

Schedule 35-5

Department of Health Community Health Nursing



Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	35-5
	AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
	DIVISION, BUREAU OR OTHER UNIT	Community Health Nursing
	Supersedes Edition of December 12, 1990	

PART I -- AGENCY STATEMENT

<p>In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.</p>	
SIGNATURE	
* 	
TITLE	DATE
	2/11/92

PART II -- ARCHIVAL APPROVAL

<p>The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.</p>	
SIGNATURE	
* 	
STATE ARCHIVIST	DATE
	Feb-20, 1992

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE	
* 	
ADMINISTRATOR	DATE
	February 26, 1992

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

Records Management Division
NSOB, Lower Level
471-2559

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SCHEDULE NO. 35-5 - DEPARTMENT OF HEALTH, COMMUNITY HEALTH NURSING DIVISION

35-5-1 PATIENT RECORDS (Patient Charts)

35-5-1-1 FAMILY PLANNING PATIENT RECORDS (42 CFR 59.10 and 45 CFR 74.21)

Inactive patient records of clients seen in contracted Family Planning Clinics.
Dispose of 10 years after record is closed.

35-5-1-2 GENETIC PATIENT RECORDS

Closed patient records of patients seen by the CHN designated nurse or referred to the State Genetics Program.
Dispose of 10 years after record is closed.

35-5-1-3 HOME HEALTH PATIENT RECORDS (42 CFR 405.1228)

Patient records of closed Home Health patients seen by contracted health departments and billed to Medicare; original records at contracted health departments.
Transfer to the State Records Center after 1 year; dispose of 10 years after record is closed provided audit has been completed.¹

35-5-1-4 TUBERCULOSIS PATIENT RECORDS

Closed patient records of patients followed by the CHN designated nurse; duplicate patient records in the State Health Department Division of Disease Control.
Dispose of 10 years after record is closed.

35-5-1-5 MIGRANT HEALTH PATIENT RECORDS

Closed records of patients seen by the WRO staff. May include intake forms, encounter and claim forms, termination forms, ledger cards, etc.
Dispose of 10 years after record is closed.

Superseded 3/9/11 150-4

35-5-2 FAMILY PLANNING PROGRAM RECORDS

35-5-2-1 BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.7). Semi-annual and annual BCRR reports from contracted Family Planning Projects; duplicate reports on file at contracted Family Planning Projects.
Dispose of after 3 years provided audit has been completed.¹

*Superseded
8/8/05
by
150-1-4-4*

35-5-2-2 FAMILY PLANNING CONTRACEPTIVE RECORDS

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.3). Accounting ledgers of contraceptive purchases and contraceptive inventory.
Dispose of after 3 years provided audit has been completed.¹

35-5-2-3 QUALITY ASSURANCE, FAMILY PLANNING

(Federal: Program Guidelines for Project Grants for Family Planning Services 11.4). Records of clinic evaluations and chart audits from contracted Family Planning Projects; duplicates on file in contracted Family Planning Projects.
Dispose of after 3 years provided audit has been completed.¹

35-5-2-4 STATISTICS, FAMILY PLANNING

(Federal: Program Guidelines for Project Grants for Family Planning Services 7.0). Family Planning statistics from Ahlers and Associates from contracted Family Planning Projects; duplicates on file in contracted Family Planning Projects.

Dispose of after 3 years provided audit has been completed.¹

35-5-2-5 TRAINING WORKSHOP FILES

Family Planning workshop information: training requests; consultant agreements, vouchers, evaluations; coordinator evaluations; facility information/contract/bills; evaluations and session brochure; sample packet.

Dispose of after 3 years provided audit has been completed.¹

35-5-2-6 GRANTS, FAMILY PLANNING

Family planning grants submitted by Community Health Nursing to Department of Health and Human Services for Title X funding; family planning grants submitted by projects (agencies) to Community Health Nursing for review for Title X funding.

Dispose of after 3 years provided audit has been completed.¹

35-5-2-7 CONCEPT PAPERS, FAMILY PLANNING

Concept papers (Special Initiatives) submitted to Community Health Nursing for funding; concept paper progress reports; concept paper monthly expenditure reports.

Dispose of after 3 years provided audit has been completed.¹

35-5-2-8 MONTHLY EXPENDITURE REPORTS, FAMILY PLANNING

Expenditure reports of Title X funding submitted to Community Health Nursing monthly by projects (agencies).

Dispose of after 3 years provided audit has been completed.¹

35-5-2-9 FAMILY PLANNING ADVISORY BOARD MEETING MINUTES

Copies of the quarterly (or monthly) Family Planning Board of Directors meeting minutes of the contracting independent non-profit family planning agencies. Copies of the minutes are submitted to CHN.

Dispose of after 5 years.

35-5-2-10 QUARTERLY PROGRESS REPORTS, FAMILY PLANNING

Narrative progress reports submitted quarterly by family planning projects to CHN.

Dispose of after 3 years provided audit has been completed.¹

35-5-2-11 CHART AUDIT AND CLINIC EVALUATION REPORTS, FAMILY PLANNING

Narrative reports of site visits completed at family planning subgrantees.

Dispose of after 5 years provided audit has been completed.¹

35-5-3 COMMUNITY HEALTH NURSING RECORDS**35-5-3-1 CONTINUING EDUCATION UNITS (CEU's)**

Community Health Nursing inservice training participant lists and CEU records for all CHN programs.

Dispose of after 5 years.

35-5-3-2 ANNUAL WORK PLAN

Annual work plan by program that includes milestones and objectives of the Community Health Nursing programs.

Dispose of after 3 years.

*Superseded
by
150-1-4-4
8/8/05*

*Superseded
by
150-1-4-4
8/8/05*

35-5-3-3 FIRST AID ROOM REPORTS (Obsolete 1987)

Monthly reports by the first aid room nurse that include statistics of those employees using the first aid room.

Immediately dispose of obsolete record.

35-5-3-4 AUTHORIZATION FOR AND CONSENT TO MEDICAL TREATMENT, FIRST AID ROOM

Authorization for and consent to medical treatment forms signed by employees (and non-employees) who are seen by a CHN nurse in the First Aid Room for treatment.

Dispose of after 10 years.

35-5-3-5 RECORD BOOKS, FIRST AID ROOM

Documentation by a CHN nurse of employee's (or non-employee's) visit to the First Aid Room.

Dispose of after 10 years.

35-5-3-6 MONTHLY STATISTICS BY PROGRAM AND ACTIVITY, CHN

Monthly statistical printouts of CHN employees by program and activity. May also include activity reports, etc.

Dispose of after 5 years.

35-5-4 HOME HEALTH PROGRAM RECORDS**35-5-4-1 MEDICARE BILLINGS (42 CFR 205.5)**

Home Health payment records, patient ledgers, supplies records, cost reports, etc.

Dispose of after 5 years provided audit has been completed.¹

35-5-4-2 BILLING RECORDS (Previously called - Patient Visit Records)

Home Health monthly patient visit billing record completed by contracted health departments; used in Medicare Billing.

Dispose of after 5 years provided audit has been completed.¹

35-5-4-3 QUALITY ASSURANCE, HOME HEALTH (42 CFR 405.1229b)

Home Health 60 day review records of all contracted health departments and annual Home Health evaluations; duplicates kept in contracting health departments.

Dispose of after 5 years.

35-5-4-4 STATISTICS, HOME HEALTH AND COMMUNITY HEALTH (Obsolete March 1983)

DAS computer statistics of Home Health and Community Health patients seen in contracted health departments. By nurse ID#. Duplicates kept in contracting health departments.

Dispose of 5 years after record is closed.

35-5-4-5 HOME HEALTH ADVISORY BOARD MEETING MINUTES

Copies of the quarterly (or monthly) Home Health Advisory Board meeting minutes of the contracting county health departments. Copies of the minutes are submitted to CHN.

Dispose of after 5 years.

35-5-5 HOMEMAKER/HOME HEALTH AIDE TRAINING**35-5-5-1 HOMEMAKER/HOME HEALTH AIDE TRAINING ADVISORY BOARD MEETING MINUTES**

Includes minutes and agendas.

Dispose of after 5 years.

35-5-5-2 GRANTS, HOMEMAKER/HOME HEALTH AIDE TRAINING

Project grant application for Homemaker/Home Health Aide training. May include project policies and procedures, Nebraska Home Health Aide standards, job descriptions, and training materials.

Dispose of after 5 years provided audit has been completed.¹

35-5-5-3 TEST RESULTS, HOMEMAKER/HOME HEALTH AIDE TRAINING

Pre and post test results for every student taking the Homemaker/Home Health Aide training session. May also include registration forms and final course records.

Dispose of after 5 years.

35-5-6 MIGRANT HEALTH RECORDS**35-5-6-1 BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA**

Annual BCRR reports from contracted migrant health projects.

Dispose of after 3 years provided audit has been completed.¹

35-5-6-2 QUALITY ASSURANCE, MIGRANT HEALTH

Records of on-site monitoring visits of contacting migrant health projects. May include clinic evaluations, chart audits, etc.

Dispose of after 3 years provided audit has been completed.¹

35-5-6-3 GRANTS AND CONTRACTS, MIGRANT HEALTH

Migrant health grants submitted by CHN to the Department of Health and Human Services for funding; migrant health grants submitted by projects (agencies) to CHN for review for funding; contracts between CHN and migrant health projects (agencies) for funding; etc.

Dispose of after 3 years provided audit has been completed.¹

35-5-6-4 MIGRANT HEALTH BOARD MEETING MINUTES

Copies of the quarterly (or monthly) agency board of directors meeting minutes for migrant health projects of the contracting agencies. Copies of the minutes are submitted to CHN.

Dispose of after 5 years.

35-5-6-5 QUARTERLY PROGRESS REPORTS, MIGRANT HEALTH

Narrative progress reports submitted to CHN quarterly (or monthly) by contracting migrant health projects.

Dispose of after 5 years.

*Superseded 3-9-11
150-4*

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.