

Pennington County Human Service Committee

Meeting Agenda

August 15, 2023

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Roy Sourdif

Section A

- I. Minutes: Review of 07/18/2023 HSC Meeting minutes
- II. Personnel:
 - A. Update on Social Work/Disability Wavier Position
 - B. Update on Case Aide Position
 - C. Update on Eligibility Worker Position
 - D. Update on Mental Health/Social Worker Position
- IV. General:
 - A. CY 2024 Tri-Valley Transportation Business Contract between Tri-Valley Opportunity Council, Inc., and Pennington County Human Services.
 - B. County Inspection 2023 – Policies
 - C. Child Safety and Permanency and MFIP/DWP Self-Support Index Pennington County Performance Report July 2023
 - D. Budget 2024
 - E. Out-of-Home Cost Report
 - F. Month's End Cash Balance
 - G. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

09/19/2023
12:00 pm

10/17/2023
12:00 pm

11/21/2023
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, July 18, 2023, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Seth Nelson
Bruce Lawrence
Roy Sourdif
Dave Sorenson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Elizabeth Gerhart
Tammy Johnson
Stacy Anderson
Mitch Anderson

SECTION A

I. **MINUTES:**

The June 20, 2023, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. **PERSONNEL:**

- A. The Director presented an update on the Social Work/Disability Position.
- B. The Director presented an update on the Case Aide Position.
- C. The Director presented an update on the Eligibility Worker Position.
- D. The Director presented an update on the Mental Health/Social Work Position.
- E. Wendi Palm, Social Worker is scheduled to complete probation on August 1, 2023. Wendi is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Palm be granted permanent status upon completion of the 6-month period. Upon conclusion of this presentation a recommendation was made to forward this item to the Consent Agenda.

III. **GENERAL:**

- A. The Director presented an ESSA (Every Student Succeeds Act) Agreement between Goodridge Public School ISD# 561 and Pennington County Human Services. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Director and Stacy Anderson, Fiscal Supervisor presented on the Budget for 2024.
- C. The Director presented an addendum to the Telecommute Policy.
- D. Mitch Anderson, Adult Services Supervisor reported the UCare audit was 100% accurate with no audit next year for Pennington County Human Services.
- E. The Out-of-Home Cost Report through June 2023 was presented for Review.
- F. The month's end cash balance for June 2023 stands at \$ 4,510,080.21.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Financial Assistant Supervisor presented the Emergency Assistance/Emergency General Assistance June 2023 report of activity. She reported the Income Maintenance open case count stands at 2102.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: August 15, 2023, at 12:00 p.m.



Tri-Valley

Opportunity Council, Inc.

PO Box 607 ~ 102 North Broadway, Crookston, MN 56716
Local ~ 218-281-5832 / Toll-Free ~ 800-584-7020 / Fax ~ 218-281-6681
Telecommunication Relay Services ~ 711

Jason Carlson
Chief Executive Officer

www.tvoc.org

Stephanie Vonesh
Chair of the Board

Contract for Tri-Valley Transportation Bus Service

Contract Dates: January 1, 2024 to December 31, 2024

Name of Business/Person: Pennington County Human Services

Contact Person(s): Accounts Payable

Business Phone Number: 218-681-2880

Billing Address: 318 Knight Avenue North

Thief River Falls, Minnesota 56701

Occurrence of Billing: Monthly

Billing Date: First day of the following month

Contracted Price Per Ride: \$2/ per ride

Ride will be billed for both ways: Yes

Dispatch will keep track of first and last name of riders: Yes

Dispatch will keep track of number of riders: Yes

Days of the Week for Transportation: Monday thru Sunday

Hours of Service: 7:00am to 8:30pm Monday thru Friday

10:00am to 4:00pm Saturday

8:00am to 1:30pm Sunday

Open to the General Public.

Terms and Conditions

Tri-Valley Transportation is a provider of public transportation and follows all FTA and State Rules and Regulations. The purpose of this contract is to define the rights and obligations of the parties involved. The provisions in this contract establish the necessary and required minimum standards that the parties to this contract shall follow.

NOW, THEREFORE, it is agreed:

- I. **TERM OF CONTRACT.** This contract shall be effective January 1, 2024 and shall remain in effect until December 31, 2024.
 - a. If at any time Tri-Valley Transportation or PENNINGTON COUNTY HUMAN SERVICES is unhappy with the service, both parties will meet to see how the dissatisfaction can be handled.
 - b. Passengers will be picked up and dropped off at locations set forth by PENNINGTON COUNTY HUMAN SERVICES and no additional pick-up or drop off locations will be provided for PENNINGTON COUNTY HUMAN SERVICES passengers unless approved by PENNINGTON COUNTY HUMAN SERVICES. Tri-Valley Transportation will wait 2 minutes for passengers to arrive and board before leaving pick-up location. If any passengers miss the bus, they will be responsible to call the transportation office to schedule another ride for an additional fee.
 - c. If passengers don't show for their pre-arranged or scheduled ride(s), the passenger will be charged a no show and will be informed the no show policy. They must call the transportation office to schedule another ride for an additional fee. PENNINGTON COUNTY HUMAN SERVICES will be billed for the ride at contracted rate.
 - d. If a passenger misses the bus and the driver must go back to get them, the rider will be charged a same day fare and will be required to pay the additional \$2. PENNINGTON COUNTY HUMAN SERVICES will be charged the same fare agreed upon.
 - e. Tri-Valley Transportation has no control over weather conditions, if Tri-Valley Transportation feels the weather is becoming unsafe for travel information will be provided to local radio and television stations of closure of bus route.
 - f. Tri-Valley Transportation is contracted with the State of Minnesota as a public transportation provider, Tri-Valley Transportation or PENNINGTON COUNTY HUMAN SERVICES will not refuse a ride to anyone. Any additional riders will be expected to pay normal fare rates. This will not reflect or reduce the contracted cost PENNINGTON COUNTY HUMAN SERVICES is responsible for.
- II. **TRI-VALLEY TRANSPORTATION OBLIGATIONS.** Tri-Valley Transportation will provide transportation for passengers at agreed upon times and locations.
- III. **TERMS OF PAYMENT.** Payments shall be made by PENNINGTON COUNTY HUMAN SERVICES within 30 calendar days after Tri-Valley Opportunity Council, Inc's presentation of invoices for services performed and acceptance of such services by PENNINGTON COUNTY HUMAN SERVICES's authorized representative.

Community Action . . . People Helping People

The mission of Tri-Valley is to provide opportunities to improve the quality of life for people and communities.
Tri-Valley Opportunity Council, Inc. is an Equal Opportunity Employer

- IV. All services provided by Tri-Valley Transportation pursuant to this contract shall be performed to the satisfaction of PENNINGTON COUNTY HUMAN SERVICES, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, federal, state and local laws, ordinances, rules and regulations. Tri-Valley Transportation shall not receive payment for work found by PENNINGTON COUNTY HUMAN SERVICES to be unsatisfactory or performed in violation of any applicable federal, state or local laws, ordinance, rule or regulation.
- V. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

PENNINGTON COUNTY HUMAN SERVICES's Authorized representative is:

Name: Julie Sjostrand

Address:

Email address: jasjostrand@co.pennington.mn.us

Tri-Valley's Authorized representative is:

Name: Elizabeth Hensrud Assistant Director of Transportation Programs

Address: 1345 Fairfax Ave. Crookston, MN 56716

Email address: elizabeth.hensrud@tvoc.org

- VI. **CANCELLATION AND TERMINATION.** This contract may be cancelled by PENNINGTON COUNTY HUMAN SERVICES or Tri-Valley Transportation at any time, with or without cause, upon sixty (60) days written notice. In the event of such a cancellation, Tri-Valley Transportation shall be entitled to payment, determined on a pro rate basis, for work or services satisfactorily performed.

Termination for Insufficient Funding. Tri-Valley Transportation may immediately terminate this contract if it does not obtain funding from the State of Minnesota Department of Transportation or other funding source, or if funding cannot be continued at the level sufficient to allow for the payment of services covered here. Termination must be by written notice to PENNINGTON COUNTY HUMAN SERVICES within a reasonable time of Tri-Valley Transportation receiving notice that sufficient funding is not available. PENNINGTON COUNTY HUMAN SERVICES is not obligated to pay for services after notice and effective date of termination. However, Tri-Valley Transportation will be entitled to payment, determined on a pro rate basis, for work or services satisfactorily performed to the extent that funds are available.

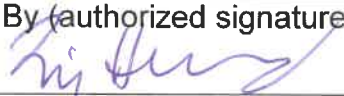
- VII. **ASSIGNMENT.** Tri-Valley Transportation or PENNINGTON COUNTY HUMAN SERVICES shall neither assign nor transfer any rights or obligations under this contract without prior written consent.
- VIII. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for PENNINGTON COUNTY HUMAN SERVICES or its employees individually or jointly with others, or any subcontractors shall not be released prior to receiving the approval of Tri-Valley Transportation's authorized representative.

IX. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound there by.

APPROVED:

Tri-Valley Opportunity Council, INC.

By (authorized signature and printed name)	 Elizabeth Hensrud
Title	Assistant Director
Date	8-7-23

PENNINGTON COUNTY HUMAN SERVICES

By (authorized signature and printed name)
Title
Date

2023 County Inspection Report

County Agency Name:	Pennington County	Date DHS Approved:
County Human Services Director:	Julie Sjostrand	Email Address:
County IT Director:	REDI TECH Company	Email Address:
County CSD Supervisor:	Julie Sjostrand	Email Address:
County EAESD Supervisor:	Tammy Johnson	Email Address:
DHS Reviewer:		Date Reviewed:
DHS Comments:	Please provide the requested follow-up information regarding:	

Overall Objective: To measure the level of compliance with Federal disclosure requirements in Publication 1075 and as documented in agency policies and procedures.

Section A: Record Keeping Requirements (Publication 1075 Section 2.A) IRC Section 6020

Objective: To ascertain that adequate policies, procedures, and systems are in place to track FTI from receipt to destruction.

Question		County/DHS Response below is example, and guidance on what to look within response
A1	How is Federal Tax Information (FTI) accessed (mail, fax, email, PRISM, MAXIS, federal Office of Child Support Enforcement (OCSE) Child Support Portal (CSP), other agency application, other)? Please list all access points.	We may receive the information via access in MAXIS/PRISM or through returned IEVS Notices.
A2	Are products/documents, other than IEVS Difference Notices manually created from FTI data?	No information is printed or created using FTI
A2(a)	If yes, describe what products/documents are created (e.g. Letters, screen prints, other).	N/A
A2(b)	If yes, how are the created products/documents tracked and stored until destruction?	N/A

A3	Upon receipt of FTI, how is the data distributed (email, fax, mail, PRISM, MAXIS, IEVS Difference Notices, other)? Please describe all types of distributions.	No documents are printed or created using FTI
A4	Do you scan FTI into an Electronic Document Management System (EDMS)?	No documents are printed or created using FTI
A5	How is PRISM-generated FTI distributed and handled within the agency?	Information is received online in PRISM and used only by the CSOs to take necessary case action. No FTI is printed.
A6	Describe MAXIS FTI that workers access.	Income and locate information is on screens in
A7	How is the PRISM FTI information is used?	For locate purposes.
A8	Describe MAXIS FTI that workers access.	FTI & SSA information throught IEVS interface and the SSA
A9	How is the MAXIS FTI information is used?	Eligibility Workers use information to resolve discrepancies

Section B: Secure Storage (Publication 1075, Section 2.B) IRC 6103 (p)(4)(B)

Objective: To ascertain adequate security of the building or section of building where

Question		County/DHS Response
B1	What are your business hours?	Lobby: 8am -noon & 1pm-4 pm. Phones: 8am-noon & 1pm-4:30 pm. Both Monday thru Friday.
B2	Are FTI areas prominently posted and separated from non-restricted areas by physical barriers that control access?	Yes
B3	Is a responsible employee stationed at the main entrance to your FTI area to prevent unauthorized access during business hours?	Yes
B4	Are employees who access restricted FTI areas issued authorization credentials such as badges, identification cards, or smart cards?	Yes
B4(a)	If yes, who maintains the records on the issuance of the ID cards (name and title)?	Julie Sjostrand, Director
B4(b)	If yes, how are the ID cards inventoried or managed? Do you maintain a list of individuals who have authorized access to areas where FTI is accessed?	Written Log
B4(c)	If yes, are ID cards required to be clearly displayed and worn above the waist?	Yes
B4(d)	Please provide a copy of your agency's badge policy.	
B5	What mechanism is used to lock the doors to your restricted FTI area, during business hours (e.g. key cards (badge readers), keys, combination key pad, other)?	Keys

B5(a)	If key cards are used, is each attempt logged?	N/A
B5(a)(i)	If key cards are used, who reviews the access attempt logs (name and title)?	N/A
B5(a)(ii)	If key cards are used, how often are the access control logs reviewed?	N/A
B5(b)	If key cards or keys are used, are records maintained on the issuance of key cards or keys?	Yes
B5(b)(i)	If key cards or keys are used, who is responsible for the records regarding the issuance and maintenance of key cards or keys (name and title)?	Julie Sjostrand, Director and Fiscal Supervisor, Stacy Anderson
B5(b)(ii)	If key cards or keys are used, how are records for key cards or keys maintained (automated file, written log, etc.)?	Written Log
B5(b)(iii)	If key cards or keys are used, are annual reviews conducted to reconcile records and determine if staff still need access?	Yes
B5(b)(iv)	If key cards or keys are used, what is the date of the last review/reconciliation?	Annually and when there is a change in staff
B5(c)	If combination locks are used to lock the doors to your restricted FTI area, how often is the combination changed?	N/A
B5(c)(i)	If combination locks are used to lock the doors to your restricted FTI area, who controls the combination (name and title)?	N/A
B6	What, if any, alarm systems are currently running at your office (e.g. Intrusion Alarms, Motion Detectors, Exit Alarms, Panic Alarms)?	None
B6(a)	If any alarm systems are currently running at your office, who monitors these alarm systems (name and title)?	N/A
B7	Are security cameras used at your office?	No
B7(a)	If security cameras are used at your office, who monitors the security feed (name and title)?	N/A
B8	Does your agency store FTI in a locked storage cabinet?	Main Pennington County Human Services Office:Yes Child Support Office: N/A as no FTI is printed or stored
B8(a)	If yes, what mechanism is used to the lock the storage cabinet (key, combination lock, other)?	Keys
B8(a)(i)	If a key is used, is the key in a secure location?	Financial Assistance Supervisor's (FAS) Office

B8(a)(ii)	If a key is used who has access to the key(s)?	Director and FAS
B8(a)(iii)	If a key is used, do IVA and IVD staff have access to each others keys?	No
B8(a)(iv)	If a key is used , how many keys are in existence?	2
B8(a)(v)	If a key is used, who maintains the backup keys for IVA and IVD (name and title)?	Tammy Johnson, FAS
B8(a)(vi)	If a key is used, who maintains an inventory of the keys and who they are issued to?	Tammy Johnson, FAS and Financail Supervisor
B8(b)	If a combination lock is used on the FTI storage cabinet; how often is the combination changed?	N/A
B8(b)(i)	Who controls the combination of the FTI storage cabinet (name and title)?	N/A
B9	Does the agency maintain a Visitors' Access Log for those areas designated as containing FTI?	Yes
B9(a)	If the agency maintain a Visitors' Access Log for those areas designated as containing FTI, are the following data elements captured in the log: Date, name & organization of visitor, form of identification of visitor, purpose of visit, name & organization of person visited, time of entry, time of departure, signature of visitor.	Yes
B9(b)	If the agency maintains a Visitors' Access Log for those areas designated as containing FTI, who periodically reviews the access log (name and title)?	Julie Sjostrand, Director and/or Tammy Johnson, FAS
B10	Do employees of other county agencies, without authorized access to FTI, have a need to periodically access areas designated as containing FTI?	Yes
B10(a)	If yes, is a County Employee Authorized Access List (AAL) maintained for those employees that have a frequent and continuing need to enter the restricted FTI area?	Yes
B10(a)(i)	If a County Employee Authorized Access List (AAL) is maintained, are the following data elements captured in the log: The name of the individual, agency or department name, name and phone number of agency point of contact (POC), address of agency POC, and purpose for access?	Yes

B10(a)(ii)	If a County Employee Authorized Access List (AAL) is maintained, who maintains the County Employee AAL (name and title)?	Julie Sjostrand, Director, and/or Tammy Johnson
B10(a)(iii)	If a County Employee Authorized Access List (AAL) is maintained, how often do you update the County Employee AAL?	Annually and when there is a change in staff
B11	Do vendors and non-agency personnel have a need to access areas designated as containing FTI?	Yes
B11(a)	If vendors and non-agency personnel have a need to access areas designated as containing FTI, is a Vendor and Non-Agency Authorized Access List (AAL) maintained for those vendors and non-agency personnel that have a frequent and continuing need to enter the restricted FTI area?	Yes, we have an Authorized Access List.
B11(a)(i)	If a Vendor and Non-Agency Authorized Access List (AAL) is maintained, are the following data elements captured in the log: the name of the vendor/contractor/non-agency personnel, name and phone number of agency point of contact (POC) authorizing access, name and address of vendor POC, address of vendor/contractor and purpose and level of access?	Yes the Authorized Access list provides the name of the vendor/contractor/non-agency personnel, name and phone number of agency point of contact(POC) authorizing access, name and address of vendor POC, address of vendor/contractor and purpose and level of access.
B11(a)(ii)	If a Vendor and Non-Agency Authorized Access List (AAL) is maintained, who maintains the Vendor and Non-Agency AAL (name and title)?	Tammy Johnson, FAS and Julie Sjostrand, Director.
B11(a)(iii)	If a Vendor and Non-Agency Authorized Access List (AAL) is maintained, how often do you update the Vendor and Non-Agency AAL?	Monthly
B12	Are visitors, non-AAL vendors and non-agency personnel escorted within areas designated as containing FTI?	Yes
B13	Please provide a copy of your agency's Visitor Access/Authorized Access List policy.	Please see attached copy
B14	Does your office have a written policy against staff tailgating/piggybacking into secured work areas and to require staff to individually badge themselves into secured work areas?	Yes
B14(a)	Please provide a copy of your agency's tailgating/piggybacking policy	Please see attached copy

B15	Does your agency have interview rooms?	Main Office: Yes Child Support: No
B15(a)	If your agency has interview rooms, how is physical safety maintained in those rooms?	Staff receive annual safety training. Our last trainin was present in August 2019.
B16	Do agency staff regularly receive training on de-escalation techniques and how to address conflict?	No
B16(a)	If your agency staff do not regularly receive training on de-escalation techniques, would you like to receive such training?	Yes
B17	FTI must be protected by Minimum Protection Standards (MPS), also known as the "two barrier" rule. The two barrier rule begins at the FTI and extends outward to the individual without authorized access to the FTI. Examples of the barriers are available on page 44 of IRS Publication 1075. They are: 1) secured perimeter, 2) security room, 3) badged employee, and 4) security container (cabinet or computer). During business hours, what is your first barrier?	Badged employees and locked computers.
B17(a)	During business hours, what is your second barrier?	Main Office: Keyed and locked building front and exterior door(reamins unlocked during business hours);double keyed and locked building rear exterior door(reamins locked at all
B18	What is your first barrier during non-business hours?	Locked computers and locked file cabinet.
B18(a)	What is your second barrier during non-business hours?	Main Office: Keyed and locked building front and exterior door(reamins unlocked during business hours);double keyed and locked building rear exterior door(reamins locked at all
B19	Are back-up files, containing FTI, stored off-site?	No
B20	Does your county have any satellite or hub offices not related to a consortium?	No
B20(a)	If your county has satellite or hub offices, how many are there and where are they located?	N/A
B20(b)	If your county has satellite or hub offices, do your satellite office(s) maintain the same security policies, pertaining to IRS Publication 1075, as your main office?	N/A
B20(c)	What are the two barriers that protect FTI at your satellite office(s)?	N/A
B21	Does your office transport FTI outside your agency, via mail or courier?	No

B21(a)	If your office transports FTI outside your agency, please describe how your office safeguards paper containing FTI in transit.	N/A

Section C: Restricting Access (Publication 1075, Section 2.C) IRC 6103 (p)(4)(C)

Objective: To determine whether access to FTI is adequately controlled and restricted

Question		County/DHS Response
C1	Are child support professionals in your agency aware the following PRISM screens may contain FTI: ARDC, ARDE, COIR, CPLA, CUSL, FEIR, FPLS, NCLA, PAAD, PAAR, PALC, PALI, PAPL, PCPL, POPA, PUSL, REDB, REDL, SDSU, SUCA, SUCO, SUCW, SULI, SUPA, SUSC, UNPD, UNPL and UUPL?	Yes
C2	Are economic assistance professionals in your agency aware the following MAXIS screens may contain FTI: BEER, IDLA, IDLB, IEVS, IULA, IULB, and UNVI?	Yes
C3	Are workers copying or documenting FTI information in MAXIS CASE/NOTE or PRISM CAAD or PAML?	No
C4	Are PRISM payment histories printed from PAPL, PALC and/or PALI?	Yes for PAPL
C4(a)	If PRISM payment histories are printed from PAPL, PALC and/or PALI, are PRISM payment histories only printed using the F9 print option? Or are they sometimes printed using the print screen, or F6 on the PALC screen, option?	Child Support uses the F9 print option only.
C5	Is FTI kept separate or is it co-mingled with other information?	no FTI information is printed or retained.
C6	Do Security Liaisons in your agency request limited system access to MAXIS, PRISM, and the Child Support Portal based on each individual users official duties?	Only those staff that have a business need to know the appropriate computer system access (PRISM,MAXIS).
C7	After access has been provisioned by the MNIT System Security and Access (SSAM) team, do the Security Liaisons in your agency double check to make sure staff have received the appropriate access?	Yes
C8	Does your agency annually review user access to FTI and SSA data by reviewing user access roles?	Yes

C9	Please provide a copy of your agency's onboarding and offboarding policy and procedure.	Working on this
C10	Do your Security Liaisons double check MAXIS and PRISM to make sure access has been terminated.	Yes
C11	Is FTI accessed by, or re-disclosed to, personnel outside of the child support or economic assistance agency (e.g., contractors, sheriff's office staff, fraud investigators, child protection workers or foster care workers)?	No
C11(a)	If FTI is accessed by, or re-disclosed to, personnel outside of the child support or economic assistance agency, please list personnel/offices and provide justification.	N/A
C12	Is FTI transmitted via email?	No
C12(a)	If FTI is transmitted via email, how is the FTI protected?	N/A
C12(b)	Please provide a copy of your agency's FTI email policy and procedure.	Please see attached copy
C13	Is FTI transmitted via fax machine?	No
C13(a)	If FTI transmitted via fax machine, how is the FTI protected?	N/A
C13(b)	Please provide a copy of your agency's FTI fax policy and procedure.	Please see attached copy

D. Other Safeguards (Publication 1075, Section 2.D) IRC 6103(p)(4)(D)

Objective: To ascertain education and awareness are provided to ensure the confic

Question		County/DHS Response
D1	Staff who access FTI and SSA information are required to annually take the Department of Human Service's privacy and security trainings as well as the Child Support Division's Safeguarding Protected Child Support Information (CSD023(a)) training. Do staff in your agency who access FTI take the required training courses?	Yes

D2	Who is responsible for ensuring the trainings are complete for access to PRISM and MAXIS (name(s) and title(s))?	Each employee's Supervisor
D3	How are course completions monitored for staff?	Each employee's Supervisor monitors.
D4	Are records of course completion maintained for five years?	Yes
D5	Are staff fully aware that unauthorized release of FTI may be considered a felony and is punishable by a fine up to \$5000 and/or imprisonment up to 5 years, plus the cost of prosecution?	Yes
D6	Does the agency have policies and procedures established for reporting potential security breaches and instances of unauthorized access to FTI, Social Security Information or other private data to department?	Working on this
D6(a)	Which agency staff is designated to contact DHS EAESD to report a security incident (name, title, phone number and email address)?	Tammy Johnson, FAS tmjohnson@co.pennington.mn.us 218-681-2880, ext. 235
D6(b)	Which agency staff is designated to contact DHS CSD to report a security incident (name, title, phone number and email address)?	Julie Sjostrand, Director jasjostrand@co.pennington.mn.us 218-681-2880, ext. 227
D6©	Please provide a copy of your agency's security incident policy and procedures.	

Section E: Disposing Federal Taxpayer Information (Publication 1075, Section 2.D.7

Objective: To determine if FTI is disposed of properly.

Question		County/DHS Response
E1	Is FTI in paper format, such as IEVS Notices, destroyed upon completion of use? (Yes/No)	Yes
E2	Is the used FTI paper co-mingled with other sensitive information in a locked storage container before being destroyed?	No
E3	How is the FTI in paper format destroyed? Please provide the policy and procedures.	Working on this

E4	Who performs the destruction of paper waste material containing FTI (agency staff, contractor)?	Agency Staff
E5	Who in your agency witnesses the destruction of the FTI (name and title)?	Tammy Johnson, FAS
E6	Please submit a copy of your 2022 FTI Destruction log with your completed responses.	None

Section F: Computer System Security (Publication 1075, Section 2.D.8)

Objective: To determine if computer security requirements are met to adequately

Question		County/DHS Response
F1	Does your agency allow workers that have access to FTI to telecommute/work from home?	Main Office: Yes Child Support: Yes
F1(a)	Does your agency allow personal owned devices on the network?	Computer is owned by our agency
F1(b)	Please provide a copy of your agency's telework/telecommute policy and procedure.	Please see attached Copy
F2	Who is responsible for configuring your agency computers that receive, process, store, or transmit FTI (name, title, phone number and email address)?	ReadiTech IT Company info@readitech.com
F3	Does your agency use a manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI?	NESSUS scanning Tool
F4	How often does your agency review the SCSEMs on the Office of Safeguards website to ensure secure configurations of all agency information technology and communication systems receiving, processing, storing, accessing, protecting and/or transmitting FTI?	

Certification: By providing the following information, I acknowledge that I reviewed the Internal Inspection Report as part of the IRS Safeguards Internal Inspections rec

	County IT Director, Name, email, phone number and date.	Redi Tech
	County Director: Name, email, phone number, and date.	Julie Sjostrand, Director 218-681-2880, ext. 227 jasjostrand@co.pennington.mn.us

jasjostrand@co.pennington.mn.us
info@readitech.com
jasjostrand@co.pennington.mn.us
tmjohnson@co.pennington.mn.us

Disclosure regulations as defined

5.

6103 (p)(4)(A)
ce to identify, store, protect, and
Risk Rating

--

--

ted.

Risk Rating

--

--

--

--

--

--

--

--

--

Confidentiality of the FTI.

Risk Rating

--

protect FTI.

Risk Rating

--

--

--

--

--

--

--

**d the responses laid out here in
quirement.**

Pennington County Performance Report

Child Safety and Permanency and MFIP/DWP Self-Support Index July 2023

Reporting Periods

Child Safety and Permanency: Jan. 1, 2022 – Dec. 31, 2022
MFIP/DWP Self-Support Index: April 2022 – March 2023



For more information contact:
Minnesota Department of Human Services
Human Services Performance Management System
DHS.HSPM@state.mn.us | (651) 431-5780

About this Report

The purpose of this report is to share county performance data on the Child Safety and Permanency and Minnesota Family Investment Program/Diversionary Work Program (MFIP/DWP) Self-Support Index measures as they relate to the Human Services Performance Management system (referred to hereafter as the Performance Management system).

This report contains data on four measures including:

- Jan. 1, 2022 – Dec. 31, 2022 performance for Child Safety and Permanency measures,
- annualized April 2022 to March 2023 performance for the MFIP/DWP Self-Support Index measure,
- performance data trends for recent years, and
- a performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region.

This report compares county performance to the thresholds established for the Performance Management system. The Performance Management system defines a threshold as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as defined in statute ([Minnesota Statutes Chapter 402A](#)). For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be sent in addition to this report.

Counties with Small Denominators

Child Safety and Permanency - When a county has a denominator of 20 or fewer, performance is assessed using the updated small numbers policy outlined on page three of this report.

Self-Support Index - The Minnesota Family Investment Program/Diversionary Work Program Self-Support Index measure does not exclude counties with small denominators.

Additional Information

Supplemental and background information about the Performance Management System can be found on CountyLink:
www.dhs.state.mn.us/HSPM.

Small Numbers Policy Update

The policy for assessing performance in counties with small numbers was updated and a policy update bulletin issued in 2022:
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635

The policy overview below reflects the updated assessment method.

- If a county has a denominator of 20 or fewer and is meeting the threshold for a measure, the county is performing to expectations and no further assessment will take place.
- If a county has no people in a measure, it will be considered to be meeting the threshold.
- If a county has a denominator of 20 or fewer and is not meeting the threshold for a measure, performance will be reviewed across two years of data. Two years below the performance threshold for any one measure will trigger the PIP process.
- Measures using a regression threshold model, such as the Self-Support Index, will not be subject to the small numbers policy. The reason for this is that the regression models account for a variety of factors outside of county control, including caseload size.

Performance Data by Racial and Ethnic Groups

This report provides performance data for counties by racial and ethnic groups where there were 30 or more people of a group included in the denominator. The race and ethnicity is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Child Safety and Permanency

Child Safety and Permanency measures report Hispanic or Latino ethnicity separately from race. People are counted once by Hispanic ethnicity and again with their reported race, so groups added together may exceed the total number of cases.

Self-Support Index

This report contains state-level performance data by racial and ethnic group for the Self-Support Index.

Purpose

The racial and ethnic data included in this report is for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report.

Details for Child Safety and Permanency Measures

Ongoing Performance Reports for CSP Measures

The Child Safety and Permanency and Charts and Analysis teams at DHS recommend using the public-facing dashboards (<https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/child-protection-foster-care-adoption/child-welfare-data-dashboard/>) to check your county's ongoing performance for CSP measures. The dashboards are refreshed monthly and feature a tab for 2023 Progress/Performance information.

Where to Find Measures included in the Performance Management Report on the CSP Dashboard:

	Child Repeat Maltreatment	Permanency	Relative Placement
Performance Management System Measures	Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.	Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)	Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.
Location on Child Safety and Protection Dashboards	Federal Performance Measures Dashboard Performance Measure: (1) Maltreatment Reoccurrence <i>Note: Performance Management measures the inverse outcome. To find your percentage for Performance Management, subtract the CSP dashboard performance data from 100.</i>	Federal Performance Measures Dashboard Performance Measure: (4) Permanency: 12 Months	State Performance Measures Dashboard Performance Measure: (3) Relative Care

2023 threshold for Relative Care measure: 35.7%

The 2023 threshold for the measure, *percent of days children in family foster care spent with a relative* will continue to align with the DHS CSP division threshold for this measure of 35.7%.

Timelines for Child Repeat Maltreatment and Permanency Measures

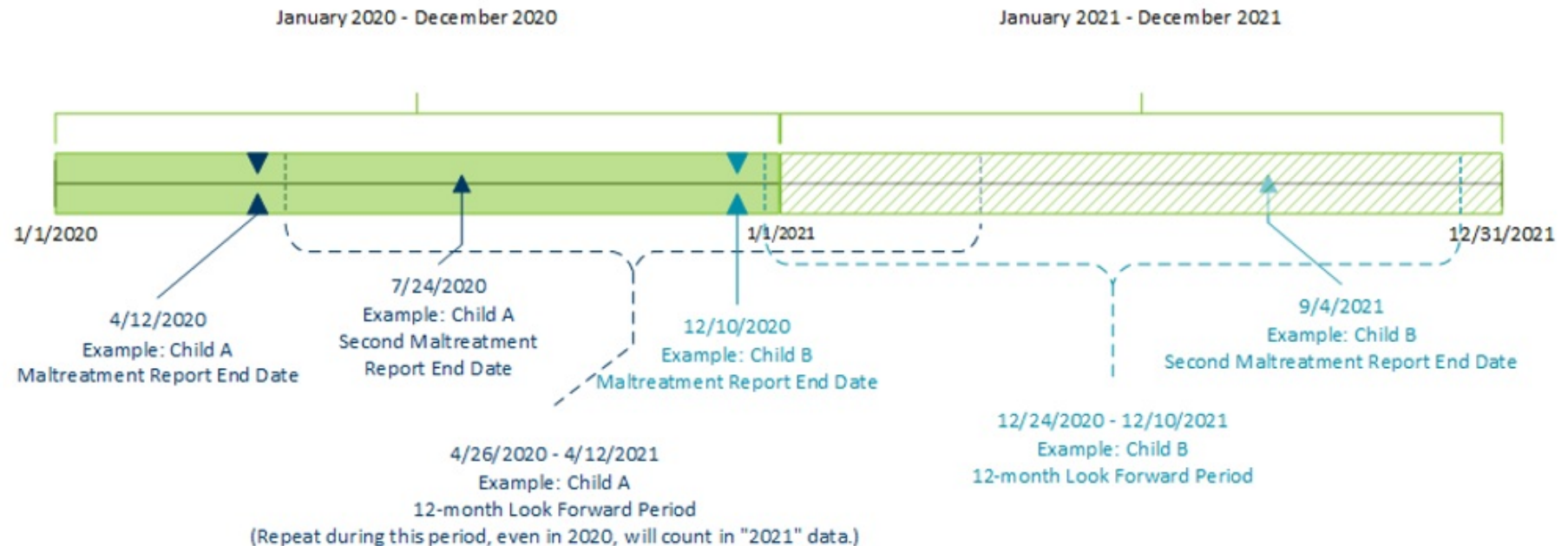
Understanding the 12-month timeline for Child Repeat Maltreatment.

The Child Repeat Maltreatment measure requires two complete years of data to report performance. The measure uses the first finding from a calendar year, plus a twelve month look forward into the reporting year for reoccurrence. The data featured in this report is for data year 2022 (base year of 2021 with a look forward into 2022). Note, both events related to the measure could take place in the base year.

Maltreatment Examples:

Looking at cases with a child maltreatment report end date that occurred in the year prior to the year under review. When reviewing the data for 2021, we will look for maltreatment end dates in 2020.

The 12-month look forward will look for recurrence with a child maltreatment report end date that is both greater than 14 days after the first identified child maltreatment report end date and less than 366 days after the first identified child maltreatment report end date.



Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

What is this measure?

Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.

Why is this measure important?

County social services should increase the likelihood that children are safe from abuse and neglect. When a maltreatment determination is made, there is a heightened responsibility of the county to mitigate the threat of future harm to children. A repeat maltreatment determination indicates that the risk for the child has not been fully mitigated.

What affects performance on this measure?

- Service factors that may influence this measure are the availability of the service array within the community; funding sources for services; support for the agency service plan by public partners, partnerships with schools, law enforcement, courts and county attorneys; the culture of the agency; and clear support and guidance from the Department of Human Services (DHS).
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and sufficient cultural responsiveness for diverse populations.
- Participant factors that may impact this measure are poverty; chemical use; economic stability; cultural perception of minimally adequate parenting as compared to ideal parenting; and the availability of safety net support for the parents from family, friends, and the community.
- Environmental or external factors that may impact this measure are community understanding of cultural differences in child rearing, the diversity of new immigrant populations, existing cultural biases, and the availability of transportation and available housing.

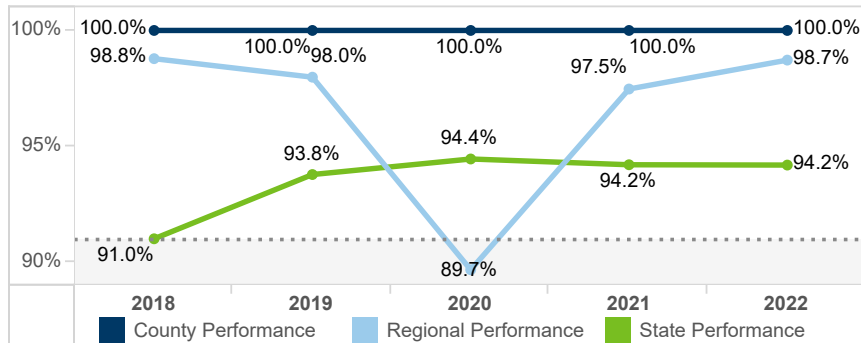
Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

County Performance by Year

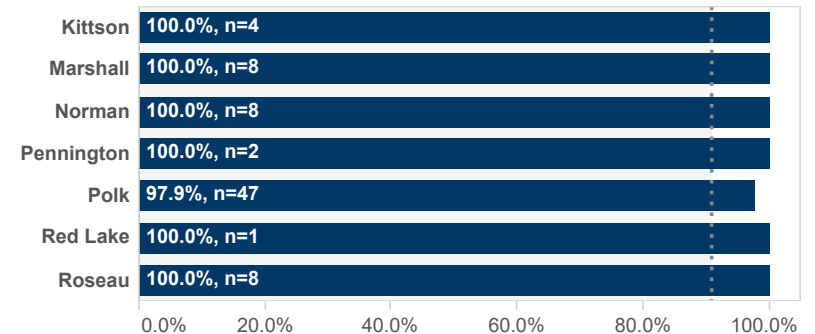
	2018	2019	2020	2021	2022
County Performance	100.0%	100.0%	100.0%	100.0%	100.0%
Denominator	18	12	3	9	2

Pennington County PIP Decision
No PIP Required – Performance is equal to or above the threshold of 90.9%

County/Region/State Performance Trends



Current Regional Performance



County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

*The dotted line on each graph indicates the measure threshold of 90.9%.

Percent of children discharged from out-of-home placement to permanency in less than 12 months.

What is this measure?

Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)

Why is this measure important?

For children removed from their birth family, the timely establishment of permanency is an important indicator of county efforts to ensure children have permanent families.

What affects performance on this measure?

- Service factors that may influence this measure are the availability of the service array within the community; funding sources for services; support for the agency service plan by public partners, partnerships with schools, law enforcement, courts, and county attorneys; the culture of the agency; clear support and guidance from DHS; and the willingness of courts and county attorneys to engage in planning for families rather than waiting for perfection.
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and sufficient cultural responsiveness for diverse populations.
- Participant factors that may influence this measure are a family history of maltreatment; poverty; chemical use; economic stability; cultural perceptions of minimally adequate parenting as compared to ideal parenting; safety net support for the parents from family, friends, and the community; the availability of affordable housing options; and accessible transportation.
- Environmental or external factors that may influence this measure are economic conditions that support low income families, "blame and punish" societal attitude toward parents who have failed, and the economy.

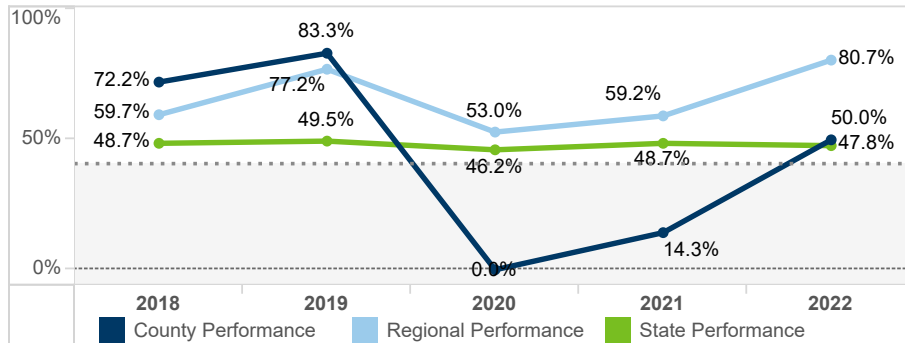
Percent of children discharged from out-of-home placement to permanency in less than 12 months.

County Performance by Year

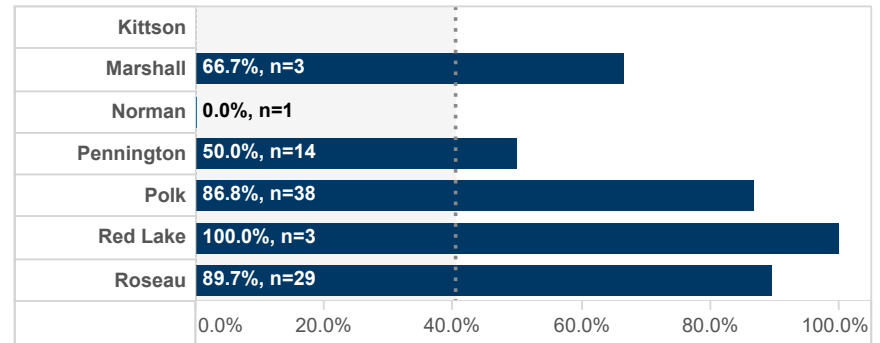
	2018	2019	2020	2021	2022
County Performance	72.2%	83.3%	0.0%	14.3%	50.0%
Denominator	36	12	4	7	14

Pennington County PIP Decision
No PIP Required – Performance is equal to or above the threshold of 40.5%

County/Region/State Performance Trends



Current Regional Performance



County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

*The dotted line on each graph indicates the measure threshold of 40.5%.

Percent of days children in family foster care spent with a relative.

What is this measure?

Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.

Why is this measure important?

Relationships with relatives are a source of continuity for children whose lives have been disrupted by abuse or neglect. There is an emphasis on establishing and supporting important relationships in children's lives through placement with relatives.

What affects performance on this measure?

- Service factors that may influence this measure are the cultural appreciation of the importance of relatives as compared to professional parenting; systems to help identify and find family members; economic support for relative caretakers; accommodations in licensing standards for relatives; the culture of the agency; clear support and guidance from DHS; and the conflict between relative placement and the stability of remaining in the same neighborhood and school.
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and the ability of staff to engage relatives in the government process.
- Participant factors that may influence this measure are a family history of maltreatment; disqualifying factors; hostile family relationships; distrust of the system; poverty; chemical use; economic stability; and the availability of safety net support for the parents from family, friends, and the community.
- Environmental or external factors that may influence this measure are timeliness of locating relatives; cultural norms that blame parents; community understanding of cultural differences in child rearing; the diversity of new immigrant populations; existing cultural biases; and the availability of transportation and available housing.

Pennington County Performance

Outcome: Children have the opportunity to develop to their fullest potential.

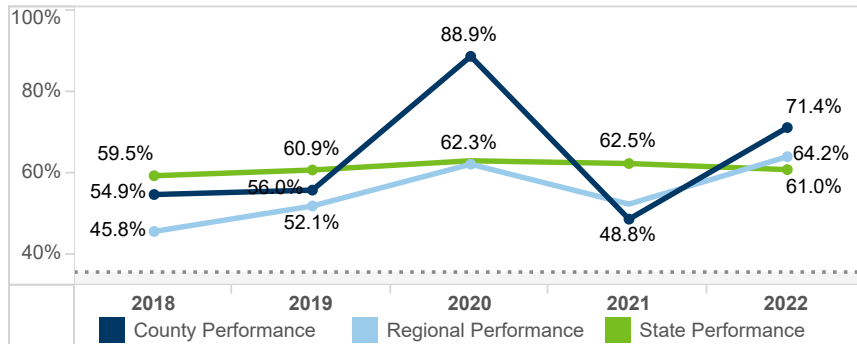
Percent of days children in family foster care spent with a relative.

County Performance by Year

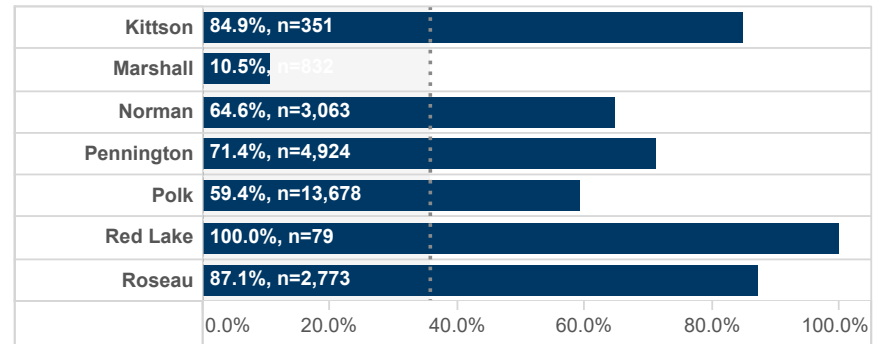
	2018	2019	2020	2021	2022
County Performance	54.9%	56.0%	88.9%	48.8%	71.4%
Number of Cases	41	28	13	24	21

Pennington County PIP Decision
No PIP Required – Performance is equal to or above the threshold of 35.7%

County/Region/State Performance Trends



Current Regional Performance



County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

*The dotted line on each graph indicates the measure threshold of 35.7%.

Minnesota Family Investment Program/Diversionsary Work Program Self-Support Index.

What is this measure?

The MFIP/DWP Self-Support Index (S-SI) is the percent of adults eligible for MFIP or DWP that are off cash assistance or are on and working at least 30 hours per week three years after a baseline quarter. The Range of Expected Performance (REP) is a target range individual to each county or tribe that controls for variables beyond the control of the county, including caseload characteristics and economic variables.

Why is this measure important?

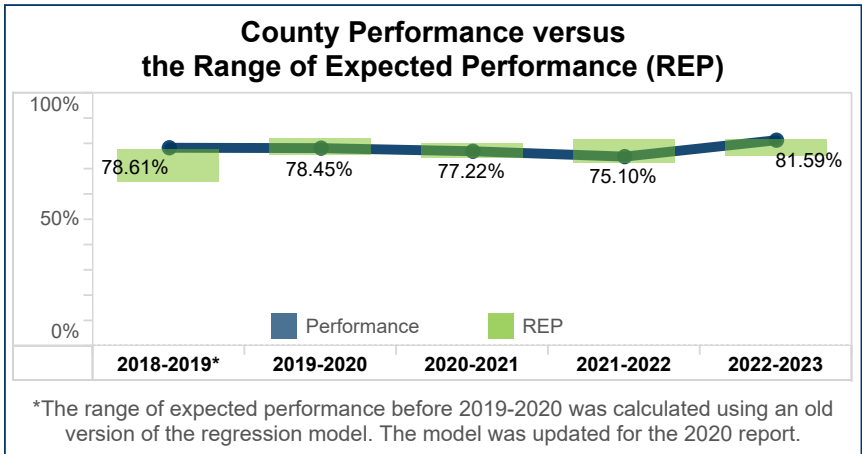
Providing support that allows families the opportunity to attain and maintain employment is an essential role of county government. Counties, service providers and tribes contribute to and support employment through providing employment services and coordinating other resources such as housing, child care, and transportation that support a person's ability to get and keep a job.

What affects performance on this measure?

- Service factors that may affect this measure include the quality of the employment plan, communication between county financial workers and employment service agencies, lack of interface between the DHS and Department of Employment and Economic Development's (DEED) administrative databases, availability and convenience of work supports such as child care assistance and transportation; work activity requirements of the federal Work Participation Rate (WPR) performance measure; recruitment of employers and relationships with employers; and complexity of program rules for both the participant and the staff.
- Staff factors that may affect this measure include staff education, training, and experience; caseload size, understanding of program policies; turnover; and time needed for program documentation.
- Participant and environmental/external factors that may affect this measure are controlled for in the formula used to calculate each county's unique REP for the Self-Support Index.

Minnesota Family Investment Program/Diversionsary Work Program Self-support Index.

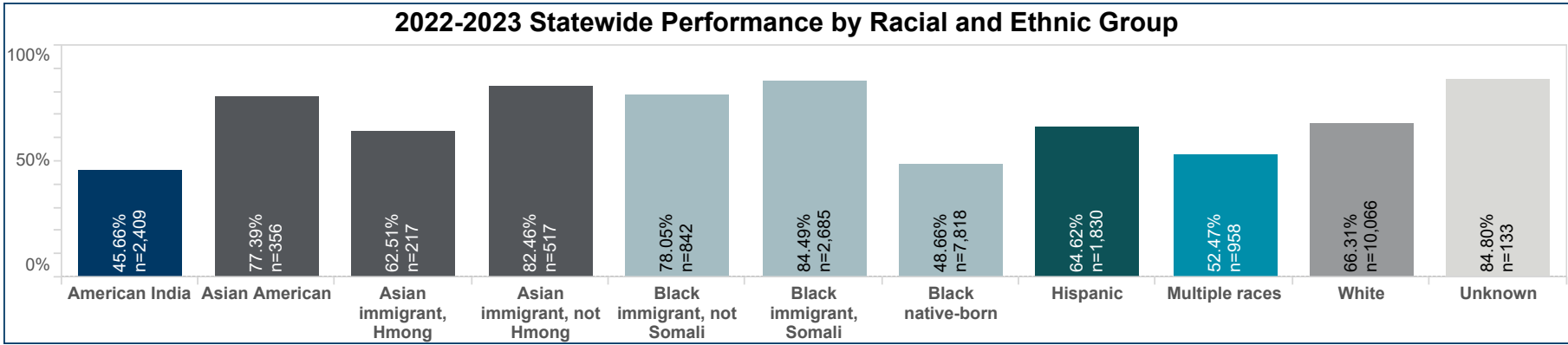
Pennington County PIP Decision
No PIP Required - Performance is above the Range of Expected Performance for 2022/2023.



Regional Performance

County	Performance	REP-Lower	REP-Upper
Kittson County	94.74%	77.12%	89.13%
Marshall County	61.90%	68.47%	84.72%
Norman County	83.87%	74.54%	86.08%
Pennington County	81.59%	74.68%	81.59%
Polk County	65.20%	63.17%	69.60%
Red Lake County	65.52%	70.78%	85.50%
Roseau County	69.78%	63.18%	75.48%

Performance Compared to Range of Expected Performance (REP)
■ Above ■ Below ■ Within



Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2023 & 2022

SS

SS

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	YTD 2022	Change
Expense															
Foster Care	9,815.41	13,575.14	15,388.17	18,997.49	21,237.43	12,989.22	11,483.69	-	-	-	-	-	103,486.55	114,055.34	-9.3%
Rule 4	1,271.00	4,743.00	7,162.00	10,793.00	7,338.00	6,479.00	7,576.46	-	-	-	-	-	45,362.46	30,970.70	46.5%
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	30,824.97	-	71,976.09	39,335.23	42,180.16	35,769.29	59,297.51	-	-	-	-	-	279,383.25	119,005.80	134.8%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	41,911.38	18,318.14	94,526.26	69,125.72	70,755.59	55,237.51	78,357.66	-	-	-	-	-	428,232.26	264,031.84	62.2%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	15,917.31	8,060.67	7,200.69	5,194.05	-	15,211.15	8,150.71	-	-	-	-	-	59,734.58	48,187.63	24.0%
4E Recovery	-	45,094.00	-	-	6,845.00	-	-	-	-	-	-	-	51,939.00	4,082.00	1172.4%
NFC Settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	36,023.44	-100.0%
Totals	15,917.31	53,154.67	7,200.69	5,194.05	6,845.00	15,211.15	8,150.71	-	-	-	-	-	111,673.58	88,293.07	26.5%
Net Expense	25,994.07	(34,836.53)	87,325.57	63,931.67	63,910.59	40,026.36	70,206.95	-	-	-	-	-	316,558.68	175,738.77	80.13%

2022 Totals 30,100.61 18,617.74 27,499.49 25,468.84 18,879.74 19,298.96 35,873.39 14,607.31 67,207.41 17,915.15 23,644.04 52,765.30

YTD Change (4,106.54) (57,560.81) 2,265.27 40,728.10 85,758.95 106,486.35 140,819.91 126,212.60 59,005.19 41,090.04 17,446.00 (35,319.30)

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
Expense													
Foster Care	13,569.61	13,572.11	23,485.54	12,341.42	13,533.23	20,574.68	16,978.75	16,809.44	14,812.71	25,661.57	17,868.40	13,824.30	203,031.76
Rule 4	-	-	10,719.42	2,449.44	5,691.40	8,108.44	4,002.00	4,256.00	1,271.00	15,306.00	6,014.00	6,174.00	63,991.70
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	16,531.00	5,173.00	12,769.00	15,149.00	31,967.80	16,562.00	20,854.00	-	56,588.28	12,174.00	51,456.00	38,711.00	277,935.08
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	30,100.61	18,745.11	46,973.96	29,939.86	51,192.43	45,245.12	41,834.75	21,065.44	72,671.99	53,141.57	75,338.40	58,709.30	544,958.54
Revenue													
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	-	-	19,374.40	4,471.02	7,451.69	10,929.16	5,961.36	6,458.13	5,464.58	9,485.42	14,780.36	(39.00)	84,337.12
4E Recovery	-	-	-	-	4,082.00	-	-	-	-	18,145.00	36,914.00	-	59,141.00
NFC Settlement	-	127.37	100.07	-	20,779.00	15,017.00	-	-	-	7,596.00	-	5,983.00	49,602.44
Totals	-	127.37	19,474.47	4,471.02	32,312.69	25,946.16	5,961.36	6,458.13	5,464.58	35,226.42	51,694.36	5,944.00	193,080.56
Net Expense	30,100.61	18,617.74	27,499.49	25,468.84	18,879.74	19,298.96	35,873.39	14,607.31	67,207.41	17,915.15	23,644.04	52,765.30	351,877.98

1035.4
1054
1035.4
149.1
149.1
149.1
520.95
1257.67
520.95
1315.64
1146.38

67.95
745.5
78.69
745.5
67.95
745.5
952
935.2
935.2
194.3
334.11
309.05
1236.2
1336.44
1135.96
1188.32
36.98
369.8

314.76
1035.4
1035.4
1054
271.8
271.8
81.14
1176.53
1368.65

1479.63
1146.38
1230.76

1020
1002
1002
1217.1
1431.9
1324.5
84.88
1109.4
1273.2
358.53
259.02
358.53
259.02
358.53
259.02

Human Service's Month End Balance

	2017	2018	2019	2020	2021	2022	2023	% of Budget
January	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	3,612,634.01	3,892,137.92	70.51%
February	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	3,555,431.44	4,019,670.50	72.82%
March	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	3,329,525.51	3,624,644.30	65.66%
April	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	3,022,501.53	3,338,694.34	60.48%
May	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	3,023,675.98	3,386,550.78	61.35%
June	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	4,180,077.80	4,510,080.21	81.71%
July	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80	4,190,786.57	4,690,147.87	84.97%
August	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57	3,694,899.51	4,132,301.59	0.00	0.00%
September	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10	3,573,442.34	3,878,451.23	0.00	0.00%
October	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06	3,318,688.76	3,609,060.10	0.00	0.00%
November	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73	4,035,310.35	3,599,570.32	0.00	0.00%
December	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85	3,808,445.10	4,092,234.23	0.00	0.00%

Expense Budget

5,519,935.00

*****Fund balance should be at 42% of Annual Expenditures.

**Pennington County Human Services
Income Maintenance Unit
2023 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	33	33	34	31	30	29	28					
DWP	2	2	3	3	2	0	1					
GA	44	39	40	41	42	47	43					
GRH	50	51	54	51	53	52	54					
MSA	51	49	49	48	50	50	51					
EA	0	1	0	0	1	0	2					
EGA	1	0	0	0	0	2	0					
TOTAL	181	175	180	174	178	180	179	0	0	0	0	0

Food												
SNAP	595	581	584	528	535	542	544					
TOTAL	595	581	584	528	535	542	544	0	0	0	0	0

Health Care												
MA (MAXIS)	551	549	547	551	548	555	555					
IMD	5	5	5	5	5	5	5					
QMB	258	255	252	254	253	257	256					
SLMB	58	56	60	57	57	58	57					
QI-1	18	19	20	20	20	20	21					
MA (METS/MNsure)	1100	1107	1112	1130	1,138	1,152	1122					
MCRE (METS)	59	62	61	61	61	63	59					
TOTAL	2,049	2,053	2,057	2,078	2,082	2,110	2,075	0	0	0	0	0

Total Active Programs												
	2,825	2,809	2,821	2,780	2,795	2,832	2,798	0	0	0	0	0

Total Active Cases												
	2,114	2,091	2,080	2,096	2,082	2,102	2,093	0	0	0	0	0

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jul-23**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	28	61	23	38	Minnesota Family Investment Program
DWP	1	3	1	2	Diversionsary Work Program
GA	43	43	43	0	General Assistance
GRH	54	54	54	0	Group Residential Housing
MSA	51	51	51	0	Minnesota Supplement Aid
EA	2	9	3	6	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	179	221	175	46	

Food					
SNAP	544	999	633	366	Supplemental Nutrition Assistance Program
TOTAL	544				

Health Care					
MA (MAXIS)	555	565	470	95	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	256	257	256	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	57	60	60	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	21	24	24	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	1,122				Medical Assistance (as of 7/5/2023)
MCRE (METS)	59				MinnesotaCare (as of 7/5/2023)
TOTAL	2,075	911	815	96	

TOTAL ACTIVE PROGRAMS:	2,798
TOTAL ACTIVE CASES:	2,093

Pennington County Human Services FTI Fax Policy And Procedures.

Safeguarding Electronic Transmission of Federal Tax Information

The confidentiality of FTI must be protected during electronic transmission. All FTI electronic data must be encrypted when moving across a wide Area Network and within the agency's Local area Network.

Multi-Functional Printer/Copier Devices:

Avoid transmission of FTI information or data via MFD. If this is unavoidable, do the following:

FTI must be encrypted in transit either to or from the device.

FTI must not be emailed or faxed from the device.

If FTI is scanned into the device, the user must authenticate the device with a unique username and password.

FTI may not be stored locally on the device.

Electronic Mail (E-Mail)

FTI should not be transmitted using e-mail.

Facsimile (Fax)

FTI should not be transmitted via fax.

Pennington County Board

Authorized:

Effective:

Created:

Pennington County Human Services Badge Policy

Pennington County will:

- Maintain a list of all the current employees who have a badge.
- Pennington County Human Services issues a badge to each new employee. The badge requires the name of the employee, and the position of the employee.
- The back of the badge does have “If found please return to: “Employees name, address of agency and phone number of agency.

Pennington County Board

Authorized:

Effective:

Created: 06/01/2023

Pennington County Human Services Onboarding and Offboarding Policy and Procedure

Onboarding: Security Liaison reviews training requirements for both Security and privacy and the employee's business need prior to submitting access for program requests from the Supervisor or Director.

Security Liaison views Handling MN Information Securely and Train Link to verify prerequisite trainings.

Offboarding: Security Liaison sends a request to terminate all access upon termination of employment.

Pennington County Board

Authorized:

Effective:

Created: 06/01/2023

Visitor Access/Authorized Access List Policy:

Pennington County Human Services

Safeguarding FTI Access Logs:

Restricted Area Access:

See IRS Publication 1075 Section 2.B.3

Care must be taken to deny unauthorized access to areas containing Federal Tax Information (FTI) during work and non-work hours. At Pennington County Human Services this is done by including security and locked perimeters and secured areas. At Pennington County Human Services our locked and secured area is controlled by our key access and door security access to make sure only authorized personnel with an official need may enter. All entries to the restricted area must be documented on a Visitor Access Log and/or an Authorized Access List.

Visitor Access Log

See IRS Publication 1075 Section 2.B. 3.1

All visitors entering a FTI restricted area must provide the following information on a physical visitor access log.

- Name and organization of the visitor
- Signature of the visitor
- Form of identification
- Date of access
- Time of entry and departure and purpose of visit.
- Name and organization of person visited.

The employees must validate the visitor's identity by examining government-issued identification and documenting the visitor access log the type of identification validated. The employee must compare the name and signature on the identification with the name and signature on the visitor access log. When the visitor leaves the area, the employee must enter the visitors' time of departure.

The Visitor access log must be closed out at the end of each month and reviewed by management. Visitor access logs must be retained for five years.

Authorized Access List (AAL)

See IRS Publication 1075 Section 2.B.3.2

Pennington County Human Services have vendors/contractors and ono-agency personnel who frequent and continue to need to enter a restricted area but are not assigned to the area. Our agency maintains an Authorized Access List. The Authorized Access List is used in conjunction with the agencies Minimum Protection Standard or two barrier rule.

An AAL must contain the following:

- Name of employee/vendor/non-agency personnel entering restricted area
- Agency or department name employee/vendor/contractor/non-agency personnel is from
- Name and phone number of agency point of contact (POC) authorizing employee/vendor/contractor/non-agency personnel access.
- Address of employee/vendor/Contractor/non-agency personnel.
- Purpose and level of access of employee/vendor/contractor/non-agency personnel

The ALL will be reviewed monthly and upon a possible security breach or personnel change.

Pennington County Board

Authorized:

Effective:

Created: 05/31/2023