

**CHAPTER 9565**  
**DEPARTMENT OF HUMAN SERVICES**  
**INDIVIDUAL AND FAMILY SERVICES**

	<b>FAMILY PLANNING SERVICES</b>	9565.2100	DEFINITIONS.
9565.0100	SCOPE.	9565.2200	STANDARDS OF SERVICE.
9565.0200	PURPOSE.		<b>INFORMATION AND REFERRAL SERVICES</b>
9565.0300	LOCAL SOCIAL SERVICE	9565.2300	SCOPE.
	AGENCY; DEFINITION.	9565.2400	PURPOSE.
9565.0400	SERVICE COMPONENTS.	9565.2500	DEFINITIONS.
	<b>FAMILY PLANNING SERVICES</b>	9565.2600	STANDARDS OF SERVICE.
9565.0500	PUBLIC INFORMATION.		<b>LEGAL SERVICES</b>
9565.0600	INDIVIDUALS TO BE SERVED.	9565.2700	SCOPE.
9565.0700	DISCRIMINATION PROHIBITED.	9565.2800	DEFINITIONS.
9565.0800	VOLUNTARY PARTICIPATION.	9565.2900	STANDARDS OF SERVICE.
9565.0900	INFORMATION ABOUT		<b>MONEY MANAGEMENT SERVICES</b>
	NON THERAPEUTIC	9565.3000	SCOPE.
	STERILIZATIONS.	9565.3100	PURPOSE.
	<b>HOMEMAKING SERVICES</b>	9565.3200	DEFINITIONS.
9565.1000	SCOPE.	9565.3300	STANDARDS OF SERVICE.
9565.1100	DEFINITIONS.	9565.3400	PROTECTIVE AND VENDOR
9565.1200	STANDARDS OF SERVICES.		PAYMENTS.
9565.1300	CONTRACTING FOR SERVICES.		<b>RESIDENTIAL TREATMENT SERVICE</b>
<b>COUNSELING SERVICES FOR FAMILIES AND</b>	<b>INDIVIDUALS</b>	9565.3500	SCOPE.
9565.1400	SCOPE.	9565.3600	DEFINITIONS.
9565.1500	DEFINITIONS.	9565.3700	STANDARDS OF SERVICE.
9565.1600	STANDARDS OF SERVICE.		<b>SOCIAL AND RECREATIONAL SERVICES</b>
	<b>EDUCATIONAL ASSISTANCE</b>	9565.3800	SCOPE.
9565.1700	SCOPE.	9565.3900	DEFINITIONS.
9565.1800	DEFINITIONS.	9565.4000	STANDARDS OF SERVICE.
9565.1900	STANDARDS OF SERVICE.		<b>TRANSPORTATION SERVICES</b>
	<b>HOUSING SERVICES</b>	9565.4100	SCOPE.
9565.2000	SCOPE.	9565.4200	DEFINITIONS.
		9565.4300	STANDARDS OF SERVICE.

**FAMILY PLANNING SERVICES**

**9565.0100 SCOPE.**

Parts 9565.0100 to 9565.0900 govern the provision of family planning services by the local social service agency.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

**9565.0200 PURPOSE.**

The purpose of family planning services is to arrange for and provide social, educational, and medical services (including sterilization) and supplies to enable individuals to determine family size or prevent unplanned pregnancies.

**Statutory Authority:** *MS s 144.342; 144.343; 256.01 subd 2; 256B.01; 256E.05*

**9565.0300 LOCAL SOCIAL SERVICE AGENCY; DEFINITION.**

“Local social service agency” means the local agency under the authority of the county welfare or human services board which is responsible for social services.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

**9565.0400 SERVICE COMPONENTS.**

The local social service agency’s family planning service may include one or more of the following components:

A. counseling service to help clients decide whether they wish to use a family planning method;

B. facilitative service, such as transportation and child care, to enable clients to avail themselves of family planning services; and

# MINNESOTA RULES 1987

## 9565.0400 INDIVIDUAL AND FAMILY SERVICES

9052

C. information about where medical contraceptive service can be obtained, and assistance in obtaining the service.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

## FAMILY PLANNING SERVICES

### 9565.0500 PUBLIC INFORMATION.

The local social service agency may establish public information programs to inform the community and potential clients about the availability of family planning services from the agency.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

### 9565.0600 INDIVIDUALS TO BE SERVED.

Family planning services may be offered to all recipients of Aid to Families with Dependent Children (AFDC) and may be provided to all such recipients who request it.

**Statutory Authority:** *MS s 144.342; 144.343; 256.01 subd 2; 256B.01; 256E.05*

### 9565.0700 DISCRIMINATION PROHIBITED.

Individuals may not be denied family planning services on the basis of age or marital status.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

### 9565.0800 VOLUNTARY PARTICIPATION.

Family planning shall be voluntary on the part of the client and may not be a prerequisite or impediment to eligibility for receipt of any other service or aid.

**Statutory Authority:** *MS s 144.342; 144.343; 256.01 subd 2; 256B.01; 256E.05*

### 9565.0900 INFORMATION ABOUT NONTHERAPEUTIC STERILIZATIONS.

At the request of any individuals served by Minnesota state institutions, local social service agencies, and mental health centers, information shall be provided relating to mandatory procedures governing consents for nontherapeutic sterilizations.

**Statutory Authority:** *MS s 144.342; 144.343; 252A.13; 256.08; 256B.01; 256B.02; 525.54; 525.591; 525.619*

## HOMEMAKING SERVICES

### 9565.1000 SCOPE.

Parts 9565.1000 to 9565.1300 govern the administration, purchase, and provision of homemaking services.

**Statutory Authority:** *MS s 256.01 subd 2; 256E.05*

### 9565.1100 DEFINITIONS.

Subpart 1. **Homemaking service.** "Homemaking service" means the provision and/or teaching of child care, personal care, and home management to individuals and families.

Subp. 2. **Local service agency.** "Local service agency" means local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Statutory Authority:** *MS s 256.01 subd 2; 256E.05*

# MINNESOTA RULES 1987

9053

## INDIVIDUAL AND FAMILY SERVICES 9565.1400

### 9565.1200 STANDARDS OF SERVICES.

Subpart 1. **Availability of service.** Each local social service agency shall make homemaking services available to eligible families and adults, consistent with state and local social service plan requirements.

Subp. 2. **Qualified homemakers.** The local social service agency shall assure that each individual and family receiving homemaking services is served by a qualified homemaker.

The local social service agency shall assure that the recruitment, selection, and duties of homemakers are consistent with merit system standards.

The local social service agency shall provide for training for homemakers and staff responsible for homemaking services.

Each homemaker shall have a minimum of 24 hours of training (initial and ongoing) the first year of the homemaker's employment, and 24 hours training annually thereafter. Such training shall include courses in homemaker skills, child and personal care, human growth and development, the aging process, nutrition and home management; and training in working with mentally retarded, mentally ill, chemically dependent, physically handicapped, and family malfunction.

The assignment of homemakers shall be made on the basis of the particular abilities and skills of the homemaker.

Subp. 3. **Use of homemaker.** A homemaker is to be utilized only as indicated by the service plan developed by the client, social worker, and homemaker. The service plan shall be managed by the social worker.

Subp. 4. **Role of homemaker.** The role of the homemaker shall be either that of a surrogate caretaker or that of a demonstrator or teacher working with individuals and families to help them achieve self-support; self-care; home-based care; or remedy of neglect, abuse, or exploitation of family members. The tasks shall include assisting with or giving child care, personal care, home management, food planning and preparation, laundering, and general household duties.

Subp. 5. **Guidelines.** The local agency shall develop guidelines for the use of the homemaking service to assure quality of practice. These guidelines shall include the following:

A. client-social worker discussion of the case which suggests the need for a homemaker; and

B. client participation in the decision to use homemaking services.

**Statutory Authority:** *MS s 256.01 subd 2; 256E.05*

### 9565.1300 CONTRACTING FOR SERVICES.

Purchase homemaking services shall meet or surpass the same standards as the local service agency should it provide services directly.

The local social service agency shall assure that it purchases that part of the homemaking services that the vendor is qualified to provide.

When the local social service agency purchases homemaking services, it has the responsibility to develop the service plan, provide ongoing, counseling help to the client, supervise the homemaker's activities provided in the service plan, and periodically assess progress and continued need for service, unless the contractor is a recognized social service agency capable of performing these functions.

**Statutory Authority:** *MS s 256.01 subd 2; 256E.05*

## COUNSELING SERVICES FOR FAMILIES AND INDIVIDUALS

### 9565.1400 SCOPE.

Parts 9565.1400 to 9565.1600 govern the provision of counseling services for families and individuals by local social service agencies.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

**9565.1500 DEFINITIONS.**

Subpart 1. **Counseling services for families and individuals.** "Counseling services for families and individuals" means the utilization of a professional helping relationship to enable individuals and families to deal with and to resolve whatever intra or interpersonal relationship problems or stress is encountered by them.

Subp. 2. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

**9565.1600 STANDARDS OF SERVICE.**

Subpart 1. **Annual social service plan.** The local social service agency electing to offer counseling services for individuals and families shall indicate in its annual social service plan the components of the service the agency intends to provide.

Subp. 2. **Services.** The local social service agency, in the delivery of this service, may offer any one or combination of the following components:

- A. assistance to an individual in resolving problems in relationship with others or with problems in individual adjustment;
- B. assistance to families in resolving marriage problems;
- C. assistance to families in resolving family problems;
- D. assistance to unmarried parents in resolving problems related to an unwanted pregnancy or in planning for the care of the child; and
- E. family life educational programs.

Subp. 3. **Other components.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of counseling services for families and individuals as are consistent with state and federal laws.

Subp. 4. **Services required upon referral.** The local social service agency upon referral from a family or domestic relations court shall:

- A. provide premarriage counseling to individuals and prepare an evaluation for the court;
- B. provide counseling to parties in a divorce action; and
- C. conduct court-ordered custody studies.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

**History:** *L 1984 c 654 art 5 s 58*

**EDUCATIONAL ASSISTANCE****9565.1700 SCOPE.**

Parts 9565.1700 to 9565.1900 govern the provision of educational assistance by local social service agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**9565.1800 DEFINITIONS.**

Subpart 1. **Educational assistance.** Educational assistance is those services which are designed to arrange and provide education and training, not directly related to employment, most appropriate to the individual's abilities, including special educational assistance to the blind, deaf, and other disability groups and individuals with school adjustment problems.

Subp. 2. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Statutory Authority:** *MS s 256.01 subds 2,4*

# MINNESOTA RULES 1987

9055

## INDIVIDUAL AND FAMILY SERVICES 9565.2200

### 9565.1900 STANDARDS OF SERVICE.

Subpart 1. **Annual social service plan.** The local social service agency electing to offer educational assistance shall indicate in its annual social service plan the components of the service the agency intends to provide.

Subp. 2. **Services.** The local social service agency, in the delivery of this service, may offer any one or combination of the following components:

- A. social service in a school setting;
- B. counseling to parents and children to facilitate school adjustment;
- C. assisting mentally ill/behaviorally disabled persons to obtain educational training opportunities; and
- D. assisting physically handicapped to obtain appropriate educational and training opportunities.

Subp. 3. **Other components.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of educational assistance services as are consistent with state and federal laws.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**History:** *L 1984 c 654 art 5 s 58*

## HOUSING SERVICES

### 9565.2000 SCOPE.

Parts 9565.2000 to 9565.2200 govern the provision of housing services by local social service agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

### 9565.2100 DEFINITIONS.

Subpart 1. **Housing services.** Housing services are those services which are designed to help individuals obtain, maintain, and improve housing and/or to modify existing housing.

Subp. 2. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Statutory Authority:** *MS s 256.01 subds 2,4*

### 9565.2200 STANDARDS OF SERVICE.

Subpart 1. **Annual social service plan.** The local social service agency electing to offer housing services shall indicate in its annual social service plan the components of the service the agency intends to provide.

Subp. 2. **Services.** In the delivery of this service, the local social service agency may offer any one or combination of the following components:

- A. assisting individuals in finding rental or purchased housing;
  - B. information on how to obtain technical assistance to make housing improvements;
  - C. education concerning home purchase, rental, repairs, remodeling;
  - D. assistance in resolving tenant-landlord conflict;
  - E. assistance in maintaining or enforcing, or improving housing codes;
- and
- F. finding emergency shelter in crisis situations.

Subp. 3. **Other components.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of housing services as are consistent with state and federal laws.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**History:** *L 1984 c 654 art 5 s 58*

# MINNESOTA RULES 1987

## 9565.2300 INDIVIDUAL AND FAMILY SERVICES

9056

### INFORMATION AND REFERRAL SERVICES

#### 9565.2300 SCOPE.

Parts 9565.2300 to 9565.2600 govern the provision of information and referral services by local social service agencies.

**Statutory Authority:** *MS s 256.01 subs 2,4*

#### 9565.2400 PURPOSE.

The purpose of this service is to provide accurate and up-to-date information about social and human services to individuals seeking such information, and to facilitate access to these services by individuals through a referral procedure.

**Statutory Authority:** *MS s 256.01 subs 2,4*

#### 9565.2500 DEFINITIONS.

Subpart 1. **Escort.** "Escort" means the provision of a person to assist inquirer in gaining access to the service.

Subp. 2. **Follow-up.** "Follow-up" means the process of making contact with either the inquirer or the agency to which he or she was referred to determine what was the outcome of the referral.

Subp. 3. **Information and referral.** "Information and referral" means the provision of information to individuals seeking knowledge of social and human services, and the assistance to individuals in making contact with a resource that can respond to their need or problem.

Subp. 4. **Information giving.** "Information giving" means the provision of information about services and programs that may include a brief assessment of the need or problem and some effort to obtain sufficient background material about the inquirer to determine his/her potential eligibility for a specific service or agency.

Subp. 5. **Intake.** "Intake" means the process of providing help to clients in clarifying need, considering alternative services appropriate to need, defining goals client desires to achieve, and arrive at an understanding in regard to utilization of services or assistance.

Subp. 6. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

Subp. 7. **Outreach.** "Outreach" means the activity in which an active effort is made to reach out to individuals to help them make use of existing services and agencies.

Subp. 8. **Referral.** "Referral" means the identification for a client of an agency or organization able and willing to provide the service needed and aiding the person in making contact with that agency or organization through such procedures as a written summary of the problem or request, telephone, or personal contact on behalf of the client.

Subp. 9. **Resource file.** "Resource file" means compilation of information that identifies the opportunities, resources, and services in a community, a region, or a state and the agencies and organizations through which they are available to a total consumer population.

**Statutory Authority:** *MS s 256.01 subs 2,4*

#### 9565.2600 STANDARDS OF SERVICE.

Subpart 1. **Information and referral.** Information and referral may be provided as a separate and discrete service and/or as a function of the intake service of the agency.

Subp. 2. **Annual plan.** The local social service agency planning to offer information and referral services shall indicate in its annual plan whether infor-

# MINNESOTA RULES 1987

9057

## INDIVIDUAL AND FAMILY SERVICES 9565.2900

mation and referral is provided as a separate and discrete service or as a function of the intake service of the agency.

**Subp. 3. Requirements for separate service.** When information and referral is offered as a separate and discrete service, in addition to the standards set forth in subparts 4 to 8 the agency shall:

A. maintain a separate telephone listing for information and referral services;

B. make efforts to publicize through media and other forms of public information such services as a separate agency function; and

C. have staff with identifiable tasks relating to information and referral.

**Subp. 4. Resource file.** Information and referral service shall include the maintenance of a comprehensive resource file. The resource file shall be updated and revised at least semiannually.

**Subp. 5. Mandatory services.** Information and referral service shall include the offering of the following services: information giving, referral, and follow-up on at least a sample of referrals.

**Subp. 6. Supplementary services.** Information and referral service may include provision of the following supplementary services: escort to referral agency, and outreach services.

**Subp. 7. Recording data.** The information and referral service shall include the development and maintenance of a system for recording data that shall:

A. record the nature of calls received and of the agencies and organizations to which they are directed or referred;

B. indicate what follow-up activities were undertaken; and

C. maintain records of services which were needed but were not available.

**Subp. 8. Data privacy.** The information and referral service shall include the maintenance of records and reports in such a manner that the identity of persons using the service are not revealed or accessible to anyone other than the staff members undertaking to assist them.

**Subp. 9. Data for other agencies.** The agency may elect to offer data gathered in the delivery of information and referral services to appropriate community and state planning agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

### LEGAL SERVICES

#### 9565.2700 SCOPE.

Parts 9565.2700 to 9565.2900 govern the provision of legal service by local social service agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

#### 9565.2800 DEFINITIONS.

**Subpart 1. Legal services.** Legal services are those services which are designed to arrange and provide for assistance in resolving civil legal matters and the protection of legal rights.

**Subp. 2. Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Statutory Authority:** *MS s 256.01 subds 2,4*

#### 9565.2900 STANDARDS OF SERVICE.

**Subpart 1. Annual social service plan.** The local social service agency electing to offer legal services shall indicate in its annual social service plan the components of the service the agency intends to offer.

Subp. 2. **Services allowed.** The local social service agency, in the delivery of this service, may make available legal counsel for the following kinds of legal problems:

- A. divorce proceedings;
- B. custody hearings;
- C. tenant-landlord disputes;
- D. property purchase or sale;
- E. contract problems;
- F. appeals on behalf of clients challenging the actions or policies of federal, state, or local public welfare agencies;
- G. consumer problems; and
- H. actions on behalf of clients challenging the laws, rules, regulations, or policies of federal, state, or local public welfare agencies.

Subp. 3. **Other services.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of legal services as are consistent with state and federal laws.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**History:** *L 1984 c 654 art 5 s 58*

### MONEY MANAGEMENT SERVICES

#### 9565.3000 SCOPE.

Parts 9565.3000 to 9565.3400 govern the provision of money management services by local social service agencies.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

#### 9565.3100 PURPOSE.

The purpose of this service is to assist eligible individuals in the management of their income so that they are able to obtain a stable level of economic functioning within the limits of their present financial resources.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

#### 9565.3200 DEFINITIONS.

Subpart 1. **Consumer education.** Consumer education is the offering of, on an individual or group basis, education in management of a household budget, food purchasing and preparation, credit buying, and other consumer related concerns.

Subp. 2. **Debt adjustment.** Debt adjustment is a service whereby the agency, with permission of the client, receives a portion or entire amount of his/her income and pays creditors an agreed upon pro-rated amount each month from the income received.

Subp. 3. **Financial counseling.** Financial counseling is a process whereby the client is assisted in developing a workable budget and is helped to change poor money management habits.

Subp. 4. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

Subp. 5. **Money management services.** Money management services are those services that arrange and provide assistance in developing effective personal budgets and managing indebtedness.

Subp. 6. **Protective payment.** Protective payment is a procedure whereby a money payment is not given directly to the client, but rather, to an individual designated by the agency to assume responsibility for the client's expenditures.

Subp. 7. **Vendor payment.** Vendor payment is a procedure limited to public



assistance recipients whereby a designated portion of the AFDC payment is made directly by the agency to a provider of goods or services.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

### 9565.3300 STANDARDS OF SERVICE.

**Subpart 1. Annual plan.** The local social service agency electing to offer money management services shall indicate in its annual social service plan the component or components of the service the agency intends to provide.

**Subp. 2. Services offered.** In the delivery of this service, the local social service agency may offer to potential clients any one or combination of the following components: consumer education, financial counseling, and debt adjustment service.

**Subp. 3. Other services.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of money management services as are consistent with state and federal laws.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

**History:** *L 1984 c 654 art 5 s 58*

### 9565.3400 PROTECTIVE AND VENDOR PAYMENTS.

**Subpart 1. Referral.** Upon referral from the income maintenance division of the local welfare agency, the local social service agency may determine the need for a protective or vendor payment arrangement for public welfare clients.

**Subp. 2. Determination of need.** In making such determinations, the local social service agency shall:

- A. make an assessment of the problem;
- B. offer money management services to resolve the problem; and
- C. determine if protective or vendor payments are needed.

**Subp. 3. Management.** Every effort shall be made to resolve money management problems through provision of services that leave the client with the greatest degree of control of his/her affairs consistent with the well-being of the individual and his family.

**Subp. 4. Recommendation.** When it is established that money management services are not adequate to resolve the problem, the local social service agency may recommend to the referring party the establishment of protective or vendor payments.

**Subp. 5. Procedures.** In making the recommendation the local social service agency shall:

A. Document that the client's present management of funds is threatening to his/her well-being or the well-being of his/her children.

B. Recommend the payment method (protective or vendor) most appropriate to the client's need.

C. Recommend the choice of a protective payee. The client is to be involved in the selection process. Excluded payees are county welfare directors, welfare board members, landlords, grocers, and vendors of goods and services who deal directly with clients. A local social service agency staff member may be the protective payee for clients if no other suitable payee can be found.

D. Define the respective responsibilities of the protective payee, agency, and client in writing with copies given to payee, the client, and the agency.

**Subp. 6. Continued money management services.** The local social service agency may continue to offer money management services to assist the client to resume total responsibility for managing his or her grant.

**Subp. 7. Quarterly review.** The local social service agency may review the

# MINNESOTA RULES 1987

## 9565.3400 INDIVIDUAL AND FAMILY SERVICES

9060

need for protective or vendor payments quarterly and inform the referring party whether there is a need to continue protective or vendor payments.

**Subp. 8. Limitation; appeal.** Protective and vendor payments in AFDC cases may not continue for more than two years, and are subject to a fair hearing appeal by the recipient.

**Subp. 9. Guardian.** In AFDC cases, the local social service agency may recommend appointment of a guardian or other legal representative if money management problems are not resolved after two years of protective/vendor payments.

**Statutory Authority:** *MS s 256.01 subd 4; 256E.05*

### RESIDENTIAL TREATMENT SERVICE

#### 9565.3500 SCOPE.

Parts 9565.3500 to 9565.3600 govern the provision of residential treatment service by local social service agencies to individuals placed in residential facilities.

**Statutory Authority:** *MS s 256.01 subd 1; 256E.05 subd 1; 257.175; 393.07*

#### 9565.3600 DEFINITIONS.

**Subpart 1. Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Subp. 2. Residential facility.** "Residential facility" means any facility, public or private, which provides 24-hour-a-day substitute care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment which cannot be furnished in a person's own home. Residential facilities include, but are not limited to, state institutions, residential treatment centers, residential training centers, maternity shelters, group homes, residential programs such as halfway houses and primary treatment centers, or schools for handicapped children. Residential facilities, for purposes of these parts, do not include foster family homes.

**Subp. 3. Residential treatment service.** "Residential treatment service" means the arrangement for and provision of a therapeutic or developmental experience within a controlled 24-hour-a-day residential facility.

**Subp. 4. State agency.** "State agency" means the Minnesota Department of Human Services.

**Statutory Authority:** *MS s 245.802; 256.01 subd 1; 256E.05 subd 1; 257.175; 393.07*

**History:** *L 1984 c 654 art 5 s 58*

#### 9565.3700 STANDARDS OF SERVICE.

**Subpart 1. License or certification required.** The local social service agency shall utilize only those residential facilities which meet all licensing or certification standards established by the state. If out-of-state facilities are utilized, the facility shall meet standards comparable to those established by Minnesota state agencies.

**Subp. 2. Selection of facility.** The local social service agency shall base its selection of a residential facility on the facility's capacity to meet the client's individual needs. When there is more than one approved vendor who could meet the client's needs, the local agency shall help the client to participate in the selection of the most appropriate facility.

**Subp. 3. Information and release.** The local social service agency shall give the residential facility that information which the facility determines that it needs to provide appropriate care and treatment, provided that the information is accompanied by a signed release-of-information form from the client.

# MINNESOTA RULES 1987

9061

## INDIVIDUAL AND FAMILY SERVICES 9565.3900

**Subp. 4. Client plans.** The local social service agency shall collaborate with the facility in the development, ongoing evaluation, and implementation of the client social service plan and, to the extent possible, shall utilize the assistance of the facility in developing postdischarge plans for the local agency's continuing services to the total family.

**Subp. 5. Agreement with facility.** The local social service agency shall establish a written agreement with the residential facility which shall include, but not be limited to, the following:

- A. goals of the placement;
- B. specific responsibilities of the placing agency and the facility in the delivery of services to the client and/or the client's family;
- C. requirements for progress reports; and
- D. expectations of what services will be delivered, and by whom, when the client is discharged.

**Subp. 6. Assistance to client.** The local social service agency shall help the client:

- A. determine if he needs a residential facility;
- B. participate in the selection of a suitable residential facility;
- C. determine what assistance he may want from the agency;
- D. with his adjustment to the facility and to bring any concerns about conditions in the facility to the attention of the operator; and
- E. plan for disposition of belongings, if appropriate, or plan for the retention of his room, apartment, or house for that period of time that he receives services in a residential facility.

**Subp. 7. Other assistance to client.** The local social service agency shall assure that provision is made to help the client, to the extent possible, to:

- A. maintain family and community ties;
- B. make use of community resources, if appropriate, including social, health, and recreational opportunities;
- C. obtain regular health and dental evaluation, if needed, carry out any prescribed program of health care, and arrange for needed funding for such care;
- D. secure and utilize supportive services, such as transportation;
- E. move to an independent living arrangement or another facility, when such a move is to occur; and
- F. achieve the objectives of the postdischarge plan.

**Statutory Authority:** *MS s 245.802; 256.01 subd 1; 256E.05 subd 1; 257.175; 393.07*

## SOCIAL AND RECREATIONAL SERVICES

### 9565.3800 SCOPE.

Parts 9565.3800 to 9565.4000 govern the provision of social and recreational services by local social service agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

### 9565.3900 DEFINITIONS.

**Subpart 1. Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

**Subp. 2. Social and recreational services.** "Social and recreational services" are those services which are designed to arrange and provide opportunities for personal growth and development and which enable individuals to participate in activities that maintain physical and mental vitality.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**9565.4000 STANDARDS OF SERVICE.**

Subpart 1. **Annual social service plan.** The local social service agency electing to offer social and recreational services shall indicate in its annual social service plan the components of the service the agency intends to provide.

Subp. 2. **Services offered.** The local social service agency, in the delivery of this service, may offer any one or combination of the following components:

A. activities that individuals participate in growth experiences such as camping, hobbies, and recreational social programs in the community;

B. programs that provide youth an opportunity for relationships with an adult; and

C. activities that involve senior citizens in special social recreational programs for the aged.

Subp. 3. **Other approved services.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of social and recreational services as are consistent with state and federal laws.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**History:** *L 1984 c. 654 art 5 s 58*

**TRANSPORTATION SERVICES****9565.4100 SCOPE.**

Parts 9565.4100 to 9565.4300 govern the provision of transportation services by local social service agencies.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**9565.4200 DEFINITIONS.**

Subpart 1. **Local social service agency.** "Local social service agency" means the local agency under the authority of the county welfare board or human service board which is responsible for social services.

Subp. 2. **Transportation services.** "Transportation services" are those services which are designed to arrange and provide travel and escort to and from community resources and facilities.

**Statutory Authority:** *MS s 256.01 subds 2,4*

**9565.4300 STANDARDS OF SERVICE.**

Subpart 1. **Annual social service plan.** The local social service agency electing to offer transportation services shall indicate in its annual social service plan the components of the service the agency intends to provide.

Subp. 2. **Services offered.** The local social service agency, in the delivery of this service, may offer any one or combination of the following components:

A. arranging for volunteer drivers to transport individuals to and from community resources and facilities;

B. reimbursement for transportation cost incurred in going to and from community resources and facilities; and

C. escorting individuals to and from community resources and facilities in agency-owned or -leased vehicle.

Subp. 3. **Other approved services.** The local social service agency may offer, upon approval of the Department of Human Services, such other components in the delivery of transportation services as are consistent with state and federal laws.

Subp. 4. **Drivers or carriers.** The local social service agency shall use for transportation services only drivers or carriers that have a valid driver's license and adequate insurance coverage including auto insurance required by the state.

# MINNESOTA RULES 1987

9063

## INDIVIDUAL AND FAMILY SERVICES 9565.4300

**Statutory Authority:** *MS s 256.01 subds 2,4*

**History:** *L 1984 c 654 art 5 s 58*