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| Procedure Title: RECORDS RETENTION | Procedure #: 05-003 | <u>Review Dates</u> | |
| Category: Health Information Subject: Records Retention | Prepared by: Name: Niki Emelander Title: Client Information Manager Approved by: DocuSigned by: <i>Rich Francisco</i> AA7EBD4BABB04A3 Rich Francisco, Executive Director | 07/09/2025 | NE |
| | | 05/11/2026 | |
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| | Effective Date: 01/01/1995 | Last Revised Date: 07/19/2017 | |

I. PURPOSE

The State of Michigan’s Department of History, Arts, and Libraries – Records Management, requires Community Mental Health Services Programs to retain their records for a specified length of time as documented in their “Records Retention and Disposal Schedule” (Attached).

II. APPLICATION

This procedure applies to all employees and contracted providers within HealthWest.

IV. PROCEDURE

- A. HealthWest and its contracted providers will adhere to the attached “Records Retention and Disposal Schedule” guidelines as set forth by the State of Michigan’s Department of History, Arts, and Libraries – Record Management.

- B. As determined by the HealthWest Executive Director/designee, some documents may be retained on a permanent basis, in order to assure appropriate historical reference as well as provide quality services to the agency’s internal and external customers.

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| Item # | Record Series Title | Record Series Description | Retention Period | Approval Date |
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| 20.0000 | Introduction | <p>In 1974 the Michigan Mental Health Code (Public Act 258) transferred the authority and funding for the care and treatment of adults and children with mental illness and developmental disabilities from the state to Community Mental Health Services Programs (CMHSPs), agencies sponsored by Michigan's 83 counties and overseen by the Michigan Department of Community Health (MDCH). Mental health services in Michigan are coordinated through local Community Mental Health Services Programs (CMHSPs).</p> <p>A Community Mental Health Services Program is an entity operated under Chapter Two of the Michigan Mental Health Code. Forty-six (46) CMHSPs serve all 83 Michigan counties. Created by county government and financed by state, federal and local funds, CMHSPs provide a comprehensive range of services and supports to children and adults with mental illnesses and developmental disabilities. CMHSPs provide 24-hour emergency or crisis response services, 24-hour preadmission screening services, children's diagnostic and treatment services, the single point of entry into the public mental health system, management of mental health and substance abuse specialty services benefits for Medicaid beneficiaries.</p> | | |
| 20.0001 | Board Member Records | This record will document the past and current members of the Board of Directors for the Community Mental Health Services (CMHS) Program. The records may include photographs and biographies. | PERMANENT | 5/1/2007 |
| 20.0002 | County Board of Commissioner Records | The County Board of Commissioners provides oversight to the community mental health agency (a department of county government). The record will include correspondence and decisions of the Board. This record series does not apply to community mental health organizations or mental health authorities. | PERMANENT | 5/1/2007 |
| 20.0003 | CMHS Program Bylaws | This record will document bylaws promulgated to govern the organization, operation and procedures of the CMHS Program. | PERMANENT | 5/1/2007 |

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| 20.0004 | Annual Reports | The Annual Report contains yearly statements about the financial performance and operations of the program. One copy of each annual report should be retained for historical reference. | PERMANENT | 5/1/2007 |
| 20.0005 | Strategic Plan | A strategic plan is used by the CMHS Program to align its organization and budget structure with organizational priorities, missions, and objectives. The plan may include a mission statement, a description of the agency's long-term goals and objectives, and strategies or means the agency plans to use to achieve these general goals and objectives. The strategic plan may also identify external factors that could affect achievement of long-term goals. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 5/1/2007 |
| 20.0006 | Grant Records (Supersedes Item Number 4528) | These records will document grants received and/or administered by the CMHS Program. The records may include grant award letters, financial reports, final reports, work papers, and correspondence | RETAIN UNTIL: Grant expiration PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0007 | Equipment Inventory Records (Supersedes Item Number 4526) | This record will include a master inventory of equipment and property and may also include documentation of additions and deletions to the inventory. Records may be in hard copy or electronic format | RETAIN UNTIL: Superseded PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0008 | Requests for Proposal (RFP) | These files may include the RFP, peer reviews, score sheets, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 5/1/2007 |

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| 20.0009 | Transitory Correspondence | Transitory correspondence is written communication of short term interest which has no documentary value and need not be retained more than 30 days (CR+0/1). This type of correspondence message has limited administrative and evidential value which is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information which require no: administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy | 5/1/2007 |
| 20.0010 | General Correspondence | General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 5/1/2007 |

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| 20.0011 | Administrative Subject File | <p>These records are used to support administrative analysis, program and project planning, procedure development and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include case files, files related to individual program activities, human resources files, and accounting records.</p> <p>Subject files should be retained while the topic is still considered to be o active interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years.</p> | RETAIN UNTIL: Inactive PLUS: 6 years THEN: Destroy | 5/1/2007 |
| 20.0012 | Policies, Procedures, and Directives | <p>These records include manuals, regulations, orders, circulars, information sheets, memos, etc. They do not include distribution and reference copies, or the documentation that is used to develop the policy, procedure or directive.</p> | RETAIN UNTIL: Superseded THEN: Destroy | 5/1/2007 |
| 20.0013 | Meeting Records - Open Meetings of Public Bodies | <p>These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. Audio/visual recordings may be destroyed after the meeting minutes are approved. These records do not include meeting notices, bulletins, or documentation of expenditures.</p> | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 5/1/2007 |

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| 20.0014 | Meeting Records - Closed Meeting Sessions of Public Bodies | These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation related to closed meeting sessions only | RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session occurred PLUS: 1 year and 1 day THEN: Destroy | 5/1/2007 |
| 20.0015 | Meeting Records - Internal Agency Staff | These records may include meeting minutes, agendas, and distribution materials related to staff meetings. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 5/1/2007 |
| 20.0016 | Freedom of Information Act (FOIA) Records | These records will document requests for information and public records maintained by Community Mental Health Services Programs. They may include requests for information, correspondence, a copy of the information released, and billing documentation. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 5/1/2007 |
| 20.0017 | Budget Documentation | These files are maintained for budget planning and allocation purposes and may include copies of the following: revenue details, expenditure details, budget projections, recommendations, estimates, related correspondence, etc. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0018 | Litigation Files | These files document any litigation to which the Community Mental Health Services Program is a party. Documents may include depositions transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. | RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy | 5/1/2007 |

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| 20.0019 | Hazardous Materials Safety Data Sheets | Federal law [OSHA 29 CFR1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. | RETAIN UNTIL: Hazardous material is not in use nor stored on the property PLUS: 30 years THEN: Destroy | 5/1/2007 |
| 20.0020 | Planners and Calendars | These may be automated or manual planners and calendars that are used to track an individual employee's work-related meetings, assignments and tasks. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 5/1/2007 |
| 20.0021 | Audio-Visual Materials | This record may include photographs, negatives, films, videotapes, digital videos and photos, filmstrips, audiotapes and slides. These materials may be created to document promotional activities, training, agency accomplishments, special events, initiatives, personnel and other activities of general interest. They do not relate to specific project or case files. | RETAIN UNTIL: Determined to be of no further value THEN: Destroy | 5/1/2007 |
| 20.0022 | Visitor Logs and Registers | These records will document who visited a particular office, what entity that person represented, which employee or office was visited, when they arrived and when they left. They may be used to track visitor statistics and/or for security purposes. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 5/1/2007 |
| 20.0023 | Contracts | This record will document original contracts and agreements between the Community Mental Health Services Program and all other entities, including the Department of Community Health. The records will include the contract and any supporting documentation. | RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy | 5/1/2007 |
| 20.0024 | Accounts Payable Records | These records will include imprest cash and disbursement vouchers, travel expense vouchers, payment vouchers, purchase requisitions and orders, cash disbursement journals, billings, packing slips, approvals, reconciliations, and any other supporting documentation for a payment. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0025 | Accounts Receivable Records | These records will document money received from revenue sources. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0026 | Journal Entries and General Ledger | This record will contain general journal entries and general ledgers used to document corrections, miscellaneous adjustments, expenditure and revenue adjustments, year-end adjusting entries, and various other transactions. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0027 | Deposit Transactions | This record may include daily cash receipt logs, cash receipts, deposit slips, journals, bank reconciliations, and other supporting documentation | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0028 | Year-end Closing Records | These records are used to support the year-end closing function. The records may include correspondence, documentation describing closeout problems and resolution, accounts receivable documents, accounts payable documents, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0029 | Patient Fees | This record will include approved fee schedules, pro-ration reports, third party billings, private pay billings, related revenue supporting documentation, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0030 | Purchase Orders | This record will include purchase requisitions and purchase orders. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0031 | Family Support Subsidy Records (Supersedes Item | The Michigan Legislature passed the Family Support Subsidy Act in 1983. The Family Support Subsidy Program provides financial assistance to families who care for their children with severe disabilities at home. The Department of Community Health and the CMHS Programs administer and implement the Act. These records are maintained to document family support subsidy assistance for children 18 years of age or younger. The records will include the application, the child's birth certificate, a copy of the family's most recently filed Michigan Income Tax Return (MI 1040), written proof from the local or intermediate school district that certifies that the child is eligible, and the child's Social Security number. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0032 | I-9 Forms | Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination (EVT), whichever is later. | RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination PLUS: 1 year (whichever is later) THEN: Destroy | 5/1/2007 |

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| 20.0033 | Consolidated Omnibus Budget Reconciliation Act (COBRA) Records | Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise might be terminated. COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This record will include copies of all COBRA required notices, any valid documentation or signed acknowledgements that the notices were received by the employee or qualified beneficiary, detailed documentation related to any instance in which COBRA continuation is not offered, and all related correspondence | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0034 | Personnel Files | These files are maintained for each employee and contain records that document all human resources related transactions that occurred during the employees' period of active employment. Documentation within the file may include the following: resumes, applications, withholding cards beneficiary designations, performance evaluations, pay adjustments, name and address changes, service ratings, insurance information, counseling and disciplinary documents, correspondence, etc. This file remains active until the employee makes a departure other than a leave of absence. | RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0035 | Selection Files | These records contain all documents that support appointment and selection activity for employment. The files may contain selection criteria, evaluation of candidates, position descriptions, applications, interview questions, reference checks, and appointment recommendations and notifications. | RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy | 5/1/2007 |
| 20.0036 | Time and Attendance Records | These records may include time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 5/1/2007 |

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| 20.0037 | Workers Disability Compensation Files | These files document Worker's Disability Compensation claims due to on-the-job injury or illness. Documentation may include the initial injury claim form, accident reports, notice of commencement of compensation payments, employee wage data, copies of time and attendance records, medical documentation and reports, correspondence, etc. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 5/1/2007 |
| 20.0038 | Medical Records (Non-exposure to Hazardous Materials) | These records may contain the following documentation: medical leave applications, insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, application for continuation of insurances, doctor's release, supporting medical documentation, blood tests, vision and hearing tests, etc. | RETAIN UNTIL: No longer active PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0039 | Medical Records (Exposure to Hazardous Materials) | These records may contain the following documentation: medical leave applications, insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, application for continuation of insurances, doctor's release, supporting medical documentation, blood tests, vision and hearing tests, etc. | RETAIN UNTIL: No longer active PLUS: 30 years THEN: Destroy | 5/1/2007 |
| 20.0040 | Employment Applications and Resumes | | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 5/1/2007 |
| 20.0041 | Employee Grievance Files | These files are maintained to document grievances filed against employers. The records may include pre-hearing reports, grievance forms, correspondence, summary sheets, employee history information, decisions, etc. | RETAIN UNTIL: Grievance is closed PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0042 | Unemployment Compensation Files | These files may include a request to Employer for Wage and Separation Information (UA-555), Notice of Determination or Redetermination (UA-1302), check stubs, charge statements (US-1136), Credit Statements (UA-1137), Notice of Overpayment Adjustment (UA-1141), Notice to Employer of Receipt of Protest (UA-1142), etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 5/1/2007 |

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| 20.0043 | Union Contract Negotiation Files | These records may include ground rules, proposals and counter proposals, final contracts, secondary negotiations, meeting minutes, collective bargaining agreements, and correspondence. Retention is based upon expiration of the contract. | RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy | 5/1/2007 |
| 20.0044 | Discrimination Complaint Records | These records document the investigation into all discrimination complaints. The records may include correspondence, complaint detail, management, staff, and/or witness statements, and other investigatory records | RETAIN UNTIL: Complaint is closed PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0045 | Reasonable Accommodation Files | These records may include reasonable accommodation request submitted by employees, evaluations, responses, and copies of medical documentation. | RETAIN UNTIL: No longer active PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0046 | MIOSHA 200 Log and Summary of Occupational | In accordance with 29 CFR 1904.2, this record documents all recordable occupational injuries and illnesses occurring at worksites. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 5/1/2007 |
| 20.0047 | Wage and Tax Listing | This listing, filed annually, contains year-to-date wage and tax information. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0048 | CMHS Program Employee Training Record | This record will document internal and external training received by CMHS Program employees and is used to verify that employees have met licensing and Department of Community Health requirements. The record may include tests, handouts, sign-in sheets, and other supporting documentation. Records may be in hard copy or electronic format. | RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0049 | Direct Service Workers Training Record | Direct service workers in specialized residential settings are required to take initial and ongoing training relevant to the type of care delivered. Training is obtained from individuals or training organizations that use a curriculum which has been reviewed and approved by the Michigan Department of Community Health. Employee competency is assessed annually. This record will document training and certification of direct service workers and will contain transcripts. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0050 | Recipient Rights Training Record | Recipient rights' training is provided on an annual basis to employees, providers, and others in the health network system. Training is also provided to new employees as part of their orientation. This record will contain attendance slips documenting employees who have received recipient rights' training. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 5/1/2007 |
| 20.0051 | Credentialing Records | Credentialing is the process of validating the qualifications of a licensed practitioner or facility to provide services in a health care network or its components. This record will document a review of providers to verify that they are in compliance with CMHS Program and Michigan Department of Community Health credentialing standards and guidelines. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0052 | Recipient Rights Files | <p>Before receiving any services from a CMHS Program, each individual must be given proper notice of his or her rights. The State of Michigan has established certain safeguards designed to protect the rights of individuals who receive mental health or developmental disability services through the CMHS system. These rights come from the Mental Health Code as well as state and federal statutory and case law.</p> <p>In addition to outlining the consumer's rights, the Mental Health Code and applicable administrative rules provide consumers with information identifying what they should do in the event they feel their rights have been violated. If the consumer feels that any of their rights under the Mental Health Code or the rules promulgated under the Act have been violated, they have the right to file a complaint. These files will document consumer complaints and may contain a complaint form, investigation notes, treatment plans, progress notes, correspondence, reports, and other supporting documentation.</p> | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 5/1/2007 |
| 20.0053 | Investigation Acknowledgement Letter | This letter is sent to the consumer or consumer guardian confirming that a complaint has been received and will be investigated. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 5/1/2007 |
| 20.0054 | Death Review Report | <p>In the event of the death of a CMHS consumer, reviews are conducted to determine if there has been any variance from established policies and procedures for care or service on the part of employees. This record will include the Death Review Report documenting review findings and any <u>supporting client information</u>.</p> | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0055 | Informal Inquiries | This record will document advice provided to the public by the CMHS Program when an inquiry is received. The record is used to ensure that the advice provided is standard and consistent. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy | 5/1/2007 |

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| 20.0056 | Denial Letters | These letters will document the denial of treatment, length of treatment or type of treatment for a consumer. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0057 | Consumer Grievance, Mediation, and Hearing Records | These records will document grievances from consumers or other persons and may be related to initial access to service, denial of hospitalization, provider care authorization, claims or payment, family support subsidy, denial of services, provider contract disputes, credentialing, etc. | RETAIN UNTIL: Final decision is rendered PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0058 | Consumer Case Records - Adults - Identifying and Summary Data (Supersedes Item Numbers 4535A and 4560A) | This information is found in the consumer case record and will document the basic identification information for a consumer including the final face sheet, final discharge summary, and diagnosis. | RETAIN UNTIL: Last date of service PLUS: 20 years THEN: Destroy | 5/1/2007 |
| 20.0059 | Consumer Case Records - Adults - Medical Data (Supersedes Item Numbers 4535B and 4560B) | This information is found in the consumer case record and will document adult consumers who are receiving services and/or support from the CMHS Program, a contracted provider of the CMHS Program, or a vendor under valid contract with the CMHS Program. The case records will contain clinical/medical information including consents, releases, treatment plans, financial status updates, reports, plans and strategies, evaluations, assessments, testing, consumer contact sheets, health and history reviews, progress notes, charge slips, PES, medication reviews, psychological evaluations, medication order sheets, bridge scripts, medication consent forms, labs, Aims test, health provider correspondence, discharges, transfers, third party information, self-determination agreements, etc. Records may be in hard copy or electronic format. | RETAIN UNTIL: Last date of service PLUS: 10 years THEN: Destroy | 5/1/2007 |
| 20.0060 | Consumer Case Records - Adults - Non-medical Data (Supersedes Item Numbers 4535C and 4560C) | Non-medical and non-psychological treatment and case management information including correspondence and copies of information from other agencies. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0061 | Consumer Case Records - Children - Medical Data (Supersedes Item Numbers 4543A, 4543B, 4560A and 4560B) | These records will document consumers under the age of majority who are receiving services and/or support from the CMHS Program, a contracted provider of the CMHS Program, or a vendor under valid contract with the CMHS Program. The case records may contain face sheets, consents, releases, treatment plans, financial status updates, reports, plans and strategies, evaluations, assessments, testing, consumer contact sheets, health and history reviews, progress notes, charge slips, PES, medication reviews, psychological evaluations, medication order sheets, bridge scripts, medication consent forms, labs, Aims test, health provider correspondence, discharges, transfers, third party information, etc. Records may be in hard copy or electronic format. | RETAIN UNTIL: Client is 6 years past the age of majority and last date of service PLUS: 10 years THEN: Destroy | 5/1/2007 |
| 20.0062 | Consumer Case Records - Children - Non-medical Data (Supersedes Item Numbers 4543C and 4560C) | Non-medical and non-psychological treatment and case management information including correspondence and copies of information from other agencies. | RETAIN UNTIL: Consumer reaches the age of majority PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0063 | Foster Family Home Records (No Longer Being Created) | Some CMHS Programs have acted in the past as a child-placing agency for foster care. The CMHS Program holds the license and is responsible for the monitoring and compliance of the foster family home with state rules and regulations. The records may include the Children Foster Hom Licensing Transaction Record, Foster Family Home Rules Compliance Record, Reference Reply Letters, Physician Statements, Health and Fire Clearance, Zoning Clearance, Family Home Licensing or Certification, Licensing Recommendation Summary, Family Home Study Narrative, Licensing Record Clearance Request, etc. | RETAIN UNTIL: Foster family home file is closed PLUS: 7 years THEN: Destroy | 5/1/2007 |

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| 20.0064 | Client Demographic and Billing Database System | This database will contain client demographic data and will also contain billing data. | RETAIN UNTIL: Data is determined to have no further value PLUS: 7 years THEN: Destroy | 5/1/2007 |
| 20.0065 | System Documentation | These materials are maintained to document the development of data systems. The records may include the initial request, flow charts, record layouts, program change requests, system discrepancy notices, job control language, program narratives, report detail, report descriptions, printer spacing charts, sample printouts, etc. | RETAIN UNTIL: Life of the system PLUS: 2 years THEN: Destroy | 5/1/2007 |
| 20.0066 | Program Documentation | These records may contain computer program description sheets, program modification requests, record description sheets, report distribution sheets, report samples, job workflow, source listings, test data or information on test data, computer run sheets, program documentation check lists, etc. | RETAIN UNTIL: Life of the program PLUS: 2 years THEN: Destroy | 5/1/2007 |