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
Series Title: Oak Terrace Nursing Home Closure Files.
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:

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.  
Addendum to plan, 1991.  
Department closure plans, 1991.  
Folder 2.  
All facility meetings, 1988-1990.  
Folder 3.  
Commendations from DHS [Department of Human Services], 1989-1990.  
Folder 4.  
Awards and nominations, 1990.  
Volume II.  Resident Relocation.  4 folders.  
Folder 1.  
Resident relocation literature search (one of several), 1989-1991.  
Subcommittee relocation principles, 1989.  
Unit consolidation, 1989-1990.
Location
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Folder 2.

Folder 3.

Folder 4.
Hennepin County adult protection-general, 1991.
Residents-final listing, [ca. 1991].

Volume III. Resident Relocation. 3 folders. RESTRICTED
Folder 1. RESTRICTED
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.
Miscellaneous restricted information, 1991.

[Volume IV. Staff Downsizing and Support. MISSING]

Volume V. Closure of Operations. 3 folders.
Folder 1.
Hennepin County lease, 1989-1990.

Folder 2.

Folder 3.

Volume VI. Surplus. 2 folders.