



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Program Operations and Management

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Home and Community Based Services (HCBS)

**CUTOFF:** EOSFY

**DESCRIPTION:** Home and Community-Based Services (HCBS) provide opportunities for Medicaid beneficiaries to receive services in their own home or community rather than institutions or other isolated settings. Records include, but are not limited to, correspondence with Centers for Medicaid and Medicare Services (CMS), waiver applications, renewals and amendments, special handle cases and lawsuits.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18715

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018

**TITLE:** Management and Administrative Reporting System Reports (MARS)

**CUTOFF:**

**DESCRIPTION:** These reports present historical, trend, and forecasting information to assist management in planning, directing and controlling the Medicaid program

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8704

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Policy Task Requests

**CUTOFF:** EOSFY

**DESCRIPTION:** Policy Task Requests (PTR) are used to make changes to pricings, procedure codes, and the Procedure Drug and Diagnosis (PDD) file.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18660

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Program Operations and Management

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Program Integrity (PI) Provider Files

**CUTOFF:**

**DESCRIPTION:** PI provider case reviews, special project reviews, correspondence/complaint reviews; to monitor the utilization and program compliance providers

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18688

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Provider Monitoring Reports

**CUTOFF:** end of each fiscal year. Records kept 2 years in-house 5 years records center

**DESCRIPTION:** Reports of audits or monitoring visits to review a Medicaid provider's compliance with regulatory mandates and standards. Audits are done by the Program Integrity staff.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18727

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Provider Review Records and Relating Correspondence

**CUTOFF:**

**DESCRIPTION:** Includes requested information from providers who have submitted questionable claims. May include information that goes to the Administrative Hearing Commission

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19207

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Program Operations and Management

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Waiver and Related Documents

**CUTOFF:**

**DESCRIPTION:** Correspondence with CMS, waiver applications, renewals and amendments, special handle cases and lawsuits

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18697

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003