



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

HUMAN SERVICES DEPARTMENT: An Inventory of Its Oak Terrace Nursing Home Closure Files

Access to or use of this collection is partially restricted.

For details, see Administrative Information.

OVERVIEW

Agency: Minnesota. Dept. of Human Services.
Series Title: Oak Terrace Nursing Home Closure Files.
Dates: 1988-1992.
Quantity: 0.75 cubic feet (1 box).
Location: 133.B.14.4F

SCOPE AND CONTENTS

Human Services Department files documenting the nursing home's 1991 closure. They cover such topics as legislation, closure planning, staff training, press coverage, facility management, resident assessment and relocation, risk management, and surplus materials. Included are overviews and reports, planning documents, resident assessments and follow-up reports, news bulletins, task force and committee materials, leases, and related administrative documents.

ARRANGEMENT

Arranged in five volumes: I, General Information; II and III, Resident Relocation; [IV, Staff Downsizing and Support is missing]; V, Closure of Operations; and VI, Surplus.

RELATED MATERIALS

Additional records can be found in the Oak Terrace Nursing Home (Minnetonka, Minn.). Closure files (cataloged separately).

INDEX TERMS

These records are indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Nursing home patients—Minnesota—Transfer.
Nursing homes—Minnesota—Administration.
Nursing homes—Minnesota—Officials and employees.

Organizations:

Glen Lake State Sanatorium (Minn.).
Hennepin County (Minn.).
Oak Terrace Nursing Home (Minnetonka, Minn.).

ADMINISTRATIVE INFORMATION

Restrictions:

Volume III includes private information about individuals. Records with private information are closed for 75 years from date of last entry in the record. The restricted records are noted in the finding aid. Researchers must apply for permission to use these records. Please consult library staff for more information.

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota. Department of Human Services. Oak Terrace Nursing Home Closure Files. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession numbers: 2005-46

Processing Information:

Catalog ID No.: 3732024

DETAILED DESCRIPTION

Note to Researchers: To request materials, please note the location shown below. Each file consists of one folder unless specified otherwise.

Location

133.B.14.4F

Volume I. General Information. 4 folders.

Folder 1.

CEO overviews/annual reports, FY1990, FY1991.

Legislation/rules, 1988-1989.

Relocation plan/OTNH [Oak Terrace Nursing Home] operation, 1989-1992.

Addendum to plan, 1991.

Department closure plans, 1991.

Folder 2.

Integrated closure plan, 1991.

State Wide Nursing Home Task Force, 1989-1990.

CEO closure communication to staff, 1989-1991.

All facility meetings, 1988-1990.

Staff training closure, 1989-1991.

Folder 3.

License/certification, 1989-1991.

Population/projections, 1989-1990.

Commendations from DHS [Department of Human Services], 1989-1990.

Press DHS/other, 1990-1991.

Reunion, 1990-1991.

Folder 4.

Communication DHS closure, 1989-1991.

Awards and nominations, 1990.

Facility management plans, FY1990, FY1991.

Volume II. Resident Relocation. 4 folders.

Folder 1.

Resident relocation/governing board reports, FY1990, FY1991.

Resident relocation literature search (one of several), 1989-1991.

Resident Relocation Subcommittee, 1989-1990.

Subcommittee relocation principles, 1989.

Residents Council News Bulletin, 1988-1991.

Assessments of residents, 1989-1990.

Unit consolidation, 1989-1990.

Location

133.B.14.4F

Folder 2.

After care, 1989-1991.
Advisory committee, 1989-1990.
Families, 1989-1991.

Folder 3.

Resident Relocation Committee minutes, 1989-1991.

Folder 4.

Notices to MDH [Minnesota Department of Health] and others,
1989-1991.
Hennepin County adult protection-general, 1991.
Residents-final listing, [ca. 1991].

Volume III. Resident Relocation. 3 folders. **RESTRICTED**

Folder 1. **RESTRICTED**

Resident diagnosis, 1991.
Hennepin County adult protection weekly reports, 1991.

Folder 2. **RESTRICTED**

Hennepin County adult protection 30 day follow-up visits,
1991.

Folder 3. **RESTRICTED**

Hennepin County adult protection 90 day follow-up calls, 1991.
Reports on quarterly follow-up calls, 1990-1991.
Miscellaneous restricted information, 1991.
Hennepin County lists, 1990-1991.

[Volume IV. Staff Downsizing and Support. MISSING]

Volume V. Closure of Operations. 3 folders.

Folder 1.

Closure of operations reports/governing board reports, FY1990,
FY1991.
Legislative Auditor, 1990-1991.
Records retention, 1990-1991.
Contingency plan, 1990-1991.
Hennepin County lease, 1989-1990.

Folder 2.

Notifications, 1990-1991.
Leases, 1990-1991.
Historical Society, 1990-1991.

Folder 3.

Risk management review, 1989-1991.
Pit falls, 1991.

Volume VI. Surplus. 2 folders.

Miscellaneous information, 1990-1991. 2 folders.