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The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional, technical and consulting contracts, non-state bids and public contracts, and grants.

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Department of Administration

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Room 175 State Office Building, St. Paul, MN 55155
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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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Proposed Rules

Pursuant to Minn. Stat. §14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Department of Health

Proposed Permanent Rules Relating to Nursing Home Audits

Notice of Intent to Adopt Rules Without a Public Hearing

Introduction. The Minnesota Department of Health intends to adopt amendments to rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed amendments and may also submit a written request that a hearing be held on the amendments.

Agency Contact Person. Comments or questions on the amendments and written requests for a public hearing on the amendments must be submitted to:

Mary F. Hedges
Minnesota Department of Health
393 N. Dunlap St., P.O. Box 64900
St. Paul, MN 55164-0900
(612) 643-2157
Fax: (612) 643-2593

Subject of Rules and Statutory Authority. The statutory authority to adopt these amendments is *Minnesota Statutes*, section 144.072, which requires the Commissioner of Health to implement by rule procedures for the review of the appropriateness and quality of care and services furnished to recipients of medical assistance and for determining whether institutions meet the requirements for participation in the medical assistance program. Statutory authority is also granted by *Minnesota Statutes*, section 256B.502, which requires the Commissioners of Health and Human Services to promulgate rules regarding the resident reimbursement classification or "case mix." A copy of the proposed rules is published in the *State Register* and attached to this Notice as mailed. The proposed rules will amend: *Minnesota Rules*, part 4656.0020, subpart 11, which defines "Resident plan of care"; part 4656.0080, subpart 5, which determines when facilities may be subject to additional audits of resident assessments; and part 4656.0090, to reduce the frequency that facilities must report death, discharge, and change of payment source information to the department.

PLEASE NOTE: *The Minnesota Department of Human Services is in a parallel rule amendment process proposing amendments to rule parts 9540.0050 to 9549.0059. These rules establish procedures and instructions for completing case mix assessments. The Human Services Department rules immediately follow these from the Department of Health.*

Comments. You have until 4:30 p.m., April 13, 1994, to submit written comment in support of or in opposition to the proposed amendments or any part or subpart of the amendments. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Request For A Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule amendments. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on April 13, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed amendments which caused your request, the reason for the request, and any changes you want made to the proposed amendments. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the Health Department will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Modifications. The proposed rule amendments may be modified as a result of public comment. The modifications must be supported by data and views submitted to the Health Department and may not result in a substantial change in the proposed amendments as attached and printed in the *State Register*. If the proposed amendments affect you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A Statement of Need and Reasonableness is now available. This Statement describes the need for and reasonableness of each provision of the proposed amendments and identifies the data and information relied upon to support the proposed amendments. A free copy of the Statement may be obtained from the agency contact person at the address and telephone number listed above.

Small Business Considerations. Under *Minnesota Statutes*, section 14.115, subdivision 7, clause (3), the small business consideration applicable to rulemaking does not apply to service businesses regulated by government bodies, for standards and costs, such as nursing facilities. Since the proposed amendments govern nursing facilities, the requirements under *Minnesota Statutes*, section 14.115 do not apply to this rule.

Expenditure of Public Money by Local Public Bodies. The amendments to these rule parts are not anticipated to result in any increases in medical assistance costs. A fiscal note, estimating the fiscal impact of the rule amendments, is available upon request from the agency contact person listed above.

Impact on Agriculture Lands. *Minnesota Statutes*, section 14.11, subdivision 2, does not apply because adoption of these rule amendments will have no impact on agricultural land.

Departmental Charges. *Minnesota Statutes*, section 16A.1285, subdivisions 4 and 5, do not apply because the rule amendments do not establish or adjust departmental charges.

Adoption And Review Of Rules. If no hearing is required, after the end of the comment period the Health Department may adopt the rule amendments. The rule amendments and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the amendments are submitted to the Attorney General or be notified of the Attorney General's decision on the rule amendments. If you wish to be so notified, or wish to receive a copy of the adopted rule amendments, submit your request to the agency contact person listed above.

Mary Jo O'Brien, Commissioner
Department of Health

Rules as Proposed

4656.0020 DEFINITIONS.

[For text of subs 1 to 10, see M.R.]

Subp. 11. **Resident plan of care.** "Resident plan of care" for residents of nursing homes ~~facilities~~ means the ~~patient care plan specified in part 4655.6000. Resident plan of care for residents in boarding care homes means the overall plan of care as defined in Code of Federal Regulations, title 42, section 442.319, as amended through December 31, 1984 comprehensive care plan as set forth in Code of Federal Regulations, title 42, section 483.20, paragraph (d), as amended through October 1, 1992.~~

[For text of subp 12, see M.R.]

4656.0080 AUDITS OF ASSESSMENTS OF NURSING HOME RESIDENTS.

[For text of subs 1 to 4, see M.R.]

Subp. 5. **Routine audits procedures.** Facilities will be routinely audited at least once per calendar year in accordance with the following procedures:

[For text of items A and B, see M.R.]

C. If more than ~~20~~ 35 percent of the assessments audited under ~~item items A and B~~ contain errors that could result in a change of classification, the facility ~~shall~~ may be subject to an additional audit of up to 100 percent of the assessments. The decision of whether or not to schedule a 100 percent audit shall be made by the program manager of the Quality Assurance and Review Section and based upon a review of the case mix index, the remaining classifications not audited, a determination of the effect of the unaudited classifications on the case mix index, and staff availability.

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Proposed Rules

[For text of subps 6 and 7, see M.R.]

4656.0090 DEATH, DISCHARGE, AND CHANGE OF PAYMENT SOURCE INFORMATION.

Every ~~month~~ quarter, certified facilities shall provide updated information to the department relating to the deaths, discharges, and changes in payment source when the resident payment goes from private pay to medicaid sponsored that occurred within the facility the previous ~~month~~ quarter. Facilities may elect to report payment source changes from private pay to Medicaid sponsored on either a monthly or quarterly basis. This information must be provided on forms developed by the department.

Department of Human Services

Proposed Permanent Rules Relating to Nursing Homes Payment Rate Determinations

Notice of Intent to Adopt a Rule Without a Public Hearing

The Department of Human Services intends to adopt amendments to permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rule and may also submit a written request that a hearing be held on the rule.

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to:

Eleanor Weber
Minnesota Department of Human Services
444 Lafayette Rd.
St. Paul, MN 55155-3816
telephone (612) 297-4301
fax number (612) 297-3173

Subject of Rule and Statutory Authority. The statutory authority to adopt this rule is in *Minnesota Statutes*, section 256B.41, subdivision 1 which permits the Department of Human Services to establish procedures for determining rates for care of residents in nursing homes that qualify as vendors for medical assistance. A copy of the proposed rule is published in the *State Register*. The proposed rules will amend: *Minnesota Rules*, part 9549.0051, subpart 12, which defines "Resident Plan of Care"; part 9549.0059, subpart 1, to permit submission of a medical plan of care or an interagency transfer form; part 9549.0059, subpart 2, during the semi-annual assessment, to eliminate the collection of specific information that is not necessary for establishing resident classifications and to clarify the date on which the form should be signed; part 9549.0059, subpart 3, to provide that the Minnesota Department of Health, Quality Assurance and Review (QA&R) shall not establish classifications for residents who experience an admission, transfer, hospital return or discharge occurring during the QA&R team visit, and part 9549.0059, subpart 4 to permit the facility to submit either the medical plan of care or an interagency transfer form.

PLEASE NOTE: *The Minnesota Department of Health is in a parallel rule amendment process proposing amendment to rule parts 4656.0010 to 4656.0090. These rule parts establish procedures and instructions for completing case mix assessments. The Health Department rules immediately precede these from the Department of Human Services.*

Comments. You have until 4:30 p.m., April 13, 1994, to submit written comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on April 13, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Modifications. The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rule as printed in the *State Register*. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Proposed Rules

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This Statement describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

Small Business Considerations. Under *Minnesota Statutes*, section 14.115, subdivision 7, clause (7), the small business consideration applicable to rulemaking does not apply to service businesses regulated by government bodies, for standards and costs, such as nursing facilities. Since the proposed amendments govern nursing facilities, the requirements under *Minnesota Statutes*, section 14.115 do not apply to this rule.

Expenditure of Public Money by Local Public Bodies. The amendments to these rule parts are not anticipated to result in any increases in medical assistance costs. A copy of fiscal note is from Nancy Bishop, Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155-3816 or at (612) 296-7454.

Impact On Agriculture Lands. The amendments to these rule parts will have no impact on agricultural lands.

Adoption and Review of Rule. If no hearing is required, after the end of the comment period the agency may adopt the rule. The rule and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the amendments are submitted to the Attorney General or be notified of the Attorney General's decision on the rule. If you wish to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact person listed above.

Dated: 22 February 1994

Maria R. Gomez
Commissioner

Rules as Proposed

9549.0051 DEFINITIONS.

[For text of subs 1 to 11, see M.R.]

Subp. 12. **Resident plan of care.** "Resident plan of care" for residents of nursing facilities ~~not licensed as boarding care homes means the patient care plan specified in part 4655.6000.~~ "Resident plan of care" for residents of nursing facilities licensed as boarding care homes means the overall plan of comprehensive care plan as defined set forth in *Code of Federal Regulations*, title 42, section ~~442.349~~ 483.20, paragraph (d), as amended through ~~December 31, 1984~~ October 1, 1992.

[For text of subs 13 and 14, see M.R.]

9549.0059 RESIDENT ASSESSMENT.

Subpart 1. **Assessment of nursing facility applicants and newly admitted residents.** Each nursing facility applicant or newly admitted resident must be assessed for the purpose of determining the applicant's or newly admitted resident's class. The assessment must be conducted according to the procedures in items A to I.

[For text of items A to G, see M.R.]

H. Except as provided in item D, each assessment completed under items A to G and a completed medical plan of care or interagency transfer form must be submitted to the Department of Health by the nursing facility as a request for classification within ten working days after admission or after the assessment, whichever is later.

[For text of item I, see M.R.]

Subp. 2. **Semiannual assessment by nursing facilities.** Semiannual assessments of residents by the nursing facility must be completed in accordance with items A to D.

[For text of item A, see M.R.]

B. A registered nurse shall assess each resident according to QA&R procedures established by the Department of Health including physical observation of the resident, review of the medical plan of care, and review of the resident's plan of care, and shall record the assessment on the assessment form. The Physician's Statement of General Condition (item 10), Individual Dependencies (items 21 to 24 and 28), Medications (items 31 to 34), and Primary, Secondary, and Tertiary Diagnoses (on the back of the form) do

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Adopted Rules

not require completion. The registered nurse performing the assessment shall sign the assessment form on the day the assessment is completed.

[For text of items C and D, see M.R.]

Subp. 3. **Change in classification due to annual assessment by Department of Health.** Any change in resident class due to an annual assessment by the Department of Health's QA&R team will be effective as of the first day of the month following the date of completion of the Department of Health's assessments. QA&R shall not establish classifications for residents who experience an admission, transfer, hospital return, or discharge occurring during the QA&R team visit.

Subp. 4. **Assessment upon return to the nursing facility from a hospital.** Residents returning to a nursing facility after hospitalization must be assessed according to items A to D.

[For text of items A and B, see M.R.]

C. A registered nurse shall perform the assessment on each resident according to QA&R procedures established by the Department of Health, including physical observation of the resident, review of the medical plan of care, and review of the resident's plan of care, and shall record the assessment on the assessment form. The registered nurse who performs the assessment shall sign the assessment form. Within five working days of the completion of the assessment, the nursing facility must forward to the Department of Health a request for a classification for any resident assessed upon return to the nursing facility after a hospital admission. This request must include the assessment form and the resident's medical plan of care or interagency transfer form. Upon request, the nursing facility must furnish the Department of Health with additional information needed to determine a resident's classification.

[For text of item D, see M.R.]

[For text of subps 5 to 9, see M.R.]

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §§14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

Board of Dentistry

Adopted Permanent Rules Relating to Dentists, Hygienists, and Assistants

The rules proposed and published at *State Register*, Volume 18, Number 15, pages 1021-1025, October 11, 1993 (18 SR 1021), are adopted with the following modifications:

Rules as Adopted

3100.1400 APPLICATION FOR LICENSURE BY CREDENTIALS.

Any person who is already a licensed dentist or dental hygienist in another state or Canadian province desiring to be licensed to

practice dentistry or dental hygiene in Minnesota shall, in order to demonstrate the person's knowledge of dental subjects and ability to practice dentistry or dental hygiene in Minnesota, comply with the requirements in items A to M.

I. In advance of the appearance required by item J, an applicant for licensure by credentials as a dentist shall submit complete records on a sample of patients treated by the applicant. The sample must be drawn from patients treated by the applicant during the five years preceding the date of application. The number of records requested of ~~applicants~~ the applicant shall be established by resolution of the board. The records submitted shall be reasonably representative of the treatment typically provided by the applicant.

J. An applicant must appear before the board and satisfactorily respond to questions designed to determine the applicant's knowledge of dental subjects and ability to practice dentistry or dental hygiene pursuant to *Minnesota Statutes*, section 150A.06, subdivision 4. Questions may be based on the records submitted pursuant to item I.

L. If the board adopts simulated dental patient examinations as part of the application process, applicants shall ~~successfully~~ complete simulated dental patient examinations designed to test their knowledge of dental subjects.

M. An applicant shall provide satisfactory evidence that during the five years preceding the date of application, the applicant has completed a minimum of five clinical hours of continuing dental education in the subject of infection control, including blood borne diseases. An applicant submitting an application after June 30, 1994, and before July 1, 1999, shall provide evidence of having completed one hour of education for each year after June 30, 1994.

3100.2000 FEES.

Subpart 1. **Application fees.** Each applicant for licensure as a dentist or dental hygienist or for registration as a registered dental assistant or for a limited registration as a dental assistant under part 3100.8500, subpart 3, shall submit with a license or registration application a fee in the following amounts:

- A. dentist application, ~~\$125~~ \$140;
- C. dental assistant application, ~~\$30~~ \$35; and

Subp. 2. **Annual license or registration fees.** Each dentist, dental hygienist, registered dental assistant, and dental assistant with a limited registration under part 3100.8500, subpart 3, shall submit with an annual license or registration renewal application a fee as established by the board not to exceed the following amounts:

- A. dentist, ~~\$120~~ \$138;
- B. dental hygienist, ~~\$45~~ \$50;
- C. registered dental assistant, ~~\$30~~ \$34; and

3100.4100 CONTINUING DENTAL EDUCATION.

Subp. 2. **Required credit Minimum hours.** The minimum number of required hours of CDE for each five-year cycle shall be: for dentists, 75 hours; for dental hygienists, 40 hours; for registered dental assistants, 25 hours; and for dental assistants with a limited registration under part 3100.8500, subpart 3, ten hours. Of these hours, dentists must complete a minimum of 60 hours, dental hygienists a minimum of 32 hours, registered dental assistants a minimum of 20 hours, and dental assistants with a limited registration a minimum of ten hours on clinical subjects relating to the practice of dentistry.

Clinical subjects are those subjects directly related to the provision of dental care and treatment to patients.

Nonclinical subjects relating to the practice of dentistry are those subjects which are not directly related to, but are supportive of, the provision of clinical services to patients. Examples of nonclinical subjects are patient management, the legal and ethical responsibilities of the dental profession, and stress management.

Examples of subjects that are not eligible for CDE credit are estate planning, financial planning, marketing, investments, personal health, and personal growth.

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Adopted Rules

Minnesota Department of Health

Adopted Permanent Rules Relating to the Local Public Health Act

The rules proposed and published at *State Register*, Volume 18, Number 1, pages 5-16, July 6, 1993 (18 SR 5), are adopted with the following modifications:

Rules as Adopted

4736.0090 REPORTING STANDARDS.

Subp. 3. **Report of expenditures.** The community health board must report expenditures according to the requirements in items A and B.

A. ~~The community health board must submit to the commissioner a half-year expenditure report no later than August 15 of each fiscal year.~~ The community health board must submit to the commissioner an annual expenditure report no later than April 15 of the year following the close of each fiscal year for which a subsidy was received. ~~The half-year and annual reports report~~ must list total expenditures in program categories by source of funds, including the community health services subsidy, local match funds, vaccine allocations from the commissioner, special project grant funding from the commissioner, other sources of state funding, and other sources of federal funding not eligible as local match.

4736.0110 PERSONNEL STANDARDS.

Subp. 3. **Minimum training and experience standards for community health services administrators.** A community health services administrator must have:

A. a baccalaureate or higher degree in administration, public health, community health, environmental health, or nursing, and two years of documented public health experience in an administrative or supervisory capacity, or be registered as an environmental health specialist or sanitarian in the state of Minnesota and have two years of documented public health experience in an administrative or supervisory capacity;

B. a master's or higher degree in administration, public health, community health, environmental health, or nursing, and one year of documented public health experience in an administrative or supervisory capacity; or

Department of Revenue

Adopted Amendment to Permanent Sales and Use Tax Rules Relating to Airflight Equipment

The rules proposed and published at *State Register*, Volume 18, Number 5, pages 465-467, August 2, 1993 (18 SR 465), are adopted with the following modifications:

Rules as Adopted

8130.6000 AIRFLIGHT EQUIPMENT.

Subpart 1. **General rule.** The sales and use tax does not apply to sales of airflight equipment to, and the storage, use, or other consumption of such property by airline companies which are subject to tax under *Minnesota Statutes*, sections 270.071 to 270.079 (hereinafter airflight property tax). The definitions of airflight equipment contained in *Minnesota Statutes*, sections 270.071, and 297A.25, subdivision 14, are similar but are not coincident. ~~It is necessary therefore to ascertain what~~ This part identifies the airflight equipment ~~that is exempted from tax imposed by Minnesota Statutes, section 297A.02; by reference to the definitions of airflight equipment contained in this part and Minnesota Statutes, section 297A.25, subdivision 14.~~

Subp. 2. **Definitions.** The definitions in this subpart apply to this part.

A. "Aircraft" means a contrivance used or designed for the navigation of or flight in the air.

C. "Airline company" means a person who undertakes, directly or indirectly, to:

(1) engage in the business of transportation by aircraft of persons or property for hire in interstate, intrastate, or international transportation on regularly scheduled flights or on intermittent or irregularly timed flights ~~by persons in the business of providing such service;~~

(2) engage in the business of intermittent or irregularly timed flights, flights arranged at the convenience of an airline and ~~the~~ a person contracting for the transportation, or charter flights making three or more flights into or out of Minnesota in a year; or

Official Notices

D. "Indirectly" means a person holds to hold out to the public that it a person will undertake to transport persons or property by air and enters enter into contracts with shippers wherein it the person binds itself to discharge such undertakings with regard to particular shipments. Indirect air carriers include travel agents, tour operators, and social clubs which sell tours or air transportation, air freight forwarders and others who were subject to rate regulation, or others who operate very much like an air carrier.

Subp. 3. Exemptions.

A. An airline company is exempt from sales and use tax when it purchases airflight equipment if it is subject to Minnesota airflight property tax on those purchases. The purchase of flight simulators is specifically exempted in *Minnesota Statutes*, section 297A.25, subdivision 14. If an airline company is exempt from airflight property tax, its purchases of airflight property are subject to sales and use tax imposed by *Minnesota Statutes*, chapter 297A.

B. The exemptions and exceptions contained generally in *Minnesota Statutes*, chapter 297A, may apply regardless of whether the exemption for airline companies subject to Minnesota airflight property tax applies.

Official Notices

Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Minnesota Comprehensive Health Association

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that the Minnesota Comprehensive Health Association (MCHA) Board of Directors will meet on Monday, March 14, 1994 at 9:00 a.m. at HealthPartners, 8100 34th Avenue South, Bloomington, Minnesota. The meeting will be in the Heritage Room on the 2nd floor.

For additional information please call Lynn Gruber at (612) 593-9609.

State Board of Investment

Official Notice for Management Firms to Manage a Portion of Pension Assets

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program
Minnesota State Board of Investment
Suite 105 MEA Building
55 Sherburne Avenue
St. Paul, MN 55155

Please refer to this notice in your written request.

Official Notices

Department of Labor and Industry

Labor Standards Division

Notice of Correction to Prevailing Wage Rates for 420 Roofer for St. Louis County

Prevailing wage rates determined and certified December 20, 1993 for 420 ROOFER for St. Louis County U of M/Duluth Kirby, Bohannon & Montague Hall Roof Replacement-Duluth for commercial construction has been corrected.

Copies of the corrected certification may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or calling (612) 296-6452.

John B. Lennes, Jr.
Commissioner

Department of Labor and Industry

Labor Standards Division

Notice of Correction to Prevailing Wage Rates for 421 Sheet Metal Worker for Rochester

Prevailing wage rates determined and certified October 4, 1993 for 421 SHEET METAL WORKER for Nursing Classroom Remodeling-Rochester and November 29, 1993 421 SHEET METAL WORKER for Rochester Public Library-Rochester in Olmsted County for commercial construction has been corrected.

Copies of the corrected certification may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or calling (612) 296-6452.

John B. Lennes, Jr.
Commissioner

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective March 14, 1994 prevailing wage rates were determined and certified for commercial construction projects in:

Anoka County: 1994 Centennial Elementary School & District Service Center Masonry Restoration-Circle Pines. 1994 Fredmoore Middle School Reroofing-Anoka. 1994 Blaine Sr. High Reroofing-Blaine.

Dakota County: Rosemount High School Addition & Remodeling-Rosemount. Echo Park Elementary Addition & Remodeling-Burnsville. Apple Valley High School, Greenleaf Elementary & Southview Elementary Addition & Remodeling-Apple Valley.

Grant County: West Central Area Schools-Barret.

Hennepin County: 1994 U of M Middlebrook Hall Masonry Restoration-Minneapolis.

Itasca County: Physician/Dental Clinic Out Patient & Emergency Room Expansion & Remodeling-Bigfork.

Koochiching County: Bronko Arena Reroofing-International Falls.

Lyon County: Southwest State University Reroofing of FC, G4, GM4, HA2, HB4 & F Hall-Marshall. Southwest State University Tuckpointing & Masonry Repair for FC, G4, GM4, GW4, HAZ, F Hall & HA1-Marshall.

Roseau County: Warroad Elementary School Fire Protection Sprinkler System-Warroad.

St. Louis County: U of M/Duluth Research Laboratory Boiler & Fuel Tank Demolition-Duluth.

Scott County: 1994 Belle Plaine Schools Additions & Alterations-Belle Plaine.

Stearns County: SCTC - ADA Improvements-St. Cloud.

Washington County: Stillwater Minnesota Correctional Facility - ADA Renovations & Upgrades-Bayport.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.
Commissioner

Pollution Control Agency

Water Quality Division

Notice of Proposed Reallocation of Federal Clean Water Act (CWA) Section 604b Funds Provided to Minnesota for Water Quality Management Planning through Section 205j(1) of the CWA: Solicitation of Comments in Consultation with Regional Public Comprehensive Planning Organizations

Background:

The Minnesota Pollution Control Agency (MPCA) annually receives Section 604b funds provided to Minnesota through Section 205j(1) of the CWA. Since 1987, under Section 205j3, the CWA has required that at least 40 percent of 604b funds be allocated ("passed-through") to regional public comprehensive planning organizations to undertake comprehensive water quality management planning. In Federal Fiscal Year 1992, a total of \$144,292 was allocated by MPCA to various Minnesota projects under this pass-through provision. For Federal Fiscal Year 1993, the MPCA has received a pass-through allocation of \$142,737.

Due in part to the absence of a comprehensive statewide water quality management planning initiative into which local efforts could be integrated, the pass-through projects funded through Section 205j3 have not proven to be a significant vehicle for accomplishing statewide comprehensive water quality management planning. Instead they have tended to address specific, limited or local issues or provide educational as opposed to planning initiatives. While these projects have been useful, they have generally been only tangentially related to the overall CWA goal of comprehensive statewide water quality management planning.

The MPCA now proposes to allocate Federal Fiscal Year 1993 Section 205j3 funds to accelerate its statewide basin planning initiative. This is allowed under the CWA with the approval of the U.S. Environmental Protection Agency Regional Administrator, and after the Governor has consulted with regional public comprehensive planning organizations. The Governor must determine that the allocation of these funds to such organizations will not result in significant participation by such organizations in water quality management planning and not significantly assist in development and implementation of the comprehensive water quality management planning goals of the CWA.

The MPCA's basin planning initiative is a cogent and comprehensive approach to water quality management. It will focus on the state's major hydrologic units and address regional water quality planning by providing a much needed comprehensive framework for the integration of local water quality planning initiatives into a basin-wide and statewide plan. The basin planning initiative will also address both point and nonpoint sources of pollution and their interrelationships.

Solicitation of Comments

The MPCA now requests comments, input, and consultation with all interested regional public comprehensive planning organizations regarding water quality management planning under the Clean Water Act.

Information may be submitted in writing or verbally. Written Statements should be addressed to:

Mr. James R. Anderson
Nonpoint Source Section
Water Quality Division
Minnesota Pollution Control Agency
520 Lafayette Road
Saint Paul, Minnesota 55155-4194

State Grants

Oral Statements will be received during regular business hours over the telephone at (612) 296-8238 or toll-free at 1-800-657-3864, and in person at the above address.

Such information shall be accepted up until 5:00 p.m. on Thursday, the 14th of April 1994.

Minnesota State Retirement System

Board of Directors, Regular Meeting

The regular meeting of the Board of Directors, Minnesota State Retirement System, will be held on Friday, March 18, 1994, at 9:00 a.m. in the office of the System, 175 W. Lafayette Frontage Road, St. Paul, Minnesota.

Board of Veterinary Medicine

Notice of Solicitation of Outside Information or Opinions Regarding Proposed New Rules Governing Mandatory Continuing Education Requirements for Veterinarians

NOTICE IS HEREBY GIVEN that the Board of Veterinary Medicine is seeking information or opinions from sources outside the Board of Veterinary Medicine in preparing to propose the adoption of new rules regarding mandatory continuing education requirements for veterinarians. The adoption of the rules is authorized by *Minnesota Statutes* 156.01, Subd. 3 and 214.06 (1992).

The Board of Veterinary Medicine requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject in writing or orally. All statements should be submitted to:

Dr. Roland C. Olson
Minnesota Board of Veterinary Medicine
2700 University Ave. W., Room 102
St. Paul, MN 55114
(612) 642-0597

Oral comments and inquiries will be received by Dr. Olson between the hours of 8:30 a.m. and 12:30 p.m. Monday through Friday. All materials received by the Board of Veterinary Medicine through May 20, 1994, shall become part of the rulemaking record in the event that the rule is adopted.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Corrections

Request for Proposals for Mini Grants for Local Programming for Adult Female Offenders

The Minnesota Department of Corrections, Office of Planning for Female Offenders, is requesting proposals for mini grants for

local programming for adult female offenders. Seventeen thousand five hundred (\$17,500.00) is available each year of the biennium for approximately three to six mini grants. Program parameters are not defined for these mini grants in order to allow counties and agencies to address the needs they are experiencing in their areas. Selection criteria will give priority to non CCA counties, gender and cultural specific programming. For more information call Mary Scully Whitaker at (612) 642-0212. For a copy of the RFP call Ethel Jackman at (612) 642-0230.

Proposals must be submitted by **4:30 p.m. on April 25, 1994**, to:

Mary Scully Whitaker
Minnesota Department of Corrections
Office of Planning for Female Offenders
450 North Syndicate Street 300 Bigelow Building
St. Paul, Minnesota 55104

Department of Human Services

Family and Children's Services Division

Notice of Request for Proposals for School Age Child Care Grants Funded Under the Federal Child Care and Development Block Grant

The Department of Human Services is soliciting proposals from private and public agencies to start up and expand school age child care services in Minnesota through funding from the federal Child Care Block Grant Act, Public Law 101-508. Minnesota's federally approved state plan allocates \$538,798 for start up and expansion of before and after school programs. These programs must include a summer component for care.

Priority for geographic distribution of grants is determined by eligibility for Chapter I funds. Proposals will be reviewed and rated based on the following criteria:

1. (20%) Documentation of need.
2. (20%) Focus on culturally responsive and sensitive services.
3. (20%) Applicant's experience in providing similar services.
4. (20%) Demonstration of partnership efforts and community support.
5. (10%) Innovative and creative approaches using existing resources.
6. (10%) Design and methods for evaluating results of programs.

For complete information regarding the Request for Proposal contact Barbara O'Sullivan, Child Care Grants Administrator, at (612) 296-8540, Department of Human Services, Family and Children's Services Division, 444 Lafayette Road, St. Paul, MN 55155-3832.

Proposals are due by April 27, 1994.

Department of Jobs and Training

Rehabilitation Services Division

Notice of Availability of Funds for Vocational Services

The Minnesota Department of Jobs and Training-Division of Rehabilitation Services (DRS) is requesting proposals for the devel-

State Grants

opment of coordinated community based employability services for adults with serious and persistent mental illness, and students with severe emotional disturbance. Granting of DJT-DRS funds is authorized via *Minnesota Statutes 268A.01*.

Interested Parties must submit an application describing the proposed program. Proposed programs should be designed to:

- **develop innovative services** to provide integrated community based employment for adults with serious and persistent mental illness or students with severe emotional disturbance.
- **improve the quality** and permanence of job placements.
- **provide individualized ongoing supports** to employed persons with mental illness.
- **illustrate effective linkages** between mental health employability services, the county, DRS, Family Community Support Services and Community Support Program Services.
- **facilitate consumer choice** and preferences regarding work.
- **provide for consumer involvement** in the planning, development and delivery of employment services.
- **evaluate the effectiveness** of the program in improving employment opportunities for persons with mental illness.

Applications must have as their focus collaboration between multiple agencies including, but not limited to: Division of Rehabilitation Services Field Offices, Community Rehabilitation Programs, Local Counties, Local Mental Health Community Support Programs, and Local Family Community Support Services.

It is anticipated that a total of \$240,000 will be available for these projects, with individual grants ranging from \$40,000 - \$60,000. Grants will be awarded initially for one year and are expected to begin 07/01/94. Application for continuation of the grants will be announced at a later date depending on the availability of project funds.

Applications in the form of a request for proposals are available from: Claire Courtney, Rehabilitation Program Specialist, Division of Rehabilitation Services, 390 North Robert St., first floor, St. Paul, MN 55101. Phone (612) 296-0219 FAX (612) 297-5159.

Completed proposals must be received by 4:30 p.m. on April 29, 1994. Mail or deliver proposals to the DRS Administrative Office, 390 North Robert St., St. Paul, MN 55101.

Metropolitan Council

Notice of Availability of Funds for the Twin Cities Water Quality Initiative Grant Program

Publication No. 32-94-027 March 1994

Purpose: The Twin Cities Water Quality Initiative Grant Program focuses on abating, controlling and preventing nonpoint sources of pollution to the Mississippi, St. Croix and Minnesota Rivers. Projects that reduce phosphorus and Biochemical Oxygen Demanding (BOD) substances will be given priority.

Eligible Project Sponsors: Public entities including state, federal, county and city government; soil and water conservation districts; watershed management organizations; public schools; or trade and professional organizations. The project must be located in whole or in part within the seven-county metropolitan area. The sponsor of a project located only partly in the metro area must be a state agency, or a governmental entity with jurisdiction in the metro area.

Proposal Submission Date: Completed grant application must be received by 4 p.m. on Friday, May 13, 1994, in the offices of the Metropolitan Council. An informational meeting to discuss the grant program will be held at 9 a.m. on Thursday, April 7, 1994, in the Council's offices. Please R.S.V.P.

Grant Request Maximum: \$100,000 with 25 percent cash or in-kind matching funds required.

To Receive An Application: Call the Metropolitan Council Data Center at (612) 291-8140; TDD (612) 291-0904.

Submittal Address: Metropolitan Council, 230 E. Fifth St., St. Paul, MN 55101-1634

For More Information: Call Jack Frost, Project Manager, (612) 291-6519; or Victoria Reinhardt, Grant Administrator, (612) 291-6536; TDD (612) 291-0904.

Pollution Control Agency

Ground Water and Solid Waste Division

Notice of Request for Proposals for Funds through the Alternative Management Methods for Shredder Residue Grant Program

The Minnesota Pollution Control Agency (MPCA) is a state agency established by the Minnesota Legislature to deal with the variety and complexity of problems relating to water, air and land pollution affecting the state and to achieve a reasonable degree of purity of water, air and land resources.

This notice is issued by the Commissioner of the MPCA under authority provided in *1993 Minnesota Laws*, Chapter 172, Section 90. Under this authority, the MPCA established the Alternative Management Methods for Shredder Residue Grant Program. The goal of this program is to reduce the volume and toxicity of shredder residue in the waste stream. The MPCA intends to provide grants to persons or organizations for the study of alternative management methods for shredder residue. Shredder residue is the material that remains after motor vehicles, appliances, and scrap steel are sent through a shredder (hammer mill) and all reusable ferrous and nonferrous metals are removed.

Alternative management methods include the following: 1) any resource recovery technique; 2) use of shredder residue in the manufacture of refuse derived fuel; 3) use of shredder residue as landfill cover (*Minnesota Laws*, Chapter 172, Section 90).

The purpose of this notice is to solicit proposals for projects that meet the objectives of the Alternative Management Methods for Shredder Residue Grant Program.

The Alternative Management Methods for Shredder Residue Grant Program encourages motor vehicle, appliance, and scrap steel shredders to develop shredder residue management projects.

Alternative Management Methods for Shredder Residue Grant projects may receive funding up to 50 percent of eligible project costs or \$300,000, whichever is less for the period July 1993 to June 1995. No more than \$300,000 will be awarded from July 1994 to June 1995. This program will not provide funds for the costs of operating and maintaining equipment and purchasing or renting property.

Copies of the Request for Proposals, including the rules applicable to this program, are available by contacting:

Michael J. Rafferty
Minnesota Pollution Control Agency
Ground Water and Solid Waste Division
520 Lafayette Rd. N.
St. Paul, MN 55155-4194
(612) 297-2759 or 1-800-657-3864 (toll-free in Minnesota)

Mr. Rafferty can be contacted between 7:00 a.m. and 4:30 p.m., Monday-Friday.

Proposals meeting the requirements of *Minnesota Laws 1993*, Chapter 172, Section 90 must be received by the MPCA at the above address by 4:30 p.m., CST, Friday, May 6, 1994.

Charles W. Williams
Commissioner

State Board of Technical Colleges

Notice of Request for Proposals for Single Parents, Displaced Homemakers, Single Pregnant Women, Sex Equity; and Consumer and Homemaking

The State Board of Technical Colleges is seeking proposals in several areas through the Carl D. Perkins Vocational and Applied Technology Education Act of 1990. All applications must be made through a Minnesota Technical College. NOTE: In the Single

State Grants

Parent, Displaced Homemakers, Single Pregnant Women and Sex Equity categories, Local Education Agencies (LEAs) are eligible to apply.

Proposals for Single Parent, Displaced Homemakers, Single Pregnant Women, and Sex Equity

Proposals to implement Single Parent, Displaced Homemakers, Single Pregnant Women and Sex Equity programs designed to meet the unique needs of the described special populations and to provide vocational education information and activity whereby students enter occupations not traditionally associated with their gender. The RFP application and additional information should be requested from:

Shirlee Walker
State Board of Technical Colleges
Room 365 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 297-1484

Approximately \$464,000 for Sex Equity and approximately \$1,160,000 for Single Parent, Displaced Homemaker and Single Pregnant Women will be available. Proposals for postsecondary must be received by Shirlee Walker at the above address by 4:00 p.m. on April 15, 1994. Proposals for secondary must be received by Shirlee Walker at the above address by 4:00 p.m. on May 13, 1994.

Proposals for Consumer and Homemaking Education

Proposals for projects to provide research, program development, to expand, continue or initiate new programs to serve families through course offerings on worksites, on campus or a customized design. The requests must address the needs of families through program development and improvement of instruction, curricula, support services and activities relating to managing individual and family resources, managing home and work responsibilities, understanding the impact of new technology on life and work, applying consumer and homemaking education skills to jobs and careers, and other needs as determined by the State. All applications must designate a technical college as the fiscal agent for the project.

The RFP application and additional information should be requested from:

Janice Templin
State Board of Technical Colleges
Capitol Square Building - Room 360
550 Cedar Street
St. Paul, MN 55101
(612) 296-9447

Approximately \$84,000 will be available. Proposals must be received by Janice Templin at the above address by 4:30 p.m. on May 20, 1994.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Minnesota Community College System

Community College Quality Initiative

Proposals Sought for Consultant to Design an Initiative to Improve Services

The Minnesota Community College System is seeking proposals from qualified consultants to conduct a year-long initiative designed to improve services to students, citizens, and employees at the System's 21 institutions and the System Office in St. Paul. The project will include evaluation of key operational areas as well as training of college staff. This request for proposal does not obligate the System to complete this project, and the System reserves the right to cancel this solicitation if it is considered to be in its best interest.

I. Scope of Project and Specific Tasks

As Minnesota's community colleges prepare for the merger with the State's universities and technical colleges in 1995, careful review of existing operations and services to students and communities is needed to ensure that we are meeting the needs of our various customers in an efficient, effective, and educationally sound manner. Through this analysis of operations and services, the System expects to implement quality management principles and techniques at all campuses and the System Office and expand efforts currently underway to measure institutional effectiveness and student success.

The System anticipates that this project will include the following tasks:

- A. Evaluation of key System operations (human resources; fiscal affairs; computer services) to determine present strengths and weaknesses, identify opportunities for re-engineering of existing processes, and prepare recommendations for improving operational quality.
- B. Design and implementation of a pilot quality initiative at two campuses (one large; one small) that includes assessment and evaluation of all campus processes. This pilot project must be replicable at the other colleges in the System.
- C. Thorough training for identified employees in total quality management principles and techniques in the higher education setting so that these individuals can implement the pilot initiative at their college.
- D. Written recommendations to the college presidents, Chancellor, and State Board for Community Colleges regarding actions necessary to enhance operational quality and effectiveness, and improve services to various customer groups.

Organizations or individuals responding to this Request for Proposals may suggest additional tasks or activities or they will substantially improve the results of the project.

II. Project Timeframe

The project will begin in April or May of 1994 and must be completed by June 30, 1995.

III. Project Costs

The System has not yet determined the final cost for this project.

IV. Proposal Contents

The following will be considered minimum contents of the proposal:

- A. A restatement of the purpose of the project and the required tasks to demonstrate the responder's view of the nature of the project.
- B. Identification and description of the services to be provided by the responder.
- C. An outline of the responder's background and experience in this area, with particular emphasis on work with governmental entities and educational institutions. The outline should also identify the personnel to conduct the project and detail their

Professional, Technical & Consulting Contracts

training and work experience. Please note that no change in personnel assigned to the project will be permitted without the approval of the System.

- D. A detailed cost and work plan that identifies the major tasks to be completed.
- E. A statement regarding the anticipated level of System and colleges involvement in the project.

V. Submission of Proposals

All proposals must be sent to and received by:

Gloria Vogt
Director of External Relations
Minnesota Community College System
203 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
612/296-6216

Not later than 4:00 p.m. on Friday, April 1, 1994.

Late proposals will not be accepted. Submit three copies of the proposal. Each copy of the proposal must be signed in ink by an authorized member of the firm. No facsimile copies will be accepted. The prices and terms of the proposal as stated must be valid for the length of the project.

It is anticipated that review of proposals will commence as soon as possible after April 1, 1994 with evaluation and selection completed by April 30, 1994. Please note that an interview may be a part of the evaluation process.

VI. System Contacts

Questions regarding this Request for Proposal may be directed to Dr. Gloria Vogt at the address and/or telephone numbers noted above. No other employee is authorized to answer questions regarding this RFP.

VII. Affirmative Action

In accordance with *Minnesota Statutes* section 363.073, for all contracts estimated to be in excess of \$50,000, responding firms having more than 20 full-time employees at any time in the last twelve months must provide documentation of an affirmative action plan approved by the Department of Human Rights. Proposals which do not include this information cannot be accepted.

VIII. Workers' Compensation

The successful responder will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

Department of Human Services

Ah-Gwah-Ching Center

Request for Proposals to Evaluate the Organization and Effectiveness of the Nursing Management System and Process

Minnesota Department of Human Services is soliciting proposals from qualified parties to evaluate the organization and effectiveness of the nursing management system and process at Ah-Gwah-Ching Center.

I. Scope of Project

A. Background Information

Ah-Gwah-Ching Center (AGCC), located three miles south of Walker in northern Minnesota, opened in 1907 as the "Minnesota Sanatorium for Consumptives." The primary purpose of the facility was to treat persons with tuberculosis.

In 1962 the Sanatorium was converted to a state nursing home with the majority of residents admitted from state hospitals determined to be unresponsive to treatment and therefore considered inappropriate for placement in the state hospitals. Consequently until 1982, AGCC essentially provided only maintenance, supervision, and protection for residents in the least restrictive environment possible. Since 1982 a planned and concentrated approach has been developed to provide a quality, cost-effective alternative for psychogeriatric residents. As these services evolved, the Center has received an increased number of referrals from community nursing homes, hospitals, and the Veterans Administration. Today the majority of the Center's referrals come from non-state operated facilities.

AGCC is currently a 343-bed facility accepting referrals from across the entire State. Services are provided for a geriatric population who have problem behaviors which make them difficult to serve in community nursing homes or other community facilities. Behavior problems include physical and verbal assaultiveness, and sexually and socially inappropriate behaviors. The services provided by AGCC include behavior management, rehabilitation, and nursing home care.

AGCC is specifically structured to give nursing home care to elderly persons with behavior problems. For that reason, AGCC is designated as a nursing facility with the Institution of Mental Diseases (IMD). A IMD is defined as "an institution that is primarily engaged in providing diagnosis, treatment, or care of persons with mental diseases, including medical attention, nursing care, and related services." AGCC historically has served as a back-up resource to community nursing homes for residents with severe behavior problems which cannot be handled in another setting. In addition to inpatient services, the center provides consultation and training to long-term care providers who need assistance in the area of behavior management. As an IMD, AGCC is in a better position to continue to provide back-up service for residents 65 and over with mental illness. AGCC is a vital link providing an uninterrupted continuum of care for the geriatric population in Minnesota.

B. Project

Given changes in the facility's patient population and expanding role as a resource to other health providers throughout the state, this project will examine the nursing organization in light of the facility's changing role and the fact that its director of nurses has recently resigned after nearly fifteen years of service to the facility. This report will be used to amend the organizational process and as a tool in the selection of the director of nurses.

II. Goals and Objectives

- A. Review the role, responsibility, and relationship of the following positions as they relate to each other, staff within the nursing department, and the organization as a whole.
 - Director of Nurses
 - Assistant Director of Nurses
 - Living Area Directors (Nurse Managers -5)
 - Shift Supervisors (5)
- B. Review and evaluate the present nursing organization structure and its effectiveness in the delivery of care and service.
- C. Examine other organization models as options to emulate from both the public and private sector.
- D. Develop a written report which will include options and recommendations for modifying the organization, the process, position descriptions, and recommendations for modifying position responsibilities where appropriate.

III. Project Tasks

- A. Interview members of AGCC's Executive Team on such issues as facility orientation, philosophy, mission, goals, and expectations regarding scope and impact of contract.
- B. Interview nursing managers, supervisors and support staff regarding areas of strength, concerns, and effectiveness.
- C. Interview and conduct focus groups with members of the nursing team and a representative of other disciplines, i.e. rehabilitation, social services, recreation, representatives of collective bargaining groups, dietary, etc. to solicit input and make suggestions.
- D. Review existing position responsibilities of supervisors, managers, and support staff.

Professional, Technical & Consulting Contracts

- E. Interview human resource staff regarding the state personnel system, contract issues, and options in terms of flexible approaches to organization and positions.
- F. Research and review other nursing organization structures that are comparable. This will include private long term care facilities and hospitals and public facilities which will include the Minnesota Veterans Home in Minneapolis and state regional treatment centers.
- G. Present preliminary findings, recommendations to Ah-Gwah-Ching Executive Committee.
- H. Present final report which will list strengths, areas of concerns, recommendations for improving effectiveness, outcomes, and improving management systems.

IV. Submission of Proposals

All proposals must be sent to and received by:

Jeff Smith, CEO
Ah-Gwah-Ching Center
Ah-Gwah-Ching, MN 56430

not later than 4:30 p.m. on April 4, 1994.

Late proposals will not be accepted. Submit six copies of proposals. Proposals must be submitted in a sealed mailing envelope or package with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal must be valid for the length of the proposal.

V. Project Costs

The Department has estimated that the cost of this project will not exceed \$12,500.00 including the cost of travel and miscellaneous expenses.

VI. Project Completion Date

The project will be completed by May 13, 1994; or within one month from the date the project has been awarded.

VII. Proposal Contents

- A. Restatement of objectives to demonstrate the responder's understanding of the project.
- B. Description of the deliverables to be provided by the responder.
- C. Outline of the responder's background and experience with particular emphasis on local, state, and federal government work.
- D. Detailed cost and work plan.
- E. Anticipated level of the Department's participation in the project as well as any services to be provided by the department.

VIII. Evaluation

All proposals received by the deadline specified in section VI will be evaluated by representatives of the Department of Human Services. A personal interview may be part of the evaluation process. Proposals will be evaluated based on the following factors:

A. Qualification of contractor

Preference will go to teams, individuals, which include a registered nurse with supervisory experience and experience which has included:

- Managing large, long term care facilities.
- Organizational design and development, group process, total quality management (including statistical process, control, and statistical analysis)
- Conducting similar studies in both the private and public sector.
- Delivering quality products and services.

Non-State Public Bids and Contracts

- Preference will be given to contractor who can complete the assignment, including written report within 30 days of contract award.

IX. Department Contacts

All interested parties will be encouraged to attend a pre-contract conference to be scheduled March 21 at Ah-Gwah-Ching. Prospective responders who have any questions regarding the Request for Proposals may call or write:

Jeff Smith, CEO
Ah-Gwah-Ching Center
Ah-Gwah-Ching, MN 56430
218/547-8300

PLEASE NOTE: Other department personnel are not allowed to discuss the project with responders before the submittal of proposed deadline.

Non-State Public Bids and Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Request for Proposals for Safety Inspection Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with one or more firms to conduct on-site safety inspections of Plan insureds for purposes of a safety rating program. The contract period will commence on or about May 1, 1994. Interested parties may obtain the complete Request for Proposals by sending a written request by mail or fax to:

MWCARP Administrative Office
Safety Inspection RFP
4500 Park Glen Road Suite 410
Minneapolis, MN 55416
FAX: (612) 922-5423

Deadline for proposals is Wednesday, April 6th, 1994 at 4:00 p.m.

Information for Health Care Services

Health Care Facilities Directory

Lists of all Minnesota licensed and certified health care facilities. Statistical data tables and listings organized alphabetically by county, town and facility. Features hospitals, nursing homes, boarding homes, outpatient care, hospice and more. 213 pp. plus index. **1-89 SR \$18.95**

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Minnesota Center for Health Statistics, published August 1992. Tables, diagrams outlining vital statistics for live births, induced abortions, fertility, infant and general mortality, marriage, divorce and population. 142 pp. **10-16SR \$15.00**

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Just released by the Council of American Building Officials, this 2 publication set includes UBC Chapter 31 and appendix. Specifications in this standard (ANSI - American National Standards Institute) are to make buildings and facilities accessible to individuals with disabilities -- both new buildings and existing structures. These standards are applicable to doorways, routes, seating and other elements of building design. Includes diagrams and floor plans. The two books (total of 96 pp) are bound and three-hole drilled for ease of use. **19-2 SR \$35.00**



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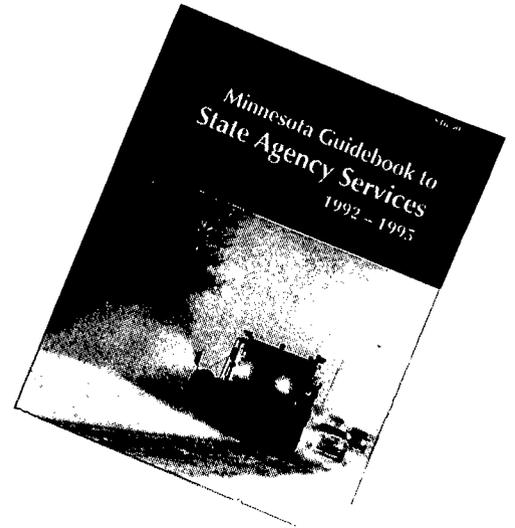
Business & Professional Directories -----

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An obvious "headline" on any list for the business reference desk.
The perfect "owner's manual" to Minnesota state government is a great reference tool for:

- * applying for grants, bidding on contracts
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Minnesota Manufacturer's Directory 1994

Lists companies alphabetically, by community, and by type of product manufactured. Includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing. Also FAX numbers, data processing managers and chief engineers, when available.
742 pp. **Stock No. 40-2 SR \$95.00**

Healing Arts (Physician's) Directory 1991

Names and addresses in alphabetical order for licensed physicians, chiropractors, osteopaths, optometrists, podiatrists and registered physical therapists. 426 pp.

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State Agency Telephone Directory

Orders are now being taken for the 1994 Directory.

This directory lists all State of Minnesota government agencies. Features a greatly expanded FAX section with over 250 numbers, alphabetical employee listings, a classified section, organized by department, and "yellow pages" listing state offices in Greater Minnesota. 264pp. **Stock No. 1-87 SR \$12.95**

Airport Directory 1993

List of airports throughout the state. Approaches, rivers, all detailed markings, and much more. 178 pp. (pocket-size)
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Directory of state law enforcement agencies, sheriffs and police departments 51pp. **Stock No. 1-6 SR \$ 7.00**

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Comprehensive listing of chemical dependency treatment programs in Minnesota. Information on services provided, funding and staff, and a map are also included. 282 pp.

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