

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Clay County</b>	<b>Responsible Authority - Rhonda Porter Clay County Social Services Director</b>		<b>Department/Division Collections Services</b>		<b>Employee Work Access</b>
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>	<b>(Name, Title)</b>
DHS-2775	Notice of Overpayment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-2776	Computation of MFIP Overpayment Worksheet	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-1776	Vol. Out-of-Home Placement Agreement Non-Indian	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-3437	MN Health Care Programs	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-2128	Renewal for Long-Term Care Services	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-5181	Lead Agency Communication Form	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-3050	MN Health Care Programs Communication Form	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-1	Enrollment form	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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DHS-3979	MN Notice of Privacy Practices	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-2133	Recipient Claims History Profile Request	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-3340	Asset Assessments for Medical Assessment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-3353	Important Information	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
DHS-3203	MA Lien Worksheet	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
SSA-L8151	Social Security Notice of Change in Payment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
SSA-1099	Social Security Benefit Statement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
SSA-L8166	Social Security Important Information	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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SG-SSA-11	Request to be Payee	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Memos/letters/e-mail	general correspondence to and from clients, agencies	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Detox letter	initial letter regarding detox fees	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Billing Form	referral from Clay County Receiving Center	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Admission Information	copy of signed form / Clay County Receiving Center	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice of Claim/Rights of Hearing	Notice of claim for Revenue Recapture	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
ACS Client Account Screen	printout of balance of claims	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
ACS Account Form	printout of account	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Collection letter	Initial letter regarding debt	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Reminder letter	letter sent regarding delinquent payment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Returned mail	copy of envelope/letter	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Accurint	printout of locate efforts	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Debt Write Off Request Form	summary of case for debt write off	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Collections Referral	Initial referral to Collections Unit	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
MAXIS printouts	printouts of information in MAXIS: INQD, etc.	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
EBT printout	printouts from EBT	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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MMIS printouts	printouts from MMIS	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Payee change letter	letter to parent regarding payee change for SS	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Postal Verification	postal verification	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Receipts	copies of receipts	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Paystubs	copies of paystubs	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Checks	copies of checks	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Case Initiation Form	information to Auditor to set up case	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
SSIS Child Placement Detail	printout of placement information	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Notice to Parents	over 30 day placement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Income verifications	Social Security, Retirement, Veterans, Wages, etc	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Bank Statements	printouts of bank statements	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Insurance Verification	verification of all insurance	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Property Tax Statement	Property Tax Statement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Bills	copies of bills owed by the client	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Motor Vehicle Title	Motor Vehicle Title	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice of Access	Notice regarding transportation for health care	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Financial Information form	financial information	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Verification form	payment agreement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Certificate of Clearance for MA	probate form for the courts	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice of Possible Claim	probate notice to DHS-	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Affidavit of Service	Affidavit of Service	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Application for Clearance Cert.	Application for Clearance Certificate for MA Claims	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice and Order for Probate	Notice and Order for Probate of Will	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Asset Assessment Results	Asset Assessment Results	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Birth Certificates	birth certificates	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Contact Notes	Case notes regarding estate recovery	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Probate Review	listing of assets at time of death	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Demand for Notice	filed with court for estate	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Obituary	printout of obituary notice	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice of Benefit Renewal	letter regarding benefit renewal	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Scanning bar codes	enumeration page	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Copies of information	driver's license, Social Security card, insurance	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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List of family	list of family members	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Investigative Results	Fraud Investigation results	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Fraud Schedule	Fraud Schedule	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Clay Voucher	voucher for MA Access	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Notice of Entry/Docketing Judg.	Notice of Entry and Docketing of Judgment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Judgment	Judgment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Letter to Court Administration	Letter to Court Administration	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Certified Mail card	Certified Mail card	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Judgment by Operation of Law	Notice of Intent to enter Judgment	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
ACS printouts	printouts for adjustments and balances	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Out of Home Placement Referral	Out of Home Placement Referral	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Parental Fee Worksheet	Parental Fee Worksheet	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Parental Fee Calculations	Parental Fee Calculations	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Payment Agreement	payment agreement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Parental Fee Letter	Initial letter regarding parental fees, child income	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Tax Forms	Tax forms	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Placement order	placement order	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Preneed Funeral Agreement	Preneed Funeral Agreement	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Letter with Asset Expense form	Letter with Asset Expense form	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Death Certificates	Death Certificates	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
County Burial bill	County Burial bill	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
USPS Tracking	USPS Tracking printout	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Court Orders	Fraud Convictions	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Court Orders	Probate	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director

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Contract for Deed	Contract for Deed	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
Affidavit to Collect	Affidavit to Collect	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director
ACS Case Notes	Electronic notes made on individual cases	Private	M.S. 13.46, subd. 2	Sandy Thorne, Collection Services Supervisor	Collections, Fraud, Support Staff, Supervisor, Director