

State of Nevada Veterans' Services: Nevada State Veterans' Nursing Home,

Version Date: 10/16/2013

2004269 Activities Calendar

Reviewed: 01/12/2005

Description: This record series is used to document recreation therapy and activity assignments. The files may include: attendance reports (number of patients attending activities), monthly activities scheduling records, report of volunteer workers, related correspondence and similar documentation.

Retention: Retain this record series for a period of thirty (30) days from the end of the month.

Disposition: Destroy

2004192 Admissions and Discharge Log

Reviewed: 11/10/2004

Description: This record series is used as an administrative tool to document the arrival and release of patients of the Nursing Home. The file may contain: name, admission/discharge dates and other identifying information.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

2004190 Adult Clinical Health Record (Medical Record)

Reviewed: 11/10/2004

Description: This record series is used to document and administer the treatment of residents. The files may contain: (1) Evaluations [history and physical, medical or psychiatric consultations, rehabilitation, demographic summary, photos and discharge summaries]; (2) Medical [MDS assessment, nursing assessments, social, activities, dietary assessments, physician orders, laboratory reports, immunization records, medication and treatment records, care plans]; (3) Progress notes [physician notes, interdisciplinary notes, nurses notes, social, activities and dietary notes, vital signs, weight, activities of daily living, rehabilitation notes]; (4) Consents [admission, receipt for HIPAA notice, restraint, psychoactive medication, smoking agreement, authorization for release of information, inventory of personal effects]; (5) Legal [advance directives, durable power of attorney for healthcare, code status, guardianship, power of attorney, death certificate]; (6) Historical [health care records from other facilities]; (7) Discharge [post discharge plan of care, transfer discharge notice, certification for ambulance, transfer form, release for LOA or AMA]; and (8) General information [preadmission inquiry record, pictures, ID and insurance cards].

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year in which the patient was discharged.

Disposition: Destroy Securely

2004280 Appeal Files (Surveys)

Reviewed: 01/12/2005

Description: This record series is used to document the appeals of decisions made through federal surveys and investigations required by 38 CFR Parts 17, 51 and 52. The files may contain: copies of federal survey reports, copies of Statement of Deficiencies, copies of Plan of Correction, staff reports, investigation reports, compliance monitoring reports, Quality Assurance reports, appeal documentation, U.S. Department of Veterans Affairs responses & decisions, hearing documents, associated correspondence and supportive documentation.

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

Disposition: Destroy Securely

2005022 Census Reports

Reviewed: 04/13/2005

Description: This record series is used to document daily census of patients used in financial accounting by the Nursing Home. The files may include: Census Reports, VA Form 10-5588 / Census Report, notes, associated correspondence and other supportive documents.

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

Disposition: Destroy Securely

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2005023 Destruction Log

Reviewed: 04/13/2005

Description: This record series is used to document the destruction of patient medical records and other confidential records in the custody of the Nursing Home as proof of compliance to file destruction requirements. The files consist of a log listing the date of destruction, file identification data and destruction codes/authorization data.

Retention: Retain this record series for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004254 Dietary Operations Contractor Files

Reviewed: 01/12/2005

Description: This record series is used to monitor the Dietary Program (food services) which is contracted out to a private vendor in accordance with 38 CFR 51.120 (j) and 38 CFR 52.120 (l). The files may contain: copies of contracts & agreements, copies of menus, copy of doctor's meal prescriptions, internal reports, incident reports, cost accounting documentation, related correspondence and similar documentation.

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

Disposition: Destroy

2004185 Dining Services Records

Reviewed: 11/10/2004

Description: This record series is used to administer the food services program of the Veterans Home. The files include: Food Production Log, Dishwater Temperature Log, Pot and Pan Sink pH Log, Refrigerator / Freezer Temperatures Log, Food Substitution Log, Resident Food Surveys, Sanitation Checklist, Safety Checklist, Food Temperature Log with associated correspondence and supportive documents.

Retention: Retain for a period of one (1) calendar years from the completion of the next annual inspection.

Disposition: Destroy

2004194 Disclosure Accounting Files

Reviewed: 11/10/2004

Description: This record series is used to document the disclosure and/or denial of access of patient medical records and other confidential records in the custody of the Nursing Home. The files may consist of various federal and state forms (including FOIA, Privacy Act, HIPAA, etc.), release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, staff (and Administration) determinations, related correspondence and supportive documentation.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004193 Disease Index

Reviewed: 11/10/2004

Description: This record series is used as document the diseases identified in patients of the Nursing Home in compliance with 38 CFR 51.190 and 38 CFR 52.190. The file may contain: name, treatment summary, disease identification records, blood test & other lab result data and other identifying information.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

2004205 Employee Medical Record - Exposure to Blood borne Pathogens

Reviewed: 11/10/2004

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Description: This record series is used to document the employee's exposure to infections due to blood borne pathogens as detailed in 29 CFR 1910.1030. The files may contain: name and other identifying information of the employee, copies of vaccination records, copies of medical tests & examinations, healthcare provider opinions (See 29 CFR 1910.1030 (f)(5)), copies of medical records, related correspondence and similar documentation.

Retention: Retain this record series for a period of thirty (30) calendar years from the date of separation from service of the employee (See 29 CFR 1910.1030 (h)(1)(iv)).

Disposition: Destroy Securely

2005065 Fingerprint Reports

Reviewed: 06/08/2005

Description: This record series is used to document the reports received by the Personnel Office of the Nursing Home on fingerprint checks for criminal background investigations of staff and other personnel. The files may contain: reports from the State's Criminal History Repository, FBI records, authorizations and other release forms, transmittal letters (showing proof of submitting 2 sets of fingerprints, see NRS 449.182), related correspondence and similar documentation.

Retention: Retain this record series for a period of five (5) calendar years from the date they were sent to the Central Repository for Nevada Records of Criminal History. Note: this is an exception to the General Records Retention and Disposition Schedules for these type records especially for the Veterans' Nursing Home.

Disposition: Destroy Securely

2004255 Housekeeping Operations Contractor Files

Reviewed: 01/12/2005

Description: This record series is used to monitor the Housekeeping Program (janitorial / sanitation, bed and laundry services) in accordance with 38 CFR Parts 51 and 52. This program is contracted out to a private vendor. The files may contain: copies of contracts & agreements, copies of janitorial reports, copies of sanitation reports, copies of housekeeping (bed services) reports, copies of laundry services reports, internal reports, incident reports, cost accounting documentation, related correspondence and similar documentation.

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

Disposition: Destroy

2004202 In-House Training Files

Reviewed: 11/10/2004

Description: This record series is used to document the in-house training given to staff as required by 38 CFR 51.210 and 38 CFR 52.210. The files may contain: course descriptions, attendance reports, course outlines, instructor's notes, instructor's certification (copies of the professional ability of the instructor to teach a particular subject), related correspondence and similar documentation.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2006275 Incident Reports

Reviewed: 01/10/2007

Description: This record series documents reports of minor accidents and injuries to staff and clients, reports of abuse or neglect of clients, reports of AWOL (failure to return, escape, etc.) of clients, reports of restraint of clients, reports about environmental/facility problems, and other hazards to the welfare, safety or health of clients and staff in accordance with 38 CFR 51.210 (i)(2)(v) and (p)(3), 38 CFR 52.210 (i)(2)(iv) and (n)(iii); NRS 449.3628 and NAC chapter 449. The files may contain: Incident Reports (also known as Incident /Accident Reports), staff debriefing reports, plan of corrective action, follow-up reviews & report, use of restraint reports, reports to law enforcement agencies, reports to CMS (Centers for Medicare and Medicaid Services), reports to Health Division, related correspondence and similar documentation.

Retention: Retain this record series for a period of six (6) calendar years from the date of the closure of the incident.

Disposition: Destroy Securely

2006170 Infection Control Files

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Reviewed: 11/08/2006

Description: This record series is used to document the infection control program as required by 38 CFR 51.190 and 52.190. The files may contain: Employee Illness Report, Employee Illness Log, Morbidity Report Forms, Infection Control Policies Monitoring Compliance documentation, Infection Control Practices Staff Self Evaluation forms, Tuberculosis Summary, Nosocomial Infection Summary, Line Listing of Resident Infections, Outbreak Investigation forms, summaries from the Blood Borne Pathogens & Sharps Injury Log, related correspondence and similar documentation.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004178 License/Certification of Personnel

Reviewed: 11/10/2004

Description: This record series is used to document the licenses and certifications of staff in accordance to Department of Veterans Affairs requirements found in 38 CFR 51/120 and 52.120. The file consists of copies of professional licenses, certifications and training documentation with associated correspondence and supportive documents.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain. Those records that document licenses or certifications that do not need renewal should be retained for five years from the separation from service of the employee. Note:

Disposition: Destroy Securely

2004191 Master Patient Index

Reviewed: 11/10/2004

Description: This record series is used as an administrative tool for fast recovery of data concerning a patient of the Nursing Home. The file may contain: name, Social Security Number, home address, treatment status, admission/discharge dates, and other identifying information.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

2005024 Medical Staff Credentialing Files

Reviewed: 04/13/2005

Description: This record series is used to document the credentials of medical staff as required by 38 CFR 51.210 and 52.210. The files may contain: copies of certification/licensing documents, copies of academic transcripts, documentation of continuing education units earned, résumé, documentation related to job related experience, training documentation (including in-house), related correspondence and supportive documentation.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year in which the staff left service.

Disposition: Destroy Securely

2004187 Medicare and Medicaid Files

Reviewed: 11/10/2004

Description: This record series is used to document Medicaid and Medicare financial accounting by the Nursing Home. The files may include: Medicaid Billing Materials, Medicaid Cost Reports, Medicaid Remits, Medicare Billing Materials, Medicare Cost Reports, Medicare Remits, copies of invoices, accounting spreadsheets, notes, associated correspondence and other supportive documents.

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

Disposition: Destroy Securely

2004200 Narcotic Sheet (Nursing)

Reviewed: 11/10/2004

Description: This record series is used to document the administration of prescribed narcotics to patients. The information may include the name of the individual, date and time of administration of the narcotic, prescribing doctor, name and amount of the narcotic and the staff member administering the dosage.

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

Disposition: Destroy Securely

2004201 Nursing Records

Reviewed: 11/10/2004

Description: This record series is used to document the staffing scheduling and reporting of shifts for Nursing staff. The records include: Staffing Sheets, Daily Assignment Sheet, 24 Hour Report and Shift Count Record.

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

Disposition: Destroy Securely

2004199 Pest Control (Extermination) Records

Reviewed: 11/10/2004

Description: This record series is used as an administrative a pest control program as required by 38 CFR 51.200 (e)(4), 38 CFR 52.200 (e)(4) and NRS 446.400 et seq. The files may contain: "Extermination Log," related correspondence, incident reports, exterminator (contractor) reports and similar documentation.

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

Disposition: Destroy

2005025 Physician Compliance Monitor Files

Reviewed: 04/13/2005

Description: This record series is used to document the compliance monitoring for physicians and other medical care practitioners as required by 38 CFR 51.210 and 52.210. The files may contain: copies of certification/licensing documents, compliance review/survey reports, checklists, QA reports & documents, related correspondence and supportive documentation.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year in which the biennial credentialing was completed.

Disposition: Destroy Securely

2004181 Private Duty Name Files

Reviewed: 11/10/2004

Description: This record series is used to document the staff assigned to private duty. The files may contain: copies of contracts & agreements, reports to the VA, staff lists with associated correspondence and supportive documentation.

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

Disposition: Destroy Securely

2006167 Rehabilitation Files

Reviewed: 11/08/2006

Description: This record series is used in the administration of the rehabilitation program. The files may contain: Rehabilitation Verification form, Therapy Schedule Sheet, Therapy Time In / Out Sheet, copies of medical records and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2004184 Reports to Licensing Boards

Reviewed: 11/10/2004

Description: This record series is used to document the reports to licensing boards concerning the licenses and certifications

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of staff in accordance with Department of Veterans Affairs requirements found in 38 CFR 51.120 and 52.120. The file consists of reports with associated correspondence and supportive documents.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2004186 Resident Trust Fund Files

Reviewed: 11/10/2004

Description: This record series is used to document patient funds administered by the Nursing Home for and in behalf of the patient in accordance with NRS Chapter 417. The files may include: Individual Trust records (deposit receipts, bank statements, etc.) and Bank records (reports and other records from the Bank concerning the administration of Trust Accounts), with associated correspondence and supportive documents.

Retention: Retain for a period of five (5) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2004206 Respirator Fit Testing Forms

Reviewed: 11/10/2004

Description: This record series is used to document the fit testing of respirators by employees as required by 29 CFR 1910.1450 and 29 CFR 1910.134. The files consist of forms containing the name (or other identification) of the employee, type of test performed, specific make - model - style - size of respirator, date of test and pass/fail results.

Retention: Retain this record series until the next fit test is administered.

Disposition: Destroy

2004179 Security Records

Reviewed: 11/10/2004

Description: This record series is used to document the administration of the security program of the Veterans' Nursing Home. The files may contain: Personnel Identification (Photograph) records, crime reports, vehicle registration files, visitor control log, inspection reports, key accountability records, investigation reports, all with associated correspondence and supportive documentation.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004207 Sentinel Event Log

Reviewed: 01/12/2005

Description: This record series is used to document the recording and reporting of "sentinel events" of patients in accordance with 38 CFR 51.120, 38 CFR 52.120 and NRS Chapter 439. The files may contain: accident and injury reports, investigation reports, Log (or report) of Sentinel Events (listing date of incident, names of patients & other identification information, summary of incident and other data), copies of U.S. Department of Veterans Affairs and NV Department of Human Resources reports, supportive documentation and related correspondence.

Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2004204 Sharps Injury Log Files

Reviewed: 11/10/2004

Description: This record series is used to document the injuries from contaminated "sharps" as detailed in 29 CFR 1910.1030 "Bloodborne Pathogens." The log may contain: the type and brand of device involved in the incident, the department or work area where the exposure occurred, an explanation of how the incident occurred, the name and identifying details of employees involved and related information.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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2006168 Social Services Files

Reviewed: 11/08/2006

Description: This record series is used to document the services and activities of the Social Services program. The files may contain: Complement / Concern Forms, Master Schedule of Social Workers, Complaint Resolution Log, Report of Discharges and Dispositions and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004180 Survey Report / Plan of Correction Files

Reviewed: 11/10/2004

Description: This record series is used to document the federal surveys and investigations required by 38 CFR Parts 17, 51 and 52. The files may contain: federal survey reports, Statement of Deficiencies, Plan of Correction, staff reports, investigation reports, compliance monitoring reports, Quality Assurance reports, with associated correspondence and supportive documentation.

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

Disposition: Destroy Securely

2005026 Therapy Billing Log

Reviewed: 04/13/2005

Description: This record series is used in the administration of the rehabilitation program. The record consists of a log of therapy billings with supportive documentation.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2013015 Vendor Employee Work Requirement Records

Reviewed: 06/12/2013

Description: These records document the eligibility to work within the grounds of the Nursing Home for employees of private vendors who are under contract to provide services. The records may include, but are not limited to: Copies of medical tests; Acknowledgement forms including sexual harassment, alcohol & drug testing, etc., and; related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the employee no longer works with the agency.

Disposition: Destroy Securely

2004276 Veterans Trust Fund Files

Reviewed: 10/07/2009

Description: This record series is used to document patient funds administered by the Nursing Home for and in behalf of the patient in accordance with NRS Chapter 417. The files may include but are not limited to: Individual Trust records and associated documentation; Deposit receipts, bank statements, etc.; Bank records (reports and other records from the Bank concerning the administration of Trust Accounts); Related correspondence.

Retention: Retain these records for a period of five (5) fiscal years from the end of the withdrawal or appropriate disposition of all monies.

Disposition: Destroy Securely

2006169 Veterans' Claims Files

Reviewed: 11/18/2009

Description: These records document claims for benefits by veterans and/or qualified dependents (See NRS 417.090). The files may contain but are not limited to: Copy of DD-214; Claim forms with associated documentation; Related

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correspondence; Similar information.

Retention: Retain these records for the same period as RDA 1993-178 "Veterans Claims Files" listed under the schedule for the Office of Veterans Services (Schedule # 1250500).

Disposition: Destroy Securely

2004279 Visiting Pet Records

Reviewed: 01/12/2005

Description: This record series is used to document information on pets that are visiting on the premise of the Nursing Home. The files may contain: ownership information, pet information (which may include veterinarian records and history of vaccinations), associated correspondence and supportive documentation.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year in which the pets are removed from the Home.

Disposition: Destroy

2004177 Volunteer Files

Reviewed: 11/10/2004

Description: This record series is used to administer the work of volunteers. The files contain various documents containing personal information about volunteer applicants. The documents may contain confidential and sensitive information such as: Social Security Number (confidential by 42 U.S.C. § 405 (c)(2)(C)(viii)), birth date, marital status, ethnic origin, etc. See also NRS 205.4617 (Identity Theft).

Retention: Retain for a period of five (5) calendar years from the end of the date of separation from service of the volunteer.

Disposition: Destroy Securely

2004182 Volunteer Health Records (Occupational Illnesses)

Reviewed: 11/10/2004

Description: This record series administers and documents the routine medical examinations and tests required of volunteer employees by the provisions found in 29 CFR 1904.37 and NRS Chapters 616A through 618. The files may contain: results of the required medical history and physical examinations including any of the documents described in NRS 629.021 "Health Care Records" and all related correspondence.

Retention: Retain these records for a period of five (5) calendar years after their receipt or production.

Disposition: Destroy Securely

2004183 Volunteer Health Records (Toxic and Hazardous Exposure)

Reviewed: 11/10/2004

Description: This record series administers and documents the medical examinations and tests required of volunteer employees that indicate a positive result of exposure to toxic or hazardous substance by the provisions found in 29 CFR 1910.1020, 29 CFR 1910.1030 and NRS Chapters 616A through 618. Exposure records include any document that directly assesses the absorption of a substance or agent by body systems and/or reveals the identity of a toxic substance or harmful physical agent. The files may contain: results of the required medical history and physical examinations including any of the documents described in NRS 629.021 "Health Care Records" and all related correspondence.

Retention: Retain these records for a period of thirty (30) calendar years after their receipt or production.

Disposition: Destroy Securely