



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Institutional Reimbursement

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Clinic Cost Reports and Final Settlements

**CUTOFF:** EOSFY in which settlement is resolved

**DESCRIPTION:** Records of financial and statistical reports (cost reports) sent in yearly by Federally Qualified Health Centers (FQHCs) and Independent Rural Health Clinics (IRHCs) used to determine the final cost settlements for clinics. Records include, but are not limited to, audit reports, supporting work papers, final settlement calculations, decision letters, and settlement agreements. Records maintained pursuant to 42 CFR Part 405 and 42 CFR 491.4.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24125

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018

**TITLE:** Hospital and Clinic Reimbursement Documents

**CUTOFF:** End of State Fiscal Year after Final Reimbursement or Settlement

**DESCRIPTION:** Financial records related to reimbursement of hospitals and Provider-Based Rural Health Clinics (PBRHCs). Records include, but are not limited to, reports used to determine final cost settlements for PBRHCs, outpatient settlements, and children's outlier adjustments; as well as, Federal Reimbursement Allowance (FRA) cycle records, FRA reconciliation records; and internal reports related to Missouri HealthNet Division financial cycles. Records maintained pursuant to 13 CSR 70-15.010 (5)(B).

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 18683

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Institutional Reimbursement

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Hospital Cost Reports – Current Base Year Data to Present

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of annual financial reports for the period of the current base year to present which are used for rate setting purposes sent in yearly by Missouri and out-of-state hospitals. Records maintained pursuant to 13 CSR 70-15.010(3)(A).

**RETENTION:** Years: 35 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 18738

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Hospital Cost Reports – Prior to Current Base Year Data

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of annual financial reports for the period prior to current base year which are used for rate setting purposes sent in yearly by Missouri and out-of-state hospitals. Records maintained pursuant to 13 CSR 70-15.010.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Records pre-date the current base year.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24554

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Nursing Home Cost Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of financial and statistical reports sent in yearly by all nursing facilities in Missouri which are not used for rate setting purposes. Cost reports are used to report expenses for different types of Medicare reimbursable facilities, such as Skilled Nursing Homes (SNFs), Home Health Agencies (HHAs), Home Offices, Hospices, Rural Health Clinics (RHCs), Federally Qualified Health Centers (FQHCs), and hospitals. Records maintained pursuant to 13 CSR 70-10.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18741

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Institutional Reimbursement

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Nursing Home Rate Setting Cost Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of financial and statistical reports sent yearly by all nursing facilities in Missouri used for rate setting purposes. Reports use federal standards for rate development, and describe information that Centers for Medicare and Medicaid Services (CMS) expect states and their actuaries to provide when developing actuarial rate certifications required under 42 CFR 438.7(a).

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 18682

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018