

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Aging and Disability Services Division

Schedule ID # 550101

Version Date: 9/9//2020

This version supersedes all previous versions.

2013035 Autism Treatment Assistance Program (ATAP) Case Files

Description: These records document the individual cases authorized to receive benefits through the ATAP (See NRS 427A.872 to 427A.875). The files may include, but are not limited to: application with supportive documentation, provider assessments, monthly treatment reports, impact data target (an annual assessment by ATAP of each individual) which may include video recordings, copies of educational records, treatment plans, provider quarterly reports, closure forms and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of closure.

Disposition: Destroy Securely

1994002 Community Advocate for Elder Rights Files

Description: These records are used to document the Ombudsman Program for older people not in a long-term care facility (See NRS 427A.300 - 310). The record may include but is not limited to: complaints with associated documentation; investigation documentation; copies of case reports with associated documentation; and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the closure of the case.

Disposition: Destroy Securely

2003146 Community Based Program Files

Description: These records are used to document the administration of the Community Based Program (See 42 CFR Parts 431, 440 & 441, NRS 427A.250 to 427A.280, and NAC 427A.350 to 427A.488). The record may include but is not limited to: application material (including contact information); provider authorizations; waivers; evaluations; Fair Hearing documentation; copies of accounting documents; and related correspondence.

Retention: Retain for a period of six (6) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2003132 Disability Services Program Files

Description: This record series administers and documents the various services of the Disability Services Program including: Personal Assistance Living Program (See NRS 615.173 to 615.176 and NAC 615), the Telecommunications Devices and Relay Systems for the Deaf Program (See NRS 707.360 and NAC Chapter 707), the Assistive Technology for Independent Living Program (See 29 U.S.C. §§ 796 et seq.) and the Program for Persons with Traumatic Brain Injuries (See NRS 426A.070 and 426A.080). The files may consist of but are not limited to: client and case management records; audits with supportive documentation; programmatic and financial reports with related backup documents; and related correspondence.

Retention: Retain these records for a period of three (3) state or federal fiscal years (as required) from the end of the fiscal year to which they pertain. Documentation of the origination of the program with backup material should be retained for the active life of the program plus three (3) years.

Disposition: Destroy Securely

1990522 Early Intervention Services: Individual Service Plan Records

Description: These records document client information for the Individual Service Plan Program. These records may include but are not limited to: applications, financial reports, individual program plans including client medical histories, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the client leaves the program.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Aging and Disability Services Division

Schedule ID # 550101

Version Date: 9/9//2020

This version supersedes all previous versions.

2006025 Early Intervention Services: Maternal and Child Health Program Records

Description: These records document the Early Intervention services available through the Maternal and Child Health Program (MCH) (NRS 442.130). The records may include but are not limited to: patient assessments, parental participation permissions, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the client is no longer involved in the program.

Disposition: Destroy Securely

2006026 Early Intervention Services: Services for Children with Disabilities Files

Description: This record series is used to document the Nevada Early Intervention Services Program (See NRS 442.180 et seq.). The files may contain, but are not limited to: application with associated documents; referral information; health care records; related documentation.

Retention: Retain these records until the individual attains the age of 23.

Disposition: Destroy Securely

2008027 Elder Protective Services Program Files

Description: These records document reports and investigations of elder abuse, neglect, isolation or exploitation (See NRS 200.5091 et seq.). The record may include but is not limited to: reports with supportive documentation; investigation documentation; copies of case reports with supportive documentation; representation and counseling documentation; and eelated correspondence.

Retention: Retain these records for a period of three (3) calendar years from the close of a case.

Disposition: Destroy Securely

2008026 Long-Term Care Ombudsman Program files

Description: These records are used to document the Advocate for Residents of Long-Term Care Facilities program (See NRS 427A.125 et seq. and NAC chapter 427A.). The record may include but is not limited to: complaints with associated documentation; investigation documentation; copies of legal records; and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the close of a case.

Disposition: Destroy Securely

2013042 Medicaid Billings

Description: These records document billings sent to the Nevada Medicaid Office for processing. The files may contain, but are not limited to: contract payments, billing summaries, provider invoices, contract log sheets and supplemental billing summaries.

Retention: Retain these records for a period of six (6) federal fiscal years from the end of the federal fiscal year to which they pertain.

Disposition: Destroy Securely

2010015 Medicare Enrollment Confirmations

Description: These records are used to confirm enrollment in Medicare for clients of the State Health Insurance Assistance Program (SHIP). The record may include but is not limited to: Medicare enrollment confirmations and related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the date of enrollment.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Aging and Disability Services Division

Schedule ID # 550101

Version Date: 9/9//2020

This version supersedes all previous versions.

2004120 Prescription Program Files

Description: These records document the process of subsidizing the cost of prescription drugs by the division for the Senior Rx (See NRS 439.635 to 439.690 and NAC 439.800 to 439.862) and Disability Rx (See NRS 439.705 to 439.795 and NAC 439.750 to 439.790) Programs. The files may contain but are not limited to: application documentation including income verification; eligibility determination including waivers; supportive documentation; and related correspondence.

Retention: Retain this record series for three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2004121 Prescription Program Hearing Files

Description: These records document the hearings held on appeals of decisions for the Senior Rx (See NAC 439.842 to 439.858) and Disability Rx (See NAC 439.779 to 439.788) Programs. These files may contain but are not limited to: request for hearing and supportive documentation; hearing documentation including evidence; and related correspondence.

Retention: Retain the record series for three (3) calendar years from the date of the decision of the hearing officer.

Disposition: Destroy Securely

1994006 Senior Awards Files

Description: These records document persons in Nevada who have received awards or the centenarian proclamation from the Division. The record may include but is not limited to: personal information and contact information; photographs; nominee reports and related records.

Retention: Retain these records for a period of one (1) calendar year from the date of the award or proclamation.

Disposition: Permanent: Transfer to State Archives

2001070 Senior Citizen's Tax Assistance Program Files

Description: These records administer and document the benefits and assistance by way of refund, for property tax paid by a qualified senior citizen (see NRS 427A.450 to 427A.600 and NAC 427A.500 et seq). The record may include but is not limited to: application material (claims); copies of tax returns; ownership & rental documentation; program determination (including work papers); and related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the close of the fiscal year in which the reimbursement was paid.

Disposition: Destroy Securely

1996003 Subsidized Transportation Program Files

Description: These records are used to document the Subsidized Transportation Program (See NRS 427A.070 (1)(a)(2) and NRS 706.8825). The record may include but is not limited to: program administrative documentation; coupons, invoices and related accounting documentation; registrant documentation; and related correspondence.

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

Disposition: Destroy Securely
