

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Record Retention and Access

Chapter:

01 – General Topics

Effective Date:

12-01-2007

Revision Date:**Policy Number:**

01-300-003

Executive Director

SCOPE:

- All KCR and KIL operations

PROCEDURE:

1. Client records will be retained for seven (7) years. Two years' records will be kept in the file. The previous two years will be stored on-site. The previous three years will be maintained in off-site storage. Seven years after the discharge of a New Jersey resident, all client records will be returned to the New Jersey Division of Developmental Disability.
2. All client records are available and accessible to the client's Supports Coordinator, the Supports Coordination Entity, the Administrative Entity, the Office of Developmental Programs, and to the United States Health and Human Services Department for the full retention period.
3. Each administrative support department (for example, Fiscal or Human Resources) will identify the length of time for retaining documents or records for their department.
4. Exhibit A identifies administrative documents or records that must be retained indefinitely.
5. Keystone restricts the use or disclosure of information concerning clients to purposes directly related to the administration or implementation of the individual support plan.
6. Keystone and any subcontractors gives full access to records pertaining to clients, services, and payments for services to the following for evaluation, through inspection or other means, of the quality, appropriateness, and timeliness of services:

The Commonwealth of Pennsylvania, the United States Comptroller General, and the United State Department of Health and Human Services and their authorized representatives.

7. Release of information authority from the client, or from his or her legal guardian if guardianship has been established, is required to allow access to client information with individuals or entities not providing services as part of the individual support plan.
8. Records of consumers served under contract from NJDDD shall be treated as outlined under NJDDD Circular #11 attached. **Double click image below to open full text**

DIVISION CIRCULAR 11
(N/A)

DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

EFFECTIVE DATE: JULY 1, 2004

DATE ISSUED: JUNE 18, 2004

(Rescinds Division Circular #11, "Records Retention and Destruction", issued April 1, 1999)

- I. TITLE: RECORDS RETENTION AND DESTRUCTION**
- II. PURPOSE:** To establish procedures for the retention and destruction of records.
- III. SCOPE:** This circular applies to components of the Division and agencies under contract with or regulated by the Division.
- IV. POLICIES:**
 - A. All Division components shall retain records in compliance with the General Record Retention Schedule for State agencies and/or record retention schedules approved by the Division of Archives and Records Management (DARM).
 - B. Each unit of the Division shall have on file a specific recordkeeping schedule, if applicable, as approved by the DARM.
 - C. Strict confidentiality shall be maintained in accordance with Division Circular #30 (N.J.A.C. 10:41-2).
 - D. The client record shall be the property of the Division.