

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders - Administration **Policy Number:** HHS-SUD-ADM 8118

Policy Title: Client Paper Record, Storage, Retention and Contents

Attachments:

Revision History: **Revised by/Date:** Mark Watters/Holly Hunter 2/28/2020

Approved by: *Mark Watters* **Date:** 4-8-2020

Mark Watters, Substance Use Disorders Director

Approved by: *ua* **Date:** 4-14-2020

Nicole Anderson, Commissioner of HHS

POLICY STATEMENT: Within the Substance Use Disorder department programs, paper client records are maintained, in accordance with licensure requirements, on the premises where treatment services are provided.

PURPOSE: The purpose of this policy is to ensure client paper charts are consistently maintained and accounted for.

PROCEDURE:

- A. The contents and format of the client record are uniform. Each entry is legible, signed and dated by the staff member making the entry.
- B. Client records are protected against loss, tampering or unauthorized disclosure in compliance with state and federal confidentiality requirements.
 - a. All records must be maintained in a locked file cabinet in a locked room.
 - b. Records may not be left unattended in unlocked office space.
- C. Client records retained for a minimum of seven (7) years past the last date of contact.
- D. Each client record contains:
 1. Documentation that the client was given information on
 - a. client rights & responsibilities
 - b. grievance procedures
 - c. tuberculosis
 - d. HIV
 2. Documentation that the client was provided orientation to the program abuse prevention plan
 3. An individual abuse prevention plan (IAPP), when applicable
 4. A comprehensive assessment
 5. A comprehensive assessment summary
 6. An individual treatment plan
 7. Progress notes
 8. A summary of termination of service and discharge summary noting client address, if known

Internal and/or External References	Minnesota Statutes 245G.09 Client Records
Compliance - Posting Date	4/14/2020
Replaces - Policy Number	
Next Review - Due Date	4/14/2023