

Minnesota Attorney General: Administrative Rules Proceedings

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August 20, 2018

250

Michael Saeger
Special Assistant Attorney General
Public Welfare

August 30, 1976

- DPW Rule 24

ADOPTED

DPW RULE 24

DEPARTMENT OF PUBLIC WELFARE RULE FOR THE ADMINISTRATION AND IMPLEMENTATION OF PROGRAMS RELATED TO THE PREVENTION, IDENTIFICATION, REFERRAL AND TREATMENT OF EMPLOYEES, NATIVE AMERICANS, AND YOUTH AND OTHER UNDERSERVED POPULATIONS WHO ARE EXPERIENCING CHEMICAL ABUSE PROBLEMS OR CHEMICAL DEPENDENCY.

I. Statutory Citation

Minnesota Statutes, Chapter 254A establishes the authority of the Commissioner of Public Welfare to develop programs relating to treatment for alcohol and drug abuse; to provide for programs of prevention, intervention and treatment for employees and underserved groups; and to appropriate monies.

II. Introduction

This rule governs the development of chemical dependency prevention, identification and referral, and treatment programs for affected employees, youth and other underserved populations, and Native Americans who have need for such services.

III. Definitions

(a) Affected Employee - an employee whose job performance is substantially affected by chemical dependency.

(b) Citizen's Advisory Council - a council established pursuant to Minnesota Statutes 254A.04.

(c) Commissioner - Commissioner of the Minnesota Department of Public Welfare.

(d) Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69.

(e) Indian Tribe - any Indian group currently recognized or previously recognized by the Federal Government and eligible for special programs and services provided by the United States government.

(f) Native American - any Minnesota resident who is a member of a federally recognized American Indian Tribe or Band of the United States.

(g) Native American Advisory Board - a board of Minnesota Native American people referred to in Minnesota Statutes 254A.03.

(h) Other Underserved Populations - identifiable groups of significant numbers who do not have available sufficient programs and services designed to meet their special chemical dependency needs. This includes and is limited to:

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(1) persons age 65 years and over
(2) women ages 19 to 65 years
(3) Blacks
(4) Chicanos
(5) Gay men and Lesbian women

(i) Participating Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69 which participates under this rule in the provision of services to chemically dependent persons.

(j) Prevention - programs directed towards reducing the number of people requiring treatment services because of chemical abuse problems.

(k) Purchase of Service Agreement - a contract between either the Community Mental Health Board or the State Agency and the service provider which specifies what services will be provided, the method of delivery, the staff to be employed and the evaluation design. The agreement may also include a personal services contract.

(l) Services Providers - any group, organization, or individual capable of planning, designing, developing, installing, providing training, or evaluating programs which carry out the intent of this rule.

(m) Treatment - chemical dependency rehabilitation programs including counseling, non-residential and residential care and aftercare.

(n) Youth - any person 18 years of age or under.

(o) State Agency - Minnesota Department of Public Welfare (DPW).

IV. Responsibilities

(a) DEPARTMENT OF PUBLIC WELFARE

1. Design and implement a plan of affirmative outreach which will inform and facilitate the participation of the appropriate parties.

2. Establish time schedules within which the community mental health boards and service providers must perform to be eligible for participation under this rule.

3. Approve the community mental health board program plans for provision of services, including but not necessarily limited to:

a) Design
b) Implementation schedule and procedure
c) Fund allocation
d) Evaluation of the program

4. Provide technical assistance to community mental health board as requested or needed in the following areas:

   a) Plan design
   b) Service design
   c) Procurement procedures
   d) Evaluation design

5. Disperse available funds to programs for Native Americans with the advice of the Native American Advisory Board.

   All design, planning, development, implementation, funding and evaluation of programs for Native Americans shall be done with the advice of the Native American Advisory Board.

6. Allocate available funds to participating community mental health boards for affected employee programs on the basis of numbers of persons in the work force in counties served by the community mental health boards.

7. Allocate available funds to the community mental health board for purposes of providing programs to youth and other underserved populations. In order to provide viable programs to Blacks, Chicanos and Gay Men and Lesbian Women, up to $325,000 of the FY 1977 allocation shall be allocated to Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board; other community mental health boards may contract for these programs with Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board. The balance of $1,031,000 for youth and underserved shall be allocated to all participating community mental health boards by:

   A. Totaling the numbers of persons statewide who are:

      i) enrolled in elementary, middle and secondary schools
      ii) unemployed females ages 19 through 65
      iii) over age 65

   B. Dividing the sum of the totals from IV (a)7.A. of this rule into $1,031,000.

   C. Multiplying on a county by county or community mental health board by community mental health board basis, the quotient arrived at in IV (a)7.B. above by:

      i) the numbers of persons enrolled in elementary, middle and secondary schools residing in each county or community mental health board;

      ii) the numbers of unemployed women aged 19 through 65 residing in each county or community mental health board; and

iii) the numbers of persons age 65 and over residing in each county or community mental health board area.

D. On either a county by county or a community mental health board by community mental health board basis take the products of IV(a)7.C.i, ii, iii, above as they apply to each county or community mental health board area and add them together to determine the total youth and underserved population allocation to each county or community mental health board area.

8. Reallocation of unused funds.

A. The state agency shall, on the basis of schedules set by DPW and responses received, determine which boards are participating. If all boards do not participate, funds tentatively allocated to non-participating boards may be reallocated to participating boards on the same basis as prior allocations.

B. In the event that the community mental health board program is not approved or cannot be executed in accordance with this rule, or the board decides at a later date not to participate, the funds may be reallocated.

C. Funds available under the provisions of this rule which are unexpended after six months may be reallocated.

9. Evaluation

The Commissioner shall directly or by contract provide the following evaluation services:

A) Develop an evaluation design that can be applied to all programs developed under this rule.

B) Integrate the evaluation design into an overall evaluation system for all chemical dependency programs.

C) Design an evaluation system which shall be capable of providing process data one year after installation and outcome data two years after installation.

(b) COMMUNITY MENTAL HEALTH BOARDS are responsible for provision of the following services:

1. Any participating community mental health board may enter into a joint agreement with one or more other community mental health boards to provide programs on a multi-area basis.

2. All community mental health boards shall consult with county welfare boards regarding proposed programs prior to submission of program plans to the state agency.

3. Each participating board, in order to qualify for funds to provide programs for affected employees shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide comprehensive programming which includes the following:

   a) Methods that will be used to maximize employer participation in and utilization of the services provided, including a plan which requires the formation of a joint committee for each employer or consortium of employers consisting of representatives from management, various levels within the organization structure in non-union settings or organized labor if the employer has one or more collective bargaining agreements, consultants, and/or community care givers.

   b) Plan for transferring the responsibility and the cost of administering and maintaining the programs from the Community Mental Health Board to the employers within 24 months after installation.

   c) Method of gathering data to provide adequate information for the DPW approved program evaluation system.

   d) Plan for establishing appropriate personnel, and procedures in participating industries.

   e) Procedure outline development and written policy.

   f) Install adequate diagnostic and referral resources either at the employment site or in the community and a training program for persons serving in this function.

   g) Training and orientation programs for management, supervision and key labor representatives when appropriate.

   h) Ongoing communication and education related to the purpose and scope of the program to all employees and their families.

4. Each participating Community Mental Health Board in order to qualify for funds available for youth and other underserved populations, shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide programs to youth, women and elderly persons. The community mental health boards shall determine how funds shall be used in providing programs to each of these groups respectively on the basis of:

   (A) Problem manifestation by underserved group
   (B) Current lack of programming effort to underserved group

(C) Needs assessment
(D) Definition of goals
(E) Description of process
(F) Evaluation of progress

In addition, Hennepin and Ramsey counties shall also provide programs for Blacks, Chicanos, and Gay men and Lesbian women.

5. If, after examining all available alternatives, a community mental health board finds it is not feasible to provide programs for each of the three mandatory underserved groups and cannot enter into a joint multi-area effort with one or more other community mental health boards but can demonstrate an ability to provide a viable program to one or two of the three mandatory underserved populations, the Commissioner may grant a waiver.

6. In order to qualify for funds under this rule, the community mental health boards must have an evaluation system approved by DPW for each program developed that is capable of providing both process and outcome data.

7. The general program plan, which is to be submitted to the state agency should contain the following:

   a) A determination of early intervention, training and prevention service needs for affected employee, youth, and other underserved population programs.

   b) General descriptions of programs based on identified service needs.

   c) A budget

   d) Description of program administration and monitoring including accounting, legal counsel, part time administration, etc.

   e) Statement that existing funds will not be supplanted or reduced and that existing program resources will be fully utilized.

   f) A timetable for program implementation.

   g) A statement of compliance with program evaluation requirements.

   h) A statement as to the expected general impact of programs on the total delivery system.

8. The community mental health board shall advertise and make public requests for proposals from vendors and must consider all submitted proposals which comply with the program plan

and applicable regulations. Additionally the community mental health board shall establish award criteria prior to any proposal review. Proposals should address, but not necessarily be limited to the following:

a) Statement of program goals and objectives
b) Procedures for reaching goals and objectives
c) Schedule for performance by action step
d) System for reaching target population and estimated numbers to be served.
e) Applicable rules, regulations, standards, and/or licensing requirements.
f) Evaluation method
g) Where program is to be provided
h) Budget

Non-compliance with the contents of this rule may result in the withholding of funds.

(c) SERVICE PROVIDERS

All contracts between community mental health boards and service providers must conform with state affirmative action and equal employment opportunity programs and other applicable federal, state, and local laws and rules. In addition, contracts shall provide for the following:

1. Collection of program descriptive data including:

   A. Staffing patterns
   B. The capacity of providing services, i.e., resources, community mental health boards or service providers.
   C. Target population: identification and actual contacts
   D. Consequences of contacts

2. Collection, recording and reporting of descriptive data on persons served by each program activity on a monthly basis.

3. Collection, recording and reporting of data describing what service was provided to clients on a monthly basis.

4. At the end of the funding period, provide the community mental health board with a report including:

   A. The program goals and objectives, the rationale for program activities, and the description of the target group(s) as stated in the original proposal.

   B. An enumeration of services actually provided by the program.

C. A self assessment of 1) whether program activities were a satisfactory means of attaining program goals (i.e., based on your experience, what would you do differently to reach your program goals) and/or 2) the attainment of the stated program goals.

5. Complete reports as requested by community mental health board.

6. Require service providers to demonstrate their capability to perform on the basis on experience and education.

APPROVED AS TO FORM AND LEGALITY
8/25 1976
WARREN SPANNAUS, ATTORNEY GENERAL
BY
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
AUG 25 1976 - 3:45 pm
Joan Anderson Growe
Secretary of State

STATE OF MINNESOTA
OFFICE OF THE ATTORNEY GENERAL

Address Reply to:
DEPARTMENT OF PUBLIC WELFARE
CENTENNIAL OFFICE BUILDING
ST. PAUL, MINNESOTA 55155
TELEPHONE (612) 296-6671

August 5, 1976

Honorable Warren Spannaus
Attorney General
Room #102 - State Capitol
St. Paul, Minnesota 55155

Dear Mr. Spannaus:

Enclosed please find copies of Minn. Rule 24, along with the necessary documents pertaining to its promulgation and adoption, as required by Minn. Rules Atty. Gen. 301 to 305.

Please approve the form and legality of Minn. Rule 24 so that it may be properly filed with the Secretary of State pursuant to applicable provision of Minnesota's Administrative Procedures Act.

Please note that DPW Rules 22, 23 and 24 were heard together but only DPW Rule 24 is being adopted at this time. Pages 27-70 of the hearing transcript contain the testimony relevant to DPW Rule 24.

Thank you for your cooperation and assistance in this matter.

Sincerely,

Vera J. Likins

Vera J. Likins
Commissioner

VJL:jc
Encl.

AN EQUAL OPPORTUNITY EMPLOYER

DPW-007

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER OF PUBLIC WELFARE

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In the Matter of the Proposed Rule 22, 23 & 24 of the Minnesota Department of Public Welfare.

ORDER FOR HEARING

4:30 P.M.
j.c.

The Commissioner of the Minnesota Department of Public Welfare deems it necessary to consider adoption of the proposed Rule 22, 23 & 24 pursuant to the authority vested in her by Minnesota Statutes 1974, as amended.

NOW, THEREFORE, IT IS ORDERED this 14th day of May, 1976, that a public hearing on the proposed rules captioned above be held in the State Office Building Auditorium, St. Paul, Minnesota, on June 17, 1976, commencing at 8:30 a.m., and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard concerning rules scheduled each day.

IT IS FURTHER ORDERED, that notice of said hearing be given to all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose and all persons who are presently members of the Minnesota Legislature.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

VERA J. LIKINS
COMMISSIONER, MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Dated: May 17, 1976

State EXHIBIT 2
K. A. K. DATE 6/17/76

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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JACQUELINE S. GUSTAFSON, being duly sworn on oath deposes and states:

1. That she is an employee of the Department of Public Welfare of the State of Minnesota.

2. That on the 13th day of May, 1976, she went to the Minnesota Secretary of State's Office and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to Minn. Stat. § 15.0412 (1974), as amended.

3. That on the 13th day of May, 1976, in response to the above request, the Secretary of State provided her with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Jacqueline S. Gustafson
JACQUELINE S. GUSTAFSON

Subscribed and sworn to before me
this 14 day of May, 1976.

Margaret Holt
Margaret A. Holt
MARGARET HOLT
Notary Public, Ramsey County, Minn.
My Commission Expires Sept. 22, 1977.

State EXHIBIT 3
K. A. K. DATE 6/10/76

RULES AND REGULATIONS

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STATE OF MINNESOTA

COUNTY OF RAMSEY

CERTIFICATE

In the Matter of the Proposed Rules 22, 23, and 24 of the Minnesota Department of Public Welfare

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I hereby certify that the attached 482 labels and ~~two~~ sheet(s) constitute the complete list of persons, associations, and other interested groups who as of 11:15 o'clock A .M., this 13th day of May, 1976, have requested pursuant to M.S. 1974, Sec. 015.0412, that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

Secretary of State

Joan Anderson Growe

By Ceil Davis

State EXHIBIT 6

K. A. K. DATE 6/17/76

ALBERT,AA CALDER CORP
366 JACKSON ST
ST PAUL MN
55101

AM INST PROF GEOLOGISTS
2201 PRINCETON AVE
ST PAUL MN
55105

ANCHOR BLOCK COMPANY
PO BOX 3360
ST PAUL MN
55165

ANDERSON HAROLD
BOX 3047
MANKATO MN
56001

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ANTHONY DICK WDSM RADIO
230 E SUPR ST
DULUTH MN
55102

ARNOLD ROBERT MESPA
41 SHEBURNE
ST PAUL MN
55103

ASMUSSEN,DENNIS,MPIRG
3036 UNIV AVE SE
MPLS MN
55414

ASSOCIATED GEN CONTROF MN
48 E 8TH STREET
ST PAUL MN
55101

ASSN RESIDENCES FOR RETARDED
459 RICE SUITE 301
ST PAUL MN
55103

AUTOMOBILE MFRS ASSN INC
55 SHEBURNE AVE
ST PAUL MN
55103

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BECK PAT
953 HYACINTH AVE
ST PAUL MN
55106

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BEMIDJI STATE COLLEGE
PLACEMENT BUR.J.C.BRADY
BEMIDJI MN
56601

BENSON PETER USW OF AM.
609 PROVIDENCE BLDG.
DULUTH MN

ST PAUL ASSN PLBG HTG MECH
614 AM NATL BK
ST PAUL MN

ST PAUL PUB HLTH DR P CCX
555 CEDAR ST
ST PAUL MN
55101

SCHLICHT REV ROBT
611 W MAIN ST
BELLE PLAINE MN
56011

SCHMIDT D R MN ASSN REALTORS
6101 WAYZATA BLVD
MPLS MN
55416

SCHNEIDER MAHLON
GREEN GIANT
LESUEUR MN
56058

SCHUTZ LINDA
RM 328 CAPITOL BLDG
ST PAUL MN
55155

SCHWINN ROBT.P.
1400 SOO LINE BLDG.
MPLS. MN
55402

SCHNEIDER & NEESER
706 1ST ST SO PO BX 876
WILLMAR MN
56201

SENATE COUN OFF ROOM 24
STATE CAPITOL
ST PAUL MN
55101

SENATE FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL. MN
55101

SHARP BOB
4125 HIGHWOOD RD
ST LOUIS PK MN
55416

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

SLOCUM CHARLES A
1203 IDS TOWER
MPLS MN
55402

SMERIKA WM.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

SNYDER ROBERT W
248 CO B U OF M
ST PAUL MN
55101

SODERBERG HAROLD J
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

STATE BD.BARBER EXAMINERS
555 WABASHA
ST PAUL MN
55102

STATE BD VETERINARY EXAMINER
C/O DR A C SPANNAUS DVM
WACONIA MN

STATE REGISTER,MORROW S.
203,95 SHERBURNE
ST PAUL MN
55103

STD AM LIFE & ANNUITY CO
3801 W 50TH ST
MPLS MN
55410

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

SULLIVAN J KIRK
PO BOX 200
BOISE ID
83701

SWANSON BURT E
W-2162 1ST NATL BK BLDG
ST PAUL MN
55101

SWANSON DALE
P O BOX 339
FOREST LAKE MN
55025

SWEITZER R L HONEYWELL INC
2701 4TH AVE S
MPLS MN
55408

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

TIMESAVERS INC ATT R S VOLD
5270 HANSON COURT
MPLS MN
55422

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

VAN CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VAN DRAKE STEPHEN R
BOX 353
PELICAN RAPID MN
56572

VILLAGE OF WOODBURY
2100 RADIO DRIVE
WOODBURY MN
55042

VOLDNESS-PERRY
IDS 8TH & MARQUETTE
MPLS MN
55402

WALD JEAN
5746 SANDER DR
MPLS MN
55417

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WELLINGTON R R SKELLY OIL
PO BOX 1650
TULSA OK
74102

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

WILCOX J PATRICK
1220 NORTHERN FED BLDG
ST PAUL MN
55102

WILLIAMS THOS W
4915 W 35TH ST
MPLS MN
55416

WILSON P GARY PPG INDUSTR
1 GATEWAY CENTER
PITTSBURGH PA
15222

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WYANT CLINTON W ATTY

ATKIN MN
56431

YOUNG TODD P
555 WABASHA STE 215
ST PAUL MN
55102

OSTRUM DONALD E
PO BOX 33163
COON RAPIDS MN
55433

OTTER TAIL POWER CO.
215 S. CASCADE ST.
FERGUS FALLS MN
56537

PAYNE COL ALVIN

DEGRAFF MN
56233

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PFEIFER AND SHULTZ, INC
1433 UTICA AVE S
MPLS MN
55416

PHAR MFGRS ASSN WM D PATTON
1155 15TH ST NW
WASHINGTON DC DC
20005

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

PORTER LYLE O

TRACY MN
56175

POSS DONALD G
6301 SHINGLE CREEK PKWY
BROOKLYN CTR MN
55430

POYZER ROBT
BOX 675
FERGUS FALLS MN
56357

PULSCHER BRT SPRINGSTED INC
813 OSBORN BLDG
ST PAUL MN
55102

RANALLO CLARENCE
800 CENTRAL AVE N E
MPLS MN
55413

RAMSEY CO MEDICAL SOCIETY
1500 LOWRY MEDICAL BLDG
ST PAUL MN
55102

REARDON MRS HELEN
1125 S E 6TH ST
WILLMAR MN
56201

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

RENNER R.H. ST PAUL AREA CC
300 OSBORN BLDG.
ST PAUL MN
55102

RENQUIST ARTHUR NSP CO
414 NICOLLET MALL
MPLS MN
55401

RIEKE DAVID R
P O BX 509
THIEF RIV FLS MN
56701

ROE DAVID
175 AURORA
ST PAUL MN
55103

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

ROSS ROY J
CLK TREAS
LITCHFIELD MN
55355

SAN SIMEON DEVELOP CORP
OLD 1ST STATE BK BLDG
PAYNESVILLE MN

SANFORD S M
7000 PORTLAND AVE
RICHFIELD MN
55423

MINN POULTRY & HATCHERY ASSN
BOX 158
MADELIA MN
56062

MINN SOCIETY ARCHITECTS AIA
NW NATL BK BLDG
ST PAUL MN
55101

MINN STATE CAPITOL EMP UNION
PO BOX 3215
ST PAUL MN
55165

MINN TBR PRODUCERS ASSN
200 CHRISTIE BLDG
DULUTH MN
55802

MINN-WISC BOUNDARY AREA COMM
600 2ND ST
HUDSON WI
54016

MOOD R BLOOMINGTON HLTH DEPT
10200 PENN SO
BLOOMINGTON MN
55431

NATL CAR RENTAL ATT D MITZEL
5501 GREEN VALLEY DR
MPLS MN
55437

NCEC INC C/O DR DAHLBERG
CONCORDIA COLLEGE
MOORHEAD MN
56560

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

NURSING HOME ADMRS BD EXAMRS
RM 340 717 DELAWARE SE
MPLS MN
55414

O'BRIEN J.DENNIS
1100 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

MN REP STATE CENTRAL COMM-
555 WABASHA AVE
ST PAUL MN
55102

MINN SCC CERTIFIED PUB ACCTS
1102 WESLEY TEMPLE BLDG
MPLS MN
55403

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

MINN. TURKEY GROWERS ASSN
2383 UNIV AVE
ST PAUL MN
55114

MN ELECTRICAL ASSN
3100 HUMBOLT SO
MPLS MN
55408

MURPHY DIANA E
4200 IDS-LINDQUIST VENN
MPLS MN
55402

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NEDELL HAROLD - MEINEKE
6300 W LOOP S SUITE 200
BELLAIRE TX
77401

NO SUB MONTESSORI-S SADDLER
2487 HELEN COURT
NO ST PAUL MN
55109

NUTTER JULIA
743 W MONTANA
ST PAUL MN
55117

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

MASTOR & MATTSON LTD
315 PEAVEY BLDG
MPLS MN
55402

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

MERRITT GRANT POLLUTION CONT
1935 W CO RD 32
ROSEVILLE MN
55113

MEYER HERBERT
10824 ZENITH AVE S
BLOOMINGTON MN
55431

MIDLAND GLASS- HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MINN RETAIL FED INS
131 METRO SP
ST PAUL MN
55101

MPLS CHAMBER COMM TRANSP DPT
15 S 5TH ST
MPLS MN
55402

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MIDLAND-GLASS-HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MN. ASN.C&IND H.D.PETERSON
480 CEDAR ST.
ST.PAUL MN
55101

MN AFL-CIC L.C. LASHOMB
175 AURORA
ST PAUL MN
55103

MN STATE SER BLIND-K NATARDY
1745 UNIVERSITY AVE
ST PAUL MN
55104

MINN ASPHALT PAVEMENT ASSN
555 WABASHA RM 209
ST PAUL MN
55102

MINN. ASSN. PET RETAILERS
1115 2ND AVE. SO.
MINNEAPOLIS MN
55403

MINN ASSN WATERSHED DIST'S

ADA MN
56510

MINN COMMUNITY DEVELOP SERV
512 ROSSMOR BLDG
ST PAUL MN
55101

MINN COUNCIL STATE EMP NO 6
475 RICE ST
ST PAUL MN
55103

MINN ENV LAW INST INC
PO BOX 15076 COMM STA
MPLS MN
55415

MINN FARMERS UNION PRES OFF
1275 UNIV AVE
ST PAUL MN
55104

MINN. HOTEL & MTR. ASSN
2001 UNIVERSITY AVE
ST PAUL MN

MINN HOUSING INST N T CARTER
7801 METRO PKWY
MPLS MN
55420

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINNE MINE CREDIT UNION
3000 HUDSON PK S 100
ST PAUL MN
55119

KEILY DANILE
3549 V2 PLEASANT AVE
MPLS MN
55408

KLUZ STEVEN J
1910 1ST NATL BK BLDG
MPLS MN
55402

KNUTSON R N GRANNIS ETAL
F J SCHULT BLDG
ST ST PAUL MN
55075

KRAMER ERNEST W
717 DELAWARE ST SE
MPLS MN
55440

KUHL CARL
4421 4TH ST NE
COL HEIGHTS MN
55421

LAKE SUPERIOR INDUSTRIAL BUR
828 FIRST AM. BK. BLDG.
DULUTH MN
55802

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

MCKIPPON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MANKATO STAT STUDENT SENATE
CENTENNIAL STUDENT UN
MANKATO MN
56001

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

KNAPP J A
RM 3 CAPITOL
ST PAUL MN
5515

KNUDSON ROBT
4375 BROWNDALE AVE
MPLS MN
55424

KROEGER CHARLES
122 NW 7TH STREET
FARIBAULT MN
55021

KVB ENGINEERING INC
600 S CO RD 18
MPLS MN
55426

LANAHAN E F - SIBLEY CO
184 E 6TH ST
ST PAUL MN
55101

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LEG.REF.LIB-Z. DEWITT
RM 111 STATE CAPITOL
ST PAUL MN
55155

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

MANSFIELD LARRY
HCARC 22 27TH AVE SE
MPLS MN
55414

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MANKATO STATE STUDENT ASSN
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

KEILY DANILE
3549 V2 PLEASANT AVE
MPLS MN
55408

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

KLUZ STEVEN J
1910 1ST NATL BK BLDG
MPLS MN
55402

KNAPP J A
RM 3 CAPITOL
ST PAUL MN
5515

KNUTSON R N GRANNIS ETAL
F J SCHULT BLDG
ST ST PAUL MN
55075

KNUDSON ROBT
4375 BROWNDALE AVE
MPLS MN
55424

KRAMER ERNEST W
717 DELAWARE ST SE
MPLS MN
55440

KROEGER CHARLES
122 NW 7TH STREET
FARIBAULT MN
55021

KUHL CARL
4421 4TH ST NE
COL HEIGHTS MN
55421

KVB ENGINEERING INC
600 S CO RD 18
MPLS MN
55426

LAKE SUPERIOR INDUSTRIAL BUR
828 FIRST AM. BK. BLDG.
DULUTH MN
55802

LANAHAN E F - SIBLEY CO
184 E 6TH ST
ST PAUL MN
55101

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LEG.REF.LIB-Z. DEWITT
RM 111 STATE CAPITOL
ST PAUL MN
55155

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

MANSFIELD LARRY
HCARC 22 27TH AVE SE
MPLS MN
55414

MCKIPPON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MANKATO STAT STUDENT SENATE
CENTENNIAL STUDENT UN
MANKATO MN
56001

MANKATO STATE STUDENT ASSN
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

HENDRICKSON A WM
100 FREEMAN DRIVE
ST PETER MN
56082

HICHINGER-MARK PLANNING
421 WABASHA ST
ST PAUL MN
55102

HOLDAHL SCOTT
380 N BLDG GRAIN EXCH
MPLS MN
55415

HOLEY GEO AERONAUTICS
DOWNTOWN AIRPORT
ST PAUL MN
55107

HORNER WALDORF - KAZIUKEWICZ
PO BOX 3260
ST PAUL MN
55165

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE RESEARCH
RM 17 STATE CAPITOL
ST PAUL MN
55155

HULSTRAND ANDERSON & LARSON
PO BOX 130
WILLMAR MN
56201

HUMAN SERVICES
414 LAFFAYETTE RD 5THFL
ST PAUL MN
55101

HUNT JAMES P JR
11470 GALTIER DR
BURNSVILLE MN
55378

HYLAND DEAN
1501 W 50TH ST
MPLS MN
55419

INGVALSON VERN MN.FARM BUR.
3110 WOODDALE DR PO 337
OST PAUL MN
55165

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

IZAAK WALTON MN DIV
111 E FRANKLIN RM-210
MPLS MN
55404

JAIN NIRMAL ENIV PROCESS
1220 GLENWOOD AVE
MPLS MN
55405

JENCS INC
525 LAKE AVE SO
DULUTH MN
55801

JENSEN MRS GAYNOLD
111 WEST 107TH ST
MPLS MN
55420

JOHANSEN BUS SERV INC
19 DAYTON RD
CHAMPLIN MN
55316

JOHNSON LEROY
9939 BLUEBIRD ST NW
COON RAPIDS MN
55433

JOHNSON M.D. ERUNDT & ERUNDT

BLUE EARTH MN
56013

KABLE RICHARD W

BETHEL MN
55006

KAVANEY RICHARD
1220 NORTHERN FED BLDG
ST PAUL MN
55102

FLEMING FREDERICK A
1860 HIGHLAND PARKWAY
ST PAUL MN
55116

FLADLAND CLINT MN L&P BUR
795 RAYMOND AVE
ST PAUL MN
55114

FOX W.E. LINDQUIST & VENNUM
4200 IDSCTR 80 S.8TH ST
MINNEAPOLIS MN
55402

FRANKLIN ROBERT B MPLS TRIB
426 PORTLAND
MPLS MN
55415

F W WOOLWORTH CO
3316 W 66TH ST
EDINA MN
55424

GEBERT K L
220 GRAIN EXCH
MPLS MN
55415

GEO A HORMEL & CO LAW DEPT
PO BOX 800
AUSTIN MN
55912

GLEN. HILLS HOSP.R.VAN HAUER
3901 GOLDEN VALLEY RD.
MPLS. MN
55422

GODIN RALPH J
3824 47TH AVE SO
MPLS MN
55406

GRANATH MARVIN -HONEYWELL
2701 4TH AVE SO
MPLS MN
55408

GREATER MET AREA HOSPITALITY
5152 CEDAR AVE S
MPLS MN
55417

GREEN JANET
9773 N SHORE DR
DULUTH MN
55804

GRUMMERT REV DONALD
1435 ADAMS ST
MPLS MN
55413

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HAROLD J WESTIN CONSTRUCTORS
45 E 8TH ST
ST PAUL MN
55101

HARVEY MICHAEL
1390 W M HAHA PKWY
MPLS MN
55409

HAYES, THOMAS W
700 SELLWOOD BLG
DULUTH MN
55812

HEALTH MANPOWER C LARSON
717 DELAWARE ST SE
MPLS MN
55440

HARTFELDT WILL
434 HAMM BLDG
ST PAUL MN
55102

HAVEN REST THIL TN TREATMENT
1706 UNIV AVE
ST PAUL MN
55104

HEARING EX.OFF. M GREENBERG
1745 UNIV AVE
ST PAUL MN
55104

HEIM PAUL
1320 SOO LINE BLDG
MPLS MN
55402

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

CRAVEN NORMAN
10637 THOMAS AVE S
BLOOMINGTON MN
55431

DAHLKE LOIS M
118 S EAGLE ST
BELLE PLAINE MN
56011

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DAYTON CHAS SIERRA CLUB
800 MIDLAND BANK BLDG
MPLS MN
55401

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DOW CHEMICAL
47 BLDG
MIDLAND MI
48640

DOYTON MAURICE, MET SEWER BD
350 METRO SQ BLDG
ST PAUL MN
55101

DZUGAN KEN ST PAUL PLANNING
421 WABASHA ST
ST PAUL MN
55102

ELDRED R W ARMOUR & CO
UNION STOCK YARDS
SO ST PAUL MN
55075

ELMER EDWIN W
2901 PLEASANT AVE
MPLS MN
55408

ENNIS A F BOISE CASCADE
PO BOX 713
INTL FALLS MN
56649

ENV SERV-GEN RESOURCE CORP
6340 INDUSTRIAL DR
HOPKINS MN
55343

ESSE KENNETH
4801 W 50TH ST
EDINA MN
55424

ETHICS COMM
RM 410 STATE OFF BLDG
ST PAUL MN
55155

EWALD DOUGLAS MINN HOSP ASSN
2333 UNIV AVE SE
MPLS MN
55414

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

FARMERS ELEVATOR ASSN
852 GRAIN EXCH BLDG
MPLS MN
55415

FARRELL FRANK BUR NOR
RM 1180 176 E 5TH ST
ST PAUL MN
55101

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FINNEGAN J.R.
55 E. 4TH
ST. PAUL MN
55101

BERGUSON & LOFGREN
MN GAS 700 LINDEN W
MPLS MN
55403

BEST FLANAGAN ET AL
4040 IDS CENTER
MPLS MN
55402

BLOOMINGTON CITY CLERK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

BOLTON MALCOLM
422 ALDRICH AVE NO
MPLS MN
55405

BRIGGS & MORGAN - B F FRIEL
2200 W 1ST NATL BK BLDG
ST PAUL MN
55101

BRIGHAM E M III
RR4
RED WING MN
55066

BROWN D M GOODRIDGE PUB SCH
IND DIST #561
GOODRIDGE MN
56725

BROWN H D
4961 KINGSBERRY LANE
MINNETONKA MN
55343

BUCHHOLTZ CHARLES
5044 BRENT AVE E
INV GRV HTS MN
55075

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

BUSCH NOEL
3131 FERNBROOK LANE N
MPLS MN
55441

CAIRNS JOHN A
47TH FLR IDS CENTER
MPLS MN
55402

CAPITOL NEWS SERVICE
BOX 17035
ST PAUL MN
55117

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

CENTRAL BUSINESS DATA
BENSON RADIO ARCADE BLD
BENSON MN
56215

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

CHERCHES CHRIS CITY MGR
5005 MTKA BLVD
ST LOUIS PARK MN
55416

CHRYSALIS CENTER FOR WOMEN
2104 STEVENS AVE S
MPLS MN
55404

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

CLARKSON J.B.
2350 I.D.S. CENTER
MINNEAPOLIS MN
55402

CLAUSEN PHILLIP
2307 STANDISH ST
ST PAUL MN
55108

COLLIN LAURENCE
RT 2
ISANTI MN
55040

COMMUNITY DESIGN CENTER
118 E 26TH ST
MPLS MN
55404

ALLENDORF MARSHALL
220 GRAIN EX 400 S 4TH
MPLS MN
55415

AMER CAMPING ASSN
3639-21/2 ST N.E.
MPLS MN
55418

ANDERSON GRAHAM
951 E HENN
MPLS MN
55414

ANDERSON HERBERT
418 8TH ST. SO.
VIRGINIA MN
55792

ANDERSON MARY
4425 RUTLEDGE AVE
EDINA MN
55436

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ARROWHEAD REGIONAL DEV COMM
200 ARROWHEAD PLACE
DULUTH MN
55802

ARVER JOHN A
2467 CHANCY
ST PAUL MN
55113

ASSOCIATED INDUST OF MPLS
NATIONAL BLDG
MPLS MN
55402

ASSN OF MINN COUNTIES
55 SHERBURNE AVE #203
ST PAUL MN
55103

BABCOCK LOCHER NELSON ET
118 E MAIN ST
ANOKA MN
55303

BARTHOLOW HAROLD E FIRE CHF
2600 109 AVE N W
COON RAPIDS MN
55433

BATES DENNIS
446 STATE OFF BLDG
ST PAUL MN
55155

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

BEGALKA D REV
212 N ELK ST
BELLE PLAINE MN
56011

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BERGSETH THOMAS
1011 NICOLLET MALL
MPLS MN
55403

BEUTEL ROBERT
2200 SILVER LAKE RD
NEW BRIGHTON MN
55112

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BREHL JAMES W
332 HAMM BLDG
ST PAUL MN
55102

BRICK PHILIP C
807 SELLWOOD BLDG
DULUTH MN
55802

BROEKER JOHN
2850METRO DR. SUITE 504
BLOOMINGTON MN
55420

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

BRUNING C.R.DEPT.CLINIC.E
BURTON HALL
MPLS. MN
55455

BUR.ENGR.IND.DIV. MR.KIBIGER
219 N. 2ND ST.
MPLS. MN

BUR NATL AFFAIRS INC
1231 25TH ST NW
WASHINGTON DC
20037

CABLE COMM SYST-H SARRAZIN
BOX 777
HECTOR MN
55342

CAIN RUTH
730 E 38TH ST
MPLS MN
55407

CARLSON CARL L
7516 80TH ST S
COTTAGE GROVE MN
55016

CARLSON VERNE E
BOX 755 CITY HALL
WILLMAR MN
56201

CENTRAL MN REGIONAL DEV COMM
1139 FRANKLIN AVE
SAUK RAPIDS MN
56379

CHAMBER OF COMMERCE
30 SO 1ST AVE EAST
ELY MN
55731

CHRISTIAN SCI COMM ON PUB
1821 UNIV AVE SUITE 271
ST PAUL MN
55104

CHRISTIANSEN FREDRIK
RM 505 CAPITOL SQ BLDG
ST PAUL MN
55155

CITIZENS LEAGUE
530 SYNDICATE BLDG
MPLS MN
55402

CITY OF ROBBINSDALE
C LARSON 4221 LAKE RD
ROBBINSDALE MN
55422

CLAWSON CONNIE
HELP CT 317-17TH AV SE
MPLS MN

COLEMAN NICHOLAS D
700 LINWOOD AVE
ST PAUL MN
55105

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

CONSUMER SERVICES DEPT CO
5TH FLR METRO SQ BLDG
ST PAUL MN
55101

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DAILEY THOMAS ECONOMICS LAB
370 WABASHA ST
ST PAUL MN
55102

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DEVELOP DISABILITIES PROGRAM
STATE PLAN 101 CAP SQ
ST PAUL MN
55155

DICKINSON MRS JOANNE
BOX 1065
MARSHALL MN
56258

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

DOUGLAS BELL ET AL
2212 AM. NATL BK BLDG
ST PAUL MN
55102

DUDLEY E H
RT 7 BOX 122
EXCELSIOR MN
55331

DUNN CLIVER PLUMBERS LOC
708 SC 10TH ST
MPLS MN
55404

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

ELDER DR JAMES B
11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

ENGELBRECHT DOUGLAS
609 RANGE ST
NO MANKATO MN
56001

ERDMAN ROGER TENNANT CO
701 N LILAC DR
MPLS MN
55441

ERNEST K LEHMANN & ASSOC.
1409 WILLOW ST.
MPLS MN
55403

EVANS CHAS.L. PRENTICE-HALL
ENGELWOOD CLIFFS
NEW JERSEY

EVERETT JERRY NW PETRO AS
512 NICOLLET MALL RM917
MPLS MN
55402

FAEGRE & BENSON ATTN LIBR
1300 NW BANK BLDG
MPLS MN
55402

FELHABER R S
W 1ST NATL BANK BLDG
ST PAUL MN
55101

FILTER LOREN
BOX 36
BRITT MN
55701

FITZGERALD DR BOB
3007 LYNDALE AVE SO
MPLS MN
55408

FLADLAND CLINTON MN L&P B
796 RAYMOND AVE
ST PAUL MN
55114

FORBES GORDON MINN PRS ASSN
203 HANOVER 480 CEDAR
ST PAUL MN
55101

FORSBERG AGR SERV
518 SUMMIT AVE
NEW ULM MN
56073

FREDIN CONRAD M
811 FIRST NATL BK BLDG
DULUTH MN
55802

FREDRIKSON BYRON ET AL
47TH FLR IDS CENTER M
PLS MN
55402

GALVIN M J JR
W2162 1ST NATL BK BLDG
ST PAUL MN
55101

GARDNER HDW - R A JOHNSON
515 WASHINGTON AVE N
MPLS MN
55401

GIEL DAVID
RM B-28 STATE CAPITOL
ST PAUL MN
55155

GLEESON MICHAEL
909 SCC SC BLDG U OF M
MPLS MN
55455

GOODMAN DF TEL CABLE TV
302 E SUPERIOR
DULUTH MN
55802

GRAHAM THOS H
854 MIDLAND BK BLDG
MPLS MN
55401

GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

GREEN GARY J
41 SHERBURNE AVE
ST PAUL MN
55102

GUSTAFSON DAN-LABOR TEMPLE
312 CENTRAL
MPLS MN
55414

GUSTAFSON WALLACE
BOX 567
WILLMAR MN
56201

HANFT PHILIP M
1200 ALWORTH BLDG
DULUTH. MN
55802

HANSON ETHEL
2813 85TH AVE N
MPLS MN
55444

HALLBERG LEE & MCCABE
4927 34TH AVE S
MPLS MN
55417

HAUN DR J W GEN MILLS
PO BOX 1113
MPLS MN
55440

HENTHORN GARY WOODSTOCK
7365 LANDAU DR
BLOOMINGTON MN
55438

HART PATRICK V
112 E LIBERTY BOX 3271
MANKATO MN
56001

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HEANEY BILL
30 W SUPERIOR ST
DULUTH MN
55802

HEINTZ MARY ELLEN
PO BOX 599
CINCINNATI OH
45201

HEISENFELT WM
BOX 516
BEMIDJI MN
56601

HILL JIM ASSOC.MILK PROD.
7850 METRO PARKWAY
MINNEAPOLIS MN
55420

HINRICHSEN PATRICK
MANKATO FREE PRESS
MANKATO MN
56001

HOLMES EUSTIS ET AL
4610 IDS CENTER
MPLS MN
55402

HOPKINS WM.B. DIR.MISCCA
3915 GOLDEN VALLEY ROAD
GOLDEN VALLEY MN
55422

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HOUSE ED STANDING SUB COM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HULTMAN WARREN R
C/O BARBAROSSA R3
OSSEO MN
55369

HUMAN RIGHTS
200 CAPITOL SQ BLDG
ST PAUL MN
55101

HUTCHISON R.M. ANOKA CO.COMP
COURT HOUSE
ANOKA MN
55303

HYDROLOGIST
CHIPPEWA NATL FOREST
CASS LAKE MN
56633

ILLINGWORTH ROBERT C
6750 FRANCE AVE S RM290
MPLS MN

INGEBRIGTSEN DR K H
23 SE 4TH ST
MPLS MN
55414

INTERSTATE POWER RW STEELE
1000 MAIN ST
DUBUQUE IA
52001

IUOE LOC 49 CHAS SWENSON
2580 UNIV AVE
ST PAUL MN
55101

JACKMAN DONALD G
4023 E LAKE ST
MPLS MN
55406

JENSEN ARTHUR,CITY CLK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

JOHNSON & SANDERSON
ST MARYS HOSPITAL
ROCHESTER MN
55901

JOHNSON CLARENCE IBEW LU
3615 37TH AVE S
MPLS MN
55406

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

KEABLE MIKE
909 6TH AVE N
ST CLOUD MN
56301

KEENAN RICHARD J
4444 IDS BLDG
MPLS MN
55402

MAYO FOUNDATION G ORWOLL
200 FIRST AVE NW
ROCHESTER MN
55901

MECCA
867 GRAND AVE
ST PAUL MN
55105

MET TER MEN ASSN A ROSENTHAL
1821 UNIV AVE
ST PAUL MN
55104

METROPOLITAN COUNCIL LIBR
300 METRO SQUARE
ST PAUL MN
55155

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

MPLS CITY ATTORNEY
325M CITY HALL
MPLS MN
55415

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MILLER PAUL J PHARMACY SERV
ST MARYS HOSP
ROCHESTER MN
55901

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

MN.BD OF NURSING
717 DELAWARE ST SE
MPLS MN
55414

MN SOC SERV ASS J HOOD
614 PORTLAND
ST PAUL MN
55102

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN ASSN ELEC COOPERATIV
4901 W 77TH ST
MPLS MN
55435

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

MINN COMM FOR HANDICAPPED
METRO SQ 492 7TH & ROBT
ST PAUL MN
55101

MINN DEPT HEALTH J C MCKASY
717 DELAWARE S E
MPLS MN
55440

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN HEREFORD-LJ SCHAFER

BUFFALO LAKE MN
55314

MINN HWYS MANAGEMENT SERVICE
407 HWY BLDG
ST PAUL MN
55101

MINN LAND USE COMMITTEE
4344 IDS CENTER
MPLS MN
55402

MINN.MTR.TRANSP. .J.N.DENN
1821 UNIV.
ST.PAUL MN
55104

MINN PETROLEUM COUNCIL
1020 NORTHERN FED BLDG
ST PAUL MN
55102

KJERVIK DIANE
4302 POWEL HALL U OF M
MPLS MN

KLOSTER MARION PEAVEY CO
730 2ND AVE S
MPLS MN
55402

KNOPP TIMOTHY
COLLEGE FORESTRY U OF M
ST PAUL MN
55108

KNUTSON DR KEITH, BIOLOGY
ST CLOUD STATE
ST CLOUD MN
56301

KOLLER MR & MRS ERWIN A
1568 DULUTH ST
ST PAUL MN
55108

KOPP MRS VERNON
2050 65TH ST E
INVER GR HGHT MN
55075

KRONLOKKEN J E
10048 NORD RD
BLOOMINGTON MN
55437

KROON H CLIFTON
210 E WALNUT
MANKATO MN
56001

LABELLE JUANITA MRS
5816 AQUILA AVE NO
NEW HOPE MN
55428

LANGVIN DAVID
7500 80TH ST S
COTTAGE GROVE MN
55016

LANSING & OAKES
400 SIBLEY ST
ST PAUL MN
55101

LARSON HANS P DIV HOSP SERV
717 DELAWARE ST SE
MPLS MN
55440

LEAGUE MN MUNIC
300 HANOVER 480 CEDAR
ST PAUL MN
55101

LIBBEY LEONARD
BOX 17011 NOKOMIS STA
MPLS MN
55417

LINDALL & JONATHAN DEVELO
VILLAGE ONE CENTER
CHASKA MN
55318

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

LYNCH DONALD SIBLEY CO
184 E 6TH ST
ST PAUL MN
55102

MCDONALD PHILIP M
2077 SELBY AVE
ST PAUL MN
55104

MCFADDEN G H DISPATCH-PR
55 E 4TH ST
ST PAUL MN
55101

MALONE F I COMM LABOR & I
444 LAFAYETTE RD 5TH FL
ST PAUL MN
55101

MANTHEY T J PICKANDS MATHER
1100 SUPERIOR AVE
CLEVELAND OH
44114

MARRINAN MARGARET M
1117 COMMERCE BLDG
ST PAUL MN
55101

MINN RESTAURANT ASSN
2001 UNIVERSITY AVE.
ST PAUL MN 55
104

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MINN STATE RETIREMENT SYSTEM
529 JACKSON ST
ST PAUL MN
55101

MINN VETERANS MED ASSN
2175 W HWY 36
ROSEVILLE MN
55113

MN PUB INT RESEARCH GROUP
3036 UNIV AVE SE
MPLS MN
55414

MORTON BUILDINGS INC
R #1
FOLEY MN
56329

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NEREN MADONNA
376 NEAL AVE S
AFTON MN
55001

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NW BELL TEL CO LEGAL DEPT
224 S 5TH ST RM 2000
MPLS MN
55402

OLD COLONY GAS & OIL COMPANY
17TH AVE N AT 2ND ST
MPLS MN
55411

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

MINN STATE BD PHARMACY
717 DELAWARE ST SE #351
MPLS MN
55414

MINN TEAMSTERS CREDIT UNI
2021 HENN AVE E
MPLS MN
55413

MINN WATER RESOURCES BD
RM 206 555 WABASHA ST
ST PAUL MN
55102

MOFFITT R C
RM 301 M MPLS CITYHALL
MPLS MN
55415

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

NASS GEO V HENN CC GEN HO
5TH AND PORTLAND AVE
MPLS MN
55415

NAT'L SOLID WASTES-R. GRA
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WASHINGTON DC
20036

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RT 2 BOX 125
EMBARRASS MN
55732

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

NYQUIST DEAN A
3707 53RD PL N
BROOKLYN CTR MN
55429

OLOFSON ARTHUR MBO & MAI
927 SOO LINE BLDG
MPLS MN
55402

PATTISON CRVIS
BOX 645
WILLMAR MN
56201

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ST PAUL MN
55101

PETERSON GARY
854 MIDLAND BK BLDG
MPLS MN
55401

PHILLIPS LEGISLATIVE SERVICE
459 RICE ST
ST PAUL MN
55103

PINNETTI NICK. M HALEY & A
40 CENTRAL PARK S
NEW YORK NY
10019

PORT AUTH CITY OF ST PAUL
330 MINNESOTA BLDG
ST PAUL MN
55101

PORTER DAVID
3212 LONGFELLOW AVE S
MPLS MN
55407

PRAUSE JOS.C.
2220 105TH AVE.N.W.
COON RAPIDS MN
55433

PROCTOR&GAMBLE L THECHAR
IVORYDALE TECH. CENTER
CINCINNATI OH
45217

RADMAN RICHARD-LABOR TEMP
418 AUDITORIUM
ST PAUL MN
55102

RAUENHORST CORP-C ANDERSON
7900 XERXES S. S-2200
MPLS MN
55431

REAGAN MICHAEL
% MINN LEARNING CTR
BRAINERD MN
56401

REID DAVID H
5633 WASHBURN AVE S
MPLS MN
55410

REINO O LAINE 3M COMPANY
3M CENTER
ST PAUL MN
55101

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROBBIE JOSEPH
904 CARGILL BLDG NO CTR
MPLS MN
55402

ROBERTS DAVID E
1260 NW NATL BK BLDG
ST PAUL MN
55101

RUDY FLOYD
118 AVE C
CLOQUET MN
55720

SATHRE, HARVEY
375 MARION STREET
ST PAUL MN
55103

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

TATE VERN 3M CO
3M CENTER 220/6W
ST PAUL MN
55101

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

TOUCHE ROSS & CO K H STOCKE
780 NORTHSTAR CNTR
MPLS MN
55402

TWIN CITY RETAIL DRUGGIST
2388 UNIV AVE
ST PAUL MN
55104

VANDERVOORT T J MET WASTE
350 METRO SQUARE BLDG
ST PAUL MN
55101

VAN EVERA MUNDT ET AL
700 TORREY BLDG
DULUTH MN
55802

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

VOSS REV GORDON O
11120 NE 7TH ST
BLAINE MN
55434

VOS LEROY
2137 BURNS AVE
ST PAUL MN
55119

WALTERS THOS H
4510 W 77TH ST STE 235
MPLS MN
55435

WANQUIST ALLEN
RM 252 FEDERAL BLDG
ST PAUL MN
55101

WESTIN CHAS W
220 MEDICAL ARTS BLDG
DULUTH MN
55802

WHITING RALPH
555 WABASHA SUITE 204
ST PAUL MN
55102

WM.MITCHEL COLLEGE LAW LIB.
2100 SUMMIT AVE.
ST.PAUL MN
55105

WILEY ENTERPRISES
101 5TH AVE SE
OSSEO MN
55369

WIS FEEDER PIG MARKET CO-OP

FRANCIS CREEK WI

WOLKERSTORFER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

SCARBOROUGH WILLIAM
DIV.EC. U.M.
MORRIS MN
56267

SCHMIDT H W TCHRS RETIREMENT
302 CAPITOL SQ BLDG
ST PAUL MN
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SCHMIDT LARRY WCCO-TV NEW
50 S 9TH ST
MPLS MN
55402

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

SCHWERMAN EARL JR
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55901

SCHROEDER ALFRED H
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ST PAUL MN
55104

SELECTVISION INC FR VALEN
245 PARK AVE
NEW YORK NY
10017

SENATE GOV OP COMM
RM 303 STATE CAPITOL
ST PAUL MN
55155

SHABATURA EUGENE F
2833 LAKE AVE SO
DULUTH MN
55811

SHELL OIL CO. W.A. ROQUET
ONE SHELL PLAZA BX 2463
HOUSTON TX
77001

SITE ENGINEERS INC
900 REDWELL LANE
APPLE VALLEY MN
55124

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MPLS MN
55411

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55416

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55108

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212 CITY HALL
ROCHESTER MN
55901

SWANSON MORTIMER C
5824 FRANCE AVE S
EDINA MN
55410

PUBLIC WELFARE

Allin, Kent, Welfare Advocacy Unit, 370 Selby Avenue, St. Paul, MN 55102

Anoka Co. Comprehensive Health Dept., Courthouse, Anoka, MN 55303

Blade, Joe, Mpls. Star, 425 Portland Ave., Mpls MN

Community Mental Health Bd. of the Northern Pines Mental Health Ct., 103-105 1st St. S.E. Little Falls, MN 56345

Curtis E. Louis (Dr.) Prof. Education U M, Morris, MN 56267

Dale, Randy L., Immanuel-St. Joseph Hospital, Mankato, MN 56001

Damon Corp., Att: B.G. Goodman, 115 4th Ave, Needham Heights, MA 02194

Deephaven Montessori School, Inc., 188 S. Circle A Drive, Wayzata, MN 55391

Friesen, Miller A., Hiawatha Valley Mental Health Ct., Box 619, Winona 55987

Goldberg, Paula, 5315 James Ave. S., Mpls 55419

Henn Cty Family Day Care Ass., 404 E. 48th St., Mpls 55409

Hiawatha Valley Mental Health Center, 76 E. 4th St., Winona 55987

Kurtz, Kirsten (Mrs.) MN Nurses Assn., 1821 Univ Ave., St. Paul 55104

Legal Aid Society, 501 Park Ave, Mpls 55415

Local #34, AFSC & ME, Box 2016, Commerce Sta., Mpls 55415

Lutheran Soc. Service, Att: H.L. Paulsen, 2414 Park Ave S., Mpls 55404

Minneapolis & Henn Cty Mental Health Clinic, 619 S 5th St, Mpls 55415

MN Assn. for Ed. of Young Children, Rm 373 S. Griggs Midway, 1821 Univ. St. Paul 55104

MN Legislative Comm of Blind, 1605 Eustis, St. Paul, MN 55108

MN Recipients Alliance, 116 E. 32nd St., Mpls 55404

MN State Pharmaceutical Ass. 2388 Univ Ave, St. Paul 55104

MN Valley Soc. Adaptation Center, Att: M.Jones, 100 Freeman Dr., St. Peter 560

Mitchell, Malcolm, Met Health Bd, 300 Metro Sq. Bldg. 7th & Robt, St. Paul

Neff, Walter S. (Dr.) Virginia, MN 55792

Northland Mental Health Center, 415 S. Pokegema, Grand Rapids 55744

N.W. Mental Health Center, Inc., Box 603, Crookston, MN 56716

Public Relief, Bd of Public Welfare, Att: Dir Jensen, 250 S. 4th St., Mpls 554[illegible]

Sister Letitia M. Close, B.V.M., 415 Summit Ave, St. Paul, 55102

Southwestern Mental Health Center, 306 N. McKenzie St. Luverne 56156

Upper Mississippi Mental Health Ct., Att: Dr. Howard C. Reid, 510 Beltrami, Bemidji, MN

Usher, Janice, Isanti Co. Public Health Nursing Serv., 237 SW 2nd, Cambridge 55008

Veterans Affairs, Veterans Service Bldg, St. Paul 55155

Welfare Rights Organization, Stephen Parsons, 1118 Newton Ave N. Mpls 55411

West Central Mental Health Center, 323 W. 6th St. Willmar 56201

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

RECEIVED
MAY 24 1976
OFFICE OF HEARING
EXAMINERS

In the Matter of the Proposed Rule 22, 23 & 24 of the Minnesota Department of Public Welfare.

AFFIDAVIT OF MAILING

James T. Sarazin , being first duly sworn, deposes and says:

That on the 14th day of May, 1976, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State as well as to all persons listed on the attached sheet as presently being members of the Minnesota Legislature.

James T. Sarazin

Subscribed and sworn to before me
this 24th day of May, 1976.

Margaret Holt
Margaret A. Holt

MARGARET HOLT
Notary Public, Ramsey County, Minn.
My Commission Expires Sept. 22, 1977

State Exhibit 5
K. A. K. DATE 6/17/76

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER OF PUBLIC WELFARE

RECEIVED
MAY 18 1976
OFFICE OF HEARING EXAMINERS

In the Matter of the Proposed Rules 22, 23, and 24 of the Minnesota Department of Public Welfare.

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to Minnesota Statutes 15.0412, subd. 4 (1975 Supp.) regarding the above-entitled matter, in the State Office Building Auditorium (Room 83), Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on Thursday, June 17, 1976, commencing at 8:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning proposed rules 22, 23, and 24, by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Rule DPW 22, Community Based Residential Services to Mentally Ill Persons, governs state financing of residential and related social and rehabilitative costs. This rule sets forth eligibility requirements and purposes for which these funds shall be expended.

Rule DPW 23, Community Based Residential Services to Mentally Retarded Persons, governs state financing of residential and related social and rehabilitative costs. This rule sets forth eligibility requirements and purposes for which these funds shall be expended.

Rule DPW 24, Prevention and Early Identification Programs, provides funding procedures and program eligibility requirements for chemical dependency services. These services are for the purpose of prevention, early identification, referral and treatment and are to serve the target groups of Native Americans, employees, youth and underserved.

Under Minnesota Statutes 10A.01, subd. 11 (1974), any individual representing persons or associations attempting to influence administrative action, such as promulgation of these rules, must register with the State Ethics Commission as a lobbyist within five (5) days of the commencement of such activity by the individual. (The State Ethics Commission is located at Room 410, State Office Building, St. Paul, Minnesota 55155.)

Testimony or other evidence to be submitted for consideration should be pertinent to the matter at hand and may be presented either orally or in writing at the public hearing or by mailing a statement to George Beck, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota 55104, within 20 days following conclusion of the hearing. If the person submitting a written document cannot be present to read his statement at the hearing, the document will be entered into the record. For those persons wishing to submit written statements or exhibits, it is requested that at least three (3) copies of each statement, exhibit or summary be furnished at the hearing. It is suggested that to save time and avoid duplication, those organizations or associations sharing common viewpoints or interests in these proceedings join together where possible and present a single statement on behalf of such interests. All statements submitted should clearly identify the rule number to which the statement pertains. It is expected that 175 people will attend the hearing and that the hearing will take 13 hours.

State EXHIBIT 1

K. A. K. DATE 6/17/76

(OVER)

Copies of the rules are now available and may be obtained by writing:

Rule 22 - Terry Sarazin, Minnesota Department of Public Welfare, Mental Health Division, 1st Floor, Centennial Office Building, St. Paul, MN 55155

Rule 23 - Ardo Wrobel, Minnesota Department of Public Welfare, Mental Retardation Division, 1st Floor, Centennial Office Building, St. Paul, MN 55155

Rule 24 - Jim Wrich, Minnesota Department of Public Welfare, Chemical Dependency Program Division, 402 Metro Square Building, St. Paul, MN 55101.

Additional copies will be available at the door on the date of the hearing.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

VERA J. LIKINS
Commissioner

Dated: May 14th, 1976

RECEIVED
MAY 24 1976
OFFICE OF HEARING EXAMINERS

STATEMENT OF NEED
DPW RULE 24

I. Statutory Citations

In accordance with the Administrative Procedures Act, Minnesota Statutes, Chapter 15 DPW Rule 24 is necessary in order to bring the administration and management of Minnesota Laws 1976 Chapter 125 into compliance with state law.

II. Introduction

This section provides a general description of the activities covered by Rule 24.

III. Definitions

A variety of persons, groups and agencies will be contractually involved with and responsible for implementing programmatic concepts through vendors for the benefit of specific groups of persons in need of such services. These responsible persons, groups and agencies along with the persons targeted for service as well as the service concepts and delivery mechanisms all need definition to avoid confusion and to assist in shaping the administrative structure of the program. Persons, groups and agencies that may become involved in the development in delivery of services are defined in III, b, c, d, f, h, j, m, and p. Programmatic concepts are defined in III, e, k, and n. Delivery mechanisms are defined in III, l. Groups of persons targeted for services are defined in III, a, g, i, and o.

IV. Responsibilities

Clear delineation of responsibilities of key organizations, groups and individuals is necessary to assure effective administration and management of chemical dependency programs. These organizations, groups and individuals fall into one of three categories: the Department of Public Welfare, the Community Mental Health Boards; and the Service Providers. Consequently, major tasks necessary to the administration and management of this program have been identified and assigned to one of these three major categories. The rationale for each of these responsibilities are addressed in the order in which they appear in proposed Rule 24.

(a) DEPARTMENT OF PUBLIC WELFARE

1. Without a plan of affirmative outreach there is small likelihood that communities could be made sufficiently aware of the efforts under Minnesota Laws 1976 Chapter 125 to enable them to participate.

2. Timely delivery of services is necessary to assure effectiveness of program effort. Consequently, performance schedules must be developed and complied with to maximize program impact.

State EXHIBIT 15
DATE 6/17/76

3. Because the Department is accountable to the Legislature it has responsibility for approving program delivery plans developed by the Community Mental Health Boards.

4. Because Community Mental Health Boards may not always have all of the necessary tools to carry out their responsibilities under this program, the Department of Public Welfare has a responsibility to provide technical assistance as requested or needed.

5. Because the Department of Public Welfare is dedicated to the concept of self-determination for American Indian people, programming and funding activity for Indian programs shall be done with the advice of the Native American Advisory Board to the State Alcohol and Drug Authority.

6. Allocation of funds for affected employee programs must be done in this manner to comply with Minnesota Laws 1976, Chapter 125, Section 8(a).

7. In order to comply with state law and provide viable programs to underserved populations as defined in the law, a workable formula is necessary for the allocation of available funds to the Community Mental Health Boards. Factors considered in developing such a formula were as follows: A) Delineation of identifiable groups of significant numbers qualifying as underserved populations; B) Types of special programs and services designed to meet the special alcoholism and chemical dependency needs of these underserved groups; c) Minimum dollars necessary to provide the special programs in a manner that will be viable and effective; D) The basic intent of the law.

8. There may be circumstances under which some funds may not be used. The Department of Public Welfare has a responsibility to reallocate such funds in an effective and equitable manner or, if it is not possible to use such funds in an effective and equitable manner, to return them to the state legislature.

9. In order to properly manage current and future programs it is necessary to retrieve and interpret data objectively to determine the impact of the program and whether or not they met their pre-stated objectives. Consequently, it is necessary to have an evaluation system built into the programs and services.

(b) COMMUNITY MENTAL HEALTH BOARDS

State law provides that the Community Mental Health Boards are responsible for the provision of chemical dependency services.

1. To maximize resources and limited funds, it may be necessary for Community Mental Health Boards to enter into joint efforts with each other to effectively deliver services.

2. Because County Welfare Boards also provide services to chemically dependent persons and because the Department does not want to engage in either duplication of effort or neglect of a group in need of services, the Community Mental Health Boards shall consult with the County Welfare Boards prior to submitting their program plans to the State Agency.

3. Experience shows that large sums of money and much effort can be ineffectively expended in attempts to provide programs for affected employees unless basic issues in the design, development and installation of programs are addressed. This paragraph outlines those basic issues that experience shows must be addressed in order to develop effective programs for affected employees.

4. Census data indicates that some underserved groups reside throughout the state of Minnesota on a rather uniform basis: youth, women and elderly, for example. Other identifiable underserved groups, however, reside primarily in the metropolitan area: Blacks, Chicanos and Gay men and Lesbian women. Effective use of funds requires that the Department avoid requiring Area Boards to provide services for groups which do not exist within their catchment area in significant identifiable numbers. Consequently, all participating area boards are required to provide services for youth, elderly and women because these three groups reside in significant identifiable numbers in every community mental health board area. On the other hand, identifiable groups of significant numbers of Blacks, Chicanos, and Gay men and Lesbian women reside primarily in the metropolitan area. Consequently, the rule requires Hennepin and Ramsey County to provide programs for these groups as well as for youth, women, and elderly. Because some area boards may already be providing services to one or more of these underserved groups this paragraph provides for coordination of existing program efforts with new program efforts.

5. While it is the intent of this rule to assure an equitable distribution of services to each of the above mentioned underserved groups it is also recognized that in some special instances this may not be possible for all area boards. Consequently, provision for a waiver is included.

6. Without an evaluation system showing program outcome and how it was achieved the Department would have insufficient guidance for future program effort. Consequently, the community mental health boards must have DPW approved evaluation systems.

7. Experience has indicated that in order to carry out programs of this type a plan must be formulated which addresses basic issues. This provision of the rule delineates those basic issues which must be addressed by the area board in their program plans.

8. In order to assure the possibility of effective and efficient provision of services, reasonable efforts must be made to inform potential vendors of the opportunity to perform in this effort. Thus, community mental health boards shall advertise and make public requests for proposals from vendors and consider all submitted proposals complying with the program plan and applicable regulations. To assure objectivity in contract awards, award criteria must be established prior to proposal review. Experience shows that certain issues must be addressed in the development of proposals for provisions of services of the types described herein. This section of the rule delineates those issues.

(c) SERVICE PROVIDERS

Because area boards will be contracting with Service Providers it is necessary to delineate appropriate service provider's responsibilities, some of which are mandated by law. While it is the responsibility of the service providers to comply with certain procedures it is also the responsibility of the community mental health boards to assure that the contracts require such compliance.

1. Program descriptive data is necessary to the management and evaluation of the effort on all levels.

2&3. Experience shows that continuous monitoring and administration of such programs is usually necessary to assure effectiveness. Consequently, monthly reporting on numbers of persons served and services provided by each program is necessary.

4. Experience shows that the process of designing, developing and delivering services can yield a great deal of information that is valuable for future use. The Department is eager to learn about the degree of effectiveness of various efforts and techniques. This can only be done by establishing a mechanism which enables service providers to share their experiences with the Department. Consequently, a comprehensive report is required at the end of the funding period which addresses such issues.

5. In order for the community mental health boards to effectively carry out their responsibilities, special reports from service providers may be necessary.

6. The Department recognizes that this overall effort has received a great deal of attention both in Minnesota and nationally. We also recognize the possibility that persons or groups may be attracted to the role of service provider and it's potential monitary rewards even though they may not have adequate capability to perform. Consequently, each service provider will be required to demonstrate their capability to perform on the basis of experience and education.

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS
ROOM 300 - 1745 UNIVERSITY AVENUE
ST. PAUL, MINNESOTA 55104
(612) 296-6910

July 14, 1976

Mr. James T. Wrich
Minnesota Department of Public Welfare
Chemical Dependency Program Division
402 Metro Square Building
Saint Paul, Minnesota 55101

In re: In the Matter of the Proposed Rules 22, 23, and 24 of the Minnesota Department of Public Welfare;
DPW-76-007-GB.

Dear Mr. Wrich:

Enclosed and served upon you by mail please find the original of my Report concerning the above-entitled matter for your file. I am sending copies of the Report to Mr. Wrobel and Mr. Sarazin.

Also enclosed please find all exhibits in the matter.

Sincerely,

GEORGE A. BECK
Hearing Examiner

GAB:sw
Enclosures

cc: Ardo M. Wrobel
James T. Sarazin

AN EQUAL OPPORTUNITY EMPLOYER

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

BEFORE THE DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Rules 22, 23, and 24 of the Minnesota Department of Public Welfare.	FINDINGS OF FACT, CONCLUSIONS AND RECOMMENDATION

The above-entitled matter came on for hearing before George A. Beck, duly appointed as Hearing Examiner in this matter, on June 17, 1076 at 8:30 a.m. in the State Office Building Auditorium in the City of Saint Paul, County of Ramsey, State of Minnesota.

This is a rules hearing held pursuant to Minn. Stat. Chapter 15 to determine whether proposed Department of Public Welfare Rules 22, 23 and 24 should be adopted.

Members of the agency panel included: James T. (Terry) Sarazin, Director of the Mental Health Division of the Department of Public Welfare; Ardo M. Wrobel, Director of the Mental Retardation Program Division of the Department of Public Welfare; James T. Wrich, Director of the Chemical Dependency Program Division of the Department of Public Welfare; Beverly Driscoll, Special Projects Office of the Department of Public Welfare; and John Daniels, Special Assistant Attorney General.

Witnesses at the hearing included: Harvey Tillipman, Hennepin County Mental Health, Mental Retardation, and Chemical Dependency Department; Robin Reich, Hennepin County Mental Retardation Planner; Dale Offerman, Chief Executive Officer, Cambridge State Hospital; Mike Marrin, Hennepin County Department of Mental Health, Mental Retardation, and Chamical Dependency; Peter Bell, Executive Director, Metropolitan Institute on Black Chemical Abuse; Chuck Adams, Director, Thunderbird Halfway House; Don Hackey, Director of Health for the Minnesota Chippewa Tribe; Tod Humphries, Employee Program Specialist, Johnson Institute; Tim Campbell, Executive Director, Gay Educational Consultants; Michael Ralke, Gay-Lesbian Section, Minnesota Chemical Dependency Association; Jack Lamar, Director of the area board, Northeast Minnesota office; Marc Kurzman, Associate Director, Office of Alcohol and Other Drug Abuse Programming; Patricia Nevins, Committee for Gay Rights and Lesbian Resource Center; Gilbert Verdeja; Frank Boudewyns, Minnesota Committee for Gay Rights and Minnesota Chemical Dependency Association; Richard Pappenfus, Director of Chemical Dependency Programs for the

Ramsey County Mental Health Department; and Cherie Jefferson, Ramsey County Mental Health.

Based upon all the testimony, exhibits and written comments, the Hearing Examiner makes the following:

FINDINGS OF FACT

1. That the agency submitted the following documents as exhibits in this matter:

   a. Notice of Hearing (Ex.1)

   b. Order for Hearing (Ex. 2)

   c. Affidavit of Receipt of Secretary of State's List (Ex. 3)

   d. Affidavit of Mailing (Ex. 4)

   e. Affidavit of Mailing (Ex. 5)

   f. Secretary of State's Affidavit (Ex. 6)

   g. Proposed Rule 22 (Ex. 7)

   h. Statement of Need for Rule 22 (Ex. 8)

   i. Agency List of Witnesses for Rule 22 (Ex. 9)

   j. Proposed Rule 23 (Ex. 10)

   k. Statement of Need for Rule 23 (Ex. 11)

   l. Agency List of Witnesses for Rule 23 (Ex. 12)

   m. Relevant Legal Citations for Rule 23 (Ex. 13)

   n. Proposed Rule 24 (Ex. 14)

   o. Statement of Need for Rule 24 (Ex. 15)

   p. Agency List of Witnesses for Rule 24 (Ex. 16)

   q. Metropolitan Council data on Latinos relevant to Rule 24 (Ex.17)

   r. State Planning Agency Population Projections relevant to Rule 24 (Ex. 18)

   s. Birth Rate Data relevant to Rule 24 (Ex. 19)

   t. 1970 Census Data, Race by Sex, relevant to Rule 24 (Ex. 20)

   u. 1970 Census Data, Persons of Spanish Language, relevant to Rule 24 (Ex. 21)

   v. December 1975 report to Department of Public Welfare concerning Mentally Retarded Persons relevent to Rule 23 (Ex. 22)

   w. Community Alternatives and Institutional Reform report relevant to Rule 23 (Ex. 23)

2. That Exhibits 1, 2, 7, 10 and 14, as proposed, were filed with the Office of Hearing Examiners on May 18, 1976 and that Exhibits 1, 2, 3, 4, 5, 6, 8, 9, 11, 12, 13, 15, 16, 17, 18, 19, 20 and 21 were filed

with the Office of Hearing Examiners on May 24, 1976. All of the aforementioned documents were available for inspection at the Office of Hearing Examiners from the date of filing to the date of hearing.

3. That the record was left open for 20 days following the hearing for receipt of written comments or materials concerning the three (3) proposed rules.

RULE 22

4. That the agency cited Minnesota Statutes § 246.01, Minnesota Statutes § 245.61 through § 245.69, Minnesota Statutes § 256.01, Minnesota Statutes § 393.07 and Minnesota Laws 1975, Chapter 434 as authority for promulgation of the proposed rule.

5. That proposed Rule 22 is needed in order to develop a procedure for distribution of the appropriation for community based residential services contained in Minnesota Laws 1975, Chapter 434, Section 2, Subd. 5.

6. That Section I of the proposed rule is necessary to broadly identify the purpose of the rule and to supply definitions needed to interpret the rule.

7. That Section II (a) of the proposed rule is needed to implement the statutory directive that the funds be provided primarily to one state hospital receiving district. Based upon a consideration of the 1975 legislative record, the agency's January, 1975 Comprehensive Plan, and the agency's 1976 report to the legislature, the Department has indicated that the Hastings State Hospital receiving district consisting of Ramsey County, Dakota County, and Washington County, will primarily receive the funds since it appears that the legislature intended the funds to be used in the East Metropolitan area.

That Section II (b) is needed to permit partial funding of existing community based residential care facilities such as Fairweather Lodges.

That Section II (c) is needed to provide a method of prorating the funds. The Metropolitan Council population figures are believed to be the most current and result in a population breakdown as follows: Ramsey County, 63.38%; Dakota County, 22.94%; and Washington County, 13.68%.

That Sections II (d) and (e) are needed to carry out the legislative intent that funds be used for a community based residential program and that the funds be used to allow mentally ill persons to avoid hospitalization where this is feasible.

That Section II (f) is necessary to make it clear that funding of services enabling a facility to qualify for licensure is permissible.

8. That Section III is necessary to set out the types of services that are eligible for funding consistent with the belief that community based care and treatment is preferable to institutional care and treatment in that it is less disruptive to people's family and social relationships and to their employment; that it carries much less social stigma; that it is a less restrictive alternative; and that recovery often occurs more quickly in familiar rather than unfamiliar surroundings. Section III (a) (6) is needed since the lack of stable funding for residential living costs for mentally ill persons is a major barrier to the establishment of additional residential facilities and to the upgrading of existing facilities.

9. That Sections IV and V are needed to provide a procedure for application for funds and for feedback to the Department concerning the use of funds. A joint application by the county welfare board and the community mental health center board is required since they have overlapping statutory responsibilities.

RULE 23

10. That the agency cited Minnesota Statutes § 245.61 to § 245.69, Minn. Stat. Ch. 393, and Minn. Laws 1975 Ch. 434 as authority for the promulgation of the proposed rule.

11. That proposed Rule 23 is needed in order to develop a procedure for distribution of the appropriation for community based residential services for mentally retarded persons, contained in Minn. Laws 1975, Ch. 434, Sec. 2, subd. 3.

12. That Section I of the proposed rule is necessary to identify the purpose of the rule and to supply definitions needed to interpret the rule.

13. That Section II is needed to set out the purposes for which grants will be awarded. A question was submitted as to whether

Section II (a) (2) and the third paragraph of Section II (a) (3) are an appropriate use for money appropriated by Minn. Laws 1975, Ch. 434 since the appropriation was intended for the planning and placement of mentally retarded persons into community based programs. However, both provisions appear to be within the legislative intent. It should be noted that while the section contains an (a) subsection, there is no (b) subsection. Also, there are some paragraphs which have no number or letter, making reference to them difficult. There appears to be some confusion created by the title for Section II especially when contrasted with Section V. Although Section II lists the purposes for which grants will be made to county units, the title refers to a more nebulous "standards".

14. That Section III is needed to set out the mechanics of applying for the funds available. A joint application is required since the county welfare board or human services board and the community mental health board or human services board have overlapping responsibilities.

15. That Section IV is needed to provide the Department with information on the use of grants made to county boards.

16. That Section V is needed to set out the goals and methods which the Department hopes will be attained through the funding provided by Minn. Laws 1975, Ch. 434. Recently enacted rules, federal regulations and court decisions have required that any person who is mentally retarded be provided with individualized services and developmental opportunities that approximate, as nearly as possible, normal homelike community patterns and conditions of living and learning. It has been held that custody of a mentally retarded person who is in need of care and services for his/her and the public welfare, is justified only for purposes of appropriate training and treatment services. It should be pointed out that Section V appears to suffer from vague and indefinite headings and phrasing in general; Section V (6) does not seem to follow easily from the general section heading. There is some question as to the relationship of Section V to Section II. Since the appropriation statute indicated that the funds should be used primarily in one state hospital receiving district, the Department has determined to give priority to the Cambridge State Hospital receiving district.

17. That the agency cited Minn. Stat. Ch. 254A and Minn. Laws 1976, Ch. 125 as authority for the promulgation of the proposed Rule 24.

18. That proposed Rule 24 is needed in order to implement and develop a procedure for distribution of the appropriation contained in Minn. Laws 1976, Ch. 125.

19. That Section I of the proposed rule is necessary in order to provide a statutory citation of authority to promulgate the proposed rule. The Department agreed with a suggestion to add the word "prevention" so as to be consistent with the language of sections 4 and 5 of Minn. Laws 1976, Ch. 125.

20. That Section II of the proposed rule provides a general description of the activities covered by the rule.

21. That Section III is necessary to provide definitions so that the rule may be understood and interpreted. A variety of persons, groups and agencies will be contractually involved with and responsible for implementing programmatic concepts through vendors for the benefit of specific groups of persons in need of such services. These responsible persons, groups and agencies along with the persons targeted for service as well as the service concepts and delivery mechanisms all need definition to avoid confusion and to assist in shaping the administrative structure of the program. Several definition changes relating to sections III(f), III(g), and III(h) were suggested by Native American representatives and the Department concurred with the suggestions. The Department also agreed with the suggestion made that the definition of Earlier Intervention be deleted since the term is not used elsewhere in the rule. The Department also advised those attending the hearing that the word "non-residential" was inadvertently omitted from Section III(n) in the proposed rule.

22. That Section IV of the proposed rule identifies the major tasks necessary to the administration and management of the program. Clear delineation of responsibilities of key organizations, groups and individuals is necessary to assure effective administration in management of chemical dependency programs.

23. That Section IV(a)(1) is needed since without a plan of affirmative outreach it is unlikely that communities could be made sufficiently aware of this program to enable them to participate.

24. That Section IV(a)(2) is needed since timely delivery of services is necessary to assure effectiveness of program support. At the hearing, the agency amended the rule by inserting the word "time" before the word "schedules".

25. That Section IV(a)(3) is necessary to provide the elements of program plans which must be submitted so that the department can satisfy its statutory responsibility to approve program delivery plans.

26. Section IV(a)(4) is necessary since community mental health boards may not always have all of the necessary tools to carry out their responsibilities under this program, and this rule permits the department ot provide technical assistance as requested.

27. Section IV(a)(5) is necessary in order to promote the concept of self-determination for native American people. The proposed rule is consistent with the spirit of Section III of Ch. 125 of Minn. Laws 1976. A request was made at the hearing that a gay advisory board be set up to function in a manner similar to the Native American Advisory Board. However, there is no similar statutory authority for gay people.

28. Section IV(a)(6) is needed to comply with Minn. Laws 1976, Ch. 125, Sec. 8(a).

29. Section IV(a)(7) is necessary since in order to comply with state law and provide viable programs to underserved populations, a workable formula is necessary for the allocation of available funds to the community mental health boards. The formula developed was based upon the following factors:

a. Delineation of identifiable groups of significant numbers qualifying as underserved populations.

b. Types of special programs and services designed to meet the special alcoholism and chemical dependency needs of these underserved groups.

c. A minimum number of dollars necessary to provide the special programs in a manner that will be viable and effective.

d. The basic intent of the law.

At the hearing, the Department also advised that it intended to place a semicolon at the end of the second sentence of the first paragraph and that the word "these" would be inserted between the words "for" and "program" in the third sentence.

30. Section IV(a)(8) is needed to provide a method to reallocate, in an effective and equitable manner funds which are not used by a non-participating board.

31. Section IV(a)(9) provides an evaluation system which is necessary in order to properly manage current and future programs. This rule permits retrival of data necessary to determine the impact of the program and whether or not prestated objectives have been met.

32. Section IV(b)(1) is necessary since community mental health boards, due to limited funds, may have to enter into joint efforts with each other to effectively deliver services.

33. Section IV(b)(2) is necessary to prevent duplication of effort or neglect of a group in need of services since the county welfare boards also provide services to chemically dependent persons.

34. Section IV(b)(3) outlines the basic issues that experience shows must be addressed in order to develop effective programs for affected employees. Experience has shown that large sums of money and much effort can be ineffectively expended in attempts to provide programs for affected employees unless basic issues of design, development and installation of programs are addressed.

35. Section IV(b)(4) is needed since effective use of funds requires that the department avoid requiring area boards to provide services for groups which do not exist within their area in significant identifiable numbers. Since this data indicates that some underserved groups reside throughout the State on a rather uniform basis, youth, women and elderly persons, for example; other underserved groups, however, such as Blacks, Chicanos, gay men and lesbian women reside primarily in the metropolitan area. The rule requires that all participating area boards provide services for youth, elderly and women; but the rule requires only Hennepin and Ramsey County to provide programs for Blacks, Chicanos, and gay men and lesbian women. It was made clear at the hearing that other counties could contract with Hennepin and Ramsey counties for services for Blacks, Chicanos, gay men and lesbian women. It was suggested at the hearing that the rule require non-metropolitan counties to retain a portion of their budget for the purchasing of services from Hennepin or Ramsey County on behalf of Blacks, Chicanos, gay men and lesbian women.

36. Section IV(b)(5) is necessary to include a provision for a waiver since it is recognized that in some special instances it may not be possible for all area boards to provide the services set out in the rules.

37. Section IV(b)(6) is necessary since an evaluation system showing program outcome and how the outcome was achieved is necessary to guide the Department's future program effort.

38. Section IV(b)(7) is necessary to delineate those basic issues which must be addressed by the area board in the program plan.

39. Section IV(b)(8) is necessary since an order to insure the possibility of effective and efficient provision of services, reasonable efforts must be made to inform potential vendors of the opportunity to perform in this effort. To assure objectivity in contract awards, award criteria must be established prior to proposal review. Experience indicates that certain issues must be addressed in the development of proposals for provisions of services of the type described herein.

40. Section IV(c)(1) provides that certain items must appear in the service contracts since program descriptive data is necessary to the management and evaluation on all levels.

41. Section IV(c)(2) and (3) are necessary since continuous monitoring and administration of programs is usually necessary to assure effectiveness. Consequently, monthly reporting is required.

42. Section IV(c)(4) is necessary in order to provide information concerning the degree of effectiveness of various efforts and techniques. This can only be done by establishing a mechanism, in this case, a comprehensive report, which enables service providers to share their experiences with the Department.

43. Section IV(c)(5) is necessary since in some cases community mental health boards may need special reports from service providers in order to carry out their responsibilities.

44. Section IV(c)(6) is necessary in order to avoid service providers who do not have an adequate capability to perform on the basis of experience and education.

CONCLUSIONS

1. That the Department of Public Welfare gave proper notice of the promulgation of the proposed rules.

2. That the Department of Public Welfare properly documented its statutory authority to take the action proposed, to wit, the promulgation of the proposed rules.

3. That the Department of Public Welfare fulfilled all relevant substantive and procedural requirements of law or rule.

4. That the Department of Public Welfare demonstrated the need for and the reasonableness of its proposed action, to wit, the promulgation of the proposed rules with an affirmative presentation of facts.

5. That the proposed rules should be relettered and renumbered to conform with Minn. Rule REGTR 6D.

6. That the Department should review Minn. Laws 1975, Chapter 434 to determine whether the Department is in compliance with said statute.

RECOMMENDATION

It is recommended that the proposed rules be adopted with consideration given to the Findings of Fact and Conclusions contained herein.

Dated: July 14, 1976.

George A. Beck

GEORGE A. BECK
Hearing Examiner

PLEASE TAKE NOTICE that pursuant to Minn. Stat. § 15.0412, subd. 4 and Minn. Stat. § 15.052, subd. 4 (Supp. 1975), the Department of Public Welfare shall make this Report available to all affected individuals upon request for at least ten (10) days before the Department takes any final action on the proposed rules.

The Department shall, if it decides to adopt the rules as originally proposed or amended, submit the complete hearing record to the Chief Hearing Examiner no earlier than ten (10) days subsequent to the receipt of this Report. The Department must submit the rules as originally proposed and the rules as proposed for adoption in final form.

The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Department on the issue of substantial changes in the rules within ten (10) calendar days. The Department is then responsible for filing the rules with the Attorney General.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE THE

COMMISSIONER OF PUBLIC WELFARE

In the Matter of the Proposed Rule 24 of the Minnesota Department of Public Welfare

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before Hearing Examiner George A. Beck of the Minnesota Office of Hearings Examiners at 8:30 a.m. on Thursday, June 17, 1976 in Room 83 of the State Office Building, St. Paul, Minnesota, after proper notice required by Minn. Stat. 15.0412, Subd. 4, was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files, and proceedings herein, and applicable statutory standards or criteria, and having confirmed the need for the above captioned rule:

NOW, THEREFORE, IT IS ORDERED that this rule identified as DPW Rule 24, Early Identification and Prevention of Chemical Dependency is adopted this 5th day of August, 1976, pursuant to the authority vested in me by Minn. Stat. 252.30.

Aug 5, 1976
Date

Vera J. Likins
Commissioner of Public Welfare

DPW-[redacted]-007-GB

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED RULE 24 OF THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE	REPORT OF THE ACTING CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on June 17, 1976, before George A. Beck, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. §15.0412, Subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. §15.052, Subd. 3, was issued to the Department of Public Welfare on July 14, 1976; and

WHEREAS, the Department of Public Welfare has now determined to adopt the rule pursuant to Minn. Stat. §15.052, Subd. 4; and

WHEREAS, the Department of Public Welfare has submitted said rule to the Acting Chief Hearing Examiner for review pursuant to Minn. Stat. §15.052, Subd. 4, and Rule HE 107; and

WHEREAS, the Acting Chief Hearing Examiner finds that there are no substantial changes in said rule as originally proposed.

NOW, THEREFORE, upon receipt of this Report, the Department of Public Welfare has the responsiblity of submitting the complete hearing record and the rule as adopted by the Department to the Attorney General and to publish in the State Register, all pursuant to Minn. Stat. §15.0412, Subd. 4.

Dated this 28th day
of July, 1976.

Duane R. Harves

DUANE R. HARVES
Acting Chief Hearing Examiner

STATE OF MINNESOTA

COUNTY OF RAMSEY

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Dated this 28th day of July, 1976.

Duane R. Harves

DUANE R. HARVES
Acting Chief Hearing Examiner

APPENDIX A. PROPOSED

DPW RULE 24

DEPARTMENT OF PUBLIC WELFARE RULE FOR THE ADMINISTRATION AND IMPLEMENTATION OF PROGRAMS RELATED TO THE PREVENTION, IDENTIFICATION, REFERRAL AND TREATMENT OF EMPLOYEES, NATIVE AMERICANS, AND YOUTH AND OTHER UNDERSERVED POPULATIONS WHO ARE EXPERIENCING CHEMICAL ABUSE PROBLEMS OR CHEMICAL DEPENDENCY.

I. Statutory Citation

Minnesota Statutes, Chapter 254A establishes the authority of the Commissioner of Public Welfare to develop programs relating to treatment for alcohol and drug abuse; to provide for programs of intervention and treatment for employees and underserved groups; and to appropriate monies.

II. Introduction

This rule governs the development of chemical dependency prevention, identification and referral, and treatment programs for affected employees, youth and other underserved populations, and Native Americans who have need for such services.

III. Definitions

(a) Affected Employee - an employee whose job performance is substantially affected by chemical dependency.

(b) Citizen's Advisory Council - a council established pursuant to Minnesota Statutes 254A.04.

(c) Commissioner - Commissioner of the Minnesota Department of Public Welfare.

(d) Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69.

(e) Earlier Intervention - programs designed to locate persons having chemical abuse or chemical dependency problems who face actual ruin situations in primary life roles or who have families or significant others experiencing adverse affects. These programs redirect inappropriate behavior through education about the effects of chemical use, the provision of alternative outlets and/or referral to other appropriate community resources.

(f) Indian Tribe - any Indian group currently recognized or previously recognized as eligible for special programs and services provided by the United States government.

(g) Native American - any Minnesota resident who is a member of an American Indian Tribe or Band of the United States.

(h) Native American Advisory Board - a board of Minnesota Native American people formed pursuant to Minnesota Statutes 254A.03.

(i) Other Underserved Populations - identifiable groups of significant numbers who do not have available sufficient programs and services designed to meet their special chemical dependency needs. This includes and is limited to:

(1) persons age 65 years and over
(2) women ages 19 to 65 years
(3) Blacks
(4) Chicanos
(5) Gay men and Lesbian women

(j) Participating Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69 which participates under this rule in the provision of services to chemically dependent persons.

(k) Prevention - programs directed towards reducing the number of people requiring treatment services because of chemical abuse problems.

(l) Purchase of Service Agreement - a contract between either the Community Mental Health Board or the State Agency and the service provider which specifies what services will be provided, the method of delivery, the staff to be employed and the evaluation design. The agreement may also include a personal services contract.

(m) Services Providers - any group, organization, or individual capable of planning, designing, developing, installing, providing training, or evaluating programs which carry out the intent of this rule.

(n) Treatment - chemical dependency rehabilitation programs including counseling, residential care and aftercare.
NON-RESIDENTIAL AND

(o) Youth - any person 18 years of age or under.

(p) State Agency - Minnesota Department of Public Welfare.

IV. Responsibilities

(a) DEPARTMENT OF PUBLIC WELFARE.

1. Design and implement a plan of affirmative outreach which will inform and facilitate the participation of the appropriate parties.

2. Establish schedules within which the community mental health boards and service providers must perform to be eligible for participation under this rule.

3. Approve the community mental health board program plans for provision of services, including but not necessarily limited to:

   a) Design
   b) Implementation schedule and procedure
   c) Fund allocation
   d) Evaluation of the program

4. Provide technical assistance to community mental health board as requested or needed in the following areas:

   a) Plan design
   b) Service design
   c) Procurement procedures
   d) Evaluation design

5. Disperse available funds to programs for Native Americans with the advice of the Native American Advisory Board .

   All design, planning, development, implementation, funding and evaluation of programs for Native Americans shall be done with the advice of the Native American Advisory Board.

6. Allocate available funds to participating community mental health boards for affected employee programs on the basis of numbers of persons in the work force in counties served by the community mental health boards.

7. Allocate available funds to the community mental health board for purposes of providing programs to youth and other underserved populations. In order to provide viable programs to Blacks, Chicanos and Gay Men and Lesbian Women, up to $325,000 of the FY 1977 allocation shall be allocated to Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board; Other community mental health boards may contract for these programs with Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board. The balance of $1,031,000 for youth and underserved shall be allocated to all participating community mental health boards by:

   A. Totaling the numbers of persons statewide who are:

      i) enrolled in elementary, middle and secondary schools
      ii) unemployed females ages 19 through 65
      iii) over age 65

   B. Dividing the sum of the totals from IV (a)(7)(A) of this rule into $1,031,000.

C. Multiplying on a county by county or community mental health board by community mental health board basis, the quotient arrived at in IV(a)B. above by:

i) the numbers of persons enrolled in elementary, middle and secondary schools residing in each county or community mental health board;

ii) the numbers of unemployed women aged 19 through 65 residing in each county or community mental health board; and

iii) the numbers of persons age 65 and over residing in each county or community mental health board area.

D. On either a county by county or a community mental health board by community mental health board basis take the products of IV(a)C.i, ii, iii above as they apply to each county or community mental health board area and add them together to determine the total youth and underserved population allocation to each county or community mental health board area.

8. Reallocation of unused funds.

A. The state agency shall, on the basis of schedules set by DPW and responses received, determine which boards are participating. If all boards do not participate, funds tentatively allocated to non-participating boards may be reallocated to participating boards on the same basis as prior allocations.

B. In the event that the community mental health board program is not approved or cannot be executed in accordance with this rule, or the board decides at a later date not to participate, the funds may be reallocated.

C. Funds available under the provisions of this rule which are unexpended after six months may be reallocated.

9. Evaluation

The Commissioner shall directly or by contract provide the following evaluation services:

A) Develop an evaluation design that can be applied to all programs developed under this rule.

B) Integrate the evaluation design into an overall evaluation system for all chemical dependency programs.

C) Design an evaluation system which shall be capable of providing process data one year after installation and outcome data two years after installation.

(b) COMMUNITY MENTAL HEALTH BOARDS are responsible for provision of the following services:

1. Any participating community mental health board may enter into a joint agreement with one or more other community mental health boards to provide programs on a multi-area basis.

2. All community mental health boards shall consult with county welfare boards regarding proposed programs prior to submission of program plans to the state agency.

3. Each participating board, in order to qualify for funds to provide programs for affected employees shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide comprehensive programming which includes the following:

   a) Methods that will be used to maximize employer participation in and utilization of the services provided, including a plan which requires the formation of a joint committee for each employer or consortium of employers consisting of representatives from management, various levels within the organization structure in non-union settings or organized labor if the employer has one or more collective bargaining agreements, consultants, and/or community care givers.

   b) Plan for transferring the responsibility and the cost of administering and maintaining the programs from the Community Mental Health Board to the employers within 24 months after installation.

   c) Method of gathering data to provide adequate information for the DPW approved program evaluation system.

   d) Plan for establishing appropriate personnel, and procedures in participating industries.

   e) Procedure outline development and written policy.

   f) Install adequate diagnostic and referral resources either at the employment site or in the community and a training program for persons serving in this function.

   g) Training and orientation programs for management, supervision and key labor representatives when appropriate.

   h) Ongoing communication and education related to the purpose and scope of the program to all employees and their families.

4. Each participating Community Mental Health Board in order to qualify for funds available for youth and other underserved populations, shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide programs to youth, women and elderly persons. The community mental health boards shall determine how funds shall be used in providing

programs to each of these groups respectively on the basis of:

(A) Problem manifestation by underserved group
(B) Current lack of programming effort to underserved group.
(C) Needs assessment
(D) Definition of goals
(E) Description of process
(F) Evaluation of progress

In addition, Hennepin and Ramsey counties shall also provide programs for Blacks, Chicanos, and Gay men and Lesbian women.

5. If, after examining all available alternatives, a community mental health board finds it is not feasible to provide programs for each of the three mandatory underserved groups and cannot enter into a joint multi-area effort with one or more other community mental health boards but can demonstrate an ability to provide a viable program to one or two of the three mandatory underserved populations, the Commissioner may grant a waiver.

6. In order to qualify for funds under this rule, the community mental health boards must have an evaluation system approved by DPW for each program developed that is capable of providing both process and outcome data.

7. The general program plan, which is to be submitted to the state agency should contain the following:

   a) A determination of early intervention, training and prevention service needs for affected employee, youth, and other underserved population programs.

   b) General descriptions of programs based on identified service needs.

   c) A budget

   d) Description of program administration and monitoring including accounting, legal counsel, part time administration, etc.

   e) Statement that existing funds will not be supplanted or reduced and that existing program resources will be fully utilized.

   f) A timetable for program implementation.

   g) A statement of compliance with program evaluation requirements.

   h) A statement as to the expected general impact of programs on the total delivery system.

8. The community mental health board shall advertise and make public requests for proposals from vendors and must consider all submitted proposals which comply with the program plan and applicable regulations. Additionally the community mental health board shall establish award criteria prior to any proposal review. Proposals should address, but not necessarily be limited to the following:

a) Statement of program goals and objectives
b) Procedures for reaching goals and objectives
c) Schedule for performance by action step
d) System for reaching target population and estimated numbers to be served.
e) Applicable rules, regulations, standards, and/or licensing requirements
f) Evaluation method
g) Where program is to be provided
h) Budget

Non-compliance with the contents of this rule may result in the withholding of funds.

(c) SERVICE PROVIDERS

All contracts between community mental health boards and service providers much conform with state affirmative action and equal employment opportunity programs and other applicable federal, state, and local laws and rules. In addition, contracts shall provide for the following:

1. Collection of program descriptive data including:

   A. Staffing patterns
   B. The capacity of providing services, ie., resources, community mental health boards or service providers.
   C. Target population: identification and actual contacts
   D. Consequences of contacts

2. Collection, recording and reporting of descriptive data on persons served by each program activity on a monthly basis.

3. Collection, recording and reporting of data describing what service was provided to clients on a monthly basis.

4. At the end of the funding period, provide the community mental health board with a report including:

   A. The program goals and objectives, the rationale for program activities, and the description of the target group(s) as stated in the original proposal.

   B. An enumeration of services actually provided by the program.

   C. A self assessment of 1) whether program activities were a satisfactory means of attaining program goals (i.e., based on your experience, what would you do differently to reach your program goals) and/or 2) the attainment of the stated program goals.

5. Complete reports as requested by community mental health board.

6. Require service providers to demonstrate their capability to perform on the basis of experience and education.

DPW RULE 24

DEPARTMENT OF PUBLIC WELFARE RULE FOR THE ADMINISTRATION AND IMPLEMENTATION OF PROGRAMS RELATED TO THE PREVENTION, IDENTIFICATION, REFERRAL AND TREATMENT OF EMPLOYEES, NATIVE AMERICANS, AND YOUTH AND OTHER UNDERSERVED POPULATIONS WHO ARE EXPERIENCING CHEMICAL ABUSE PROBLEMS OR CHEMICAL DEPENDENCY.

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(c) Commissioner - Commissioner of the Minnesota Department of Public Welfare.

(d) Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69.

(e) Earlier Intervention - programs designed to locate persons having chemical abuse or chemical dependency problems who face actual ruin situations in primary life roles or who have families or significant others experiencing adverse affects. These programs redirect inappropriate behavior through education about the effects of chemical use, the provision of alternative outlets and/or referral to other appropriate community resources.

(f) Indian Tribe - any Indian group currently recognized or previously recognized as eligible for special programs and services provided by the United States government.

(g) Native American - any Minnesota resident who is a member of an American Indian Tribe or Band of the United States.

(h) Native American Advisory Board - a board of Minnesota Native American people formed pursuant to Minnesota Statutes 254A.03.

(i) Other Underserved Populations - identifiable groups of significant numbers who do not have available sufficient programs and services designed to meet their special chemical dependency needs. This includes and is limited to:

(1) persons age 65 years and over
(2) women ages 19 to 65 years
(3) Blacks
(4) Chicanos
(5) Gay men and Lesbian women

(j) Participating Community Mental Health Board - a board established pursuant to Minnesota Statutes 245.61 thru 245.69 which participates under this rule in the provision of services to chemically dependent persons.

(k) Prevention - programs directed towards reducing the number of people requiring treatment services because of chemical abuse problems.

(l) Purchase of Service Agreement - a contract between either the Community Mental Health Board or the State Agency and the service provider which specifies what services will be provided, the method of delivery, the staff to be employed and the evaluation design. The agreement may also include a personal services contract.

(m) Services Providers - any group, organization, or individual capable of planning, designing, developing, installing, providing training, or evaluating programs which carry out the intent of this rule.

(n) Treatment - chemical dependency rehabilitation programs including counseling, non-residential care and aftercare.

(o) Youth - any person 18 years of age or under.

(p) State Agency - Minnesota Department of Public Welfare (DPW).

IV. Responsibilities

(a) DEPARTMENT OF PUBLIC WELFARE.

1. Design and implement a plan of affirmative outreach which will inform and facilitate the participation of the appropriate parties.

2. Establish schedules within which the community mental health boards and service providers must perform to be eligible for participation under this rule.

3. Approve the community mental health board program plans for provision of services, including but not necessarily limited to:

   a) Design
   b) Implementation schedule and procedure
   c) Fund allocation
   d) Evaluation of the program

4. Provide technical assistance to community mental health board as requested or needed in the following areas:

   a) Plan design
   b) Service design
   c) Procurement procedures
   d) Evaluation design

5. Disperse available funds to programs for Native Americans with the advice of the Native American Advisory Board.

   All design, planning, development, implementation, funding and evaluation of programs for Native Americans shall be done with the advice of the Native American Advisory Board.

6. Allocate available funds to participating community mental health boards for affected employee programs on the basis of numbers of persons in the work force in counties served by the community mental health boards.

7. Allocate available funds to the community mental health board for purposes of providing programs to youth and other underserved populations. In order to provide viable programs to Blacks, Chicanos and Gay Men and Lesbian Women, up to $325,000 of the FY 1977 allocation shall be allocated to Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board. Other community mental health boards may contract for these programs with Hennepin County Department of MH-MR and CD and Ramsey County Mental Health Board. The balance of $1,031,000 for youth and underserved shall be allocated to all participating community mental health boards by:

   A. Totaling the numbers of persons statewide who are:

      i) enrolled in elementary, middle and secondary schools
      ii) unemployed females ages 19 through 65
      iii) over age 65

   B. Dividing the sum of the totals from IV (a)7.A. of this rule into $1,031,000.

C. Multiplying on a county by county or community mental health board by community mental health board basis, the quotient arrived at in IV (a)7.B. above by:

i) the numbers of persons enrolled in elementary, middle and secondary schools residing in each county or community mental health board;

ii) the numbers of unemployed women aged 19 through 65 residing in each county or community mental health board; and

iii) the numbers of persons age 65 and over residing in each county or community mental health board area.

D. On either a county by county or a community mental health board by community mental health board basis take the products of IV(a)7.C.i, ii, iii, above as they apply to each county or community mental health board area and add them together to determine the total youth and underserved population allocation to each county or community mental health board area.

8. Reallocation of unused funds.

A. The state agency shall, on the basis of schedules set by DPW and responses received, determine which boards are participating. If all boards do not participate, funds tentatively allocated to non-participating boards may be reallocated to participating boards on the same basis as prior allocations.

B. In the event that the community mental health board program is not approved or cannot be executed in accordance with this rule, or the board decides at a later date not to participate, the funds may be reallocated.

C. Funds available under the provisions of this rule which are unexpended after six months may be reallocated.

9. Evaluation

The Commissioner shall directly or by contract provide the following evaluation services:

A) Develop an evaluation design that can be applied to all programs developed under this rule.

B) Integrate the evaluation design into an overall evaluation system for all chemical dependency programs.

C) Design an evaluation system which shall be capable of providing process data one year after installation and outcome data two years after installation.

(b) COMMUNITY MENTAL HEALTH BOARDS are responsible for provision of the following services:

1. Any participating community mental health board may enter into a joint agreement with one or more other community mental health boards to provide programs on a multi-area basis.

2. All community mental health boards shall consult with county welfare boards regarding proposed programs prior to submission of program plans to the state agency.

3. Each participating board, in order to qualify for funds to provide programs for affected employees shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide comprehensive programming which includes the following:

   a) Methods that will be used to maximize employer participation in and utilization of the services provided, including a plan which requires the formation of a joint committee for each employer or consortium of employers consisting of representatives from management, various levels within the organization structure in non-union settings or organized labor if the employer has one or more collective bargaining agreements, consultants, and/or community care givers.

   b) Plan for transferring the responsibility and the cost of administering and maintaining the programs from the Community Mental Health Board to the employers within 24 months after installation.

   c) Method of gathering data to provide adequate information for the DPW approved program evaluation system.

   d) Plan for establishing appropriate personnel, and procedures in participating industries.

   e) Procedure outline development and written policy.

   f) Install adequate diagnostic and referral resources either at the employment site or in the community and a training program for persons serving in this function.

   g) Training and orientation programs for management, supervision and key labor representatives when appropriate.

   h) Ongoing communication and education related to the purpose and scope of the program to all employees and their families.

4. Each participating Community Mental Health Board in order to qualify for funds available for youth and other underserved populations, shall demonstrate how the funds, used either separately or in conjunction with existing program efforts and/or other resources, will be used to provide programs to youth, women and elderly persons. The community mental health boards shall determine how funds shall be used in providing

programs to each of these groups respectively on the basis of:

(A) Problem manifestation by underserved group
(B) Current lack of programming effort to underserved group.
(C) Needs assessment
(D) Definition of goals
(E) Description of process
(F) Evaluation of progress

In addition, Hennepin and Ramsey counties shall also provide programs for Blacks, Chicanos, and Gay men and Lesbian women.

5. If, after examining all available alternatives, a community mental health board finds it is not feasible to provide programs for each of the three mandatory underserved groups and cannot enter into a joint multi-area effort with one or more other community mental health boards but can demonstrate an ability to provide a viable program to one or two of the three mandatory underserved populations, the Commissioner may grant a waiver.

6. In order to qualify for funds under this rule, the community mental health boards must have an evaluation system approved by DPW for each program developed that is capable of providing both process and outcome data.

7. The general program plan, which is to be submitted to the state agency should contain the following:

   a) A determination of early intervention, training and prevention service needs for affected employee, youth, and other underserved population programs.

   b) General descriptions of programs based on identified service needs.

   c) A budget

   d) Description of program administration and monitoring including accounting, legal counsel, part time administration, etc.

   e) Statement that existing funds will not be supplanted or reduced and that existing program resources will be fully utilized.

   f) A timetable for program implementation.

   g) A statement of compliance with program evaluation requirements.

   h) A statement as to the expected general impact of programs on the total delivery system.

8. The community mental health board shall advertise and make public requests for proposals from vendors and must consider all submitted proposals which comply with the program plan and applicable regulations. Additionally the community mental health board shall establish award criteria prior to any proposal review. Proposals should address, but not necessarily be limited to the following:

a) Statement of program goals and objectives
b) Procedures for reaching goals and objectives
c) Schedule for performance by action step
d) System for reaching target population and estimated numbers to be served.
e) Applicable rules, regulations, standards, and/or licensing requirements
f) Evaluation method
g) Where program is to be provided
h) Budget

Non-compliance with the contents of this rule may result in the withholding of funds.

(c) SERVICE PROVIDERS

All contracts between community mental health boards and service providers much conform with state affirmative action and equal employment opportunity programs and other applicable federal, state, and local laws and rules. In addition, contracts shall provide for the following:

1. Collection of program descriptive data including:

   A. Staffing patterns
   B. The capacity of providing services, ie., resources, community mental health boards or service providers.
   C. Target population: identification and actual contacts
   D. Consequences of contacts

2. Collection, recording and reporting of descriptive data on persons served by each program activity on a monthly basis.

3. Collection, recording and reporting of data describing what service was provided to clients on a monthly basis.

4. At the end of the funding period, provide the community mental health board with a report including:

   A. The program goals and objectives, the rationale for program activities, and the description of the target group(s) as stated in the original proposal.

   B. An enumeration of services actually provided by the program.

   C. A self assessment of 1) whether program activities were a satisfactory means of attaining program goals (i.e., based on your experience, what would you do differently to reach your program goals) and/or 2) the attainment of the stated program goals.

5. Complete reports as requested by community mental health board.

6. Require service providers to demonstrate their capability to perform on the basis of experience and education.

STATEMENT OF COMPLIANCE WITH

MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Michael Saeger, do hereby declare that I have examined proposed Rule 24 and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed. Any exceptions are noted below.

Michael Saeger

Michael Saeger

Dated: August 5, 1976.