



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

HUMAN SERVICES DEPARTMENT

Assistant Commissioner's Office

An Inventory of Its Timmer (Elaine J.) Files

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Human Services. Assistant Commissioner's Office.
Series Title: Timmer (Elaine J.) files.
Dates: 1995-2000.
Quantity: 1.2 cu. ft. (2 boxes).
Location: 141.B.17.16F - 141.B.18.1B

SCOPE AND CONTENTS OF THE RECORDS

Correspondence (1995-2000) and subject files (1995-2000) of Assistant Commissioner Elaine J. Timmer, documenting her involvement in the department's community mental health, state operated services, and continuing care activities. Included in the subject files are minutes of various task forces, focus groups, and committees relating to clinical and community-based information systems, diversity, finance, health information management, housing, medical policy, nurses, plant operations, physician's group practice, state operated services, and Y2K planning.

RELATED MATERIALS

See also Timmer's logged letters housed in the Human Services Department: Commissioner's Office: Logged letters (cataloged separately).

INDEX TERMS

This collection is 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:

Community-based social services—Minnesota.
Diversity in the workplace—Minnesota.
Group medical practices—Minnesota.
Housing—Minnesota.
Human services—Minnesota.
Information storage and retrieval systems—Community health services—Minnesota.
Life care communities—Minnesota.
Medical policy—Minnesota.
Medical records—Minnesota.
Mental health policy—Minnesota.
Nurses—Minnesota.
Psychiatric hospitals—Minnesota.
Public health administration—Minnesota.
Public welfare—Minnesota—Finance.
State hospitals—Minnesota.
Year 2000 date conversion (Computer systems)—Minnesota.

Persons:

Timmer, Elaine J.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota. Dept. of Human Services. Assistant Commissioner's Office. Timmer (Elaine J.) Files. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 2006-41

Processing Information:

Processed by: Rich Arpi, January 2006
Catalog ID No.: 6227963

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Location	Box	
141.B.17.16F	1	Correspondence, 1995-2000. 13 folders. Subject files, 1995-2000. 20 folders. Allocation Methodologies for Appropriated Based Operations Work Group minutes, October 1997 - January 1998. Clinical Information System [CIS] Task Force Focus Group minutes, December 1997 - April 1998. Community-based Information System, Out Patient Group minutes, December 1997 - April 1998. Community-based Information System, Focus Group minutes, December 1997 - March 1998. Diversity Council Action minutes, December 1997 - October 1998. Financial Steering Committee minutes, 1998 - May 1999. Health Information Management Committee minutes, July-September 1999. Housing policy, July 1995. Medical Policy Commission minutes, 1998 - June 2000. 2 folders. Nurses Focus Group minutes, February-April 1998. Plant Operations Committee minutes, December 1997 - January 1999. Physician's Group Practice minutes, 1999-2000. Incomplete. State Operated Services. Executive board minutes, October 1997 - June 2000. 2 folders.
141.B.18.1B	2	Monthly meeting minutes, 1998-1999. 2 folders. Work plan, 2000. Y2K transition planning, 1999. Miscellaneous, 1997-2000. <i>[0.2 cu. ft. full, letter]</i>