

SHNFP Data Classifications

Supporting Hands Nurse Family Partnership (SHNFP)	Responsible Authority SHNFP Administrator		Department/Division Accounting and Finance - Cash Mgmt.	
Name of Form, Record,File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Accounting				
Abstracts of checks and receipts	Listing of all agency expenditures and receipts, including payroll information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it reveals social security numbers of recipients)</i>	Karrie Jansen, Finance Officer
Benefit overpayment files	Client financial information	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355	Karrie Jansen, Finance Officer
Cancelled checks	Cancelled agency checks	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i>	Karrie Jansen, Finance Officer

Checking account numbers	Checking account numbers	Private	M.S. 13.37	Karrie Jansen, Finance Officer
Checks received and banking documents	Checks processed for deposit to agency bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it identifies clients)</i>	Karrie Jansen, Finance Officer
Accounting and Finance - Disbursements				
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 <i>(to the extent it identifies social service clients)</i>	Karrie Jansen, Finance Officer
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, new hire, etc.)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5	Joel Flaten, Executive Director
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5 M.S. 13.355	Joel Flaten, Executive Director

Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	Joel Flaten, Executive Director
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	Joel Flaten, Executive Director
Accounting – G/L Reporting				
Address book module	Social security numbers of individuals that receive payments or make payments to SHNFP	Private	M.S. 13.355	Karrie Jansen, Finance Officer
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Karrie Jansen, Finance Officer
Administration				
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Joel Flaten, Executive Director

Emergency contact staff directory	Home address and contact numbers	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Civil files - miscellaneous	Legal opinions and advice given to agency officials, including letters, memos, reports, research, and all other correspondence	Confidential (<i>while pending</i>) Private; Confidential (<i>depending on content</i>)	M.S. 13.393	Joel Flaten, Executive Director
Civil litigation files	Civil investigation litigation involving agency, including but not limited to pleadings, briefs, research, correspondence, attorney work product.	Private, in part (depending on content) Confidential (<i>while pending</i>)	M.S. 13.393 M.S. 13.39	Joel Flaten, Executive Director
MN Department of Human Services appeals - services and financial	Financial and waiver services appeals, including denial of benefits, including but not limited to all pleadings, memos, correspondence, transcripts and attorney work product	Private Confidential (while pending)	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 13.821 M.S. 626.556 M.S. 626.557	Joel Flaten, Executive Director
MN Department of Human Services appeals reimbursement action	Agency seeks reimbursement for program related fees including but not limited to all pleadings, memos, correspondence, transcripts, and attorney work product	Confidential (while pending) Private (depending on content)	M.S. 13.46, subd. 2 M.S. 13.393	Joel Flaten, Executive Director

Opinion files	Legal opinions prepared by Agency Attorney's office, including correspondence in any form and research Attorney/client legal opinions (depending on content)	Confidential Private	M.S. 13.393 M.S. 13.39	Joel Flaten, Executive Director
Personnel data - general	Administer employment, including employee performance evaluations, personnel data, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Personnel data - discipline/misconduct investigations	All data related to allegations of employee misconduct that does not result in disciplinary action	Confidential (while pending) Private	M.S. 13.43, subd. 4 M.S. 13.393	Joel Flaten, Executive Director
Research files	Research on miscellaneous topics affecting the agency for which no formal answer/opinion is needed, attorney work product	Private Confidential (depending on content)	M.S. 13.393 M.S. 13.39	Joel Flaten, Executive Director
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Personnel master file – electronic or file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Joel Flaten, Executive Director
Controlled substance testing Records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Discrimination files	Information collected regarding discrimination suits filed against Agency	Private (confidential depending on file status)	M.S. 13.39 M.S. 13.43, subd. 4	Joel Flaten, Executive Director

Dependent Data	Data on dependents of employees	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Employee emergency contact sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Grievance files	All information collected on employees who have filed grievances	Private (confidential depending on status)	M.S. 13.39, 13.43, subd. 4	Joel Flaten, Executive Director
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Joel Flaten, Executive Director
Insurance reports: Showing amounts of claims by individual Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39 M.S. 13.43, subd. 4	Joel Flaten, Executive Director

Internal investigation files	Information collected regarding policy violations	Private Confidential (Depending on file status)	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S. 13.39	Joel Flaten, Executive Director
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Medical tests (i.e., hearing, lead, respiratory, etc.)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Recruitment files	Information collected on current and former applicants regarding recruitment for agency employment: Veteran status, Test scores, Rank on eligibility lists Job history Education and training Work availability NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position - for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection	Private	M.S. 13.43, subd. 2 and 4	Joel Flaten, Executive Director
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Salary calculations	Hourly rate changes as approved by the Joint Powers Board	Private	M.S. 13.37	Joel Flaten, Executive Director
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Joel Flaten, Executive Director

Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Joel Flaten, Executive Director
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Joel Flaten, Executive Director
Information Technology	<i>Note* SHNFP contracts with Morris Electronics to provide IT services and support</i>			
Employee procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Morris Electronics Inc.
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has be requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Morris Electronics Inc.
SHNFP Program Data				
Referral forms, including PH nurse referral	Client name, address, birth date, and pertinent personal medical information	Private	M.S. 13.384 subd. 3	Joel Flaten, Executive Director

HPH Agency TB Screening	Date and results of Mantoux skin test. Includes name, address and DOB.	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
MIIC software	Immunization history of individuals, including name, DOB, address, phone, primary medical provider	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Nightingale Notes System	Demographics, personal health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Authorization for release health information: Notice of Privacy rights/ Tennessee (acknowledgement of Receipt). Permission to bill for services.	Consent to release information to another agency. Name, initials and signature. Inform client of our intent to collect data.	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Release for Automated messages/Consent for release of Information	Authorization for release of information for automated messages, Consent for release of information, Risk factors, referral to Public Health	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Nursing Child Assessment (NFP program related forms)	Standardized assessment tool and paperwork includes client specific data for home visiting programs	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Growth charts	Height and weight record, including client's name, address, and birth date (scanned into NNOTES shredded when chart is closed)	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Nightingale Notes	Health information, care plan, client assessment, visit notes/communication log, discharge summary	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
PHQ 9 Depression screen and GAD-7 Anxiety screen	Health screening mental health	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director

Ages and states developmental summary sheets, social emotional questionnaire	Standardized developmental and social, emotional inventory of children ages 2 to 24 months (scanned into NN)	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Nightingale Notes System	Health info, care plan client assessment, visit notes, communications, discharge summary	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Joel Flaten, Executive Director
NFP NSO Data Collection System (FLO)	Name, address, DOB, health information	Private	M.S. 13.384, subd. 3	Joel Flaten, Executive Director
Notice of Rights form	Notification of Data Practices rights, name, parents/name(s) and signature, date	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director
Client Participation with Student form	Form signed by students	Private	M.S. 13.43, subd. 4	Joel Flaten, Executive Director