



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 67100

Agency ID #: 616

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF MEDICAL ASSISTANCE <i>Health Care Svcs.</i></p> <p>OFFICE OF HEARINGS & APPEALS</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore, those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

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

Unless otherwise noted all records series are confidential per AS 47.05.030.

Statutory Authority: AS 47.07.010-080 [Medicaid]; AS 47.25.120 [General Relief Medical]; AS 47.08 [Catastrophic Illness]; 7 AAC 43 [Medicaid]; 7 AAC 47 [General Relief Medical]; Title XVIII [Medicare]; Title XIX [Social Security Act]; 42 CFR Part 400 to End.

The goal of the Division of Medical Assistance is to enable needy Alaskans access to the same broad range of medical care through the same network of medical providers servicing the general populations, and to conduct medical surveillance which assures that medical services provided are appropriate and of proper amount, duration and scope for the illness involved. The Office of Hearings & Appeals is responsible for conducting impartial administrative hearings on appeals from actions by four agencies of the DH&SS: Division of Public Assistance, Division of Medical Assistance, and the Medicaid Rate Advisory Commission.

This is an entirely new records schedule.

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

Divison Director Bob Labbe	State Archivist 	Date 11/16/99	Attorney General 	Date 11/2/99	
Signature of Division Director 	Date 10/22/99	Records Analyst D. Dawson	Date 9/28/99	Commissioner of Administration 	Date 11/5/99

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Fair Hearings & Appeals Case Files:</p> <p>This series documents informal fair hearings on client public assistance and medical assistance appeals. Consists of hearing officer final decision, medical reports, transcripts, correspondence. Hearing Officer decisions may be appealed to the Division Director. The Director's decision is the final administrative action, and can be appealed to the Superior Court.</p> <p>Arranged alphabetically by last name.</p>	C+3	-	-	C+3		<p>C=Until the case is settled. Certain information is input into the Fairhear Database (Item 5) and #2 Hearing Database (Item 6). Fair hearings are informal proceedings adjudicated by a Hearing Officer for the following programs: Adult Public Assistance, Aid to Families with Dependent Children, Food Stamps, Medicaid, General Relief, Energy Assistance, Job Opportunities and Basic Skills Training Program and Employment and Training Program. Hearings comply with due process standards guaranteed by federal and State constitutions.</p>
2	<p>Appeals Case Files (Not Heard):</p> <p>Some cases do not go to hearing and are denied, conceded, withdrawn or abandoned. See Item 1.</p> <p>Arranged alphabetically by last name.</p>	C+2	-	-	C+2		<p>C=Until the case is denied, conceded, withdrawn or abandoned.</p> <p>Certain information is input into the Fairhear Database (Item 5).</p>
3	<p>Facilities Hearing Files:</p> <p>Medicaid payment rates and audit findings for operation of health facilities may be appealed per AS 47.07.075. This series consists of status and evidentiary hearing documentation including evidence, arguments, transcripts, final decision, correspondence. The Commissioner's decision is the final administrative action, and is subject to appeal to the Superior Court.</p> <p>Arranged alphabetically by facility.</p>	C+10	-	-	C+10		<p>C=Until the case is settled.</p> <p>Certain information is input into the #2 Hearing Database (Item 6) and Facilities Hearing Files (Item 3).</p> <p>Health care facility appeals are adjudicated in formal hearings governed by the Administrative Procedures Act. Hearings comply with due process standards guaranteed by the federal and State constitutions.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Provider Case Files:</p> <p>The hearing examiner hears cases brought by DMA involving allegations of improper behavior by medical personnel. The file consists of final decision, transcripts, correspondence, and miscellaneous documents.</p> <p>Cases are assigned a case number; arranged alphabetically by name of provider.</p>	C+10	-	-	C+10		C=Until the decision is rendered.
5	<p>Fairhear Database:</p> <p>This database is used for reporting purposes and includes the following types of data: client name; case number; type of program for which a client requests a fair hearing; EIS case number; date of request; date of fair hearing; date of decision mailed; hearing authority's decision; issues of the case, if the case was appealed to the Director; Director's decision, and mailed date.</p>	C	-	-	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>This information system is administered by the legal secretary and compiled from the Case Files, Items 1 - 4.</p> <p>EIS: Eligibility Information System</p>
6	<p>#2 Hearing Database:</p> <p>This database is used for reporting purposes and includes the following types of data: hospital names; attorneys involved; case numbers; descriptions (e.g. "Medicaid Rate Findings for Fiscal Year 1989"); specific fiscal year being appealed; counsel's addresses and phone numbers; facility's addresses and phone numbers; information on closure for aging; and cases that have been appealed to the Superior Court, and outcome.</p>	C	-	-	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>This information system is administered by the legal secretary and compiled from the Case Files, Items 1 - 4.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, reading files, policies and procedures, annual reports, legal opinions, agency history files, minutes and meeting files, budget, accounting/fiscal files, grant files, procurement files, personnel files, etc.</p> <p>The Office of Hearings and Appeals will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy records.</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>