

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
HCF
OFFICE OF HEALTH SERVICES I

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1.	<p>This schedule supersedes schedules: 1172,1172-A1,1172-A2 1172-A3, 1467, 1629, 1689,1848,2063</p> <p><u>Division of Community Support Services</u></p> <ul style="list-style-type: none"> a. Oxygen Program b. DMS/DME Oxygen Policy c. Medical Review d. DMS/DME Pricing e. Transportation 	Retain in office for three(3) years, then send to State Records Center for five(5) years, then destroy
2.	<p><u>Division of Nursing Services</u></p> <ul style="list-style-type: none"> a. Nursing Services b. Home Health Services/Policy/Enrollment c. Hospice Services/Policy/Enrollment d. Model Waiver e. REM Services/Optical Services 	Retain in office for two(2) years, then transfer to the State Records Center for five(5) years and then destroy
3.	<p><u>Division of Elderly and Physically Disabled Services</u></p> <ul style="list-style-type: none"> a. Nursing Facilities b. Chronic c. Pediatric and LTC Rehabilitation Facilities d. Medical Appeal Records e. Patient Assessment Appeals 	Retain in office for two(2) years, then transfer to state records center for five(5) years and then destroy
4.	<p><u>Division of Community Long Term Care Services</u></p> <ul style="list-style-type: none"> a. Personal Care b. Adult Day Care c. Medical Day Care of Personal Care 	Retain in office for two(2) years, then transfer To State Records Center for five(5) years, then destroy.

APPROVED BY: (DHMH Official)

DATE:

11/19/02

SIGNATURE:

Susan J. Tucker

NAME/TITLE:

Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

DEC 09 2002

SIGNATURE:

Edward C. Papenfuse, Jr.

NAME/TITLE: EDWARD C PAPERFUSE, JR., STATE ARCHIVIST

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

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5	<p><u>Division of Long Term Care Services</u></p> <ul style="list-style-type: none"> a. (AERS) Adult Evaluation of Review Services b. (GES) Geriatric Evaluation Services c. (PASRR) Pre-Admission Screening to Resident Review d. (STEPS) Statewide Evaluation and Planning Svcs. e. Nursing Home Program/Rates f. Special Hospitals Program/Pace/HOM's/SHMO's g. Nursing Homes, Special Hospitals 	<p>Retain in office for two years, then send to State Records Center for five(5) years then destroy.</p>
6	<p><u>Division of Waiver Programs</u></p> <ul style="list-style-type: none"> a. Policy/TBI Waiver Mental Health case Mgmt. <p>Autism Waiver Model Waiver Services Coordination for Autism Waiver</p> <ul style="list-style-type: none"> b. MR/DD Waiver c. Quality Assurance/Compliance d. Waiver Provider Apps e. Programmatic Reports,IOC Duties f. Case Mgmt for HIV<Senior Assisted Housing Waiver SB593 g. Attendant Care Waiver h. SRI Case Management 	<p>Retain in office for two(2) years, then transfer to State Records Center for four(4) years, then destroy</p>

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7.	<p><u>Division of Program Support Services</u></p> <ul style="list-style-type: none"> a. State Plan Medicaid b. Communication Records/TSR c. Regulations Files d. Transmittals/Medicaid e. Grants/Unified f. Policy Instruction Statements g. MMIS h. Training Records 	<p>Retain in office for three(3) years, then transfer to State Records Center for Four(4) years, then destroy</p>
8.	<p><u>Division of Special Populations</u></p> <ul style="list-style-type: none"> a. Special Needs Population/MCO Files b. Substance Abuse Mental Health/Developmental Disabilities c. Homeless, Educational Forum, HIV/AIDS d. Special Needs Population/MCO e. Alzheimers/Dementtin/Frail Elderly f. Long Term Care, HIPAA g. Physical Disabilities, Special Needs Population/MCO h. Welfare Reform/Temporary Cash Assistance 	<p>Retain in office for three(3) years, then transfer to State Records Center for four(4) years, then destroy</p>