



MINNESOTA HISTORICAL SOCIETY  
Minnesota State Archives

## **HEALTH DEPARTMENT: Health Manpower Division: An Inventory of Its Records**

### **OVERVIEW OF THE RECORDS**

<b>Agency:</b>	Minnesota. Division of Health Manpower.
<b>Title:</b>	Records.
<b>Dates:</b>	1920-1982 (bulk 1973-1982).
<b>Abstract:</b>	Correspondence, reports, memos, subject files, and publications documenting the daily work of the division and its affiliate committees and councils.
<b>Quantity:</b>	12.0 cu. ft. (12 boxes).
<b>Location:</b>	See Detailed Description section for box locations.

### **ADMINISTRATIVE HISTORY OF THE HEALTH MANPOWER DIVISION**

The State Board of Health established the Health Manpower Program within the Department of Health in November 1973. In February 1976, the Health Manpower Program was changed from a staff position reporting to the Assistant Commissioner to line status as the Division of Health Manpower. The division was charged with maintaining a system to identify human services occupations, recommending whether persons in these occupations should be regulated, developing and administering any subsequent regulation activity, and collecting and disseminating information on health manpower in the state. The division also licensed and formulated registration rules for several human services occupations and maintained information on the federal Health Professional Student and Nursing Student Loan Program. The division was abolished in ca. 1983, and its activities subsumed under other divisions or agencies.

### **ORGANIZATION OF THE RECORDS**

These records are organized into the following sections: director's correspondence, division's correspondence, director's speeches and presentations, human services professions files, Allied Health Credentialing Advisory Committee/Human Services Occupations Advisory Council files, interagency task force files, subject files, and publications.

## 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:**

Cremations--Law and legislation--Minnesota.  
Health.  
Health occupations licensing boards--Minnesota.  
Health planning--Minnesota.  
Hospital administrators--Minnesota.  
Immunization--Minnesota.  
Manpower policy--Minnesota.  
Medical care, Cost of--Minnesota.  
Medical laboratories--Employees--Minnesota.  
Medical personnel--Minnesota.  
Undertakers and undertaking--Minnesota.  
Veterinarians--Minnesota.

### **Persons:**

Larson, Corrine W.

### **Organizations:**

Minnesota Higher Education Coordinating Board.  
Minnesota State Planning Agency.  
Minnesota. Allied Health Credentialing Advisory Committee.  
Minnesota. Dept. of Health.  
Minnesota. Dept. of Health. Health Manpower Program.  
Minnesota. Human Services Occupations Advisory Council.  
Minnesota. State Board of Health.  
Minnesota. State Health Advisory Committee.  
Northlands Regional Medical Program.  
United States. Health Professional Student and Nursing Student Loan Program.

## ADMINISTRATIVE INFORMATION

### **Preferred Citation:**

*[Indicate the cited item and folder here].* Health Department. Health Manpower Division. Records. Minnesota Historical Society. State Archives.

### **Accession Information:**

Accession number: 995-154; 998-124

**Processing Information:**

Processed by: Cheri Thies, 1995; Rich Arpi, 1998  
MNPALS ID No.: 1731705 (history);  
MNPALS ID No.: 1731700 (records)

**DETAILED DESCRIPTION OF THE RECORDS**

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

**Administrative Files, 1971-1981.**

<b>Location</b>	<b>Box</b>	
104.C.5.1B	1	Director's correspondence, 1974-1977, 1980-1981. 7 folders. Division correspondence, 1971-1981. 11 folders. These two sets of files include correspondence of the analysis section, general inquiries, correspondence with the governor, legislators, and professional boards, staff correspondence and memos, and correspondence about the health professions student loan program. The division correspondence is arranged alphabetically by subject. Director's speeches and presentations, 1980. Corrine W. Larson, director.

**Human Services Professions Files, 1920-1982.**

These files include minutes of advisory committees and subcommittees, correspondence, reports, rules, and public forum minutes, dealing mainly with credentialing of various professions.

<b>Location</b>	<b>Box</b>	
104.C.5.1B	1	Acupuncture credentialing files, 1979-1981. 8 folders.
104.C.5.2F	2	Behavior analyst credentialing files, 1976-1980. 3 folders. Chemical Dependency Practitioner Credentialing Board minutes, 1979-1980. Chemical Dependency Practitioner Credentialing Board correspondence, 1979-1980. Chemical dependency training credentialing, 1975-1980. 5 folders. Committee of Examiners in Mortuary Science files, 1920-1982. Bylaws, 1939, 1961; membership lists, 1966-1984; and history, [ca. 1973]. Minutes, 1920, 1923-1982. 14 folders.

<b>Location</b>	<b>Box</b>	
104.C.13.1B	3	Proposed MHD 32, 1978. Briefing sheet, 1979. Sunset provisions, 1980. Embalmers exams, 1927-1952. 7 folders. Funeral directors exams, 1953-1957. 6 folders. Contact lens practioner and technician credentialing, 1974-1976. 3 folders. Hospital superintendent/hospital administrator registration/credentialing, 1947-1980. Advisory Council agendas, 1947-1980. 2 folders. Advisory Council minutes and agenda items, 1947-1970. 11 folders.
104.C.13.2F	4	Advisory Council minutes and agenda items, 1971-1980. 23 folders. Attorney's general opinions, 1959-1978. Concerning hospital administrator regulation. Biennial reports, 1967-1973. Concordia College, Moorhead, Minnesota, program, 1966-1974. Correspondence, 1974-1978. 1 folder.
104.C.13.3B	5	Correspondence, 1978-1980. 2 folders. List of registrants, 1947-1960. Manual, 1972-1974. 3 folders. Public hearing: Registration fee changes and expiration dates, 1958-1974. Recommendations of Advisory Council, 1952-1980. 3 folders. Registration law and amendments, 1947-1976. SHARP (subcommittee) minutes, December 1975 - July 1976. 9 folders. Statistics, 1967-1974. University of Minnesota, Independent Study Program, 1971. Medical Examiners Board, 1974-1980. Correspondence, 1974-1980. 2 folders. Amphetamines, 1978. 3 folders. Statement of Mark T. Hoekenga, M.D., February 17, 1978. Vice-President of Merrell-National Laboratories, Division of Richardson-Merrell Inc., Cincinnati, Ohio. Medical laboratory personnel, 1974-1977. 2 folders. Physicians' assistant credentialing, 1975-1980. 4 folders.
104.C.5.3B	6	Recreation therapist rules, 1979-1980. Speech pathologist and audiologist credentialing, 1975-1981. 5 folders. Veterinary technicians, 1979-1981. 2 folders. X-ray machine operators/radiology technician credentialing, 1974-1979. 8 folders.

### **Allied Health Credentialing Advisory Committee Files, 1973-1976.**

The committee was created in November 1973 to advise the Health Board on credentialing matters. The committee was renamed the Human Services Occupations Advisory Council in 1976.

<b>Location</b>	<b>Box</b>	
104.C.5.3B	6	Minutes, 1974-1981. 3 folders. Attorney General opinions, 1973-1980. Attorney General correspondence, 1973-1980. Chemical Dependency Professionals Subcommittee minutes, 1975. Description, 1974. Miscellaneous correspondence and reports, 1974-1976.
104.C.5.4F	7	Program Planning Sub-Task Force B, 1975. Speech pathologist and audiologist credentialing information, 1975-1976. 2 folders. Vision Care Final Report, 1976.

### **Human Services Occupations Advisory Council Files, 1974-1981.**

Formerly the Allied Health Credentialing Advisory Committee.

<b>Location</b>	<b>Box</b>	
104.C.5.4F	7	Agenda packets, 1976-1981. 16 folders. Correspondence, 1975-1980. 3 folders. Ad Hoc Subcommittee, 1977-1978. Applicant group questionnaire, 1975-1978. Duties and procedures, October 1978.
104.C.5.5B	8	Mental Health/Social Service Task Force Report, December 1979. Orientation session, June 1980. Rules Task Force, 1977-1978. 4 folders. Special Projects Task Force, 1974-1980. 7 folders. Third party payments for mental health, chemical dependency, and social services, 1980. Vision care credentialing information, 1977. 2 folders.

### **Interagency Task Force Files, 1974-1977.**

The task force included representatives from the State Planning Agency, Health Department, and the Higher Education Coordinating Board and was involved with coordinated health manpower planning.

<b>Location</b>	<b>Box</b>	
104.C.5.5B	8	Task Force files. The files include minutes, correspondence, final reports, and minutes of a working committee on health occupations titles.

### Subject Files, 1966-1982.

The subject files contain correspondence, reports, memoranda, and documents covering a diverse range of health related topics including cooperative health statistics systems, credentialing, data privacy, dental gold and cremation, education, emergency medical services, health care costs, health manpower statistics, a January 1966 health manpower study, immunization, information systems, licensing boards and host departments, medical laboratory personnel, medical needs task force, mental health services, mortuary science, Northlands Regional Medical Program, nursing, State Health Advisory Committee orientation, and veterinarians.

Location	Box	
104.C.5.6F	9	Administration Department, 1974. Advertising, 1976-1977. Agreements, 1977, 1979. 2 folders. Area Health Education Center Report, 1980. Behavior analysts, 1976-1977. Certificate of Need, 1979-1981. 3 folders. Chiropractors, 1974-1977. Comparative Cost in Ten State Licensing Boards, 1976. Comprehensive Health Plan Study, 1972. <i>A Cooperative Health Care System</i> , August 1980 Cooperative health statistics systems, 1975, [ca. 1980]. 2 folders. Credentialing process, 1972-1979. Credentialing, 1975-1977. Definitions, undated. Flow chart, undated. Reference sources, undated. Report, July 30, 1974. Historical documents, 1974-1975. Historical document, part B, [ca. 1975]. Hearing Examiners Report, 1977. Report to Legislature: Medex, 1972. Legislative package, 1977. Proposed rules determining credentialing of human services occupations, 1976. Responses to proposed rules, 1977. HMIS activity, 1977. Credentialing of Persons in Health and Human Service Occupations, September 1977, update January 1979. 2 items in 1 folder. Criteria for Developing Occupational Families for Occupational Regulation, 1980. Data Privacy for Manpower Data, 1975-1979. Dental gold and cremation, 1978-1979. 4 folders.

<b>Location</b>	<b>Box</b>	
104.C.5.6F	9	Dentistry, 1974-1977. Designated health professions shortage areas, 1976-1977. Dieticians, undated. Division description, 1972-1976. Education, 1975-1979. 4 folders.
104.C.5.7B	10	Emergency Medical Services Personnel Planning, Northlands Regional Medical Program, 1974. Emergency medical technician rules, 1979. Environmental health specialists/sanitaricians rules, 1977-1980. Examining and Licensing Boards, Chapter 214, 1974. Facilities data and inventories, 1974-1977. Five Alternative Modes of Occupational Regulation, 1980. Funeral file, 1979-1980. Greenberg, Jay: <i>A Coordinated Approach to the Design and Development of Long Term Care Demonstration Projects</i> , [ca. 1977]. Technical report. Health care costs, 1976-1981. 6 folders. Health careers in Minnesota, 1978. 2 folders. Health Data Source Inventory, 1970. Health Incentive Grant, 1979-1980. Health Manpower Information Project Conference, June 3, 1975. Health Manpower Information System [HMIS], 1975-1978. Health manpower statistics, [ca. 1974], 1979. 2 folders. Health Manpower Study, January 1966. 2 folders. Health related occupations, 1978. Hospital administration, 1976-1977. Hospital administrators registered in Minnesota, 1978. Human Services Occupational Regulation in Minnesota, August 1980. Immunization, 1978-1982. 8 folders. Includes sample immunization documents. Information systems, 1975-1981. 2 folders.
104.C.13.4F	11	Information systems, 1975-1981. 6 folders. Interns, 1974-1976. Job analysis survey, November 1980. Legal decisions, [ca. 1978]. Letters of agreement, 1977-1979. Licensing boards and host departments, 1976-1977. 2 folders. Limited defined licensure, [ca. 1978].

<b>Location</b>	<b>Box</b>	
104.C.13.4F	11	Manpower Division: Description, 1979. Manpower Division: Elimination issues, 1981. Medical Internship Policy, 1974. Medical laboratory personnel, 1974-1978. 2 folders. Medical Need Task Force, 1974-1975. 2 folders. Mental Health Subcommittee, 1980. Mental Health Social Service Task Force minutes, 1979. Mental Health Social Service Task Force correspondence, 1979. 3 folders. Midwifery, 1978-1980. Minnesota Center for Health Statistics Advisory Committee, 1978-1979. Minnesota Clearinghouse for Health Planning Information, 1977. Minnesota Health Data System, Inc., 1977. Minnesota health resources, 1980. Minnesota Hospital Fact Book, January 1978. Minnesota Linkage Project for Health Personnel 180 Day Report, January 1975. Minnesota Linkage Project for Health Personnel Final Report, June 1977. Model State Law, 1977. Mortuary science, 1977-1981. 2 folders. MPIRG Physician Directory, 1977-1978. Newspaper clippings, 1976-1979. Northlands Regional Medical Program, 1969-1975. 3 folders.
104.C.13.5B	12	Nursing, 1975-1978. Nursing, Study of Credentialing, 1979. Nursing home administrators, 1976-1979. Optometrists, 1973. Optometry, 1975-1978. Pharmacy, 1974-1977. Podiatry, 1974-1977. Professional associations' news summary and memo, 1977. Program Effectiveness in State Licensing and Regulation, March 1979. Proposal for a Minnesota Health Services Development Center, 1977. Psychology, 1974-1979. Public health nurses, 1979. Public Welfare, State Mental Health Plan, FY1981. Quie [Governor Albert] memo, July 1980. Rules, Department of Health, 1979. Schaaf [Senator David] memo, January 1980. School of Public Health Project, 1973-1974.



<b>Location</b>	<b>Box</b>	
104.C.13.5B	12	State Health Advisory Committee orientation, 1980. 2 folders. State Health Advisory Council, 1980-1981. 2 folders. Summary of Health Related Regulatory Boards, 1976, 1978, 1980. Technical Advisory Committee, 1976-1977. University of Minnesota School of Dentistry, 1973, 1975. Veterinarians, 1974-1977. 2 folders.

### **Publications, 1970-1980.**

Arranged chronologically; cover such topics as health manpower law and policy, information and statistics, planning, credentialing boards, recruitment, competency, and the role of the private sector.

<b>Location</b>	<b>Box</b>	
104.C.13.5B	12	The Law and Health Personnel: A Study of Minnesota Law Related to Selected Health Manpower Categories, April 1970. Comprehensive Health Planning Program, State Planning Agency. Recommended Health Manpower Policy for Minnesota, December 1970. Comprehensive Health Planning Program, State Planning Agency. Identifying the Service Scope of the Health Manpower Information Component of the Minnesota Center for Health Statistics: Report of Conference Proceedings, February 1975. Minnesota Health Manpower Statistics Planning and Development Project: 360 Day Quarterly Report and Final Technical Report, July 10, 1975. Analysis of Laws and Rules and Regulations of the Health Personnel Credentialing Boards in the State of Minnesota, August 29, 1975. Draft. Recruiting Physicians and Dentists: A Handbook for Minnesota Communities, June 1976. Information for Recruitment of Health Personnel and Development of Health Services, [ca. 1978]. Recommendations for Nursing Assistant Training Programs in Minnesota, January 15, 1978. Health-Related Occupations Titles Index, September 1978. Professional Licensing 1968-1978: A Bibliography, September 1978. Competency Assurance: The Public View, October 9, 1979. By Corrine W. Larson.

<b>Location</b>	<b>Box</b>	
104.C.13.5B	12	A Time for Choices: Making Decisions about Death Arrangements. November 1980. Board and Private Sector Roles in Health Occupational Regulation in Minnesota, November 1980. Draft.