

## CASE FILE INDEX

**The following material should be available in each client hard copy or electronic file.**

| Contents  | Active File                  | Historical File                       |
|---|------------------------------|---------------------------------------|
| Critical Information Report <b>EIS</b>  | Current                      | None                                  |
| <b>Planning Documents</b><br>Person Centered Plan<br>Individual Support Plan<br>Individual Education Plan<br>Crisis Support Plan<br>Behavioral Support Plan<br>Pre-Planning Documents<br>Plan Reviews (semi, quarterly)<br>Quality of Life Survey | Current year and 1 year past | 4 years                               |
| <b>Casework Notes</b><br>Casework Action Notes <b>EIS</b><br>HHS Crisis Team Notes <b>EIS</b><br>Monthly Monitoring Form<br>Site Review Form  | Current year and 1 year past | 4 years                               |
| <b>Professional Evaluation Reports</b><br>Psychology<br>Counseling<br>Occupational Therapy<br>Physical Therapy<br>Speech/Language/Communication<br>Vocational Rehabilitation  | 5 years or most current      | Keep permanently                      |
| Medical Reports   | Current year plus 2 years    | Keep permanently                      |
| Provider Summaries  | Current year plus 1 year     | 4 years                               |
| <b>Home and Community Based Waiver</b><br>BMS 99 <b>EIS</b><br>Checklist<br>Waiver Related Correspondence<br>FSD Authorization  | Current year plus 1 year     | 4 years                               |
| Choice Letter   | Retain permanently           |                                       |
| <b>Office of Advocacy and Legal Documents</b>   |                              |                                       |
| Information Release Authorization   | Current Only                 | None                                  |
| Guardianship Appointment Order  | Retain Permanently           |                                       |
| HHS Annual Guardianship Plan  | Current and 1 year past      | None                                  |
| Miscellaneous Legal Documents   | Current Only                 | Keep permanently, unless time limited |
| <b>Correspondence</b>   | Current and 1 year past      | 4 years                               |
| <b>Financial Information</b>  |                              |                                       |
| Mortuary Trust  |                              |                                       |
| Miscellaneous Financial Documents   | Current and 1 year past      | 4 years                               |
| <b>Eligibility Determination Letter</b><br><b>Permission for Services</b><br><b>Intake Documents</b><br>Intake Assessment- <b>May be in EIS</b><br>Intake Card<br>Referral Documents (Including Pineland Center)<br>Appeals Documents             | 5 years                      | Keep permanently                      |
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