

The Minnesota
State Register

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State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

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-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

Printing Schedule and Submission Deadlines

Vol. 20 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
# 30	Monday 22 January	Monday 8 January 1996	Friday 12 January
# 31	Monday 29 January	Friday 12 January	Monday 22 January
# 32	Monday 5 February	Monday 22 January	Monday 29 January
# 33	Monday 12 February	Monday 29 January	Monday 5 February

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To submit notices for publication in the *State Register*, contact the editor listed above. The charge is \$80.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Submit two copies of your notice, typed double spaced, with a letter on your letterhead stationery requesting publication date. Send to the *State Register* at the address listed below.

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$125.00 via first class mail, \$140.00 via fax or through our On-Line Service via your computer modem. For a free sample demo of the On-Line Service call via your modem: 612/821-4096. Access item "S": *State Register* Modem parameters 8-N-1 1200/2400. By purchasing the On-Line access you are agreeing to not redistribute without authorization.
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- "Commodity Contract Awards Reports," - lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" - published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "Professional-Technical-Consulting Award Reports," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Appears monthly. Order stock number 90-15. Available in hard copy format only.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office. (612) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146
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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1800.0700; .0900, s.2; .1000, s.8; .1100, s.3; .2000; .2300; .2500, s.3; .2700, s.4; .2900, s.3; .5700 (proposed repealer)..... 1863

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9050.0040; .1070 (proposed)..... 1881

Human Services Department

9575.0350; .1500 (proposed)..... 2027

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.

Human Services Department

Proposed Permanent Rules Relating to Merit System (Human Services)

DUAL NOTICE:

Notice of Intent to Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing are Received

Introduction. The Minnesota 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. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days of the publication of this notice in the *State Register*, or by February 21, 1996, a public hearing will be held in Conference Rooms 5B and 5C of the Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, on March 7, 1996 starting at 9:00 a.m. To find out whether the rule will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after February 21, 1996 and before March 7, 1996.

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996, fax number (612) 282-5340.

Subject of Rule and Statutory Authority. The Minnesota Merit System rules provide for a system of personnel administration for 77 county social services and human service agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 2% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans. Amendments proposed to the compensation plan (part 9575.1500) provide for a 2% adjustment to the minimum salaries of all but two of the classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents. The minimum step of the salary range of the Financial Worker classification is being adjusted by approximately 9%. The minimum step of the Case Aide classification is being adjusted by approximately 6.5% and the maximum step of the Case Aide classification is being adjusted by approximately 12%. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for the newly established classifications of Managed Care Enroller, Managed Care Advocate and Managed Care Supervisor.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

The statutory authority to adopt these rules is *Minnesota Statutes*, section 256.012. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. A free copy of this rule is available upon request from the agency contact person listed above. A copy of the proposed rule may also be viewed at any of the county welfare or human service agencies in the State of Minnesota.

Comments. You have until 4:30 p.m. on February 21, 1996 to submit 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 comments should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rule must also be made during this comment period.

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 on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on February 21, 1996. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rule to which you object or state that you oppose the entire rule. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

Withdrawal of Requests. 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 enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Accommodation. If you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rule may not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for March 7, 1996 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You also may call Betty Carlson at 612-296-3996 after February 21, 1996 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.14 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all persons have been heard. An Administrative Law Judge is assigned to conduct the hearing. The judge is Howard L. Kaibel Jr. Judge Kaibel can be reached at the Office of Administrative Hearings, 100 Washington Avenue South, #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 341-7608.

Hearing Procedure. If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rule. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five working day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearing no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.0200 to 1400.1200 and *Minnesota Statutes*, section 14.14 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rule, including a description of who will be affected

Proposed Rules

by the proposed rule and an estimate of the probable cost of the proposed rule. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practices Board at 1st Floor, Centennial Office Building, 658 Cedar Street, Saint Paul, Minnesota 55155; telephone (612) 296-5148.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the office of Administrative Hearings for review for legality. You may request to be notified of the date the rule is submitted to the office. If you want to be so notified, or wish to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to Betty Carlson at the address listed.

Adoption Procedure After the Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may ask to be notified of the date on which the judge's report will be available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person state above.

Order. I order that the rulemaking hearing be held at the date, time and location listed above.

Dated: 22 December 1995

Maria R. Gomez
Commissioner

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subs 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~three~~ two percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

[For text of subs 4 and 5, see M.R.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1995~~ 1996.

Subpart 1. **Professional.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1978 <u>2017</u>	3222 <u>3286</u>
Accounting Supervisor	2360 <u>2407</u>	4026 <u>4107</u>
Administrative Assistant I	2468 <u>2517</u>	4411 <u>4500</u>
Administrative Assistant II	2885 <u>2943</u>	4706 <u>4800</u>
Administrative Assistant III	3294 <u>3360</u>	5131 <u>5234</u>
Adult Day Care Center Supervisor	1890 <u>1928</u>	3222 <u>3286</u>
Assistant Welfare Director	4411 <u>4500</u>	6830 <u>6967</u>
Business Manager	3222 <u>3286</u>	5023 <u>5124</u>
Chemical Dependency Coordinator	1978 <u>2017</u>	3222 <u>3286</u>
Collections and Accounting Unit Supervisor	2070 <u>2112</u>	3528 <u>3598</u>
Collection Services Supervisor II	2070 <u>2112</u>	3528 <u>3598</u>
Community Health Services Supervisor	2360 <u>2407</u>	4026 <u>4107</u>
Computer Programmer	1890 <u>1928</u>	3222 <u>3286</u>
Contract Services Representative	2161 <u>2204</u>	3684 <u>3758</u>

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Proposed Rules

County Agency Social Worker (Licensing Specialist)	1890 <u>1928</u>	3222 <u>3286</u>
County Agency Social Worker	1978 <u>2017</u>	3528 <u>3598</u>
County Agency Social Worker (Child Protection Specialist)	1978 <u>2017</u>	3528 <u>3598</u>
County Agency Social Worker (MSW)	2070 <u>2112</u>	3528 <u>3598</u>
County Agency Social Worker (MSW) (Child Protection Specialist)	2070 <u>2112</u>	3528 <u>3598</u>
Day Treatment Supervisor	2262 <u>2307</u>	3684 <u>3758</u>
Day Treatment Therapist	1978 <u>2017</u>	3528 <u>3598</u>
Director of Business Management I	2885 <u>2943</u>	4706 <u>4800</u>
Director of Business Management II	3451 <u>3520</u>	5361 <u>5468</u>
Director of Financial Assistance	3451 <u>3520</u>	5361 <u>5468</u>
Director of Planning	3451 <u>3520</u>	5361 <u>5468</u>
Director of Public Health Nursing	2360 <u>2407</u>	4026 <u>4107</u>
Director of Social Services	3451 <u>3520</u>	5361 <u>5468</u>
Employment Guidance Counselor	1809 <u>1845</u>	2824 <u>2881</u>
Family Based Services Supervisor	1978 <u>2017</u>	3222 <u>3286</u>
Family Service Coordinator II	1809 <u>1845</u>	2824 <u>2881</u>
Financial Assistance Supervisor I	2070 <u>2112</u>	3528 <u>3598</u>
Financial Assistance Supervisor II	2360 <u>2407</u>	4026 <u>4107</u>
Financial Assistance Supervisor III	2468 <u>2517</u>	4411 <u>4500</u>
Fiscal Manager	2468 <u>2517</u>	4411 <u>4500</u>
Fiscal Officer	1809 <u>1845</u>	2824 <u>2881</u>
Fiscal Supervisor I	1890 <u>1928</u>	3222 <u>3286</u>
Fiscal Supervisor II	2360 <u>2407</u>	4026 <u>4107</u>
Gerontology Counselor	2070 <u>2112</u>	3528 <u>3598</u>
Human Services Director III	3769 <u>3844</u>	5859 <u>5976</u>
Human Services Supervisor I	2468 <u>2517</u>	4411 <u>4500</u>
Human Services Supervisor II	3222 <u>3286</u>	5023 <u>5124</u>
<u>Managed Care Supervisor</u>	<u>1928</u>	<u>3286</u>
Mental Health Program Manager	2885 <u>2943</u>	4706 <u>4800</u>
Mental Health Worker	2161 <u>2204</u>	3684 <u>3758</u>
Nutrition Project Assistant Director	1890 <u>1928</u>	3222 <u>3286</u>
Nutrition Project Director	2360 <u>2407</u>	4026 <u>4107</u>
Office Services Supervisor	1809 <u>1845</u>	2824 <u>2881</u>
Planner (Human Services)	2161 <u>2204</u>	3684 <u>3758</u>
Psychologist I	2070 <u>2112</u>	3528 <u>3598</u>
Psychologist II	2360 <u>2407</u>	4026 <u>4107</u>
Psychologist III	3150 <u>3213</u>	4706 <u>4800</u>
Public Health Educator	1978 <u>2017</u>	3528 <u>3598</u>
Public Health Nurse	2070 <u>2112</u>	3370 <u>3438</u>
Public Health Nurse (Team Leader)	2161 <u>2204</u>	3528 <u>3598</u>
Public Health Nursing Supervisor	2262 <u>2307</u>	3684 <u>3758</u>
Recreational Therapist	1809 <u>1845</u>	2824 <u>2881</u>
Registered Dietician	1890 <u>1928</u>	3222 <u>3286</u>
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1978 <u>2017</u>	3222 <u>3286</u>
Sanitarian	1890 <u>1928</u>	3222 <u>3286</u>
Senior Staff Development Specialist	2360 <u>2407</u>	4026 <u>4107</u>
Social Services Supervisor I	2468 <u>2517</u>	4411 <u>4500</u>
Social Services Supervisor II	2824 <u>2881</u>	4814 <u>4911</u>
Social Services Supervisor III	3222 <u>3286</u>	5023 <u>5124</u>
Special Services Supervisor	2262 <u>2307</u>	3684 <u>3758</u>
Staff Development Specialist	1890 <u>1928</u>	3222 <u>3286</u>
Student Social Worker (Intern)		

Rate proposed by appointing authority.

Proposed Rules

Support Services and		
Accounting Supervisor	2161 <u>2204</u>	3684 <u>3758</u>
Support Services Supervisor	1978 <u>2017</u>	3222 <u>3286</u>
Trainee		
	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1890 <u>1928</u>	3222 <u>3286</u>
Welfare Director I	2885 <u>2943</u>	4706 <u>4800</u>
Welfare Director II	3222 <u>3286</u>	5023 <u>5124</u>
Welfare Director III	3451 <u>3520</u>	5361 <u>5468</u>
Welfare Director IV	3769 <u>3844</u>	5859 <u>5976</u>
Welfare Director V	4026 <u>4107</u>	6255 <u>6380</u>

Subp. 4. **Support personnel.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1293 <u>1319</u>	2020 <u>2060</u>
Accounting Technician	1384 <u>1412</u>	2161 <u>2204</u>
Adult Day Care Center Program Coordinator	1517 <u>1548</u>	2360 <u>2407</u>
Case Aide	1384 <u>1476</u>	2360 <u>2634</u>
Chemical Dependency Counselor	1689 <u>1723</u>	2522 <u>2573</u>
Child Health Aide	1107 <u>1129</u>	1890 <u>1928</u>
Child Support Officer (Administrative Process)	1809 <u>1845</u>	2824 <u>2881</u>
Child Support Officer I	1689 <u>1723</u>	2522 <u>2573</u>
Child Support Officer II	1809 <u>1845</u>	2824 <u>2881</u>
Collections Officer	1517 <u>1548</u>	2360 <u>2407</u>
Collection Services Supervisor I	1978 <u>2017</u>	3222 <u>3286</u>
Community Service Aide	1107 <u>1129</u>	1890 <u>1928</u>
Community Support Technician	1689 <u>1723</u>	2522 <u>2573</u>
Computer Operations Specialist	1293 <u>1319</u>	2020 <u>2060</u>
Coordinator of Aging	1809 <u>1845</u>	2824 <u>2881</u>
Crisis Center Resource Aide	1384 <u>1412</u>	2161 <u>2204</u>
Executive Assistant	1689 <u>1723</u>	2522 <u>2573</u>
Family Based Services Provider	1689 <u>1723</u>	2522 <u>2573</u>
Family Service Aide I	1293 <u>1319</u>	2020 <u>2060</u>
Family Service Aide II	1384 <u>1412</u>	2161 <u>2204</u>
Family Service Coordinator I	1517 <u>1548</u>	2360 <u>2407</u>
Family Service/Home Health Aide	1293 <u>1319</u>	2020 <u>2060</u>
Financial Assistance Specialist	1809 <u>1845</u>	2824 <u>2881</u>
Financial Worker	1581 <u>1723</u>	2522 <u>2573</u>
Fraud Prevention Specialist	1689 <u>1723</u>	2522 <u>2573</u>
Home Health Aide	1293 <u>1319</u>	2020 <u>2060</u>
Home Health Aide Coordinator	1517 <u>1548</u>	2360 <u>2407</u>
Housekeeper		
	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1978 <u>2017</u>	3222 <u>3286</u>
Housing Rehabilitation Specialist	1517 <u>1548</u>	2360 <u>2407</u>
Licensed Practical Nurse	1517 <u>1548</u>	2360 <u>2407</u>

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

<u>Managed Care Advocate</u>	<u>1845</u>	<u>2881</u>
<u>Managed Care Enroller</u>	<u>1723</u>	<u>2573</u>
Methods and Procedures Technician	1689 <u>1723</u>	2522 <u>2573</u>
Monitoring and Review Specialist	1517 <u>1548</u>	2360 <u>2407</u>
Public Health Aide	1107 <u>1129</u>	1890 <u>1928</u>
Senior Citizen's Aide	1293 <u>1319</u>	2020 <u>2060</u>
SILS Program Coordinator	1689 <u>1723</u>	2522 <u>2573</u>
Social Services Administrative Aide	1809 <u>1845</u>	2824 <u>2881</u>
Support and Collections Specialist	1809 <u>1845</u>	2824 <u>2881</u>
Support Enforcement Aide	1293 <u>1319</u>	2020 <u>2060</u>
Welfare Fraud Investigator	1809 <u>1845</u>	2824 <u>2881</u>

Subp. 7. **Clerical.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1384 <u>1412</u>	2161 <u>2204</u>
Clerk I	953 <u>972</u>	1618 <u>1650</u>
Clerk II	1107 <u>1129</u>	1890 <u>1928</u>
Clerk III	1293 <u>1319</u>	2020 <u>2060</u>
Clerk-Typist I	1040 <u>1061</u>	1769 <u>1804</u>
Clerk-Typist II	1107 <u>1129</u>	1890 <u>1928</u>
Clerk-Typist III	1384 <u>1412</u>	2161 <u>2204</u>
Clerk-Steno	1107 <u>1129</u>	1890 <u>1928</u>
Data Entry Operator	1040 <u>1061</u>	1769 <u>1804</u>
Information Systems Specialist	1107 <u>1129</u>	1890 <u>1928</u>
Legal Secretary	1293 <u>1319</u>	2020 <u>2060</u>
Switchboard Operator	1040 <u>1061</u>	1769 <u>1804</u>

Subp. 10. **Maintenance and trades.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Automobile/Van Driver	1040 <u>1061</u>	1769 <u>1804</u>
Bus Driver	1107 <u>1129</u>	1890 <u>1928</u>
Janitor	1107 <u>1129</u>	1890 <u>1928</u>
Maintenance Worker	1293 <u>1319</u>	2020 <u>2060</u>

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 Accountancy

Adopted Permanent Rules Relating to Uniform CPA Examination Changes

The rules proposed and published at *State Register*, Volume 20, Number 16, pages 855-857, October 16, 1995 (20 SR 855), are adopted as proposed.

Board of Animal Health

Adopted Permanent Rules Relating to Animal Carcasses

The rules proposed and published at *State Register*, Volume 20, Number 17, pages 897-904, October 23, 1995 (20 SR 897), are adopted as proposed.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Official Notices

Pursuant to the provisions of Minnesota Statutes §14.101, 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.

Department of Children, Families and Learning

Waiver Request to Implement a Community Schools Plan

Please be advised that Special School District No. 1 (District) has requested a waiver pursuant to *Minnesota Rules* pt. 3535.0200-.2000 and *Minnesota Statutes* § 121.11 subd. 7(b)(1995). The waiver is being sought so that the District may implement a community schools plan; the waiver would be necessary to implement the plan because several elementary schools will be out of compliance with the rules unless the plan is approved.

The record upon which the request is being made is available for inspection at the Minnesota Department of Children, Families and Learning. In order to review the record, you should contact Mr. Robert Dildine at 627-2190 or 296-6104. Additionally, all interested parties are invited to submit information concerning the waiver request. That information should be submitted to Mr. Dildine at: Department of Children, Families and Learning, 550 Cedar Street, St. Paul, Minnesota, 55101-2273.

In order to better evaluate the waiver request, the State Board of Education has asked Mr. Dildine and the Board's waiver panel to review the request and prepare any follow up questions raised by the request. The District is now in the process of responding to questions prepared by Mr. Dildine and the waiver panel. Once the District has responded to the questions, or once the record is closed, the State Board of Education will conduct a meeting at which the District and any other interested parties will be able to make verbal presentations. At the conclusion of that process, the Board will issue written findings and conclusions concerning the District's waiver request.

If you would like to be notified when the record is closed, when the hearing will be scheduled, or concerning any other matter relative to this process, please write to Mr. Dildine at the above address and indicate the information you would like to receive.

Department of Labor and Industry

Labor Standards Division

Notice of Correction to Prevailing Wage Rates

Highway and Heavy Prevailing Wage Rates Certified 10/16/95 have been adjusted for various Labor Codes due to errors in calculation in the following Counties:

Freeborn; Mower; Rice; Faribault and St Louis.

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.

Gary W. Bastian, Commissioner

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective January 22, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Becker: MN DOT Detroit Lakes Salt Storage Building-Detroit Lakes.

Blue Earth: Performing Arts Building HDCP Accessibility Improvements-Mankato.

Goodhue: MN DOT Red Wing Truck Station-Red Wing.

Hennepin: Minneapolis Public Schools, Hamilton & North Star School Remodeling-Minneapolis; Reroofing (Storage Garage)-

Minneapolis; MN DOT Maple Grove Truck Station (Exterior Repair)-Maple Grove; MN DOT Plymouth Truck Station Bridge Shop Ventilation-Plymouth.

Ramsey: MWWTP Painting and Sandblast Facility-St Paul; MN DOT Arden Hills Salt Storage Building-Arden Hills.

St Louis: MN DOT Ely Truck Station Addition-Ely.

Scott: Chaska High School Conversion to 8th and 9th-Chaska.

Stearns: I C U Security Fencing-St Cloud.

Washington: Stillwater City Hall-Stillwater.

Copies of the certified wage rate 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.

Gary W. Bastian, Commissioner

Minnesota Health Data Institute, Minnesota Center for Healthcare Electronic Data Interchange and Department of Health

Health Policy and Systems Compliance Division

Notice Of Solicitation Of Outside Information Or Opinions Regarding An Implementation Guide For The ANSI ASC X12 835 Remittance Advice Transaction, For Professional Services; Per *Minnesota Statutes*, section 62J.56, Subdivision 3

Introduction. NOTICE IS HEREBY GIVEN that the Minnesota Health Data Institute (MHDI) and the Minnesota Department of Health (MDH) are seeking information or opinions from sources outside MHDI in reviewing an implementation guide developed by the Minnesota Center for Healthcare Electronic Data Interchange (MCHE) and its implementation guide work group. The work group, consisting of representatives of payers, providers, software vendors and state agencies, has been meeting since April 1995. The draft implementation guide, which is a description of the conventions of use for electronic commerce in the 835 transaction (for professional but not institutional services), that has been developed by the work group will be available for comment by interested parties.

Additional guides, for the ANSI ASC X12 834 health care enrollment and the ANSI ASC X12 270/271 eligibility transaction sets as listed in *Minnesota Statutes* 62J.56, will be available in the future. Each implementation guide will be announced as it is ready for public comment and review. The first guide, for the ANSI ASC X12 837 claim transaction for professional services, was announced in the *State Register* on October 23, 1995. The second guide, for the ANSI ASC X12 837 claim transaction for institutional services, was announced on December 18, 1995.

Contact Person. MHDI and MDH request information and opinions concerning the applicability and functionality of the implementation guide. Interested persons or groups may submit data or views in writing or orally. Written statements should be addressed to Patrice Thaler at MCHE, 910 Piper Jaffray Plaza, 444 Cedar Street, St. Paul, MN 55101, fax 612/222-4209, and Internet at Patrice.Thaler@MedNet.org. Oral statements will be received during regular business hours over the telephone at 612/228-4378 and in person at the above address.

Summary Of Issues. *Minnesota Statute* 62J outlines the advantages of uniform health care electronic data interchange standards, to participants in the health care system. Further, the statute requires participants in the health care system who use electronic billing, enrollment or eligibility transactions to support the ANSI ASC X12 standards. The statute requires MCHE to provide technical assistance in the development of implementation guides. MCHE has convened an implementation guide work group to develop these guides and seeks additional work group members, as well as opinions and information on the work products of the group.

The statute also requires that the Commissioner of Health, with the advice of the Minnesota Administrative Uniformity Committee and MCHE, shall review and recommend the use of guides to implement the core transaction sets as listed in Statute 62J.56 subdivision 2, parts 1 through 4. Six months from the date the Commissioner of Health formally recommends the use of guides to implement core transaction sets, all category I and category II industry participants (defined in Statute 62J.51 subdivisions 4 and 5), except pharmacists, shall be able to accept or submit, as appropriate, the ANSI ASC X12 transaction sets listed. The statute does not require a group purchaser, health care provider or employer to use electronic data interchange or to have the capa-

Official Notices

bility to do so. This section applies only to the extent that a group purchaser, health care provider or employer chooses to use electronic data interchange.

Review Process. MDH will provide copies of the draft implementation guides for each of the above transactions in paper, diskette or electronic http format to persons and organizations interested in reviewing them against their current data requirements. The third draft implementation guide, which will be available as of January 16, 1996, will be for the 835 remittance advice transaction, for professional services only. Comments and suggestions for improvements on this document will be accepted at the above address until Wednesday, February 28, 1996. On or before March 15, 1996, persons or organizations commenting on the draft implementation guide will be invited to a meeting in downtown St. Paul, or a conference call if necessary, to address substantive issues raised. If a functional business requirement has been overlooked, the document may be amended to support that functional need. This amendment process will be repeated for each of the transaction implementation guides as they are developed by MCHE and the work group.

How To Obtain The Draft Implementation Guide Document. Persons who wish to obtain a paper copy or diskette should call Denine Casserly at MDH, 612/282-5651, or fax a request to 612/282-5628 or write at the address above. The diskette format will be in Adobe Acrobat portable data file format with an included reader. Persons requesting this format must specify whether they want a Windows, DOS or Unix reader. The document and the readers will also be available on the World Wide Web at <http://www.mhdi.com>.

Dated: 8 January 1996

Dale V. Shaller
Executive Director, MHDH

Anne M. Barry
Commissioner of Health

Minnesota Health Care Commission

Health Technology Advisory Committee

Solicitation of Nominations for Technology Evaluation

The Health Technology Advisory Committee (HTAC) is advisory to the Minnesota Health Care Commission, and conducts evaluations of specific health care technologies and their specific use and applications as described in *Minnesota Statutes* 62J.152. The HTAC seeks nominations of health technologies to be considered for technology evaluation.

The criteria used by HTAC to select technologies for evaluation are as follows:

- 1) The level of controversy within the medical or scientific community, including questionable or undetermined efficacy;
- 2) the cost implications;
- 3) the potential for rapid diffusion;
- 4) the impact on a substantial patient population;
- 5) the existence of alternative technologies;
- 6) the impact on patient safety and health outcome;
- 7) the public health importance;
- 8) the level of public and professional demand;
- 9) the social, ethical, and legal concerns; and
- 10) the prevalence of the disease or condition.

Nominations must be submitted in writing within 60 days from the publication of this notice. Nominations must be accompanied by the following specific supporting information:

1. Name and description of technology. (Include trade name and generic/common name. Also include the name of the manufacturer, if applicable.)
2. Specific condition/application.
3. Incidence/prevalence of condition.
4. Cite or provide relevant peer-reviewed journal references which demonstrate the safety and efficacy of this technology.
5. Alternative technology(ies). (Include trade names and generic/common names. Also include names of manufacturers, if applicable.)

6. Cost of technology:
 - a) per use
 - b) aggregate
7. Cost of alternative technology(ies):
 - a) per use
 - b) aggregate
8. Describe how health outcomes with this technology compare to health outcomes with alternative technology(ies).
9. Has any other group addressed/evaluated/assessed the technology in a comprehensive manner? If so, cite or provide.
10. Are any significant clinical trials in progress?
11. Are there any social, ethical, and/or legal issues that need to be addressed/considered?
12. Relevance to Minnesota population.

HTAC has completed evaluations on the following topics:

Thrombolytic Therapy for Acute Myocardial Infarction

Stereotactic Radiosurgery: Neurological Applications

Prostate-Specific Antigen (PSA) as a Routine Screening Test for Prostate Cancer in Asymptomatic Men

Neuroimaging to Evaluate Headache: Computed Tomography (CT) and Magnetic Resonance Imaging (MRI)

Electronic Fetal Monitoring Versus Intermittent Auscultation for Monitoring Fetal Heart Rate During Labor

In order for HTAC to reconsider any of these topics for evaluation, the above-mentioned specific supporting information must be submitted.

Nominations and supporting information should be directed to Laurisa Rosenow at:

121 East 7th Place, Suite 400

P.O. Box 64975

St. Paul, MN 55164-0975

Fax 612/282-5628

Phone 612/282-6374

Minnesota State Colleges and Universities

Board of Trustees Candidate Advisory Council

Trustee Candidates Sought

The Board of Trustees Candidate Advisory Council is currently seeking candidates for the Board of Trustees of the Minnesota State Colleges and Universities to fill positions on the Board in congressional districts 1, 5 and two at-large seats.

The Council is responsible for recruiting and recommending candidates to the governor for appointment to the Board of Trustees, the governing board for the newly merged technical colleges, community colleges and state universities. Members of the Board of Trustees receive per diem and expenses.

For further information and/or application forms, please contact Barb Patterson at (612) 296-9002, 85 State Office Building, St. Paul, MN 55155. Applications must be received by 5:00 p.m. February 28, 1996.

Teachers Retirement Association

Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Friday, February 2, 1996, at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

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 Children, Families and Learning

Notice of Application for Grants to Establish the Learning Network of Minnesota; Statutory Reference, *Laws of Minnesota, 1995, 1st Special Session, Chapter 3, Article 12*

The 1995 Legislature expanded the membership of the Higher Education Telecommunications Council to include representatives of K-12 education. The new Minnesota Education Telecommunications Council is charged with setting policy, criteria, and standards for a telecommunications highway for libraries, K-12 and post secondary education. This highway, known as the Learning Network of Minnesota, will provide access to expanded and enhanced learning opportunities and information resources such as Internet regardless of time and location through the use of communications and information technologies.

To aid in the establishment of the Learning Network of Minnesota, the 1995 Legislature appropriated \$10.5 million dollars over the current biennium to provide school districts and libraries with connectivity to the Network. This funding, administered by the Minnesota Education Telecommunications Council, is to be distributed in the form of grants to groups of 10 or more school districts and/or any regional public library system or existing technology cooperative.

For additional information or to obtain an application packet, please contact Mary Mehsikomer at (612)296-2752 or via e-mail at Mary.Mehsikomer@state.mn.us.

Department of Health

Notice of Availability of Special Grant Funds for the Administration of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in Hennepin County

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health is accepting applications requests for administration of the WIC Program in Hennepin County. These grant funds are available as a result of the termination of the agreement between the Department of Health and the Minneapolis Health Department. The termination of the agreement is effective as of September 30, 1996. A description of the grant application process, selection criteria and timeline for award of grant funds and name and address of the contact person for this grant application follows:

Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

Eligible Applicants: See Below: "Description of Grant"

Geographic Area: Hennepin County

Amount of Available Funds: See Section on Funding

Duration of Grant: 10/01/96 - 09/30/97

Application Materials Available: Mailed out Upon Receipt of Notice of Intent

Notice of Intent Deadline: February 23, 1996

Application Deadline: March 25, 1996

Award Decision: Within 30 days of receipt of completed application, but no sooner than May 15, 1996

Beginning Contract Date: 10/01/96

Description of Grant: The WIC Program is a federally-funded grant program administered through the Minnesota Department of Health; grant funds are made available to qualified agencies to deliver program services. WIC provides nutrition education services and vouchers for the purchase of specified nutritious food supplements to pregnant, postpartum, and nursing women, and to infants and children up to five years of age who are judged by health professionals to be at nutritional risk and who have family incomes at or below 185 percent of poverty income guidelines prescribed by the United States Department of Agriculture. The WIC Program serves as an adjunct to good health care during critical times of growth and development, in order to prevent the

occurrence of health problems and to improve the health status of those persons. The Minneapolis Health Department currently administers the WIC Program in Hennepin County. The Minneapolis Health Department has been assigned a caseload of 18,793 persons per month. The agreement between the Minnesota Department of Health and the Minneapolis Health Department will terminate on **September 30, 1996**.

AGENCY ELIGIBILITY CRITERIA (Minnesota Rule 4617)

To be eligible for WIC Program funds an agency must be able to:

- A. provide ongoing, routine pediatric care and ongoing, routine obstetric care directly to recipients, through written agreements with other agencies or private physicians, or through referral to a health provider.
- B. provide staff sufficient in number and training to perform the duties that must be performed by a competent professional authority; a nutrition education coordinator; a coordinator of the WIC program; a person authorized to legally obligate the local agency; a fiscal manager for the local agency; and staff sufficient in number and training to perform certification, voucher issuance, and nutrition education services for which a competent professional authority is not required;
- C. provide fiscal and operational systems that are consistent with the *Code of Federal Regulations*, title 7, part 3015;
- D. provide clinic sites that are located near major concentrations of participants and that are accessible to the handicapped; and
- E. meet the definition of local agency under *Code of Federal Regulations*, title 7, Section 246.2.

The types of local agencies which may apply for WIC funds are listed as follows in order of their priority for application approval:

- First priority - a community health board.
- Second priority - a public or private nonprofit health service agency.
- Third priority - a public human service agency.
- Fourth priority - a private nonprofit human service agency.

Procedures and Information for Applying for Grant

Step 1: Applicants Must Provide Notice of Intent to Apply for Funds

Any organization interested in applying for funds to administer the WIC Program in Hennepin County must submit a *Notice of Intent to Apply for Grant Funds* form. This form can be requested by contacting the WIC Program. A completed form **must be received by the Department of Health, WIC Program, no later than 4:30 p.m., Friday, February 23, 1996**.

Note: Agencies that are not community health boards must submit a copy of the *Notice of Intent to Apply for Grant Funds* to the community health board(s) in their geographical service area.

Step 2: The Department Will Provide Application Materials

When the Notice of Intent is received from an agency or organization, the Department will mail application materials, information on the grant application review and award process, and the name and telephone number of the WIC Program Consultant available to provide technical assistance concerning the preparation of the grant.

Step 3: Submission of Completed Applications

Completed grant applications must be received by the Minnesota Department of Health, WIC Program, 717 SE Delaware Street, P.O. Box 9441, Minneapolis, Minnesota 55440-9441, **no later than 4:30 p.m. on March 25, 1996**.

Applications will be date-and-time stamped upon delivery to the WIC Program Office. All applications become the property of the WIC Program.

WIC grant applications not received by the deadline **will not** be considered.

Step 4: Awarding of Funds

Applicant organizations will be notified in writing of the grant award decision.

Funding

WIC funding is based on quarterly caseload assignments. During fiscal year '96 the WIC Program reimbursement rate is \$8.35 per participant served per month.

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TIMELINE

Notice of Intent Due	February 23, 1996
Completed Application Due	March 25, 1996
Award Announced	May 31, 1996
Begin New Agency	October 1, 1996

For further information, please contact the Minnesota Department of Health, WIC Program staff person listed below:

Contact person:

Linda Dorsey, MPH, Health Program Supervisor
Division of Family Health, WIC Program
Minnesota Department of Health
717 SE Delaware Street, P.O. Box 9441
Minneapolis, MN 55440-9441
Telephone: (612) 623-5071 FAX: (612) 623-5445

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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].

Department of Human Services

Notice of Request for Proposals — Outcome-Based Measurements and Incentive-Based Payments

The Department of Human Services is soliciting proposals from qualified vendors for the development of outcome-based measurements, a related data collection process and a system of incentive-based payments for achieving specified outcomes in the provision of long term care nursing facility services.

Minnesota Statute 256B.434 authorized the Commissioner of Human Services to establish a contractual alternative payment system as an alternative way to pay for nursing facility services under the Medical Assistance (MA) program. Included in this legislation is a requirement that nursing facilities participating in the Department's Nursing Home Contract Project participate in a project to develop data collection processes and outcome-based standards for managed care contracting in long-term care services.

Requests for copies of the complete RFP, "Outcome-Based Measurements and Incentive-Based Payments for Long Term Care Nursing Facility Services," should be directed to Maren Valley at 612/296-2666. The original and seven (7) copies of the proposal in response to the RFP must be submitted to the Department of Human Services, Nursing Home Contract Project, 444 Lafayette Road, St. Paul, MN 55155-3836, no later than 4:00 p.m. on Friday, March 22, 1996.

The Department of Human Services and the State of Minnesota reserve the right to reject any and all proposals submitted. This Request for Proposals does not obligate the Department of Human Services to complete the project, and the department reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Natural Resources**Information and Education Bureau****Proposals Sought to Complete a Research Study and Develop a Feasibility Assessment Regarding the Development of New Residential Environmental Learning Centers Throughout Minnesota**

The Minnesota Department of Natural Resources is requesting proposals to provide a research feasibility assessment regarding the development of new Residential Environmental Learning Centers in Minnesota. The State of Minnesota welcomes all interested parties to submit proposals. This Request for Proposal does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. The State also reserves the right to negotiate details of the project tasks outlined in this request.

All costs of the vendor providing this service will be covered by methods mutually agreed to by the State and the vendor to be identified in the proposal submitted by the vendor.

A. Scope of project

The Minnesota Department of Natural Resources, Division of Information and Education, fiscal agent for the Residential Environmental Learning Center GreenPrint Council, a project funded by the Blandin Foundation, (hereinafter referred to as the "Department") desires to provide information to the Blandin Foundation and the Minnesota Legislature to assist them in funding decisions regarding the development of new and expansion of existing Residential Environmental Learning Centers in Minnesota.

B. Goals and objectives

The Department desires to enter into an agreement with an outside source to provide research into the feasibility of developing new residential environmental learning centers and expanding the capacity of existing centers throughout Minnesota.

The intent of this endeavor is to assist the Blandin Foundation and the Minnesota Legislature in funding decisions regarding residential environmental learning centers by answering questions such as: How many environmental learning centers can the state support? How many are needed? How should we evaluate requests for new construction of residential environmental learning centers? What is the potential for the success of new centers and how can this potential be evaluated? What do we know about the success of environmental learning centers and their current utilization by school districts throughout the state? How diverse or similar should the residential environmental learning centers be with regard to programming and methods?

C. Project tasks

The contractor will provide the following:

1. **A description of the characteristics and use patterns** of the existing residential environmental learning centers including the demographics of children served, program utilization by type of program, length of stay, and proportion of costs paid by student fees versus school district funding. This portion of the analysis would also focus on the historical use patterns of residential environmental learning centers, the range of age groups currently using residential environmental learning centers and their distribution throughout the state.
2. **Projections of future use** based on a survey of Minnesota school districts regarding preferences for environmental learning and demographic projections of potential users through the year 2020. The survey might be targeted to those persons identified as key contacts regarding environmental learning at schools within each district. Demographic projections will be based on state demographer estimates.
3. **A financial analysis** of capital and operating costs for existing environmental learning centers including sources of funding, school district revenues, subsidies, and fees for services. This analysis would concentrate on what types of resources are necessary to sustain these organizations and what types of resources have been used in the past for residential environmental learning centers.
4. **An examination of the real costs to school districts** for environmental learning programs. This would include an analysis of expenditures by school districts which have used residential environmental learning centers over the past five years and the methods by which school districts have funded participation in these programs.
5. **An analysis of expected support for school districts** during the next five years and the portion of funding that has been used historically to fund residential environmental learning center activity.
6. **An analysis of the feasibility** of alternative approaches to environmental learning centers, such as charter schools focusing on environmental issues.

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7. An analysis of the geographic distribution and ecological representation of current and planned environmental learning centers and how well this meets needs for access by schools and opportunities for learning about Minnesota ecosystems.

D. Department contacts

Prospective responders who have any questions regarding this Request for Proposal may call or write:

Pam Landers
Project Coordinator
1022 Edna Lake Road
Nisswa, MN 56468
218/568-8288

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

E. Submission of proposals

All proposals must be sent to and received by:

Pam Landers
Project Coordinator
1022 Edna Lake Road
Nisswa, MN 56468
218/568-8288

not later than 4:00 p.m. February 2, 1996.

Late proposals will not be accepted.

F. Project completion date

The research analysis should be completed by July 31, 1996.

G. Proposal contents

The following will be considered minimum contents of the proposal:

1. A restatement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project.
2. An identification and description of the deliverables to be provided by the responder. This shall include a detailed response to each task listed in the Contractors obligation.
3. An outline of the responder's background and experience with particular emphasis on local, state, and federal government work; and identification of personnel to conduct the project, with detailed information about their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the Project Coordinator.
4. A detailed cost and work plan which will identify the timeline and major tasks to be accomplished. This will be used as a scheduling and managing tool to measure contract compliance.

H. Evaluation criteria

All proposals received by the deadline will be evaluated by representatives of the Department of Natural Resources and the RELC GreenPrint Council. Factors upon which proposals will be judged include, but are not limited to, the following:

1. Expressed understanding of project objectives - 10%.
2. Project work plan - 70%.
3. Qualifications of both company and personnel - 10%.
4. Customer service record, if applicable - 10%.

Evaluation and selection will be completed by February 15, 1996.

I. Affirmative action

For proposals in excess of \$50,000 responders must demonstrate that they have received a certificate of compliance from the Commissioner of Human Rights pursuant to *Minnesota Statutes* Section 363.073 (1992) or certify that they have not had more than 20 full-time employees on a single day during the previous 12 months before a proposal may be accepted.

The State is an equal opportunity employer. No person shall be denied employment because of race, color, creed, religion, age,

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sex, national origin, status with regard to public assistance, membership or activity in a local commission or disability. These provisions apply to all contractors, licensees, and subconcessionaires.

J. Worker's compensation

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

Pollution Control Agency

Proposals Sought to Conduct Customer Input Research Concerning the State Superfund Program

Goal

It is the goal of this project that the MPCA Site Response Section will obtain a clear understanding of the needs and expectations of customers involved in the state Superfund process.

Objective

To use the identified needs and expectations of customers to re-engineer the state Superfund process.

Sample Tasks

- Identify the customers, partners, and stakeholders of the state Superfund program.
- Develop a research design to collect responses about the state Superfund program from customers, partners, and stakeholders.
- Assist the MPCA with the implementation of the research design, involving MPCA staff throughout the process.
- Conduct the focus group interviews.
- Develop and present a comprehensive analysis of the research results which will serve as a basis for the re-engineering effort of the state Superfund program.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

The contract will begin immediately upon execution and will be completed by June 30, 1996.

This request for proposal does not obligate the state to complete the project and the state reserves the right to cancel the solicitation if it is considered to be the state's best interest.

Prospective responders who have any questions regarding this request for proposal may call or write:

Jeff Buss
Site Response Section
Ground Water Solid Waste Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-3194
Telephone: (612) 296-8353

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

All proposals must be sent to:

Minnesota Pollution Control Agency
Jeff Buss
Site Response Section
Ground Water Solid Waste Division
520 Lafayette Road North
St. Paul, Minnesota 55155-3194

All proposals must be received not later than 4:00 p.m. February 12, 1996, as indicated by a notation made by the receptionist, First floor, 520 Lafayette Road North, St. Paul, Minnesota.

Late proposals will not be accepted.

Submit six copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and

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address 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 as stated must be valid for the length of any resulting contract.

The Minnesota Pollution Control Agency has determined that the cost of this contract should not exceed \$30,000.

The following shall be considered minimum contents of the proposal:

1. A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the contract.
2. A description of the deliverables to be provided by the responder.
3. An outline of the responder's background and experience, with particular emphasis on local, state and federal government work, examples of similar work done by the responder, and a list of personnel who will conduct the project, detailing their training, work experience, and hourly fees. No change in personnel assigned to the project will be permitted without the written approval of the state program manager.
4. A detailed cost and work plan that will identify the major tasks to be accomplished and be used as a scheduling and managing tool, as well as a basis for invoicing.
5. Identification of the level of the MPCA's participation in the contract, as well as any other services to be provided by the MPCA, and details of cost allowances for this participation.

All responses received by the deadline will be evaluated by representatives of the MPCA. In some instances, an interview may be part of the evaluation process. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are:

1. Expressed understanding of the project objectives	15%
2. Work plan	50%
3. Cost detail	10%
4. Qualifications/experience of the company	5%
5. Qualifications/experience of the personnel assigned to the project	20%

It is anticipated that the evaluation and selection will be completed by February 19, 1996.

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

The state's contract language includes the following terms and conditions (summarized here) which you should be aware of in preparing your response.

- (1) Compensation will be for ALL services performed, unless a specific payment schedule is mutually agreed upon. The state DOES NOT make regular payments based on the passage of time, it only pays for services performed or work delivered AFTER it is accomplished.
- (2) Payment is only made after the submission of an authorized invoice to the state, and the state must pay its invoices within 30 days of receipt, unless they are formally contested.
- (3) Reimbursement for travel and subsistence expenses actually incurred in performance of a contract is limited to the current "Non-managerial Unrepresented Employees Plan" promulgated by the Commissioner of Employee Relations. Travel outside of Minnesota must have received PRIOR written approval of the agency contact BEFORE it takes place. You may contact the Commissioner of Employee Relations for a copy of this plan.
- (4) No more than 90 percent of the full amount due under a contract may be paid until the final product(s) of the contract have been reviewed by the agency head, and the MPCA head has determined that the contractor has satisfactorily fulfilled all the terms of the contract.

Notice will be made through the publication of a request for proposals in the *State Register*. In conjunction with the public notice of this contract, notice of this contract will be provided to the Human Resources offices of all MS 15.091 agencies and the Higher Education Board. Due consideration will be given to any responding employee when the responses to the Request for Proposal are evaluated.

Soliciting Proposals Preference to Targeted Group and Economically Disadvantaged Businesses and Individuals

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitted proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline (612) 296-2600 TTD (612) 282-5799.

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