

State of Nevada ADSD: Disability Programs

Version Date: 1/14/2015

2006210 Admissions and Discharge Log

Reviewed: 10/03/2014

Description: This record series is used to document the arrival and release of patients of the facility. The records may include, but are not limited to: 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: Destroy Securely

2006266 AWOL Reports

Reviewed: 10/03/2014

Description: This record series documents the reports of unauthorized leave, escape or failure to return and is used to assess and improve the performance of services to individuals (See NRS 433A.370). The records may include, but are not limited to: AWOL Report, Incident Reports, investigation documentation, staff debriefings, Denial of Rights reports & supportive documentation, related documents.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2006211 Census Sheets

Reviewed: 10/03/2014

Description: This record series is used to keep track of all individuals within the facility. The records may include, but are not limited to: unit/facility identification, names of clients, present or absent, if absent the reason and where they are, and a weekly summary showing all activity.

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

Disposition: Destroy Securely

2007003 Civil Rights Appeal Files

Reviewed: 10/03/2014

Description: This record series is used to document the appeals to grievances received from individuals, employees and or the public concerning the denial of civil rights. The records may include, but are not limited to: copies of grievances & Civil Rights Officer's decision, investigative documentation, ADSD decision letter, related 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

2007002 Civil Rights Grievance File

Reviewed: 10/03/2014

Description: This record series is used to document grievances received from individuals, employees and/or the public concerning the denial of civil rights. The records may include, but are not limited to: written grievances, investigative documentation, decision letter, related documentation.

Retention: Retain these records 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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2006240 Data Quality Files

Reviewed: 10/03/2014

Description: This record series consists of the written standards and specific definitions for the data fields used in the various electronic information systems within the Division . The records may include, but are not limited to: Data Definition Dictionary, Data Quality Committee notes & meeting minutes, Statewide Program Evaluation Manager's review reports, Division Reporting Schedule, agency program compliance & performance reports, agency Data Quality Manuals, related documentation.

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

Disposition: Destroy

2006267 Death Reviews

Reviewed: 10/03/2014

Description: This record series documents the reviews made when clients die within any Division facility or Program, and is used to assess and improve the performance of services to patients (See 42 CFR 483.374 (c), NRS 433.544). The records may include, but are not limited to: Serious Occurrence Reports (SOR), copies of death records (Coroner's Report, Death Certificate, toxicology reports, etc.), law enforcement reports, staff debriefing report, summary of primary clinician with recommendations, clinical record audit (Medical Chart Audit), corrective action plan and follow-up reports (including SOR's), death reports (Division Administration, Medical Director, Statewide Performance Improvement Officer, etc.), Performance Improvement Serious Occurrence/ Death Review Committee reports (including investigation, Death Review Report, Medical Director review and report, Agency Director review and report, etc.), Quality Assurance Biennial Report, related correspondence and similar documentation. The records also include committee reports and records: Agency and Statewide Death Assessment Committees (DAC'S).

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year in which the review was closed.

Disposition: Permanent: Transfer to State Archives

2006215 Denial of Rights - Program Copy

Reviewed: 10/03/2014

Description: This record series is used to document the denial of rights to clients in accordance with NRS 433.534 and federal regulations (See 42 CFR Parts 482, 483 and 491), and is used by program staff and administrators for administrative purposes (the official record resides within the Patient Case file and with the Commission on Behavioral Health and Quality Assurance Units). The records may include, but are not limited to: information about the client, the rights of the client involved, dates and place of incident, clinical information with the reason for the denial of rights, names of staff and health care professionals involved and names & dates of review by the facility administration and Commission on Behavioral Health.

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

Disposition: Destroy Securely

2006216 Dietary Services Files

Reviewed: 10/03/2014

Description: This record series is used to administer the Dietary Services Programs (food services). The records may include, but are not limited to: copies of contracts & agreements, copies of menus, copy of doctor's meal prescriptions, internal reports, incident reports, cost accounting and related 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 Securely

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2006204 Disclosure Accounting Files (Protected Health Information)

Reviewed: 10/03/2014

Description: This record series is used to document the disclosure and/or denial of access to individual medical records and other confidential records in the custody of the Division Aging and Disability Services in accordance with HIPAA (Health Insurance Portability and Accountability Act) (See 45 CFR 164.528). The records may include, but are not limited to: various federal and state forms, release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, staff (and Administration) determinations 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

2006236 Disease Index

Reviewed: 10/03/2014

Description: This record series is used as document the diseases identified in patients of the Division facilities. The records may include, but are not limited to: name, treatment summary, disease identification records, blood test & other lab result data 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: Destroy Securely

2006205 Facility Certification Files

Reviewed: 10/03/2014

Description: This record series is used to document the facility certification process in accordance with federal regulations (See 42 CFR Parts 482, 483 and 491) and the standards of accreditation organizations. The records may include, but are not limited to: applications, copies of state licensing records, facility ownership & management information, facility information (location, size, physical plant, number of beds, etc.), review/inspection documentation, performance measurement data, appeals of determinations (in accordance with 42 CFR Part 498), documentation of complaints of staff and/or clients with supportive documentation.

Retention: Retain the original certification documentation and the most current six (6) calendar years of records.

Disposition: Destroy Securely

2006206 Facility Certification Files: Appeals of Discharge or Transfer

Reviewed: 10/03/2014

Description: This record series is used to document the appeals of discharge or transfer in accordance with 42 CFR 483 Subpart E (483.200 to 483.206). The records may include, but are not limited to: formal appeals, letters of complaint, investigative documentation, agency determinations with supportive documents.

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

Disposition: Destroy Securely

2006207 Facility Certification Files: License/Certification of Personnel

Reviewed: 10/03/2014

Description: This record series is used to document the licenses and certifications of staff in accordance to 42 CFR 482.62, 42 CFR Part 491 and elsewhere, and the standards of accreditation organizations. The records may include, but are not limited to: copies of professional licenses, certifications and training documentation with supportive documents.

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

Disposition: Destroy Securely

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2006208 Facility Certification Files: Reviews/Surveys/Investigations

Reviewed: 10/03/2014

Description: This record series is used to document the surveys, reviews and investigations as required by 42 CFR Part 488 and the standards of accreditation organizations. The records may include, but are not limited to: survey/review reports & forms (including accreditation validation surveys and periodic surveys), Statement of Deficiencies, Plan of Corrective Action, staff reports, investigation reports, compliance monitoring reports, Quality Assurance reports, with supportive documentation.

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

Disposition: Destroy Securely

2006209 Facility License Files

Reviewed: 10/03/2014

Description: This record series documents the licensing of facilities in accordance with state law and regulations (See NRS 449 and NAC 449). The records may include, but are not limited to: applications, initial and periodic surveys and inspections, compliance monitoring documentation, state survey agency reports, Plan of Corrective Action, appeals and hearing documentation, complaints and investigation documentation, and supportive documentation.

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

Disposition: Destroy Securely

2006217 Fire Drill and Safety Files

Reviewed: 10/03/2014

Description: This record series consists of reports of fire drills held for work and living areas (staff and clients), safety inspections and similar functions in order to meet the federal and state requirements. The records may include, but are not limited to: fire drill reports, safety inspections, inventory of safety equipment, inventory of fire suppression equipment, fire equipment inspections & certifications, and similar documents.

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

Disposition: Destroy

2006219 Housekeeping Services Files

Reviewed: 10/03/2014

Description: This record series is used to monitor the Housekeeping Services Program (janitorial / sanitation, bed and laundry services). The records may include, but are not limited to: 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, 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

2006218 Housing (Outpatient) Files

Reviewed: 10/03/2014

Description: This record series documents the arrangements made for housing facilities where Division clients are located. This record series may include, but are not limited to: copies of rental and lease agreements, copies of contracts with skilled nursing & long-term care facilities, client housing agreements, billing statements and other financial documentation, and similar documents.

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

Disposition: Destroy Securely

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2006235 In-House Training Files

Reviewed: 10/03/2014

Description: This record series is used to document the in-house training given to staff as required by 42 CFR Parts 482, 483 and 491; NAC chapter 449. The records may include, but are not limited to: 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), and similar documentation.

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

Disposition: Destroy Securely

2006268 Incident Reports (IR), Serious Occurrences Reports (SOR), Restraint and Denial Records

Reviewed: 10/03/2014

Description: This record series documents reports of accidents, willful violations of patients' rights, reports of abuse, improper actions (from staff and clients), AWOL's, client rule violations, the use of restraints or seclusion, and similar events (See NRS 449.778-780, 42 CFR 483.354-376 and NRS Chapters 433 and 433A). The records may include, but are not limited to: Incident Reports (IR, also known as Incident - Accident Reports), Serious Occurrence Reports (SOR), investigation documentation (reports), Monthly Report of Seclusion and Restraint, Restraint and Denial Form (RAD), Denial of Rights for Persons with Developmental Disabilities, Commission on Behavioral Health Report Form for Seclusion and Restraint Orders, Statement of the Denial of Rights Review, Seclusion - Restraint Review reports, staff debriefing reports, plan of corrective action, follow-up review/report, report of incident closure (from Division), reports to law enforcement agencies, reports to CMS (Centers for Medicare and Medicaid Services), reports to the Division of Public and Behavioral Health and ADSD, and similar documentation.

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

Disposition: Destroy Securely

2006237 Infection Control Files

Reviewed: 10/03/2014

Description: This record series is used to document the infection control program as required by 42 CFR 483.104.65. The records may include, but are not limited to: 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, similar documentation.

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

Disposition: Destroy Securely

2006242 Laboratory Services: Accessions of Specimens Records

Reviewed: 10/03/2014

Description: This record series documents the daily receipt of specimens for testing in the laboratory. The record may include, but is not limited to: specimen identification number, date and time of receipt, condition at time of receipt, disposition of specimen, date of testing, identity of person who performed the test.

Retention: Retain these records for a period of two (2) calendar years from the date of receipt.

Disposition: Destroy Securely

2006243 Laboratory Services: Analytic Systems Records

Reviewed: 10/03/2014

Description: This record series documents the ongoing mechanism to monitor, assess and correct problems indicated through analytic systems quality testing (See 42 CFR 493.1251 through 493.1283; NRS 652.140 and NAC 652.320). The records may include, but are not limited to: testing documentation (including performance specifications, see 42 CFR 493.1253), inspection reports (internal and State Health Division), policies & procedures for testing, plan of corrective action, copies of accident and incident reports, assessment reports, and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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2006244 Laboratory Services: Analytic Systems Records: Immunochemistry

Reviewed: 10/03/2014

Description: This record series documents the ongoing mechanism to monitor, assess and correct problems indicated through analytic systems quality testing for Immunochemistry laboratory testing methods (See 42 CFR 493.1251 through 493.1283; NRS 652.140 and NAC 652.320). The records may include, but are not limited to: testing documentation (including performance specifications), inspection reports (internal and from the Division of Public and Behavioral Health), policies & procedures for testing, plan of corrective action, copies of accident and incident reports, assessment reports, and similar documentation.

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

Disposition: Destroy Securely

2006245 Laboratory Services: Authorization or Request for Test Records

Reviewed: 10/03/2014

Description: This record series documents the request or authorization for testing specimens. The records may include, but are not limited to: name and identification number of the person from whom the specimen was taken, name of authorized person or laboratory that submitted the specimen, the date and time the specimen was taken and the type of test (or tests) required.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006246 Laboratory Services: Laboratory Test Reports

Reviewed: 10/03/2014

Description: This record series documents the results of tests performed on specimens received by the laboratory. The records may include, but are not limited to: identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data. Note: the official record is contained within the client case files.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006247 Laboratory Services: Laboratory Test Reports, Immunochemistry

Reviewed: 10/03/2014

Description: This record series documents the results of tests performed on specimens received by the laboratory for immunochemistry testing. The records may include, but are not limited to: identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data. Note: the official record is contained within the client case files.

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

Disposition: Destroy Securely

2006248 Laboratory Services: Laboratory Test Reports, Pathology

Reviewed: 10/03/2014

Description: This record series documents the results of tests performed on specimens received by the laboratory for pathology testing. The records may include, but are not limited to: identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data. Note: the official record is contained within the client case files.

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

Disposition: Destroy Securely

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2006249 Laboratory Services: Proficiency Testing Records

Reviewed: 10/03/2014

Description: This record series documents the files used to monitor, assess and correct any problems indicated in the proficiency testing of equipment, instruments, reagents, materials and supplies in accordance with 42 CFR 493.1252 and NAC 652.320. The records may include, but are not limited to: testing documentation (including performance specifications, see 42 CFR 493.1252), inspection reports, policies & procedures for testing, plan of corrective action, assessment reports, documentation related to the protection of equipment & instruments, documentation related to the storage conditions of reagents (including solutions, cultures, calibration materials and other supplies), and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2006250 Laboratory Services: Quality Assessment Records

Reviewed: 10/03/2014

Description: This record series documents the files used to monitor quality assessment functions in accordance with 42 CFR 493.1289 and other regulations. The records may include, but are not limited to: reviews of corrective action plans, reviews of policies & procedures, staff reports, recommendations, related correspondence and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006251 Laboratory Services: Slides, Cytology

Reviewed: 10/03/2014

Description: This record series consists of slides used in specific cytology tests.

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

Disposition: Destroy Securely

2006252 Laboratory Services: Slides, Histopathology

Reviewed: 10/03/2014

Description: This record series consists of slides used in specific histopathology tests.

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

Disposition: Destroy Securely

2006253 Laboratory Services: Slides, Pathology Blocks

Reviewed: 10/03/2014

Description: This record series consists of blocks used in specific pathology tests.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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2006220 Nursing Files

Reviewed: 10/03/2014

Description: This record series is used to document the Nursing services of division facilities in accordance with federal (See 42 CFR Parts 482, 483 and 491) and state (See NAC 449.361) requirements. The records may include, but are not limited to: staffing reports, 24 Hour Report and Shift Count Record, and copies of: doctors orders, medication reports, client incident reports, client complaints, security 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 Securely

2006228 Patient Financial Files

Reviewed: 10/03/2014

Description: This record series documents the financial accounting of each individual including revenue collected. The records may include, but are not limited to: financial information forms, copies of billings, payment history, insurance records, related documents.

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

Disposition: Destroy Securely

2006229 Patient Insurance Claims

Reviewed: 10/03/2014

Description: This record series consists of insurance claims. The records may include, but are not limited to: insurance claim form, an explanation of benefits, billing statements, overpayments, related documentation.

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

Disposition: Destroy Securely

2006239 Patient Master Files

Reviewed: 10/03/2014

Description: This record series documents the identity and services of individuals and is used for information retrieval, administrative and financial functions. The records may include, but are not limited to: identification information (name, SSN, birth date, address, etc.), medical information (evaluations, conditions, orders, observations, medications, etc.), services rendered, billing, physician information, etc.

Retention: Review on a continuous basis, updating data as required. Delete data from the system six (6) calendar years from the termination of services.

Disposition: Destroy Securely

2006212 Patient Medical Records (Adult)

Reviewed: 01/14/2015

Description: These records document treatment provided to adults served in all division facilities (see NRS 629.051). These records may include but are not limited to: Evaluations; Legal records, including court orders, copies of arrest records and other legal documents, sanity commission evaluations, body receipts, etc.; Medical records; Treatment records, including plans and reviews, etc.; Progress notes, including forensic intake and interdisciplinary notes; Individual's rights, including consents notices, authorizations, etc.; Historical records, including health care records from other facilities and legal history; General information, including assets and income assessment, all correspondence not relating to legal status, social security and insurance documents, etc.

Retention: Retain for 6 years from the date of last service.

Disposition: Destroy Securely

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2015001 Patient Medical Records (Youth)

Reviewed: 01/14/2015

Description: These records document treatment provided to youth served in all division facilities (see NRS 629.051). These records may include but are not limited to: Evaluations: Legal records, including court orders, copies of arrest records and other legal documents, sanity commission evaluations, body receipts, etc.; Medical records; Treatment records, including plans and reviews, etc.; Progress notes, including consents, notices, authorizations etc.; Historical records, including health care records from other facilities and legal history; General information, including assets and income assessment, all correspondence not relating to legal status, social security and insurance documents, etc.

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

Disposition: Destroy Securely

2006230 Patient Medicare and Medicaid Insurance Claims

Reviewed: 10/03/2014

Description: This record series is used to document Medicaid and Medicare financial accounting. The records may include, but are not limited to: Medicaid and Medicare billing statements, Medicaid and Medicare Cost Reports, Medicaid and Medicare Remits, copies of invoices, accounting spreadsheets, supportive documents.

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

Disposition: Destroy Securely

2006213 Patient Movement/Transportation Log

Reviewed: 10/03/2014

Description: This is a log used to keep track of clients who leave and re-enter the facility for outside visits, such as a doctors appointment or court appearance. The records may include, but are not limited to: data on the client, including his/her name, time of leaving and return, destination of trip and staff or other person responsible for transportation.

Retention: Retain this record series for a period of one (1) calendar year from the date of the log.

Disposition: Destroy Securely

2007005 Patient Personal Property Tracking File

Reviewed: 10/03/2014

Description: This record series documents the efforts to track and account for the personnel property of patients. The records may include, but are not limited to: inventory sheets, property lists, property check-in & check-out forms, periodic property review documentation, related 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

2006269 Patient Safety Records

Reviewed: 10/03/2014

Description: This record series documents the patient safety duties as required by NRS 439.800 to 890. The records may include, but are not limited to: reports from the Patient Safety Committee, records relating to the development of the Patient Safety Plan, reports from the Patient Safety Officer, and similar documentation. Note: original Incident Reports are found in RDA 2006268.

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

Disposition: Permanent: Transfer to State Archives

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2006214 Patient Screenings

Reviewed: 10/03/2014

Description: This record series is used to determine the patient's needs, whether the facility can provide the services or if a referral elsewhere should be given. The records may include, but are not limited to: the person's name, SSN, date of birth, gender, marital status, address & phone number, insurance information, interview assessment to determine placement of the individual, and administrative data (time of screening, type of screening, contact dates, completion information, clinician and director review) and supportive documentation.

Retention: If the Screening leads to the individual becoming a patient, place the form into the Patient's File. If the individual does not become a patient, retain the record for three (3) Calendar years from the end of the calendar year to which it pertain.

Disposition: Destroy Securely

2006231 Patient Trust Fund Files

Reviewed: 10/03/2014

Description: This record series is used to document client funds administered by the facility for and in behalf of the patient. The records may include, but are not limited to: 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 supportive documents.

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

Disposition: Destroy Securely

2006221 Peer Review (Utilization) Files -- Program Copy

Reviewed: 10/03/2014

Description: This record series consists of a worksheet completed by a peer review group giving comment on justification and appropriateness of placement for each patient served, and also includes a worksheet summary which is a copy of what is sent to Medicaid. These files are used by program administrators and staff for administrative purposes, the official records resides with the Client Case File and Quality Assurance Units.

Retention: Retain this record series for a period of three (3) calendar years from the year in which the review was accomplished.

Disposition: Destroy Securely

2006270 Performance Improvement, Utilization & Quality Assurance Records

Reviewed: 10/03/2014

Description: This record series documents the continuous reviews done to improve performance (PI), provide maximum use of services (Utilization) and assure quality of services (QA) in accordance with NRS chapters 433, 433A and 449 and 42 CFR 483.21. The records may include, but are not limited to: Individual Support Plan Reviews, Service Contract Reviews, Monthly Provider Billings Review, Targeted Case Management Reviews, Monthly Report of Personal Services (hourly report), Annual Medicaid Waiver Review and Peer Reviews with associated Supervisory Review. The files will contain various assessment, review and reporting forms, and supportive documentation.

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

Disposition: Destroy Securely

2006265 Pharmacy Licensing and Registration Files

Reviewed: 10/03/2014

Description: This record series is used to document the licensing of pharmacies, and the registration for dispensing controlled substances and dangerous drugs as found in NRS and NAC chapters 453, 454 and 639. The records may include, but are not limited to: applications & renewals with supportive documentation, ownership information, registration modifications, inspection reports, notices of deficiency, plans of corrective action, staff reports, disciplinary actions (hearing documentation, etc.), and supportive documents.

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

Disposition: Destroy Securely

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2006254 Pharmacy: Chart Orders, Prescriptions and Refills

Reviewed: 10/03/2014

Description: This record series documents the orders and authorizations for dispensing drugs (See NRS 639.2353 & NAC 639.484 and for refills see NAC 639.918) including controlled substances and dangerous drugs which require written signed authorizations (See NRS 453.256 & 453.377, 454.223 and 639.2353 & 639.23505). The records may include, but are not limited to: patient's name and identification number, name of drug with its strength & dosage & directions on use, date of authorization, practitioner's identification number (including Drug Enforcement Agency [DEA] number) and signature.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006258 Pharmacy: Computerized System Records

Reviewed: 10/03/2014

Description: This record series documents the dispensing of drugs, controlled substances and dangerous drugs in accordance with NRS and NAC chapters 453, 454 and 639 (See NAC 639.910 to 9405). The records may include, but are not limited to: original & refill prescription/chart order numbers, name & DEA number of practitioners, name & identification number of patients, drug information (name, strength, dosage, quantity, name of manufacturer/distributor, etc.), drug code number, authorized refills, and similar data (See NAC 639.910 (1)).

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006259 Pharmacy: Computerized System Records: Breach of Security Report

Reviewed: 10/03/2014

Description: This record series documents the reports of suspected or actual breaches of security of the computerized - automated dispensing systems of the pharmacy in accordance with NAC chapter 639 (See NAC 639.943 (2)).

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006260 Pharmacy: Computerized System Records: Written Records

Reviewed: 10/03/2014

Description: This record series documents the written records about the computerized system in accordance with NRS and NAC chapter 639 (See NAC 639.940 to 943). The records may include, but are not limited to: authorization to use a computerized system, written policies & procedures (operation, quality assurance, recovery, maintenance, access, etc.), inspection reports, and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain or for policies & procedures, two (2) calendar years from the date any changes were made.

Disposition: Destroy Securely

2006255 Pharmacy: Controlled Substance Records

Reviewed: 10/03/2014

Description: This record series documents controlled substances in accordance with NRS and NAC chapters 453 and 639. The records may include, but are not limited to: the purchase/receipt (including invoices, purchase orders, credit memos, copy 1 of DEA [Drug Enforcement Agency] form 222c, etc.); inventory/storage (including perpetual inventory, biennial DEA inventory, floor stock inventory, etc.); sales/distribution (including billing statements, invoices, sales receipts, distribution reports, copy 3 of DEA form 222c, etc.) and loss/destruction reports (including loss-theft reports, surrender reports, destruction reports and forms); and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006256 Pharmacy: Controlled Substance Records: Accountability Record

Reviewed: 10/03/2014

Description: This record series consists of an Accountability Record of dispensing controlled substances in accordance with NAC 639.494 to 639.496. The records may include, but are not limited to: patient's name & identification number, name of controlled substance (CS), date of receipt of CS, signature/initials of employee receiving the CS, prescription/order number, dosage strength, etc. (See NAC 639.494 (1)).

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006257 Pharmacy: Controlled Substance Records: Non-prescription Dispensing

Reviewed: 10/03/2014

Description: This record series documents the dispensing of non-prescription controlled substances in accordance with NRS and NAC chapters 453 and 639 (See NAC 639.490(1)(e) and 639.487 (7)). The records may include, but are not limited to: name and address of purchaser, name & quantity of drug, date of purchase, identification of dispensing pharmacists, and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006261 Pharmacy: Dangerous Drug Records

Reviewed: 10/03/2014

Description: This record series documents the purchase, sales/dispensing and disposition of dangerous drugs in accordance with NRS and NAC chapters 454 and 639. The records may include, but are not limited to: purchase orders, invoices, suppliers/manufacturers sales documentation, practitioner's name and DEA number, drug identification (name, code number, strength, etc.), patient information, certification (See NAC 454.040 (2)(b)) and similar documents.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006263 Pharmacy: Inspection and Warning Reports

Reviewed: 10/03/2014

Description: This record series consists of Inspection Reports, Warning Notices and Special Bulletins from the State Board of Pharmacy as required by NAC 639.505.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2006262 Pharmacy: Inspection Records

Reviewed: 10/03/2014

Description: This record series documents the inspections of the pharmacy in accordance with NRS chapter 639 and NAC 639.501 to 639.5018. The records may include, but are not limited to: annual inspections, self-assessment documentation, reports of discrepancies or deficiencies, corrective action documentation, compliance reports, employee reports, State Board of Pharmacy reviews, and similar documentation.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

State of Nevada ADSD: Disability Programs

Version Date: 1/14/2015

2006264 Pharmacy: Prepackaging of Drugs Records

Reviewed: 10/03/2014

Description: This record series documents the prepackaging of drugs by pharmacists in accordance with NRS and NAC chapter 639 (See NAC 639.476 (1)). The records may include, but are not limited to: drug documentation (name, code number, strength, etc.), pharmacy lot number, manufacturer's name, manufacturer's lot number, expiration date, quantity and similar information (See NAC 639.476). The files may also contain inspection reports made by pharmacists.

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2006222 Psychological & Psychiatric Notes

Reviewed: 10/03/2014

Description: This record series is used by professional psychological and psychiatric staff to aid in the evaluation or analysis of clients. The records may include, but are not limited to: audio/video tapes, test booklets, notes and related documents.

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

Disposition: Destroy Securely

2006223 Rehabilitation Files

Reviewed: 10/03/2014

Description: This record series is used in the administration of the rehabilitation program. The records may include, but are not limited to: 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 three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2006232 Residential Placement Fund Billing Files

Reviewed: 10/03/2014

Description: This record series documents the billings from operators of group homes, supported living arrangement (SLA) and intensive supported living arrangement (ISLA) for reimbursements of operating costs from the Residential Placement Fund. The records may include, but are not limited to: billing statements (invoices), payment documentation, accounting spreadsheets, copies of agreements, and similar documentation.

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

Disposition: Destroy Securely

2006271 Sentinel Events (SE)

Reviewed: 10/03/2014

Description: This record series documents the reporting of sentinel events (SE's as defined by NRS 439.830) as required by NRS 439.855, NRS 433.544, NAC 439.900 to 920 and 42 CFR Parts 482, 483 and 491. The records may include, but are not limited to: copies of SOR's (Serious Occurrence Reports) with supportive documentation, SE Reports from agency SE Team, OSHA reports, Performance Improvement (PI) Action Plans, monitoring documentation, Patient Safety Officer reports & correspondence, various agency reports (to Division administration, Statewide Medical Director, Statewide PI Officer, agency Patient Safety Officer, etc.), reports to the Division of Public and Behavioral Health (SE Report, SE Report Amendments, SE Report: Retroactive Report), and similar documentation.

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

Disposition: Destroy Securely

State of Nevada ADSD: Disability Programs

Version Date: 1/14/2015

2006238 Sharps Injury Log Files

Reviewed: 10/03/2014

Description: This record series is used to document the injuries from contaminated "sharps" as detailed in 29 CFR 1910.1030 (h)(5) "Bloodborne Pathogens" and required by 29 CFR 1904.8. The records may include, but are not limited to: 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 these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2007039 Special Education Program Files

Reviewed: 10/03/2014

Description: These records document the administration of federal special education programs provided by the Division (See 20 U.S.C. §§ 1411 et seq. and 34 CFR Part 300). The records may include, but are not limited to: Attendance counts; Client documentation; Evaluations and assessments; Reports (See 34 CFR 300.700 to 300.756); Monitoring and compliance documentation; supportive documentation.

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

Disposition: Destroy Securely

2007004 Special Watch Monitoring Files

Reviewed: 10/03/2014

Description: This record series documents staff assignments for special watches of clients who may pose risk to themselves or others. The records may include, but are not limited to: client under special watch orders, special watch instructions, monitoring sheet & notes, staff assigned 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

2006225 Staff Security Assignment File

Reviewed: 10/03/2014

Description: This record series documents and administrates staff security assignments, including who had duties monitoring doors and visual cameras, checking locks and other security devices, and similar security functions. The records may include, but are not limited to: staff names, room movements, time, date, specific security assignments and may contain the names of clients and/or visitors and where they were at any particular time of the day.

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

2006241 Supplier/Vendor Files

Reviewed: 10/03/2014

Description: These records keep track of the activity of vendors and suppliers providing services to patients. The records may include, but are not limited to: the identity and address, services - supplies - equipment provided, client information, invoices/payment record, and similar information.

Retention: Review on a continuous basis, deleting data which are no longer administratively useful or are duplicates of records maintained elsewhere.

Disposition: Destroy Securely

State of Nevada ADSD: Disability Programs

Version Date: 1/14/2015

2006226 Supported Living Arrangement Files

Reviewed: 10/03/2014

Description: This record series is used to document arrangements, provider certification and financial support for assisted living services to clients. The records may include, but are not limited to: provider certification documentation, provider monitoring records, complaint-investigation documentation, copies of law enforcement and/or mental health care records, copies of the Supported Living Arrangement (including conditions of agreement), and related documentation.

Retention: Retain this record series for a period of six (6) fiscal years from the termination date of services.

Disposition: Destroy Securely

2007038 Supportive Living Arrangement Enrollee File

Reviewed: 10/03/2014

Description: These records document the assistance given to individuals who receive care within the home (See NRS 435.365-370 and NAC 435.395-430). The records may include, but are not limited to: Applications for financial assistance; Interview documentation; Financial statements and reports; Decision documentation (including appeals and associated documents); Annual reviews; Reports of changes; and related documentation.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year in which services were discontinued.

Disposition: Destroy Securely

2006272 Utilization Review Records

Reviewed: 10/03/2014

Description: This record series documents the continuous reviews done to provide appropriate and best use of services (Utilization) in accordance with NRS chapters 433, 433A and 449 and 42 CFR 482, 483 and 491. The records may include, but are not limited to: copies of minutes of the Utilization Review Committee, recommendations, agency utilization reports (to Division administration, Statewide Performance Improvement Officer, etc.) client chart reviews, Pre-Admission Reviews, Admission Reviews, Concurrent Continued Stay and Discharge Appropriateness Reviews, Focused Review, Retrospective Review and reports on the impact of corrective actions, and supportive documentation.

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

Disposition: Destroy Securely

2006227 Visitation Log

Reviewed: 10/03/2014

Description: This is a log used to keep track of non-staff visitors to clients, including relatives, authorized legal and medical professionals and others. The logs contain information on the client, including his/her name, name of visitor, time of arrival and departure of visitor, reason for visit and associated notes.

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

Disposition: Destroy Securely

2006234 Volunteer and Regular Employee Health Records for Toxic and Hazardous Exposure

Reviewed: 10/03/2014

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 records may include, but are not limited to: results of the required medical history and physical examinations including any of the documents described in NRS 629.021 "Health Care Records" and supportive documentation.

Retention: Retain these records for a period of thirty (30) calendar years after separation from service.

Disposition: Destroy Securely

State of Nevada ADSD: Disability Programs

Version Date: 1/14/2015

2006233 Volunteer Health Records for Occupational Illnesses and Injuries

Reviewed: 10/03/2014

Description: This record series administers and documents the routine medical examinations and tests required of volunteers by the provisions found in 29 CFR 1904.37 and NRS Chapters 616A through 618. The records may include, but are not limited to: results of the required medical history and physical examinations including any of the documents described in NRS 629.021 "Health Care Records" and supportive documentation.

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

Disposition: Destroy Securely

2007001 Waiting List File

Reviewed: 10/03/2014

Description: This record series is used to document the individuals who temporarily cannot be accepted as new clients by MHDS programs, in accordance with MHDS Policy 4.044 "Waiting Lists." The records may include, but are not limited to: prioritized waiting lists, monthly CLEO Caseload Report (MH agencies), monthly contact documentation (MH agencies), quarterly report "Performance Indicators" (MH agencies), DS monthly report ("unserved count"), DS report to Commission on MHDS, 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 it pertains.

Disposition: Destroy Securely