



SOUTHWEST
HEALTH & HUMAN
SERVICES

Southwest Health and Human Services
Board Agenda
Wednesday, August 17, 2016
Public Health Conference Rooms
Government Center, 2nd Floor
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 07/20/16 board minutes

D. Financial

E. Caseload

	07/16	06/16	05/16
Social Service	3,686	3,675	3,680
Licensing	472	470	471
Out-of-Home Placements	172	169	171
Income Maintenance	12,399	12,411	12,447
Child Support Cases	3,376	3,354	3,356
Child Support Collections	\$775,446	\$867,259	\$869,242
Non IV-D Collections	\$36,475	\$182,363	\$38,367

F. Decision Items

- 1. 2017 budget

G. Discussion/Information

- 1.

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 07/20/16 board minutes

J. Financial

K. Caseload	07/16	06/16	05/16
WIC		2348	2329
Family Home Visiting	38	48	52
PCA Assessments	16	22	28
Managed Care	232	292	284
Dental Varnishing	91	131	107
Refugee Health	19	11	5
Latent TB Medication Distribution	28	21	30

- L. Decision Items
 - 1. 2017 budget
- M. Discussion/Information
 - 1.

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 07/20/16 board minutes
- P. Financial
- Q. Employee Recognition
 - Matt Carlson, 1 year, Social Worker (CPS), Slayton
 - Stephanie Koenen, 1 year, Social Worker (CPS), Redwood Falls
 - Jessica Kruk, 1 year, Eligibility Worker, Marshall
 - Heather Moore, 1 year, Social Worker (CPS), Marshall
 - Kasey VanderPlaats, 1 year, Office Support Specialist, Pipestone
 - Nikki Traen, 10 years, Public Health Nurse, Marshall
 - Amy Herigon, 15 years, Child Support Officer, Marshall
 - Angie Orren, 15 years, Social Worker, Marshall
 - Mavis Salfer, 15 years, Health Services Program Aide, Redwood Falls
 - Deanna Stelter, 15 years, Social Worker, Marshall

GOVERNING BOARD (cont.)

R. Decision Items

1. Heather Moore, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 08/19/16
2. Kasey VanderPlaats, Office Support Specialist, completion of 12 month probationary period, 1% salary increase, effective 08/31/16
3. Tori VanOverbeke, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 09/01/16
4. Jessica Kruk, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 09/13/16
5. Candace Swenson, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 08/15/16
6. Steve Beekman, Public Health Educator, probationary appointment (12 months), \$23.08 per hour, effective 08/15/16
7. Angela Hulzebos, Collections Officer, probationary appointment (12 months), \$22.00 per hour, effective 08/22/16
8. Melanie Guetter, lateral transfer – Social Worker (CPS) to Social Worker, 6 month probationary period, no salary change, effective 09/06/16
9. Sherry Marks, Office Services Supervisor, retirement, effective 09/30/16
10. Request for Social Worker
11. Personnel Policy Number 4 – Telecommuting
12. Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical
13. Administrative Policy Number 1 – Data Privacy Policy and Procedures
14. Donations
 - Heather Moore, Minneota, donated a car seat
 - Gloria Dei Lutheran Church Mission Quilters, Redwood Falls, donated quilts for foster children
 - Mary Keck family, Luverne, donated a shower seat/bench
 - Federal Children's Bureau donated a printer
15. Papercut server software
16. 2017 budget

S. Discussion/Information

1. MCIT dividend
2. Optum/Medica
3. Closed session – Director's evaluation

T. Adjournment

Next Meeting Dates:

- **Wednesday, September 21, 2016 – Marshall**
- **Wednesday, October 19, 2016 – Marshall**
- **Wednesday, November 16, 2016 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **July, 31 2016**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$3,288,798
RECEIPTS		
Monthly Receipts	2,309,161	
County Contribution	801,387	
Interest on Investments	5,733	
TOTAL MONTHLY RECEIPTS		3,116,281
DISBURSEMENTS		
Monthly Disbursements	2,454,113	
TOTAL MONTHLY DISBURSEMENTS		2,454,113
ENDING BALANCE		\$3,950,966

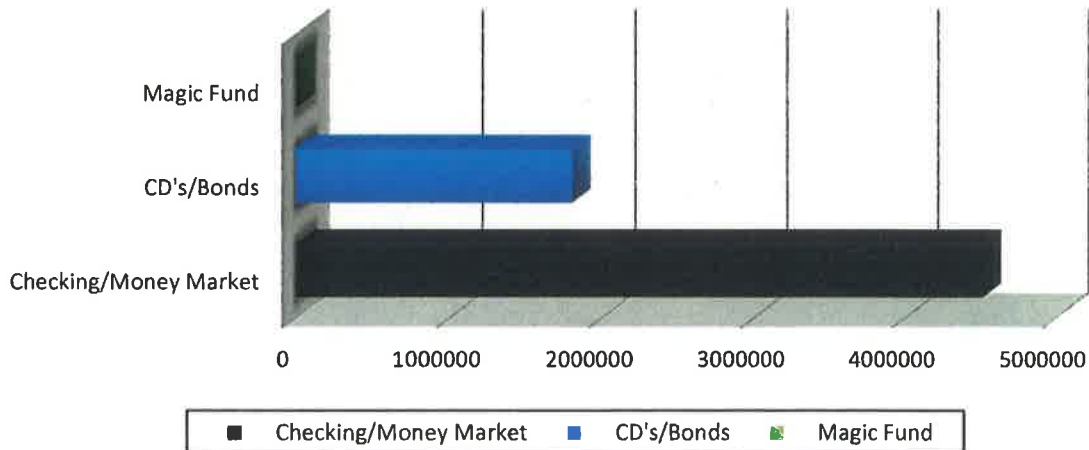
REVENUE

<i>Checking/Money Market</i>	\$3,950,966
<i>CD's/Bonds</i>	\$1,800,000
<i>Magic Fund</i>	\$0

Average Balance
last two years
\$4,524,745

ENDING BALANCE **\$5,750,966**

REVENUE DESIGNATION



Southwest Health and Human Services

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,436,504.12			
Receipts		436,699.98	2,106,090.74	
Disbursements		84,186.84-	480,086.35-	
Payroll		204,008.74-	1,514,068.47-	
Fund Total		148,504.40	111,935.92	1,548,440.04
5 Human Services Fund				
General Administration	352,118.99			
Receipts		52,450.50	347,336.91	
Disbursements		53,411.01-	354,429.16-	
Payroll		13,186.49-	102,545.30-	
Dept Total		14,147.00-	109,637.55-	242,481.44
5 Human Services Fund				
Income Maintenance	3,696,135.62-			
Receipts		481,012.69	4,497,131.47	
Disbursements		249,459.55-	2,007,768.22-	
Payroll		344,619.20-	2,588,932.32-	
Dept Total		113,066.06-	99,569.07-	3,795,704.69-
5 Human Services Fund				
Social Services	8,365,424.02			
Receipts		1,920,823.19	9,366,795.94	
Disbursements		135,370.45-	1,077,116.56-	
SSIS		569,681.33-	4,547,729.55-	
Payroll		605,473.39-	4,373,498.63-	
Dept Total		610,298.02	631,548.80-	7,733,875.22
5 Human Services Fund				
Information Systems	2,035,385.63-			
Receipts		5,235.72	17,596.22	
Disbursements		1,154.39-	7,659.03-	
Payroll		24,132.04-	180,847.99-	
Dept Total		20,050.71-	170,910.80-	2,206,296.43-

Southwest Health and Human Services

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	471	LCTS Collaborative Agency		
	Human Services Fund			
	0.00			
	Receipts	0.00	85,634.00	
	Journal Entries	0.00	85,634.00-	
	Dept Total	0.00	0.00	0.00
	Fund Total	463,034.25	1,011,666.22-	1,974,355.54
61	0.00			
	Agency Health Insurance			
	Receipts	219,087.16	1,633,632.48	
	Disbursements	164,136.73-	1,307,988.71-	
	Fund Total	54,950.43	325,643.77	325,643.77
71	471	LCTS Collaborative Agency		
	LCTS Lyon Murray Collaborative Fund			
	28,987.61			
	Disbursements	0.00	31,225.50-	
	Journal Entries	0.00	34,850.00	
	Dept Total	0.00	3,624.50	32,612.11
	Fund Total	0.00	3,624.50	32,612.11
73	471	LCTS Collaborative Agency		
	LCTS Rock Pipestone Collaborative Fund			
	35,699.21			
	Receipts	0.00	650.00	
	Disbursements	5,000.00-	9,473.00-	
	Journal Entries	0.00	16,054.00	
	Dept Total	5,000.00-	7,231.00	42,930.21
	Fund Total	5,000.00-	7,231.00	42,930.21
75	471	LCTS Collaborative Agency		
	Redwood LCTS Collaborative			
	22,416.99			
	Receipts	972.00	3,888.00	
	Disbursements	0.00	35,072.00-	

Southwest Health and Human Services



Treasurer's Cash Trial Balance

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	34,730.00	
Dept Total		972.00	3,546.00	25,962.99
Fund Total	22,416.99	972.00	3,546.00	25,962.99
77 Local Advisory Council				
		Local Advisory Council		
	1,622.38			
477 Local Advisory Council				
		Local Advisory Council		
	1,622.38	293.05-	601.05-	1,021.33
Disbursements		293.05-	601.05-	
Dept Total				1,021.33
Fund Total	1,622.38	293.05-	601.05-	1,021.33
All Funds	4,511,252.07			
		Receipts	18,058,755.76	
		Disbursements	5,311,419.58-	
		SSIS	4,547,729.55-	
		Payroll	8,759,892.71-	
Total		662,168.03	560,286.08-	3,950,965.99

Southwest Health and Human Services



SRK
8/10/16 2:50PM
1 Health Services Fund

Trial Balance
As of 07/2016
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash in Bank - Checking	1,436,504.12	148,504.40	111,935.92	1,548,440.04
1090 Investments	320,000.00	0.00	0.00	320,000.00
Total Assets	1,756,504.12	148,504.40	111,935.92	1,868,440.04
---Liabilities and Balance---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,799,880.68	0.00	0.00	1,799,880.68
2885 Revenue Control	0.00	436,699.98	2,105,270.03	2,105,270.03
2887 Expenditure Control	0.00	288,195.58	1,993,334.11	1,993,334.11
Total Fund Balance	1,799,880.68	148,504.40	111,935.92	1,911,816.60
Total Liabilities and Balance	1,799,880.68	148,504.40	111,935.92	1,911,816.60
410 General Administration				
-----Assets-----				
1265 Due From Other Funds (Proprietary)	43,376.56	0.00	0.00	43,376.56
Total Assets	43,376.56	0.00	0.00	43,376.56
---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

SRK
8/10/16 2:50PM

Trial Balance
As of 07/2016

Report Basis: Cash

5 Human Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
410 General Administration				
1001 Cash In Bank - Checking	352,118.99	14,147.00-	109,637.55-	242,481.44
1265 Due From Other Funds (Proprietary)	245,800.53	0.00	0.00	245,800.53
Total Assets	597,919.52	14,147.00-	109,637.55-	488,281.97
---Liabilities and Balance---				
Liabilities				
2090 Due To Flexible Plan Employees	1,599.96	1,526.56-	1,526.56-	73.40
Total Liabilities	1,599.96	1,526.56-	1,526.56-	73.40
Fund Balance				
2881 Unassigned Fund Balance	599,519.48-	0.00	0.00	599,519.48-
2887 Expenditure Control	0.00	15,673.56	111,164.11	111,164.11
Total Fund Balance	599,519.48-	15,673.56	111,164.11	488,355.37-
Total Liabilities and Balance	597,919.52-	14,147.00	109,637.55	488,281.97-
420 Income Maintenance				
1001 Cash In Bank - Checking	3,696,135.62-	113,066.06-	99,569.07-	3,795,704.69-
1090 Investments	592,000.00	0.00	0.00	592,000.00
Total Assets	3,104,135.62-	113,066.06-	99,569.07-	3,203,704.69-
---Liabilities and Balance---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	3,104,135.62	0.00	0.00	3,104,135.62
2885 Revenue Control	0.00	481,012.69-	4,491,661.95-	4,491,661.95-
2887 Expenditure Control	0.00	594,078.75	4,591,231.02	4,591,231.02
Total Fund Balance	3,104,135.62	113,066.06	99,569.07	3,203,704.69
Total Liabilities and Balance	3,104,135.62	113,066.06	99,569.07	3,203,704.69
431 Social Services				
-----Assets-----				

Southwest Health and Human Services



SRK
8/10/16 2:50PM

5 Human Services Fund

Trial Balance
As of 07/2016

Report Basis: Cash

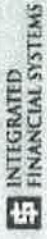
Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	8,365,424.02	610,298.02	631,548.80-	7,733,875.22
1090 Investments	888,000.00	0.00	0.00	888,000.00
1205 County Advances - MFP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	9,334,173.49	610,298.02	631,548.80-	8,702,624.69
---Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	9,334,173.49-	0.00	0.00	9,334,173.49-
2885 Revenue Control	0.00	1,913,206.51-	9,261,578.49-	9,261,578.49-
2887 Expenditure Control	0.00	1,302,908.49	9,893,127.29	9,893,127.29
Total Fund Balance	9,334,173.49-	610,298.02-	631,548.80	8,702,624.69-
Total Liabilities and Balance	9,334,173.49-	610,298.02-	631,548.80	8,702,624.69-
461 Information Systems				
-----Assets-----				
1001 Cash In Bank - Checking	2,035,385.63-	20,050.71-	170,910.80-	2,206,296.43-
Total Assets	2,035,385.63-	20,050.71-	170,910.80-	2,206,296.43-
---Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,035,385.63	0.00	0.00	2,035,385.63
2885 Revenue Control	0.00	5,235.72-	17,596.22-	17,596.22-
2887 Expenditure Control	0.00	25,286.43	188,507.02	188,507.02
Total Fund Balance	2,035,385.63	20,050.71	170,910.80	2,206,296.43
Total Liabilities and Balance	2,035,385.63	20,050.71	170,910.80	2,206,296.43
471 LCTS Collaborative Agency				
-----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

Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

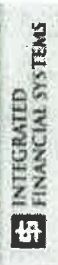
As Of 07/2016

Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	195,599.50-	586,798.50-	782,398.00-	75	58
INTERGOVERNMENTAL REVENUES	25,522.69-	134,399.83-	327,100.00-	41	58
STATE REVENUES	77,345.51-	487,165.79-	921,568.00-	53	58
FEDERAL REVENUES	84,605.14-	618,248.86-	1,124,712.00-	55	58
FEES	44,115.39-	265,204.05-	448,995.00-	59	58
EARNINGS ON INVESTMENTS	917.35-	3,731.29-	3,000.00-	124	58
MISCELLANEOUS REVENUES	8,594.40-	9,721.71-	0.00	0	58
TOTAL REVENUES	436,699.98-	2,105,270.03-	3,607,773.00-	58	58
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	58
PAYROLL AND BENEFITS	204,008.74	1,514,068.47	2,862,402.00	53	58
OTHER EXPENDITURES	84,186.84	479,265.64	745,371.00	64	58
TOTAL EXPENDITURES	288,195.58	1,993,334.11	3,607,773.00	55	58

Southwest Health and Human Services



SRK
8/10/16 2:50PM

RM- Stmt of Revenues & Expenditures

As Of 07/2016 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND REVENUES					
CONTRIBUTIONS FROM COUNTIES	605,787.00-	5,234,375.55-	9,546,442.00-	55	58
INTERGOVERNMENTAL REVENUES	3,802.43-	21,639.55-	10,000.00-	216	58
STATE REVENUES	1,192,621.15-	2,837,929.76-	4,712,344.00-	60	58
FEDERAL REVENUES	311,244.41-	3,726,064.55-	7,305,662.00-	51	58
FEES	170,821.14-	1,135,577.40-	1,916,800.00-	59	58
EARNINGS ON INVESTMENTS	4,816.11-	19,589.23-	27,000.00-	73	58
MISCELLANEOUS REVENUES	110,362.68-	795,660.62-	1,333,500.00-	60	58
TOTAL REVENUES	2,399,454.92-	13,770,836.66-	24,851,748.00-	55	58
EXPENDITURES					
PROGRAM EXPENDITURES	728,143.63	5,910,135.80	9,238,507.00	64	58
PAYROLL AND BENEFITS	989,697.17	7,252,598.68	13,012,977.00	56	58
OTHER EXPENDITURES	220,106.43	1,621,294.96	2,600,264.00	62	58
TOTAL EXPENDITURES	1,937,947.23	14,784,029.44	24,851,748.00	59	58

Southwest Health and Human Services



SRK
8/10/16 2:51PM

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
930 PROGRAM	Administration						
			Revenue	31,839.48	800.00	3,980	58
			Expend.	31,839.48	800.00	3,980	58
			Net				
			Revenue	650,227.92-	786,198.00-	83	58
			Expend.	382,869.51	628,139.00	61	58
			Net	267,358.41-	158,059.00-	169	58
410 DEPT	General Administration						
			Revenue	650,227.92-	786,198.00-	83	58
			Expend.	414,708.99	628,939.00	66	58
			Net	235,518.93-	157,259.00-	150	58
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			Revenue	11,977.07-	17,700.00-	68	58
			Expend.	14,475.18	24,701.00	59	58
			Net	2,498.11	7,001.00	36	58
103 PROGRAM	Follow Along Program						
			Revenue	17,143.53-	27,000.00-	63	58
			Expend.	17,999.48	42,416.00	42	58
			Net	855.95	15,416.00	6	58
110 PROGRAM	TANF						
			Revenue	60,938.00-	127,876.00-	48	58
			Expend.	137,907.03	127,876.00	108	58
			Net	76,969.03	0.00	0	58
130 PROGRAM	WIC						
			Revenue	299,112.06-	450,000.00-	66	58
			Expend.	272,599.27	424,434.00	64	58
			Net	26,512.79-	25,566.00-	104	58
140 PROGRAM	Peer Breastfeeding Support Program						
			Revenue	29,232.00-	70,992.00-	41	58
			Expend.	36,014.73	69,229.00	52	58
			Net	6,782.73	1,763.00-	385-	58
210 PROGRAM	CTC Outreach						
			Revenue	99,705.96-	227,052.00-	44	58
			Expend.	94,068.43	180,741.00	52	58
			Net	5,637.53-	46,311.00-	12	58
270 PROGRAM	Maternal Child Health						
			Revenue	115,423.32-	297,918.00-	39	58
			Expend.	114,085.55	324,613.00	35	58
			Net	1,337.77-	26,695.00	5-	58

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Page 3

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bddt	% of Year
280 PROGRAM	MCH Dental Health			1,438.77-	8,455.12-	54,820.00-	15	58
			Expend.	5,420.26	34,140.69	76,608.00	45	58
			Net	3,981.49	25,685.57	21,788.00	118	58
285 PROGRAM	MCH Blood Lead			1,808.71-	8,627.43-	29,720.00-	29	58
			Expend.	2,637.16	25,415.11	43,258.00	59	58
			Net	828.45	16,787.68	13,538.00	124	58
295 PROGRAM	MCH Car Seat Program			1,529.60-	8,332.51-	22,900.00-	36	58
			Expend.	9,108.85	21,274.97	28,535.00	75	58
			Net	7,579.25	12,942.46	5,635.00	230	58
300 PROGRAM	Case Management			34,462.21-	197,906.59-	295,115.00-	67	58
			Expend.	26,624.30	208,550.82	313,608.00	67	58
			Net	7,837.91-	10,644.23	18,493.00	58	58
330 PROGRAM	MNChoices			0.00	81,656.34-	260,000.00-	31	58
			Expend.	16,875.21	103,458.41	280,777.00	37	58
			Net	16,875.21	21,802.07	20,777.00	105	58
603 PROGRAM	Disease Prevention And Control			16,098.60-	86,867.67-	142,582.00-	61	58
			Expend.	17,074.01	110,048.42	217,781.00	51	58
			Net	975.41	23,180.75	75,199.00	31	58
660 PROGRAM	MIIC			0.00	895.92-	600.00-	149	58
			Expend.	1.66	5,297.23	0.00	0	58
			Net	1.66	4,401.31	600.00-	734-	58
481 DEPT	Nursing			156,572.23-	1,026,273.52-	2,024,275.00-	51	58
			Expend.	183,405.65	1,195,335.32	2,154,577.00	55	58
			Net	26,833.42	169,061.80	130,302.00	130	58
483 DEPT	Health Education			1,492.29-	28,310.88-	18,100.00-	156	58
500 PROGRAM	Direct Client Services			6,173.77	35,215.09	69,392.00	51	58
			Net	4,681.48	6,904.21	51,292.00	13	58
502 PROGRAM	Jail			0.00	2,028.75-	0.00	0	58
			Expend.	0.00	2,180.87	0.00	0	58
			Net	0.00	152.12	0.00	0	58
510 PROGRAM	SHIP			20,483.42-	155,674.63-	235,000.00-	66	58
			Expend.	14,961.50	108,595.81	231,157.00	47	58
			Net	5,521.92-	47,078.82-	3,843.00-	1,225	58
			Totals:					

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of
			Expend.			Year	Year
			Net				
530 PROGRAM	Cleanway Grant			24,956.69-	99,908.69-	149,000.00-	67
				4,683.39	57,871.58	133,677.00	43
				20,273.30-	42,037.11-	15,323.00-	274
900 PROGRAM	Emergency Preparedness			0.00	55,409.10-	117,300.00-	47
				5,150.62	59,999.21	130,861.00	46
				5,150.62	4,590.11	13,561.00	34
901 PROGRAM	Med Reserve Corps			0.00	0.00	3,500.00-	0
				0.00	944.74	1,733.00	55
				0.00	944.74	1,767.00-	53
483 DEPT	Health Education	Totals:		46,932.40-	341,332.05-	522,900.00-	65
				30,969.28	264,807.30	566,820.00	47
				15,963.12-	76,524.75-	43,920.00	174
485 DEPT	Environmental Health			16,872.30-	77,150.74-	234,400.00-	33
800 PROGRAM	Environmental			12,066.91	98,449.00	234,336.00	42
				4,805.39-	21,298.26	64.00-	33,279
820 PROGRAM	Healthy Homes Grant			0.00	10,285.80-	40,000.00-	26
				5,045.01	20,033.50	23,101.00	87
				5,045.01	9,747.70	16,899.00-	58
485 DEPT	Environmental Health	Totals:		16,872.30-	87,436.54-	274,400.00-	32
				17,111.92	118,482.50	257,437.00	46
				239.62	31,045.96	16,963.00-	183
1 FUND	Health Services Fund	Totals:		436,699.98-	2,105,270.03-	3,607,773.00-	58
				288,195.58	1,993,334.11	3,607,773.00	55
				148,504.40-	111,935.92-	0.00	0

Southwest Health and Human Services



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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM							
		Totals:	15,673.56	111,164.11	156,465.00	71	58
			15,673.56	111,164.11	156,465.00	71	58
410 DEPT	General Administration						
		Totals:	15,673.56	111,164.11	156,465.00	71	58
			15,673.56	111,164.11	156,465.00	71	58
420 DEPT	Income Maintenance						
0 PROGRAM							
		Totals:	766.42	5,513.31	0.00	0	58
			766.42	5,513.31	0.00	0	58
600 PROGRAM	Income Maint Administrative/Overhez						
		Totals:	208,456.91	1,503,265.97	2,566,010.00	59	58
			146,058.86	987,317.25	1,704,614.00	58	58
			62,398.05	515,948.72	861,396.00	60	58
601 PROGRAM	Income Maint/Random Moment Payro						
		Totals:	182,019.68	1,374,947.68	2,591,547.00	53	58
			182,019.68	1,374,947.68	2,591,547.00	53	58
602 PROGRAM	Income Maint FPI Investigator						
		Totals:	0.00	24,936.00	46,700.00	53	58
			5,034.51	36,760.57	83,336.00	44	58
			5,034.51	11,824.57	36,636.00	32	58
605 PROGRAM	MN Supplemental Aid (MSA)/GRH						
		Totals:	50.00	840.93	0.00	0	58
			0.00	6,162.40	0.00	0	58
			50.00	5,321.47	0.00	0	58
610 PROGRAM	TANF(AFDC)/MFIP/DWPF						
		Totals:	1,476.00	23,975.87	40,000.00	60	58
			0.00	14,828.28	15,000.00	99	58
			1,476.00	9,147.59	25,000.00	37	58
620 PROGRAM	General Asst (GA)/General Relief/Buri						
		Totals:	468.50	12,566.18	55,000.00	23	58
			22,915.00	131,077.05	150,800.00	87	58
			22,446.50	118,510.87	95,800.00	124	58
630 PROGRAM	Food Support (FS)						
		Totals:	12,163.04	291,268.33	542,500.00	54	58
			0.00	8,986.61	6,000.00	150	58
			12,163.04	282,281.72	536,500.00	53	58

Southwest Health and Human Services

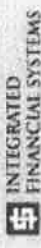
Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of
			Expend.	Expend.	YTD	2015	Bdgt
			Net	Net			Year
640 PROGRAM	Child Support (IVD)		69,208.07	763,800.81	2,241,645.00	34	58
			92,160.36	711,311.45	1,081,467.00	66	58
			22,952.29	52,489.36	1,160,178.00	5	58
650 PROGRAM	Medical Assistance (MA)		189,190.17	1,869,825.86	3,825,000.00	49	58
			145,123.92	1,314,326.42	2,607,000.00	50	58
			44,066.25	555,499.44	1,218,000.00	46	58
680 PROGRAM	Refugee Cash Assistance (RCA)		0.00	1,182.00	1,000.00	118	58
			0.00	1,182.00	1,000.00	118	58
420 DEPT	Income Maintenance	Totals:	481,012.69	4,491,661.95	9,317,855.00	48	58
			594,078.75	4,591,231.02	8,239,764.00	56	58
			113,066.06	99,569.07	1,078,091.00	9	58
431 DEPT	Social Services						
0 PROGRAM	...		1,385.19	10,876.51	0.00	0	58
			1,385.19	10,876.51	0.00	0	58
700 PROGRAM	Social Service Administrative/Overhea		1,525,751.42	5,820,857.88	9,092,926.00	64	58
			207,150.05	1,540,619.56	2,484,482.00	62	58
			1,318,601.37	4,280,238.32	6,608,444.00	65	58
701 PROGRAM	Social Services/SSTS		0.00	18,750.00	0.00	0	58
			513,712.55	3,642,032.02	6,555,207.00	56	58
			513,712.55	3,623,282.02	6,555,207.00	55	58
710 PROGRAM	Children's Social Services Programs		41,628.58	690,007.48	1,328,000.00	52	58
			276,598.67	1,982,748.27	2,795,195.00	71	58
			234,970.09	1,292,740.79	1,467,195.00	88	58
711 PROGRAM	CIRCLE Grant		3,802.43	13,513.99	0.00	0	58
			3,901.27	28,346.29	0.00	0	58
			98.84	14,832.30	0.00	0	58
712 PROGRAM	CIRCLE Program		0.00	5,000.00	5,000.00	100	58
			1,354.35	9,415.09	25,000.00	38	58
			1,354.35	4,415.09	20,000.00	22	58
713 PROGRAM	"SELF Program" Grant		0.00	21,822.00	54,012.00	40	58
			1,420.82	12,481.98	57,012.00	22	58
			1,420.82	9,340.02	3,000.00	311	58

Southwest Health and Human Services



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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
715 PROGRAM	Childrens Waivers		Revenue Expend. Net	3,425.80- 3,425.80- 0.00	31,370.56- 31,370.56- 39,025.56-	61,000.00- 61,000.00- 59,414.00-	51 51 66	58 58 58
716 PROGRAM	FGDM/Family Group Decision Making		Revenue Expend. Net	0.00 4,248.20 4,248.20	42,714.00 42,714.00 3,688.44	65,350.00 65,350.00 5,936.00	65 62	58 58
717 PROGRAM	AR/Alternative Response Discretion F:		Revenue Expend. Net	0.00 6,082.00 6,082.00	26,000.00- 20,213.54 5,786.46-	43,333.00- 43,333.00 0.00	60 47 0	58 58 58
718 PROGRAM	PSOP/Parent Support Options Program		Revenue Expend. Net	0.00 0.00 0.00	6,096.17- 5,737.24 358.93-	53,911.00- 53,911.00 0.00	11 11 0	58 58 58
720 PROGRAM	Ch Care/Ch Prot		Revenue Expend. Net	3,350.00- 205.00 3,145.00-	16,100.00- 2,632.98 13,467.02-	33,000.00- 31,400.00 1,600.00-	49 8 842	58 58 58
721 PROGRAM	CC- Basic Slide Fee/Cty Match to DHS		Revenue Expend. Net	2,963.00- 0.00 2,963.00-	20,877.00- 23,125.75 2,248.75	49,092.00- 50,000.00 908.00	43 46 248	58 58 58
722 PROGRAM	Child Care/MFIP		Revenue Expend. Net	0.00 0.00 0.00	1,390.70- 1,390.70- 7,214.00-	1,000.00- 1,000.00- 18,000.00-	139 139 40	58 58 58
726 PROGRAM	MFIP/SW MN PIC		Revenue Expend. Net	1,081.00- 1,081.00- 13,389.51-	7,214.00- 7,214.00- 169,512.71-	18,000.00- 18,000.00- 280,000.00-	40 40 61	58 58 58
730 PROGRAM	Chemical Dependency		Revenue Expend. Net	15,621.34 2,231.83 13,389.51-	212,270.47 42,757.76 154,600.00	434,600.00 154,600.00 0.00	49 28 0	58 58 58
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue Expend. Net	8.55- 8.55- 108,197.93-	61.10- 61.10- 560,330.16-	0.00 0.00 1,102,951.00-	0 0 51	58 58 58
741 PROGRAM	Mental Health/Adults Only		Revenue Expend. Net	119,401.65 11,203.72 108,197.93-	1,140,390.72 580,060.56 560,330.16-	1,498,779.00 395,828.00 1,102,951.00-	76 147 51	58 58 58

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of	
						Bdgt	Year
742 PROGRAM	Mental Health/Children Only	Revenue	28,114.65-	491,614.42-	957,137.00-	51	58
		Expend.	101,801.23	917,951.60	1,467,408.00	63	58
		Net	73,686.58	426,337.18	510,271.00	84	58
750 PROGRAM	Developmental Disabilities	Revenue	48,628.19-	365,242.97-	792,617.00-	46	58
		Expend.	24,142.29	203,109.41	417,435.00	49	58
		Net	24,485.90-	162,133.56-	375,182.00-	43	58
760 PROGRAM	Adult Services	Revenue	107,782.42-	707,750.37-	1,090,000.00-	65	58
		Expend.	6,771.45	52,979.21	110,500.00	48	58
		Net	101,010.97-	654,771.16-	979,500.00-	67	58
765 PROGRAM	Adults Waivers	Revenue	25,083.03-	249,041.42-	484,000.00-	51	58
		Expend.	19,112.43	45,482.65	17,000.00	268	58
		Net	5,970.60-	203,558.77-	467,000.00-	44	58
431 DEPT	Social Services	Totals:	1,913,206.51-	9,261,578.49-	15,505,393.00-	60	58
461 DEPT	Information Systems	Revenue	1,302,908.49	9,893,127.29	16,106,612.00	61	58
		Expend.	610,298.02-	631,548.80	601,219.00	105	58
		Net					
0 PROGRAM	...	Totals:	5,235.72-	17,596.22-	28,500.00-	62	58
461 DEPT	Information Systems	Revenue	25,286.43	188,507.02	348,907.00	54	58
		Expend.	20,050.71	170,910.80	320,407.00	53	58
		Net					
5 FUND	Human Services Fund	Revenue	5,235.72-	17,596.22-	28,500.00-	62	58
		Expend.	25,286.43	188,507.02	348,907.00	54	58
		Net	20,050.71	170,910.80	320,407.00	53	58
FINAL TOTALS	987 Accounts	Revenue	2,399,454.92-	13,770,836.66-	24,851,748.00-	55	58
		Expend.	1,937,947.23	14,784,029.44	24,851,748.00	59	58
		Net	461,507.69-	1,013,192.78	0.00	0	58
FINAL TOTALS	987 Accounts	Revenue	2,836,154.90-	15,876,106.69-	28,459,521.00-	56	58
		Expend.	2,226,142.81	16,777,363.55	28,459,521.00	59	58
		Net	610,012.09-	901,256.86	0.00	0	58

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

JULY 2016

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,288,797.96
7/1/16	18874-18902	Dep	20,288.53		3,309,086.49
7/5/16	69557-69602	Disb		14,516.84	3,294,569.65
7/5/16	69603-69653	Disb		50,893.66	3,243,675.99
7/5/16	1669-1678 ACH	Disb		1,301.25	3,242,374.74
7/5/16	18911-18928, 18933,18935-18937	Dep	667,922.29		3,910,297.03
7/5/16	9440	Disb		8,528.58	3,901,768.45
7/8/16	7390-7407	PAYROLL		135,349.87	3,766,418.58
7/8/16	38334-38578 ACH	PAYROLL		461,880.60	3,304,537.98
7/8/16	18903-18910,18929-18932,18934,18938-18986	Dep	360,771.00		3,665,308.98
7/11/16	69654-69688	Disb		3,081.96	3,662,227.02
7/11/16	69689-69794	Disb		227,864.58	3,434,362.44
7/11/16	1679-1695 ACH	Disb		2,018.79	3,432,343.65
7/11/16	9441	Disb		13,215.91	3,419,127.74
7/12/16	18987-19023	Dep	1,163,675.93		4,582,803.67
7/13/16	9442	Disb		9,012.35	4,573,791.32
7/14/16	9443	Disb		53,715.14	4,520,076.18
7/14/16	9444	Disb		639.04	4,519,437.14
7/14/16	9445	Disb		33.00	4,519,404.14
7/15/16	19024-19073	Dep	108,891.42		4,628,295.56
7/18/16	69795-69800	Disb		9,151.66	4,619,143.90
7/18/16	1696-1696 ACH	Disb		347.20	4,618,796.70
7/18/16	69801-69946	Disb		246,861.66	4,371,935.04
7/18/16	1697-1706 ACH	Disb		1,044.65	4,370,890.39
7/18/16	9446	Disb		55,570.66	4,315,319.73
7/19/16	19074-19109	Dep	128,633.49		4,443,953.22
7/20/16	9447	Disb		32,236.77	4,411,716.45
7/22/16	69947-70042	Disb		10,338.10	4,401,378.35
7/22/16	70043-70238	Disb		79,792.47	4,321,585.88
7/22/16	1707-1710 ACH	Disb		2,093.36	4,319,492.52
7/22/16	7408-7426	PAYROLL		136,331.14	4,183,161.38
7/22/16	38579-38823 ACH	PAYROLL		457,858.25	3,725,303.13
7/22/16	19110-19153	Dep	229,014.22		3,954,317.35
7/22/16	9448	Disb		897.05	3,953,420.30
7/25/16	70239-70324	Disb		8,552.94	3,944,867.36
7/25/16	70325-70436	Disb		305,949.72	3,638,917.64
7/25/16	1711-1720	Disb		1,193.02	3,637,724.62
7/25/16	9449	Disb		33,028.31	3,604,696.31
7/26/16	19154-19191	Dep	189,829.57		3,794,525.88
7/27/16	9450	Disb		9,012.20	3,785,513.68
7/29/16	70437-70480	Disb		8,737.93	3,776,775.75
7/29/16	70481-70540	Disb		72,777.49	3,703,998.26
7/29/16	1721-1725 ACH	Disb		287.05	3,703,711.21
7/29/16	19192-19232	Dep	241,521.32		3,945,232.53
7/28/16	25140	Interest	5,733.46		3,950,965.99
					3,950,965.99
					3,950,965.99
					3,950,965.99
	balanced jvp 8/1/16	TOTALS	3,116,281.23	2,454,113.20	

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	242	14		331	37	842	28	484	464	334	2789
2015	12	227	13		306	34	817	23	403	460	352	2652
2016	13	240	12	0	298	50	829	18	396	452	362	2669
2017												

*Note: CADI name change and there is a new category (Adult Essential Community Supports)

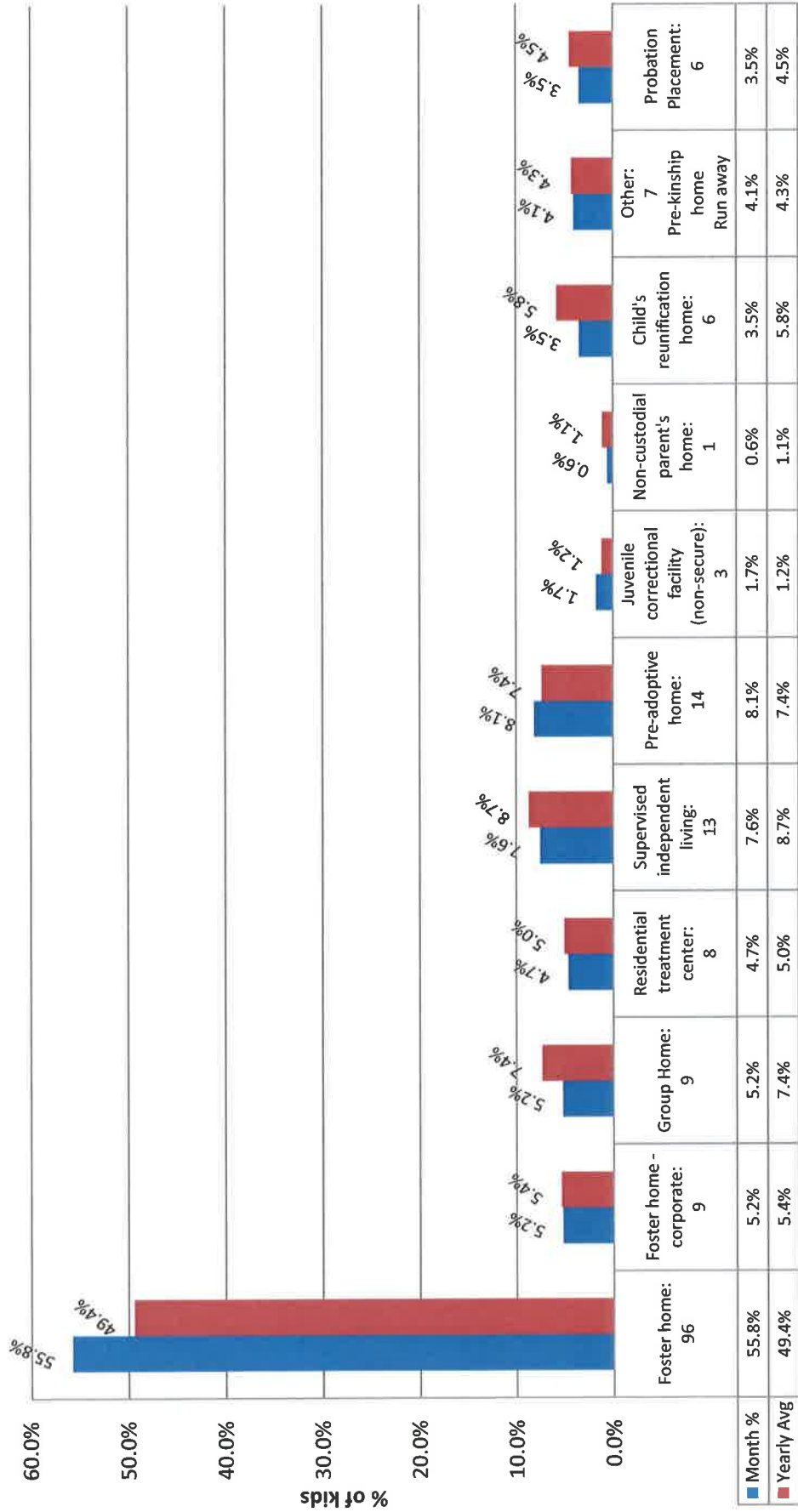
2016	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Access for Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	13	237	12	0	297	40	815	19	367	452	358	2610
February	13	238	12	0	297	42	827	19	412	453	361	2674
March	13	243	12	0	293	44	835	17	370	452	366	2645
April	13	240	12	0	294	55	822	17	403	451	362	2669
May	13	241	12	0	303	59	818	17	417	453	367	2700
June	12	240	12	0	305	60	856	17	407	452	356	2717
July	12	242	12	0	307	43	837	18	429	451	363	2714
August												
September												
October												
November												
December												
	13	240	12	0	299	49	830	18	401	452	362	2676

Children's - Social Services Caseload

Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	42	18	0	4	31	127	104	106	0	1	16	449
2015	38	15	1	3	30	153	127	96	0	1	18	482
2016	41	17	2	5	35	175	145	86	0	0	13	518
2017												

2016	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	40	15	2	4	35	179	138	87	0	0	13	513
February	39	15	2	4	34	180	154	85	0	0	13	526
March	39	17	2	4	33	186	145	88	0	0	11	525
April	43	17	1	5	35	193	151	85	0	0	15	545
May	41	19	1	5	36	157	148	87	0	1	14	509
June	42	20	1	5	37	153	136	82	0	0	12	488
July	42	20	0	8	37	166	132	81	0	0	14	500
August												
September												
October												
November												
December												
	41	18	1	5	35	173	143	85	0	0	13	515

**July 2016 - Placement by Category
172 Kids in Placement**



July 2016: Total kids in placement = 172

Total of 14 Children entered placement

4	Lyon	Foster Home
1	Murray	Probation
2	Murray	Foster Home
4	Pipestone	Foster Home
3	Redwood	Foster Home

Total of 11 Children were discharged from placement (discharges from previous month)

2	Lyon	Probation
2	Pipestone	Group Home
1	Pipestone	Probation
2	Redwood	Group Home
1	Redwood	Pre-Kinship Home
1	Redwood	Non-Custodial Parent's Home
1	Rock	Residential Treatment Facility
1	Rock	Child's Reunification Home

NON IVD COLLECTIONS

JULY 2016

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	50
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,476
GA	05-420-620.5803	25
FS	05-420-630.5803	140
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,274
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	16,626
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	6,026
OOH/FC Recovery	05-431-710.5803	4,040
CHILDCARE		
Licensing	05-431-720.5502	2,750
Corp FC Licensing	05-431-710.5505	600
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	5,103
Detox Fees	05-431-730.5520	(1,635)
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		36,475

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

EFFECTIVE DATE: 02/15/12

REVISION DATE: 08/17/16

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- TELECOMMUTING ---

Section 1 - Purpose

- a. The intent of Southwest Health and Human Services (SWHHS) Telecommuting Guidelines is to help employees who telecommute and their supervisors understand their obligations and the agency's responsibilities when working from a home office. Telecommuting arrangements should be capable of demonstrating improved customer service and potential cost savings.

Section 2 - Definition of Telecommuting

- a. For purposes of this policy, employees who work from a home office on a regularly scheduled basis will be considered telecommuters. This does not include employees who work from their home on an infrequent basis.
1. Part-Time Telecommuter
 - The employee will be scheduled to work from home at least 50% of the time. They will agree to share their agency work station with one or more other telecommuters on a pre-arranged basis. The number of telecommuters that will share a work station depends on the amount of time scheduled in the agency work station.
 - This agency work station could be personalized as agreed by the telecommuters, but only one computer station and desk will be provided. A lockable, private storage area for each telecommuter may be provided which may or may not be in the immediate work area.
 2. Full-Time Telecommuter
 - The employee will be scheduled to work from home at least 80% of the time. The telecommuter will agree to give up their personal agency work station and share a "hotel" site with up to four other telecommuters.

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PERSONNEL POLICY NUMBER 4**

- c. Employees will keep their supervisor informed of progress on assignments worked on at home and of any problems experienced. Employees will also communicate as needed to ensure meeting the needs of their supervisors, co-workers, clients, and customers.
- d. Employees who telecommute will be expected to perform an additional 10% of job responsibilities of those who do not telecommute. The job responsibilities assigned will be determined by that employee's supervisor.

Section 6 - Equipment/Supplies

- a. SWHHS will provide the following equipment: a personal computer, printer/~~fax, modem~~, one adjustable computer table, an ergonomic chair, and a locking file cabinet(s). ~~The agency may also provide two phone lines (data and voice). One additional line for faxing may be requested under special circumstances if the job function requires it. The additional line will be approved on a case by case basis by the supervisor and agency director.~~ Other office supplies required for job function will be provided by SWHHS and will be obtained during the employee's in-office work hours. SWHHS will **not** reimburse for the cost to install internet or the monthly internet access cost. ~~SWHHS will reimburse for the cost to install a phone line and the monthly phone cost, including long distance for that line.~~
- b. Equipment, software, and other supplies furnished by SWHHS remain the property of SWHHS and are subject to the same business use restrictions as if located at a SWHHS work site. No personal software may be loaded onto SWHHS owned equipment. (Refer to SWHHS Administrative Policy Number 10 regarding Internet use.)
- c. If SWHHS owned equipment requires maintenance or repair, the employee should contact their supervisor and the Information Technology Services Unit (IT). IT personnel will make arrangements for maintenance or repair of the SWHHS owned equipment and software.
- d. Employees should not transport SWHHS owned **IT** equipment (~~with the exception of laptops~~) without prior approval from IT supervisor.
- e. SWHHS cannot provide technical support to the employee's personally owned hardware or software.
- f. SWHHS does not assume responsibility for any loss, damage, or wear to employee owned equipment or furnishings.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 23**

EFFECTIVE DATE: 01/01/16

REVISION DATE: 02/17/16; 08/17/16

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- Voluntary Donation of Vacation/Medical ---

Section 1 - Policy Statement

- a. Southwest Health and Human Services (SWHHS) recognizes that employees may have an individual or family medical emergency that causes a severe impact to them resulting in a need for additional time off in excess of their paid time off. To address this need, all eligible employees will be allowed to donate vacation/medical time from their accrued balance to their co-workers in accordance with the policy outlined below. This policy is strictly voluntary.

Section 2 – Guidelines

- a. Eligibility
- In order to be eligible to donate vacation/medical:
 - Must be employed with SWHHS for a minimum of 90 days.
 - Employees who would like to make a request to receive donated vacation/medical:
 - Must be regular full-time or regular part-time (who are normally scheduled to work at least 20 hours) and employed with SWHHS for a minimum of 90 days. Must have also made a minimal initial donation of 4 hours (2 hours vacation/2 hours medical) to participate. SWHHS employees can join the donation bank during open enrollment, which is normally the first part of November for the next calendar year. Once the bank reaches 1200 hours, a minimum donation of two hours per year (1 hour vacation/1 hour medical) will be required for continued participation. If the bank falls under 1200 hours then the next calendar year donation will go up to 4 hours (2 hours vacation/2 hours medical) to fund the bank. Newly hired staff will be given the option to participate after 90 days of employment.
 - Must have a situation that meets the following criteria:
 - Family Health Related Emergency – Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, children, parents, grandparents and legal wards of the employee or as allowed by state statute. Examples not limited to:
 - Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an overnight stay in a hospital, hospice, or residential medical/treatment facility;

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- If a request is denied, the employee can appeal to the Director. However, decisions regarding a denied request for this program is not subject to grievances or arbitration.
- Additional Guidelines
 - Employees receiving the donated vacation/medical time will be paid at their normal hourly rate of pay (not at the donating employee's rate of pay). The maximum number hours that an employee can receive is 450 ~~200~~ per event.
 - Vacation/medical time will be donated to the recipient based on the order received. If the bank is depleted then the request may be denied. However, if the bank is depleted a notice will be posted for additional donations but no individual can donate above the maximum donation in a calendar year. If no hours are donated then the request will be denied.
 - Donated time may only be used for time off related to the approved request.
 - Recipients will not pay back any donated time.
 - SWHHS will not inform the recipient of the names of those donating hours.
 - Donation cannot extend the Family Medical Leave Act (FMLA).
 - When an employee fails to continuously participate in the pool year to year, they must make an initial donation of 4 hours (2 hours vacation/2 hours medical) to rejoin.
 - This program is not available to staff when the injury or illness is work related and worker compensation applies.
 - Elective surgery does not qualify as a catastrophic illness or injury. If complications arise resulting in a serious health condition, the situation may then qualify as a catastrophic illness or injury.
 - Most leave associated with pregnancy does not qualify as a catastrophic illness or injury. If complications arise resulting in a serious health condition for the mother or child, the situation may then qualify as a catastrophic illness or injury.
 - An employee who has given their notice to resign or retire is not eligible to draw hours from the bank.

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 12/17/14, 08/17/16

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.
- c. 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**

Section 2 – General Principles

a. Individual Ownership of Data

The MN Government Data Privacy Practices Act maintains individual ownership of the individual data collected. Southwest Health and Human Services will own the paper, forms, and files, whereas the individual owns the data that is on these forms. The agency is the caretaker of the individual's data. The individual in a very real sense controls the use of the data. When questions arise, the individual's consent is the most legal and ethical approach to be used in the release of information.

b. Program Information

The MN Government Data Privacy Practices Act requires that agencies collect only data which is necessary for the administration of authorized programs. Data which is collected from an individual under the authority of federal or state law must only be used by the program for which it was collected. An exchange of data with personnel outside of the program area must have the individual's signed permission, unless there is a statute that authorizes such release. At the time of collection an individual must be made aware that the data ~~he is~~ they are providing will be shared with other health and human service employees directly involved in providing program services. Staff has a responsibility to maintain data necessary for program purposes and have records and files that are accurate, current, and complete.

c. Release of Information

If the client has been made aware that sharing of data will take place this data may be transferred without release. If the individual has not been made aware, dissemination of data cannot take place without a signed release from the client, or a law that authorizes access or special permission to release this information after the original Notice of Privacy, sometimes referred to as the Tennessee Warning, was given. The MN Government Data Privacy Practices Act does not distinguish between an individual's benefit to release information and a detriment to the individual's release of information. Whatever category the data falls into, it is categorized for all purposes. Example: The individual's address can no more be disclosed without the individual's consent for purposes of settling estate than it can be for the purpose of locating an accused criminal. Any letters from attorneys, subpoenas, dispositions, interrogatories, court orders, and request of clients to see their file should be channeled through their supervisor. In addition, one of the privacy officers shall also be notified.

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~~d. Release Policy Exemptions~~

~~In general, release policies do not apply in the following circumstances:~~

- ~~• Disclosures for treatment.~~
- ~~• Use or disclosures made to the individual subject of the data.~~
- ~~• Disclosures made to DHS, Office of Civil Rights.~~
- ~~• Use or disclosure as required by law or court order.~~
- ~~• Use or disclosure required for compliance with the privacy regulation.~~

~~e. Written Request Required for Individuals Identifiable Health Information (IIHI)~~

~~The Agency will require that any individual requesting access to IIHI put that request in writing. A Request for Disclosure of Information (AG#115) document should be completed. The worker will forward the request to the unit supervisor and send a copy to the Office Services Supervisor for entry into a master log. This procedure applies to all requests with the exception of income verifications. (Note: Income verifications do require releases of information.)~~

~~—~~

~~f. Accounting of Disclosures of IIHI~~

~~The Agency will obtain from the Master Data Practices Request Log (Ag#117) and provide, upon request, a 6-year accounting of disclosures made of the individual's IIHI, except for disclosures:~~

- ~~• To carry out treatment, payment or health care operations.~~
- ~~• To the individual data subject (i.e., requests the individual made about his own information).~~
- ~~• To facility directories or to person's involved in the individual's care or other notification purposes (45 CFR 164.510 (b)).~~
- ~~• For national security or intelligence purposes.~~
- ~~• To corrections officials or law enforcement personnel when the individual is in custody (45 CFR 164.512 (k) (5)).~~
- ~~• Which were made before the compliance date.~~

~~In certain circumstances involving health oversight agencies or law enforcement agencies, the Agency may temporarily suspend the individual's right to receive an accounting of disclosures.~~

~~See forms supply for release and request for disclosure forms and log.~~

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Section 3 - The MN Government Data Privacy Practices Act and the Department of Administration Rules Establish the Rules Under Which Data and Information is Compiled, Classified, Maintained, and Distributed

- a. Classification of Data: Data is classified into two main categories and each category is divided into three defined groups.
- **Data on Individuals:** Data on individuals is defined as all data in which an individual can be identified as the subject of that data.
 - **Public Data on Individuals:** Data on individuals is public if the statute or rule does not classify the data as private or confidential and is accessible by the public.
 - **Private Data on Individuals:** Private data on individuals is data which is not accessible to the public, but is accessible only to the individual subject of that data and can be released only by the subject of the data's consent. ~~WIC data is considered private.~~
 - **Confidential Data on Individuals:** Confidential data is data on individuals that is classified as confidential by state or federal law, is not accessible by the public, and is not accessible to the individual subject of that data. Client cannot sign to release this information. At a minimum, confidential data includes:
 - medical or psychological information stamped confidential
 - names of reporters
 - adoption records
 - chemical dependency records (per MN Statute Chapter 254A; section 09.)
 - all information related to IRS – IEVS (Income Eligibility Verification Systems), e.g., UNVI or BEER matches.
 - ~~— all information related to IRS – IEVS (Income Eligibility Verification Systems), e.g., UNVI or BEER matches.~~
 - **Data Not on Individuals:** Data not on individuals is all data which is not on individuals and does not allow identification of individuals.
 - Public data is data which is accessible by the public.
 - Non-public data is not accessible by the public.
 - Protected non-public data is data not accessible by the public or the subject of that data.
- b. Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not in any way identifiable. Data or summary data has all data elements that could link the data to a specified individual have been removed and lists of numbers or other data which would uniquely identify an individual is separated from the summary data; it is not available to persons who gain access to or possess summary data. Unless classified elsewhere, summary data is public and may be requested by and made available to any individual or person. Summary data may be requested by a governmental unit if needed for administration and management.

**SOUTHWEST HEALTH AND HUMAN SERVICES
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- ~~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 IIII maintained in these types of information systems.~~

Section 4 - Access to Data

a. **Responsible Authority**

Each agency, according to the ~~MN Government Data~~ **privacy Practices 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~~ **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. **Privacy and Security Officers**

Dale Hiland, Social Services Supervisor, and Carol Biren, Public Health Director, ~~are~~ the designated Privacy Officers ~~for HIPAA purposes~~. They ~~is person is~~ are responsible for the development and implementation of the **data privacy** policies and procedures. ~~required by HIPAA Standards for Privacy of Individuals Identifiable Health Information (IIII). The Privacy Officer also serves as the person to receive complaints and who should provide further information about matters covered by the privacy notice.~~ Karri Harvey, Management Information Supervisor is the designated Security Officer for SWHHS.

c. **Request for Government Data**

1. **Individual 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. **In addition, one of the privacy officers shall also be notified.**

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2. Summary Data

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 or designee. The Agency 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.

3. 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. The public has the right to look at (inspect), free of charge, all public data that the Agency keeps. The public also has the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. The public has the right to look at data, free of charge, before deciding to request copies.

If copies of data are requested, one free copy will be provided to the client only on an annual basis. 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), 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,

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- 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 to and including the date of the signature.
- The consent form should state that such consent may be revoked by the individual at any time.

Parents have the right to look at and get copies of public and private data about their minor children (under the age of 18). Legally appointed guardians have the right to look at and get copies of public and private data about an individual for whom they are appointed guardian.

Minors have the right to ask the Agency not to give data about them to their parent or guardian. The Agency informs the minor that they have this right. We may ask the minor to put their request in writing and to include the reasons why we should deny their parents access to the data. We will make the final decision about the request based on the minor's best interests. The decision will be made with the staff person's supervisor. Information will be documented in the case notes.

e. **Verifying Identity**

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as;
 - a state driver's license

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- a military ID
- a passport
- a Minnesota ID
- a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as;
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either;
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as;
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as;
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

~~Section 5— Access to Medical Information~~

~~a. Medical information is considered as private information unless stamped by the provider, "confidential, do not release to data subject," or "confidential pursuant to Minnesota Statutes 144.35," or written notice is obtained from the provider not to release to the data subject.~~

~~b. Access to Designated Record Set~~

~~Individual Rights— Individuals have a right to access any protected health information that is used to make decisions about the individual subject of the data, including information used to make health care decisions or information used to determine whether a claim will be paid. The individual has a right to access their "designated~~

**SOUTHWEST HEALTH AND HUMAN SERVICES
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~~record set." The right of access also applies to health care clearinghouses, health care providers that create or receive protected IIII other than as a business associate of the Agency.~~

~~For the Agency's purposes, the following is defined as a "designated record set."~~

- ~~• A group of records maintained by the Agency that is: a) the medical records and billing records about individuals; b) the enrollment, payment, claims adjudication, and case management record systems maintained by the Agency; c) used, in whole or in part, by or for the Agency to make decisions about individuals.~~
- ~~• The term "record" means any item, collection, or grouping of information that includes protected IIII data and is maintained, collected, used or disseminated by the Agency.~~

~~c. Access Limitation Exceptions~~

~~The Agency will permit any individual to request access to inspect or copy the designated record set for as long as it is maintained by the Agency with the following exceptions:~~

- ~~• Information compiled in reasonable anticipation of a civil, criminal or administrative action or proceeding.~~
- ~~• Information held by clinical laboratories if access is prohibited by the Clinical Laboratory Improvements Amendment of 1988 (42 USC 263a), e.g., HIV testing.~~
- ~~• Any data determined by Minnesota State Law to be "confidential," i.e.,
 - ~~○ medical or psychological information stamped confidential~~
 - ~~○ names of reporters~~
 - ~~○ adoption records~~
 - ~~○ chemical dependency records (per MN Statute Chapter 254A; section 09.)~~
 - ~~○ all information related to IRS – IEVS (Income Eligibility Verification Systems), e.g., UNVI or BEER matches~~~~

~~Any data not released due to confidential designation will be documented by the agency as to type, source, and date. The individual will be provided with this documentation.~~

~~d. Written Request Required~~

~~The Agency will require that any individual requesting access to put that request in writing.~~

~~This is in conformity with the Agency's basic data practices protocol. A **Request for Disclosure of Information** (AG#115) document should be completed. The worker will~~

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~~forward the request to the unit supervisor and send a copy to the Office Services Supervisor for entry into a master log.~~

~~e. Receiving and Processing Requests~~

~~Requests for access to IIII will be handled by the supervisor of the unit. Written requests may be also directed via fax at 507-537-6088 to the attention of the supervisor. The Office Services Supervisor will maintain a **Master Data Practices Request Log (AG#116)** indicating requests for IIII data.~~

~~f. Denying Access~~

~~If the Agency denies access to IIII, the Agency will provide a timely, written denial that states the basis for the denial and the procedures for making a complaint to the Privacy Officer. The individual has a right to a review of the denial of access by an Agency designated licensed health professional who did not participate in the original decision to deny access. Reviewable reasons for denial include but are not limited to the following:~~

- ~~• A licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to endanger the life or physical safety of the individual or another person.~~
- ~~• The protected IIII makes reference to another person (unless such other person is a health care provider) and a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to cause substantial harm to such other person.~~
- ~~• The request for access is made by the individual's personal representative and a licensed health care professional has determined, in the exercise of professional judgment, that the provision of access to such personal representative is reasonably likely to cause substantial harm to the individual or another person.~~
- ~~• A court order has been obtained allowing the Agency to deny access.~~

~~g. Complaints Policy~~

~~The Agency will provide a process for individuals to make complaints to the Agency concerning its HIPAA privacy regulations policies and procedures, its compliance with those policies or procedures or its compliance with the privacy regulations itself.~~

~~The notice provided to individuals will include a brief description of how individuals may file a complaint, including the title, phone number and address to contact for further information on the policies for filing a complaint.~~

~~Complaints will be written on form #AG117 and directed to the Privacy Officer. For purposes of satisfying this component, the Agency will use its current **Complaint Intake Log, AG#118**.~~

~~The Office Services Supervisor will document all complaints received and their disposition. At least annually, the Southwest Health and Human Services Joint Governing Board will be informed of all complaints and their disposition.~~

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~~h. Anti-Retaliation Policy~~

~~The Agency will not retaliate against any person for exercising a right under the HIPAA privacy regulations, or for filing a complaint, participating in an investigation, or opposing any lawful act relation to the privacy regulations.~~

f. Appropriate Administrative, Technical and Physical Safeguards

The Agency will reasonably safeguard ~~protected IIII~~ private data from any intentional or unintentional use or disclosure that is in violation of the ~~HIPAA privacy standards~~ MN Governmental Data Practices Act. Records stored in the Agency will be kept secure at all times. Employees who are handling ~~IIII information~~ private data during the course of the day will protect the privacy of the material.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

~~j. Business Associate Relationships and Amending Business Associate Contracts or Agreements~~

~~A "business associate" is a person or entity who is not a member of the Agency workforce and who performs a function for the Agency which requires it to use, disclose, create or receive IIII. The Agency may disclose IIII to another entity if it receives satisfactory assurances, provided in a written contract, that the business associate will appropriately safeguard the IIII. If the Agency and business associate are both governmental entities, a memorandum of agreement will provide satisfactory assurances. The requirement for business associates does not apply to:~~

~~— Disclosures made to a provider for treatment.~~

~~● Disclosures made to a health plan sponsor.~~

~~● Use or disclosures by a health plan that is a government program providing public benefits, if eligibility for, or enrollment in, the health plan is determined by an agency other than the agency administering the health plan, or if the protected IIII used to determine enrollment or eligibility in the health plan is collected by an agency other than the agency administering the health plan, and such activity is authorized by law, with respect to the collection and sharing of IIII for the performance of such functions by the health plan and the agency other than the agency administering the health plan.~~

~~k. Alternative Means of Communication Request~~

~~The Agency will accommodate all reasonable requests from individuals to receive communication of protected IIII by alternative means or at an alternative location, provided the individual clearly states that disclosure of all or part of that information could endanger the individual.~~

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I- ~~Miscellaneous~~

~~Restricted Use Request~~

~~The Agency will allow an individual to request that the Agency restricts its use and disclosure of IIII for treatment, payment or health care operations. The Agency is not required to agree to the restriction. However, if the Agency agrees to the restriction, it will not violate that agreement, except for emergency treatment.~~

~~Limit Use Disclosures to Those Authorized by the Client~~

~~IIII will be provided to the individual and to the Office of Civil Rights. Disclosure of IIII will be allowed under the following circumstances: 1) if the client has authorized a use or disclosure; 2) if the disclosure is for health care operations, payment or treatment and the client has signed a consent form for the provider, or a consent form is not required; 3) if the client has agreed to the disclosure for a facility directory or to an individual necessary for the care of the individual; or 4) if the disclosure is one of the social responsibility disclosures and all conditions for such disclosure are met. Social responsibility disclosures include: a) uses and disclosures required by law; b) use and disclosures for public health activities; c) disclosures about victims of abuse, neglect or domestic violence; d) uses and disclosures for health oversight activities; e) disclosures for judicial and administrative hearings; f) disclosures for law enforcement purposes; g) uses and disclosures about decedents; h) uses and disclosures for cadaveric organ, eye or tissue donation purposes; i) uses and disclosures for research purposes; j) uses and disclosures to avert a serious threat to health or safety; k) uses and disclosures for specialized government functions; and l) disclosures for workers' compensation.~~

~~Dissemination of HIPAA Policies and Procedures—The Agency will place a copy of its HIPAA Policies and Procedures for public consumption on its main public bulletin board.~~

~~Section 6 – Computer Data~~

~~a. Information generated by the computer has the same classification of data as that of the individual records and files. Staff will follow the same privacy policies procedure in the use of computer information as individual records and files. Passwords are considered as non-public data. All agency computers will require passwords with a designated minimum number of characters. Passwords will be changed on a regular basis. Employees will set their screensavers to “lock” in 5 minutes as a further precaution to protect privacy.~~

~~Section 75 – Security of Individual Files~~

~~a. Security of individual files is contained by isolating the case records into the working areas. Authorized clerical people are to have access to these files as well as the other appropriate designated personnel. All case notes are to be maintained within SSIS, with only appropriate personnel having access to this information. Case notes created outside of SSIS must be~~

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~~imported and maintained within the SSIS system.~~

~~In order to provide proper data security in access to records, staff shall make every effort to return case files to their respective file drawer at the end of each working day. Files shall not be kept on staff members' work area over night unless their office door is locked. Not more than a reasonable number of 3 files shall be kept on a staff member's desk at one time. If a staff member is to conduct an interview at their desk, files on their desk should be put out of sight so that they cannot be seen by any other clients.~~

~~No case records shall leave the office without the knowledge of a supervisor. If a record is taken out of the office and out of the building, it shall be transported in the appropriate container that has a designation, Property of "Southwest Health and Human Services" on it.~~

~~The Agency will provide access to IIIH only to those employees on a "need to know" basis. Employees will only be given information that the employee needs to have in order to accomplish a given function and only for proper administration of an appropriate health-related program and HIPAA.~~

- a. Staff members must also recognize that any information that is gained through work concerning clients is not to be talked about with any other person who does not have the need to know this information. It is also the policy of the agency that cases shall not be discussed in the break room, halls, or any place where other people may gain access to that information within physical limitation of the agency.

• ~~Any person who willfully violates provisions of the Minnesota Governmental Data Privacy Practices Act Law or any lawful rules and regulations can be guilty of a misdemeanor. Willful violation of the Southwest Health and Human Services privacy policy constitutes just cause for suspension without pay and/or dismissal of the individual.~~

- b. Employee Sanctions: If there is a report of non-compliance or if employees fail to comply with the Agency's privacy and security policies or procedures, the Agency will apply appropriate disciplinary sanctions.

~~Section 8 – Collection and Maintaining of Data~~

- a. ~~Any person who willfully violates provisions of the Minnesota Data Privacy Law or any In accordance with Minnesota Statutes 13.03 to 13.97, Minnesota Data Privacy Act, Southwest Health and Human Services is required to prepare and make available to the public a public document on the data it collects and maintains. All Southwest Health and Human Services forms are maintained in the FORMS folder on word processing. A list of forms may be printed for the public to view.~~

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~~b. In accordance with the most current MN DHS County Human Services General Records Retention Schedule and the most current SSIS Business Rules for Purge, Southwest Health and Human Services will retain records for the period of time recommended by the State. At the discretion of supervisors, some units may retain "can increase" (per SSIS) records longer than required for the purposes of enhanced accuracy, effectiveness, and customer service. (Any extended time periods will be noted on hard copies of retention schedules available in each office).~~

Section 96 – Individual’s Right to Contest Data and/or Request to Amend IIHI

- a. An individual, ~~parent of a minor or legal guardian~~ has a right to contest the public or private data collected ~~upon himself~~ by the ~~human services department~~ Agency. ~~The individual needs to be informed at intake that he has the right to contest this data.~~
- b. The individual, ~~parent of a minor or legal guardian~~ shall notify the agency in writing describing the nature of his contention, disagreement with any specific data contained in the file. A staff person will assist the individual wishing to contest such data. The written notice shall become part of the individual file. If corrections in data need to be made, these will be done by the appropriate staff person. An individual, ~~parent of a minor or legal guardian~~ will be notified in writing about the corrections. If no corrections are necessary, the client, ~~parent of the minor or legal guardian~~ shall be notified of that decision. If files of other individuals have the same inaccuracy, the staff will be instructed to make necessary corrections and send letters of notification to the individuals. If there is any disagreement between the agency and the client, ~~parent of a minor or legal guardian~~ that a satisfactory conclusion has not been reached, the client, ~~parent of the minor or legal guardian~~ has the right to appeal this to the Department of Administration.
- ~~c. For more information on requesting an amendment as it pertains to the Privacy Regulation, refer to sections on Amendment Requests, Personnel Policy #0046 (HIPAA), pages 6 and 7.~~

Section 107 - Simplified Classification Lists

- a. Data collected during a criminal investigation is classified as confidential by Minnesota Statutes 13.39, Subdivision 2.
- b. Adoption records are classified as confidential by Minnesota Statutes 259.27, Subdivision 3.
- c. Child protection records are classified as private and/or confidential by Minnesota Statutes 626.556, Subdivision 11.

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- d. Chemical dependency records are classified as private by 42 CRF 2.1 1976.
- e. Licensing records are classified as public, except personal and personal financial information about family day care and foster care records. All information on the actual license for family day care or foster care is public except social security number and reference. (Licensing information being used in an investigation is protected non-public.)
- f. Data pertaining to medical providers who provide medical services to individuals under the State MA program, including their names and information pertaining to their financial reimbursement for providing such services, is public.
- g. Vendors of services are not classified as individuals under the data privacy law.
- h. ~~Limited medical information which a physician determines in writing to be harmful to the individual subject of that information or when a physician determines in writing that writing might cause the individual subject of the information to do harm to another person or himself may be classified as confidential under Minnesota Statutes, Section 144.335.~~

Personnel records of all public agencies, including the Merit System, are classified as public except for that information classified as private under Minnesota Statutes. The following data about public employees is public information: name, actual gross salary, salary range, contract fees, pension, value and nature of employee's fringe benefits, and the basis for and the amount of any added remuneration including expense reimbursement. In addition to salary; job title, job description, education, training and background, previous work experience, date of first and last employment, the status of any complaints or charges against the employee (whether or not the complainer charged resulted in disciplinary action), the final disposition of any disciplinary action, work location, work telephone number, payroll time sheets that are used to account for employees' work time (except to the extent that the release of time data would reveal the employee's reason for the use of sick or other medical leave or other non-public data), the city and county of residence. This is all contained in Minnesota Statutes Section 13.43, Subdivision 2.

- i. WIC data is considered private.

~~**Section 11 – Tennessen Warning**~~

- ~~a. The Tennessen Warning is a statement which must be provided to all data subjects any time they are asked to provide private or confidential information about themselves. Another term for this, rather than the Tennessen Warning, is the Privacy Rights Statement (AG#009). The Tennessen Warning is a provision of the data privacy law which deals with the individual's right to know what a government agency does with the information that the agency collects about that individual and with whom this information will be shared.~~

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~~It~~

~~informs the individual as to which agencies authorized by statutes, federal law, or classification will have access to data.~~

~~The Tennessee Warning may take one of two forms. It may be: 1) program or activities specific, or 2) a broader version to deal with all programs and activities of the collecting agency. The Tennessee Warning may be verbal or written. If written, a signed copy shall be in the case file. If verbal, it shall be documented in the case dictation.~~

~~If the agency has failed to notify the data subject of the use or dissemination of a particular piece of information (even if there is statutory authority for the dissemination of the data), the data may not be used or disseminated for that purpose unless a signed consent of release is obtained for that purpose.~~

~~b. Conditions~~

~~The law requires that any time an individual is asked by any staff person in an agency to provide private or confidential data about himself or herself a Tennessee Warning must be given to that individual. This warning must be given when the data subject is an individual, the data is private or confidential, and the data is needed in the administration of a program. Tennessee Warning does not need to be given when the data subject is not an individual, the data is public, non-public, the data is volunteered, the data is about a third party or an employee of a government agency.~~

~~The Tennessee Warning and the informed consent for release of information are similar in that they both deal with the release of data. The informed consent for release of information provides the data subject with an opportunity to control the use of the information about him or her maintained by an agency. The Tennessee Warning on the other hand is an attempt to keep the individual informed as to what an agency does with the data it maintains and who will have access to that data. It is important to remember that a signed consent for release of information must be obtained when there is statutory base for the release of data. Data may only be used by an agency in accordance with the purposes it informed the data subject of when the data was collected.~~

~~The law does not specify that the Tennessee Warning be in writing or signed, but this method is obviously the preferred method since it is concrete proof that the Tennessee Warning was given. One copy of the signed Tennessee Warning should be placed in the data subject's file and the data subject should be given another copy to take with them.~~

~~All forms which ask for private or confidential data must contain a Tennessee Warning. If the Tennessee Warning is not included on the form, then the individual should receive a Tennessee Warning on a separate sheet at the same time s/he is asked to complete the form.~~

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~~All new staff shall be informed of the provisions of the data privacy policy and shall receive a copy of the local agency policy. Periodically, at least once a year, staff training will be conducted either formally or informally to review the data privacy act.~~

~~The Agency will train all members of its workforce in the policies and procedures adopted by the Agency necessary to comply with the HIPAA privacy regulations.~~

~~Any person who willfully violates provisions of the Minnesota Data Privacy Law or Rules and Regulations is guilty of a misdemeanor. Willful violation of the Southwest Health and Human Services Privacy Policy constitutes cause for suspension without pay and/or dismissal of the employee.~~

Agency Forms Regarding This Policy:

~~AG#009 -- Notice of Privacy Rights Statement/Tennessee Warning~~

~~AG#115 – Request for Disclosure of Information~~

~~AG#116 – Master Data Practices Request Log~~

~~AG#117 – Data Practices Complaint Intake Form~~

~~AG#118 – Data Practices Complaint Intake Log~~

DOCUMENT SYSTEM RECOMMENDATIONS

Prepared For:

Client Name: Karri Harvey
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Marco can help you
manage your information
by applying network
expertise to
voice, data, video,
and print solutions.

Your trusted technology advisor

marconet.com

The Marco logo features the word "marco" in a lowercase, sans-serif font. A yellow swoosh underline starts under the 'a' and curves around the 'o'. A registered trademark symbol (®) is located to the right of the 'o'. The logo is set against a dark background with a subtle circular pattern.



PaperCut MF Solution

PaperCut MF is a simple, low cost application that reports and manages user activity in printers and multi-function devices.

Eliminate waste, encourage responsible behavior, and make users and departments accountable for their usage.

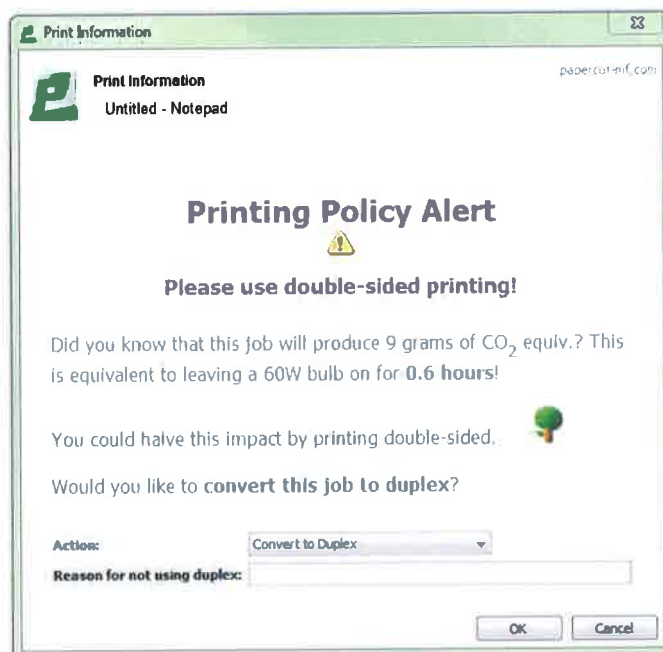
PaperCut MF includes embedded software that runs on your copier/MFD to enable tracking, control and secure print release directly from the device's panel.

PaperCut MF is easily configured and is suitable for sites of any size regardless of environment, platform or MFD/printer make and model. PaperCut's solutions are currently in use in over 50,000 sites worldwide and translated into 25 languages, making PaperCut MF a product you can both trust and easily afford.

Intuitive and Easy to Use

PaperCut MF is regarded as the simplest system of its type to deploy and manage. System administrators have full access to administration and configuration via a familiar web interface. It offers:

- User directory (eg. Active Directory and others)
- Integration and automatic user account creation
- Secure print release and Find-Me printing
- Administrator dashboard with real-time status updates
- Web Print: Driverless printing for wireless devices
- Optional client and account billing
- Ability to encourage responsible use via popup notifications



Detailed Reporting

PaperCut includes over 50 one-click reports available for online viewing, printing or export. Reports address all areas ranging from detailed page logs to summaries by user, department, device or environmental impact. Administrators can create ad-hoc reports by applying filter conditions and reports can be emailed to specified people on a regular schedule.

PaperCut MF User Reports interface showing various report categories and filters.

Copy Tracking & MFP Integration

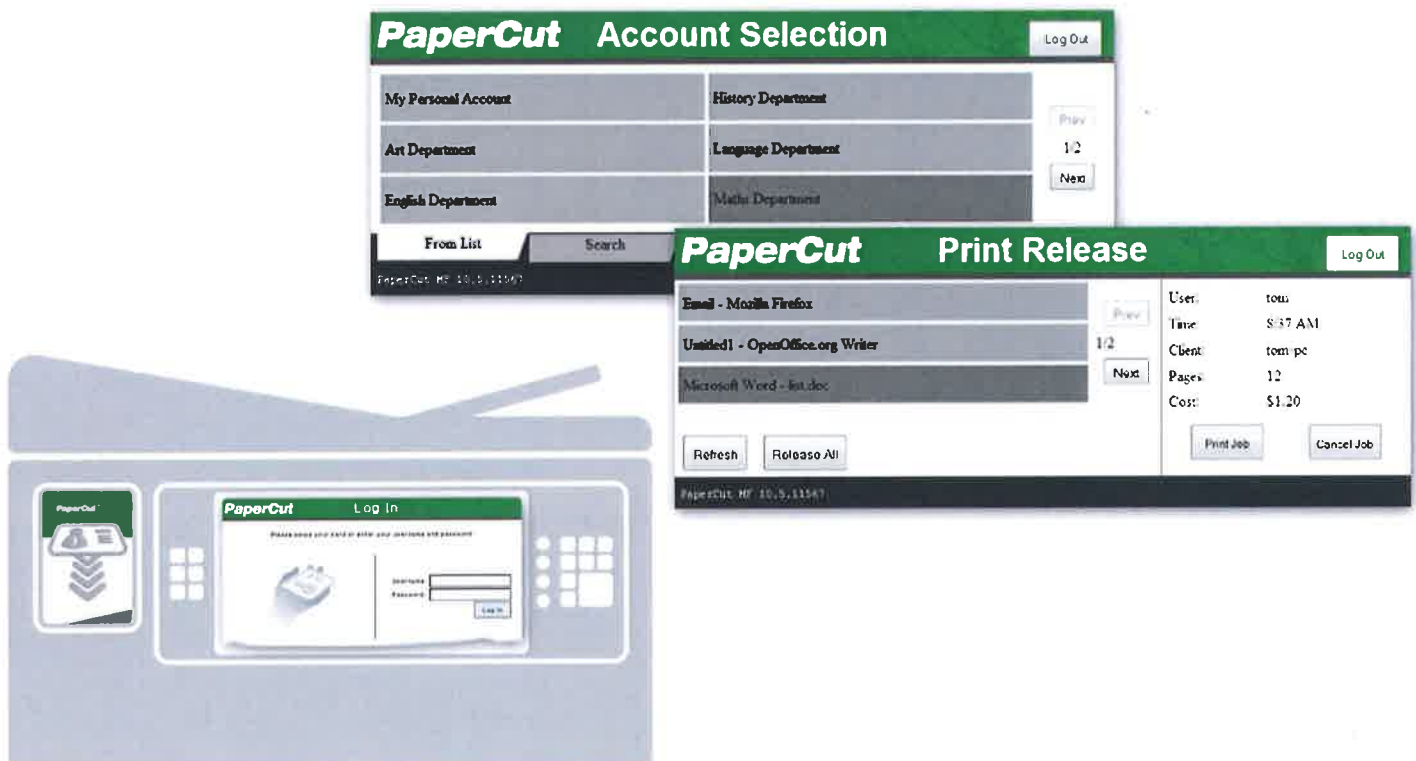
At the core of PaperCut MF is the ability to interface directly with MFD hardware to track off-the-glass functions such as copy, scan, fax and secure print release. PaperCut has worked directly with leading MFD manufacturers to bring our software directly to the MFD at a firmware level. To complete the solution offering across all devices PaperCut MF also supports hardware copier terminals from multiple vendors.



Embedded Software

For printing PaperCut authenticates and tracks print jobs at the server layer before they pass to the MFD. To track off-the-glass device usage such as copying usage the authentication and tracking step needs to be done on the device itself. Where possible this is accomplished using embedded software. The embedded software runs on the MFD and works with the PaperCut Server to bring the same experience offered with printing to direct device usage. This includes:

- Ability to select shared accounts (e.g. projects/departments/clients) if the user has access to this feature
- User authentication using various methods (Username/Password, Card swipe, Employee ID and/or PIN)
- Ability to release secure held print jobs
- Tracking and recording of all usage is sent across to the central PaperCut MF server
- Group based access control
- Embedded solutions also offer other service such as the ability for users to self-associate a new swipe card with their account and check their account balance (in quota controlled environment).



PaperCut Solution Pricing**Price**

PaperCut Server Software Up to 150 User Licenses	\$165/mo
Software Implementation, Configuration and Training	included
5-years Support, Upgrades & Maintenance [±]	included
3) HID Prox Plus Card Readers for Marshall MFPs	included

[±]Valid Software Maintenance & Support Contract entitles Customer to unlimited phone support and upgrade software as available. Installation of upgrade software is considered Professional Services, and applicable rates would apply. If no valid Software Maintenance & Support Contract is in place, Marco could provide support at applicable rates and on a best-efforts basis.

Optional Supplement extend existing maintenance contract to HP Printers Covers all toner, maintenance, parts and labor for existing HP Printers	\$594.23/mo
<ul style="list-style-type: none"> • Black and White Prints included per Month: 43,917 • Black and White Print Overages: \$0.0135 /Print • Color Prints included per Month: 14 • Color Print Overages: \$0.095 /Print • Estimated \$100.39 a month savings based on cartridge yields and monthly usage 	

The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.

Purchase Approval Signature

Date

Signing this document indicates that you have read this document, are indicating your approval to purchase the proposed items listed above, and have the authority to do so.