



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Acute Care Division.

Agency: Acute Care Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2000-55	<b>QUALITY REVIEW FILE</b> Comparable to the Long Term Care Quality Review File, these records are review or response tools. After a facility inspection, a quality review of the inspection report may be conducted for consistency, appropriate legal citations and grammar, style or spelling as needed. May contains state and federal forms. Disclosure of these records may be subject to IC 16-28-1-13(d), (2006 Supplement), IC 16-19-3-25 and IC 16-28-4-5, (2004 Edition)	DESTROY one (1) year after the date of the completed survey.
2	2000-57	<b>LICENSED ENTITY REPORTING-AUDITED STATEMENT AND MEDICAL COST REPORT</b> In accordance with IC 16-21-6-1, the Hospital financial Disclosure Law, each hospital shall file with the State Department of Health a report for the previous fiscal year. The data is transmitted on paper to the State Department of Health on an annual basis and the data is incorporated into the Hospital Reports in Record Series Number 90-078.  [Record Series history note: prior to 2011, this was an archival record. The retention instructions were identical save for TRANSFER to INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING instead of destruction.]	TRANSFER to the RECORDS CENTER after two (2) years. DESTROY in the RECORDS CENTER after an additional five (5) years.
3	2001-43	<b>HOME HEALTH AIDE REGISTRATION DOCUMENTATION</b> This computerized registry lists all persons working as home health aides. Persons on the registry are identified by their first and last name plus social security number. Frequent inquiries from the public are directed to this Division to verify that the home health aide is registered. No paper records are retained longer than 90 days. Electronic records are backed-up daily. The registry contains information on whether a home health aide has a confirmed finding of abuse, neglect, or misappropriation of property, pursuant to 42 CFR 483.156(c)(iv), October 1, 2007 Edition. The registry was established in accordance with IC 16-27-1.5-2, 2004 Edition.	REMOVE individual home health aides from the active registry when no nursing or nursing related services have been performed for two (2) years and there are no confirmed findings of abuse, neglect, or misappropriation of the property of a patient.
4	2001-44	<b>HOME HEALTH AIDE COMPLAINTS</b> Complaints may be confirmed findings of abuse, neglect, or misappropriation of a patient's property. Typical file contains the individual's full name, allegation(s), investigation, a hearing date, if a hearing was held, and a statement disputing the allegation if the individual chose to make one. A confirmed finding of abuse, neglect or misappropriation of a patient's property can be removed from the Home Health Registry in three (3) ways: (1) via a court order, (2) an error in identification of the home health aide or (3) a notification that the home health aide is deceased. If the aide appeals a decision and a hearing is held, a hearing officer within the State Department of Health will also maintain a record. Disclosure of these records may be subject to to 42 CFR 483.156 (d), (October 1, 2007 Edition) Pursuant to 42 CFR 483.156(c)(iv)(D), (October 1, 2007 Edition); these findings must remain in the Home Health Aide Registry permanently.	TRANSFER to the RECORDS CENTER three (3) years after the conclusion of the investigation and the information has been included in the Home Health Aide Registry. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional forty-seven (47) years in the RECORDS CENTER.

5	2011-15	<b>DEPARTMENT OF HEALTH ACUTE CARE DIVISION DATABASE</b> Contains entries from licensure and certification files conducted by surveyors of Indiana care centers. A typical file consists of records separated into a non-public portion and a public access portion. The public access side contains certification documents and final inspection reports comprised of numerous State Department of Health state forms and federal forms. This file includes correspondence between the State Department of Health and the certified facility regarding certification and any alleged complaints about the facility investigated by the State Department of Health. The non-public section consists of deliberative records, records subject to privilege or documents containing personally identifiable patient names and any alleged complaints about the facilities.	DELETE electronic entries after two (2) licensure/certification survey cycles, or six (6) years, whichever is longer. DESTROY any paper copies after verification of the electronic data.
6	2011-16	<b>HOSPITAL AND HOME HEALTH AGENCY REPORTS</b> Electronic reports submitted by hospital and home health agencies pursuant to state and federal statute, including but not limited to ambulatory surgical center reports, home health agency annual activity reports, community benefit plans for nonprofit hospitals, long term care statistics and bed needs assessments, and hospital fiscal and service reports. This data is used to compile various annual reports (to be filed under GRPUB-1 on the General Retention Schedule) created and maintained by the State Department of Health.	DELETE electronic data after five (5) years and after creation of the relevant GRPUB-1 summary reports.