



DEPARTMENT OF EDUCATION  
 Division of Libraries, Archives & Museums  
 Archives and Records Management Services  
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Schedule Number: 062402

Agency Id: 210

STATE OF ALASKA

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# RECORDS RETENTION SCHEDULE

**DEPARTMENT OF HEALTH & SOCIAL SERVICES**

**DIVISION OF PUBLIC HEALTH  
 MEDICAID SERVICES SECTION**

**EARLY & PERIODIC SCREENING,  
 DIAGNOSIS & TREATMENT (EPSDT)**

*DIU. HEALTH CARE SERVICES*

**KEY**

- A** - After Audit
- CFY** - Current Fiscal Year
- CY** - Current Year
- P** - Permanent
- Numerals** - Years in Addition to Current Year
- TO** - Term of Office
- M** - After Microfilming
- C** - Current/or as defined

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on a **State Fiscal** year basis.

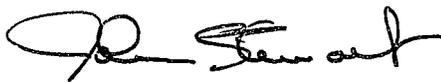
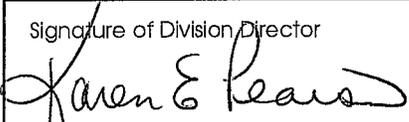
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the Alaska State Archives in accordance with AS 40.21.030.

Statutory Authority: AS 47.07.010; 7 AAC 43.450-480; 42 CFR 440-441; Title XIX of the Social Security Act. The purpose of this agency is to provide screening, diagnosis and treatment to Medicaid-eligible persons under age 21.

Unless otherwise noted, all client identifiable records are confidential per AS 09.25.120 and 45 CFR 205.50.

This records schedule supercedes *Records Retention Schedule #062401* (Nursing Section, EPSDT Unit).

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

|  |  |                                       |                        |   |                        |
|--|--|---------------------------------------|------------------------|---|------------------------|
| Typed Name Division Director<br><b>Peter Nakamura, MD, MPH</b>   | State Archivist<br> |                                       | Date<br><b>9/16/97</b> | Attorney General<br> | Date<br><b>8/27/97</b> |
| Signature of Division Director<br> | Date<br><b>8/20/97</b>   | Records Analyst<br><b>Dean Dawson</b> | Date<br><b>8/13/97</b> | Commissioner of Administration<br><b>Donald Wami for Mark Soyars</b>                                      | Date<br><b>9/15/97</b> |

|           |  | Retention |                | Disposition    |         |              | AgencyId <b>210</b>   |
|-----------|--|-----------|----------------|----------------|---------|--------------|---|
| Item No.  | Record Series Title & Description  | Office    | Records Center | State Archives | Destroy | Vital Record | Remarks   |
| <b>01</b> | <p><b>Child Health Assessment Record (06-1327):</b><br/>Copies submitted by public health nurses, Public Health Services hospitals and private medicaid providers. Provides the basis for referral and followup. Arranged alphabetically by month of entry.</p>  | 1         | -              | -              | 1       |              | Original Record is located in Public Health Nursing child's chart.  |
| <b>02</b> | <p><b>EPSDT Reports:</b><br/>This series includes the following reports: Referral Suspense Report and Summary (EP016-1/2); Completed Outreach Report; RH01 HHS1000 Eligibility Report (clients eligible for Medicaid for the following month); Screening Due List (EP014); Maintenance Log (ID &amp; Name) (EP010-1/2); Master File Update Audit Trail (EP010-3); Unmatched Referrals (EP015).</p>   | 1         | -              | -              | 1       |              | Report arrangement varies. The Division of Medical Assistance administers the Medicaid Management Information System (MMIS) from which some of these reports are generated. |
| <b>03</b> | <p><b>EPSDT Reports:</b><br/>This series includes the following reports: Screening List (EP011) and Monthly Nursing Report (EP017); Monthly Nursing Outreach Report (EP018-1/2/3); Quarterly YTD Referral/Treatment Follow-up Report (EP082); Private Provider Resource and Utilization Summary (EP083); PHN Utilization Quarterly (EP086-1/2/3); Periodic Screening Cost Analysis (EP090); Monthly Recipient Status Report, Medical (EP093); Monthly Recipient Status Report (EP094).</p> | 3         | -              | -              | 3       |              | Report arrangement varies.  |

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|           |  | Retention |                | Disposition    |         |              | AgencyId <b>210</b>                                  |
|-----------|--|-----------|----------------|----------------|---------|--------------|--|
| Item No.  | Record Series Title & Description  | Office    | Records Center | State Archives | Destroy | Vital Record | Remarks  |
| <b>04</b> | <p><b>EPSTD Reports:</b></p> <p>This series includes the following reports: Quarterly Eligibility Status Report; Year-to-Date Status Report (EP086-1/2/3); EPO95.</p>  | 1         | -              | -              | 1       |              | Report arrangement varies. Non-confidential.         |
| <b>05</b> | <p><b>Nursing Time Study:</b></p> <p>Individual timesheets submitted by public health nurses to document EPSDT activities as required by Federal government. Arranged by fiscal year.</p>  | C         | -              | -              | C       |              | C=Until administrative need is met. Nonconfidential. |
| <b>06</b> | <p><b>Medicaid Enrolled Provider List:</b></p> <p>This series consists of a list of medical doctors, hotels, dentists, optometrists, who are medical providers and have submitted a claim within the previous six months. Arranged alphabetically by name.</p> | C         | -              | -              | C       |              | Non-confidential.                                    |

|          |   | Retention |                | Disposition    |         |              | AgencyId <b>210</b>  |
|----------|---|-----------|----------------|----------------|---------|--------------|--|
| Item No. | Record Series Title & Description   | Office    | Records Center | State Archives | Destroy | Vital Record | Remarks  |
| 07       | <p><b>Client Travel Receipts for Medical Assistance:</b></p> <p>Per 7 AAC 43.030 providers shall retain all fiscal, patient care and related records for three years following the year in which services were provided. Arranged by alphabetically by client name and vendor.</p>  | 3         | -              | -              | 3       |              |  |
| 08       | <p><b>GENERAL ADMINISTRATIVE FILES</b></p> <p>These series include such topics as general administrative correspondence, regulation files, meeting and hearing files, contract files, budgets, fiscal records, travel, vendor files, employment applications, personnel files, etc.</p> <p>The Medicaid Services Section intends to follow retention periods as listed in the <b>General Administrative Records Retention Schedule</b>.</p> |           |                |                |         |              | <p><b>NOTE:</b> Documents and e-mail business messages maintained <b>only</b> in <b>electronic format must meet the same retention requirements as hardcopy or microfilmed documents.</b></p> <p>Duplicate copies of all records may be destroyed as soon as administrative need is met.</p> |