

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2228A1
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## Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>Medicaid Long Term Services and Supports (LTSS)</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/mmcp/longtermcare/Pages/Home.aspx">https://health.maryland.gov/mmcp/longtermcare/Pages/Home.aspx</a>

## Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2228

## Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerrlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

## Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/21/2022

## State Archivist Approval

State Archivist Signature	<i>Ann Zalman</i>
Date	9/21/22

If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review and approval prior to the disposal of any record materials identified in this records schedule. This includes paper records that are scanned immediately upon receipt, paper records that have reached maturity and electronic records that have reached maturity. After disposal, a disposal certificate will be filed with the Maryland State Archives by the MDH Records Office.

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
HCF  
OFFICE OF HEALTH SERVICES I

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1.	<p>This schedule supersedes schedules: 1172,1172-A1,1172-A2 1172-A3, 1467, 1629, 1689,1848,2063</p> <p><u>Division of Community Support Services</u></p> <ul style="list-style-type: none"> <li>a. Oxygen Program</li> <li>b. DMS/DME Oxygen Policy</li> <li>c. Medical Review</li> <li>d. DMS/DME Pricing</li> <li>e. Transportation</li> </ul>	Retain in office for three(3) years, then send to State Records Center for five(5) years, then destroy
2.	<p><u>Division of Nursing Services</u></p> <ul style="list-style-type: none"> <li>a. Nursing Services</li> <li>b. Home Health Services/Policy/Enrollment</li> <li>c. Hospice Services/Policy/Enrollment</li> <li>d. Model Waiver</li> <li>e. REM Services/Optical Services</li> </ul>	Retain in office for two(2) years, then transfer to the State Records Center for five(5) years and then destroy
3.	<p><u>Division of Elderly and Physically Disabled Services</u></p> <ul style="list-style-type: none"> <li>a. Nursing Facilities</li> <li>b. Chronic</li> <li>c. Pediatric and LTC Rehabilitation Facilities</li> <li>d. Medical Appeal Records</li> <li>e. Patient Assessment Appeals</li> </ul>	Retain in office for two(2) years, then transfer to state records center for five(5) years and then destroy
4.	<p><u>Division of Community Long Term Care Services</u></p> <ul style="list-style-type: none"> <li>a. Personal Care</li> <li>b. Adult Day Care</li> <li>c. Medical Day Care of Personal Care</li> </ul>	Retain in office for two(2) years, then transfer To State Records Center for five(5) years, then destroy.

APPROVED BY: (DHMH Official)

DATE:

11/19/02

SIGNATURE:

Susan J. Tucker

NAME/TITLE:

Executive Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

DEC 09 2002

SIGNATURE:

Edward C. Papenfuse, Jr.

NAME/TITLE: EDWARD C PAPERFUSE, JR., STATE ARCHIVIST

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NUMBER 2228

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE  
HFC OFFICE OF HEALTH SERVICES I

SECRETARIAT/ADMINISTRATION

OFFICE/DIVISION

BOARD/UNIT

Item No.	Record Series Description	Retention
5	<p><b><u>Division of Long Term Care Services</u></b></p> <ul style="list-style-type: none"> <li>a. (AERS) Adult Evaluation of Review Services</li> <li>b. (GES) Geriatric Evaluation Services</li> <li>c. (PASRR) Pre-Admission Screening to Resident Review</li> <li>d. (STEPS) Statewide Evaluation and Planning Svcs.</li> <li>e. Nursing Home Program/Rates</li> <li>f. Special Hospitals Program/Pace/HOM's/SHMO's</li> <li>g. Nursing Homes, Special Hospitals</li> </ul>	<p><b>Retain in office for two years, then send to State Records Center for five(5) years then destroy.</b></p>
6	<p><b><u>Division of Waiver Programs</u></b></p> <ul style="list-style-type: none"> <li>a. Policy/TBI Waiver Mental Health case Mgmt.</li> </ul> <p><b>Autism Waiver Model Waiver Services Coordination for Autism Waiver</b></p> <ul style="list-style-type: none"> <li>b. MR/DD Waiver</li> <li>c. Quality Assurance/Compliance</li> <li>d. Waiver Provider Apps</li> <li>e. Programmatic Reports,IOC Duties</li> <li>f. Case Mgmt for HIV&lt;Senior Assisted Housing Waiver SB593</li> <li>g. Attendant Care Waiver</li> <li>h. SRI Case Management</li> </ul>	<p><b>Retain in office for two(2) years, then transfer to State Records Center for four(4) years, then destroy</b></p>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION

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DEPARTMENT OF HEALTH & MENTAL HYGIENE  
OFFICE OF HEALTH SERVICES I

SECRETARIAT/ADMINISTRATION

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Item No.	Record Series Description	Retention
7.	<p><b><u>Division of Program Support Services</u></b></p> <ul style="list-style-type: none"> <li>a. State Plan Medicaid</li> <li>b. Communication Records/TSR</li> <li>c. Regulations Files</li> <li>d. Transmittals/Medicaid</li> <li>e. Grants/Unified</li> <li>f. Policy Instruction Statements</li> <li>g. MMIS</li> <li>h. Training Records</li> </ul>	<p>Retain in office for three(3) years, then transfer to State Records Center for Four(4) years, then destroy</p>
8.	<p><b><u>Division of Special Populations</u></b></p> <ul style="list-style-type: none"> <li>a. Special Needs Population/MCO Files</li> <li>b. Substance Abuse Mental Health/Developmental Disabilities</li> <li>c. Homeless, Educational Forum, HIV/AIDS</li> <li>d. Special Needs Population/MCO</li> <li>e. Alzheimers/Dementtin/Frail Elderly</li> <li>f. Long Term Care, HIPAA</li> <li>g. Physical Disabilities, Special Needs Population/MCO</li> <li>h. Welfare Reform/Temporary Cash Assistance</li> </ul>	<p>Retain in office for three(3) years, then transfer to State Records Center for four(4) years, then destroy</p>