



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 210 Schedule No: 06-210.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF HEALTH CARE SERVICES

210 - EARLY & PERIODIC SCREENING, DIAGNOSIS & TREATMENT (EPSDT)

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted, all client identifiable records are confidential under AS 40.25.120 and 45 CFR 205.50. This schedule supersedes #62402.

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

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 8/20/1997
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/27/1997	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 9/19/1997	Records Analyst <i>Original signature held on file.</i>
		Date 8/13/1997

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Child Health Assessment Record (06-1327) Copies submitted by public health nurses, Public Health Services hospitals and private medicaid providers. Provides the basis for referral and follow-up.</p> <p>Arranged alphabetically by month of entry.</p>		1		Original record is located in Public Health Nursing child's chart.
<p>002 - EPSDT Reports This series includes the following reports: Referral Suspense Report and Summary (EP016-1/2); Completed Outreach Report; RH01 HHSA 1000 Eligibility Report (clients eligible for Medicaid for the following month); Screening Due List (EP014); Maintenance Log (ID & Name) (EP010-1/2); Master File Update Audit Trail (EP010-3); Unmatched Referrals (EP015).</p>		1		Report arrangement varies. The Division of Health Care Services administers the Medicaid Management Information System (MMIS) from which some of these reports are generated.
<p>003 - EPSDT Reports 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		Report arrangement varies.
<p>004 - EPSTD Reports This series includes the following reports: Quarterly Eligibility Status Report; Year-to-Date Status Report (EP086-1/2/3); EP095.</p>		C		Report arrangement varies. Nonconfidential.
<p>005 - Nursing Time Study Individual timesheets submitted by public health nurses to document EPSDT activities as required by federal government.</p> <p>Arranged by fiscal year.</p>		C		C = Until administrative need is met. Nonconfidential.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Medicaid Enrolled Provider List 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.</p> <p>Arranged alphabetically by name.</p>		C		Nonconfidential.
<p>007 - Client Travel Receipts for Medical Assistance Under 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.</p> <p>Arranged by alphabetically by client name and vendor.</p>		3		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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