RECORDS RETENTION AND DISPOSITION SCHEDULE
Health, Department of. Children With Special Health Care Needs.

Agency: Children With Special Health Care Needs Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	86-168	**CHILDREN WITH SPECIAL HEALTH CARE NEEDS CASE FILES** The Children With Special Health Care Needs Master Case File contains the original application, medical documentation, re-applications if applicable), re-evaluations, prior authorizations (PAs"), the care coordination assessment tool and any other documentation related to the program's applicant/participant receiving services covered by the program. Typical information present may include social, financial or medical data. The State Department of Health administers this program in accordance with Title V of the federal Social Security Act, 42 USC 701, et seq., January 2, 2006 Edition; and IC 16-35-2-2, 2004 EDition; and 410 IAC 3.2, October 15, 2008 Update. Funding is thru the Maternal and Child Health Block Grant and funds. Pursuant to 410 IAC 3.2-1-4, October 15, 2008 Update; a child means an individual who is les than 21 years of age but participants with Cystic Fibrosis have no age limit for coverage. Disclosure of these records may be subject to 410 IAC 3.2-10-1, (October 15, 2008 Update) Retention based on IC 34-11-6-1, (2004 Edition)	TRANSFER to the RECORDS CENTER after closure of the case, using the birth month and year of the youngest child listed in each box as the records date for that box. DESTROY in the RECORDS CENTER twenty-three (23) years after that date.
2	86-169	**CLAIM FORMS** These are claims submitted to the State Department of Health for all covered services provided to eligible children with special health care needs. Federal and state funds are involved. This file and claims are arranged by the calendar year. Disclosure of these records may be subject to 410 IAC 3.2-10-1. Retention based on IC 34-13-1-1.	IMAGE according to IARA standards. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	2008-69	**ELECTRONIC CLAIMS** These consist of claims that are submitted electronically to the Children With Special Health Care Needs Program for payment of covered services provided to eligible children with special health care needs. The records are maintained electronically on the State Department of Health's ACAPS system by date order by batch date, except for pharmacy real-time claims, which are maintained electronically by date order of the claim. Disclosure of these records may be subject to 410 IAC 3.2-10-1, (October 15, 2008 Update, Retention based on IC 34-13-1-1, (2004 Edition)	DELETE ten (10) years after payment of the claim(s) and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Approved by the Indiana Oversight Committee on Public Records

4	2008-70	**CHILDREN WITH SPECIAL HEALTH CARE SERVICES NEEDS PROVIDER FILES** These records consist of information about the service providers who provide medical services and goods to the participants in the CSHCN Program. The State Department of Health administers the program in accordance with Title V of the federal Social Security Act, 42 USC 702 and IC 16-35-2-2. Funding is thru the Maternal and Child Health Block Grant and state funds. Children who have been determined to be financially and medically eligible may receive care, services or treatment from licensed health providers in accordance with IC 16-35-2-4 and 410 IAC 3.2. Typical records include the provider-s signed agreement(s) along with the name, address, tax identification number, specialty, licensing information, IRS Form W-9, and direct deposit information. Records may also include correspondence with the provider or other data pertinent to this State Department of Health business relationship. New records will be maintained in electronic format; backfile of records received previous to the beginning of the imaging program will be imaged as soon as possible. Disclosure of these records may be subject to IC 5-14-3-4(a)(3), Version b. Retention based on IC 34-13-1-1.	IMAGE new records according to IARA imaging standards. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records ten (10) years after inactivation/closure of the provider status.
5	2008-71	**ELECTRONIC NOTES** CSHC progrm staff input notes in various data tabs within the ACAPS system. Disclosure of these records may be subject to 410 IAC 3.2-1, (October 15, 2008 Update) Retention based on IC 34-11-6-1, (2004 Edition)	DELETE two (2) years after each child reaches age twenty-one (21).
6	2008-72	**SYSTEM SUPPORT FOR THE CSHCS PROGRAM** These records consist of requests for system changes or fixes as well as any communication with the Office of HIPAA compliance. These will typically include any CSHCS employee's work papers pertaining to the ACAPS system. Records may be paper or electronic format.	DESTROY/DELETE after three (3) years.
7	97-29	**ADJUSTMENTS TO CHILD'S ACCOUNT** These electronic records consist of documentation justifying the need for additional payment to the health provider or indicating the reason a refund has been submitted by the health provider. Disclosure of these records may be subject to 410 IAC 3.2-10-1. Retention based on IC 34-13-1-1.	IMAGE according to IARA standards. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	97-33	**INCOMPLETE APPLICATIONS** These applications were forwarded to the State Department of Health from a county office of the Division of Family Resources or other intake sites. Some additional documents may be attached to the application but insufficient information is available to approve the enrollment request. Denials of enrollment requests can be appealed thru Administrative Orders and Procedures, IC 4-21.5, et seq, 2004 Edition, and 2007 Indiana General Assembly. Disclosure of these records may be subject to 410 IAC 3.2-10-1, (October 15, 2008 Update] Retention based on IC 34-11-2-6, (2004 Edition)	DESTROY five (5) years after receipt of the appliction.