

Minnesota Board on Aging Data Inventory List

Data practices compliance official and responsible authority:

Reena Shetty, Minnesota Board on Aging (MBA) executive director.

Contact Information:

Attn: Privacy Official

Minnesota Board on Aging

PO Box 64976

Saint Paul, MN 55164-0976

Mba.dhs@state.mn.us

Data Type	Record Description	Authority	Public/Private/Confidential	Official Record Holder/Location	Employee Work Access
Grant policies (internal and external)	Correspondence and any supplemental information.	MS 13.46, 13.599	<ul style="list-style-type: none">Public	MBA	Certain employees on an as needed basis as part of specific work assignments

Data Type	Record Description	Authority	Public/Private/Confidential	Official Record Holder/Location	Employee Work Access
Personnel files and performance review sheets.	Data about employees, applicants, volunteers and independent contractors. Attendance records, continuing education, letters of appointment, promotion, termination or resignation, grievances or complaints, correspondence, resumes, request for leave of absence, position descriptions, performance appraisals and performance review sheets.	MS 13.43	<ul style="list-style-type: none"> • Public • Private • Confidential 	MBA	Certain employees on an as needed basis as part of specific work assignments
Project files	Project planning documents, reports and supporting documentation such as change requests, specifications, use cases, business process models.	MS 13.46	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments
Board member data	Data pertaining to MBA members such as financial disclosures, application letters, appointment letters, etc.	MS 13.601 MS 15.17 MS 256.975	<ul style="list-style-type: none"> • Public • Private • Confidential 	MBA	Certain employees on an as needed basis as part of specific work assignments

Data Type	Record Description	Authority	Public/Private/Confidential	Official Record Holder/Location	Employee Work Access
Budget: Board member financial records	Travel expense/per diem reports for board members.	MS 13.601 MS 13.43 MS 256.975 MS 15.0575	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments
Employee calendars	Electronic or paper calendars showing meetings and related information. Attachments to calendar items should be considered convenience copies and may be deleted.	MS 15.17	<ul style="list-style-type: none"> • Public • Private 	MBA	Person keeping the calendar and supervisor.
Formal correspondence	Letters sent by MBA chair and executive director to external entities on behalf of the board.	MS 15.17	<ul style="list-style-type: none"> • Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Educational/general board Information	PowerPoint presentations, factsheets, brochures, videos, CDs, etc., created for the purpose of education.	MS 15.17	<ul style="list-style-type: none"> • Public 	MBA	All MBA staff

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MBA meeting data	Data related to official MBA business including meeting agendas, official meeting minutes, handouts.	MS 15.17	<ul style="list-style-type: none"> Public 	MBA	Committee staff leads and other employees as part of specific work assignments
Inventories: MBA assets	Inventory for electronic equipment assigned to MBA staff and board members.	None	<ul style="list-style-type: none"> Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Budget: Information (copies)	Open encumbrance reports, monthly financial reports, managers monthly financial reports, division proposals, payment by AID (account identification and attorney general billing for professional services and legal consultation).	MS 13.46	<ul style="list-style-type: none"> Public Private Confidential 	MBA	Certain employees on an as needed basis as part of specific work assignments
Budget: MBA operations	Internally created budget tracking spreadsheets and supporting documentation, invoices, credit card logs, FY budget reports, official DHS compliance communications.	Various	<ul style="list-style-type: none"> Public Private 	MBA	Certain employees on an as needed basis as part of specific work assignments

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Budget: internal audit data	Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; Working papers gathered or generated until the final report is published or audit becomes inactive.	MS 13.392 MS 13.43 MS 13.715	<ul style="list-style-type: none"> • Public • Private • Confidential 	MBA	Certain employees on an as needed basis as part of specific work assignments
Budget: financial records	Documentation of monies paid, received, owed by or to and assets of the Department. Includes: <ul style="list-style-type: none"> • Accounts payable • Accounts receivable • Invoices • Payroll documentation • Purchase orders • Expense reports • Requisitions • Inventories 	Various	<ul style="list-style-type: none"> • Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Manuals: MBA, AAA, etc.	Operations manual(s), policy and procedure manuals, training manuals related to MBA work.	MN 15.17	<ul style="list-style-type: none"> • Public 	MBA	All MBA staff

Data Type	Record Description	Authority	Public/Private/Confidential	Official Record Holder/Location	Employee Work Access
Training materials	Training curriculums, including OOLTC resident rights materials as they relate to self-advocacy and resident empowerment.	MS 13.46	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments
Continuity of operations data	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	MS 13.43, subd 17	<ul style="list-style-type: none"> • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments
Continuity of operations plans	MBA Continuation of operations plans.	MS 13.43, subd. 17	<ul style="list-style-type: none"> • Private 	MBA	Executive director, certain employees on as needed basis as part of specific work assignments

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Response to data requests	Data collected by compliance official in responding to requests for data maintained by MBA.	MS 13 various	<ul style="list-style-type: none"> • Public • Private 	MBA	Responsible authority data practices compliance official; certain employees on an as needed basis as part of specific work assignments
Surveys	Survey data including raw data, data sets and final reports.	None	<ul style="list-style-type: none"> • Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Legal agreements, grants and contracts	Legally binding agreements and supporting documentation related to legal agreements between MBA and other entities or individuals. Correspondences, documentation, informational memorandums (MBA and grantee).	MS sec. 16C.05, subd. 2(d) MS sec. 13.46, 13.591, subd. 3(b).	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments

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Legislation	Copies of bills, legislative and language changes, fiscal notes, bill summaries, budget pages/revisions, and proposed language and fiscal detail.	MS 13.46	<ul style="list-style-type: none"> • Public • Private 	MBA	Executive director, legislative staff, certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Data related to RFPs and requests for bids. Responses submitted are private until the responses go through evaluation and selection. If all responses are submitted prior to completion of the evaluation process, all data, other than that made public at the opening, are private until re-solicitation or abandonment of the grant.	MS 13.591 MS 13.599	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments

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Data related to contract monitoring and oversight	AAA monitoring documents including documents related to area plans, payment requests, operations and oversight data, organizational risk assessment data, technical assistance requests, Policy Quest, monitoring.	Various	<ul style="list-style-type: none"> Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Federal oversight and agreements	Formal interactions with federal governing bodies or officials, includes but is not limited to: state plans and amendments. Area plans and amendments. Communications with ACL or other federal agencies related to state unit on aging work.	Various	<ul style="list-style-type: none"> Public 	MBA	Certain employees on an as needed basis as part of specific work assignments

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Rulemaking files	Minnesota rules are defined in MS14.02 as "every agency statement of general applicability and future effect, including amendments, suspensions, and repeals of rules, adopted to implement or make specific the law enforced or administered by that agency or to govern its organization or procedure."	MS 13.46 MS 14.02 MS 14.365	<ul style="list-style-type: none"> Public 	MBA	Certain employees on an as needed basis as part of specific work assignments
Templates	SLL business forms (e.g. follow up letters; release of information and private documents).	MS 13.46	<ul style="list-style-type: none"> Public 	MBA	All SLL team members
Marketing materials	Internal/external communications, ads, audio files, video files, informational materials, etc. Maintain draft until final version is complete.	MS 13.46	<ul style="list-style-type: none"> Public 	MBA	All SLL team members

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Contact center telephone call recordings	Recordings of SLL/MBA contact center incoming and outgoing customer telephone calls, chats and emails used for customer services/employee quality assurance purposes.	MS 13.46	<ul style="list-style-type: none"> • Private • Confidential 	MBA and Area Agency on Aging (AAA) grantee	Directors, supervisors, certain SLL employees of AAAs and MBA team members for quality assurance work, on an as-needed basis as part of specific work assignments
Online referrals, not including preadmission screenings	Online referrals from medical providers.	MS 13.46	<ul style="list-style-type: none"> • Private • Confidential 	MBA	Certain employees on an as needed basis as part of specific work assignments
Preadmission screenings	Federal requirement for individuals entering skilled nursing facility.	MS 13.46 42 CFR 483.130	<ul style="list-style-type: none"> • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments
Microsoft Dynamics client tracking system documentation	Client files and case notes.	MS 13.46	<ul style="list-style-type: none"> • Public • Private 	MBA	Certain employees on an as needed basis as part of specific work assignments

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Program development / outreach projects	Resident rights in-service training materials, office brochures, post-cards, resident rights booklets for nursing homes and assisted living facilities.	MS 13.46	<ul style="list-style-type: none"> Public 	MBA – Office of Ombudsman for Long-Term Care (OOLTC)	Certain employees on an as needed basis as part of specific work assignments
Business documents for OOLTC	Involuntary discharge nursing home and assisted living notices, copies of assisted living contracts, etc.	MS 13.46, MS Rule 4659	<ul style="list-style-type: none"> Private Confidential 	MBA – OOLTC	Certain employees on an as needed basis as part of specific work assignments
Vulnerable Adult Review Panel records	Records retained through the Vulnerable Adult Review Panel process.	MS 626.557 Subd. 12b (g)	<ul style="list-style-type: none"> Private Confidential 	MBA – OOLTC	Certain employees on an as needed basis as part of specific work assignments
Supporting documentation for OOLTC reports	Annual reports, press releases, de-identified aggregated information.	MS 13.46 CFR 45 1324 OAA of 1965 sec. 712	<ul style="list-style-type: none"> Public 	MBA – OOLTC	Certain employees on an as needed basis as part of specific work assignments

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OOLTC client files	Client files and reports. Client files include, but are not limited to court documents, investigations, medical records, etc.	MS 13.46 CFR 45 1324 OAA of 1965 sec. 712 MSRule 4659	<ul style="list-style-type: none"> • Public • Private • Confidential 	MBA – OOLTC	Certain employees on an as needed basis as part of specific work assignments