



Southwest Health and Human Services
Board Agenda
Wednesday, June 19, 2013
Courthouse
Marshall
9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 05/15/13 board minutes
- D. Financial
- E. Caseload

	05/13	04/13	03/13
Social Service	3,313	3,309	3,324
Out-of-Home Placements	127	126	123
Income Maintenance	11,047	10,995	11,032
Child Support Cases	3,816	3,846	3,877
Child Support Collections	\$917,183	\$976,030	\$896,751
- F. Decision Items
 - 1. Income Maintenance Policy Number 2 – Consolidated Fund
Emergency Assistance (EA) and Emergency General Assistance
(EGA) Guidelines
 - 2.
- G. Discussion/Information
 - 1. Affordable Care Act rollout
 - 2. Updates on imaging

COMMUNITY HEALTH

H. Call to order

I. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/15/13 board minutes

J. Financial

K. Caseload

	05/13	04/13	03/13
WIC		2270	2302
Family Home Visiting	51	27	33
PCA Assessments	24	23	22
Managed Care	265	171	168
Dental Varnishing	126	77	106

L. Decision Items

- 1.
- 2.

M. Discussion/Information

1. Paula Bloemendaal – tobacco tax increase
2. Oral Health Zone Project update
- 3.

GOVERNING BOARD

N. Call to order

O. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/15/13 board minutes

P. Financial

Q. Introduce new staff members; Kami Parker, Office Support Specialist; Monica Christianson, Office Support Specialist; Judy Pitzl, Health Educator; and Ann Orren, CIRCLE Coordinator

R. CIRCLE update

GOVERNING BOARD (cont.)

S. Decision Items

1. Jane Evans, Support Enforcement Aide, completion of 6 month probationary period, no salary increase, effective 06/17/13
2. Nicole Prellwitz, Social Worker, probationary appointment (12 months), \$35,892.00 annual, effective 06/10/13
3. Nichole Mertens, Support Enforcement Aide, resignation, effective 06/21/13
4. Julie Marthaler, CIRCLE Coordinator, resignation, effective 06/28/13
5. Rachel Johnston, Social Worker, resignation, effective 06/28/13
6. Request for Support Enforcement Aide
7. Request for CIRCLE Coordinator
8. Request for two Eligibility Workers
9. Administrative Policy Number 1 – Data Privacy Policy and Procedures
10. Contracts
11. Donation
12. Appointment of board member to the Families Project
13. Slayton office remodel
- 14.
- 15.

T. Discussion/Information

1. 2014 budget calendar
2. Redwood Office construction project update
3. Web design update
- 4.
- 5.

U. Adjournment

SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **May 31, 2013**

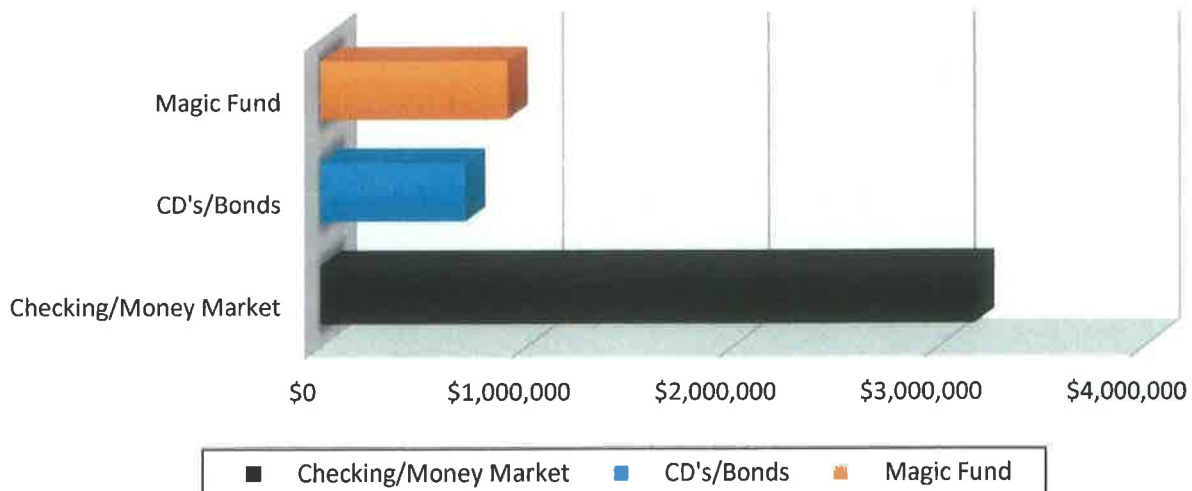
*** Income Maintenance * Social Services * Information Technology * Health ***

Description	Month	Running Balance
BEGINNING BALANCE		\$4,152,821
RECEIPTS		
Monthly Receipts	1,847,085	
County Contribution	798,451	
Interest on Investments	370	
TOTAL MONTHLY RECEIPTS		2,645,906
DISBURSEMENTS		
Monthly Disbursements	2,729,788	
TOTAL MONTHLY DISBURSEMENTS		2,729,788
ENDING BALANCE		\$4,068,939

REVENUE

Checking/Money Market	\$3,164,422	Average Balance last two years \$4,302,367
CD's/Bonds	\$700,000	
Magic Fund	\$904,517	
(May 2013 - yield .04%)		
ENDING BALANCE	\$4,768,939	

REVENUE DESIGNATION



Southwest Health And Human Services



NJW

6/4/13

1:36PM

TREASURER'S CASH TRIAL BALANCE

As of 05/2013

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,118,213.24			
Receipts		536,502.10	1,808,420.60	
Disbursements		77,026.02-	491,239.29-	
Payroll		236,232.84-	871,484.97-	
Journal Entries		0.00	1,243.30-	
Fund Total		223,243.24	444,453.04	1,562,666.28
5 Human Services Fund				
General Administration	410			
Receipts	306,970.30	239,281.58	1,163,133.04	
Disbursements		216,954.09-	1,275,611.69-	
Payroll		3,013.26-	5,576.26-	
Dept Total		19,314.23	118,054.91-	188,915.39
5 Human Services Fund				
Income Maintenance	420			
Receipts	1,478,708.43-	574,367.80	2,813,789.50	
Disbursements		224,987.78-	1,277,152.85-	
Payroll		472,709.91-	1,662,889.37-	
Journal Entries		0.00	160,000.00-	
Dept Total		123,329.89-	286,252.72-	1,764,961.15-
5 Human Services Fund				
Social Services	430			
Receipts	24,236,915.12-	1,520.43	87,089.39	
Disbursements		86,782.27-	613,793.47-	
Payroll		676,009.50-	2,373,400.71-	
Journal Entries		0.00	240,000.00-	
Dept Total		761,271.34-	3,140,104.79-	27,377,019.91-
5 Human Services Fund				
Purchased Services, SSIS	431			
Receipts	31,296,082.32	1,222,907.97	4,735,296.50	
Disbursements		64.69-	301,375.81-	
SSIS		674,367.38-	3,049,734.45-	

Southwest Health And Human Services

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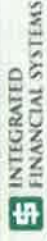
TREASURER'S CASH TRIAL BALANCE

As of 05/2013

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
		0.02	0.02	
		548,475.92	1,384,186.26	32,680,268.58
5	Human Services Fund	Information Systems		
	1,408,795.11 -			
	Receipts	15,206.10	36,718.85	
	Disbursements	653.96-	21,570.25-	
	Payroll	27,648.50-	91,483.17-	
	Dept Total	13,096.36-	76,334.57-	1,485,129.68-
5	Human Services Fund	LCTS Collaborative Agency		
	0.00			
	Receipts	56,120.00	136,164.00	
	Journal Entries	0.00	80,044.00-	
	Dept Total	56,120.00	56,120.00	56,120.00
	Fund Total	273,787.44-	2,180,440.73-	2,298,193.23
71	LCTS Lyon Murray Collaborative Fund	LCTS Collaborative Agency		
	73,752.45			
	Disbursements	0.00	24,815.00-	
	Journal Entries	0.00	25,538.33	
	Dept Total	0.00	723.33	74,475.78
	Fund Total	0.00	723.33	74,475.78
73	LCTS Rock Pipestone Collaborative Fund	LCTS Collaborative Agency		
	64,830.53			
	Receipts	0.00	7,230.00	
	Disbursements	23,787.64-	55,646.04-	
	Journal Entries	0.00	12,624.67	
	Dept Total	23,787.64-	35,791.37-	29,039.16
	Fund Total	23,787.64-	35,791.37-	29,039.16
75	Redwood LCTS Collaborative	LCTS Collaborative Agency		
	471			

Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 05/2013

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts	0.00	0.00	127,130.46	
Disbursements		9,550.00-	64,446.26-	
Journal Entries		0.00	41,881.00	
Dept Total		9,550.00-	104,565.20	104,565.20
Fund Total		9,550.00-	104,565.20	104,565.20
All Funds	5,735,430.18			
Receipts		2,645,905.98	10,914,972.34	
Disbursements		639,806.45-	4,125,650.66-	
SSIS		674,367.38-	3,049,734.45-	
Payroll		1,415,614.01-	5,004,834.48-	
Journal Entries		0.02	401,243.28-	
Total		83,881.84-	1,666,490.53-	4,068,939.65

Southwest Health And Human Services



NJW
6/4/13 1:19PM
1 Health Services Fund

TRIAL BALANCE REPORT As of 05/2013

Report Basis: Cash

Account	Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
----- Assets -----				
1001 Cash	1,118,213.24	223,243.24	444,453.04	1,562,666.28
1090 Investments	300,000.00	0.00	0.00	300,000.00
Total Assets	1,418,213.24	223,243.24	444,453.04	1,862,666.28
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,418,213.24-	0.00	0.00	1,418,213.24-
2885 Revenue Control	0.00	536,486.18-	1,796,357.78-	1,796,357.78-
2887 Expenditure Control	0.00	313,242.94	1,351,904.74	1,351,904.74
Total Fund Balance	1,418,213.24-	223,243.24-	444,453.04-	1,862,666.28-
Total Liabilities and Balance	1,418,213.24-	223,243.24-	444,453.04-	1,862,666.28-
410 General Administration				
----- Assets -----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund				

Southwest Health And Human Services

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5 Human Services Fund

TRIAL BALANCE REPORT

As of 05/2013

Report Basis: Cash

Account	Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	306,970.30	19,314.23	118,054.91-	188,915.39
1090 Investments	0.00	0.00	400,000.00	400,000.00
Total Assets	306,970.30	19,314.23	281,945.09	588,915.39
--- Liabilities and Balance----				
2080 Medical Insurance Payable	169,148.56-	1,228.00	122,396.75	46,751.81-
2090 Due To Flexible Plan Employees	0.00	0.00	615.59-	615.59-
Total Liabilities	169,148.56-	1,228.00	121,781.16	47,367.40-
Fund Balance				
2881 Unassigned Fund Balance	137,821.74-	0.00	400,000.00-	537,821.74-
2885 Revenue Control	0.00	23,511.55-	59,711.55-	59,711.55-
2887 Expenditure Control	0.00	2,969.32	55,985.30	55,985.30
Total Fund Balance	137,821.74-	20,542.23-	403,726.25-	541,547.99-
Total Liabilities and Balance	306,970.30-	19,314.23-	281,945.09-	588,915.39-
420 Income Maintenance				
1001 Cash In Bank - Checking	1,478,708.43-	123,329.89-	286,252.72-	1,764,961.15-
Total Assets	1,478,708.43-	123,329.89-	286,252.72-	1,764,961.15-
--- Liabilities and Balance----				
2881 Unassigned Fund Balance	0.00	0.00	0.00	0.00
2885 Revenue Control	0.00	566,848.84-	2,756,405.53-	2,756,405.53-
2887 Expenditure Control	0.00	690,178.73	2,882,658.25	2,882,658.25
Total Fund Balance	1,478,708.43	123,329.89	286,252.72	1,764,961.15
Total Liabilities and Balance	1,478,708.43	123,329.89	286,252.72	1,764,961.15
430 Social Services				

Southwest Health And Human Services

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STATEMENT OF REVENUES AND EXPENDITURES

As Of 05/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	234,650.00 -	373,830.50 -	776,722.00 -	48	42
INTERGOVERNMENTAL REVENUES	4,098.82 -	431,584.76 -	463,292.00 -	93	42
STATE REVENUES	116,780.63 -	267,662.35 -	296,342.00 -	90	42
FEDERAL REVENUES	146,852.38 -	440,324.80 -	890,960.00 -	49	42
FEES	28,473.67 -	227,174.92 -	443,780.00 -	51	42
EARNINGS ON INVESTMENTS	73.97 -	684.36 -	0.00	0	42
MISCELLANEOUS REVENUES	5,556.71 -	55,096.09 -	178,500.00 -	31	42
TOTAL REVENUES	536,486.18 -	1,796,357.78 -	3,049,596.00 -	59	42
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0	0	42
PAYROLL AND BENEFITS	236,232.84	871,484.97	2,245,694.00	39	42
OTHER EXPENDITURES	77,010.10	480,419.77	803,902.00	60	42
TOTAL EXPENDITURES	313,242.94	1,351,904.74	3,049,596.00	44	42

Southwest Health And Human Services

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STATEMENT OF REVENUES AND EXPENDITURES

As Of 05/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	563,800.74 -	782,034.56 -	9,088,387.00 -	9	42
INTERGOVERNMENTAL REVENUES	426.99 -	1,867,493.88 -	325,058.00 -	575	42
STATE REVENUES	322,600.00 -	1,121,752.47 -	3,492,352.00 -	32	42
FEDERAL REVENUES	770,524.17 -	2,822,372.43 -	6,181,865.00 -	46	42
FEES	130,697.41 -	519,478.70 -	1,135,250.00 -	46	42
EARNINGS ON INVESTMENTS	295.88 -	772.67 -	1,300.00 -	59	42
MISCELLANEOUS REVENUES	83,859.46 -	589,836.78 -	1,436,067.00 -	41	42
TOTAL REVENUES	1,872,204.65 -	7,703,741.49 -	21,660,279.00 -	36	42
EXPENDITURES					
PROGRAM EXPENDITURES	797,145.91	3,977,421.99	9,322,653.00	43	42
PAYROLL AND BENEFITS	1,173,987.33	4,131,821.38	10,202,186.00	40	42
OTHER EXPENDITURES	173,630.85	1,172,408.22	2,135,440.00	55	42
TOTAL EXPENDITURES	2,144,764.09	9,281,651.59	21,660,279.00	43	42

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**MAY 2013**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				4,152,821.49
5/3/13	5901-5922	PAYROLL		521,349.55	3,631,471.94
5/3/13	2959-3013	Dep	127,088.53		3,758,560.47
5/6/13	30508-30543	DISB		4,525.51	3,754,034.96
5/6/13	30544-30676	DISB		390,481.09	3,363,553.87
5/7/13	3014-3057	Dep	143,597.69		3,507,151.56
5/10/13	3058-3140	Dep	231,382.11		3,738,533.67
5/13/13	30677 - 30729	DISB		20,690.31	3,717,843.36
5/13/13	30730 - 30952	DISB		407,137.74	3,310,705.62
5/14/13	3141-3179	Dep	162,706.13		3,473,411.75
5/17/13	30953 - 31248	DISB		68,120.61	3,405,291.14
5/17/13	5923-5937	PAYROLL		485,389.71	2,919,901.43
5/17/13	3180-3245	Dep	266,758.62		3,186,660.05
5/20/13	31249-31312	Disb		6,178.71	3,180,481.34
5/20/13	31313-31440	Disb		234,188.26	2,946,293.08
5/21/13	3246-3268, 3270-3284	Dep	328,511.78		3,274,804.86
5/24/13	3269, 3285-3347	Dep	291,398.55		3,566,203.41
5/28/13	31441 - 31477	Disb		4,642.55	3,561,560.86
5/28/13	31478 - 31572	Disb		107,434.28	3,454,126.58
5/28/13	3348-3359	Dep	596,867.14		4,050,993.72
5/28/13	JE 239 (mmis rounding 59&64)	Dep	0.02		4,050,993.74
5/29/13	3360-3367	Dep	96,327.64		4,147,321.38
5/31/13	5938-5946	PAYROLL		408,874.75	3,738,446.63
5/31/13	31573-31621	DISB		7,847.27	3,730,599.36
5/31/13	31622-31684	DISB		62,927.50	3,667,671.86
5/31/13	78226	Int (march)	186.50		3,667,858.36
5/31/13	78740-78742	Int (april)	183.35		3,668,041.71

5/31/13	3368-3425	Dep	400,897.94		4,068,939.65
6/3/13	Balanced by JVP	TOTALS	2,645,906.00	2,729,787.84	

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

Effective: 02/16/11

Revision Date: ~~03/13/13~~ 06/19/13

Authority: Southwest Health and Human Services – Human Services Board
Special Session CM0004
MN Admin Rules 9500.1261

**--CONSOLIDATED FUND EMERGENCY ASSISTANCE (EA) AND EMERGENCY GENERAL
ASSISTANCE (EGA) GUIDELINES--**

Section 1 – Policy Statement

- a. Resolution of the emergency must be assessed and approved in a cost effective manner. If the emergency cannot be resolved cost effectively, the agency can deny the request.
- b. Based on available funding the Agency Director and Eligibility Supervisor may adjust eligibility and payment factors.
- c. SWHHS will work cooperatively with WESCAP, SMOC, Heat Share, and other resources as to availability and eligibility for funding necessary to resolve the emergency.

Section 2 – Definitions

- a. **EA** – Emergency Assistance Consolidated Fund (EA) meets the emergency needs of eligible households that include a child who meets the MFIP definition of minor child and/or a pregnant woman.
- b. **EGA** - Emergency General Assistance (EGA) meets the emergency needs of eligible individuals, married couples, or families who are in an emergency. Families must not be eligible for MFIP/DWP or emergency aid from other programs such as EA Consolidated Fund.
- c. **Emergency/Crisis** – ~~Threat~~ Verification of eviction from a landlord/management or homelessness as a result of domestic abuse. The latter would require a determination of need by social services. ~~Threat~~ Verification of utility shutoff and refusal of service for fuel required. Utility is defined as electricity, water, sewer, fuel oil, natural gas or propane. Shelter is defined as rent and/or deposit. Mortgage payments are not considered unless in a foreclosure situation or from an employment crisis.
 - The emergency must require immediate financial assistance.
 - The financial assistance required by the emergency must be temporary and must not exceed two months before the month of application.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- **All eviction notices, mortgage foreclosures and utilities bills submitted for determination of emergency assistance must be in the name of the person applying for emergency assistance or a current eligible household member.**
- d. **Employment Crisis** – This is for non-MFIP families who have experienced an unexpected occurrence which puts them at risk of losing their employment without EA/EGA. Employment related expenses could be car payments, car repairs, insurance, or mortgage/rent payments if the household will be able to maintain their mortgage/rent payments after their current crisis is resolved. These expenses are all dependent on the applicant's work history.
- e. **Work Expenses** – Car payments, car registration, car insurance, upkeep and repairs; gas to get to work.
- f. **Basic Needs** – Shelter, utilities, food, clothing, work expense costs required for current employment, or other items which pose a direct threat to the physical health or safety of the assistance unit as determined by the county agency. Basic needs do not include TV, water softeners or phone.

Section 3 – Eligibility Criteria

- a. A family member must meet the 30 day state residency requirement. No exceptions.
- b. Refusing employment or training for employment without good cause for employment in Minnesota must not have caused the crisis.
- c. A unit member cannot be in a sanction for any reason or be disqualified from the Cash or SNAP programs.
- d. Assistance unit is limited to EA/EGA once within 12 month period of time.
- e. ~~Assistance unit net income must be at or below 200% of the federal poverty guidelines in effect.~~ **Income Limits**
 - EA – ~~Gross income must be under 200% FPG in effect~~ **Gross income must be under 200% FPG in effect** At the time of the application. Income to be considered is for the current month of application and the past two months.
 - EGA – ~~Net income must be under 200% FPG in effect~~ **Net income must be under 200% FPG in effect** From the previous calendar year. Income to be considered is for the current month of application and the past two months.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- f. The assistance unit must be unable to resolve its crisis by combining:
 - Liquid assets and assets they can liquidate in time to help.
 - Income they will receive in time to help.
 - Other funds for which they are eligible.
- g. The assistance unit must not have used more than 50% of its income and liquid assets for purposes other than basic needs during the two months immediately ~~proceeding~~ preceding the month of application.
- h. Assistance for moving expenses:
 - Units must meet emergency eligibility criteria prior to approval.
 - Moving will resolve the emergency.
 - Expenses are prior authorized.
 - New housing is cost effective.
 - Cover costs of 1st month's rent, deposit and utility hook up.
 - Will provide moving costs if necessary.
- i. Home Repairs:
 - Units must meet the emergency eligibility criteria period to approval.
 - Unit member must own and live in the home.
 - Prior authorization is required for all repair expenses.
 - Must provide two estimates for repair costs and loan denial.
 - Must be denied by WESCAP/SMOC.
 - Vendor paid only on completion of repair and with proof of actual costs.

Section 4 – Application Process

- a. Offer information, application and interview the same day as inquiry.
- b. Complete referral to social services as needed.
- c. Follow application process timelines as used for applications for cash assistance.

Section 5 – Mandatory Verifications

- a. Applicant's identity.
- b. Caregiver/child relationship.
- c. Immigration status if necessary.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 1**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/19/13

AUTHORITY: Southwest Health and Human Services Joint Governing Board
MN Statutes Chapter 13 from 13.001 to 13.089
MN Rules Governing Data Privacy Chapter 1205 from 1205.0100 to 1250.2000
Other Federal and State Statutes That Take Precedents over Chapter 13
MN DHS Bulletin #02-85-01 – County Human Services Records Retention
Schedule
2002 SSIS Business Rules for Purge
DHS Bulletins re: HIPAA: 01-29-01; 01-29-02

--- DATA PRIVACY POLICY AND PROCEDURES ---

Section 1 - Introduction

- a. The purpose of this policy is to assist the staff of Southwest Health and Human Services in complying with the data privacy statutes to: 1) safeguard information about individuals that the agency collects, stores, and creates; and 2) to facilitate access to information that the agency has collected or created according to existing state and federal statutes and rules, including the Health Care Insurance Portability & Accountability Act (HIPAA) of 1996, also referred to as the "Privacy Regulation," intended to enhanced security and privacy of Individuals Identifiable Health Information (IIHI).
- b. Data privacy is a form of an implied contract between an individual supplying information and the agency needing information to provide services. Implied in this agreement is the intention of supplying information for a specific program purpose. If the information is to be used for another purpose by another program, other individuals or agencies different from public health or human services, the individual must consent to such use. Individuals have the right to know why the information is requested, how it will be used, who will have access to the information. They also have the right to contest accuracy. The public also has the right to certain information of the agency in order to monitor and evaluate governmental activities. None of these rights are absolute. A privacy policy attempts to maintain a balance between the rights of the individual and the public.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 1**

- c. Some Management Information System Data maintained by the Agency is not used to make health care decisions, such as management information systems that are used for quality control or peer review analysis (e.g. Info-pac). In accordance with the Privacy Regulation, the Agency is not required to grant an individual access to protected IIHI maintained in these types of information systems.

Section 4 - Access to Data

- a. Responsible Authority

Each agency, according to the data privacy act is required to appoint a responsible authority. The responsible authority designates the person in charge of the records and policies concerning data privacy.

The Southwest Health and Human Services Joint Governing Board has appointed the director of the agency as the responsible authority and is authorized to assure that the agency acts in accordance with MN Statutes 13.001 through 12.87 and administrative rules governing data practices 1205.0100 through 1205.2000.

The responsible authority will designate those individuals who are in charge of individual files and systems containing governmental data.

- b. Dale Hiland, Social Services Supervisor, is the designated Privacy Officer for HIPAA purposes. This person is responsible for the development and implementation of the policies and procedures required by HIPAA Standards for Privacy of Individuals Identifiable Health Information (IIHI). The Privacy Officer also serves as the person to receive complaints and who should provide further information about matters covered by the privacy notice.
- c. Request for Government Data

When a request is made to view a client's file, this request will be referred to the supervisor in charge of the unit providing service. The supervisor will ensure proper release of information and Request for Disclosure of Information (AG#115) have been obtained. Public access to records is limited to normal office hours, excluding holidays. Normal office hours of Southwest Health and Human Services are from 8:00 a.m. to 4:30 p.m. Requests for access shall be submitted in writing on form AG#115 and will receive a response immediately or within 10 working days. If copies of data are requested, one free copy will be provided to the client only on an annual basis. ~~Additional or duplicate requests for the same material will be at the rate of 15¢ per sheet.~~ If a person/entity, other than the client requests copies or electronic transmittal of data of 100 pages or more, SWHHS will require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time (at lowest office support services specialist rate of pay),

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for making, certifying, and electronically transmitting the copies of the data, and a copy cost of 25 cents per page but will not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, SWHHS will charge 25 cents for each page copied. If the information cannot be picked up at the local office, the cost of postage will also be charged. No documents will be released until payment has been made.

Summary data is public data which does not identify individuals. Preparation of summary data may be requested by any person or individual. The request will be made in writing to the director. The department will inform the requester of any necessary costs involved in summarizing the data. Funds necessary to reimburse the cost shall be collected prior to releasing the information.

- d. Access to private data is limited to:
- the subject of the data,
 - entities or individuals given access by expressed written direction of the subject of the data,
 - staff members with the Agency whose work assignments require access, and
 - persons designated by the courts.

The intended purpose for which the subject provided the data shall be used as the guiding factor in determining which staff has access to the records. Southwest Health and Human Services board members also have access to agency records. All requests shall be made in person by the person requesting the data.

If access to records is denied, the person requesting access must be informed in writing of the reason why access is being denied.

Release of information of private data to a third party can only be done when written consent of the subject of the data has been obtained. The consent form must identify the individual to whom the information can be released and must contain the following information:

- Identify the individual to whom the information can be released.
- The consent form should state the general purpose for which the requested information would be used.
- The consent form should designate the specific data, appropriate dates, and type of information which is authorized to be released.
- The consent form should be dated and signed.
- The consent form should only be honored if received within 1 year after the date of the signature and can only release information obtained prior

JUNE 2013
BOARD APPROVAL ON THE FOLLOWING:

- ☐ **UCare** – Effective upon signature of parties; HIPPA Business Associate Agreement where both parties agree to the Federal Privacy Rule, agreement reestablished for the new agency of SWHHS which includes the 6 counties (renewal).
- ☐ **UCare** – 09/01/13 to open; Adult and Children's Targeted Case Management Services Addendum, reimbursement specific to DHS approved rates, agreement reestablished for the new agency of SWHHS which includes the 6 counties (renewal).
- ☐ **UCare** – 09/01/13 to open; County Participation Agreement, covers both public health and human services such as nursing, medicare home care, MSHO care coordination and case mgmt, etc., reimbursement rate set according to service provided, agreement reestablished for the new agency of SWHHS which includes the 6 counties (renewal).
- ☐ **Children's Home Society (Sioux Falls, SD)** – 07/01/13 to 06/30/14; provide client residential mental health treatment services in 3 facility types, slight rate increase of approximately \$2/day (Madsen House \$224.29 to \$226.08, Boys Unit \$303.36 to \$305.79, VanDeMark House \$214.75 to \$216.47) (renewal).
- ☐ **Fraud Investigation Regional Plan and Grant (DHS)** – 07/01/13 to 06/30/15; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (SWHHS, Cottonwood, Jackson, Yellow Medicine, and Nobles), grant amount of \$80,000/yr (renewal).
- ☐ **Progress Inc (Pipestone, MN)** – 01/01/13 to 12/31/14; Home Community Based Service contract (renewal).
- ☐ **Progress Inc (Pipestone, MN)** – 01/01/13 to 12/31/13; provide DT&H services for non-waiver clients (new but prior with Pipestone County).
- ☐ **Service Enterprises Inc (Redwood & Marshall locations)** – 01/01/13 to 12/31/13; provide extended employment services for clients (renewal).
- ☐ **Avera McKennan (Sioux Falls, SD)** – 07/01/13 to 06/30/14; provide for mental health order and civil commitment beds and services, rate of \$870/day for hospital services (\$9 increase) plus 75% medical care expenses up to limit of \$10,000 (renewal).

BOARD MEETING – 06/19/13

DONATION

- **Rock County VFW Auxiliary donated diapers, blankets, sleepers, etc.**