



Southwest Health and Human Services
 Board Agenda
 Wednesday, July 20, 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 06/15/16 board minutes

D. Financial

E. Caseload

	06/16	05/16	04/16
Social Service	3,675	3,680	3,697
Licensing	470	471	483
Out-of-Home Placements	169	171	173
Income Maintenance	12,411	12,447	12,503
Child Support Cases	3,354	3,356	3,360
Child Support Collections	\$867,259	\$869,242	\$892,307
Non IV-D Collections	\$182,363	\$38,367	\$75,071

F. Decision Items

- 1.

G. Discussion/Information

- 1. Success story – Heather Bruse, Social Worker

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 06/15/16 board minutes

J. Financial

K. Caseload	06/16	05/16	04/16
WIC		2329	2315
Family Home Visiting	48	52	48
PCA Assessments	22	28	20
Managed Care	292	284	274
Dental Varnishing	131	107	97
Refugee Health	11	5	1
Latent TB Medication Distribution	21	30	27

- L. Decision Items
 - 1.

- M. Discussion/Information
 - 1. Oral Health Project – Cris Gilb & Dr. Amos Deinard
 - 2. SCHSAC report – Commissioner Salfer
 - 3. Super Bowl 52

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 06/15/16 board minutes
- P. Financial
- Q. Employee Recognition
 - Arnold Siyapche, 1 year, Information Technology Specialist, Marshall
 - Jessica Hieronimus, 10 years, Child Support Officer, Luverne

GOVERNING BOARD (cont.)

R. Decision Items

1. Matt Carlson, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 08/03/16
2. Stephanie Koenen, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 08/10/16
3. David Alex, Information Technology Specialist, probationary appointment (12 months), \$23.00 per hour, effective 07/11/16
4. Carla Nieuwboer, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 07/11/16
5. Debra Werpy, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 07/12/16
6. Christopher Hoss, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 07/19/16
7. Clara Sik, Eligibility Worker to Case Aide, no salary change, effective 07/01/16
8. Administrative Policy Number 6 – Equal Opportunity In Service Delivery
9. Contracts
10. Donations
 - A.C.E. (Advocate.Connect.Educate), Luverne donated 11 infant kits (baby wipes, toys, pacifier, etc.) to be given to WIC clients in Rock County
 - The Circle Program has received several donations from area businesses for the school training that will be done in August
 - Manfred family, Luverne donated a scooter

S. Discussion/Information

- 1.

T. Adjournment

Next Meeting Dates:

- **Wednesday, August 17, 2016 – Marshall**
- **Wednesday, September 21, 2016 – Marshall**
- **Wednesday, October 19, 2016 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **June 30, 2016**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$1,594,918
RECEIPTS		
Monthly Receipts	1,558,413	
County Contribution	2,801,011	
Interest on Investments	4,093	
TOTAL MONTHLY RECEIPTS		4,363,517
DISBURSEMENTS		
Monthly Disbursements	2,669,637	
TOTAL MONTHLY DISBURSEMENTS		2,669,637
ENDING BALANCE		\$3,288,798

REVENUE

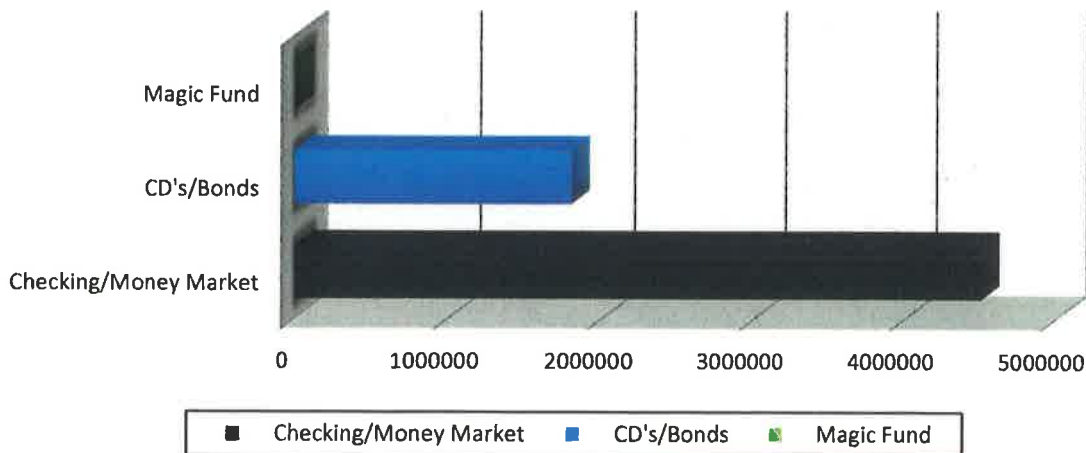
<i>Checking/Money Market</i>	\$3,288,798
<i>CD's/Bonds</i>	\$1,800,000
<i>Magic Fund</i>	\$0

Average Balance
last two years
\$3,977,611

ENDING BALANCE

\$5,088,798

REVENUE DESIGNATION



Southwest Health and Human Services



SRK 7/12/16 8:47AM

Treasurer's Cash Trial Balance As of 06/2016

Page 2

<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		192,915.01	1,669,390.76	
Disbursements		42,079.15-	395,899.51-	
Payroll		210,013.81-	1,310,059.73-	
Fund Total		59,177.95-	36,568.48-	1,399,935.64
5 Human Services Fund	352,118.99			
General Administration				
Receipts		50,267.26	294,886.41	
Disbursements		81,321.41-	301,018.15-	
Payroll		13,187.43-	89,358.81-	
Dept Total		44,241.58-	95,490.55-	256,628.44
5 Human Services Fund	3,696,135.62-			
Income Maintenance				
Receipts		1,317,634.82	3,801,684.49	
Disbursements		353,586.49-	1,758,308.67-	
Payroll		354,068.92-	2,244,313.12-	
Dept Total		609,979.41	200,937.30-	3,897,072.92-
5 Human Services Fund	8,365,424.02			
Social Services				
Receipts		2,587,117.84	7,660,407.04	
Disbursements		144,914.30-	941,746.11-	
SSIS		655,763.51-	3,978,048.22-	
Payroll		611,424.07-	3,768,025.24-	
Dept Total		1,175,015.96	1,027,412.53-	7,338,011.49
5 Human Services Fund	2,035,385.63-			
Information Systems				
Receipts		1,817.50	12,360.50	
Disbursements		1,538.46-	6,504.64-	
Payroll		21,467.21-	156,715.95-	
Dept Total		21,188.17-	150,860.09-	2,186,245.72-

Southwest Health and Human Services



SRK 7/12/16 8:47AM

Treasurer's Cash Trial Balance As of 06/2016

Page 3

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	Human Services Fund		LCTS Collaborative Agency		
	Receipts	0.00		85,634.00	
	Journal Entries			85,634.00-	
	Dept Total		0.00	0.00	0.00
	Fund Total	2,986,021.76	1,719,565.62	1,474,700.47-	1,511,321.29
61	Agency Health Insurance				270,693.34
	Receipts	0.00		1,414,545.32	
	Disbursements			1,143,851.98-	
	Fund Total		59,906.98	270,693.34	
71	LCTS Lyon Murray Collaborative Fund		LCTS Collaborative Agency		
	Disbursements	28,987.61		31,225.50-	
	Journal Entries			34,850.00	
	Dept Total		0.00	3,624.50	32,612.11
	Fund Total	28,987.61	0.00	3,624.50	32,612.11
73	LCTS Rock Pipestone Collaborative Fund		LCTS Collaborative Agency		
	Receipts	35,699.21		650.00	
	Disbursements			4,473.00-	
	Journal Entries			16,054.00	
	Dept Total		0.00	12,231.00	47,930.21
	Fund Total	35,699.21	0.00	12,231.00	47,930.21
75	Redwood LCTS Collaborative		LCTS Collaborative Agency		
	Receipts	22,416.99		2,916.00	
	Disbursements			29,330.00-	
	Fund Total			35,072.00-	

Southwest Health and Human Services



SRK 7/12/16 8:47AM

Treasurer's Cash Trial Balance As of 06/2016

Page 4

<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		26,414.00-	2,574.00	24,990.99
Fund Total	22,416.99	26,414.00-	2,574.00	24,990.99
77 Local Advisory Council				
		Local Advisory Council		
	1,622.38			
Disbursements		0.00	308.00-	
Dept Total		0.00	308.00-	1,314.38
Fund Total	1,622.38	0.00	308.00-	1,314.38
All Funds	4,511,252.07			
Receipts		4,363,517.29	14,942,474.52	
Disbursements		803,711.69-	4,618,407.56-	
SSIS		655,763.51-	3,978,048.22-	
Payroll		1,210,161.44-	7,568,472.85-	
Total		1,693,880.65	1,222,454.11-	3,288,797.96

Southwest Health and Human Services



SRK
7/12/16 8:48AM

1 Health Services Fund

Trial Balance
As of 06/2016

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	59,177.95-	36,568.48-	1,399,935.64
1090 Investments	320,000.00	0.00	0.00	320,000.00
Total Assets	1,756,504.12	59,177.95-	36,568.48-	1,719,935.64
---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	192,701.91-	1,668,570.05-	1,668,570.05-
2887 Expenditure Control	0.00	251,879.86	1,705,138.53	1,705,138.53
Total Fund Balance	1,799,880.68-	59,177.95	36,568.48	1,763,312.20-
Total Liabilities and Balance	1,799,880.68-	59,177.95	36,568.48	1,763,312.20-
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	0.00	0.00	0.00	0.00

Southwest Health and Human Services



SRK
7/12/16 8:48AM

Page 3

5 Human Services Fund

Trial Balance
As of 06/2016

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	352,118.99	44,241.58-	95,490.55-	256,628.44
1265 Due From Other Funds (Proprietary)	245,800.53	0.00	0.00	245,800.53
Total Assets	597,919.52	44,241.58-	95,490.55-	502,428.97
---Liabilities and Balance				
Liabilities				
2090 Due To Flexible Plan Employees	1,599.96	18,098.02	0.00	1,599.96
Total Liabilities	1,599.96	18,098.02	0.00	1,599.96
Fund Balance				
2881 Unassigned Fund Balance	599,519.48-	0.00	0.00	599,519.48-
2887 Expenditure Control	0.00	26,143.56	95,490.55	95,490.55
Total Fund Balance	599,519.48-	26,143.56	95,490.55	504,028.93-
Total Liabilities and Balance	597,919.52-	44,241.58	95,490.55	502,428.97-
420 Income Maintenance				
1001 Cash In Bank - Checking	3,696,135.62-	609,979.41	200,937.30-	3,897,072.92-
1090 Investments	592,000.00	0.00	0.00	592,000.00
Total Assets	3,104,135.62-	609,979.41	200,937.30-	3,305,072.92-
---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	1,316,106.80-	3,796,214.97-	3,796,214.97-
2887 Expenditure Control	0.00	706,127.39	3,997,152.27	3,997,152.27
Total Fund Balance	3,104,135.62	609,979.41-	200,937.30	3,305,072.92
Total Liabilities and Balance	3,104,135.62	609,979.41-	200,937.30	3,305,072.92
431 Social Services				
-----Assets-----				

Southwest Health and Human Services



SRK

7/12/16 8:48AM

5 Human Services Fund

Trial Balance

As of 06/2016

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	8,365,424.02	1,175,015.96	1,027,412.53-	7,338,011.49
1090 Investments	888,000.00	0.00	0.00	888,000.00
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	9,334,173.49	1,175,015.96	1,027,412.53-	8,306,760.96

---Liabilities and Balance---

Liabilities

Total Liabilities

Fund Balance

2881 Unassigned Fund Balance

2885 Revenue Control

2887 Expenditure Control

Total Fund Balance

Total Liabilities and Balance

461 Information Systems

-----Assets-----

1001 Cash In Bank - Checking

Total Assets

---Liabilities and Balance---

Liabilities

Total Liabilities

Fund Balance

2881 Unassigned Fund Balance

2885 Revenue Control

2887 Expenditure Control

Total Fund Balance

Total Liabilities and Balance

471 LCTS Collaborative Agency

-----Assets-----

Total Assets

---Liabilities and Balance---

Liabilities

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

As Of 06/2016

Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	391,199.00-	782,398.00-	50	50
INTERGOVERNMENTAL REVENUES	270.00-	108,877.14-	327,100.00-	33	50
STATE REVENUES	88,426.31-	409,820.28-	921,568.00-	44	50
FEDERAL REVENUES	75,997.86-	533,643.72-	1,124,712.00-	47	50
FEES	27,352.14-	221,088.66-	448,995.00-	49	50
EARNINGS ON INVESTMENTS	654.85-	2,813.94-	3,000.00-	94	50
MISCELLANEOUS REVENUES	0.75-	1,127.31-	0.00	0	50
TOTAL REVENUES	192,701.91-	1,668,570.05-	3,607,773.00-	46	50
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	50
PAYROLL AND BENEFITS	210,013.81	1,310,059.73	2,862,402.00	46	50
OTHER EXPENDITURES	41,866.05	395,078.80	745,371.00	53	50
TOTAL EXPENDITURES	251,879.86	1,705,138.53	3,607,773.00	47	50

Southwest Health and Human Services



SRK 7/12/16 8:48AM

RM- Stmt of Revenues & Expenditures

Page 3

As Of 06/2016 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	2,801,011.34-	4,628,588.55-	9,546,442.00-	48	50
INTERGOVERNMENTAL REVENUES	670.79-	17,837.12-	10,000.00-	178	50
STATE REVENUES	27,953.27-	1,503,237.18-	4,712,344.00-	32	50
FEDERAL REVENUES	394,507.65-	3,221,917.13-	7,305,662.00-	44	50
FEES	159,863.83-	964,756.26-	1,916,800.00-	50	50
EARNINGS ON INVESTMENTS	3,438.00-	14,773.12-	27,000.00-	55	50
MISCELLANEOUS REVENUES	512,676.13-	1,020,272.38-	1,333,500.00-	77	50
TOTAL REVENUES	3,900,121.01-	11,371,381.74-	24,851,748.00-	46	50
EXPENDITURES					
PROGRAM EXPENDITURES	888,655.43	5,181,992.17	9,238,507.00	56	50
PAYROLL AND BENEFITS	1,013,015.03	6,262,901.51	13,012,977.00	48	50
OTHER EXPENDITURES	260,786.91	1,401,188.53	2,600,264.00	54	50
TOTAL EXPENDITURES	2,162,457.37	12,846,082.21	24,851,748.00	52	50

Southwest Health and Human Services



SRK
7/12/16 8:49AM

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	28,788.85	800.00	3,599	50
			Expend.	28,788.85	800.00	3,599	50
			Net				
410 DEPT	General Administration		Revenue	433,904.87	786,198.00	55	50
			Expend.	329,211.41	628,139.00	52	50
			Net	104,693.46	158,059.00	66	50
		Totals:	Revenue	433,904.87	786,198.00	55	50
			Expend.	358,000.26	628,939.00	57	50
			Net	75,904.61	157,259.00	48	50
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	10,142.39	17,700.00	57	50
			Expend.	13,392.03	24,701.00	54	50
			Net	3,249.64	7,001.00	46	50
103 PROGRAM	Follow Along Program		Revenue	14,244.03	27,000.00	53	50
			Expend.	16,061.99	42,416.00	38	50
			Net	1,817.96	15,416.00	12	50
110 PROGRAM	TANF		Revenue	60,938.00	127,876.00	48	50
			Expend.	97,586.34	127,876.00	76	50
			Net	36,648.34	0.00	0	50
130 PROGRAM	WIC		Revenue	43,796.75	450,000.00	52	50
			Expend.	37,594.27	424,434.00	56	50
			Net	6,202.48	25,566.00	16	50
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	70,992.00	41	50
			Expend.	4,086.96	69,229.00	44	50
			Net	4,086.96	1,763.00	66	50
210 PROGRAM	CTC Outreach		Revenue	27,973.66	227,052.00	38	50
			Expend.	13,584.76	180,741.00	45	50
			Net	14,388.90	46,311.00	9	50
270 PROGRAM	Maternal Child Health		Revenue	20,935.97	297,918.00	33	50
			Expend.	14,548.67	324,613.00	32	50
			Net	6,387.30	26,695.00	23	50

Southwest Health and Human Services



SRK
7/12/16 8:49AM

Revenues & Expend by Prog,Dept,Fund

Page 3

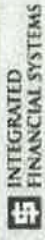
Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
280 PROGRAM	MCH Dental Health		1,085.20	3,338.75	2,253.55	7,016.35	54,820.00	13	50	50
285 PROGRAM	MCH Blood Lead		1,191.56	3,269.55	2,077.99	28,720.43	76,608.00	37	50	50
295 PROGRAM	MCH Car Seat Program		1,191.56	3,269.55	2,077.99	21,704.08	21,788.00	100	50	50
300 PROGRAM	Case Management		968.00	1,811.54	843.54	6,818.72	29,720.00	23	50	50
330 PROGRAM	MNChoices		1,811.54	843.54	968.00	22,777.95	43,258.00	53	50	50
510 PROGRAM	SHIP		843.54	1,811.54	968.00	15,959.23	13,538.00	118	50	50
603 PROGRAM	Disease Prevention And Control		28,224.36	26,434.19	1,790.17	6,562.91	22,900.00	29	50	50
660 PROGRAM	MIIC		26,434.19	1,790.17	24,644.02	12,036.12	28,535.00	42	50	50
481 DEPT	Nursing		1,790.17	3,910.25	2,120.08	5,473.21	5,635.00	97	50	50
483 DEPT	Health Education		3,910.25	16,968.75	13,058.50	163,444.38	295,115.00	55	50	50
500 PROGRAM	Direct Client Services		16,968.75	13,058.50	3,910.25	181,926.52	313,608.00	58	50	50
502 PROGRAM	Jail		13,058.50	0.00	13,058.50	18,482.14	18,493.00	100	50	50
Totals:			157,068.35	139,747.43	17,320.92	81,656.34	260,000.00	31	50	50
			18.34	18.34	0.00	86,583.20	280,777.00	31	50	50
			18.34	18.34	0.00	4,926.86	20,777.00	24	50	50
			895.92	5,295.57	4,399.65	10.56	0.00	0	50	50
			5,295.57	4,399.65	955.92	10.56	0.00	0	50	50
			4,399.65	0.00	4,399.65	142,582.00	142,582.00	49	50	50
			869,201.29	1,011,799.67	142,598.38	2,024,275.00	2,154,577.00	43	50	50
			2,024,275.00	1,011,799.67	1,012,475.33	2,154,577.00	2,154,577.00	47	50	50
			1,012,475.33	1,012,475.33	0.00	130,302.00	130,302.00	109	50	50
			18,100.00	6,860.53	11,239.47	18,100.00	18,100.00	148	50	50
			6,860.53	3,012.99	3,847.54	26,818.59	69,392.00	42	50	50
			3,012.99	3,847.54	834.55	29,041.32	51,292.00	4	50	50
			3,847.54	0.00	3,847.54	2,222.73	51,292.00	4	50	50
			0.00	0.00	0.00	2,028.75	0.00	0	50	50
			0.00	0.00	0.00	2,180.87	0.00	0	50	50
			0.00	0.00	0.00	152.12	0.00	0	50	50

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

SRK
7/12/16 8:49AM



Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
510 PROGRAM	SHIP			13,214.12-	135,191.21-	235,000.00-	58	50
			Expend.	16,020.41	93,634.31	231,157.00	41	50
			Net	2,806.29	41,556.90-	3,843.00-	1,081	50
530 PROGRAM	Clearway Grant		Revenue	0.00	74,952.00-	149,000.00-	50	50
			Expend.	7,330.63	53,318.19	133,677.00	40	50
			Net	7,330.63	21,633.81-	15,323.00-	141	50
900 PROGRAM	Emergency Preparedness		Revenue	500.00-	55,909.10-	117,300.00-	48	50
			Expend.	12,907.69	54,848.59	130,861.00	42	50
			Net	12,407.69	1,060.51-	13,561.00	8-	50
901 PROGRAM	Med Reserve Corps		Revenue	0.00	0.00	3,500.00-	0	50
			Expend.	25.46	944.74	1,733.00	55	50
			Net	25.46	944.74	1,767.00-	53-	50
483 DEPT	Health Education	Totals:	Revenue	20,574.65-	294,899.65-	522,900.00-	56	50
			Expend.	39,297.18	233,968.02	566,820.00	41	50
			Net	18,722.53	60,931.63-	43,920.00	139-	50
485 DEPT	Environmental Health		Revenue	14,222.71-	60,278.44-	234,400.00-	26	50
800 PROGRAM	Environmental		Expend.	15,612.09	86,382.09	234,336.00	37	50
			Net	1,389.38	26,103.65	64.00-	40,787-	50
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	10,285.80-	40,000.00-	26	50
			Expend.	243.24	14,988.49	23,101.00	65	50
			Net	243.24	4,702.69	16,899.00-	28-	50
485 DEPT	Environmental Health	Totals:	Revenue	14,222.71-	70,564.24-	274,400.00-	26	50
			Expend.	15,855.33	101,370.58	257,437.00	39	50
			Net	1,632.62	30,806.34	16,963.00-	182-	50
1 FUND	Health Services Fund	Totals:	Revenue	192,701.91-	1,668,570.05-	3,607,773.00-	46	50
			Expend.	251,879.86	1,705,138.53	3,607,773.00	47	50
			Net	59,177.95	36,568.48	0.00	0	50

Southwest Health and Human Services



SRK
7/12/16 8:49AM

Revenues & Expend by Prog,Dept,Fund

Page 5

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	***		26,143.56	95,490.55	156,465.00	61	50
			26,143.56	95,490.55	156,465.00	61	50
410 DEPT	General Administration						
			26,143.56	95,490.55	156,465.00	61	50
420 DEPT	Income Maintenance						
0 PROGRAM	***		792.21	4,746.89	0.00	0	50
			792.21	4,746.89	0.00	0	50
600 PROGRAM	Income Maint Administrative/Overhez		781,159.81	1,294,809.06	2,566,010.00	50	50
			144,622.73	841,258.39	1,704,614.00	49	50
			636,537.08	453,550.67	861,396.00	53	50
601 PROGRAM	Income Maint/Random Moment Payro		186,194.78	1,192,928.00	2,591,547.00	46	50
			186,194.78	1,192,928.00	2,591,547.00	46	50
602 PROGRAM	Income Maint FPI Investigator		0.00	24,936.00	46,700.00	53	50
			4,912.30	31,726.06	83,336.00	38	50
			4,912.30	6,790.06	36,636.00	19	50
605 PROGRAM	Minnesota Supplemental Aid/GRH		50.00	790.93	0.00	0	50
			890.12	6,162.40	0.00	0	50
			840.12	5,371.47	0.00	0	50
610 PROGRAM	TANF(AFDC/MFIP/DWP)		1,668.63	22,499.87	40,000.00	56	50
			307.76	14,828.28	15,000.00	99	50
			1,360.87	7,671.59	25,000.00	31	50
620 PROGRAM	General Asst/General Relief/Burials		55.00	11,265.43	55,000.00	20	50
			31,170.06	108,162.05	150,800.00	72	50
			31,115.06	96,896.62	95,800.00	101	50
630 PROGRAM	Food Support		93,206.00	279,105.29	542,500.00	51	50
			150.00	8,986.61	6,000.00	150	50
			93,056.00	270,118.68	536,500.00	50	50

Southwest Health and Human Services



SRK 7/12/16 8:49AM

Revenues & Expend by Prog,Dept,Fund

Page 6

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
640 PROGRAM	Child Support & Collections			281,179.07	694,592.74	2,241,645.00	31	50
			Expend.	104,369.39	619,151.09	1,081,467.00	57	50
			Net	176,809.68	75,441.65	1,160,178.00	7	50
650 PROGRAM	Medical Assistance			158,758.29	1,467,033.65	3,825,000.00	38	50
			Expend.	232,718.04	1,169,202.50	2,607,000.00	45	50
			Net	73,959.75	297,831.15	1,218,000.00	24	50
680 PROGRAM	Refugee Cash Assistance			30.00	1,182.00	1,000.00	118	50
			Expend.					
			Net	30.00	1,182.00	1,000.00	118	50
420 DEPT	Income Maintenance	Totals:		1,316,106.80	3,796,214.97	9,317,855.00	41	50
			Expend.	706,127.39	3,997,152.27	8,239,764.00	49	50
			Net	609,979.41	200,937.30	1,078,091.00	19	50
431 DEPT	Social Services							
0 PROGRAM	***			334,974.44	334,974.44	0.00	0	50
			Expend.	1,368.44	9,491.32	0.00	0	50
			Net	333,606.00	325,483.12	0.00	0	50
700 PROGRAM	Social Service Administrative/Overhea			1,980,542.32	4,295,106.46	9,092,926.00	47	50
			Expend.	232,477.56	1,333,469.51	2,484,482.00	54	50
			Net	1,748,064.76	2,961,636.95	6,608,444.00	45	50
701 PROGRAM	Social Services/SSTS			0.00	18,750.00	0.00	0	50
			Expend.	511,133.43	3,128,319.47	6,555,207.00	48	50
			Net	511,133.43	3,109,569.47	6,555,207.00	47	50
710 PROGRAM	Children's Social Services Programs			102,611.40	620,466.40	1,328,000.00	47	50
			Expend.	321,810.38	1,706,130.60	2,795,195.00	61	50
			Net	219,198.98	1,085,664.20	1,467,195.00	74	50
711 PROGRAM	CIRCLE Grant			0.00	9,711.56	0.00	0	50
			Expend.	3,645.10	24,445.02	0.00	0	50
			Net	3,645.10	14,733.46	0.00	0	50
712 PROGRAM	CIRCLE Program			0.00	5,000.00	5,000.00	100	50
			Expend.	1,742.19	8,060.74	25,000.00	32	50
			Net	1,742.19	3,060.74	20,000.00	15	50
713 PROGRAM	"SELF Program" Grant			0.00	21,822.00	54,012.00	40	50
			Expend.	1,671.38	11,061.16	57,012.00	19	50
			Net	1,671.38	10,760.84	3,000.00	359	50

Southwest Health and Human Services



SRK 7/12/16 8:49AM

Revenues & Expend by Prog,Dept,Fund

Page 7

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
715 PROGRAM	Childrens Waivers		0.00			25,424.33-	61,000.00-	42	50	50
716 PROGRAM	FGDM/Family Group Decision Making		670.79-			25,424.33-	61,000.00-	42	50	50
			8,084.20			39,025.56-	59,414.00-	66	50	50
			7,413.41			38,465.80	65,350.00	59	50	50
						559.76-	5,936.00	9-	50	50
717 PROGRAM	AR/Alternative Response Discretion F		0.00			26,000.00-	43,333.00-	60	50	50
			1,582.40			14,150.54	43,333.00	33	50	50
			1,582.40			11,849.46-	0.00	0	50	50
718 PROGRAM	PSOP/Parent Support Options Program		0.00			6,096.17-	53,911.00-	11	50	50
			410.31			5,737.24	53,911.00	11	50	50
			410.31			358.93-	0.00	0	50	50
720 PROGRAM	Ch Care/Ch Prot		1,650.00-			12,750.00-	33,000.00-	39	50	50
			0.00			2,427.98	31,400.00	8	50	50
			1,650.00-			10,322.02-	1,600.00-	645	50	50
721 PROGRAM	CC- Basic Slide Fee/Cty Match to DHS		2,352.00-			17,914.00-	49,092.00-	36	50	50
			3,613.75			23,125.75	50,000.00	46	50	50
			1,261.75			5,211.75	908.00	574	50	50
722 PROGRAM	Child Care/MFIP		0.00			1,390.70-	1,000.00-	139	50	50
			0.00			1,390.70-	1,000.00-	139	50	50
			862.00-			6,133.00-	18,000.00-	34	50	50
726 PROGRAM	MFIP/SW MN PIC		862.00-			6,133.00-	18,000.00-	34	50	50
						156,123.20-	280,000.00-	56	50	50
730 PROGRAM	Chemical Dependency		39,359.06			196,649.13	434,600.00	45	50	50
			23,594.98			40,525.93	154,600.00	26	50	50
740 PROGRAM	Mental Health (Both Adults/Children)		0.00			52.55-	0.00	0	50	50
			0.00			52.55-	0.00	0	50	50
741 PROGRAM	Mental Health/Adults Only		16,892.00-			432,549.04-	1,102,951.00-	39	50	50
			135,358.74			1,020,989.07	1,498,779.00	68	50	50
			118,466.74			588,440.03	395,828.00	149	50	50

Southwest Health and Human Services

SRK
7/12/16 8:49AM

Revenues & Expend by Prog,Dept,Fund

Page 8



Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
742 PROGRAM	Mental Health/Children Only			23,252.00-	462,481.02-	957,137.00-	48	50
			Expend.	101,621.09	816,150.37	1,467,408.00	56	50
			Net	78,369.09	353,669.35	510,271.00	69	50
750 PROGRAM	Developmental Disabilities			0.00	274,263.47-	792,617.00-	35	50
			Expend.	30,759.99	178,967.12	417,435.00	43	50
			Net	30,759.99	95,296.35-	375,182.00-	25	50
760 PROGRAM	Adult Services			102,625.68-	594,149.43-	1,090,000.00-	55	50
			Expend.	8,384.09	46,207.76	110,500.00	42	50
			Net	94,241.59-	547,941.67-	979,500.00-	56	50
765 PROGRAM	Adults Waivers			0.00	202,622.94-	484,000.00-	42	50
			Expend.	4,158.64	26,370.22	17,000.00	155	50
			Net	4,158.64	176,252.72-	467,000.00-	38	50
431 DEPT	Social Services	Totals:		2,582,196.71-	7,562,806.27-	15,505,393.00-	49	50
			Expend.	1,407,180.75	8,590,218.80	16,106,612.00	53	50
			Net	1,175,015.96-	1,027,412.53	601,219.00	171	50
461 DEPT	Information Systems			1,817.50-	12,360.50-	28,500.00-	43	50
0 PROGRAM				23,005.67	163,220.59	348,907.00	47	50
			Net	21,188.17	150,860.09	320,407.00	47	50
461 DEPT	Information Systems	Totals:		1,817.50-	12,360.50-	28,500.00-	43	50
			Expend.	23,005.67	163,220.59	348,907.00	47	50
			Net	21,188.17	150,860.09	320,407.00	47	50
5 FUND	Human Services Fund	Totals:		3,900,121.01-	11,371,381.74-	24,851,748.00-	46	50
			Expend.	2,162,457.37	12,846,082.21	24,851,748.00	52	50
			Net	1,737,663.64-	1,474,700.47	0.00	0	50
FINAL TOTALS	988 Accounts			4,092,822.92-	13,039,951.79-	28,459,521.00-	46	50
			Expend.	2,414,337.23	14,551,220.74	28,459,521.00	51	50
			Net	1,678,485.69-	1,511,268.95	0.00	0	50

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER
JUNE 2016

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,594,917.31
6/1/16	9428	Disb		8,863.87	1,586,053.44
6/2/16	37835-37837 ACH	PAYROLL		21.65	1,586,031.79
6/3/16	18510-18565	Dep	410,359.02		1,996,390.81
6/6/16	68581-68616	Disb		8,537.43	1,987,853.38
6/6/16	68617-68699	Disb		161,153.86	1,826,699.52
6/6/16	1605-1616 ACH	Disb		850.28	1,825,849.24
6/6/16	9429	Disb		13,369.56	1,812,479.68
6/7/16	18566-18600	Dep	221,979.46		2,034,459.14
6/9/16	9430	Disb		53,777.30	1,980,681.84
6/10/16	7347-7364	PAYROLL		136,481.45	1,844,200.39
6/10/16	37838-38082 ACH	PAYROLL		475,814.60	1,368,385.79
6/1/16	24295	Interest	683.84		1,369,069.63
6/10/16	18601-18669	Dep	1,364,056.88		2,733,126.51
6/13/16	68700-68730	Disb		7,261.25	2,725,865.26
6/13/16	68731-68880	Disb		244,428.87	2,481,436.39
6/13/16	1617-1645	Disb		3,979.54	2,477,456.85
6/13/16	9431	Disb		18,429.47	2,459,027.38
6/14/16	18670-18695	Dep	33,912.19		2,492,939.57
6/15/16	9433	Disb		8,969.01	2,483,970.56
6/17/16	68881-68974	Disb		10,964.80	2,473,005.76
6/17/16	68975-69167	Disb		75,748.51	2,397,257.25
6/17/16	1646-1648 ACH	Disb		1,285.33	2,395,971.92
6/15/16	9432 Cancel cks	Dep	209.80		2,396,181.72
6/17/16	18696-18743	Dep	104,262.55		2,500,444.27
6/20/16	69168-69262	Disb		14,085.89	2,486,358.38
6/20/16	1649 ACH	Disb		138.00	2,486,220.38
6/20/16	68263-69381	Disb		422,110.40	2,064,109.98
6/20/16	1650-1655 ACH	Disb		395.29	2,063,714.69
6/20/16	9434	Disb		12,954.57	2,050,760.12
6/20/16	9435	Disb		21,578.20	2,029,181.92
6/21/16	18744-18774	Dep	1,753,238.93		3,782,420.85
6/22/16	9436	Disb		931.70	3,781,489.15
6/24/16	7365-7389	PAYROLL		134,448.73	3,647,040.42
6/24/16	38083-38333 ACH	PAYROLL		463,395.01	3,183,645.41
6/24/16	18775-18801	Dep	173,880.53		3,357,525.94
6/27/16	69382-69400	Disb		5,425.87	3,352,100.07
6/27/16	69401-69486	Disb		181,142.37	3,170,957.70
6/27/16	9437	Disb		43,787.35	3,127,170.35
6/27/16	1656-1666 ACH	Disb		2,093.24	3,125,077.11
6/28/16	9438 (cancel ck 66839)	Dep	2,663.76		3,127,740.87
6/28/16	18802-18839	Dep	83,174.55		3,210,915.42
6/29/19	9439	Disb		8,778.87	3,202,136.55
6/30/16	69487-69503	Disb		5,461.95	3,196,674.60
6/30/16	69504-69556	Disb		122,838.14	3,073,836.46
6/30/16	1667-1668 ACH	Disb		134.28	3,073,702.18
6/30/16	18840-18873	Dep	211,686.77		3,285,388.95
6/29/16	24724	Interest	3,409.01		3,288,797.96
					3,288,797.96
					3,288,797.96
	Balanced 07/05/16 LMD	TOTALS	4,363,517.29	2,669,636.64	

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community 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)

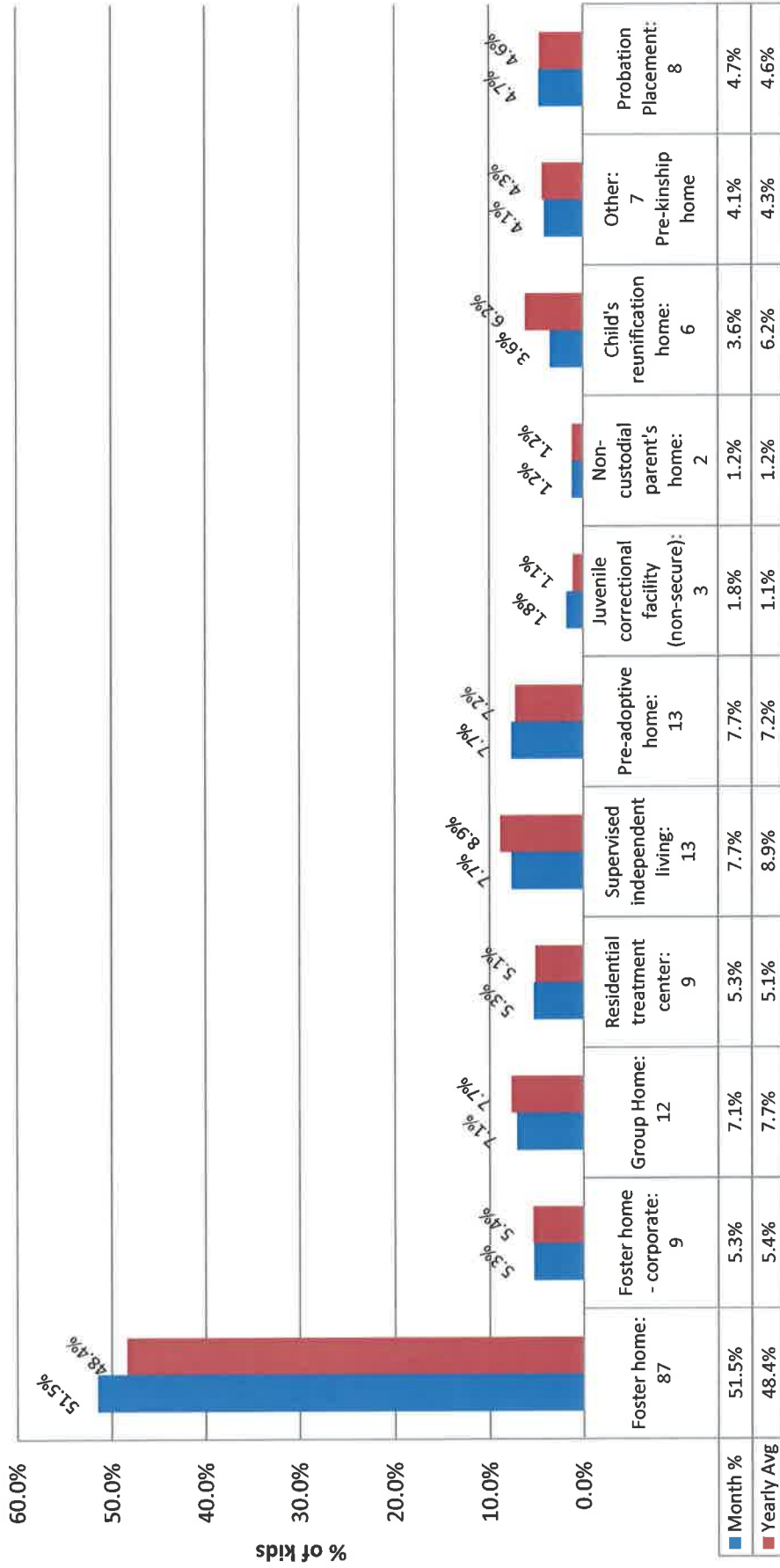
2016	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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												
August												
September												
October												
November												
December												
	13	240	12	0	298	50	829	18	396	452	362	2669

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												
August												
September												
October												
November												
December												
	41	17	2	5	35	175	145	86	0	0	13	518

**June 2016 - Placement by Category
169 Kids in Placements**



June 2016: Total kids in placement = 169

Total of 14 Children entered placement

1	Lincoln	Residential Treatment Facility
1	Lyon	Foster Home
2	Pipestone	Group Home
9	Redwood	Foster Home
1	Rock	Juvenile correctional facility (non-secure)

Total of 16 Children were discharged from placement (discharges from previous month)

1	Lyon	Child's Reunification Home
1	Lyon	Foster Home
1	Lyon	Supervised Independent Living
6	Redwood	Child's Reunification Home
2	Redwood	Pre-kinship Home
1	Redwood	Foster Home
1	Redwood	Group Home
1	Redwood	Adopted
2	Rock	Supervised Independent Living

NON IVD COLLECTIONS
JUNE 2016

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	50
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,669
GA	05-420-620.5803	55
FS	05-420-630.5803	80
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,217
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	98,859
REFUGEE	05-420-680.5803	30
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	9,214
OOH/FC Recovery	05-431-710.5803	62,980
CHILDCARE		
Licensing	05-431-720.5502	1,650
Corp FC Licensing	05-431-710.5505	0
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,168
Detox Fees	05-431-730.5520	2,831
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	560
TOTAL NON-IVD COLLECTIONS		182,363



MINNESOTA ORAL HEALTH PROJECT

A COMMUNITY INVOLVEMENT PROJECT

GOALS

- A reduction in incidence of caries in 75% of children ages 0-5 in 80 counties in Greater (rural) Minnesota by 2022
- A reduction in incidence of caries in 75% of children ages 0 - 21 by 2025

STRATEGIES

- Primary care medical providers (PCMP) who provide well/ill child care to children from birth to age 21 to provide caries prevention services
- Dentists to become comfortable with treating one and two year olds
- Community members to become more knowledgeable about oral health and about the caries crisis in their community.

UNDERLYING PRINCIPLES

It is hoped that community members will be sufficiently persuasive so that:

- All PCMP will embrace offering caries prevention services, consistent with the decision of the Department of Human Services and Department of Health to put quarterly application of fluoride varnish on the Child and Teen Checkup (MN's name for the EPSDT well-child examination) periodicity schedule
- Many dentists will begin to feel comfortable with one and two year olds
- Dentists will not only be interested in collaborating with PCMP but will seek them out to collaborate
- Members of Kiwanis, Lions and Rotary Clubs will agree to be educated about caries etiology and the caregiver's role in caries prevention so they can become local, vocal advocates of MNOHP.

PROGRESS THUS FAR

- Presentations:
 - 69 Community Presentations
 - 2015 National Oral Health Conference
 - 2015 MNAFEE Conference
 - 2015 Minnesota Rural Health Conference
- Support
 - Statewide support from Lions Multiple District 5M, including Minnesota and part of Canada
- Awards/Recognition
 - Proclamation by Governor Mark Dayton: Crush Childhood Cavity Day, Leap Day 2016
 - A National Lifetime Achievement Award for Public Health Dentistry was awarded to Dr. Amos Deinard, who is interestingly a pediatrician, not a dentist
 - Lions Awards:
 - A new initiative award was awarded to District 3M 2015
 - A Certificate of Achievement was awarded to Dan Snobl by Lions Club International for outstanding leadership to improve the lives of children in adverse conditions
 - International President's Award from the Lions Club International was awarded to Dan Snobl on behalf of the Minnesota Oral Health Project 2016

NEXT STEPS

- Progress with Lions MD5M to promote their Oral Health Initiative as part of the Lions Centennial Legacy Project
- Work through the legislative process to mandate caries prevention services in primary medical clinics
- Replicate project statewide and nationwide
- Continue to SPREAD THE WORD!!

FOLLOW OUR PROJECT

- Website: www.minnesotaoralhealthproject.com
- Crush Cavities is a public outreach campaign of the **Minnesota Oral Health Project**, a project of the University of Minnesota and the Lions, Kiwanis, and Rotary Clubs of Minnesota. www.crushcavities.com
- Facebook, www.facebook.com/minnesotaoralhealthproject or www.facebook.com/crushcavities

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 6**

EFFECTIVE DATE: ~~01/01/11~~

REVISION DATE: 07/20/16

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Guidelines, Office of Civil Rights

~~Instructional Bulletin #94-89A~~ Instructional Bulletin #16-89-01

--- EQUAL OPPORTUNITY IN SERVICE DELIVERY---

Section 1 - Definition

- a. It is the policy of Southwest health and Human Services to make sure that program benefits and services are available to everyone and provided to all eligible individuals without discrimination, in compliance with civil rights laws.
- ~~No otherwise qualified applicant for services or customer shall be excluded from participation, be denied benefits, or otherwise be subjected to discrimination in any manner.~~ Southwest Health and Human Services employees, services, programs, benefits and policies will not discriminate against applicants, clients or members of the public on the basis of race, color, national origin, sex, sexual orientation, political beliefs, creed, religion, age, or physical, mental, or emotional disability or public assistance. "Sex" includes sex stereotypes and gender identity under any medical or health program receiving federal financial assistance, such as Medical Assistance, CHIP programs, health clinics, insurance companies and state health insurance exchanges.

This policy covers Southwest Health and Human ~~eligibility~~ Services' full range of services, programs and benefits, including, but not limited to access to information about services, eligibility determinations and intake, admission procedures and treatment. This policy applies to the agencies and providers receiving federal and state funds under contracts, licenses and other arrangements with ~~for and access to service delivery and treatment in all of~~ Southwest Health and Human ~~Services' programs and activities.~~ Services. The Minnesota Human Rights Act also applies to the work of Southwest health and Human Services and those agencies carrying out its programs.

Section 2 – Complaint Procedure

- a. If you believe you have been discriminated against because of your race, color, national origin, sex, ~~sexual orientation, creed, religion, age, or physical, mental, or emotional disability, political beliefs, or public assistance status~~ while applying for or receiving human services ("sex" includes stereotypes and gender identity), you may file a complaint. ~~with the Department of Human Services.~~

~~You must file your complaint within 1 year of the alleged discrimination. DHS may extend the 1-year period if you can show good cause for not filing sooner. You must file~~

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 6**

~~a written complaint. This means you must complete and sign DHS's discrimination complaint form. To request a discrimination complaint form call or write to:~~
To file a complaint, ask for Southwest Health and Human Services' Equal Opportunity in Service Delivery policy, complaint procedure and complaint form. You can also review the law and regulations that outlaw discrimination in the Civil Rights Contact's office at Southwest Health and Human Services.

ATTN: Christopher Sorensen, Civil Rights Coordinator

~~Office for Equal Opportunity~~

~~Affirmative Action and Civil Rights~~

~~Department of Human Services~~

~~444 Lafayette Road~~

~~St. Paul, MN 55155-3812~~

~~Voice: 612-296-0420~~

~~TTY: 612-296-8758~~

Southwest Health and Human Services

607 West Main Street

Marshall, MN 56258

(507) 537-6747 (Voice)

MN Relay Service: 711 or (800) 627-3529

(507) 537-6088 (fax)

chris.sorensen@swmhhs.com

~~Once you have filed your complaint the institution or agency named in the complaint cannot retaliate against you or any person who provides information about your complaint. If you experience retaliation because you filed a discrimination complaint or provided information about a complaint, immediately notify the DHS Civil Rights Coordinator and report what happened.~~

~~Upon receiving your complaint, DHS will review it and notify you in writing, within 10 days, regarding whether it has authority to investigate. If there is authority to investigate, the DHS Civil Rights Coordinator will conduct a prompt and thorough investigation to determine whether or not the facts support a finding of discrimination.~~

~~If DHS concludes that the facts support a finding of discrimination, it will take appropriate action to correct the discriminatory practice and to prevent it from happening again.~~

~~DHS will notify you in writing of the outcome of the investigation within 8 weeks of filing the complaint. If you are not satisfied with the decision, you may ask the DHS Civil Rights Coordinator to forward your complaint to the Equal Opportunity Director who will have 10 days to resolve the complaint and notify you in writing of the outcome.~~

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 6**

~~If you are still not satisfied with the decision, you may ask for review by the Commissioner. Submit your request in writing to the DHS Civil Rights Coordinator. The Commissioner will have 10 days to resolve the complaint and notify you in writing of the outcome.~~

~~Whenever a service delivery discrimination complaint is filed against Southwest Health and Human Services, Attachment A (AG#077) will be completed and forwarded to DHS within 90 days of the date the complaint is filed.~~

- Civil rights complaints must be submitted to the Civil Rights Contact within 180 days of the date the alleged discrimination occurred.
- A complaint must be in writing and contain the name and address of the person filing it. You should also give your telephone number or relay service number if you are deaf or hard of hearing. Give your email address if it helps get in touch with you. The complaint must state the problem or action alleged and the relief desired. If you need assistance with your complaint, the Civil Rights Contact will help you.
- Southwest Health and Human Services must conduct an investigation of the complaint. The investigation may be informal, but it must be thorough and timely. People who have an interest in the complaint must have an opportunity to submit relevant evidence about the complaint. Southwest Health and Human Services will issue a written decision on the complaint within 90 days after its filing. Southwest Health and Human Services will maintain the complaint records and files for three years. Complaints about program rules are not civil rights complaints and will be resolved through a different complaint process.
- The person filing the complaint may appeal the decision by writing to the agency's Civil Rights Contact within 15 days of receiving the written decision. The Civil Rights Contact will issue a written decision in response to the appeal, no later than 30 days after the filing. This decision is final. This appeal process is not the same as filing a fair hearings appeal with the Department of Human Services' Appeals and Regulations Division.
- The person filing the complaint must be informed that he/she can file a discrimination complaint directly with the U.S. Department of Health and Human Services' Office for Civil Rights or the U.S. Department of Agriculture (USDA) for the SNAP Program.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 6**

- The U.S. Department of Health and Human Services' Office for Civil Rights prohibits discrimination in its programs because of race, color, national origin, age, disability, sex and religion. Sex includes sex stereotypes and gender identity discrimination that occurs in medical or health programs and clinics receiving federal financial assistance, such as Medicaid, CHIP programs and insurance companies and state health insurance exchanges under Title I of the Affordable Care Act. Contact the federal agency directly:

U.S. Department of Health and Human Services
Office for Civil Rights
Region V
233 N. Michigan Avenue
Suite 240
Chicago, IL 60601
312-886-2359 (voice)
800-368-1019 (toll free)
800-537-7697 (TTY)

Agency Forms Regarding This Policy:

AG#077 - Complaints Alleging Discrimination in Service Delivery

JULY 2016
BOARD APPROVAL ON THE FOLLOWING:

- MN Department of Public Safety – Criminal Bureau of Apprehension – 07/20/16 to 07/19/21; Joint Powers Agreement and Resolution for the utilization and use of data on the Criminal Justice Data Communications Network (CJDN), (NEW).**

- EHDI – Refugee Health/TB Component (MDH) - 07/01/16 to 06/30/21 – grant agreement for eliminating health disparities in refugee and foreign-born populations, annual amount varies with \$1,862 allocated for SFY17 (renewal).**

- Carver County, MN (Chaska, MN) - 08/01/16 to 07/31/19 – memorandum of agreement for the purchase and licensing of Adobe Acrobat DC Pro software to be cost shared between participating agencies (Host is Carver County), \$6,424/year based on True-Up number of 225 (NEW).**