

<b>CHAPTER</b> Administrative	<b>CHAPTER</b> 01	<b>SECTION</b> 002	<b>SUBJECT</b> 60
<b>SECTION</b> Operations		<b>DESCRIPTION</b> Record Retention / Right to Audit	
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**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) maintains administrative and clinical (medical) records which provides for the appropriate documentation and disclosure of its activities and services, consistent with local, state, and federal law and applicable rules and regulations.

**STANDARDS:**

- A. LCCMH follows the County of Lapeer Record Retention Policy.
- B. LCCMH uses General Schedule #20 – Community Mental Health Services Programs as issued by the Michigan Department of Health and Human Services (MDHHS), the Michigan Department of History, Arts, and Libraries Archives of Michigan and Records Management Services as the guide for record retention.
- C. LCCMH ensures MDHHS, Centers for Medicaid Services (CMS), and the Health and Human Services Office of Inspector General (OIG) or the Controller General, or their designees have the right to audit, evaluate, and inspect its premises, physical facilities, equipment, books, records, contracts, computer or other

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electronic systems relating to Medicaid enrollees as well as subcontractor's services and activities.

- D. MDHHS, CMS, the Region 10 Pre-Paid Inpatient Health Plan (PIHP), OIG, the Comptroller General, and their designees have the right for ten (10) years from the final contract period or from the date of completion of any audit, whichever is later and may inspect, evaluate, and audit at any time if it is determined there is a reasonable possibility of fraud or similar risk.
- E. All administrative, employee, and clinical records are maintained in accordance with the County of Lapeer Record Retention Policy and General Schedule #20.

**PROCEDURES:**

- A. The Chief Executive Officer's office or designee is responsible for the organization, maintenance, and disposal of administrative records consistent with the standards outlined above.
- B. The organization stops scheduled destruction of any records upon notification of any investigation or legal proceeding related to that record.
- C. The Administrative Support Services Manager or designee is responsible for the organization, maintenance, retrieval, and disposal of clinical (medical) records consistent with the standards outlined above.
- D. Microfiche or other electronic storage means may be used to maintain inactive paper files. Inactive files will be defined as a person served who has not been seen in service for a minimum of three (3) years.

**DEFINITIONS:**

Administrative records: include fiscal, personnel, management, recipient rights-related, and Board-related materials maintained in records.

Clinical (medical) records: include records of the person served, which document all treatment planning and treatment services, and related materials.

Person served: a person receiving treatment services from a CMH funded service.

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**REFERENCES:**

Michigan Department of Health and Human Services, Administrative directives and policies regarding record retention.

General Schedule #20 Exhibit

County of Lapeer Record Retention Policy

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This policy supersedes  
#01/05002 dated 01/26/2005.  
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