

Schedule 76

LANCASTER MENTAL HEALTH CENTER

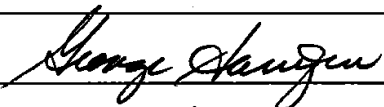
NOVEMBER 19, 1992

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

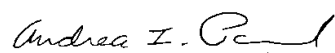
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	76
	AGENCY, BOARD OR COMMISSION	COMMUNITY MENTAL HEALTH CENTER
	DIVISION, BUREAU OR OTHER UNIT	OF LANCASTER COUNTY

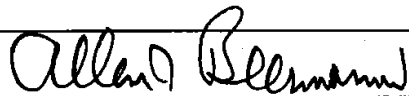
PART I – AGENCY STATEMENT

<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	Director
DATE	4-13-92

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	STATE ARCHIVIST
DATE	4/17/92

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	ADMINISTRATOR
DATE	November 19, 1992

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, 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

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in 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 Management Consultant in 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, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 76 – LANCASTER MENTAL HEALTH CENTER

76-1 CLINICAL RECORDS

Client files used to record information pertaining to Community Mental Health Center of Lancaster County program client's treatment.

Client file content shall follow the specified provisions below unless one of the following exceptions for a longer retention period applies.

Exception 1: In the event that a subpoenaed record's disposal date occurs after the receipt of a subpoena, the records will not be destroyed until the trial and any subsequent appeals are concluded.

Exception 2: Records may be retained longer than their disposal dates if special need is demonstrated. Special need will be determined by the Clinical Director of Community Mental Health Center of Lancaster County.

76-1-1 PATIENT RECORDS

Patient records include the following areas of information:

Admission Forms/CMI Questionnaire; Treatment Support Plan/Case management Needs; Assessment/Annual Treatment Review; Intake; Evaluation/Staffing; Evaluation/Psychiatric Admission; Preadmission, or Pretreatment; Evaluation (MC-76); Comprehensive Individualized Active Treatment Plan (MC-75); Application for Services/Financial Determinations Form; Self-Assessment Summary/Inpatient Admissions Forms/Emergency Contact Sheet-original; Psychological Evaluations/Testing Materials/GAF Scale; Partial Hospitalization/Clubhouse/AWARE, Program Materials, TLF, ILP, Etc.; Client Correspondence/Requests of

Information/Releases/Information/Reports/Legal Forms; Change Notices/Referral Forms; Psychiatric Progress Notes/Medication Records/Printouts; Therapy/Casemanagement/Group Progress Notes, Etc.

Dispose of 10 years after a client's last contact.

76-1-2 CONFIDENTIAL INFORMATION ON NON-CLIENTS

Includes all Emergency Contact Sheets relating to non-clients/inactive clients by on-duty Emergency Service personnel, Hospital and Lab Reports, Psychiatric and Psychological Evaluations, etc.

Dispose of 10 years after last contact.

76-2 ADMINISTRATIVE RECORDS

76-2-1 ACCOUNTING RECORDS

All original accounting documents are sent to Lancaster County Accounting offices. Photocopies are made of these documents for internal use.

Dispose of according to schedule #24.

76-2-2 APPOINTMENT BOOKS

Clinician daily appointment logs (record of which client saw which clinician) and administrative appointment calendars.

Dispose of after 3 years.

76-2-3 CLIENT SATISFACTION SURVEYS

Responses of clients regarding satisfaction with services. Includes outpatient client satisfaction questionnaire and partial hospitalization satisfaction survey.

Dispose of after 3 years.

76-2-4 MONTHLY REPORTS

Reports to funding sources regarding the activities of the previous month. Includes monthly report to county board, monthly report to region V, and monthly report to D.P.I.

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

76-2-5 PEER REVIEW RECORDS

Peer review records document staff interactions regarding clients. Includes peer review consultation sheets.

Dispose of after 3 years.

76-2-6 PROGRAM LOGS

Logs document who participated and for what length of time for billing. Includes daily attendance sheets for partial hospitalization, daily attendance sheets for drop-in, daily attendance sheets for Adams Street Center, daily attendance sheets for vocational program activity, partial hospitalization daily approach documents, daily attendance sheets for transitional living facility, daily attendance sheets for independent living project, outpatient group logs, medication group logs, and monthly staff time logs.

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

76-2-7 PROGRAM MEETING MINUTES

Meeting minutes of various programs. Examples include outpatient weekly meetings, CLS weekly meetings, executive committee meetings, emergency program meetings, and partial hospitalization weekly staff meetings.

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

76-2-8 QUALITY ASSURANCE RECORDS

Records that document quality of service. Examples include quality assurance annual reports, outpatient outcome studies, and partial hospitalization outcome studies.

Dispose of after 3 years.

76-2-9 UTILIZATION REVIEW RECORDS

Records that document the need for continued service to assure proper care. Examples include partial hospitalization reviews and crises center reviews.

Dispose of after 3 years.

NOTES

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.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet