examination - v1.3	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Form 4021	Willow Haven-ALL-Diabetic Assessment v1.2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FRH-NA	Intake & Assessment Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
FS-NA	Address book request Supplier/Customer- new vendor - Fin. Svs.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HMIS-SMAC-NA	Minnesota's HMIS Release of Information	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HMIS-SMAC-NA	Single Adults VI-SPDAT	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HMIS-SMAC-NA	SMAC and Ramsey Coordinated Entry Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HMIS-SMAC-NA	SMAC-Ramsey CE Supportive Housing Assessment Receipt	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HUD-ESG-NA	ESG - Entry form - Emergency Shelter-Households	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HUD-ESG-NA	ESG - Entry form - Households	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HUD-ESG-NA	ESG - Exit form - Households	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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HUD-ESG-NA	ESG - Entry form - Emergency Shelter - Singles	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HUD-ESG-NA	ESG - Entry form - Singles	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
HUD-ESG-NA	ESG - Exit form - Singles	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
IRS-NA	W-9	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Collaborative - care plan - MSHO - SSC	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica care medication exception request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica denial/termination/reduction (DTR) form - 2010	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica MD letter after visit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica MD letter no visit completed	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica member enrollment transfer form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica MSHO initial welcome letter - new client	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica MSHO welcome letter - current client	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	Medica MSHO welcome letter - new client - unable to reach	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	SNBC assessment template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	SNBC CP Addendum PCP HCD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MED-NA	SNBC-PIN health risk assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	Affidavit-Disclosure or Non-Disclosure-Orig Birth Cert-Adopted Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	Certificate of adoption	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	Immunization Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	MN birth record appl. - cert. of birth - fee worksheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	MN birth record appl. - certified copy	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MDH-NA	MN birth record appl. - verification	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MH-NA	CoApplication Mosaic Homes Exhibit 2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MH Syst-NA	Mental health systems DBT referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MH Syst-NA	DBT Services referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MJUA-NA	Incident Report Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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MN-PS-33117-07	Eligibility verif. - reduced fee ID card	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MN-DPS	Permission for Inspection - Property owners - state fire marshall	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MN HFA-NA	Bridges application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MN HFA-NA	Eligibility Verification of Long-Term Homelessness	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MN HFA-NA	Long-term homeless housing status form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MNHP-NA	Crisis housing fund - application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MNHP-NA	Crisis housing fund - consent - release - info. forms	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MPSS-NA	ARMHS Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
MSS-NA	Client Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	AMH Case Management Transfer Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Annual Credit Report Request Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Certificate of Compliance - MN Workers' Compensation Law	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	CIP Home Health Service Referral Form & Participant Agreement for Payment of Medical Spenddown	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Collaborative Care Plan MSHO-MSC+	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Creative Independence Senior Dining Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Ecological Assessment of Dementia Scale	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	FGDM-Family Involvement Referral & Release (Lifetrack Resources)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Home Modifications Referral Form-Centrex-Access Solutions	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Hope Alliance Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	MN Advance Health Care Directive (BlueCross BlueShield MN)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	MN Advance Psychiatric Directive and Health Care Directive	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

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NA	MN Health Care Directive Toolkit & Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	MN Telephone Service Discount Application	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Optage HDM Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Paratransit Eligibility Certification Questionnaire & Metro Mobility Elig Application (Prof) (Metro Council)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Paratransit Eligibility Certification Questionnaire (ADA Metro Council/Metro Mobility)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Permanent Angling Lic-MN DNR	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Shared Living Agreement-JBF Tool	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	SSI-SSDI Service Request-Referral Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Statement of Need - Adult Mental Health Case Management Referral (Ramsey Co)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Supported Employment Services Referral Form-RISE	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Tomorrow's Leaders Today Youth Leadership Conference Application and Permission Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	VAMC SLUMS Examination form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
NA	Vocational Rehabilitation Referral Forms	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Ombudsman-NA	Death report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Ombudsman-NA	Death - serious injury fax cover	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Ombudsman-NA	Serious injury report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PATH-NA	PATH-SO-Single Entry-Exit Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PATH-NA	PATH-SSO-Single Entry-Exit Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PI-NA	Referral Forms for Nursing Services (In-Home)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PSC-NA	Pediatric systems checklist	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PW-NA	ARMHS consent	Private	M.S. 13.46, subd. 3	See Policy 1300 See Policy 1300
PW-NA	ARMHS Intake Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
PW-NA	ARMHS Medical History Intake	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
REG-NA	Patient Authorization-Release Protected Info	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
REM-NA	Adaptation request form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
Sal. Army-NA	Agency referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSA-4164	Advance Notification of Representative Payment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSA-787	Physician's/Medical Officer's Statement of Patient's Capability to Manage Benefits	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-43	Data Practices Agreement (Indian SS)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIA-45	Notice to Tribe Services to an Indian Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-114	Correction Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-170	Application for Child Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS 171	Individual Fact Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-173	Adoptive-Foster Parent Study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-174	FC Lic. Renewal/Adoption Home Study Update	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Adult Svs – Adult Protection Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Adult Svs – Adult VA Investigation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Adult Svs – B&W Template	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Advisory & Notice of Rights-SED Child in Vol. Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Case Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Case Note for Documentation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Case Summary/Closing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Children's MH – Referral-Rvw Vol. Placement-DD/ED	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Checklist for Youth 16+ (In Care)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Child in Voluntary Foster Care for Treatment Agreement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Childrens – Permanency – Team Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – 90 day TPR Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Child at Home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Child in Long Term FC or FC for Specified Period of Time	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Child in Out of Home Placement 16+	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA NINDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-NA	Court Report – Child NOT in Out of Home Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Child Ordered into Out-of-Home Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Child Out of Home	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Emergency Protective Care Hearing	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Informal Review of Voluntary Placement of a 18-21 Youth	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Informal Review of Voluntary Placement of DD or Emotionally Disturbed Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Informal Review Order	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Order of Probation – Delinquency	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Court Report – Probation Violation Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	CP Intake – Case Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	CP Intake – Need for Service Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-10411818	DD - Case Transfer Ongoing Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-10411763	DD - Ongoing Case Manager Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-10411704	DD - Request for Eligibility Information Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Disposition of Child Protection Report – Notice to	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Family Safety Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	FC – Child – Adoptive/Foster Parent Study	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	FC – Child – License Renewal/Adoption Home Study Update	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	FC – Child – Placement Team – Initial Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	FC – Child – Placement Team – Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	FC – Child – Respite Foster Care Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Formal Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Formal Review Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Foster Care Extension Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Health Care Referral (MH)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-NA	Informal Court Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Initial Placement Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	ISP Long Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	ISP Short Form New	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Annual Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Closing Summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 1: 60-90 Day Treatment Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 2: Extension of Commitment Request	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 3: 6 Month (No Extension Requested)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 4: Court Report for Revocation of PD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 5: Affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 6: Apprehension Info. Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Commitment Report 7: Notice of Intent to Revoke PD	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Confirmation of Medications	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Consumer Indep. Living & Employment Status (Rule 79 Adult CM)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Crisis Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Functional Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Health Care Referral	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – ICSP	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Initial Contact Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Initial Dictation	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Initial Nursing Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-NA	MH – Medication List/Monitoring Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Nursing/Medical Assessment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Placement Team Review	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Prepetition Screening Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Prepetition Screening Team – Non-support of Commitment Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Signature Sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Insurance – BCBS MH-TCM Notification of Potential Denial/Termination of Svs.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Insurance – Medica Behavioral Health Targeted Case Mgmt. Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Insurance – U Care / BHP Discharge Summary	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH – Insurance – U Care Targeted Case Management Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC1 – Court Report: Stayed Order of Commitment Report (90 Day)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC2 – Court Report: Stayed Order of Commitment Report (Request to Dismiss)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC3 – Court Report: Request Extension of Stayed Order of Commitment	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC4 – Court Report: Request Revocation of Stayed Order of Commitment Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC5 – Court Report: Extension of Stayed Order of Commitment Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOC6 – Court Report: Affidavit	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOD1 – Court Report: Stayed Order for Dismissal Report (90 Days)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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-NA	MH SOD2 – Court Report: Stayed Order for Dismissal Report	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOD3 – Court Report: Request for a Hearing on Stayed Order for Dismissal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	MH SOD4 – Court Report: Request for Hearing on Continuance for Dismissal	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Notice of Foster Care Benefits Past Age 18	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Notice of Foster Care Benefits Up to Age 21	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Out of Home Placement Plan - Safety & Permanency (CW-TCM) (CFC Manual-Chapter 4)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Referral Form-Rvw. Vol. Placement of DD/ED	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Request for Police Records	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Screen out maltreatment/mandated voluntary reporter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Screen out maltreatment/mandated voluntary reporter - Screener	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	SED Informal Review of Voluntary Placement	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Educational Neglect Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Parent-Truancy Letter	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Year End Letter #1	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Year End Letter #2	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Year End Letter #3	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Truancy – Year End Letter #4 (18 year olds)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
SSIS-NA	Voluntary Out-of-Home Placement Agreement Non-Indian Child	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TCM-1053-316063	Family Child Care Allergy Information Form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TCM-1053-317028	Child Care Emergency Plan	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TCM-1053-327239	Family Systems Licensing Checklist (ELICI)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
Totems-NA	Referral and initial assessment form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
TL-NA	Ticket order form - Transit Link	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TSA-NA	Family based and outpatient svcs. referral form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TS-NA	Family Child Care (Prov. Bus. Info) Form-All Year	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
TS-NA	MN child care business form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
UCare-NA	Universal transfer form face sheet	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
UMN-NA	Authorization - release protected health info (4-08)	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
WC-G-10	Verified claim form	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
WC-G-22	Referral - to Family Service	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
WH-NA	1. Willow Haven crisis stabilization - referral - client info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
WH-NA	2. Willow Haven crisis stabilization - referral - referral info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
WH-NA	3. Willow Haven crisis stabilization - referral - medical info.	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
YIT-NA	Consent to release info - youth in transition	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300
YIT-NA	Referral Form-FGDM	Private	M.S. 13.46, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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 20-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-526EZ	Veteran's Application for Compensation	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21P-530	Application for Burial Benefits	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21P-534	Application for Dependency and Indemnity Compensation or Survivors Pension and Accrued Benefits by Surviving Spouse or Child	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	Title 38 US Code	See Policy 1300 See Policy 1300
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	See Policy 1300 See Policy 1300
VA Form 21-674	Request for Approval of School Attendance	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-686c	Declaration of Status of Dependents	Private	Title 38 US Code	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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 21-0304	Spina Bifida Application	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-4138	Statement in Support of Claim	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-4142	Authorization for Release of Information	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-4185	Report of Income from Property or Business	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-8678	Application for Annual Clothing Allowance	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 40-0247	Request for Issuance of Presidential Memorial Certificate	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 22-1995	Request for Change of Program or Place of Training	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 26-1880	Request for Certificate of Eligibility	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 26-6381	Application for Release from Personal Liability to the Government on a Home Loan	Private	Title 38 US Code	See Policy 1300 See Policy 1300
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	Title 38 US Code	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 28-8832	Veterans Application for Counseling	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-1546	Application for Cash Surrender Value	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-1606	Application for Total Disability	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 27-2008	Application for United States Flag for Burial Purposes	Private	Title 38 US Code	See Policy 1300 See Policy 1300
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	See Policy 1300 See Policy 1300
SGLV 8713	Application for SGLI (Retired Reservists)	Private	Title 38 US Code	See Policy 1300 See Policy 1300
VA Form 40-1330	Claim for Standard Government Headstone or Marker	Private	Title 38 US Code	See Policy 1300 See Policy 1300
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 4	Medical Report Form	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 5	Shelter Expense Form	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
MDVA 7	Monthly Expense Form	Private	M.S. 197.603	See Policy 1300 See Policy 1300
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	See Policy 1300 See Policy 1300
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603	See Policy 1300 See Policy 1300
NACVSO-1	Authorization for Release of Information between County Veterans Service Office and Veterans Service Organization	Private	M.S. 197.603	See Policy 1300 See Policy 1300
SF-180	Request Pertaining to Military Records	Private	M.S. 197.603	See Policy 1300 See Policy 1300
DD-149	Application for Correction of Military Record	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 10-10HS	Request for Hardship	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 10-10068	Camp Lejeune Family Member Program Application	Private	M.S. 197.603	See Policy 1300 See Policy 1300
		Private		See Policy 1300 See Policy 1300
VA Form 20-0995	Decision Review Request - Supplemental Claim	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 20-0996	Decision Review Request - Higher Level Review	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21P-527	Application for Veterans Pension	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-0779	Request for Nursing Home Information in Connection with Claim for Aid and Attendance	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-0781	Statement in Support of Claim for Service Connection for PTSD	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-0781a	Statement in Support of Claim for Service Connection for PTSD Secondary to Personal Assault	Private		See Policy 1300 See Policy 1300
		Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-0788	Information Regarding Apportionment of Beneficiary's Award	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-0845	Authorization to Disclose Personal Information to a Third Party	Private	M.S. 197.603	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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 21P-0969	Income and Asset Statement in Support of Claim for Pension	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-2680	Examination for Housebound Status or Permanent Need for Aid and Attendance	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-4170	Statement of Marital Relationship	Private		See Policy 1300 See Policy 1300
VA Form 21-4192	Request for Employment Information in Connection with Claim for Disability Benefits	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-5655	Financial Status Report	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 21-8951	Notice of Waiver of VA Compensation or Pension to Reduce Military Pay and Allowances	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 24-0296	Direct Deposit Enrollment	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 40-1330M	Claim for Government Medallion for Placement in a Private Cemetery	Private	M.S. 197.603	See Policy 1300 See Policy 1300
VA Form 40-10007	Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery	Private	M.S. 197.603	See Policy 1300 See Policy 1300

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
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
WFC intake application	Intake application for DWP and MFIP	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP self-screen (DHS-3482)	MFIP screening tool used to help evaluate whether or not a client has mental health and/or chemical dependency problems	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Consent for release of information	Consent form for DWP and MFIP	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Consent for release of information for public information purposes	Permission to use name, photo, and identification as an employment and training participant	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Dislocated workers special grant	Authorization to bill Washington County Workforce Center for expenses	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Class schedule worksheet CNL	Class times/attendance/number of credits	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Dislocated worker payment request form	Authorization to pay customer's financial support needs	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Authorization for release of employment information	Verification of employment - completed by employer	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP childcare authorization	To authorize CC payment upon approval of authorized activities	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP Employment Plan-employment DHS-4209A-ENG	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan DHS-4209	Standard Employment Plan template for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Statement of understanding: BSF program and education WACO Edu Plan - EA-606	Signature only, accepting terms of plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Education Plan (BSF) DHS-4290D-ENG	Standard employment plan template required for MFIP and DWP (identifies customer and counselor responsibilities for plan)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP notice of intent to sanction DHS-3175	Notice to client that they have not fulfilled certain requirements of MFIP employment services and as a result their MFIP benefits may be sanctioned - the notice tells the client how to prevent a sanction	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Brief screening tool for special learning needs (DHS-3504)	MFIP screening tool used to help evaluate whether or not a client has special learning needs that need to be considered in self-sufficiency planning	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Notice of requirement to attend MFIP overview DHS-2929-ENG 4/09	Notice to MFIP clients informing them of the requirement to attend an MFIP overview meeting and the time and place of the meeting - the back of the form contains an agency use section for summarizing the household's status	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
DWP referral to employment services DHS-4161-ENG	Notice to DWP participants referring them to employment services and providing them the time and place of the meeting	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Request for medical opinion DHS-2114-ENG	Medical consent form allowing release of medical information required for the determination of eligibility for human service programs	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment services rights and responsibilities and consent DHS-3172	Employment services information sheet explaining client's rights and responsibilities	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP provider opinion form EA-703	Form used to request medical opinion from attending physician to support employment and training plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Family violence referral DHS 3323	Agency form used to inform victims of domestic abuse how to get help	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Housing MFIP/DWP employment plan DHS 4209J	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment services referral DHS-3166	Agency form used to refer MFIP clients to ES providers for employment services	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Washington County WFC equal opportunity/complaint	Advises participants of rights, equal opportunity, and non-discrimination policy and gives complaint procedure form signature form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Email consent form WCCS-70000-21	Consent to allow communication via email (signature and email address only information provided)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Consent to share wage and employment information	Consent to allow MN Dept of Employment and Economic Development to share information for three years after exiting WFC programs	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Psychological evaluation request	Referral for an evaluation appointment	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Personal/family activity EP DHS-4209K	Standard employment plan template required for MFIP and DWP cases	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment services weekly job search activity log DHS-5784	Weekly timesheet customers fill out to track job search activity	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
DWP/MFIP observation checklist DHS-3483	Checklist used by EC to record self-observations by clients of their physical emotional status during client visits	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Form W-4 (youth and SCSEP)	W-4 for payroll deduction	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Private employee data form (youth and SCSEP)	Form used for employee payroll info	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment eligibility verification (youth and SCSEP)	Employee data for payroll	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Direct deposit authorization form (youth and SCSEP)	Employee data for payroll	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Initial assessment questionnaire (SCSEP)	Information for developing employment plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Referrals for BSF child care - education plans tracking form	Referrals for BSF childcare - education plans tracking form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Appeal to state agency - client information DHS-0033	Application form used to initiate or start a human services appeal of a county or state action	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Child care or transportation MFIP/DWP employment plan DHS-4209H	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan – county/state social services DHS-4209M	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Injury Protection Program (IPP)- first report of injury DHS-3995	Report to be completed by a work site staff member/supervisor when a participant in unpaid work experience sustains an injury	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan - health DHS-4209I	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Legal Issues MFIP/DWP employment plan DHS-4209L	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP special learning needs scoring form DHS-3504A	MFIP form used to score the Brief Screening Tool for Special Learning Needs	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Notice of privacy practices DHS-3979	General notice of Privacy Practices advising clients of how their private information may be used, disclosed, and how they can get this information	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Notice of requirement to attend school - MFIP minor DHS-2961	Notice to MFIP clients informing them of the requirement to attend school, exceptions to the requirement and what will happen if they do not attend school	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Participant information and authorization to release medical information DHS-3994	Data privacy and medical release information for unpaid work experience participants in the case of work site injury	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Participant injury status report DHS-3397	A report and diagnosis completed by the medical provider of an injured participant in unpaid work experience	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan - unpaid work activities DHS-4209C	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
DWP employment plan	DWP employment plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Your responsibilities as a DWP applicant	List of responsibilities for DWP applicants they sign/date	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Child care authorization	DWP and MFIP child care authorization	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Determination of child with severe emotional disturbance	Filled out by medical provider to determine child emotional being	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Family Violence Waiver (FVW) - sworn statements	MFIP/DWP customer fills out sworn statement on family violence	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Gas card request form	Gas card request form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Needed in the home form	Filled out by medical provider to determine if care at home	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Request for interpreter service	Request for interpreter services or to cancel services	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

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MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Child care assistance provider form EA-572	Form to be filled out by child care provider	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment verification EA-263	To be completed by employer/third party to verify employment	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Informed consent for the release and exchange of private data	"General release" consent for customer to fill out	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP waiver - caring for child under age one EA-548	MFIP waiver - caring for child under one - signature page	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
FSS monthly activity log	Family Stabilization Services (FSS) monthly activity log sent with letter	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MN standard consent form to release health information	Consent form to release health information	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Monthly provider verification form	Monthly provider verification form - MFIP	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Post-secondary attendance record	Post-secondary attendance record	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Determination of Serious and Persistent Mental Illness (SPMI)	SPMI adult form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SSI/SSDI service request/referral form	SSI/SSDI request/referral form for outreach	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Payment request form	Internal document - payment request form to be given to Accounting	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Training authorization template	Form to be filled out when customer is requesting training/schooling	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Education plan - electronic template	Education plan - electronic version	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
UI exemption letter	Letter to be sent to U1 stating that customer is FT student	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)
Notice to Attend Overview SNAP E&T DHS-6930	Notice to SNAP E&T clients informing them of the requirement to attend an overview meeting and the time and place of the meeting	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T WFC Intake	Intake application for SNAP E&T	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Resource Checklist	Indicates that customer has received, signed and/or understands pertinent program information during Overview process (Rights and Responsibilities, Domestic Violence information, ADA, and DHS Notice of Privacy)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Activity Log	Weekly timesheet customers fill out to track Employment Plan activity	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Employment Plan DHS-6020	Standard Employment Plan template for SNAP E&T	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
WIOA WFC Young Adult Employment Program Application	Application form used to determine eligibility complete intake for Young Adult Program	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
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				

MINNESOTA GOVERNMENT DATA PRACTICES ACT
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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Classification (Statute, Law, or Rule)	Designee (Name, Title)

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
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)
DWP referral to employment services DHS-4161-ENG	Notice to DWP participants referring them to employment services and providing them the time and place of the meeting	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Washington County WFC equal opportunity/complaint	Advise participants of rights, equal opportunity, and non-discrimination policy and gives complaint procedure form - signature form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment services referral DHS-3166	Agency form used to refer MFIP clients to ES providers for employment services	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Request for medical opinion DHS-2114-ENG	Medical consent form allowing release of medical information required for the determination of eligibility for human service programs	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan DHS-4209	Standard Employment Plan template for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
DWP/MFIP observation checklist DHS-3483	Checklist used by EC to record self-observations by clients of their physical emotional status during client visits	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Self Employment Business Plan - DWP / MFIP (DHS 6200)	Self Employment Business Plan for DWP and MFIP	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan - unpaid work activities DHS-4209C	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Education Plan DHS-4290D-ENG	Standard employment plan template required for MFIP and DWP (identifies customer and counselor responsibilities for plan)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP Employment Plan-Employment (DHS 4209A)	Standard employment plan template required for MFIP/DWP customers who are working	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Child care or transportation MFIP/DWP employment plan DHS-4209H	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment services rights and responsibilities and consent DHS-3172	Employment services information sheet explaining client's rights and responsibilities	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Monthly provider verification form	Monthly provider verification form - MFIP	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SSI/SSDI service request/referral form	SSI/SSDI request/referral form for outreach	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP Employment Plan-Family Safety (DHS 4209E)	Standard employment plan template required for MFIP customers with a safety plan/FWW	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Family violence referral DHS 3323	Agency form used to inform victims of domestic abuse how to get help	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan - health DHS-4209I	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Housing MFIP/DWP employment plan DHS 4209J	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment services weekly job search activity log DHS-5784	Weekly timesheet customers fill out to track job search activity	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment plan – county/state social services DHS-4209M	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Legal Issues MFIP/DWP employment plan DHS-4209L	Standard employment plan template required for MFIP and DWP cases	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP notice of intent to sanction DHS-3175	Notice to client that they have not fulfilled certain requirements of MFIP employment services and as a result their MFIP benefits may be sanctioned - the notice tells the client how to prevent a sanction	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP Self-Screen (DHS 3482)	MFIP screening tool used to help evaluate whether or not a client has mental health and/or chemical dependency issues	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP Self-Screen Scoring Form (DHS 3482A)	Form to be completed by Employment Counselor to score the Self-Screen	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Brief screening tool for special learning needs scoring form(DHS-3504A)	Form to be completed by Employment Counselor to score learning needs screen	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

Brief screening tool for special learning needs (DHS-3504)	MFIP screening tool used to help evaluate whether or not a client has special learning needs that need to be considered in self-sufficiency planning	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Notice of privacy practices DHS-3979	General notice of Privacy Practices advising clients of how their private information may be used, disclosed, and how they can get this information	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Notice of Requirement to Attend MFIP Overview (DHS 2929)	Notice to MFIP clients informing them of the requirement to attend an MFIP overview meeting and the time and place of the meeting - the back of the form contains an agency use section for summarizing the household's status	Private		See Policy 1300 See Policy 1300
Notice of requirement to attend school - MFIP minor DHS-2961	Notice to MFIP clients informing them of the requirement to attend school, exceptions to the requirement and what will happen if they do not attend school	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Participant Information and Auth. to Release Medical Info. (DHS 3994)	Form to be completed by unpaid work experience participant in case of injury on unpaid worksite	Private		See Policy 1300 See Policy 1300
Injury Protection Program (IPP)-first report of injury DHS-3995	Report to be completed by a work site staff member/supervisor when a participant in unpaid work experience sustains an injury	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Participant information and authorization to release medical information DHS-3994	Data privacy and medical release information for unpaid work experience participants in the case of work site injury	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Participant injury status report DHS-3397	A report and diagnosis completed by the medical provider of an injured participant in unpaid work experience	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Personal/family activity EP DHS-4209K	Standard employment plan template required for MFIP and DWP cases	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP employment services weekly job search activity log DHS-5784	Weekly timesheet customers fill out to track job search activity	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Request for Verification of School Attendance/Progress (DHS 2883)	Request for Verification of School Attendance/Progress	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Status Update Form (DHS 3165)	Form is to notify of significant changes to for caregiver/case status	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Appeal to state agency - client information DHS-0033	Application form used to initiate or start a human services appeal of a county or state action	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
DWP employment plan	DWP employment plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Authorization for Release of Volunteer Information	Consent form to be filled out for customer participating in unpaid work activities	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP childcare authorization	To authorize CC payment upon approval of authorized activities	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Informed consent for the release and exchange of private data	"General release" consent for customer to fill out	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Determination of child with severe emotional disturbance	Filled out by medical provider to determine child emotional being	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Email consent form WCCS-70000-21	Consent to allow communication via email (signature and email address only information provided)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment Services Resource Checklist	For customer to sign to verify understanding/receipt of all intake forms.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Family Violence Waiver (FVW) - Customer Guide	For customers to sign to acknowledge understanding of the Family Violence Waiver	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Family Violence Waiver (FVW) - sworn statements	MFIP/DWP customer fills out sworn statement on family violence	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Gas card request form	Gas card request form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Needed in the home form	Filled out by medical provider to determine if care at home	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP/DWP provider opinion form	Form used to request medical opinion from attending physician to support employment and training plan	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Psychological evaluation request	Referral for an evaluation appointment	Confidential	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Child care assistance provider form EA-572	Form to be filled out by child care provider	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

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Extension Request for MFIP- Review Team	Signed by MFIP extension committee to verify a customer has been approved/denied for MFIP extension	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MFIP waiver - caring for child under age one EA-548	MFIP waiver - caring for child under one - signature page	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Notice of Withdrawal	Customer signs if requesting to withdraw from any program	Private	M.S. 13.47, subd. 2	See Policy 1300
Washington County Education Plan	Education Plan form for student caregivers applying for BSF Childcare	Private	M.S. 13.47, subd. 2	See Policy 1300
Request for interpreter service	Request for interpreter services or to cancel services	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Extension - MFIP 54th to 58th Month Face to Face Checklist	Face to face checklist for extensions during 54th - 58th month used to review extension eligibility	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
FSS monthly activity log	Family Stabilization Services (FSS) monthly activity log sent with letter	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
MN standard consent form to release health information	Consent form to release health information	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Post-secondary attendance record	Post-secondary attendance record	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Determination of Serious and Persistent Mental Illness (SPMI)	SPMI adult form	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
W-9 Form	For customer or vendor reimbursement	Private	M.S. 13.47, subd. 2	See Policy 1300
Notice to Attend Overview SNAP E&T DHS-6930	Notice to SNAP E&T clients informing them of the requirement to attend an overview meeting and the time and place of the meeting	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T WFC Intake Application	Intake application for SNAP E&T	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Resource Checklist	Indicates that customer has received, signed and/or understands pertinent program information during Overview process (Rights and Responsibilities, Domestic Violence information, ADA, and DHS Notice of Privacy)	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Activity Log	Weekly timesheet customers fill out to track Employment Plan activity	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
SNAP E&T Employment Plan DHS-6020	Standard Employment Plan template for SNAP E&T	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
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				

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	<i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Media Consent Form	Client name, signature, date; permission to share photo and/or story about themselves.	Private	M.S. 13.47, subd. 2	See Policy 1300
Address Book Request Form	County financial services dept. requires for making payments to clients; client name, address, SSN.	Private	M.S. 13.47, subd. 2	See Policy 1300
Expense Reimbursement Request Form	Client name, address, phone, SSN; documents expenses or mileage incurred for reimbursement.	Private	M.S. 13.47, subd. 2	See Policy 1300
Gas and Food Card Request Form	Client name, date, signature; documents that client received a gas or grocery gift card.	Private	M.S. 13.47, subd. 2	See Policy 1300
Payment Request Form	Client name, address; vendor name, address, federal tax ID number / SSN. Submitted to County financial services for payments to vendors or clients for a variety of things.	Private	M.S. 13.47, subd. 2	See Policy 1300
Training Authorization Template	Client name, address, phone, email, SSN or school student ID. Used to let schools or training vendors know they can bill the WFC for client tuition/training costs.	Private	M.S. 13.47, subd. 2	See Policy 1300
W-9 Form	County financial services dept. requires for making payments to clients or vendors; client or vendor name, address, SSN or TIN.	Private	M.S. 13.47, subd. 2	See Policy 1300
Use of Data - Equal Opportunity	Client name, signature, date; signifies agreement with and understanding of use of personal data collected, and that client has right to file complaints.	Private	M.S. 13.47, subd. 2	See Policy 1300
DLW Program Application - Fillable PDF	Client name, address, phone, email, SSN, DOB, and pages of demographic information along with education and work history. Used to determine eligibility for program, and for reporting to DEED and DOL.	Private	M.S. 13.47, subd. 2	See Policy 1300

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	<i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Email Consent Form - NEW - March 2015	Client name, email address, date. Signifies understanding of risks of exchanging information via email, and agreement to do so.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Employment Plan Part 2 - Fillable	Client name and work goals. Is the plan of work search while a client in WFC program.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
ISS Part One - NEW Fillable PDF	Client name and information about work history and skills; personal finances; general health situation and needs. Used to determine program services and develop work search and/or training plan for client.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Recertification - Application RecertificationForm	Client signature and date; confirms that previously-submitted application information is correct.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Wage Consent & Partic Agreement	Client name, signature, date, SSN. Signifies agreement to conditions of working with WFC program, and gives consent for DEED to share client wages/earnings information with WFC, after program exit.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Adult WIOA Training Application - Fillable PDF	Client name, address, phone, email, SSN, DOB, and pages of demographic information along with education and work history. Used to determine eligibility for program, and for reporting to DEED and DOL.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Adult WIOA Training Program Eligibility Checklist	Client name, DOB. Internal program checklist to document program eligibility.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
WIOA Adult 2018 Income Guidelines	Intake	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
OJT Contract Modification	Client name, SSN, rate of pay and number of hours in training at worksite, job description. Used in on-the-job training worksites.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
OJT Incomplete Contract Termination	Client name and worksite/employer name, start and end dates for job, reasons for job ending. Used for early closeout of an on-the-job training contract.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	<i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
OJT Interoffice Checklist	Client name and worksite/employer name. Used internally to demonstrate all required forms are complete.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
OJT Pre-Award Checklist	Client name and worksite/employer name. Form completed by employer to document conditions are met in order to write an on-the-job training contract.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
OJT Reimbursement Invoice	Client name, signature and work dates, hours, pay rate. Used for employer to request reimbursement from WFC for training costs.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
OJT Training Contract	Client name, SSN, training job title, rate of pay and hours per week. On-the-job training agreement between employer and WFC.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
OJT Training Justification	Client name, number of hours in training at worksite, job description. Rationale of client employment barriers and need for training. Used in on-the-job training worksites.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
OJT Training Plan	Client name, training job title, rate of pay and hours per week, skills to be learned. On-the-job training agreement between employer and WFC.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
Tools Agreement	Client signature and date. Agreement by client to return tools or equipment to Washington County, if he/she leaves training program or job prior to completion.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
Vehicle Insurance Policy	Client name, driver's license number, auto insurance policy number. Signifies that client has proper license and insurance to drive, in order to be reimbursed vehicle and mileage costs.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130

[Education Plan - Fillable & Printable](#)

Client name, signature and date; information about client's job and training goals. Also names sources of financing for training costs.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Polic 130
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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	<i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Training Proposal	Client name, phone, email. Details about why the training is necessary to help client return to work.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
UI Exemption Letter	Client name, SSN and school attending. Used to let unemployment insurance unit staff at DEED know that client is exempt from work search during school attendance period.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Credential Release Form	Client name, DOB, student ID, signature. Release and exchange of information form used with schools to obtain client progress reports and/or transcripts.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Community Services Minnesota Workforce Center	
Name of Form, Record, File, System, or Process	<i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Consent / Release form for Youth	Client name, DOB, signature. Used to authorize release and exchange of various types of client information between another agency and the WFC.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Young Adult 'In School Youth' Program Application	Client name, address, phone, email, SSN, DOB, and pages of demographic information along with education, income and work history. Used to determine eligibility for program, and for reporting to DEED and DOL.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Young Adult 'Out of School Youth' Program Application	Client name, address, phone, email, SSN, DOB, and pages of demographic information along with education, income and work history. Used to determine eligibility for program, and for reporting to DEED and DOL.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300
Training Authorization Template	Client name, address, phone, email, SSN or school student ID. Used to let schools or training vendors know they can bill the WFC for client tuition/training costs.	Private	M.S. 13.47, subd. 2	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	See Policy 1300
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	See Policy 1300
Computer personnel screens master file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	See Policy 1300
Discrimination files	Information collected regarding discrimination suits filed against Washington County	Private <i>(confidential depending on file status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	See Policy 1300
Dependent Data	Data on dependents of employees	Private	M.S. 13.43, subd. 4	See Policy 1300
Employee emergency act sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	See Policy 1300
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	See Policy 1300
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Ergonomic assessments	Report may include if employee wears glasses or has any pain/discomfort	Private	M.S. 13.43 subd. 4	See Policy 1300
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	See Policy 1300
Grievance files	All information collected on employees who have filed grievances per their union contracts against Washington County	Private <i>(confidential depending on status)</i>	M.S. 13.39, 13.43, subd. 4	See Policy 1300
Incident Reports	Data on incidents, including third party data, name, address, phone number, nature of incident or injury, gender, age and actions taken. Some incidents may contain client, juvenile information.	Confidential (while active)	M.S. 13.39	See Policy 1300
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300
Insurance reports: Showing amounts of claims by individual	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300
Vehicle accidents/claims	Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Confidential <i>(depending on status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Internal investigation files	Information collected regarding policy violations	Private Confidential <i>(Depending on file status)</i>	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S. 13.39	See Policy 1300
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private	M.S. 13.37, subd. 2 M.S. 13D.03	See Policy 1300
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	See Policy 1300
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	See Policy 1300

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Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Recruitment files	<p>Information collected on current and former applicants regarding recruitment for county employment:</p> <ul style="list-style-type: none"> Veteran status Test scores Rank on eligibility lists Job history Education and training Work availability <p><i>NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position - for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection</i></p>	Private	M.S. 13.43, subd. 2, 3, and 4	See Policy 1300
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	See Policy 1300
Respirator medical questionnaire	Medical data on employee to be reviewed/assessed by occupational physician for approval of wearing a respirator. Completed questionnaires forwarded to Human Resources; however, no copies are kept/maintained by HR. All questionnaires forwarded at one time to occupational physician	Private	M.S. 13.43, subd. 4	See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Salary negotiation calculations	Used to cost negotiation packages	Private	M.S. 13.37	See Policy 1300
Undercover law enforcement offices		Private	M.S. 13.43, subd. 5	See Policy 1300
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300
Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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	See Policy 1300
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	See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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	See Policy 1300 See Policy 1300
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has be requested	Private/ Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	See Policy 1300See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		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)
Service level agreements	Agreements between departments and IT 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	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Library	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Borrowing & registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	See Policy 1300
Fees and lost item reimbursement records	Names, addresses and amounts of outstanding obligations for material not returned, or returned as damaged, includes titles	Private	M.S. 13.40, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Law Library	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Borrowing & Registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	See Policy 1300
Law Library records and files	Information on employees	Private (except those items noted in M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4	See Policy 1300
Request forms, phone messages, notes on questions received	All information connecting patrons with materials requested or borrowed by the patron, or that connect the patron's name with a specific subject about which the patron has requested information or materials, includes information on people scheduled for legal clinics	Private	M.S. 13.40, subd. 2 (a) (1)	See Policy 1300
Washington County Law Library applications for after-hours access, CLE sign-in sheets, etc.	All information in applications for borrowing privileges, or program attendance sheets	Private, except name of applicant	M.S. 13.40, subd. 2 (a) (2)	See Policy 1300 See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Property Records and Taxpayer Services	
Name of Form, Record, File, System, or Process	Name of Form, Record, File, System, or Process	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	See Policy 1300
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	See Policy 1300
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	See Policy 1300
Auctioneer license	To conduct auctions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	See Policy 1300
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	See Policy 1300
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	See Policy 1300
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. 204B, subd. 1c	See Policy 1300
Certain Financial Account Records	Account number and/or other private information (i.e.; checking account number) that may be contained on a check or other financial payment record	Private	13.37	See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Property Records and Taxpayer Services	
Name of Form, Record, File, System, or Process	Name of Form, Record, File, System, or Process	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Drivers license applications	Applications from the public for drivers license renewals, duplicates, Minnesota state identification cards, instruction permits and donor cards	Private	M.S. 171.06, subd. 4	See Policy 1300
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	See Policy 1300
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	See Policy 1300
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	See Policy 1300
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1	See Policy 1300
Fish and Game Licenses	Licenses contain name, address, date of birth, driver license number and vital statistics information of the applicant	Private	M.S. 98.50	See Policy 1300
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	See Policy 1300
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	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Property Records and Taxpayer Services	
Name of Form, Record, File, System, or Process	Name of Form, Record, File, System, or Process	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1	See Policy 1300
Marriage License Application	License application collects social security number and date of birth	Private	M.S. 13.355, subd. 1	See Policy 1300
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	See Policy 1300
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	See Policy 1300
Motor Vehicle Transactions	Applications to license or transfer various motor vehicles. Documents contain name, address and date of birth of individual as well as specific information about the vehicle	Private	M.S. 168.33	See Policy 1300
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	See Policy 1300
Political Party Affiliation	Request for absentee ballot and precinct voter list requires voter to select party affiliation for the Presidential Primary Election	Private	M.S. 13.02, subd 12. M.S. 201.091 Subd 4a and 207A.12, subd b	See Policy 1300
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Property Records and Taxpayer Services	
Name of Form, Record, File, System, or Process	Name of Form, Record, File, System, or Process	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name)
Snowmobile Registration Reports	Contains name and address of owner, permit number issued and fees collected	Private	M.S. 84.82	See Policy 1300
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	See Policy 1300
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	See Policy 1300
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	See Policy 1300
Watercraft Registration Reports	Contains name and address of owner, permit number issued and fees collected	Private	M.S. 361.03	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Alcohol Enforcement	
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)
Alcohol Database	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Confidential; Public after investigation	M.S. 13.39	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
Health Partners Washington County Employee Roster Billing Form	Name, Insurance ID number and group number, birth date and address	Private	M.S. 13.384, subd. 3	See Policy 1300
PH-Doc information system	Health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.384, subd. 3	See Policy 1300
Communicable disease databases	Disease and medical history data on individuals (SPSS and EPI Info file formats and excel Status Board)	Private	M.S. 13.384, subd. 3	See Policy 1300
Communicable disease investigation file notes	Disease investigation and follow-up case data on individuals - includes person, health, and medical history on individuals	Private	M.S. 13.384, subd. 3	See Policy 1300
Communicable disease outbreak interview form	Disease and medical history on individuals related to outbreak events	Private	M.S. 13.384, subd. 3	See Policy 1300
Communicable disease report investigation	Disease and medical history on individuals	Private	M.S. 13.384, subd. 3	See Policy 1300
Flu/pneumococcal form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
PrepMod	Immunization scheduling and documentation platform	Private	M.S. 13.384, subd. 3	See Policy 1300
Full Slate	Immunization and STD testing scheduling and documentation platform	Private	M.S. 13.384, subd. 3	See Policy 1300
Hepatitis B tracking forms	Name, employer, dates of HBVs	Private	M.S. 13.384, subd. 3	See Policy 1300
Immunization Clinic Appointment Schedule	Client names, demographics, contacts, immunizations	Private	M.S. 13.384, subd. 3	See Policy 1300
MIIC Vaccine Administration Record	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	See Policy 1300
Immunization record form	Immunization data; including name, gender, birth date, Mother's maiden name, address, parent or guardian name, dose level eligibility, vaccine refusals/exemptions, VIS date, vaccine name, manufacturer, lot number, expiration date, site, route, vaccinator name/initials	Private	M.S. 13.384, subd. 3	See Policy 1300
Tuberculosis Status Board	Client names, diagnosis, demographics	Private	M.S. 13.384, subd. 3	See Policy 1300
Refugee Status Board	Client names, diagnosis, demographics	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
Infectious Disease Status Board	Client names, diagnosis, demographics	Private	M.S. 13.384, subd. 3	See Policy 1300
Inter-jurisdictional tuberculosis notification form	Client moves out of county - name and results/treatment to new county of residence	Private	M.S. 13.384, subd. 3	See Policy 1300
International notification of TB cases	Client moves out of country, demographic info, plus treatment and test results	Private	M.S. 13.384, subd. 3	See Policy 1300
Mn VFC Site Visit Storage and Handling Worksheet	Survey of MnVFC clinic storage and handling of vaccines practices	Individual and clinic are Private	M.S. 13.384, subd. 3	See Policy 1300
MnVFC Site Visit Checklist	Checklist of completion of MnVFC clinic protocol and procedure completion	Individual and clinic are Private	M.S. 13.384, subd. 3	See Policy 1300
PEAR MnVFC site visit data system	Collection of site visit/audit records for MnVFC clinic providers	Individual and clinic are Private	M.S. 13.384, subd. 3	See Policy 1300
MnVFC Site Visit Questionnaire	Survey of MnVFC clinic vaccines practices	Individual and clinic are Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
MEDSS Data system (Minnesota Electronic Disease Surveillance System)	Documentation of infectious disease investigations are reported here including specific contact information, community contacts, schools, places of work, details of diagnosis and treatment. Also used for communication with MDH for Perinatal Hepatitis B Program, and Isolation and Quarantine	Private	M.S. 13.384, subd. 3	See Policy 1300
MDH disease specific report form - Measles/Mumps/Pertussis/ Hepatitis	Name, address, phone, Birth date, disease and medical data on individuals	Private	M.S. 13.384, subd. 3	See Policy 1300
Request for Latent TB Infection Medication	Test result/treatment regimen for cases of TBI	Private	M.S. 13.384, subd. 3	See Policy 1300
Request for Active Tuberculosis Medication	Treatment regimen of case	Private	M.S. 13.384, subd. 3	See Policy 1300
MDH tuberculosis case report	Initial case identification (name, tests and results, medical history, etc.) of suspected/confirmed case	Private	M.S. 13.384, subd. 3	See Policy 1300
MDH tuberculosis contact investigation report	Demographics, names, and test results of household contacts in relation to index case	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
Medical examination form for immigrants or refugee applicant (overseas)	Physical examination information	Private	M.S. 13.384, subd. 3	See Policy 1300
Medicare roster billing form	Name, birth date, Medicare number, and signature, address, sex	Private	M.S. 13.384, subd. 3	See Policy 1300
MIIC data system	Immunization history of individuals, including name, address, phone, primary medical provider	Private	M.S. 13.384, subd. 3	See Policy 1300
Consent to exchange health information	Consent to release information to another agency	Private	M.S. 13.384, subd. 3	See Policy 1300
Minnesota Initial Refugee Health Assessment Form	Physical examination, medical information	Private	M.S. 13.384, subd. 3	See Policy 1300
Notice of Rights (Tennesan Warning)	Inform client of our intent to collect data	Private	M.S. 13.384, subd. 3	See Policy 1300
Notice of Privacy Rights (acknowledgement of Receipt)	Name and signature	Private	M.S. 13.384, subd. 3	See Policy 1300
Perinatal Hepatitis B report forms	Disease investigation and follow-up data on individuals and their household contacts, including vaccination and serology history.	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Disease Prevention and Control	
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)
Reception and placement program assurance form for refugee program	Name/client number, birth date, anchor relative and volunteer agency	Private	M.S. 13.384	See Policy 1300
SPSS software	Statistical analysis of disease investigation, including case data	Private	M.S. 13.384, subd. 3	See Policy 1300
EDN TB Follow-Up Worksheet	Medical info-results from TB evaluations in US	Private	M.S. 13.384, subd. 3	See Policy 1300
Treatment of Latent Tuberculosis Infection (LTBI): monitoring flow sheet	Record of side effects and patient education regarding meds and treatment	Private	M.S. 13.384, subd. 3	See Policy 1300
VAERS form (Vaccine Adverse Event Reporting System)	Name, address, phone number, birth date, vaccine data, administrator of vaccine, medical advisor, details of adverse event, including medical follow-up	Private	M.S. 13.384, subd. 3	See Policy 1300
Washington County mantoux forms	Date and results of mantoux skin test	Private	M.S. 13.384, subd. 3	See Policy 1300
Washington County TB referral and follow-up report	Authorization to share test results and medical history as well as perform tests and begin treatment of a case by Saint Paul-Ramsey TB Clinic	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Environmental Health - Food, Pools, and Lodging	
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)
Foodborne illness form	Name of persons eating at establishment, food history, medical symptoms	Private	M.S. 13.3805, subd. 1	See Policy 1300
Report of food, beverage, and lodging complaint	Name of complainant, information related to nature of complaint	Confidential during investigation (Complainant's name Confidential)	M.S. 13.39	See Policy 1300
Social security number on applications, other forms	Self-explanatory	Private	M.S. 13.355, subd. 1	See Policy 1300
FPL Inspection Data	Food, Pools and Lodging Inspection reports articulating the results of inspections	Public, may be confidential during investigation	M.S. 13.39	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Environmental Health - Radon/Lead/Nuisance	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nuisance complaint form and database	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint	Confidential during investigation; Public after investigation (Complainant's name confidential)	M.S. 13.44, subd. 1 M.S. 13.39	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Environmental Health - Septic	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Complaint form	Complaints from citizens regarding on-site sewer malfunctions	Confidential during investigation; Public after investigation (Complainant's name confidential)	M.S. 13.44, subd. 1 M.S. 13.39, subd. 1	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Family Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Ages and states developmental questionnaire/Minnesota developmental inventory	Standardized developmental inventory of children ages 2 to 60 months	Private	M.S. 13.384, subd. 3	See Policy 1300
Birth defect information system referrals	Health information on referrals from MCH for children with birth defects	Private	M.S. 144.225, subd. 2	See Policy 1300
PH-Doc information system	Health information, care plan, client assessment, visit notes/communication log, screening tools and discharge summary	Private	M.S. 13.384, subd. 3	See Policy 1300
Early hearing detection & identification referrals from MDH	DOB and health information on children who have failed hearing tests and need follow-up.	Private	M.S. 13.384, subd. 3	See Policy 1300
Electronic birth records	Database containing birth certificate data for Washington County residents	Confidential	M.S. 144.225, subd. 2	See Policy 1300
FAP database/system	Child development form	Private	M.S. 13.384, subd. 3	See Policy 1300
Follow along identification form	Child development form	Private	M.S. 13.384, subd. 3	See Policy 1300
Growth charts	Height and weight record, including client's name, address, and birth date	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Family Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Ages and states developmental questionnaire/Minnesota developmental inventory	Standardized developmental inventory of children ages 2 to 60 months	Private	M.S. 13.384, subd. 3	See Policy 1300
Home safety checklist	Client name, information on safety of client's home	Private	M.S. 13.384, subd. 3	See Policy 1300
Lead exposure reports from MDH	Information on blood lead levels exceeding allowable limits in children	Private	M.S. 144.9502, subd. 9	See Policy 1300
Recipient release for car seat: UCare & family health	Sign off indicating demonstration of appropriate car seat installation	Private	M.S. 13.384, subd. 3	See Policy 1300
Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect	Client name, address, birth date, and pertinent personal medical information	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Family Health - Child and Teen Check-ups	
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)
CATCH 3 database/system	Database for child and teen check-ups outreach - names and contact info for eligible children	Private	M.S. 13.384, subd. 3	See Policy 1300
Client call lists	CTC clients, names, phone numbers	Private	M.S. 13.384, subd. 3	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Family Health - WIC	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Client lists of breastfeeding clients	Name, ID number, WIC visit date	Private	M.S. 13.384, subd. 3	See Policy 1300
Computerized documentation systems: HuBERT – Health Results Real Time (including scanned client rights, scanned ROI, lost voucher report, letters, and requests)	Pregnancy nutrition risk and high risk care plans, summary of care plan, name of client, demographics, growth and percentile charts, client specific program data	Private	M.S. 13.384, subd. 3	See Policy 1300
List of clients receiving medical formula	Name, ID number	Private	M.S. 13.384, subd. 3	See Policy 1300
Printed clinic appointment schedule	Names, times of appointments	Private	M.S. 13.384, subd. 3	See Policy 1300
Printed Child & Teen CheckUps Referral list	Names of clients referred from WIC to the CTC program or provided CTC outreach information	Private	M.S. 13.384, subd. 3	See Policy 1300
WIC future appointment list	Records name and ID number	Private	M.S. 13.384, subd. 3	See Policy 1300
Prevention Pays	Client texting platforms	Private	M.S. 13.384, subd 3	See Policy 1300

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Hazardous Waste Regulations	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Complaint- hazardous waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	M.S. 13.39 M.S. 13.41, subd. 5	See Policy 1300 See Policy 1300
Hazardous waste generator and facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	See Policy 1300 See Policy 1300
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	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Health Promotion - General	
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 Wellness Initiative (WIN)	Employee name, county ID, for verification of activities completed for program monitoring and to earn Personal Time Off (PTO)	Private	M.S. 13.384, subd. 3, M.S. 13.43, subd. 4	See Policy 1300,
Nutrition/referral and consultation records	Name, address, telephone number, family and personal medical information, nutritional concerns	Private	M.S. 13.384, subd. 3	See Policy 1300
Review/complaint form	Staff use for indoor air complaints - name of complainant, address, telephone number; name, address, telephone number of reported violator; and nature of complaint	Confidential during investigation; Public after investigation (Complainant Name Confidential)	M.S. 13.39	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Household Hazardous Waste	
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 Data	Drivers Licenses are read using the magenatic strip, barcode, or QR cide and data is collected including Name, Address, and Gender of the participant. Data is stored in secure folder on department network with restricted access to only those who need it.	Private in part	M.S. 171.12	See Policy 1300
Environmental Center participant database	Data on users of the Environmental Center, address, and name.	Private in part	M.S. 171.12	See Policy 1300
Liability Release Form	Forms signed by participants who take items from the Free Product Room. Includes name and an opt in e-mail address.	Private in part	M.S. 171.12	See Policy 1300See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Authorization and Consent For Medical And/Or Minor Surgery Procedures	Authorization and consent for procedures for all inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Authorization for Medical Supplies in Inmate possession	Authorizes inmate to have DME or medical supplies in cell or on person	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Authorization for Medical treatment - US Marshals	Authorization for medical attention for US Marshal Detainees	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Diabetic Record	Recording of diabetic inmate daily blood sugar levels and insulin administration	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medical Referral Form	Request for services from outside providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Medication - Narcotic Proof of Use Record	Lists narcotics signed out to individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Physician Order Sheet	Listing of medication ordered for individual inmates sent to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Request for Non-Formulary Drugs	Provider request for non-formulary drug for individual inmate	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Request for Schedule II Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Request for Schedule III-IV Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Medication - Returned Items Record	Listing of individual medications returned to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Stock Drug record	Listing of medications signed out to individuals from stock supply	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication - Transmission Verification Sheet	Listing of receipt for individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Pregnancy Referral Form	Inmate consent for PHN referral, includes personal and demographic information.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Electronic Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Medication Blister Pack	Packaging of inmate medication	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication Delivery Log	Listing of all medications delivered by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication Discrepancy Form	Describes medication discrepancies initiated by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication Discrepancy Log	Generated by contracted pharmacy listing all discrepancies in filling individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication Distribution Problem Form	Describes problems encountered by officer when distributing medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Medication Refill Form	Listing of medication labels for inmates requiring refills	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Medication Refill Label	Label identifying inmate and medication needing refill by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Neurological Flow Sheet	Nursing assessment of inmate neurological status	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Psychiatric assessment worksheet	Nursing assessment of inmate psychiatric needs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Psychiatric Clinic Log	Log of inmates visiting weekly psychiatric clinic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300
Refusal of Treatment	Notes refusal by inmate to receive medical services	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Release of Information	Release form to obtain medical records on inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
Form to Report Medication Districution Problem	Form indicating the name of the individual who received the wrong medication	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300
MN Confidential Sexually Transmitted Disease Case Report	Individual's name, address, birthdate, phone number, diadnoses and treatment regimen for sexually transmitted diseases	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Jail Health	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Nextgen Documentation System for Jail Medical Records	A digital record providing comprehensive health information about inmate-patients to include: Administrative and billing data, patient demographics, progress notes, vital signs, medical histories, diagnoses, medications, immunization dates, allergies, radiology images, and lab and test result.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2 M.S. 253B.05	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Solid Waste Regulation	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	See Policy 1300
Solid waste facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	See Policy 1300 See Policy 1300
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation, except complainant's name confidential	M.S. 13.39 M.S. 13.41, subd. 5	See Policy 1300 See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Solid Waste - County Environmental Charge	
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)
County environmental charge accountant reports	Reviews of county environmental charge remittance/ data reports	Private	M.S. 13.37, subd. 1(b)	See Policy 1300
County environmental charge database	County environmental charge remittance report data	Private	M.S. 13.37, subd. 1(b)	See Policy 1300
County environmental charge remittance forms	Forms submitted with monthly county environmental charge payments; data is entered in CEC database	Private	M.S. 13.37, subd. 1(b)	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Health and Environment Tobacco Licensing and Enforcement	
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)
Clerk payment	Name of clerk and violation during course if investigation and appeal	Confidential; Public after investigation	M.S. 13.39	See Policy 1300 See Policy 1300
Clerk violation	Name, address, telephone number, age during course of investigation and appeal	Confidential; Public after investigation	M.S. 13.39	See Policy 1300 See Policy 1300
Compliance check form	Results of compliance check, business name, name of clerk, clerk's age and address, date and time of sale during course of investigation and appeal	Confidential; Public after investigation	M.S. 13.39	See Policy 1300 See Policy 1300
Tobacco database	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Confidential; Public after investigation is complete	M.S. 13.39	See Policy 1300 See Policy 1300
Vendor payment voucher form	Social security number	Private	M.S. 13.355, subd. 1	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Stuart Campbell Assistant Washington County Attorney		Department/Division Public Works	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Card Reader data	Identity of individuals that have access to secure areas within county buildings	Private Confidential	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	See Policy 1300
Complaint	Identity of individuals who register land use-related violations, including zoning	Confidential	M.S. 13.44, subd. 1	See Policy 1300
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	See Policy 1300
Real property acquisition data	Appraisals used in land acquisition process	Private Confidential (depending on status)	M.S. 13.44, subd. 1	See Policy 1300

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Accident reports	Officers report of a crash investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	M.S. 169.09, subd 9	Dan Starry, Sheriff
Admission/release records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, subd. 2 and 3	Dan Starry, Sheriff
Adult case files	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Dan Starry, Sheriff
Arson reports	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	M.S. 13.82, subd. 7 and 17 M.S. 299F.054	Dan Starry, Sheriff
Automated license plate reader (ALPR)	For use in locating vehicles placed on the State of Minnesota hot sheet	Private/Nonpublic unless part of an active investigation	M.S. 13.824, subd. 2(b) and 3(a)	Dan Starry, Sheriff
Body Worn Cameras	The Washington County Sheriff's Office may provide licensed peace officers with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.	Private Confidential	M.S. 13.825	Dan Starry, Sheriff

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2025 INVENTORY OF NOT PUBLIC DATA INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Bookkeeping records for jail and civil process transactions	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	M.S. 13.85, subd. 2	Dan Starry, Sheriff
Checking account numbers		Private	M.S. 13.37	Dan Starry, Sheriff
Child abuse investigations		Private Confidential	M.S. 13.82, subd. 7, 8 and 9	Dan Starry, Sheriff
Child abuse - maltreatment of minors	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	M.S. 626.556, subd. 7 and 11, and M.S. 13.82, subd. 7, 8 and 9	Dan Starry, Sheriff
Commitments: Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	M.S. 260B.171	Dan Starry, Sheriff
Criminal history records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private (depending on content)	M.S. 13.87	Dan Starry, Sheriff
Employee and volunteer data, personnel data	Data related to Employment, Volunteer status or applicant data	Private	M.S. 13.43, subd. 3, 4 and 5	Dan Starry, Sheriff
Expungment letter	Letter confirming receipt of expungment order	Private	M.S. 609A.03	Dan Starry, Sheriff

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Firearm application/permit related data	All data related to Permits to obtain and/or carry a handgun	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd. 14	Dan Starry, Sheriff
Gunshot and suspicious wound report	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	M.S. 626.53	Dan Starry, Sheriff
Huber release records	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private to inmate financials	M.S. 13.85, subd. 2	Dan Starry, Sheriff
Incident complaint logs (dockets) including:	<ul style="list-style-type: none"> a. Chronological record of events b. I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse c. Arrest warrant indices until taken into custody, served or appear before court d. Description of stolen, lost or recovered property e. Program data f. Deliberate processes or investigative techniques, final opinion or justification 	<ul style="list-style-type: none"> Private, Confidential Private, Confidential Confidential Private Confidential Confidential 	<ul style="list-style-type: none"> M.S. 13.82, subd 7 and 17 M.S. 13.82, subd 7 and 17, and M.S.299C.065, subd 4 M.S. 13.82, subd 19 M.S. 13.82, subd 20 M.S. 13.82, subd 21 M.S. 13.82, subd 25 	Dan Starry, Sheriff

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Initial complaint report	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80 M.S. 13.82, subd 3 and 6	Dan Starry, Sheriff
Initial complaint reports of transports of prisoner	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private as to juveniles	M.S. 260B.171	Dan Starry, Sheriff
Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd 2	Dan Starry, Sheriff
Inmate history card	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	M.S. 13.85, subd 2	Dan Starry, Sheriff
Inmate incident reports	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	M.S. 13.85, subd 2 and 3	Dan Starry, Sheriff
Inmate medical records	Any and all medical activity and records involving inmates	Private	M.S. 13.85, subd 2	Dan Starry, Sheriff
Inmate visitor registration log/jail visitor register	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	M.S. 13.85, subd 2	Dan Starry, Sheriff
Investigations	a. Active: Cases involved in an ongoing investigation b. Inactive: Closed cases, identities of some parties	Confidential Private	M.S. 13.82, subd 7, 8 and 10 M.S. 13.82, subd 17	Dan Starry, Sheriff

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Jailer's daily activity log	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences	Private Confidential (depending on content)	M.S. 13.37 M.S. 13.85, subd 2 and 3	Dan Starry, Sheriff
Jail Video	Security and body worn video footage of jail activity	Private Confidential	M.S. 13.85, M.S. 13.37, M.S. 13.43, subd. 4	Dan Starry, Sheriff
Inmate Telephone, electronic communications		Private Confidential	M.S. 13.85, M.S. 13.37	Dan Starry, Sheriff
Juvenile case files	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, subd 17 M.S. 260B.171 and 260C.171	Dan Starry, Sheriff
Juvenile detention book	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	M.S. 260B.171 M.S. 13.82, subd 2	Dan Starry, Sheriff

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Maltreatment of vulnerable adults	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	M.S. 13.82, subd 7, 10 and 11 M.S. 626.557 M.S. 626.557, subd 12b(c)	Dan Starry, Sheriff
Master index: Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd 7, 8, 9, 10, 11 and 17	Dan Starry, Sheriff
Master index: Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd 2, 7 and 17 M.S. 260B.171	Dan Starry, Sheriff
Name change data		Private Confidential	M.S. 13.82 subd 12	Dan Starry, Sheriff
Officer investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82 subd 25	Dan Starry, Sheriff
Operation identification itemization	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	M.S. 13.37, M.S. 13.82, subd 20	Dan Starry, Sheriff

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Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
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Pawn shop/scrap dealer customer data		Private	M.S. 13.82, subd 27	Dan Starry, Sheriff
Person's financial account inactive case data		Private	M.S. 13.82, subd 30	Dan Starry, Sheriff
Predatory offender registration data		Private	M.S. 243.166	Dan Starry, Sheriff
Prisoner property envelopes		Private Confidential	M.S. 13.85, subd 2 and 3	Dan Starry, Sheriff
Property lists	Description of stolen, lost or recovered property	Private	M.S. 13.82, subd 20	Dan Starry, Sheriff
Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on content)	M.S. 13.82, subd 4, 7, 8, 9, 10 and 17	Dan Starry, Sheriff
Sealed arrest and criminal files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Dan Starry, Sheriff
Shift activity report: Supervisors	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.85	Dan Starry, Sheriff
Squad car videos	Video recordings from squad cars	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.37	Dan Starry, Sheriff

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Washington County	Responsible Authority - Sheriff Dan Starry		Department/Division Sheriff's Office	
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Tow slips/reports	Record of all vehicles towed by department	Private Confidential (depending on content)	M.S. 13.82	Dan Starry, Sheriff
Vulnerable adult investigation		Private Confidential	M.S. 13.82, subd 7, 10 and 11	Dan Starry, Sheriff
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, subd 19	Dan Starry, Sheriff
Warrants for intercepting communications	Court warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, subd 9	Dan Starry, Sheriff