



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Home & Community Based Services

Division: Senior & Disability Services

Sub-Section:

TITLE: Client Files

CUTOFF: End of calendar year in which services are terminated

DESCRIPTION: Records created and maintained by field staff including forms completed either by a client, or on behalf of a client, to receive, or continue receiving services. Records contain, but are not limited to copies of client's medical information, documentation proving delivery of services, and client reports on services or treatment.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Originals kept with local home and community service offices.

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22720

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Hotline Investigations

CUTOFF: Close of investigation

DESCRIPTION: Records created by field staff to document overall standing of a care provider, such as legal requests, consent forms, subpoenas and entry warrants. Documentation provided by other agencies concerning the content of the hotline investigation may also be included in the record.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 23281

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019