

**Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3191,
Monthly Racial and Ethnic Data**

1. Purpose of the form

To capture racial and ethnic data for Civil Rights compliance

2. When it is used

Submitted along with the claim form

3. Who completes the form

Sponsor

4. An explanation of what goes into any field that is not clearly self-explanatory

NA

5. Who needs the original and where should it be filed

Original goes to TFG

6. Who needs a copy and where should it be filed

Copy kept on site

7. Length of time the form must be maintained after the service is rendered/case closed

5 years recommended