

State of Nevada WSS: Program and Field Operations

Version Date: 11/18/2015

2006188 Computer Reports for Benefit and Support Services: Regularly Scheduled

Description: This record series contains reports printed either on a regular basis or upon request and used to administer the Benefit and Support Services Program. These reports include various printouts from the OASIS computer system.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006189 Computer Reports for Benefit and Support Services: Statistical

Description: This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Benefit and Support Services Program. The reports include various OASIS printouts.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

2002133 Eligibility Case Files (District Offices)

Description: This record series is used in the administration of the income and eligibility verification process required by 42 U.S.C. § 1320b-7 of the Federal Social Security Law. The case record may contain more than one file and consist of information in electronic format as well as paper -- the paper file does not necessarily contain all of the information. The record may contain: applications, Social Security Number verification from IRS, wage information from applicant, wage information from employers, Citizenship or immigration status forms, verification from INS, approval notice, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and EPSDT (Early Periodic Screening, Diagnosis and Treatment) information if not in a separate folder. The file may also contain copies of Planning/SSI inventories and assessments, miscellaneous SSI forms and miscellaneous legal material.

Retention: Retain this record series in paper and/or electronic format for three (3) years plus thirty days after closure date of the case.

Disposition: Destroy Securely

2006184 Investigation Files

Description: This record series documents the case files where administrative action is taken in regard to eligibility for assistance as required by 42 USC s.1396a (see especially (a) # 39) and Title 38 "Public Welfare" of Nevada Revised Statutes (NRS Chapters 422 through 432B). The files may contain: copies of various computer print outs (including Social Security Administration, IRS, Unemployment Security agencies, etc.), copies of financial documents, copies of documents from recipient files, investigative reports and similar documents.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2003195 Investigation Files: Criminal Action

Description: This record series documents the Investigations conducted to determine whether benefits or eligibility are appropriate and valid in accordance with the provisions of 42 USC s.1396a and Title 38 "Public Welfare" of Nevada Revised Statutes (NRS Chapters 422 through 432B) which were rereferred the Medicaid Fraud Control Unit or District Attorney for criminal action. The series may include files pertaining to recipients and providers. The files may include: referrals requesting investigation, copies of computer printouts (from the Social Security Administration, IRS, Unemployment Security agencies, Welfare Division and other state and local government

State of Nevada WSS: Program and Field Operations

Version Date: 11/18/2015

electronic information systems), copies from provider files, copies from recipient files, follow-up forms (documenting reasons for action, discovery, review findings, case information, and staff comments), investigative reports, determinations, related correspondence and similar documents.

Retention: Retain for a period of six (6) calendar years from the end of the calendar year in which the investigation was closed or otherwise finalized.

Disposition: Destroy Securely

2003194 Investigation Files: Dropped & Civil Action

Description: This record series documents the Investigations conducted to determine whether benefits or eligibility are appropriate and valid in accordance with the provisions of 2 USC s.1396a and Title 38 "Public Welfare" of Nevada Revised Statutes (NRS Chapters 422 through 432B) which were closed through administrative action (dropped due to lack of cause or other similar reasons) or were rereferred the Medicaid Fraud Control Unit or District Attorney for civil action. The series may include files pertaining to recipients and providers. The files may include: referrals requesting investigation, copies of computer printouts (from the Social Security Administration, IRS, Unemployment Security agencies, Welfare Division and other state and local government electronic information systems), copies from provider files, copies from recipient files, follow-up forms (documenting reasons for action, discovery, review findings, case information, and staff comments), investigative reports, determinations, related correspondence and similar documents.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year in which the investigation was closed or otherwise finalized.

Disposition: Destroy Securely

2006185 Investigation Time Studies

Description: This record series documents the time utilized by staff in various functions of the Investigation unit and is used for cost allocation purposes. The files consists of the paper copy of the daily activity report completed by staff for various program functions with related correspondence.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy

2002134 MAABD Service Case Record

Description: This record series administers the recipients eligible to receive benefits under the "Medical Aid to the Aged, Blind and Disabled" (MAABD) program authorized by 42 U.S.C. § 1381 et seq. of the Social Security Act. The case record may consist of more than one file and data may exist in electronic format that does not appear on paper. The case file may include: (1) MAABD Action Form including Current Action form, Notice of Decision form, P/L Notification - form, (2) Back-up information including MAABD Budget, Social Security Benefit Record, SSI Budget, Home/Community Based Waiver, Prior Medical Request, Current SDX ("State Data Exchange" a Vital Statistics download), Eligibility Data Change, Case Transfer, Voluntary Reduction, Withdrawal, or Termination of Assistance, (3); Medicaid Eligibility including current Medicaid History and Eligibility Document, (4); Correspondence including SDX, IEVS (Income Electronic Verification System), and misc. forms, (5); Conference/Hearings including decisions, hearing summary, requests for conference and misc. correspondence, (6); Case Narrative section includes; Future Action forms Narrative Record forms, (7); Current RD -- Prior RD (RD = Redetermination) section; Original Application and similar documents, (8); Permanent section including: Current ESD (Employment Security Division) printout, Disability/Incapacity Determination forms, Third Party Medical Coverage forms, Medical/Insurance Subrogation forms, Physician Statement forms, verifications, Asset information, Resource verification; Identification including copy of Social Security Card, marriage certificate, divorce decrees, death certificates, and Authorized Representatives forms.

Retention: Retain this record series in paper and/or electronic format for three (3) years plus thirty days after closure date of the case.

Disposition: Destroy Securely

State of Nevada WSS: Program and Field Operations

Version Date: 11/18/2015

2003191 Supervisory Reviews

Description: This record series provides management with information used to evaluate the effectiveness of eligibility determinations and it documents the compliance of the eligibility staff with federal laws and regulations (see 42 U.S.C. § 1396a (30) for example) and the state plan (see NRS Chapter 422). The files may consist of: copies of computer reports, reports, related correspondence and similar documents.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2004071 TANF Case Files (District Offices)

Description: This record series is used by the case worker in the District Offices of the Welfare Division in the administration of the Temporary Assistance for Needy Families (TANF) program as authorized by 42 U.S.C. § § 601 et seq. (Title IV Part A of the Social Security Act). The case record may contain more than one file and consist of information in electronic format as well as paper -- the paper file does not necessarily contain all of the information. The record may contain: applications, eligibility documents, approval notice, correspondence, memos, referrals, medical/psychological material, Medicaid forms, copies of computer printouts, and similar documents.

Retention: Retain this record series for three (3) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely