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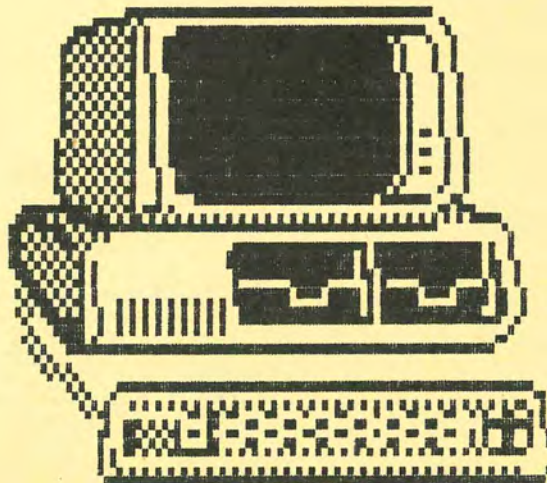


ASSOCIATION OF MINNESOTA COUNTIES

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COUNTY DATA: A GUIDE

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COUNTY DATA: A GUIDE

A guide to county information
held by the State of Minnesota.

December 1986

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December, 1986

INTRODUCTION

COUNTY DATA: A GUIDE is a directory of county information held by state agencies and departments. It identifies information systems, either computerized or manual, which contain information by county. Generally, only systems containing information on ALL counties in the state are included; however, the appendix covers information on metropolitan counties.

This directory is arranged by subject and, within each subject, alphabetically by state agency or department.

Each of the entries contains a brief description of the system, identifies the source(s) of the information and lists materials which are produced from the data.

Please note: There are several subjects not covered in this directory, e.g., population and tax revenues, because SISP has not yet entered them into their data base. SISP estimates that 1,000 files have been put into the system to date. This represents approximately half of the files held by the state agencies and departments. AMC anticipates further editions of this guide as SISP is enlarged.

The Association of Minnesota Counties (AMC) gratefully acknowledges the assistance of the State Information Systems Project (SISP) at the Legislative Reference Library which has made this information available for publication.

For further information or assistance in accessing any of these systems, or those not yet in the system, please contact:

Merry Beckmann
Personnel & Data Management Coordinator
Association of Minnesota Counties
555 Park Street, Suite 300
St. Paul, MN 55103

(612) 224-3344

Morris J. Anderson
Executive Director

December 1986

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AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Agriculture Feedlots Permit System
ALTER NAME: Ag. Waste

DESCRIPTION:

The Agricultural Feedlot Permits system was developed by the PCA to track all feedlot permits in Minnesota. Information tracked includes the name and address of the permittee, the location of the feedlot, the type and number of animals, the type of confinement and manure storage facilities, and enforcement actions taken, if any. The information is stored on one file which is updated weekly.

SOURCES:

Information is furnished by permittees on permit application forms.

PRODUCED MATERIALS:

Various outputs and summaries of the file are available upon request. Reports include information on feedlots by county, feedlots discharging to specific surface waters, feedlot operators, etc.

CIVIL LIBERTIES

AGENCY: Human Rights, Department of
DIVISION: Management Services
INFOR SYSTEM: Respondent Card File
ALTER NAME:

DESCRIPTION:

This system provides card file information on people accused of discriminatory actions. Information contained within the system includes respondent's name, address and case number. The information is compiled and accessed alphabetically by respondent's name.

SOURCES:

The information is provided by a copying of relevant information from the original charge submitted to the Department of Human Rights.

PRODUCED MATERIALS:

AGENCY: Human Rights, Department of
DIVISION: Management Services
INFOR SYSTEM: Closed Cases
ALTER NAME: Central Records

DESCRIPTION:

This system provides information on closed investigation cases. Information contained within the system includes the face of the charge, investigation information, memos, letters, agreements and other pertinent information.

SOURCES:

The charging party, the respondent and any relevant witnesses provide the information through interviews, tests and other investigative techniques.

PRODUCED MATERIALS:

CIVIL LIBERTIES

AGENCY: Human Rights, Department of
DIVISION:
INFOR SYSTEM: Human Rights Case Tracking System
ALTER NAME: Management Info. System - MIS

DESCRIPTION:

This system provides information on the Minnesota Department of Human Right's handling of discrimination cases. Information contained within the system includes demographics for charging parties and respondents, case characteristics, contacts, and status history. The system is updated daily using interactive processing.

SOURCES:

Parties claiming discrimination submit discrimination charges; the Minnesota Department of Human Services' staff submits additional information.

PRODUCED MATERIALS:

Biweekly status reports, activity reports, and case listings; counts and a list of dockets, closures, and determinations printed each week; case correspondence as well as on-line queries are generated from the system.

AGENCY: Commerce, Department of
DIVISION: Registration and Licensing
INFOR SYSTEM: Notaries System
ALTER NAME:

DESCRIPTION:

This system provides information required for issuing and renewing notary licenses, known as commissions. Information contained within the system includes the name, address, county, date of license and bonding company for each notary, new applications and changes in the status of current notaries. The system is updated as new information is received. The system's information is retained for seven years.

SOURCES:

License applicants submit the notary commission application, form CM00530-01.

PRODUCED MATERIALS:

Printouts of new commissions, renewal commissions and duplicates, a weekly listing of new notaries and an annual listing of all notaries processed during the year are generated from the system.

CORRECTIONS

AGENCY: Corrections, Department of
DIVISION: Central Office
INFOR SYSTEM: Corrections Management Information System
ALTER NAME:

DESCRIPTION:

This system provides information on adults and juveniles committed to the commissioner of corrections. Information contained within the system includes inmate's name, age, sex, race, social security number, sentence, place of incarceration, work and living assignments, and any disciplinary actions taken. The system is updated as needed using on-line and real-time procedures. The system utilizes the criminal justice telecommunication network.

SOURCES:

Correctional facilities and the Department of Correction's central office submit the system's information on-line.

PRODUCED MATERIALS:

Population reports for each facility produced weekly and monthly as well as on-line queries are generated from the system.

AGENCY: Corrections, Department of
DIVISION: Central Office
INFOR SYSTEM: Institutional Information System
ALTER NAME: TI 990 System

DESCRIPTION:

This system provides information on inmates at each correctional facility in Minnesota. Information contained within the system includes inmate records, inmate financial accounting, sentences and inmate security classification. The system is updated using on-line and real-time procedures.

SOURCES:

Minnesota correctional facilities submit the system's information on-line.

PRODUCED MATERIALS:

Daily, weekly, and annual reports as well as on-line queries are generated from the system.

CORRECTIONS

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Special Investigations
ALTER NAME: Special Reports

DESCRIPTION:

This system provides information on special reports that the Minnesota Ombudsman for Corrections issues after conducting an investigation into a special event, occurrence, riot, or disturbance. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Field investigators submit the system's information via various logs, interviews, guard reports, and other similar sources.

PRODUCED MATERIALS:

A pamphlet report, created after each investigation, is generated from the system.

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Correspondence Files
ALTER NAME:

DESCRIPTION:

This system provides information on incoming and outgoing correspondence. Information contained within the system includes correspondence received by the Minnesota Ombudsman for Corrections office from various groups, institutions, and other miscellaneous sources. Outgoing correspondence generated by the staff are also maintained within the system. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Various organizations which for the most part deal with the corrections field submit incoming information; agency staff members submit outgoing information. Correspondence content varies with each unique circumstance.

PRODUCED MATERIALS:

Outgoing correspondence, which does not pertain to any cases handled by the Minnesota Ombudsman for Corrections, is generated from the system.

CORRECTIONS

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Recommendations
ALTER NAME:

DESCRIPTION:

This system provides information on all the recommendations that are made during the course of the current year and all previous years. Information contained within the system includes recommended improvements or changes beneficial to areas within the corrections field with which the Ombudsman has dealings. The information is used as a reference for the Annual Report. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

The Minnesota Ombudsman for Corrections submits recommendations.

PRODUCED MATERIALS:

Recommendations, compiled and included in the Annual Report which is sent to the Governor, are generated from the system.

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Agency Head Files
ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Ombudsman for Correction's agency head as a resource. Information contained within the system includes agency information, budget, personal, native American, state agencies, interagency correspondence, and corrections related materials. The system is updated as needed, usually daily. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Various sources submit records, letters, and memos.

PRODUCED MATERIALS:

CORRECTIONS

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Insurance
ALTER NAME:

DESCRIPTION:

This system provides information on the various types of insurance carried by employees of the Minnesota Ombudsman for Corrections. The system also contains information on employees including employee name, social security number, type of insurance carried, and the extent of the coverage. The system offers a centralized location to access information on various insurance coverage options available to the Minnesota Ombudsman for Correction's employees. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Insurance carriers submit brochures and pamphlets which list benefits and other insurance related information; the Minnesota Department of Employee Relations submits a computer printout of insurance carried by the Minnesota Ombudsman for Correction's employees.

PRODUCED MATERIALS:

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Executive I
ALTER NAME:

DESCRIPTION:

This system provides information on the administrative functions within the Minnesota Ombudsman for Corrections' office. Information contained within the system includes expenditure log book; sequence expenditures; agency's payroll; personnel payroll; agency's training files; agency's position's descriptions; personnel evaluations; an administration file which is subdivided into forms management, inventory management, state printing, procurement, records retention, and telecommunications; interagency correspondence; a miscellaneous file; and payroll, personnel, and budget forms. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Various sources submit bills paid, correspondence, and various forms.

PRODUCED MATERIALS:

CORRECTIONS

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Client Files
ALTER NAME: Cases

DESCRIPTION:

This system provides information on cases that have been dealt with by the Minnesota Ombudsman for Corrections' office. The system is considered the nucleus of the agency. Information contained within the system includes client name, identification number (if any), location, source code, date received, intake person, date assigned, investigator, date opened, date closed, contact category, resolution, recommendation, resolution statement, nature of initial contact, investigation, contacts, and documents. The system also includes complaints and requests received by groups or arising out of corrections-related incidents. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Field investigators submit forms based on information from numerous sources.

PRODUCED MATERIALS:

Monthly reports on cases handled by field investigators, classified as public, private, or confidential, are generated from the system.

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Monthly Reports/Annual Reports
ALTER NAME: Statistics

DESCRIPTION:

This system provides information used to complete the Minnesota Ombudsman for Corrections' Annual Report. The system tracks the individual field investigator's monthly reports. The system is updated monthly. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Field investigators submit contact forms which involve closed cases, unopened cases, and pending cases; field investigators also classify the information as public, private, or confidential.

PRODUCED MATERIALS:

The Compiled Monthly Report and the Minnesota Ombudsman for Corrections' Annual Report are generated from the system.

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Issue Files
ALTER NAME:

DESCRIPTION:

This system provides information on on-going issues that affect the corrections field. The Minnesota Ombudsman for Corrections' office determines which issues are to be investigated more extensively. The system's information is accessed alphabetically by topic headings with the most recent information in the front of the folder. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Various sources submit correspondence, various publications, and other miscellaneous information.

PRODUCED MATERIALS:

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Publications Received
ALTER NAME: Reference Material

DESCRIPTION:

This system provides reference material that is corrections related. The system is updated as new materials are received. The system's information is retained no longer than a year. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Various organizations usually involved either directly or indirectly with the corrections field submit publications .

PRODUCED MATERIALS:

AGENCY: Ombudsman for Corrections
DIVISION:
INFOR SYSTEM: Unopened Cases
ALTER NAME:

DESCRIPTION:

This system provides information on cases that have not been dealt with by the Minnesota Ombudsman for Corrections. Information contained within the system includes client name, I.D. number (if any), locations, source, date received, intake person, unopened, rejected, referred, refused, dismissed, contact category, resolution, nature of initial contact, investigation, contacts, documents, and other similar information. Some of the system's information is classified in accordance with Minnesota Statutes Chapter 13.66.

SOURCES:

Numerous sources submit the system's information on forms completed by the field investigator or the deputy ombudsman and then classified as public, private, or confidential.

PRODUCED MATERIALS:

Compiled monthly logs and reports on cases, which are a portion of the Compiled Monthly Report and the Minnesota Ombudsman for Corrections' Annual Report, are generated from the system.

AGENCY: Education, Department of
 DIVISION: Instructional Effectiveness
 INFOR SYSTEM: Test Item Data Bank
 ALTER NAME: AK

DESCRIPTION:

This system provides information on a 50,000 test item data base in the areas of language, reading, mathematics, science and social studies. The system generates test questions tailored to school district requests. The test items are divided into seven levels of difficulty. In addition, items are cross-classified for cognitive factors such as recall, application and integration. The system is also used for scoring test answer sheets.

SOURCES:

School district personnel submit sheets for computer scoring.

PRODUCED MATERIALS:

Scored answer sheets and user-specified reports for teachers and administrators are generated from the system.

AGENCY: Education, Department of
 DIVISION: Instructional Effectiveness
 INFOR SYSTEM: Achievement Test Assessment System
 ALTER NAME: AC

DESCRIPTION:

This system provides information used by the Department of Education to score and report the results of achievement test developed by the Minnesota Department of Education for seventh, ninth and eleventh grade students. The tests are given each year in the three grade levels. The major subject areas include reading, math, science and computer literacy.

SOURCES:

School district personnel submit test answer sheets for computer scoring.

PRODUCED MATERIALS:

Answer sheets, scored individually, and statewide norms and statistical reports for school districts are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Levy
ALTER NAME: AM

DESCRIPTION:

This system provides information used by the Department of Education to calculate school district property tax levies. Information contained within the system includes property values and assessments, the overall financial condition of each school district, Aid to Families with Dependent Children (AFDC) information, tax credits, levy calculations from previous years and computed maximum mill rates each school district allocates to property. The system is updated annually.

SOURCES:

A number of sources including county auditors, school district annual financial reports, the Department of Human Services and the Department of Revenue provide the system's information.

PRODUCED MATERIALS:

Annual levy detail reports to school districts and county auditors are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: State Department of Education Finance
ALTER NAME: SDE-FIN AT

DESCRIPTION:

This system provides financial information on school districts in the uniform financial accounting and reporting standards (UFARS) format, for the preceeding five-year period. Information contained within the system includes budget, revenue and expenditure. The system is updated annually; the initial set of information is due from school districts by August 15th of each year.

SOURCES:

School districts submit financial information on magnetic tape.

PRODUCED MATERIALS:

Numerous scheduled and unscheduled financial reports about school districts as well as ad hoc on-line queries are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Student
ALTER NAME: AV

DESCRIPTION:

This system provides information on Minnesota resident and non-resident students. The system's information is used for determining various aid payments to school districts. The endowment fund, foundations and certain county revenues require this information. Information contained within the system includes membership, enrollment, attendance and residency. The system is updated annually.

SOURCES:

School district personnel submit the following Minnesota Department of Education forms: ED-00013, ED-00031, ED-00035, ED-01495, ED-01609 and ED-00028.

PRODUCED MATERIALS:

Estimates of state aid payments, a statistical summary about graduates and an annual listing that ranks school districts by enrollment are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Nonpublic Schools
ALTER NAME: AO

DESCRIPTION:

This system provides information on students, staff and graduates of Minnesota nonpublic schools. The system is used for enrollments, block grant funds, aids and other similar determinations. Information contained within the system includes enrollment of non-public school students, staff and whether the school is affiliated with a particular religion. The system is updated annually.

SOURCES:

Nonpublic schools submit the Minnesota Department of Education form: ED-00027, statistics on nonpublic schools.

PRODUCED MATERIALS:

An annual graduate report by county listing the number of high school graduates and an annual report entitled "Information on Minnesota Nonpublic Schools" showing the number of schools, students, staff and the locations of nonpublic schools in Minnesota are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Organization Units
ALTER NAME: ORGUNIT AP

DESCRIPTION:

This system provides current geo-political information on school districts, school buildings, regional computer centers, day care institutions, education cooperating service units, co-ops and other educational organizations. Information contained within the system includes county number, elementary-vocational-secondary (EVS) numbers, governor's planning number, region number, school district number and other similar information. The system is updated as needed.

SOURCES:

School districts submit the Minnesota Department of Education form: ED-00908, Verification of Education Directory Listing.

PRODUCED MATERIALS:

Mailing labels produced as needed and on-line queries by other Department of Education systems to access school district numbers for verification are generated from the system.

AGENCY: Education, Department of
DIVISION: Systems Effectiveness
INFOR SYSTEM: Data Acquisition
ALTER NAME: AF

DESCRIPTION:

This system provides information on the Minnesota Department of Education's information collection activities. Information contained within the system includes general descriptions of forms and computer systems. The system is updated daily.

SOURCES:

The Minnesota Department of Education's Data Acquisition unit submits the form ED-00938-02.

PRODUCED MATERIALS:

The Data Acquisition Calendar booklet produced annually is generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Foundation Aids
ALTER NAME: AI

DESCRIPTION:

This system provides information on the annual state aid entitlements for school districts as provided in Minnesota Statutes, chapter 124A. The system accesses information on the student population and on the property tax levy of each district. Aid amounts are then calculated based on a formula specified by the Minnesota Legislature. Aid is awarded annually in dollars per pupil unit.

SOURCES:

School districts submit school attendance figures; the Minnesota Department of Education's Levy information system provides the property tax revenue information.

PRODUCED MATERIALS:

Statistics for use in the Minnesota Department of Education's annual report are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Child Nutrition
ALTER NAME: AE

DESCRIPTION:

This system provides information used by the Minnesota Department of Education to distribute state and federal funds to school districts, nursery schools, day care centers and other institutions which, as part of their program, provide breakfast, lunch and milk to students or children. Under programs administered by the U.S. Department of Agriculture, free and reduced cost meals are provided based on a student's family income. This system processes information provided by school districts and other meal providers to determine the amount of subsidy they are entitled to receive. The system is updated monthly.

SOURCES:

Meal providers submit the Department of Education's Child Nutrition Monthly Voucher, form ED-00048.

PRODUCED MATERIALS:

A monthly tape containing payment amounts which is sent to the Minnesota Department of Finance's Statewide Accounting information system for processing and periodic reports to the U.S. Department of Agriculture and State Officials are generated from the system.

EDUCATION

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Childcare
ALTER NAME: AD

DESCRIPTION:

This system provides information used by the Minnesota Department of Education to reimburse public and private day care centers and other childcare institutions for the food they provide to children. The Childcare Food Program is sponsored by the U.S. Department of Agriculture which provides federal money requiring matching state funds. This system accounts for and validates day care center food costs and calculates semimonthly reimbursement amounts. The system is generally updated two or three times a month.

SOURCES:

Childcare facilities submit food expenses and the numbers and ages of children served.

PRODUCED MATERIALS:

A magnetic tape containing payment amounts sent semimonthly to the Minnesota Department of Finance's Statewide Accounting information system for processing and periodic reports to the U.S. Department of Agriculture are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: General Aids Report System
ALTER NAME: AL

DESCRIPTION:

This system provides information used by the Minnesota Department of Education to report the total amount of money per pupil unit which accrues to school districts from state and federal aid, funds, payments, credits, disbursements or monetary obligations of any kind from state or federal agencies. A report is made to school districts and the Minnesota Legislature by December 1st of each year as required by Minnesota Statutes, chapter 121.49.

SOURCES:

Other Minnesota Department of Education information system provide the system's information.

PRODUCED MATERIALS:

The report "Itemization of Amount of Aid to Districts", printed annually, is generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Summer School
ALTER NAME: AW

DESCRIPTION:

This system provides information on the number of students in each school district who attend or have attended summer school classes. The system converts attendance figures into membership hours per pupil unit. This calculation is used to determine the amount of state aid and local property tax levy a district may receive in support of its summer school program. The system is updated annually.

SOURCES:

School districts submit the Minnesota Department of Education's summer school classes report of membership hours, form ED-00237.

PRODUCED MATERIALS:

Information on the amount of state aid for each district is transferred to the Minnesota Department of Education's Integrated Department of Education Aids System (IDEAS) information system where payment schedules are determined. Various statistical reports are also generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Secondary
ALTER NAME: AU

DESCRIPTION:

This system provides information on budgets and costs for the Vocational program in Minnesota secondary schools. The Vocational program allows secondary students to take vocational level courses such as shorthand, accounting and mechanics in their high schools. The system determines the allowable salaries and travel expenses of instructors and administrators who participate in the program. Budget and personnel information is received in February for the following fiscal year. Adjustments to the budget are made throughout the year and expenditure amounts are submitted and approved for reimbursement after the end of the fiscal year.

SOURCES:

School districts submit the Minnesota Department of Education's Staff Assignment Agreement Reports (SAAR), form ED-00375 and Secondary Vocational Program Budget/Financial Reports, form ED-01599.

PRODUCED MATERIALS:

Annual approved budgets, reimbursement authorizations and statistical reports produced as needed are generated from the system.

EDUCATION

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Commodities
ALTER NAME: BB

DESCRIPTION:

This system provides information on inventory control and billing for United States Department of Agriculture (U.S.D.A) food commodities used in various Minnesota Department of Education programs. The programs include School Lunch Participants program, Institution program, Child Care Food program, Elderly program, Summer Camp and the Summer Feeding program. Information contained within the system includes commodity, usage, participant, budgeting and warehouse. The system is updated monthly.

SOURCES:

Participants submit an application agreement contract. The United States Department of Agriculture (U.S.D.A.) submits commodity and usage information. The United States Department of Agriculture (U.S.D.A.) and warehouse contracts provide budgeting information.

PRODUCED MATERIALS:

Budget and expenditure reports, inventory reports and chargeback billings all produced monthly and various reports such as claims reports, commodity lists and cost lists produced as necessary are generated from the system.

AGENCY: Education, Department of
DIVISION: Management Effectiveness
INFOR SYSTEM: Projection System
ALTER NAME: AS

DESCRIPTION:

This system provides information used by the Minnesota Department of Education to calculate enrollment for each Minnesota school district and Educational Cooperative Service unit for every year of the next five-year period. Information contained within the system includes average daily membership (ADM) by grade. The system is updated annually.

SOURCES:

School districts submit end-of-year reports which contain historical information.

PRODUCED MATERIALS:

A report with five projected years of average daily membership information which is sent to each school district and a similar report that uses aggregate information compiled by school district, by Educational Cooperative Service unit and for all of Minnesota are generated from the system.

EDUCATION

AGENCY: Education, Department of
DIVISION: System Effectiveness
INFOR SYSTEM: Data Dictionary
ALTER NAME: AG

DESCRIPTION:

This system provides information on the technical and non-technical descriptions of all data elements in the computerized information systems of the Minnesota Department of Education. The system's information covers six categories, twenty-six systems and over 130 datasets. The six categories are student, staff, finance, program, property and data. The system is updated as needed.

SOURCES:

Personnel of the Minnesota Department of Education submit data base element descriptions on the form ED-937.

PRODUCED MATERIALS:

Reports or CRT screens which provide descriptions of categories, systems, datasets and data elements and a data acquisition calendar sent annually to each school district are generated from the system.

AGENCY: Higher Education Coordinating Board, Minnesota
DIVISION:
INFOR SYSTEM: Program Review
ALTER NAME:

DESCRIPTION:

This system provides information on inventory of major programs of study available through Minnesota public and private postsecondary institutions. Information contained within the system includes the names of programs available by institution and by area of study. Programs are identified by length; that is, non-baccalaureate, baccalaureate, master's/specialist, and doctoral/first professional. Information on the number of graduates per program per year are retained for five years. The system is updated annually.

SOURCES:

Minnesota postsecondary institutions submit information on their programs of study; Minnesota colleges and universities submit the annual Higher Education General Information Survey (HEGIS); Minnesota vocational schools submit Higher Education Coordinating Board forms.

PRODUCED MATERIALS:

Computer printout lists, produced by request for institutions, and limited copies of the entire data base printed annually for the Minnesota Higher Education Coordinating Board's (HECB) staff use are generated from the system.

EDUCATION

AGENCY: Higher Education Coordinating Board, Minnesota
DIVISION:
INFOR SYSTEM: Student Enrollment Record Data Base
ALTER NAME:

DESCRIPTION:

This system provides information on annual enrollment reports and support for planning, research, and policymaking needs. Information contained within the system includes individual student records which provide institutions enrolled in, sex, age, racial/ethnic group, disabling conditions, state of residence, student level, full-time/part-time, credits, and transfer information. Additional information on first year students includes county of residence, high school, and year of high school graduation. The system is updated annually in the fall.

SOURCES:

Minnesota postsecondary institutions submit individual student records.

PRODUCED MATERIALS:

Annual enrollment reports are generated from the system.

AGENCY: Higher Education Coordinating Board, Minnesota
DIVISION:
INFOR SYSTEM: Higher Education and General Information Survey
ALTER NAME: HEGIS Survey

DESCRIPTION:

This system provides information on surveys of postsecondary institutions in Minnesota. The surveys are conducted annually by the National Center for Educational Statistics. Information contained within the system includes student enrollment, including the number of students from out-of-state; degrees conferred, institutional characteristics; faculty profiles; and library information. The survey forms are sent to the National Center for Educational Statistics; copies are retained by the Minnesota Higher Education Coordinating Board.

SOURCES:

Postsecondary institutions complete and submit survey forms.

PRODUCED MATERIALS:

Survey information available on request is generated from the system.

AGENCY: Higher Education Coordinating Board, Minnesota
DIVISION:
INFOR SYSTEM: Interstate Tuition Reciprocity
ALTER NAME: Reciprocity

DESCRIPTION:

This system provides information on the allowance of Minnesota and neighboring states' residents to attend eligible postsecondary institutions in neighboring states at established reciprocity tuition rather than at the non-resident tuition rate. Information contained within the system includes student demographics, institution name, number of credits taken, and the amount of tuition paid. The system is updated weekly.

SOURCES:

Students submit eligibility forms; institutions submit the number of credits taken and the amount of tuition paid.

PRODUCED MATERIALS:

The balance of payment report produced annually and sent to the higher education offices of neighboring states, eligibility notification letters produced weekly and sent to the students, eligibility rosters produced weekly and sent to the institutions, and various internal reports are generated from the system.

AGENCY: Administration, Department of
DIVISION: Energy Conservation
INFOR SYSTEM: Energy Monitoring
ALTER NAME: E.M.

DESCRIPTION:

This system provides information used by the Department of Administration's Energy Conservation division to monitor energy savings for Minnesota state-owned buildings. The system's information is maintained for 300 state complexes and/or buildings. Information contained within the system includes department or agency name, complex identification, fiscal year, month, fuel type and amount used, fuel cost and the square footage of the complex. The system is updated daily and contains information from 1973 to the present.

SOURCES:

Chief engineers submit power plant reports. Further information is received from Minnesota department or agency administrative staff.

PRODUCED MATERIALS:

Annual reports which show energy consumption, cost and savings by department or agency and other reports, produced upon request are generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Permits Compliance System
ALTER NAME: PCS

DESCRIPTION:

This system was developed by the U.S. Environmental Protection Agency to track compliance with the provisions of the National Pollutant Discharge Elimination System, or NPDES, under the Federal Clean Water Act. Permits for all discharges to public waters in Minnesota are issued by the PCA. The PCA enforces the limits set for each discharge. The Permits Compliance System identifies and describes the facilities to which permits have been granted, specifies the pollutant discharge limits for each facility, records the actual amounts of pollutants measured in wastewater discharges, and tracks the history of compliance with concentration pollutant limits and reporting requirements. The system is updated monthly.

SOURCES:

Data are entered from NPDES permits and discharge monitoring reports provided by the permit holders.

PRODUCED MATERIALS:

Management reports, the NPDES quarterly noncompliance report, and effluent violation reports are available upon request. The system also supports on-line queries.

AGENCY: Ethical Practices Board
DIVISION:
INFOR SYSTEM: Registration of Committees
ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota political committees, campaign committees and political funds. A committee must register with the Minnesota Ethical Practices Board within fourteen days of making a contribution, receiving a contribution or making expenditures in excess of \$100.00. Information contained within the system includes name and address of the committee, name and address of the chair and treasurer, and a listing of all financial institutions or depositories where accounts are held. Minnesota political and campaign committees are required to report any changes to this information.

SOURCES:

Treasurers of principal campaign committees, political committees, and political funds are required to submit the information on the Ethical Practices Board's statement of organization form.

PRODUCED MATERIALS:

A list of political committees and political funds is generated from the system.

AGENCY: Ethical Practices Board
DIVISION:
INFOR SYSTEM: Statement of Economic Interest
ALTER NAME:

DESCRIPTION:

This system provides information on disclosures of personal financial holdings by Minnesota public officials. Information contained within the system includes sources of earned income in excess of \$50.00 in any month, securities worth \$2,500.00 or more, and real property in the state of Minnesota worth in excess of \$2,500.00. The statements must be filed with the Minnesota Ethical Practices Board within sixty days of accepting employment as a public official; within fourteen days after filing an affidavit of candidacy for elective public office; within fourteen days after undertaking duties of the office when requiring advice and consent of the Senate. Thereafter statements must be filed annually on April 15.

SOURCES:

All Minnesota public officials are required to submit the Statement of Economic Interest provided by the Minnesota Ethical Practices Board.

PRODUCED MATERIALS:

Copies of statements of Legislators and legislative candidates forwarded to the offices of county auditors of counties represented by these individuals are generated from the system.

AGENCY: Ethical Practices Board
DIVISION:
INFOR SYSTEM: Campaign Finance Disclosure
ALTER NAME:

DESCRIPTION:

This system provides information on disclosures of receipts and expenditures in Minnesota state elections. Information contained within the system includes beginning cash, contributions, loans, expenditures, noncampaign disbursements, and ending cash. The reports must be filed four times in two years except for constitutional offices and Senators who must file six times in four years.

SOURCES:

Treasurers of principal campaign committees, political committees, and political funds are required to submit the information on the Minnesota Ethical Practices Board's report of receipts and expenditures forms.

PRODUCED MATERIALS:

Campaign finance summaries approximately three per year such as officeholders summaries, nonofficeholders summaries, and political committee and fund summaries are generated from the system annually.

AGENCY: Ethical Practices Board
DIVISION:
INFOR SYSTEM: Tax Credit Agreement/Public Financing Agreement
ALTER NAME:

DESCRIPTION:

This system provides information on public financing and tax credit agreements for Minnesota candidates for public office. To receive a public subsidy a candidate agrees that campaign expenditures will not exceed expenditure limits in election as well as nonelection years. Information contained within the system includes name and address of candidate, office sought, date signed, and signature of candidate. The agreement is filed any time after registration of the candidate's principal campaign committee. An agreement signed on or after January 1 is not applicable to a preceding calendar year and remains in effect until the dissolution of the principal campaign committee or the opening of filing for the next election for the office held or sought, whichever occurs first. To be in effect for the current year an agreement must be postmarked by September 1.

SOURCES:

Candidates of principal campaign committees submit the required information on tax credit agreement forms and on public financing agreement forms.

PRODUCED MATERIALS:

A list of those that signed the tax credit agreement sent to the Minnesota Department of Revenue is generated from the system.

AGENCY: Auditor, Office of the State
 DIVISION:
 INFOR SYSTEM: Statewide Single Audit
 ALTER NAME: Single Audit

DESCRIPTION:

This system collects and summarizes information from audit reports of school districts, counties, cities, regional development commissions, Metropolitan agencies, other types of governmental units and nonprofit agencies. These agencies are subrecipients of federal grants received from the state of Minnesota. The information summarized relates to subrecipients federal grant revenue, questioned costs and noncompliance with federal statutes, rules, and regulations.

SOURCES:

Governmental units and nonprofit agencies submit copies of their annual audited financial statements.

PRODUCED MATERIALS:

The major output is a printed summary report of the results of the review by the Office of the State Auditor. The data bases are shared with the Legislative Auditor on diskettes.

AGENCY: Auditor, Office of the State
 DIVISION:
 INFOR SYSTEM: Financial Health Profile System
 ALTER NAME:

DESCRIPTION:

This system provides information used to analyze the financial status of cities with populations over 2,500 and counties in the state of Minnesota. Information contained within the system includes financial information such as revenues, expenses and debts of the relevant cities and counties. The system is updated annually.

SOURCES:

Cities and counties submit audit reports. The Department of Revenue submits a small amount of information about the market value of properties, property taxes, incomes, etc. of the cities and counties. The Department of Human Services submits information on the number of Aid to Families with Dependent Children (AFDC) recipients.

PRODUCED MATERIALS:

An annual financial health profile report concerning each city and county is generated from the system.

AGENCY: Auditor, Office of the State
DIVISION:
INFOR SYSTEM: Governmental Information System
ALTER NAME: GID System

DESCRIPTION:

This system provides financial information on counties, cities, townships and other public agencies such as school districts, development districts, soil conservation districts, waste control commissions, rural water districts and airport authorities. Information contained within the system includes revenues, expenditures, debt, tax levies and capital outlays. The system is updated using on-line real-time procedures.

SOURCES:

Governmental units and agencies submit copies of their annual audit reports. Smaller units and agencies may choose to submit information on the Minnesota State Auditor's Annual Financial Report form.

PRODUCED MATERIALS:

Printed summaries of financial information for use in Minnesota State Auditor publications, ad hoc printouts made on request and on-line queries available for auditor's staff only are generated from the system.

AGENCY: Animal Health, Board of
DIVISION:
INFOR SYSTEM: Exportation of Animals
ALTER NAME: Exports

DESCRIPTION:

This system provides information on animals that are exported to other states. The system identifies results of blood tests performed prior to exportation, type of animal, state of destination, and owner of animal. Health certificates are approved by the Minnesota Board of Animal Health and sent to the destination state's veterinarian for their records.

SOURCES:

Health certificates provided by our agency are filled out by local veterinarians. These certificates provide information on the state of destination, animal being exported, test results, and owner of animal.

PRODUCED MATERIALS:

Monthly reports are prepared for statistical purposes and then forwarded to state and federal governments. Records are referred to when a discrepancy is found by another state. Annual reports are prepared for publication.

AGENCY: Animal Health, Board of
DIVISION:
INFOR SYSTEM: Brucellosis Information System
ALTER NAME: BIS

DESCRIPTION:

This system provides information on swine and cattle vaccinated or tested for brucellosis. The system contains information on the farm animals vaccinated or tested, the herd owner, the market where sold or slaughtered and the veterinarian administering the vaccine or performing the blood test. The data is maintained for 10 years in case a traceback of infected animals is needed. Forms, filled out by veterinarians, are submitted to the Board of Animal Health. These forms are entered and compiled into the system under the general categories of animal, owner and county.

SOURCES:

Forms are filled out by local practicing veterinarians, they provide the animals' type, location, sex, age, owner and county. Forms are supplied by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service. The forms used are the Brucellosis Test Records: VS forms 4-33 and 4-54 and the Brucellosis Vaccination Record: VS form 4-24.

PRODUCED MATERIALS:

Specific details on individual animals are obtained from computer printouts and miniterminal printers. The information is retrieved on an as needed basis. Error listings are produced once a week.

AGENCY: Animal Health, Board of
DIVISION:
INFOR SYSTEM: Importation of Animals
ALTER NAME: Imports

DESCRIPTION:

This system provides information on animals that are imported into the State of Minnesota from other states. The system contains test results prior to the animals entry, where the animals are going within Minnesota and the name of the owner of the imported animal. Records are updated as the animals are moved within the state, until the animals are either slaughtered or exported. Permits are issued and then matched to health certificates for verification upon arrival.

SOURCES:

Information is taken from the out-of-state health certificates. These certificates are prepared by the owner's veterinarian. The place of destination, the type of animal, and the owner of the animal is obtained from these certificates.

PRODUCED MATERIALS:

Monthly reports containing statistical information are prepared and forwarded to federal and state governments. A history of the animals imported are maintained on file in case of a disease outbreak. Annual reports are prepared for publication.

AGENCY: Health, Department of
DIVISION: Community Services
INFOR SYSTEM: CHS Budget and Expenditures Reports
ALTER NAME:

DESCRIPTION:

This system provides information on budget reports for community health service (CHS) agencies. Information contained within the system includes budgeted and actual expenditures by program. The system is updated annually.

SOURCES:

Community health service (CHS) agencies submit budget and actual expense information.

PRODUCED MATERIALS:

An annual report which shows expenditures by county and by source of funds is generated from the system.

AGENCY: Health, Department of
 DIVISION: Administrative Services
 INFOR SYSTEM: Health Education Risk Reduction
 ALTER NAME:

DESCRIPTION:

This system provides Minnesota public and local health agencies with directory information on Health Education Risk Reduction programs, by the counties they serve. Information contained within the system includes agency name and location, program name, name and phone number of contact person, eligibility requirements, and fees. The system is updated annually.

SOURCES:

Program directors submit a risk reduction program information form.

PRODUCED MATERIALS:

A biennial directory of Health Education Risk Reduction programs subdivided into programs for accident prevention, alcohol, exercise, hypertension, nutrition, obesity, smoking, and stress is generated from the system.

AGENCY: Health, Department of
 DIVISION: Administrative Services
 INFOR SYSTEM: Community Health Service Personnel in Health Education
 ALTER NAME: CHS Personnel in Health Ed.

DESCRIPTION:

This system provides information on Minnesota community health service (CHS) personnel involved in health education. Information contained within the system includes agency and director names, locations, and phone numbers. The system is updated annually.

SOURCES:

Community health service (CHS) agencies submit the system's information via a telephone survey conducted by the Minnesota Department of Health.

PRODUCED MATERIALS:

An annual listing of community health service (CHS) personnel involved in health education, showing community health service (CHS) agencies by health districts and the counties which they serve, is generated from the system.

AGENCY: Health, Department of
DIVISION: Maternal Child Health
INFOR SYSTEM: COSTAR - Computer Stored Ambulatory Record System
ALTER NAME: SCH Patient Information System

DESCRIPTION:

This system provides information on Services for Children with Handicaps' (SCH) patients and services management. The system utilizes the Computer Stored Ambulatory Record System (COSTAR) which is an automated on-line medical/management system designed for use by ambulatory health care organizations. Information contained within the system includes patient registration; medical history; case management; financial; Services for Children with Handicaps (SCH) field clinic scheduling; and statistics on patients, providers, and services. The system has six out of the seven standard COSTAR programs; they are: 1. Registration-administrative, demographic, and socioeconomic information; 2. Scheduling-SCH field clinic visits; 3. Medical-SCH minimum information on patients; 4. Report Generator-overall statistical purposes; 5. Mailbox-Inter-office communication; 6. Systems Maintenance-security and a vendor file authorized by SCH.

SOURCES:

Patients/parents submit registration information on an application form; medical providers within Services for Children for Handicaps (SCH) field clinics submit encounter forms; patients/parents submit financial forms on financial eligibility-cost share.

PRODUCED MATERIALS:

On-line queries; printouts; special reports; and tapes, which can be produced to do special studies or statistical analysis not possible on COSTAR, are generated from the system.

AGENCY: Health, Department of
DIVISION: Administrative Services
INFOR SYSTEM: Vital Statistics
ALTER NAME:

DESCRIPTION:

This system provides information on planning and research, public use, and management of the Minnesota Department of Health's Certificate programs. Information contained within the system includes births, deaths, fetal deaths, marriages, divorces, and demographic and medical information, when relevant. The birth and death information is updated monthly. The other information is updated quarterly.

SOURCES:

Hospitals and doctors submit information relating to births and fetal deaths on birth certificate and fetal death certificate forms; morticians submit death certificates; clerks of court submit marriage and divorce reports.

PRODUCED MATERIALS:

Microfiche indexes showing subject names and other information, prepared on a monthly and annual basis; tapes of birth and death information sent to the National Center for Health Statistics; other reports which include annual reports which show births and deaths by geographic location, race, and education; and special reports prepared for counties and cities upon request are generated from the system.

AGENCY: Health, Department of
DIVISION: Administrative Services
INFOR SYSTEM: Vital Records
ALTER NAME:

DESCRIPTION:

This system provides information on birth, death, marriage, and divorce. The system is used to collect demographic and medical information used by researchers from inside and outside the Minnesota Department of Health. Certified copies of birth and death records are available to persons needing them in order to prove citizenship, property rights, parentage, and eligibility for health and welfare benefits. Information contained within the system includes, at minimum, the date and place of the event, and the name of the individual or individuals to whom the event pertains.

SOURCES:

Doctors and hospitals submit birth certificates with information provided by parents; morticians submit death records; petitioners or their attorneys submit marriage dissolution reports; county court administrators submit reports of marriage.

PRODUCED MATERIALS:

Birth and death record originals bound into books on a monthly basis; certified copies of these originals made on request, over 40,000 copies issued annually; and paper copies of marriage and divorce reports retained two to three years then stored permanently on microfilmed indexes produced annually are generated from the system.

AGENCY: Health, Department of
DIVISION: Administrative Services
INFOR SYSTEM: Mortuary Science System
ALTER NAME:

DESCRIPTION:

This system provides information on all licensed morticians, funeral directors, and funeral establishments in Minnesota. Information contained within in the system includes the name and address of the individual or establishment, date of licensure, college attended, date of graduation, and whether the license was granted originally by the state of Minnesota or by reciprocity with another state. The system is updated as license applications are processed.

SOURCES:

Applicants submit license applications; colleges submit verifications of the applicant's academic background.

PRODUCED MATERIALS:

License information produced as needed is generated from the system.

AGENCY: Health, Department of
DIVISION: Environmental Health
INFOR SYSTEM: Drinking Water Sample Log
ALTER NAME:

DESCRIPTION:

This system provides information on enforcement of drinking water laws and regulations. Information contained within the system includes the name of the city, address, and identification number; a bacteria sample log file which provides reporting status; a fluoride file which provides amounts of water and fluoride used, and whether samples have been received; and the final file which provides sodium level. The system is updated daily.

SOURCES:

Cities submit a fluoride report form and a bacteriological report form; the Minnesota Department of Health's staff submit an analytical data sheet as well as laboratory test results.

PRODUCED MATERIALS:

A weekly bacteria monitoring and violations report, a monthly fluoride monitoring and violations report, a sodium level monitoring and violations report issued every fifteen months, and reports for physicians on sodium levels are generated from the system.

AGENCY: Health, Department of
DIVISION: Environmental Health
INFOR SYSTEM: Radiation Sources Registration System
ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Department of Health to support the Minnesota Radiological Emergency Response Plan. Radiation doses, population doses, stay time, and other similar information are determined for simulated and actual nuclear power plant accidents involving releases of radioactive material to the atmosphere. The system uses variables such as atmospheric stability, release rates of the radioactive materials, wind speed, and the duration of the release for estimating these doses. The system employs simulations using the Interactive Rapid Dose Assessment Model (IRDAM).

SOURCES:

Owners of facilities containing radiation sources submit registration forms.

PRODUCED MATERIALS:

Summary charts and graphs, produced using the Interactive Rapid Dose Assessment Model (IRDAM) which shows projected doses and stay times by factors such as distance from the power plant and duration of the release, are generated from the system.

AGENCY: Health, Department of
DIVISION: Environmental Health
INFOR SYSTEM: Fluoridation Data
ALTER NAME:

DESCRIPTION:

This system provides information on the enforcement of the law requiring mandatory fluoridation of Minnesota municipal water systems. Information contained within the system includes pumpage reports and the results of water samples taken. The system is updated monthly and quarterly.

SOURCES:

Municipal water officials submit monthly pumpage reports and quarterly water samples for flouride analysis.

PRODUCED MATERIALS:

Summary reports, produced quarterly or as needed, to determine compliance with fluoridation requirements are generated from the system.

AGENCY: Health, Department of
DIVISION: Environmental Health
INFOR SYSTEM: Safe Drinking Water
ALTER NAME:

DESCRIPTION:

This system provides information on the regulation of Minnesota public community water supplies. Information contained within the system includes inspections performed by Minnesota Department of Health's field staff, construction and remodeling plans, and water quality analyses. Inspection reports are updated every fifteen months. Water quality information is updated monthly, quarterly, and annually. Plans are reviewed and updated as received.

SOURCES:

The Minnesota Department of Health's staff and community water officials submit the system's information.

PRODUCED MATERIALS:

Plan review reports produced as needed and annual sanitary survey reports are generated from the system.

AGENCY: Health, Department of
DIVISION: Health Resources
INFOR SYSTEM: Life Support Transportation Licensing Information
ALTER NAME: LSTLIS

DESCRIPTION:

This system provides information on ambulance license applications. Information contained within the system includes service location, ownership, population served, response time, staffing, equipment, and finances for each ambulance service. The system is updated using both on-line and real-time procedures.

SOURCES:

Owners of ambulance services submit applications every two years; inspectors submit reports.

PRODUCED MATERIALS:

Licenses, quarterly reports on utilization and financing, lists of licensees as required, a directory by service and medical director, mailing labels, a vehicle inventory report, a services provided report, and license application notices are generated from the system.

AGENCY: Health, Department of
DIVISION: Office of Health Systems Development
INFOR SYSTEM: Health Care Cost Information System
ALTER NAME:

DESCRIPTION:

This system provides information on the financial condition and operating experience of hospitals in Minnesota. Information contained within the system includes income, expenses, charges, receivables, capital, staff levels, and utilization. The system is used to provide information for policy making concerning health care cost containment and access to health care. The system is updated as hospitals submit information at the end of their fiscal year.

SOURCES:

Hospitals submit an annual financial information report, a rate revenue and expense report, and interim rate increase reports to the Minnesota Hospital Association, which administers the system under the supervision of the Minnesota Department of Health.

PRODUCED MATERIALS:

Annual commentaries comparing the rate levels of individual hospitals with similar hospitals and historical trends; quarterly reports showing the Minnesota hospital industry's aggregate financial and statistical experience, available at the Minnesota Department of Health; and special reports prepared by the Minnesota Hospital Association, on request, are generated from the system.

AGENCY: Health, Department of
DIVISION: Laboratories
INFOR SYSTEM: Parasite Watch
ALTER NAME:

DESCRIPTION:

This system provides information on intestinal parasite cases in Minnesota. Information contained within the system includes type of parasite, number of cases, number of positive specimens, patient's city of residence, and the country in which the disease was contracted. The system is updated monthly.

SOURCES:

Medical facilities submit patient information on data forms; the Minnesota Department of Health's laboratory submits results of specimen testing. The information on the data forms is classified as confidential under the Minnesota Government Data Practices Act.

PRODUCED MATERIALS:

Summary reports published in the Medical Laboratory Forum and sent to laboratories throughout Minnesota are generated from the system.

AGENCY: Health, Department of
DIVISION: Laboratories
INFOR SYSTEM: Virus Watch
ALTER NAME:

DESCRIPTION:

This system provides information on virus activity in the state of Minnesota. Information contained within the system includes virus type, number of viruses isolated, source of specimen, and patient's age, sex, and city of residence. The system is updated quarterly and retained by fiscal year.

SOURCES:

Medical facilities submit patient information on data forms; the Minnesota Department of Health's laboratory submits results of specimen testing. The information on the data forms is classified as confidential under the Minnesota Government Data Practices Act.

PRODUCED MATERIALS:

Summary reports published in the Medical Laboratory Forum and sent to laboratories throughout Minnesota are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Private School Address System
ALTER NAME:

DESCRIPTION:

This system provides mailing list information used by the Minnesota Department of Health to contact Minnesota private schools. Information contained within the system include school names, county codes, district numbers, school numbers, and school addresses. The system is updated interactively on an ongoing basis.

SOURCES:

Minnesota private schools submit the system's information.

PRODUCED MATERIALS:

Mailing lists and lists of schools produced as needed are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Acute Disease Automated Surveillance System
ALTER NAME:

DESCRIPTION:

This system provides information on disease occurrence for reportable acute diseases. Information contained within the system includes standard epidemiological descriptions for each case, name, date of birth, gender, address, county, onset date, laboratory confirmation, brief description of symptoms, and name of person reporting the disease. The system is updated daily.

SOURCES:

Physicians, infection control practitioners, and medical laboratories submit disease report cards.

PRODUCED MATERIALS:

Routine reports such as line listings of cases and tabular reports of the number of cases classified by common demographic variables such as age, gender, and location are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Annual Immunization Status Report Summary
ALTER NAME:

DESCRIPTION:

This system provides information on the determinations of the number of Minnesota children adequately immunized for childhood diseases. Information contained within the system includes demographics, and types of immunizations received. The system is updated annually.

SOURCES:

Schools submit required reports on immunization status by November 1st of each year to the Minnesota Department of Education which submits the information to the Minnesota Department of Health.

PRODUCED MATERIALS:

Annual reports which show the status of each school district, each county, and for the state of Minnesota as a whole are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Gonorrhea Morbidity Tracking
ALTER NAME:

DESCRIPTION:

This system provides information on gonorrhea morbidity by demographic characteristics and reporting source. Information contained within the system includes age of patient, stage of the disease, race, area of residence, and whether the treating physician is in public or private practice. The Minnesota Department of Health is required to maintain this system by the National Center for Disease Statistics.

SOURCES:

Public and private physicians submit investigation reports.

PRODUCED MATERIALS:

Quarterly and annual reports which show incidence of gonorrhea by age range, race, residence, and other characteristics are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Refugee Public Health Data System
ALTER NAME:

DESCRIPTION:

This system provides information on a repository for public health information on Minnesota refugees. Information contained within the system includes refugee's name, nationality, sex, arrival date, residence, tuberculosis (TB) status on arrival, immunologic history, general health screening and results, height, weight, and general public health. The system is updated on an ongoing basis, on-line.

SOURCES:

The American Council for Voluntary Agencies submits arrival information; Minnesota public health agencies perform screenings and submit results.

PRODUCED MATERIALS:

A quarterly analysis of the status of refugee health as well as on-line queries are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Patient Educator Data
ALTER NAME:

DESCRIPTION:

This system provides information on patient educators employed by hospitals in Minnesota. Patient educators work with patients and their families on specific health related problems. Information contained within the system includes the educator's name, address, and hospital. The system is updated on an ongoing basis.

SOURCES:

Patient educators submit the system's information by letter or telephone.

PRODUCED MATERIALS:

An annual directory is generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Community Health Educator Data
ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota Community Health Services' agency administrators and health educators. Health educators provide continuing education and training for agency staffs, and plan and conduct educational programs to promote health and reduce health risks in the general population. Information contained within the system is organized by agency and county and includes the individual's name, address, and telephone number. The system is updated annually.

SOURCES:

Agency administrators and health educators submit the system's information by letter or telephone.

PRODUCED MATERIALS:

An annual directory is generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Worksite Risk Reduction Program Data
ALTER NAME:

DESCRIPTION:

This system provides information on programs for risk reduction and health promotion in the worksite. The programs concern such areas as weight reduction, smoking cessation, and stress management. Information contained within the system includes the names and addresses of companies and agencies involved with health promotion programs, the names and telephone numbers of program contact persons, program descriptions, and whether an organization is a vendor as well as a producer of programs. The system is updated on an ongoing basis.

SOURCES:

Organizations submit the system's information by letter and telephone.

PRODUCED MATERIALS:

An annual directory is generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Tuberculosis Case Registry System
ALTER NAME:

DESCRIPTION:

This system provides integrated information on tuberculosis cases from physicians, nurses, laboratories, local health agencies, and the Minnesota Department of Health. The system is designed to ensure that active cases are treated and that high risk contacts do not develop the disease. Information contained within the system includes disease diagnoses, medications prescribed and provided, drug compliance, patient characteristics, bacteriology and other laboratory findings, contacts identified and tested, prevention therapy initiated and complied with, and other medical observations. The system is updated weekly and contains information on patient records from 1880 to the present.

SOURCES:

Multiple sources involved in patient diagnosis and care submit the system's information.

PRODUCED MATERIALS:

Quarterly and semiannual program management reports which include indices of bacteriologic conversion of sputum, indices of drug therapy, completion of preventive therapy, tabulations of number of active cases, contacts, and other infected persons under supervision; and weekly summaries of active cases are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Vaccine Management System
ALTER NAME:

DESCRIPTION:

This system provides information on the distribution and usage of vaccines supplied by the Minnesota Department of Health to local public health agencies. The system is designed so that a particular lot of vaccine may be traced for accounting or other purposes. Information contained within the system includes the quantity, lot number, and cost of vaccine supplied, and the number of doses administered to children of various age groups. The system is updated weekly and contains information from 1972 to the present.

SOURCES:

The Minnesota Department of Health's immunization unit submits request/receipt of vaccine order forms and a vaccine shipping log which provide quantity, lot number, expiration date, and cost; local public health agencies submit quarterly vaccine usage forms which provide vaccine doses.

PRODUCED MATERIALS:

Quarterly reports on the number of administered doses by vaccine type and age group, and annual reports on the quantity and doses of vaccine distributed and administered are generated from the system.

AGENCY: Health, Department of
DIVISION: Disease Prevention and Health Promotion
INFOR SYSTEM: Surveillance of Diseases and Vaccine Reactions
ALTER NAME:

DESCRIPTION:

This system provides information on cases of vaccine-preventable diseases and on reports of adverse reactions following immunization. The system is designed to ensure that cases of disease are identified and appropriate control measures are initiated. Vaccine-preventable diseases include measles, mumps, rubella, diphtheria, tetanus, pertussis, and polio. Information contained within the system includes the number, age, and sex of reported cases of disease; and the number and type of reactions to each vaccine. The system is updated weekly. The system contains information on cases of disease from the early 1900's to the present and information on vaccine reactions from 1978 to the present.

SOURCES:

Physicians and public health agencies, primarily, submit disease specific investigation forms, report cards, and adverse event following immunization report forms.

PRODUCED MATERIALS:

Quarterly summary reports on the number of reported cases of vaccine-preventable disease and adverse events following immunization, annual reports summarizing cases and adverse reactions, and individual reports which are classified as private data are generated from the system.

AGENCY: Health, Department of
DIVISION: Maternal and Child Health Services
INFOR SYSTEM: Hearing and Vision Screening
ALTER NAME:

DESCRIPTION:

This system provides information on the results of hearing and vision screening for children in Minnesota. The system is used to monitor and manage the screening program. Information contained within the system includes number of children screened, number failed, number rescreened, and number referred. The system is updated quarterly.

SOURCES:

Minnesota school districts submit hearing and vision screening reports.

PRODUCED MATERIALS:

Quarterly reports which show activity statewide and by health district, produced for the quarter and year-to-date, are generated from the system.

AGENCY: Health, Department of
DIVISION: Maternal and Child Health Services
INFOR SYSTEM: Staff Activity
ALTER NAME:

DESCRIPTION:

This system provides information on the number and types of activities involving staff of the Minnesota Department of Health's Services for Children with Handicaps section. Information contained within the system on activities include agency consultations, in person patient contacts, clinic activities, parent group meetings, scoliosis screening, committee meetings, patient-staff business meetings, home and office visits, information provided, and referrals made. The system is updated monthly.

SOURCES:

The Minnesota Department of Health's staff submit activity reporting forms.

PRODUCED MATERIALS:

Annual performance reports, reports to the Association of State and Territorial Health Officials, and agency biennial budgets are generated from the system.

AGENCY: Medical Examiners, Minnesota Board of
DIVISION:
INFOR SYSTEM: Medical Corporation
ALTER NAME:

DESCRIPTION:

This system provides information on medical professional corporations which register with the Board of Medical Examiners. Information contained within the system includes corporation name, address, officers, date of initial registration, date of incorporation, date(s) of renewal and date(s) of renewed registration. The system's information is updated annually upon registration renewal. Information is entered into the computer when registration is approved or when renewal is received.

SOURCES:

Medical professional corporations submit information on forms provided by the Board of Medical Examiners.

PRODUCED MATERIALS:

Card files and a CRT display are generated from the system. Computer printouts are also generated and available from the Documents Division.

AGENCY: Medical Examiners, Minnesota Board of
DIVISION:
INFOR SYSTEM: Licensed Physicians
ALTER NAME:

DESCRIPTION:

This system provides information on all persons licensed to practice medicine and surgery in Minnesota. Information contained within the system and classified as public includes physicians name, address and license number. Other information contained within the system includes physicians medical school, date of birth, date of licensure and date(s) of renewal. The system's information is updated upon license issuance or annual renewal. The information is entered into the computer when a license is approved or a renewal fee is received.

SOURCES:

The information is submitted by license applicants on forms provided by the Board of Medical Examiners.

PRODUCED MATERIALS:

Card files and a CRT display are generated from this system. Computer printouts listing physicians' names, addresses and license numbers are also generated and available from the Documents Division.

AGENCY: Medical Examiners, Minnesota Board of
DIVISION:
INFOR SYSTEM: Registered Physicians Assistants
ALTER NAME:

DESCRIPTION:

This system provides information on all persons who register with the Board of Medical Examiners as physician assistants in Minnesota. Information contained within the system and classified as public includes physician assistant's name, address and certificate number. Other information includes date(s) of issuance or renewal. The system's information is updated upon registration approval or annual renewal. The information is entered into the computer when certificates are approved or when registration is renewed.

SOURCES:

Physician assistants submit information on forms provided by the Board of Medical Examiners.

PRODUCED MATERIALS:

Card files and a CRT display are generated from the system. Computer printouts are also generated and available from the Documents Division.

AGENCY: Medical Examiners, Minnesota Board of
DIVISION:
INFOR SYSTEM: Registration Physical Therapists
ALTER NAME:

DESCRIPTION:

This system provides information on all persons who register with the Board of Medical Examiners as physical therapists in Minnesota. Information contained within this system and classified as public includes physical therapist's name, address and certificate number. Other information includes date(s) of certificate issuance or renewal. The system's information is updated upon registration approval or annual renewal. The information is entered into the computer when certification is approved or when certification is renewed.

SOURCES:

Physical therapists submit information on forms provided by the Board of Medical Examiners.

PRODUCED MATERIALS:

Card files and a CRT display are generated from the system. Computer printouts are also generated and available from the Documents Division.

AGENCY: Medical Examiners, Minnesota Board of
DIVISION:
INFOR SYSTEM: Physician Legal
ALTER NAME:

DESCRIPTION:

This system provides information on complaints concerning physicians and the disciplinary process resulting from them. The system's information covers physicians with restricted, suspended or revoked licenses. Information contained within the system includes physician name, complainant name, date of filing, date referred to discipline committee, action taken, and nature of restrictions on the license. The system's information is updated as complaints are received, as a complaint is processed, as disciplinary action is taken and as a license is restored.

SOURCES:

The public and other physicians submit complaints to the Board of Medical Examiners.

PRODUCED MATERIALS:

A CRT display and computer printouts are generated from this system.

AGENCY: Historical Society, Minnesota
DIVISION:
INFOR SYSTEM: National Register of Historic Places
ALTER NAME:

DESCRIPTION:

This system provides information on properties listed on the National Register of Historic Places. Information contained within the system includes location, category of significance, dates of construction, and owner's name at the time of nomination. The system is updated as needed.

SOURCES:

The Minnesota State Historic Preservation Office submit the system's information.

PRODUCED MATERIALS:

Information displayed on terminal screens and computer printouts available at the Minnesota State Historic Preservation Office are generated from the system.

AGENCY: Housing Finance Agency, Minnesota
DIVISION:
INFOR SYSTEM: Home Improvement Loan Information System
ALTER NAME:

DESCRIPTION:

This system provides information on home improvement loan utilization. Information contained within the system includes demographics for loan recipients. The system is updated as needed using batch procedures.

SOURCES:

Banking institutions submit loan documents.

PRODUCED MATERIALS:

Statistical reports, which show the utilization of funds, prepared as needed are generated from the system.

AGENCY: Housing Finance Agency, Minnesota
DIVISION:
INFOR SYSTEM: Home Mortgage Loan Demographic System
ALTER NAME:

DESCRIPTION:

This system provides demographic and fund utilization information on the Home Mortgage program. Information contained within the system includes financial account balances and demographics on individual loan recipients. The system is updated as loan documents are received.

SOURCES:

Banking institutions submit loan documents.

PRODUCED MATERIALS:

Statistical reports produced as needed and showing the utilization of funds, on-line queries, and reports showing type of improvement by city, county, interest rate, or ethnic group are generated from the system.

AGENCY: Housing Finance Agency, Minnesota
DIVISION:
INFOR SYSTEM: Rent Subsidy Processing
ALTER NAME:

DESCRIPTION:

This system provides information on the process of determining rent subsidies for tenants who qualify under Section 8 of the U.S. Housing Act. Information contained within the system includes personal and financial information on tenants such as name, address, subsidy amount, race, birthdate, income, and household size. The system is updated daily.

SOURCES:

Tenants seeking assistance submit application for housing subsidy forms which include name, income and place of employment; Minnesota Housing Finance Agency's development profile form provides information on housing structures including number of units per building, and types and size of units.

PRODUCED MATERIALS:

Rent subsidy vouchers and requisitions for rent subsidy funds from the U.S. Department of Housing and Urban Development are generated from the system.

HUMAN SERVICES

AGENCY: Aging, Board on
DIVISION:
INFOR SYSTEM: Long Term Care Ombudsman Reporting System
ALTER NAME:

DESCRIPTION:

This system is designed to secure information from each of eight substate long-term care ombudsman programs. Information contained within the system includes number and type of complaints received and resolved, narrative descriptions of other activities and expenditures in relation to approved grant.

SOURCES:

Information is received from the Substate Ombudsman Project records. The information collected from these records includes summary data on number of people served, type of complaint, client characteristics, client location, type of facility and county of residence.

PRODUCED MATERIALS:

The quarterly financial reports and the annual program reports to the Federal Administration on Aging are generated using information provided by this system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Emergency Assistance
ALTER NAME: EA

DESCRIPTION:

This system provides information used to manage the Emergency Assistance Program. Information contained within the system includes: total Aid to Families with Dependent Children (AFDC) and Non AFDC cases, persons and payments by county. Also provided is information on the assistance provided within Defined Emergency categories for the above stated information. The information is updated monthly.

SOURCES:

Counties supply information using abstract summaries.

PRODUCED MATERIALS:

Monthly, calendar year and fiscal year reports are developed to show the total number of cases, persons, payments and average grants by subprogram (AFDC or other).

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Food Stamps
ALTER NAME:

DESCRIPTION:

This system provides information used to manage the Food Stamp program in Minnesota and to ensure compliance with Federal Reporting requirements. Information within the system includes household persons, payment levels, approvals, denials and direct mail issuances. The system is updated monthly.

SOURCES:

Counties supply information on participation and certification summary reports. Additional information is obtained from the Food Coupon Accountability report which is received from the Department of Human Services' Accounting division.

PRODUCED MATERIALS:

Monthly and/or fiscal year reports are generated using this system.

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Div. Info. System - SILS Clients File
ALTER NAME:

DESCRIPTION:

This system provides information on persons with Mental Retardation who received Semi-Independent Living Situation (SILS) services during the fiscal year. Information contained within the system includes county of service, financial responsibility, vendor, living arrangement, start and end service dates, rate, average costs, income, age, length of service, and level of retardation. The system is updated annually.

SOURCES:

Semi-Independent Living Situation (SILS) providers submit an annual survey provided by the Minnesota Department of Human Services.

PRODUCED MATERIALS:

Reports containing statistical information which is compiled into a statewide annual Semi-Independent Living Services (SILS) report are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Division Info. System - MR Screening File
ALTER NAME:

DESCRIPTION:

This system provides client-specific information on persons with mental retardation who are screened for services by Minnesota County Social Service agencies. Information contained within the system includes: Client/case identification, diagnostic/assessment, screening process and service plan. The system is updated monthly. Information is entered onto mainframe tapes by Information Management Bureau (IMB) data entry, copied onto temporary disk storage, downloaded into dBase III for editing and browsing and finally uploaded for SAS processing.

SOURCES:

The information is taken from DHS-2658 forms which are submitted by individual counties.

PRODUCED MATERIALS:

Monthly reports are produced which incorporate client data from waiver eligibility and waiver payment files which are managed by Information Management Resources (IMR) division. Ad hoc and research reports are produced for the Operations and Mental Retardation divisions.

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Div Info System - Waiver Allocations File
ALTER NAME:

DESCRIPTION:

This system provides client-specific information on persons with mental retardation who are receiving or are authorized to receive waived services. This system's information includes: client identification, waiver authorization, last service dates, RFP date, service type, need determination date, provider licensing date and contract date. The system is updated quarterly.

SOURCES:

The information is supplied by counties on forms provided by the Mental Retardation Program division.

PRODUCED MATERIALS:

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Div. Info. System - Family Subsidy File
ALTER NAME:

DESCRIPTION:

This system provides information on the Minnesota Department of Human Services' Family Subsidy grants. Information contained within the system includes child's home, sex, age, level of retardation, diagnosis, physical and behavioral traits, medication, diet, education, equipment, grant dates, and grant amounts.

SOURCES:

The Financial Management division of the Minnesota Department of Human Services submits the system's information.

PRODUCED MATERIALS:

An annual statistical summary produced for the Mental Retardation division of the Minnesota Department of Human Services is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Division Info. System - DAC Survey File
ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota Developmental Achievement centers, collected in annual surveys of these facilities. The system contains the following information: location, capacities, rates, average costs, utilization measures, service availability, wages and employment measures, budgets, revenues and admissions/demissions. A new file for the preceeding calendar year is created and added to the system each year.

SOURCES:

A DAC survey form is submitted annually from each Development Achievement Center.

PRODUCED MATERIALS:

This system generates computer reports containing statistical information which is compiled into a statewide annual DAC report.

AGENCY: Human Services, Department of
DIVISION: Operations/CSSA
INFOR SYSTEM: Mental Retardation Div Info Syst-Documentation of Need File
ALTER NAME:

DESCRIPTION:

This system provides county-specific aggregate information, including past and projected levels of annual use of Mental Retardation services by children/adults' age group.

SOURCES:

Individual counties submit the County Documentation of Need form to provide the information for this system.

PRODUCED MATERIALS:

A statistical summary of statewide service utilization is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Project Intercept
ALTER NAME:

DESCRIPTION:

This system provides a means for the state of Minnesota to file a claim against an individual's federal income tax return for non-payment of child and spouse support. Information contained within the system includes individual's name and address, county of residence, amount of debt, amount collected, fees assessed, and any adjustment made to amount owed. The system receives collections made by the Internal Revenue Service, processes them, withholds fees, and produces collection distribution reports. The system is updated monthly using batch processing.

SOURCES:

County welfare authorities submit requests for collections in writing or on magnetic tape. Adjustment to the initial amount requested are submitted on form X-4403 of the Child Support Enforcement Manual.

PRODUCED MATERIALS:

Collection reports, current address reports, case listings, listings of cases involving more than one county, and a magnetic tape file containing information on initial requests for collections and any adjustments made, all produced monthly, are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Parent Locate System
ALTER NAME:

DESCRIPTION:

This system provides information concerning the whereabouts and employment of individuals owing or allegedly owing child support payments. The system accesses federal and state files for such information as current address, place of employment, and wages earned. The information is furnished to Minnesota County Welfare departments and authorities in other states. Processing is ongoing and is both manual and automated. The system does not store information. Information is provided by the federal government and maintained by the U.S. Office of Child Enforcement.

SOURCES:

Counties request information by submitting forms DPW-920 and DPW-920A. Information on individuals is provided by the U.S. Office of Child Enforcement and by State Revenue and Driver License offices.

PRODUCED MATERIALS:

Forms DPW-920 and DPW-920A are completed. They show an individual's address, income, and employment information if applicable. Printouts are received from the federal government linking names to addresses and employers.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: General Assistance Medical Care
ALTER NAME: GAMC

DESCRIPTION:

This system provides information on the management and funding of the General Assistance Medical Care program. Three temporary files are created monthly for report generation: general assistance maintenance, general assistance medical care only, and a combined file of the previous two. Information contained within the system includes number of cases, persons served, dollars expended, and medical service types; summarized by county for each file.

SOURCES:

Minnesota counties submit payments, which are consolidated with the State Payment system's monthly expenditures, on OD-00239, OD-01353, and OD-01356 payment forms provided by the State Payment system; Minnesota counties also submit abstract summaries, form DHS-2010.

PRODUCED MATERIALS:

Monthly, fiscal year-to-date, fiscal year, calendar year-to-date, and calendar year reports showing the number of cases, persons served, dollar amounts expended and averages by county, and service category expenditures are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Financial Management
INFOR SYSTEM: Minnesota Random Moment Sample
ALTER NAME: MRMS

DESCRIPTION:

This system provides information on county income maintenance worker's time spent on a particular task. This information is accessed by specific program and by activity within that program. The system is then used to assist in allocating county administrative costs to the appropriate programs. These costs must be in accordance with the Minnesota State Department Cost Allocation Plan. Information contained within the system is updated quarterly.

SOURCES:

Information is taken from lists of county income maintenance workers which are supplied by the counties. Random moment samples are collected quarterly from the county agencies.

PRODUCED MATERIALS:

Time study results are accumulated and accessed by program and activity within that program.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Work Readiness
ALTER NAME: General Assistance Work Pro.

DESCRIPTION:

This system provides information used for research, planning, and budgeting. Information contained within the system includes number of persons served, payment amounts, case activity including number of opened and closed cases, and type of eligibility. The system is updated monthly and contains information from October, 1985 to the present.

SOURCES:

Minnesota county agencies submit monthly statistical reports.

PRODUCED MATERIALS:

Monthly, annual, and on demand reports are showing number of persons, payments, and program activity are generated from the system.

AGENCY: Human Services, Department of
 DIVISION: Operations/CSSA
 INFOR SYSTEM: Mental Retardation Div. Info. System - Res. Facilities File
 ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota facilities providing residential services to persons with mental retardation. Information contained within the system includes bed capacity, rates, average costs, location, and type of facility. The system is updated semiannually.

SOURCES:

The Minnesota Department of Human Services' Licensing division submits the system's information.

PRODUCED MATERIALS:

Semiannual reports sent to the Mental Retardation division and a court monitor listing facilities and bed capacities by facility type are generated from the system.

AGENCY: Human Services, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Minnesota Supplemental Aid
 ALTER NAME: MSA

DESCRIPTION:

This system provides information on the management and funding of the Minnesota Supplemental Aid (MSA) program. The system is also used to ensure compliance with federal reporting requirements. Information contained within the system includes recipient's name and address, and payment detail including payment types, amounts, and dates. The system is updated monthly and contains information from 1976 to the present.

SOURCES:

Minnesota counties submit abstract summaries identifying Minnesota Supplemental Aid (MSA) recipients and payments.

PRODUCED MATERIALS:

Monthly, calendar year, and fiscal year reports showing Minnesota Supplemental Aid (MSA) recipients, payment detail, and average payment per Minnesota Supplemental Aid (MSA) recipient; and other reports for elderly, blind, or disabled Minnesota Supplemental Aid (MSA) recipients are generated from the system.

AGENCY: Human Services, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Management and Administrative Reporting System
 ALTER NAME: MARS

DESCRIPTION:

This system provides information on the management and administration of the Minnesota Medicaid program. The system is used to monitor the operational performance of the Minnesota Department of Human Services' Invoice Processing information system. The system utilizes the transaction file of the Invoice Processing information system. Information contained within the system includes medical assistance operational and administrative performance.

SOURCES:

The transaction file of the Minnesota Department of Human Services' Invoice Processing information system provides the system's information.

PRODUCED MATERIALS:

A throughput analysis report showing the percentage of claims adjudicated within certain time intervals expressed in days; a performance analysis report showing the number and percentage of claims approved, rejected, and suspended; an operations performance summary report showing total claims processed for different time intervals; and other reports including medical assistance program summary, expenditure analysis, client participation summary, and financial analysis are generated from the system.

AGENCY: Human Services, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Surveillance and Utilization Review Subsystem
 ALTER NAME: SURS

DESCRIPTION:

This system provides information on surveillance and utilization review of the Minnesota Medicaid program. The system is used to provide the Surveillance and Utilization Review section of the Minnesota Department of Human Services with adequate Medicaid reporting. Information contained within the system includes the master history file which provides the history of all paid and rejected medical assistance claims since June, 1974. The system is updated biweekly, using the transaction file of the Minnesota Department of Human Services' Invoice Processing information system.

SOURCES:

The transaction file of the Minnesota Department of Human Services' Invoice Processing information system provides the systems' information.

PRODUCED MATERIALS:

Quarterly history reports listing peer groups of medical assistance providers and recipients through which program use can be monitored, and biweekly claim history reports to assist in the review of provider or recipient activities within a requested timeframe are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Child Maltreatment Statistics File
ALTER NAME:

DESCRIPTION:

This system provides information on alleged incidents of maltreatment of children by parents, guardians, schools, hospitals, day care centers, and other similar facilities, which have been reported to county welfare authorities. Maltreatment refers to physical abuse, sexual abuse, or neglect. Information contained within the system on children includes age, sex, race, and relation to perpetrator. Information contained within the system on perpetrators includes age, sex, race, relation to victim, the allegation made, and response to the allegation. Further information includes the name and address of the person reporting the incident. The system is updated quarterly using batch processing. St. Louis county information can be broken down into separate statistics for the city of Duluth and the Iron Range area.

SOURCES:

Minnesota county welfare authorities submit report of child maltreatment forms.

PRODUCED MATERIALS:

Statistical summaries for use in the annual report, ad hoc reports printed on request as well as on-line queries are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Reference File
ALTER NAME:

DESCRIPTION:

This system provides reference information on the Minnesota Medicaid program. The system is used to verify codes and prices used on invoices for Medicaid services. Information contained within the system includes the reference file which provides codes, descriptions, and prices of drugs, procedures and supplies. The system is updated as needed and contains information from June, 1974 to the present.

SOURCES:

The Claims Administration unit of the Minnesota Department of Human Services and major drug companies submit reference file code forms.

PRODUCED MATERIALS:

Reports, produced as needed on paper, microfiche, or tape; such as drug price changes, drug wholesale descriptions, drug price discrepancies, new wholesaler drugs, drug pricing status, and the one hundred most commonly used drugs are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Provider
ALTER NAME:

DESCRIPTION:

This system provides information on providers of Minnesota Medicaid services. The system is used to verify the eligibility of providers of Medicaid services, including doctors, dentists, hospitals, pharmacists, and nursing homes. Information contained within the system includes the provider file which provides provider name, location, licensing, social security number, federal and state tax identification numbers, categories of allowable provider service, service rates, and certification. The system is updated upon request and contains information from June, 1974, to the present.

SOURCES:

Providers of Medicaid services submit provider application forms.

PRODUCED MATERIALS:

Provider identification cards produced monthly; reports, produced as needed on paper, microfiche, or tape; such as providers by provider type, provider name, provider identification number, and invalid providers are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Invoice Processing
ALTER NAME: IP

DESCRIPTION:

This system provides information on invoice processing for the Minnesota Medicaid program. The system is used to reimburse authorized providers of Medicaid services such as hospitals, physicians, dentists, pharmacists, and medical transportation and supply providers. Information contained within the system includes the transaction file of invoices, which provide type of service performed, cost of the service, provider identification, client identification, and reference code; the case file; the provider file; the prior authorization file; and the reference file. The latter four files are used to verify client eligibility, provider eligibility, and reference codes.

SOURCES:

Providers of Medicaid and waived services submit invoices.

PRODUCED MATERIALS:

Warrants and remittance advices sent to providers biweekly, and monthly and annual reports which include medical expenditures by type of service, medical expenditures year-to-date, monthly payments by type of care, recipients of nursing home care, recipients receiving medical assistance, payments by eligibility, and payments by cost of service are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Case Information
ALTER NAME: CI

DESCRIPTION:

This system provides case information for the Minnesota Medicaid program. The system is used to track clients who are eligible to receive Medicaid services. Information contained within the system includes the client information file which provides client's identification, living arrangements, family structure, income, assets, basis of eligibility, eligibility review dates, eligibility status, and medical assistance history. The system is updated daily and contains information from June, 1974 to the present.

SOURCES:

County financial workers submit eligibility and case information forms.

PRODUCED MATERIALS:

Monthly medical assistance identification cards; a monthly county grants payment tape; and various reports produced as needed on paper, microfiche, or tape including eligibility reviews due, applications pending thirty days, program case count and activity, case load listing, and possible duplicates list are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Drug and Alcohol Abuse Normative Evaluation System
ALTER NAME: DAANES

DESCRIPTION:

This system provides information on clients who are receiving chemical dependency treatment in Minnesota. The system contains three client information files: adult clients, adolescent clients, and clients in detoxification centers. Information contained within the system includes demographics on clients, previous treatment history, criminal justice history, and current chemical use. The system is updated monthly. The adult clients file contains information from July, 1983 to the present, the adolescent clients file contains information from January, 1984 to the present, and the detoxification center file contains information from August, 1984 to the present.

SOURCES:

Minnesota treatment center staff submit intake and history forms, filled out at the time of a client's admission; discharge forms, completed at the time of discharge; and a follow-up, completed six months after discharge. One client information form is filled out for each detoxification center client.

PRODUCED MATERIALS:

Monthly summary reports and semiannual crosstabular reports showing for example, the number of admissions for each facility by sex, race, type of treatment, or length of stay are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Community Social Services Data File
ALTER NAME:

DESCRIPTION:

This system provides information on social services provided to target populations in Minnesota counties as specified in the Community Social Services Act. Seventy-four Minnesota counties use the system to generate information for their agencies. Information contained within the system includes county-specific information on the number of persons served, the units of service, and the cost of service for each of the fifty-plus social services by eight target populations. The target populations include adolescent parents, dependent/neglected and abused children, persons under state guardianship, elderly at risk, vulnerable adults, mentally ill persons, and mentally retarded persons. The system also includes some demographic information on persons served. The system is updated annually.

SOURCES:

County welfare departments and human service agencies submit the system's information annually to fulfill their reporting requirements under the Community Social Services Act. The information is taken from the Community Social Services system to which 74 counties contribute information.

PRODUCED MATERIALS:

An annual report containing state-level summary statistics submitted to the Minnesota State Legislature by the Minnesota Department of Human Services is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Long-Term Care System
ALTER NAME:

DESCRIPTION:

This system provides information on long-term care through the Minnesota Medicaid program. The system is used to enable long-term care facilities, namely, nursing homes, to be reimbursed for residents who are eligible to receive Medicaid. The system utilizes the Minnesota Department of Human Services' case information file of the Case information system, the provider file of the Provider information system, and the transaction file of the Invoice Processing information system. The system is updated as needed and contains information from 1973 to the present.

SOURCES:

Minnesota nursing homes submit invoice turnaround documents; the Minnesota Department of Human Services' Case information system, Provider information system and Invoice Processing information system provide additional information.

PRODUCED MATERIALS:

Warrants and remittance advices produced biweekly and sent to nursing homes' and various reports produced monthly on paper or microfiche including nursing home provider list, provider change report, nursing home invalid out-of-home provider report, nursing home retroactive rate change report, rate adjustment summarization report, long-term care provider non-active enrollment status, and payment exceptions are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: AFDC Good Cause
ALTER NAME: Good Cause

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services to comply with federal reporting requirements for decisions regarding causes for noncooperation with Aid to Families with Dependent Children (AFDC) absent parent collections. Counties determine if there is good cause for noncooperation. Information contained within the system includes Aid to Families with Dependent Children (AFDC) claimant names, claim dates, case worker names, determination dates, case investigations, decisions, and evidence used. The system is updated as needed and contains information from April, 1984 to the present.

SOURCES:

Minnesota county agencies submit forms on each individual case where a claim was made.

PRODUCED MATERIALS:

A semiannual listing of claims and decisions regarding cause for noncooperation with Aid to Families with Dependent Children (AFDC) absent parent collections is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Fraud
ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services to comply with federal reporting requirements regarding fraud in public assistance programs. Information contained within the system includes public assistance program names, fraud allegations, sources of allegations, and outcomes, such as court actions. The system is updated quarterly.

SOURCES:

Minnesota counties submit quarterly summary reports.

PRODUCED MATERIALS:

Semiannual federal reports showing fraud allegations in public assistance programs by outcome and other tabulations produced as needed for the Minnesota Department of Human Services' (DHS) Fraud Consultant are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: General Assistance
ALTER NAME: Relief

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services for research, planning, and budgeting of the General Assistance program. Information contained within the system includes case types, number of persons served, payment amounts, and case activity including the number of open and closed cases. The system is updated monthly and contains information from July, 1980 to the present.

SOURCES:

Minnesota county agencies submit monthly abstract summaries.

PRODUCED MATERIALS:

Monthly, annual, and on demand reports showing number of cases, persons, dollars, and average payments are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: County Personnel
ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services for budgeting work-time of county welfare personnel to Income Maintenance and Social Service programs. Information contained within the system includes names, position function, full-time/part-time job status, and time allocations of personnel by program. The system is updated annually.

SOURCES:

Minnesota counties submit survey forms annually which identify program time allocations for each employee.

PRODUCED MATERIALS:

An annual survey report, showing personnel time allocations by program for each county, is generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Wage and Unemployment Compensation Matches
ALTER NAME: Project Integrity

DESCRIPTION:

This system provides information designed to assist the Minnesota Department of Human Services in the utilization of existing and available programs to identify categories of unreported income as well as the income and location of absent parents. The system utilizes the Minnesota Department of Human Services' client information file of the Case information system and creates files covering both the county food stamp caseloads and, as requested, the absent parent information on file with county agencies. The system is updated quarterly or more frequently if requested.

SOURCES:

The Minnesota Department of Human Services' Case information system provides the Aid to Families with Dependent Children (AFDC) caseload's information; Minnesota counties submit monthly food stamps caseload's information and parent locate requests for child support enforcement; the Minnesota Department of Jobs and Training provides the unemployment compensation caseload's information and quarterly wage information submitted by covered employers.

PRODUCED MATERIALS:

Quarterly reports to welfare caseworkers, which serve as the basis for county follow-up, and for identifying errors, abuse, and fraud are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Area Agency Expenditures: Services
ALTER NAME:

DESCRIPTION:

This system provides program and fiscal information on thirteen grantees of the Minnesota Department of Human Services. The system is used to facilitate program auditing, monitoring, reporting, evaluation, and planning. Information contained within the system includes revenues and expenditures by category, clients served, and type of service. The system is updated quarterly.

SOURCES:

Grantees submit the system's information.

PRODUCED MATERIALS:

Quarterly reports, which show income, expenditure, and program information, forwarded to the federal government, an annual report, and a biennial budget report are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Aid to Families with Dependent Children
ALTER NAME: AFDC

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services to manage and fund the Aid to Families with Dependent Children (AFDC) program. A temporary file is created monthly for report generation. Information contained within the system includes number of cases, persons served, and dollar amounts expended by subprogram. Subprograms include regular, unemployed parent, total, protective payments, cancellations, and special needs.

SOURCES:

Minnesota counties submit abstract summaries.

PRODUCED MATERIALS:

Monthly, calendar year, and fiscal year reports which show number of cases, persons served, payments, and average payments by subprogram are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Quality Control
ALTER NAME: QC

DESCRIPTION:

This system provides information used by the Minnesota Department of Human Services to establish welfare payment error rates, develop error prone case and claim profiles, determine corrective action policies, develop welfare case characteristic profiles, determine impact of legislative changes, and comply with federal reporting requirements. Files for Aid to Families with Dependent Children (AFDC), medical assistance, Food Stamp program, and Medicaid paid claims are updated daily until all information for each six-month period is collected. Information contained within the system includes recipient finances, payment errors, and case actions. The financial information includes recipient income, taxes, deductions, resources, and employment history. Payment error information includes amounts, dates, and causes of errors. Case action information includes when and why negative action such as payment denials and terminations occurred.

SOURCES:

The Minnesota Department of Human Services' staff submits the system's information on forms including quality control review documents and supplemental data sheets.

PRODUCED MATERIALS:

A semiannual summary of quality control results which shows number of cases, total payments per case, number of payment errors, payment errors, payment error types, and causes of errors, annual case characteristic reports which show income levels, resources, number of persons per case, and how long cases were open, on-going error analysis and profile reports which identify error-prone type cases and causes of errors as well as on-line queries are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Chemical Use Related Indicator System
ALTER NAME: CURIS

DESCRIPTION:

This system provides demographic information on persons experiencing alcohol and/or other drug-related problems in Minnesota. Information contained within the system includes drug arrests, liquor law arrests, driving while intoxicated (DWI) arrests, drivers' license revocations for driving while intoxicated (DWI) convictions, drivers' license revocations for alcohol test failures, drivers' license revocations for alcohol test refusals, drivers' license revocations for open bottle convictions, alcohol-related traffic fatalities, cirrhosis deaths, and deaths due to alcohol poisoning/alcoholic psychosis/alcoholism. The system is updated annually.

SOURCES:

The Minnesota Department of Public Safety submits the age, sex, and race of individuals involved in arrests, drivers' license revocations, and traffic fatalities; the Minnesota Department of Health submits the system's information on other deaths.

PRODUCED MATERIALS:

Annual statewide and county-level reports which show trends in the rates of indicator occurrences over time and high risk population groups are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Financial Statistical Report
ALTER NAME: DHS-1978a and DHS-1978b

DESCRIPTION:

This system provides information on Minnesota child support cases. Information contained within the system includes the number of openings, closings, and caseload sizes each quarter; actions taken during each quarter; interstate activity; quarterly information on the Minnesota state tax offset program; and annual information on voluntary payments, accounts receivable, staffing, and expenditures. The system is updated quarterly using on-line real-time procedures.

SOURCES:

Minnesota county child support units submit DHS-1978a and DHS-1978b forms provided by the Minnesota Department of Human Services.

PRODUCED MATERIALS:

A quarterly report summarizing caseload information is generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Semi-Independent Living Services Agencies
ALTER NAME: SILS Agencies

DESCRIPTION:

This system provides information on sixty open and additional developing Semi-Independent Living Services (SILS) for the mentally retarded. Information contained within the system includes SILS name, owner, location, contact person, phone number, county, licensed capacity, license date, and status. The system is updated as needed. A quarterly check is performed against licensing files.

SOURCES:

Minnesota counties submit applications and recommendations for determination of need.

PRODUCED MATERIALS:

A semiannual summary report which shows facility name, county, patient source, and starting and termination date for each client, and directories and tallies produced for policy analysis, for example, an internal directory of SILS agencies' telephone numbers, are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Semi-Independent Living Services Clients
ALTER NAME: SILS Clients

DESCRIPTION:

This system provides information on the Minnesota Department of Human Services' management of the Semi-Independent Living Services' (SILS) grant program. Information contained within the system includes client initials, date of birth, level of retardation, income source, previous and current living arrangements, medical assistance eligibility, program start date, annual cost, county, terms dates, service hours, hourly rate, area of service, Semi-Independent Living Services' (SILS) agency involved, and length of stay in program. The system is updated annually and contain information for each fiscal year from 1982 to 1984.

SOURCES:

Minnesota counties submit annual reports of Semi-Independent Living Services (SILS) activities.

PRODUCED MATERIALS:

Internal reports for policy analysis and showing, for example, a summary of all Semi-Independent Living Services (SILS) clients in a particular county are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Developmental Achievement Center Facilities
ALTER NAME: DAC Facils

DESCRIPTION:

This system provides information on the Minnesota Department of Human Services' monitoring of 149 licensed developmental achievement centers (DAC's) for mentally retarded persons. Information contained within the system includes developmental achievement center (DAC) name, location, capacity, owner, enrollment, and costs; and patient characteristics including age, level of retardation, and living arrangements. The system is updated as needed.

SOURCES:

Developmental achievement centers submit annual survey documents; the Minnesota Department of Human Services Licensing division submit licensing information.

PRODUCED MATERIALS:

A semiannual report which shows facility name, location, number of patients, and licensed capacity for each developmental achievement center (DAC) and special reports which include directories of developmental achievement center (DAC) facilities are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Facilities in Development for Mentally Retarded
ALTER NAME: Devel Facils

DESCRIPTION:

This system provides information on Minnesota residential facilities, under development since January, 1981, for mentally retarded persons. Information contained within the system includes facility name, location, owner, contact person, county, licensed capacity, youngest client age, oldest client age, levels of retardation, patient sources, and current status. The system is updated as needed.

SOURCES:

Minnesota counties and developers submit letters of recommendation and applications.

PRODUCED MATERIALS:

A semiannual summary report which show information on residential facilities under development, and tallies and lists of residential facilities under development, produced upon request, are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Long-Term Sheltered Work and Work Activity
ALTER NAME: LTSE/WA

DESCRIPTION:

This system provides information on the Minnesota Department of Human Services' monitoring of the performance of the Long-Term Sheltered Work and Work Activity program. The program involves vocational rehabilitation and sheltered workshops for mentally retarded persons coming from state hospitals and developmental achievement centers. Information contained within the system includes client personal identification, facility number, type of program, county, client source, and program dates. The system is updated as needed and contains information from 1981 to the present.

SOURCES:

Workshops submit tally sheets every time a client is added or terminated. The tally sheets are certified by the facility and county involved, the Minnesota Department of Human Services, and the Minnesota Department of Jobs and Training's Division of Vocational Rehabilitation.

PRODUCED MATERIALS:

A semiannual summary report produced for the Welsch Vs. Levine Monitor and special reports produced upon request and showing for example, the number and names of clients in a particular workshop, are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Residential Facilities
ALTER NAME:

DESCRIPTION:

This system provides information on 338 Minnesota residential facilities for mentally retarded persons. Information contained within the system includes facility name, location, owner, owner type, county, and licensed capacities. The system is updated as needed and contains information from 1981 to the present.

SOURCES:

The Minnesota Department of Human Services submits licensing information; the Minnesota Department of Health submits verification information; facilities submit ad hoc information updates.

PRODUCED MATERIALS:

A semiannual summary report showing facility name, location, owner, and licensed capacities, and tallies, lists, and directories, produced upon request, are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Family Subsidy
ALTER NAME:

DESCRIPTION:

This system provides information on the management of grants for family subsidy to enable families to maintain mentally retarded children at home. Information contained within the system includes client personal identification, level of retardation, grant dates and amounts, medical history, services purchased, and case status. The system is updated as needed and contains information from 1981 to the present.

SOURCES:

Minnesota counties submit a family subsidy tally sheet.

PRODUCED MATERIALS:

An annual program summary report and special reports used for policy analysis, which include an active list which shows the number of clients and grants currently active, are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: County Data
ALTER NAME:

DESCRIPTION:

This system provides information on each Minnesota county's utilization of services for mentally retarded persons. Information contained within the system includes county number and name, population estimates, facility enrollments and estimates, cost of care estimates, and service investments required. The system is updated semiannually and contains information from 1981 to the present.

SOURCES:

The Minnesota Department of Human Services' divisional files, the 1980 census, and Minnesota state hospital reports provide the system's information.

PRODUCED MATERIALS:

A semiannual report showing the number of facilities, number of beds per facility, number of patients, and other summary information for each county is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Family Care Licensing
ALTER NAME:

DESCRIPTION:

This system provides information on the Minnesota Department of Human Services' issuing of licenses to daycare and foster care providers in private homes. Information contained within the system includes date of issuance, county location code, type of service provided, and the type and number of children cared for. The system is updated monthly using batch procedures.

SOURCES:

Minnesota county welfare departments and authorized private agencies submit application forms and change of care status notifications on behalf of providers.

PRODUCED MATERIALS:

Monthly licenses, active provider lists, file update reports, and care related statistics, and ad hoc printouts, prepared on request, are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Children Under State Guardianship File
ALTER NAME: CUSG or Depend/Neglect St Ward

DESCRIPTION:

This system provides statistical information on minors who are or have been wards of the state of Minnesota. Information contained within the system includes child's name, address, birthdate, race, and placement status which refers to foster homes, adoptive homes, institutional residences and other similar shelters. The system is updated annually using batch processing.

SOURCES:

Minnesota public welfare agencies in each county submit the system's information.

PRODUCED MATERIALS:

Statistical summaries for use in the annual report and ad hoc reports, produced on request, are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Subsidized Adoptions
ALTER NAME:

DESCRIPTION:

This system provides child-specific statistical and fiscal information Title IV-E eligible children. Information contained within the system includes child's name and age, name and address of adoptive parents, and amount of subsidy awarded. The system is updated monthly using batch procedures.

SOURCES:

The Minnesota Department of Finance's Statewide Accounting information system submits cost information which includes both maintenance payments generated automatically and claims from adoptive families for other costs; guardianship and adoption files provide child statistical information; adoptive parents submit annual reports.

PRODUCED MATERIALS:

Previously quarterly and annual reports on subsidized adoptions were generated from the system. In the future, this information will be included in the Minnesota Department of Human Services' annual adoption report.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Other Health Coverage
ALTER NAME: Benefit Recovery

DESCRIPTION:

This system provides information on the recovery of money paid out by the state of Minnesota for Medicaid services that are covered by other insurance. The system uses the following files: Health insurance claims, health insurance information, health insurance information requests, insurance adjustments and recovery, tort master, and tort closing. Information contained within the system includes identification of clients and providers of medicaid services, dates of service, injury codes, billing, claim control numbers, insurance company identification, insurance coverage types and codes, dates of coverage, claim amounts, adjustment codes, and dates of closure. The system is updated biweekly and contains information from June, 1974 to the present.

SOURCES:

The benefits recovery unit of the Minnesota Department of Human Services submits the system's information.

PRODUCED MATERIALS:

Reports, produced as needed on paper, tape, or microfiche; such as potential duplicate case listings, other health coverage case files, adjustment transactions, policy holder name cross-reference, potential tort liabilities, possible insurance no longer enforced, and adjustments requested for claims submitted for insurance are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Substitute Care and Adoptions Inventory File
ALTER NAME:

DESCRIPTION:

This system provides information on county level aggregate statistics about children, known to Minnesota county welfare or human services departments, who were residing in a substitute care setting at the time of the annual inventory or who were placed in such a setting at any time during the course of the calendar year. Information contained within the system includes demographic statistics about the children as a group as well as information about the type of placement setting, the length of time in that setting, the reason for removal from home, and availability for adoption. The system is updated annually.

SOURCES:

The Minnesota Department of Human Services conducts an annual inventory of county welfare/human services cases; quarterly caseload turnover information is also acquired through the inventory.

PRODUCED MATERIALS:

An annual foster care report, published by the Minnesota Department of Human Services' research and statistics section of the Division of Social Services, is generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Vulnerable Adult Maltreatment Statistics File
ALTER NAME:

DESCRIPTION:

This system provides statistical information on incidents of maltreatment reported to Minnesota county welfare/human services agencies. The incidents involve adults who are "vulnerable" as defined by Minnesota state law. Information contained within the system includes perpetrators, victims, allegations, and the locations of alleged maltreatment. The system is updated annually.

SOURCES:

Minnesota county welfare agencies submit statistical reports based on incidents of alleged adult maltreatment.

PRODUCED MATERIALS:

Annual reports about adult maltreatment in Minnesota available from the Minnesota Department of Human Services' Operations/Community Social Services Act (CSSA) division are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Public Welfare State Institutions System
ALTER NAME: PWSIS

DESCRIPTION:

This system provides information on the management of the eight Minnesota state hospitals and two state-run nursing homes. Information contained within the system includes resident identification, resident status, and resident banking. The system is being developed to enable the collection of additional information each institution manages its own information, however, statewide totals can be pooled together at the Minnesota Department of Human Services' Central Office. The system is updated as needed using on-line real-time procedures.

SOURCES:

Minnesota institutions submit the client information.

PRODUCED MATERIALS:

Daily reports on census levels and other reports produced as needed are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Minnesota Alcohol and Drug Comprehensive Assessment Plan
ALTER NAME: MADCAP

DESCRIPTION:

This system provides information on clients who receive chemical dependency treatment services at Detoxification Centers or Halfway Houses in Minnesota. Information contained within the system includes client's demographics, previous treatment, criminal justice, and chemical use from 1979 to July, 1984 and Halfway House information from 1979 to March, 1984. The system is updated monthly and contains Detoxification Center information.

SOURCES:

Minnesota Halfway Houses' staff submit admission forms which are completed at the time of admission and discharge forms which are completed at the time of discharge, in addition, a client flow summary form is completed each month; the Minnesota Detoxification facilities' staff submit client admission.

PRODUCED MATERIALS:

Quarterly detox facility level reports, semiannual halfway house facility level reports, and county level reports produced annually based on client's county of residence, with all reports including state level summaries, are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: St. Hosp. & Nursing Homes Inpatient Cost of Care Bill. Syst.
ALTER NAME:

DESCRIPTION:

This system provides information on inpatients at Minnesota state hospitals and nursing homes. Information contained within the system includes dates of admission, discharge, and leaves of absence; charges incurred by each patient at each institution; and records of billings and payments for each patient at each institution. The system is updated annually using on-line real-time procedures.

SOURCES:

Reimbursement offices at each hospital submit information on admissions, discharges, and absences; the St. Paul office submits per capita charges, charges by sources, and payments after receiving a listing from the Minnesota Department of Human Services' cashier.

PRODUCED MATERIALS:

Monthly individual bills, computer listings by sources of payment and/or resources billed, monthly trial balances, aging of accounts, and listings of quarterly welfare bills to counties are generated from the system.

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Day Care Enrollment and Salaries in Licensed Facilities File
ALTER NAME:

DESCRIPTION:

This system provides information on licensed day care centers in Minnesota. Information contained within the system includes facility's name and address, number of enrolled children by age group, number of children in full-day or half-day care, and staff salary amounts. The system is updated annually using batch procedures.

SOURCES:

Minnesota Day Care centers submit responses to a survey conducted annually by the Minnesota Department of Human Services.

PRODUCED MATERIALS:

Statistical summaries, for use in the two annual reports, as well as on-line queries are generated from the system.

HUMAN SERVICES

AGENCY: Human Services, Department of
DIVISION: Central Office
INFOR SYSTEM: Children Ages 5-17 in Sub. Care by School District Data File
ALTER NAME:

DESCRIPTION:

This system provides information on children within the 5-17 age group who reside in substitute care in the state of Minnesota. The information is aggregated and maintained by school district because of a state reporting requirement under the Federal Elementary and Secondary Education Act. Information contained within the system includes child count by foster home and group home. The system is updated annually.

SOURCES:

Minnesota county welfare authorities submit the system's information.

PRODUCED MATERIALS:

An annual report submitted to the U.S. Department of Education as well as on-line queries are generated from the system.

AGENCY: Arts Board, Minnesota State
DIVISION:
INFOR SYSTEM: National Arts Grant Management Information System
ALTER NAME: HOBIE

DESCRIPTION:

This system provides information on all applications for grants received by the Minnesota State Arts Board. Information contained within the system includes the artist's name, address, legislative district, county, city, a description of the artist's work and several categories of budget information pertaining to the requested grant amount. The system also contains information used to track the processing of the application. The system is updated on a weekly basis.

SOURCES:

Applicants which include individual artists, arts organizations and schools submit forms provided by the Minnesota State Arts Board.

PRODUCED MATERIALS:

Internal management reports produced at the end of each grant or program cycle and ad hoc reports produced on request are generated from the system.

AGENCY: Judicial Planning and Research
DIVISION:
INFOR SYSTEM: Trial Court Finances
ALTER NAME:

DESCRIPTION:

This system provides information on trial court financial expenditures and revenues. Information contained within the system includes personnel expenditures, jury fee, witness fees, operating expenses, capital outlay, revenues, fines, fees and surcharges.

SOURCES:

Each Minnesota court administrator submits the Trial Court Financial Report worksheet to the Judicial Planning and Research Office.

PRODUCED MATERIALS:

An annual report entitled Judicial Expenditures and Revenues is generated from the system.

AGENCY: Judicial Planning and Research
DIVISION:
INFOR SYSTEM: Trial Court Personnel
ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota trial court personnel. Information contained within the system includes the name, address and phone number of all Minnesota judges, district administrators and state court administrators. The system is updated whenever a new individual assumes the position of judge, district administrator or state court administrator.

SOURCES:

Information contained within the system is received from the State Court Administrators' Office

PRODUCED MATERIALS:

A list of the system's information is generated.

AGENCY: Law Library, Minnesota State
DIVISION:
INFOR SYSTEM: Supreme Court Calendar
ALTER NAME:

DESCRIPTION:

This system provides information on oral arguments to be heard by the Minnesota Supreme Court for the following month. Information contained within the system includes case name, docket number, date, time and place of that argument, the parties' attorneys, and the issues to be argued. The system is updated monthly.

SOURCES:

Briefs filed with the court by the parties provide the issues to be argued; the Minnesota Supreme Court submits all other information.

PRODUCED MATERIALS:

A monthly calendar containing this system's information is generated.

AGENCY: Jobs and Training, Department of
 DIVISION: Administrative and Technical Services
 INFOR SYSTEM: County Labor Force
 ALTER NAME:

DESCRIPTION:

This system provides information for planning, research, and public use. A methodology developed by the Bureau of Labor statistics is used. Temporary files are created for report generated each month and annually. Major categories of data are employment, unemployment, labor force and unemployment rate.

SOURCES:

Data from the unemployment insurance tax files, the current employment statistics program and some inputs provided by the Bureau of Labor Statistics are used in this system.

PRODUCED MATERIALS:

Monthly and annual reports are generated and show unemployment, employment, and labor force estimates by county within Minnesota.

AGENCY: Jobs and Training, Department of
 DIVISION: Administrative and Technical Services
 INFOR SYSTEM: Unemployment Insurance Tax System
 ALTER NAME:

DESCRIPTION:

This system provides statistical information on employment and wages gathered through the unemployment insurance system as required by the U.S. Department of Labor. Information contained within the system includes quarterly wages and monthly employment by industry for employers covered by the Employment Services Law. The system's information is further broken down by business location and, once a year, by size categories.

SOURCES:

Employers' quarterly reports to the agency provide the system's information.

PRODUCED MATERIALS:

Several statistical reports produced on magnetic tape and paper for the U.S. Department of Labor, and special reports prepared upon request for selected geographic areas, specific time periods, or selected industries are generated from the system.

AGENCY: Jobs and Training, Department of
DIVISION: Job Service and UI Operations
INFOR SYSTEM: Job Service Systems
ALTER NAME: Jobs (On-line Data & Display)

DESCRIPTION:

This system provides information on job placement opportunities to the public of Minnesota. An applicant master file contains characteristics of job applicants. Service files contain detail on the types of services provided to job applicants. A job order master file contains detail on job orders including job title, hours-per-week, salary, company name and location, contact person, job responsibilities, number of openings, number of referrals, and number of placements. Updating is performed daily using on-line procedures.

SOURCES:

Input consists of on-line entry of job orders from employers, data from applicants, and service transactions including applicant counseling, job referral, and placements.

PRODUCED MATERIALS:

The major output is a daily microfiche report of job openings. Statistical reports are generated monthly using the employment service automated reporting system. Statistical reports show job applicant characteristics. On-line queries are also available.

AGENCY: Jobs and Training, Department of
 DIVISION: Central Office
 INFOR SYSTEM: MN State Services for the Blind Business Enterprise Program
 ALTER NAME:

DESCRIPTION:

This system provides information on profit and loss, accounts receivable, inventory, and necessary federal reports for the Minnesota Department of Job and Training's Business Enterprise Program (BEP). The Business Enterprise Program manages 80 small businesses operated by blind persons in Minnesota. Information contained within the system includes a transaction file which provides details on all fiscal transactions for each business, an accounts receivable file which provides details on all on agency accounts with each business operator, an inventory file which provides details on inventory for each small business, and an operator and stand file which provides details on each operator and business location. The transaction file is updated monthly. The accounts receivable file is updated daily. The inventory and the operator and stand files are updated as needed.

SOURCES:

Business operators submit inventory reports and ledger entries.

PRODUCED MATERIALS:

Profit and loss, and accounts receivable statements, produced monthly; federal and operating reports, produced monthly, quarterly, and annually; and CRT displays, available as needed and showing, for example, all transactions that occurred during a month for a particular operator, are generated from the system.

AGENCY: Jobs and Training, Department of
 DIVISION: Central Office
 INFOR SYSTEM: MN State Services for the Blind Case Services Info. Syst.
 ALTER NAME: MN/MS Case Services Info Syst

DESCRIPTION:

This system provides information on the implementation and management of a specialized and comprehensive direct service program for blind persons in Minnesota. Information contained within the system includes a client file which provides information required by the Federal Rehabilitation Services Administration on clients served, a fiscal file which provides details on case service authorizations and expenditures, and an allocation file which provides budgeted figures allocated to each program type as well as encumbrance and expenditure totals against each allocation by counselor, district, and region. The system is updated daily.

SOURCES:

Services for the Blind counselors submit client information on a case services report and change form; counselors submit fiscal information on authorization and payment forms; an accounting officer submits allocations.

PRODUCED MATERIALS:

A warrant tape, prepared weekly and sent to the Department of Finance's Statewide Accounting information system, used to produce warrants for client expenditures; federal reports generated monthly, quarterly, and annually on paper and tape; and reports produced weekly, monthly, quarterly, or yearly are generated from the system.

AGENCY: Jobs and Training, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Minnesota State Services for the Blind Communication Center
 ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Department of Jobs and Training to facilitate the operation of the Communication Center Library which lends taped and brailled books to blind persons. Information contained within the system includes a borrower file which provides the borrower and any equipment and books they have borrowed, a book and equipment file which provides information on books and equipment, and an inventory file which provides information on materials used in the production of books. The system is updated daily.

SOURCES:

Applicants submit the borrower file information on applications to use the services; patrons and library staff submit the equipment and book file information as items are checked out and returned; library staff submit the inventory file information as material is purchased and used.

PRODUCED MATERIALS:

Reports and notices printed weekly, monthly, quarterly, and annually; and CRT displays available as needed and showing, for example, books available by author, are generated from the system.

AGENCY: Jobs and Training, Department of
DIVISION: Central Office
INFOR SYSTEM: MN State Services for the Blind Client Register & Tax Cert.
ALTER NAME:

DESCRIPTION:

This system provides a register of all blind Minnesotans known to Services for the Blind of the Department of Jobs and Training. The system provides information used to identify the population served by this agency and for certification of blindness necessary for homestead and income tax purposes. One file is used, the register file, that contains data on blind persons in Minnesota. The file is updated daily.

SOURCES:

Data are extracted from the client file of the Minnesota State Services for the Blind Case Services Information System. Client doctors supply data on eye reports. The Department of Revenue supplies data on a verification of blindness form.

PRODUCED MATERIALS:

In November, certificates of blindness are produced and mailed as needed for homestead and income tax purposes. Individual certificates are mailed throughout the year as requested. Display screens are available as needed.

LAW ENFORCEMENT

AGENCY: Crime Victims Reparations Board, Minnesota
DIVISION:
INFOR SYSTEM: Crime Victims Reparations Claims
ALTER NAME:

DESCRIPTION:

This system provides information on reparations claims. Information contained within the system includes initial applications, law enforcement certificates, supplier certificates, medical attention received, dates crimes were committed, amounts paid to victims, board deliberations and correspondence. The system is continuously updated.

SOURCES:

Crime victims submit claims; further sources of information are law enforcement and service provider agencies.

PRODUCED MATERIALS:

Card files and an annual report are generated using this system's information.

AGENCY: Peace Officer Standards and Training, Board of
DIVISION:
INFOR SYSTEM: Computerized Portion on C.E. Systems
ALTER NAME:

DESCRIPTION:

This system provides information on three main areas of continuing education information: officer records, course records and agency records. The officer records portion includes officer's name, address, license number, date of birth, date of licensing, place of employment, number of continuing education hours needed to renew license and number of hours completed. This information is updated as changes are received. Other information includes officers' lists of courses completed during the renewal period, course dates and credits received. This information is updated daily from incoming rosters. The course records portion of the system includes a list of POST approved classes, their topic code and the maximum number of hours they have been approved for. This information is updated approximately every two weeks. The agency records portion of the system includes a list of sheriffs' offices, police departments, officer code and the name and address of employer.

SOURCES:

C.E. forms 1, 2, 3 and 4, termination notices and personnel notification forms provide the systems's information.

PRODUCED MATERIALS:

Yearly renewal notices and renewal licenses for one-third of the alphabet, biannual officer continuing education (C.E.) printouts and agency listings as well as course listings by request are generated from the system.

AGENCY: Peace Officer Standards and Training, Board of
DIVISION:
INFOR SYSTEM: Continuing Education Forms 1,2,3,4
ALTER NAME: C.E. Forms

DESCRIPTION:

This system provides information on requests for Board of Peace Officer Standards and Training (POST) approved continuing education credits for licensed officers. The system consists of four forms. Form one provides information on requests for credit from an officer who has taught a course. Form two provides information on sponsoring agencies' requests for course approval. Form four is a follow up to form two, it provides a roster of the Board of Peace Officer Standards and Training's licensed attendees. Form three provides information on individual officers' requests for credit for any courses which were not approved through a sponsoring agency. Information contained on all four forms includes the date, title, location, times of the course as well as course content and instructors' qualifications. These forms are evaluated by the continuing education (C.E.) unit of the Board of Peace Officer Standards and Training.

SOURCES:

The Board of Peace Officer Standards and Training's Licensed Peace Officers and agencies submit any of the four approval forms provided by the Board of Peace Officer Standards and Training.

PRODUCED MATERIALS:

The information contained on the approval forms is transferred to the computerized portion of C.E. Systems information system of the Board of Peace Officer Standards and Training.

LAW ENFORCEMENT

AGENCY: Peace Officer Standards and Training, Board of
DIVISION:
INFOR SYSTEM: Card File on Licensees
ALTER NAME: The Tub

DESCRIPTION:

This system provides card file information on licensed peace officers, part time peace officers and constables, as well as other persons who are eligible to be licensed. Information contained within the system includes licensee's name, gender, date of birth, basic training completed, licensing tests passed or failed, date of licensing, license number, employing law enforcement agency (or home address when the licensee is not employed in law enforcement), and dates of employment, and termination. The records are retained until the licensee's license has been lapsed for ten years. The system is updated as new information is received.

SOURCES:

Information is received from forms supplied by the Board of Peace Officers Standards and Training, applications by students in law enforcement programs or those eligible to become licensed constables or part time peace officers. Personnel notification forms are completed by the appointee and the appointing authority. Applications are submitted by eligible persons upon receipt of first appointment.

PRODUCED MATERIALS:

Initial licenses and the file cards are generated from the system.

AGENCY: Administration, Department of
DIVISION: Materials Management
INFOR SYSTEM: Fixed Asset Records Management System
ALTER NAME: FARMS

DESCRIPTION:

This system provides information used by the Department of Administration to track the fixed assets of Minnesota state government. The system also provides depreciation information on each asset. The system utilizes on-line batch processing. Information contained within the system includes a table file providing predetermined information, such as location and accounting, to be edited against and information which is automatically supplied; the master file, which is the system's main file, providing asset number, description, manufacturer, location and depreciation and the transaction file providing descriptions and costs of new acquisitions. The system is updated weekly and calculates depreciation monthly.

SOURCES:

The Minnesota Department of Finance's Statewide Accounting information system submits records through interface with this system. Minnesota state agencies submit asset information through on-line entry; submit additions or modifications on the Fixed Asset Property Record Notification form; submit the Fixed Asset Property Transfer Notification form as a shipping transmittal and input form for assets transferred to another agency.

PRODUCED MATERIALS:

Inventory listings produced on request are generated from the system.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Observation Well Data Base
ALTER NAME: OBWELL

DESCRIPTION:

This system tracks historical groundwater levels. Data used include well location by county, township, range, section, and quarter-section; Minnesota unique well number, well owner, depth and diameter of well, and relevant aquifer. Data are updated as needed.

SOURCES:

The soil and water conservation districts are under contract to measure certain wells once a month and the observers complete observation well report forms. The United States Geological Survey also measures wells and supplies these data in exchange for the DNR's other well data.

PRODUCED MATERIALS:

This system produces an annual summary report about wells measured during the previous year. Other computer printouts are for internal use.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Lake Inventory
ALTER NAME:

DESCRIPTION:

This system supplies management information about lakes. Data used include lake size and depth, water quality, the number of cabins and boats, and the number of fish caught in gill nets and trap nets. Data are updated as needed.

SOURCES:

Field staff from the DNR collect data by completing lake survey forms.

PRODUCED MATERIALS:

Outputs include a complete survey report and an annotated survey report about lakes, fish stock, etc. During the state fair, this system supplies information to the public about lakes, fish stocks, and fisheries.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Tourism Information System
ALTER NAME: TOUR

DESCRIPTION:

This system provides tourist information to the public via interactive data retrievals and automated mailings of maps and brochures. The system maintains a data base containing the codes, titles, printing dates, and postage costs of approximately 500 maps and brochures. It also accesses the DNR RECFAC system for detailed information about state parks, trails, campgrounds, etc. The data base is updated when materials are mailed out. Major processing involves generating mailing labels and keeping a running balance of maps and brochures on hand. The system is currently being expanded to access more data and to provide more detailed statistical summaries.

SOURCES:

Data are provided by DNR public information specialists.

PRODUCED MATERIALS:

Printed reports are produced monthly. They list the total number of materials mailed and subtotals by each DNR division responsible for the materials. On-line queries assist information specialists in responding to requests from the public.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Dam Safety Inventory
ALTER NAME:

DESCRIPTION:

The Dam Safety Inventory provides information on public and privately owned dams in Minnesota. One file is used. It contains the name, location by county, height, head, spillway, date of construction, owner's name, inspection date, and hazard description and recommendations for improvement, if any, of each dam surveyed. The file is updated after inspections are made.

SOURCES:

DNR inspectors provide data on inspection reports.

PRODUCED MATERIALS:

Ad hoc reports and summaries are printed as needed. The system also allows on-line queries.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Forestry Land Record System
ALTER NAME:

DESCRIPTION:

This system is used to verify ownership of Minnesota forest lands. The system accesses DNR Land Bureau records to create a file containing forest descriptions, locations, and acreage. Data are available by township and county, and by DNR region, area, and district. The file is updated annually.

SOURCES:

Data are taken from the DNR Land Bureau records system.

PRODUCED MATERIALS:

Summary acreage reports by township section are printed annually. On-line queries are also available.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Natural Heritage Data Base
ALTER NAME:

DESCRIPTION:

This system supports the state's resource planning process by providing information about original plants and animals found in Minnesota. The data base contains the number, condition, location, and distribution of rare plants and animals, ecologically sensitive plants and animals, and other natural features now uncommon on the landscape. The data base is updated on-line as new data become available.

SOURCES:

Data are provided by DNR staff, private citizens, and organizations.

PRODUCED MATERIALS:

Reports on the distribution and occurrences of plants and wildlife are printed on request. This information is made available to private consultants, planners, and other decision makers for the purpose of furthering conservation efforts and minimizing adverse impact on the environment.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: State Water Use Data System
ALTER NAME: SWDNR1-SWDNR6

DESCRIPTION:

This system stores statewide water use information based on DNR water appropriation permit records. Data are kept on permit holders who use more than 1,000,000 gallons of ground or surface water a year or more than 10,000 gallons in one day. Typical users include municipalities, industries, mining companies, electric utilities, and irrigators. The system maintains a data base for each of the six DNR regions. Data categories include permit holder's location, water source, type of water use, and volume of water appropriated and discharged. The data bases are updated annually.

SOURCES:

Data on water appropriated are supplied by permit holders. Data on water discharged are provided by the Minnesota Pollution Control Agency.

PRODUCED MATERIALS:

The system produces annual reports by county, watershed unit, and water use type. Ad hoc reports are printed on request.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Building Inventory
ALTER NAME:

DESCRIPTION:

This system maintains an inventory of all buildings owned by the Department of Natural Resources. The data used include building name, location, construction type, square footage, type of heating system used, and the name of the DNR unit which manages the building. The data base is updated annually. This system may be expanded in the future to record heating costs and calculate energy consumption rates.

SOURCES:

Data are provided by DNR field services managers.

PRODUCED MATERIALS:

Inventory listings are printed annually.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Game and Fish License Accounting
ALTER NAME:

DESCRIPTION:

This system provides automated accounting for game and fish license programs in Minnesota. The DNR Bureau of Licenses authorizes county governments to administer licensing activities in their counties. County auditors designate agents, such as bait shops, to issue licenses and collect fees. The auditors, in turn, provide the DNR with license related data for their counties. Data include the number of licenses sold by type and the amount of fees collected. The file is updated monthly. Processing involves monitoring the number of licenses sold and assigning the fees to the appropriate accounts.

SOURCES:

Data are provided by county auditors.

PRODUCED MATERIALS:

Summary reports to county auditors are printed monthly.
On-line queries will be available after July 1, 1985.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Trail Ownership
ALTER NAME: TRL-OWN

DESCRIPTION:

This system provides information on land ownership along state trails. Four files are used. The contact file contains the name, address, etc., of the property contact and the trail coordinator. The land file contains legal descriptions. The ownership/document file contains dates and terms of documents such as leases, easements, permits, purchases, or licenses. The narrative file is an open file and may contain explanations. The data are updated as necessary and at least annually. This system is new and operational.

SOURCES:

Trail coordinators of the DNR's Land Bureau supply documents such as easements, purchases, leases, licenses, and permits.

PRODUCED MATERIALS:

This system produces specialized reports for trail coordinators, e.g., a report may list the expiration dates of all leases. This system also supports queries.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Water Data Network System
ALTER NAME: WDN

DESCRIPTION:

The Water Data Network system records, tracks, and manages permits issued to the public. Data used include permit application number, mailing address, county, township, range, section, 40-acre parcel, data received, hydrologist's name, permit status, use code, data about the resource being used, and other additional details about the permit. Data are generally updated daily.

SOURCES:

The public fills out applications for permits. The hydrologist investigates and provides the investigation findings, government comments, permit status, and whether or not the permit is approved.

PRODUCED MATERIALS:

A permit profile summary is produced after each update of the data. Letters are sent to applicants when they first apply and when their permits expire. Summary reports are produced about the permit fees collected. Searches may be done using permit number, applicant's name, location, or the resource name.

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Stream Inventory and Data Retrieval System
ALTER NAME: SIDRS

DESCRIPTION:

SIDRS serves as an official reference system. It is used to mark locations of water discharge and withdrawal, road and utility crossings, and water-related facilities and activities. This system contains geographical data, i.e., digitized stream traces for 93,000 miles of Minnesota streams. The stream traces may be cross-referenced with the common stream and watershed, or CSAW file. Data used include cross-reference number, river kilometer index, stream number, watershed number, county, township, range, section, 40-acre parcel, and stream name. Data can be accessed by UTM, or Universal Transverse Mercator, coordinates and by the river kilometer index.

SOURCES:

Data about digitized stream traces were collected by DNR personnel from the U.S. Geological Survey Quadrangle Maps.

PRODUCED MATERIALS:

A map of stream traces, with one kilometer tick marks, was pen-plotted for each watershed. Data are available in pios format, i.e. the data are stored in a digitized form.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Recreational Facilities
ALTER NAME: RECFAC

DESCRIPTION:

RECFAC is an inventory of all regional, city, township and public school outdoor recreational areas in Minnesota. This system provides statewide planning statistics, management information for cooperating agencies, tourism information, and information for a variety of special projects. Cooperating agencies, which help maintain the RECFAC data base, include the divisions of Parks and Recreation, Fish and Wildlife, Forestry, and Trails and Waterways, and the Metropolitan Council. The master file contains facility name, acreage, date, and administrator code. The land and facility file contains data on campsites, golf, athletic fields, picnic tables, etc. Data about water bodies and water-related facilities are maintained in the water facility file. Other files include contact, trail summary, lodging, land, and narrative files. Data are updated at the discretion of cooperating agencies.

SOURCES:

Surveys are completed by the cooperating agencies. For example, the Division of Parks and Recreation Central Office and field personnel update computer generated state park forms and return them to the Office of Planning for data entry. The Winter Guides for skiing and snowmobiling are generated from RECFAC, in a cooperative effort with the Office of Tourism.

PRODUCED MATERIALS:

This system supplies statistical information for the DNR's Office of Planning, the Metropolitan Council, and for SCORP, i.e., the State Comprehensive Outdoor Recreation Plan. This system also supplies information to cooperating agencies, e.g., the Trail and Waterways unit may need to know the number of water accesses without access signs to plan and budget for the next year. This system also provides information for maps, and CRT operators can answer public requests.

NATURAL RESOURCES

AGENCY: Natural Resources, Department of
DIVISION: Central Office
INFOR SYSTEM: Wildfire System
ALTER NAME:

DESCRIPTION:

This system provides wildfire information for DNR's Central Office fire staff. A statewide file, temporary files, and fire news files are used. The statewide file is maintained at the Central Office and contains year-to-date records of wildfires throughout Minnesota. This file includes data such as when fires started and when they were reported and controlled, acreage burned, causes, etc. The temporary files are created daily at area offices and generate information required for wildfire status reports, wildfire situation updates, and aircraft status reports. The fire news files are created daily during the fire season using data from the statewide and temporary files.

SOURCES:

Area offices collect wildfire data and weather data which are then transmitted to the St. Paul office. Personnel at tanker bases submit aircraft status data.

PRODUCED MATERIALS:

Data from the news file are available for use by any agency with an asynchronous terminal and a log-on ID. Area offices can query the statewide fire file.

AGENCY: State Planning Agency
DIVISION:
INFOR SYSTEM: MLMIS-40 Soil Atlas Data Subsystem
ALTER NAME:

DESCRIPTION:

This system provides geographical information on Minnesota's natural resources for land research, planning and management. Information contained within the system includes 40-acre parcels on landform, landscape position, generalized slope, soil textures in rooting zone, thickness and depth of soil texture in the substratum, available water to a depth of five feet, drainage class, PH range in rooting zone, available phosphorous and potassium in rooting zone, hydrologic group, surface permeability rate, depth to bedrock and flooding potential. The system is updated as needed. The system contains information from 1969 to the present.

SOURCES:

State, federal and local government agencies submit public land survey descriptions. Additional information is received from maps through a process called digitizing.

PRODUCED MATERIALS:

Maps, graphs, tabulations, and statistical summaries available upon request are generated from the system. Maps include polygon, line, and point maps. Graphs include pie charts, bar charts, line graphs, 3-dimensional perspectives, 35-millimeter graphic slides and cross-section diagrams.

AGENCY: Electricity, State Board of
DIVISION:
INFOR SYSTEM: Completed Electrical Inspections
ALTER NAME:

DESCRIPTION:

This system provides information on all completed electrical inspections. The system contains information by year, county location, month final inspection was made, and serial number of Request for Inspection form. The inspection form contains the location of the installation, type of electrical work performed, who performed the work, the inspection fee paid, who made the inspections, and the inspection dates.

SOURCES:

The licensed electrical contractor or resident homeowner who installed the electrical wiring submits a serial-numbered Request for Inspection form along with an inspection fee. The inspection request is mailed to a contract electrical inspector assigned to the geographical location where installation was made. After final inspection, the inspector is paid for his services.

PRODUCED MATERIALS:

Information is available upon request in accordance with board policies and the Data Privacy Act.

AGENCY: Electricity, State Board of
DIVISION:
INFOR SYSTEM: Statewide Licensing System
ALTER NAME: Lic. Electr. and Elec. Contr.

DESCRIPTION:

This system is used to issue and renew licenses for electricians and electrical contractors. The system contains the name, address, type of license and status of applicants. Electrician's licenses are divided into ten classifications while electrical contractors' licenses are divided into three classifications.

SOURCES:

Electricians pay a fee for issuance of a new or a renewal license. Fees are batched by type of license, total fees in batch, and license number assigned or renewed. This information is entered into the computer.

PRODUCED MATERIALS:

This system prints licenses and provides a printout of licenses issued twice weekly. Renewal notices are issued monthly. Special reports or labels are available through the Documents Division.

POWER RESOURCES

AGENCY: Energy and Economic Development, Department of
DIVISION: Energy
INFOR SYSTEM: Public Schools Energy Conservation Analysis
ALTER NAME:

DESCRIPTION:

This system provides information, to Minnesota school administrators and the Minnesota Department of Energy and Economic Development, on historical views and comparisons of the energy use patterns in Minnesota public schools. Each year, usually in the Fall, information is collected on the energy consumption of Minnesota public school buildings for the previous heating season (July to June). Information contained within the system includes building name, square foot floor area, enrollment, county, fuel type, fuel units, fuel cost, electricity use and cost. The system can store up to seven years of information and currently contains information from the 1978-79 to the 1984-85 heating seasons.

SOURCES:

Each school wishing an analysis submits a fuel and electric report, form EN-87.

PRODUCED MATERIALS:

A public energy conservation report sent to each organization who sent information on their past year's energy use comparing that use to any previous years on file is generated from the system.

AGENCY: Energy and Economic Development, Department of
DIVISION: Policy Analysis
INFOR SYSTEM: Regional Emergency Information System
ALTER NAME:

DESCRIPTION:

This system provides information on annual energy consumption in Minnesota. The system also provides estimated future consumption of electricity and natural gas. Information contained within the system includes fuel type, user type, consumption amount, and consumption estimates for electricity and gas. Fuel type includes both the traditional energies such as electricity, gas, petroleum, coal, and alternative sources such as wood, solar, and wind. User type includes residential, commercial, and industrial users. The system is updated annually using batch processing and contains information from 1960 to the present.

SOURCES:

Utility companies annually submit information on electrical and gas consumption for the past year and estimates for the coming year; the Minnesota Department of Revenue submits information on consumption of petroleum products; large users of coal report consumption directly to the Minnesota Department of Energy and Economic Development.

PRODUCED MATERIALS:

Graphs of gas and electrical use projections, statistics for use in agency publications as well as on-line queries are generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Liquid Storage System
ALTER NAME: LSS

DESCRIPTION:

This system provides information on all liquid storage facilities within the state of Minnesota. Information contained within the system includes name and address of the company, geographical location of the facility, storage contents and gallonage of the liquid stored.

SOURCES:

Applicants submit permit applications provided by the Minnesota Pollution Control Agency (MPCA).

PRODUCED MATERIALS:

Summaries of the liquid storage systems by county, region or type and size of the facility as well as other summaries available upon request are generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Permits Tracking System
ALTER NAME: PTS

DESCRIPTION:

This system provides information on all active National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) permits issued to permittees within the state of Minnesota. Information contained within the system includes the name and address of the permittee, geographical location, size and type of wastewater treatment facility, permit fee amount, industrial pretreatment status, industrial processing type (if applicable) and some correspondence information.

SOURCES:

Permittees submit permit applications provided by the Minnesota Pollution Control Agency. Further information is received from Minnesota Pollution Control Agency staff and other appropriate sources.

PRODUCED MATERIALS:

Summaries available upon request are generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Complex Effluent Toxicity Information System
ALTER NAME: CETIS

DESCRIPTION:

This system, designed and operated by the Environmental Protection Agency provides information on waste water (effluent) toxicity. The system is used to identify toxicity problems for National Pollutant Discharge Elimination System (NPDES) permitted discharges. Information contained within the system includes summary details on the permit and results of toxicity tests. The Minnesota Pollution Control Agency (MPCA) primarily uses fathead minnows and Daphnia as test organisms to determine toxicity.

SOURCES:

Information is received from toxicity tests conducted by the Minnesota Pollution Control Agency (MPCA) and others on effluent samples from Minnesota.

PRODUCED MATERIALS:

Regular reports and responses to requests will be generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: MPCA Reach File
ALTER NAME:

DESCRIPTION:

This system provides information on each Minnesota river reach. Information contained within the system includes the water use classification and standards, flow information, municipal and significant industrial dischargers with corresponding effluent limits and monitoring stations. The system is being designed to be used in conjunction with the Minnesota Pollution Control Agency STORET Water Quality information system and Permits Compliance System (PCS) information system. The system will be updated regularly but the actual update frequency has not been determined yet.

SOURCES:

Information is received from maps showing locations of stations and permittees, Rule 7050 on water standards, non-computerized permit files and non-computerized Advanced Treatment (AT) survey files.

PRODUCED MATERIALS:

Various reports needed for the Water Quality Management Plan and for the 305(b) Report will be generated from the system.

PUBLIC HEALTH

AGENCY: Pollution Control Agency
DIVISION: Solid and Hazardous Waste Division
INFOR SYSTEM: Underground Storage Tank Information System
ALTER NAME: USTIS

DESCRIPTION:

This system provides information on the underground storage of petroleum products and certain hazardous substances in Minnesota. Information contained within the system covers facilities, tanks, and leaks.

SOURCES:

Minnesota tank owners are required by law to submit the MPCA Underground Storage Tank Notification form provided by the Minnesota Pollution Control Agency (MPCA).

PRODUCED MATERIALS:

A facility directory, a tank information report, and a leak information report available routinely, as well as a number of special reports available upon request are generated from the system.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Operator Training File Information Management System
ALTER NAME: OTFIMS

DESCRIPTION:

The Operator Training File Information Management System was developed by the PCA to track the current certification and employment status of municipal wastewater treatment plant operators. The PCA confers certification on plant operators who have received approved training. The certification program is optional and is not required by law. The file used contains each operator's name and address, treatment plant class and size, and certification status. The file is updated monthly.

SOURCES:

Information is collected from a wide variety of sources, including certification applications and exams, course registrations, compliance monitoring surveys, and notifications by operators on their current employment.

PRODUCED MATERIALS:

Various outputs, including mailing lists, alphabetical lists of operators, lists of employers, and selected lists, are generated as needed.

AGENCY: Pollution Control Agency
DIVISION: Water Quality
INFOR SYSTEM: Storet
ALTER NAME:

DESCRIPTION:

Storet is the U.S. Environmental Protection Agency's national data base for the storage and retrieval of water quality and water-related information. Data are available for international Canadian waters, all states, and several territories. Data include surface water quality for lakes and rivers, groundwater quality, fish tissue and sediment analyses, wastewater information, and compliance monitoring data. The PCA stores all water quality data, wastewater, fish, sediment, and compliance data, as well as data on load allocation studies, citizen lake monitoring programs, lake restoration projects, Ramsey county lake studies, Metropolitan Council lake studies, and acid rain studies. The data base is generally updated on a weekly basis.

SOURCES:

Data for Minnesota are provided by the PCA and other public agencies.

PRODUCED MATERIALS:

Various outputs, including printed data, graphics, and statistical analyses, are available upon request. In addition, data are summarized for use in publications. The system also supports on-line queries.

AGENCY: Pollution Control Agency
DIVISION: Air Quality
INFOR SYSTEM: Minnesota Air Quality Data Handling System
ALTER NAME: MAQDHS

DESCRIPTION:

The Minnesota Air Quality Data Handling system was developed by the PCA to store and retrieve ambient air quality data. The data include levels of carbon monoxide, sulfur dioxide, oxides of nitrogen, nitrogen dioxide, ozone, suspended lead, total suspended particulates, and weather data such as temperature, wind, and humidity. These variables are summarized and statistically analyzed to determine possible violations. Two files are used. One contains data collected by the PCA at selected sites; the other has data on industrial emission sources. The files are updated weekly.

SOURCES:

Data are collected by monitoring devices. If the device is an automatic monitor, the results are transmitted directly to the PCA. Filters from non-automatic monitors are analyzed, and the results are keypunched for entry into the system.

PRODUCED MATERIALS:

Data can be furnished on request in a variety of formats. For example, average levels of the various pollutants can be reported for three, eight, and twenty-four hour periods.

AGENCY: Pollution Control Agency
DIVISION: Air Quality
INFOR SYSTEM: Compliance Data System
ALTER NAME: CDS

DESCRIPTION:

This system was developed by the U.S. Environmental Protection Agency to track emissions to the air from facilities in Minnesota. The system is used to determine if facilities are in compliance with federal air quality standards and PCA permit requirements. The file contains facility names, locations, fuel types, emission levels, and enforcement actions taken, if any. The system is updated twice a month.

SOURCES:

Data are received from a variety of sources including inspection reports from PCA staff, company records, and air monitoring devices.

PRODUCED MATERIALS:

Data can be furnished and summarized on request in a variety of formats. For example, a printout can be produced which lists the corrective measures a facility has been required to take.

AGENCY: Pollution Control Agency
DIVISION: Air Quality
INFOR SYSTEM: Emissions Inventory System/Point Source
ALTER NAME: EIS/PS

DESCRIPTION:

This system was developed by the U.S. Environmental Protection Agency to inventory emission levels of various pollutants from facilities that generate more than twenty-five tons of pollutants each year. The facilities, which include industries, factories, heating plants, etc., submit data on the types of equipment and fuel used. These data are used as input by modeling programs that predict ground concentrations of pollutants and possible violations of air quality standards. The data are updated each year.

SOURCES:

Data are provided on questionnaires filled out by the facilities.

PRODUCED MATERIALS:

An annual report entitled "National Emissions Data Base" is produced on magnetic tape and submitted to the U.S. Environmental Protection Agency.

AGENCY: Pollution Control Agency
DIVISION: Solid and Hazardous Waste
INFOR SYSTEM: Solid Waste Information System
ALTER NAME: SWIS

DESCRIPTION:

The Solid Waste Information System has been developed by the PCA to store and retrieve data related to the PCA's solid waste management and regulatory programs. Data is organized into a facility file, permit file, inspection file, enforcement file, and a waste stream file which is in the developmental phase. Ground water related data associated with these solid waste facilities will be stored in the Integrated Ground Water information system (IGWIS) currently being developed by the PCA. The system is updated continuously.

SOURCES:

Data will come from a variety of sources, including permit applications, compliance monitoring inspections, financial documents, and waste generators requesting disposal approvals.

PRODUCED MATERIALS:

Reporting formats will include a directory of facilities, permit tracking reports, financial information reports, inspection reports, and compliance reports. Statistical and graphic summaries will also be available.

AGENCY: Pollution Control Agency
DIVISION: Solid and Hazardous Waste
INFOR SYSTEM: Hazardous Waste Information Management System
ALTER NAME: HWIMS

DESCRIPTION:

The Hazardous Waste Information Management system was developed by the PCA to store and retrieve data related to the PCA's hazardous waste management regulatory programs. Data are organized into a waste handler file, a transporter file, a permit holder file, a shipment file, a violation file, an inspection file, an enforcement file, and a waste stream file. Ground water related data associated with selected hazardous waste facilities will be stored on the Integrated Ground Water Information system (IGWIS) currently being developed by the MPCA.

SOURCES:

Data are collected from a variety of sources including permit applications, compliance monitoring inspections by PCA staff, financial documentations, and manifest records for the shipping of hazardous wastes.

PRODUCED MATERIALS:

Major outputs include a directory of facilities, permit tracking reports, financial information reports, manifest tracking reports, inspection reports, groundwater reports, and compliance reports. These reports are printed on request.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Criminal Justice Information System
ALTER NAME: CJIS "Hot Files"

DESCRIPTION:

The purpose of the system is to maintain index information on wanted persons and stolen property for use by the Criminal Justice Community. The files contain descriptive information on the person or property sought. As property, warrants, or missing persons are reported to a law enforcement agency, the information is entered. The records are removed when persons or property are found. Data are updated as needed.

SOURCES:

Local law enforcement agencies directly submit data from their case files.

PRODUCED MATERIALS:

On-line responses are provided to system users based on inquiries made. Quality control batch reports are made periodically and mailed to the responsible agency for validation.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Petty Misdemeanor System
ALTER NAME:

DESCRIPTION:

The system maintains a non-public record of persons convicted of possession of a small amount of marijuana. Maintaining these records is required by state statute.

SOURCES:

Data are received from state trial courts.

PRODUCED MATERIALS:

The major outputs are printed conviction reports on individuals as specified by law.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Firearm Discharge Reporting System
ALTER NAME:

DESCRIPTION:

The Firearm Discharge Reporting system collects, tabulates, and summarizes data on the discharge of any firearm by law enforcement officers and private security personnel in Minnesota.

SOURCES:

Data are provided on form #PS-26000-04 by law enforcement agencies.

PRODUCED MATERIALS:

Statistical summaries are printed monthly, yearly, and on request.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Criminal Justice Reporting System
ALTER NAME: CJRS

DESCRIPTION:

This on-line automated system collects and tabulates the incidents of crime and arrests in Minnesota. Data are generated for the FBI Uniform Crime Reporting program.

SOURCES:

Local law enforcement agencies submit data on-line and send forms to the Bureau of Criminal Apprehension.

PRODUCED MATERIALS:

Statistical reports are generated monthly, quarterly, and yearly for each agency providing data. These reports reflect the occurrences of crime and the number of arrests.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Supplementary Homicide Reporting System
ALTER NAME:

DESCRIPTION:

This system provides detailed statistical information on homicides as required for the Uniform Crime report and the Annual Crime in Minnesota report. One file is used. Major categories of data include victim demographics, offender demographics, and the names of the law enforcement agencies involved with each case. The file is updated monthly.

SOURCES:

Data are taken from local law enforcement agencies on each homicide investigated. Data are collected on form #4-220, revised 8/20/79, which is furnished by the U.S. Department of Justice, Federal Bureau of Investigation.

PRODUCED MATERIALS:

The major outputs are statistical summaries for use in the Crime in Minnesota Report.

AGENCY: Public Safety, Department of
DIVISION: Bureau of Criminal Apprehension
INFOR SYSTEM: Mailing Label System
ALTER NAME:

DESCRIPTION:

This system produces mailing labels for mass mailings. One file is used. Data include name, address, etc. The file is updated as necessary.

SOURCES:

Law enforcement and/or criminal justice agencies provide data about addressees.

PRODUCED MATERIALS:

Selected lists are produced as necessary by special mailing groups. For example, mailing lists of those who have specific terminals, breathanalyzers, etc., may be produced.

AGENCY: Public Safety, Department of
DIVISION: Fire Marshall
INFOR SYSTEM: Minnesota Fire Information System
ALTER NAME: MFIRS

DESCRIPTION:

This system maintains information on fires as reported by fire departments throughout Minnesota. The file contains data on the time, date, location, type of fires, the probable cause of fires, and injuries received by firefighters and civilians. Incidents not related to fires, such as responses to accidents, cats in trees, etc., are also recorded. The file is updated as needed using batch procedures. Approximately two-thirds of the fire departments in Minnesota file reports. Data are generally available from 1980.

SOURCES:

Fire departments provide data on the following forms: MFIRS Form 1, Fire Incident Report; MFIRS Form 2, Civilian Casualty Report; MFIRS Form 3, Fire Service Casualty Report; and MFIRS Form EZ, Non-Fire Incident Report.

PRODUCED MATERIALS:

Information is recorded on magnetic tape and sent quarterly to the Federal Emergency Management agency. Computer printouts include annual statistics to participating fire departments, statewide totals, and other reports.

AGENCY: Public Safety, Department of
DIVISION: State Patrol
INFOR SYSTEM: School Bus Inspection
ALTER NAME: PSSB

DESCRIPTION:

This system provides information on inspections of school busses licensed in Minnesota. The file contains vehicle serial numbers, license plate numbers, bus company names, inspection results, manufacturers' recall information, and accident histories for each bus. The file is updated monthly using batch processing.

SOURCES:

Inspection data are provided on Department of Public Safety inspection form #DPS-18073. Data on recalls are furnished by the National Transportation Safety Administration. The Accident Records division provides data on accident histories.

PRODUCED MATERIALS:

Reinspection notices for each bus are produced quarterly and annually. Summary tables and reports are printed annually.

PUBLIC SAFETY

AGENCY: Public Safety, Department of
DIVISION: State Patrol
INFOR SYSTEM: Commercial Vehicle Inspection
ALTER NAME: PSCV

DESCRIPTION:

This system provides information on inspections of commercial vehicles licensed in Minnesota. The file contains data on types of vehicles, owners of vehicles, and types and number of defects. The file is updated monthly using batch processing.

SOURCES:

Data are provided on Department of Public Safety inspection form #DPS-18075-4.

PRODUCED MATERIALS:

Inspection summaries are printed quarterly.

AGENCY: Public Safety, Department of
DIVISION: State Patrol
INFOR SYSTEM: Patrol Activity
ALTER NAME: PSSP

DESCRIPTION:

This system is used to measure efficiency and provide accountability for the activities of state troopers and other patrol personnel. The file contains activity time codes, codes for traffic violations processed, and data on any assistance or non-enforcement services provided. The file is updated monthly using batch processing.

SOURCES:

Personnel submit weekly Time Sheet forms #DPS-1806-01, Uniform Traffic Citation forms #DPS-1821, and Warning forms #DPS-1801. Non-enforcement data are provided on the Warning form.

PRODUCED MATERIALS:

Annual, semiannual, and quarterly activity reports are produced on both paper and microfiche. Monthly activity summaries are available through CRT terminal displays.

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Commercial Inquiry
ALTER NAME:

DESCRIPTION:

This system allows authorized persons and companies, for a fee, access to information provided by the Motor Vehicle and Drivers' License information systems. Most users are insurance companies or agencies that are validating information provided by persons wishing to purchase insurance. Data categories include driver's name and address, height, weight, traffic violations, vehicle identification, etc. Data are updated daily.

SOURCES:

Drivers submit title and registration forms and driver license forms. These forms supply data about the drivers, vehicles, convictions, etc.

PRODUCED MATERIALS:

Outputs include drivers' license and motor vehicle records. They are produced as requested on paper or CRT display.

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Driver License
ALTER NAME:

DESCRIPTION:

This system maintains records of each individual issued a driver's license or identification card in Minnesota. The system updates the records using court conviction and department action information. This system also allows identification of persons wishing to participate in the Gift of Life organ donor program. Data are updated daily.

SOURCES:

The Driver's License form PS-2935-06 is submitted by each driver. This form contains data about the driver's address, name, health, convictions, donor information, and financial status.

PRODUCED MATERIALS:

Tapes concerning drivers' license applications, warning letters, withdrawal notices, and reinstatement notices are produced daily. Upon request, a jury list or alcohol assessment report is produced.

PUBLIC SAFETY

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Dealers
ALTER NAME: PSDS

DESCRIPTION:

This system licenses and regulates motor vehicle dealers in Minnesota. It provides a complete record of dealer licenses and dealer license plates issued. It also allows for pertinent information to be disseminated to appropriate agencies for enforcement of licensing, regulatory, and consumer laws. Data categories include owner's name and address, and the firm's name and address. Data are updated daily.

SOURCES:

Dealers submit inspection forms and applications for motor vehicle dealers' licenses and plates. Specifically, forms PS-02401-04, PS-02405-04, PS-02436-07B, and PS-02348-05 are completed.

PRODUCED MATERIALS:

The Firm Audit Trail, Plate Audit Trail, and Daily Fees reports are produced daily. A dealer action report is produced monthly. A dealer county summary and dealer inspection report are produced both semiannually and annually.

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Motor Vehicle
ALTER NAME: PSMV

DESCRIPTION:

This system maintains vehicle ownership and registration records and provides a means for transferring vehicle ownership. The system also issues certificates of title, vehicle registration cards, and allows law enforcement agencies access to vehicle and ownership information. Data categories are vehicle owner's name and address, type of vehicle, model year, and vehicle identification number. The file is updated daily.

SOURCES:

Individuals and dealers provide data on Department of Public Safety forms.

PRODUCED MATERIALS:

The system produces a large number of outputs. Major printed types include title certificates and registration cards, biweekly registration summaries, and monthly registration summaries, and monthly registration and title summaries. Microfiche outputs include quarterly listings of vehicles by sticker number, title number, vehicle ID number and owner name, and a semiannual listing of all motorcycles by engine number.

PUBLIC SAFETY

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Fatalities
ALTER NAME:

DESCRIPTION:

This system maintains the official record of all fatal traffic accidents in Minnesota. The major categories of data are victim's name, address, birthdate, date and location of accident, cause of death, alcohol involvement, crash data, etc. The file is updated daily using batch procedures.

SOURCES:

Law enforcement personnel provide data on Traffic Accident Report forms #PS-32003-04 and Citizen Accident Report forms #PS-32001. County coroners and other physicians submit Certificate of Motor Vehicle Death forms #PS-32024-03.

PRODUCED MATERIALS:

The major outputs are daily fatality reports and monthly reports of total deaths by county, type of roadway, type of vehicle, age of victims, and level of intoxication.

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Bicycle Registration
ALTER NAME:

DESCRIPTION:

This statewide system is used to process the discretionary registering of bicycles. State law authorizes bicycle dealers to act as deputy registrars. The file contains dealer's name, deputy registrar identification, type of bicycle, and owner's name and address. The file is updated daily.

SOURCES:

Dealers submit Registrar Application forms #PS-2750, and Daily Report forms #PS-2760, which show bicycle serial numbers, owner data, and fees collected. Owners and purchasers of bicycles submit Registration Cards, form #PS-2790; and Renewal Cards, form #PS-2791.

PRODUCED MATERIALS:

The major outputs are printed. They include monthly totals of registration stickers issued, semiannual statistical reports, and monthly county registration reports.

PUBLIC SAFETY

AGENCY: Public Safety, Department of
DIVISION: Driver and Vehicle Services
INFOR SYSTEM: Accident Records
ALTER NAME: PSAR

DESCRIPTION:

This system is the official state record of motor vehicle accidents with \$500 or more of property damage. The system contains data about the driver, vehicle, collision, accident site, weather, and road conditions. Data are updated daily.

SOURCES:

Drivers submit driver reports on form PS-32001. Police submit police reports on form PS-32003. All forms contain the name, address, accident site, and collision data.

PRODUCED MATERIALS:

Audit reports, warning reports, location error reports, and drivers' license reports are produced daily. National Safety Council tables are produced annually.

AGENCY: Public Safety, Department of
DIVISION: Liquor Control
INFOR SYSTEM: Liquor Licensing
ALTER NAME:

DESCRIPTION:

This system contains data on holders of on-sale and off-sale liquor licenses in Minnesota. Data include licensee's name, address, business location, license type, and expiration date. The file is updated as new license applications are received. Liquor licenses are valid for one year.

SOURCES:

Data are taken from Liquor License Application forms.

PRODUCED MATERIALS:

The major outputs are printed. They include lists of licenses and renewals issued, alphabetical lists of licensees by city, and mailing labels.

PUBLIC SERVICE

AGENCY: Public Service, Department of
DIVISION:
INFOR SYSTEM: Electric and Telephone Utility Service Area Maps and Files
ALTER NAME:

DESCRIPTION:

This system provides information on electric and telephone service area maps. The maps show the Public Utilities Commission's assigned service areas for all Minnesota electric and telephone utilities. Information contained within the system includes approximately 200 maps measuring two feet by three, all correspondence relevant to the assigned service areas and requests for changes. The system's information is stored in 4-drawer legal size file cabinets plus archives. This system is analogous to the County Land Title and Recorder's office. It is the official record of utility service areas and backgrounds of service area changes.

SOURCES:

The system's information is provided by the Public Utilities Commission.

PRODUCED MATERIALS:

Reprints of utility service area maps available on a cost basis are generated from the system.

REAL ESTATE

AGENCY: Administration, Department of
DIVISION: Energy Conservation
INFOR SYSTEM: Shelter
ALTER NAME:

DESCRIPTION:

This system provides information on all Minnesota state-owned buildings. Information contained within the system includes agency name, complex name, building name, square footage, year built, type of building, building location and contact person. The system is updated as needed.

SOURCES:

The various Minnesota departments' or agencies' staff submit the system's information.

PRODUCED MATERIALS:

A listing of Minnesota state-owned buildings by department/agency or county, produced upon request, is generated from the system.

AGENCY: Administration, Department of
DIVISION: Real Estate Management
INFOR SYSTEM: Lease Information File
ALTER NAME:

DESCRIPTION:

This system provides information on leases for real property, primarily office space, leased by Minnesota state agencies including both public and private buildings. Information contained within the system includes agency, size of leased property, cost, terms and location. The system is updated as needed.

SOURCES:

The Department of Administration's Real Estate division submits leases for Minnesota state agencies.

PRODUCED MATERIALS:

A monthly listing of information pertaining to state agency leases of real property is generated from the system.

AGENCY: Assessors, Board of
DIVISION:
INFOR SYSTEM: Board of Assessors
ALTER NAME:

DESCRIPTION:

This system provides information on applicants and licensees of the Minnesota Board of Assessors. A manual correspondence file is maintained in coordination with this computerized information system. Information contained within the system includes licensing status, education, continuing education, places of employment, social security number, county where employed, addresses, birth date and name. The system is updated annually or as new information is received.

SOURCES:

Applicants submit license applications, provided by the Minnesota Board of Assessors, for certification, certified specialist, accreditation or senior accreditation.

PRODUCED MATERIALS:

Licenses and computer printouts of currently licensed assessors, courses and training are generated from the system.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Data Center
INFOR SYSTEM: 1980 Census Migration Data
ALTER NAME:

DESCRIPTION:

This system provides information on county to county migration flows, from the 1980 Census, for all Minnesota counties to and from counties in the rest of the United States and abroad. The system's information is accessed by several socioeconomic categories. Information contained within the system includes age, sex, education, race, income, and labor force status. The system is updated every ten years.

SOURCES:

Approximately one-half of the 1980 full census sample containing the question regarding place of residence in 1975 provides the system's information.

PRODUCED MATERIALS:

A computer tape produced every ten years is generated from the system.

AGENCY: Employee Relations, Department of
DIVISION:
INFOR SYSTEM: Social Security Reporting
ALTER NAME:

DESCRIPTION:

This system provides information on covered wages and social security payments made by the state of Minnesota and its political subdivisions. Information contained within the system includes amount of wages paid, and the amount of social security deductions and contributions. Checks for the amounts are deposited and the money forwarded to the U.S. Social Security Administration. Minnesota governmental units are required to report monthly or biweekly, depending on their pay cycles.

SOURCES:

State of Minnesota employers submit the Minnesota State and Local Government Employer's Social Security Contributions Transmittal form PE-0016-06.

PRODUCED MATERIALS:

A summary of taxable wages and social security withheld, prepared after each update, a social security contributions report, prepared biweekly, as well as quarterly and annual summaries are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Signals and Flashers No Longer Under Mn/DOT Jurisdiction
ALTER NAME:

DESCRIPTION:

This system provides information on signals and flashers that previously were controlled by the Minnesota Department of Transportation. Information contained within the system includes location, device type, date of construction, revision, removal, and maintenance. The system is updated as needed, for instance, whenever a signal flasher is turned back, or removed.

SOURCES:

The Minnesota Department of Transportation's archives including old manual files, construction logs, and plans provide the system's information.

PRODUCED MATERIALS:

Occasional legal requests are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Automatic Traffic Recorder Inventory
ALTER NAME:

DESCRIPTION:

This system provides information on the location, equipment, and utilities of automatic traffic recorders for maintenance purposes. The system is updated as needed.

SOURCES:

The Minnesota Department of Transportation's Office of Design Services submits construction plans.

PRODUCED MATERIALS:

A listing produced for maintenance personnel as needed is generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Energy Conservation Program Inventory
ALTER NAME: ECP Inventory

DESCRIPTION:

This system provides information on lights that have been turned off and light poles that have not been replaced. Information contained within the system includes highway name, Minnesota Department of Transportation (Mn/DOT) construction district, and serving power company. The system is updated as needed.

SOURCES:

Power company exhibits and electrical maintenance reports provide the system's information.

PRODUCED MATERIALS:

A listing of lights not turned off and light poles not replaced, produced upon request, are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Traffic Signal Field Maintenance
ALTER NAME:

DESCRIPTION:

This system provides information on field maintenance of traffic signals. Information contained within the system includes location, date, time, accounting, problem, probable cause, action taken, and other explanatory information. The system is updated daily.

SOURCES:

Field workers submit repair slips.

PRODUCED MATERIALS:

Short reports, produced upon request for the Minnesota Department of Transportation's managers, are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Integrated Civil Engineering System
ALTER NAME: ICES

DESCRIPTION:

This system provides information on the design/development of Minnesota road ways. The system consists of two major subsystems: COGO and ROADS. COGO is used for coordinate geometry. ROADS is used for highway design. The system is used by designers to design highways using X, Y, and Z coordinates and/or station/offset alignment reference values. Users enter positions, data, and design commands which the Integrated Civil Engineering System (ICES) uses to compute the design. Information contained within the system includes alignment, roadway template, graphics, and commands.

SOURCES:

Photogrammetric and field surveying functions submit the locations of existing topographic information to the Integrated Civil Engineering System (ICES) along with any old plans in the project/design area; designers submit the design parameters specifying the geometry of the proposed roadway.

PRODUCED MATERIALS:

Plots of plans, profiles, contours, perspectives, cross-sections for the planned roadways, and various tabulations of information from the design process, all used by contractors to build the proposed roadways, are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Construction Estimates Letting Program
ALTER NAME: CELPS/Bidletting

DESCRIPTION:

This system provides information on the preparation of various pre-letting and post letting reports, and retrievals of past and current bid information. Information contained within the system includes the item description file which provides a record of each pay item including specification number and code, the item description, and the unit of measure; the master file which provides the records for each job let, or to be let, for the year; and the proposal file which provides much of the same information as the master file for each job as well as the schedule of prices and the abstract of bids.

SOURCES:

The Minnesota Department of Transportation's Estimating section submits the system's information from the statement of estimated quantities on the plans.

PRODUCED MATERIALS:

Various reports including detail construction estimate, construction agreement estimate, schedule of prices, abstract of bids, periodic average price report, average bid price report, various proof reports, and partial payments are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Roadway Lighting Feed Points
ALTER NAME:

DESCRIPTION:

This system provides information on all lighting systems where the state of Minnesota state has any maintenance responsibilities. Information contained within the system includes highway numbers, county numbers, location descriptions, serving power companies, and number of lights. The system is updated on an ongoing basis.

SOURCES:

The Electrical Services unit of the Minnesota Department of Transportation submits information from construction plans for new lighting and traffic signal installations.

PRODUCED MATERIALS:

Lighting system listings, produced upon request, are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Roadway Lighting Standard Inventory
ALTER NAME:

DESCRIPTION:

This system provides inventory information on lighting standards used on Minnesota trunk highways. Information contained within the system includes location, type, pole standard, base, luminaire, and ballast. The system is updated as needed, on-line.

SOURCES:

Field workers submit slips; construction plans provide additional information.

PRODUCED MATERIALS:

Lighting standard inventory reports, produced upon request, are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Section File
ALTER NAME:

DESCRIPTION:

This system provides information used by the Minnesota Department of Transportation to pinpoint high hazard areas on Minnesota roadways for safety improvements. The system assigns accidents on Minnesota highways to the proper section of the highway and figures an accident rate for that section. The system is updated as needed.

SOURCES:

The Minnesota Department of Public Safety submits accident files; the Minnesota Department of Transportation's (Mn/DOT) construction districts submit section information.

PRODUCED MATERIALS:

Accident printouts, produced as needed, are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Intersection File
ALTER NAME: I/I File

DESCRIPTION:

This system provides information used by the Minnesota Department of Transportation to discover areas with high traffic accident rates. The system assigns accidents that occur at intersections and interchanges to the proper part of the intersection or interchange. The system is updated as needed.

SOURCES:

The Minnesota Department of Public Safety submits accident files; the Minnesota Department of Transportation's (Mn/DOT) construction districts submit information on intersections and interchanges.

PRODUCED MATERIALS:

Accident printouts, produced daily, are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Roadway Lighting Field Maintenance
ALTER NAME:

DESCRIPTION:

This system provides information on maintenance of lighting units on highways for which the state of Minnesota has any maintenance responsibility. Information contained within the system includes location, pole identification, accounting, problem, action taken, date, time, and parts used. The system is updated as needed.

SOURCES:

Power company field workers or the Minnesota Department of Transportation's staff submit forms.

PRODUCED MATERIALS:

Lighting unit maintenance reports, produced as needed, are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: State Aid Roadway Needs Study
ALTER NAME:

DESCRIPTION:

This system provides information on compliance with the Minnesota law which requires cities and counties to project and establish the estimated total annual cost of constructing the street and highway systems under their jurisdiction. The law requires the commissioner of the Minnesota Department of Transportation to estimate the mileage and money needs, if not submitted separately by the unit of local government. Information contained within the system on each segment of municipal state aid streets and county state aid highways includes current condition, amount and cost of materials necessary to bring the segment to state standards proposed actions, grading and base, surface type, shoulders, and other miscellaneous items. The system is updated annually.

SOURCES:

The Minnesota Department of Transportation's staff collects and submits approximately sixty items of information on forms #29101 and #29494.

PRODUCED MATERIALS:

Various reports, produced as required, including needs study sheets, summary reports, and information analysis reports are generated from the system.

AGENCY: Transportation, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Uniform Railroad Costing System
 ALTER NAME: URCS, ICC Phase III Movements

DESCRIPTION:

This system provides information on up to four separate railroad region/carrier and movement/shipment costs used as a research tool. Information contained within the system includes carrier/region names, car type titles, Standard Transportation Commodity Code (STCC) commodity ranges, and Uniform Railroad Costing System (URCS) commodity descriptions.

SOURCES:

The Interstate Commerce Commission submits a magnetic computer tape.

PRODUCED MATERIALS:

Research reports on train mile, car mile, gross ton mile, locomotive unit mile, line haul carload, and clerical costs are generated from the system.

AGENCY: Transportation, Department of
 DIVISION: Central Office
 INFOR SYSTEM: Concrete Pavement Evaluation System
 ALTER NAME: COPES

DESCRIPTION:

This system provides information on periodical collection, storage, retrieval, and evaluation of all types of in-service pavements. The system has been operational since 1981. Currently, about 95 percent of Minnesota's concrete pavements are included in the system. The Concrete Pavement Evaluation System (COPES) was developed under the National Cooperative Highway Research Project 1-19 at the University of Illinois.

SOURCES:

Construction plans, traffic maps, axle load information, core reports, and field surveys provide design and field information.

PRODUCED MATERIALS:

Project reports which list any or all of the items for a uniform section of pavement, statistical analyses which show correlations and regressions performed using SIR or SAS computer software, plots, charts, tables, predictive models, equations, and other reports are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Transportation Information System
ALTER NAME: T.I.S.

DESCRIPTION:

This system provides information on a wide array of transportation information. Information contained within the system includes history on traffic and accidents, detailed specifications on bridges and rail grade crossings that helps determine replacement and repair priorities, analysis capabilities, design support through bikeway analysis routines, summary and detail level reports for general use, roadlog, log point, true mileage, coincident, traffic history, intersection/interchange, section, township, street name, bridge, rail grade crossing, pavement condition, railway, railway true mileage, railway station file, railpoint, and roadway history.

SOURCES:

The Minnesota Department of Transportation's staff submit the system's information.

PRODUCED MATERIALS:

Listings, basic reports, summaries, and analyses produced by patrons or Minnesota Department of Transportation's staff are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Aeronautics
INFOR SYSTEM: Aircraft Registration
ALTER NAME: Aircraft Registration Section

DESCRIPTION:

This system provides information on over 6,500 aircraft owned or based in Minnesota. Information contained within the system includes names and addresses of the aircraft owners, aircraft type, insurance coverage on the aircraft, and some other related information regarding equipment on aircraft registered. The system is updated on a continuous basis.

SOURCES:

Aircraft owners submit required aircraft registration information; the section collects system information from Federal Aviation Administration, airport owners, fixed based operators, commercial businesses, aviation associations, and other governmental agencies.

PRODUCED MATERIALS:

Information is maintained on computer regarding all aircraft owners and is generated as needed. Certificates and decals are issued to aircraft owners. Records of aircraft by county, airport and aircraft status are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Finance and Administration
INFOR SYSTEM: Management Communications Mailing Label
ALTER NAME: Distribution System

DESCRIPTION:

This system provides information on the Minnesota Department of Transportation's management of communications. Information contained within the system includes names, addresses, mailing list codes of employees and applicants needing or requesting management communication information issued by the offices of the department; hearing notices; bulletins; technical procedures manuals; and mailing lists created by the offices to support the several activities of the department. The mailing lists are updated annually in July/August. The rest of the system is updated daily.

SOURCES:

Persons desiring to be placed on a mailing list submit form TP-19165-04 mailing list application, and the change notice and procedure manual requisition along with a five dollar annual list maintenance fee.

PRODUCED MATERIALS:

Mailing labels are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Outdoor Advertising Permits
ALTER NAME: ADV Permits

DESCRIPTION:

This system provides information on the Minnesota Department of Transportation's commissioner's regulation of the placement and erection of outdoor advertising devices along the Minnesota trunk highway system pursuant to Minnesota Statutes 173.01 and 173.06. Minnesota Rules 8810.1300 describe the process to apply for a permit. The Minnesota Department of Transportation issues a renewal notice to each permit holder of record and this notice becomes the permit upon payment of the correct fee. The system is the Minnesota state record of valid outdoor advertising device permits. The system is updated annually on July 1.

SOURCES:

Applicants submit payments and permit application form 1719, which is approved by the district sign technician.

PRODUCED MATERIALS:

Permits, an annual report, and various other reports are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Bridge Analysis and Rating System
ALTER NAME: BARS

DESCRIPTION:

This system provides information on structural analysis of load-bearing members in bridge structures. Information contained within the system includes the member, its unique identification code, geometry, location, relevant specifications, physical properties, and load factors. The system is used to add new members or to update, delete, add, or analyze information. The Bridge Analysis and Rating System (BARS) software package is proprietary and used by the Minnesota Department of Transportation under license from Charles W. Beilfuss and Associates, Inc.

SOURCES:

Bridge plans provide geometric, location, and properties information; field bridge inspectors submit annual bridge structure inventory reports on form 1710A, a bridge report.

PRODUCED MATERIALS:

Reports including analysis of structure and recommended load capacity postings, variations to allow bridges to remain unposted for weight restrictions by closing lanes or posting slower speeds, summaries of rating calculations, flexural member detail, and shear analysis are generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Overdimension Permit System
ALTER NAME:

DESCRIPTION:

This system provides information on the regulation of overweight and/or oversized motor vehicle movements on Minnesota highways in conformance with Minnesota Statutes chapter 169. Information contained within the system includes account number, name of permittee, location of permittee, vehicle description, weight, license number, description of load, model and serial number, net weight of load, owner of the load, start and stop dates of haul, code to control hours from sunrise to sunset, rate charged per mile for haul, total miles of haul, permit fee payment code, and axle groups. The system is updated daily.

SOURCES:

Drivers or owners submit requests for overdimension permits, in-person or by telephone, from the Minnesota Department of Transportation.

PRODUCED MATERIALS:

Permit form TP-01720-04 is generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Highway Performance Monitoring System
ALTER NAME: HPMS

DESCRIPTION:

This system provides information on Minnesota roadways and is used to satisfy federal reporting requirements. Information contained within the system includes the roadlog file which provides physical characteristics of roadways, such as pavement width; the trumile file which provides segment lengths of trunk highway sections; and the traffic file which provides average annual daily traffic measurements (AADT measurements).

SOURCES:

The Minnesota Department of Transportation's Transportation Information System (T.I.S.) provides the three files; the Minnesota Department of Public Safety's Accident Records information system (PSAR) provides accident information.

PRODUCED MATERIALS:

An annual computer tape which forms the basis of a submittal to the U.S. Department of Transportation's Federal Highway Administration is generated from the system.

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Message Sending/Switching System
ALTER NAME: @MS

DESCRIPTION:

This system provides current road and weather condition information to facilitate maintenance of Minnesota transportation facilities. Raw weather and roadway condition information is collected throughout the state of Minnesota. Information contained within the system includes National Weather Service forecasts, road conditions, road work, and detours. The system is updated as conditions change.

SOURCES:

The Minnesota Department of Transportation's (Mn/DOT) construction district offices submit road condition, road work, and detour reports via facsimile transmission to the Office of Contract Administration and Maintenance on form TP-17276.

PRODUCED MATERIALS:

Road condition reports are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Cost Accounting System
ALTER NAME: CAS

DESCRIPTION:

This system provides information on financial support for the construction and maintenance of state of Minnesota transportation facilities which is received biennially from the Minnesota Legislature. Other federal grants-in-aid and reimbursement also form a large percentage of Minnesota Department of Transportation (Mn/DOT) finances. The system is used to properly account for these funds and to enable federal aid reimbursement claims for all direct project and non-project overhead costs. Information contained within the system includes cost center, contracts, federal projects, mobile equipment, fixed assets, consumable inventory, state/federal project management scheduling, construction engineering manpower, charge identifier, work item, commodity code, state/federal code, county appointment code, mobile equipment usage, inventory, hired equipment, cost distribution, and transaction history.

SOURCES:

The Minnesota Department of Transportation's staff submit a number of forms.

PRODUCED MATERIALS:

Control reports and several user reports containing cost accounting activity for construction contract engineering, federal, reconciliation, outside agency charges, intra-department, mobile equipment, projects, structures, and trunk highways are generated from the system.

TRANSPORTATION

AGENCY: Transportation, Department of
DIVISION: Central Office
INFOR SYSTEM: Project Management/Scheduling System
ALTER NAME: PMSS

DESCRIPTION:

This system provides information on a common computer language to accomplish the communication necessary to carry out the Minnesota Department of Transportation's (Mn/DOT) highway preconstruction activities in a timely, efficient, and cost effective manner. Information contained within the system includes actual manpower used by a functional group; the project master file which provides estimated and actual manpower used, and dates when items are to be started and finished; and other files such as project changes, project funding, area job master, literals, bridge master, bridge variable, manpower master, and active manpower master file. A duplicate image of this system exists as "simulation" which allows "what if" scenario to be investigated. The system is updated as needed, online.

SOURCES:

The Minnesota Department of Transportation's staff submit dates, project descriptions, and work authority form TC-30; the Minnesota Department of Transportation's Cost Accounting System provides employee timesheet information.

PRODUCED MATERIALS:

Twenty-two reports and six graphs, produced weekly or on demand overnight if requested by the user; and exceptions, changes, and early warning reports automatically produced for those with the need to know are generated from the system.

APPENDIX: METROPOLITAN COUNTY INFORMATION

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Administration
INFOR SYSTEM: Law Library
ALTER NAME:

DESCRIPTION:

This system provides information on the law-related materials available at the Metropolitan Council's Law Library. Information contained within the system includes various compilations of federal and Minnesota state laws, codes, regulations, and rules.

SOURCES:

Various Minnesota state and federal law-related compilations provide the system's information.

PRODUCED MATERIALS:

A listing of the materials contained within the system and the corresponding years or volumes held is generated from the system.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Solid Waste
INFOR SYSTEM: County Master Plans and Annual Reports
ALTER NAME:

DESCRIPTION:

This system provides information on all the county master plans and annual reports on solid waste management the Metropolitan Council is required to review. The system is located in the Metropolitan Council's library. Information contained within the system includes the county master plan, annual reports, solid waste management system and the Metropolitan Council's review results.

SOURCES:

The individual counties provide the system's information.

PRODUCED MATERIALS:

County master plans and annual reports are generated from the system.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Solid Waste
INFOR SYSTEM: Solid Waste Technical Assistance Package Information
ALTER NAME:

DESCRIPTION:

This system provides information on the costs of solid waste management systems. Method and cost information contained within the system includes refuse collection, recyclable materials collection, waste processing, recyclables processing, incineration, composting, landfills and other final disposals.

SOURCES:

A variety of solid waste sources provide the system's information.

PRODUCED MATERIALS:

A review on comparisons of costs for a variety of systems or scenarios is generated from the system.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Solid Waste
INFOR SYSTEM: Waste Management System Cost
ALTER NAME:

DESCRIPTION:

This system provides financial information on all waste management systems reviewed by the Metropolitan Council. Information contained within the system includes capital, operating costs and methods or current means of financing the system.

SOURCES:

County master plans, county annual reports, facility operations and Metropolitan Council research provides the system's information.

PRODUCED MATERIALS:

Biennial reports to the Legislature are generated from the system.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Solid Waste
INFOR SYSTEM: Refuse Collection
ALTER NAME: Study of Organized Refuse Coll

DESCRIPTION:

This system provides information on refuse collection throughout the Twin Cities Metropolitan Area. The system is used to evaluate the current process and its costs. Information contained within the system includes a list of refuse companies operating in the region in 1985, costs of refuse collection, a list of cities that contract for collection and municipal ordinances and licensing requirements for most cities and towns in the Twin Cities Metropolitan Area.

SOURCES:

Refuse companies and municipalities provide the system's information.

PRODUCED MATERIALS:

The publication "Study of Organized Refuse Collection in the Twin Cities Metropolitan Area", publication number 19-85-079, was generated from the system.

AGENCY: Metropolitan Transit Commission
DIVISION:
INFOR SYSTEM: Accounts Payable
ALTER NAME: A/P

DESCRIPTION:

This system provides information on the history of all monetary transactions within the Metropolitan Transit Commission (MTC). Information contained within the system includes invoices to be paid, invoices paid, transaction records, vendor name, vouchers held and checks produced.

SOURCES:

Invoices and purchase orders provide the information contained in the system.

PRODUCED MATERIALS:

Reports and checks are generated from the system's information.

AGENCY: Metropolitan Council of the Twin Cities
DIVISION: Transportation
INFOR SYSTEM: Airmen File
ALTER NAME:

DESCRIPTION:

This system provides information on Minnesota airmen/pilots. Information contained within the system includes names, addresses, medical status and federal ratings of all pilots licensed with the Federal Aviation Administration (FAA) in the last twenty-five months.

SOURCES:

The Metropolitan Council's staff extracts the information from a federal list.

PRODUCED MATERIALS:

A computer tape is generated from the system.