



COUNTY OF HUMBOLDT

For the meeting of: 10/20/2020

File #: 20-1264

To: Board of Supervisors

From: DHHS: Social Services

Agenda Section: Consent

SUBJECT:

Authorize the Destruction of County Medical Services Program (CMSP) Case Records Pursuant to CMSP Eligibility Manual Criteria

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Department of Health and Human Services - Social Services to destroy CMSP case records when they meet the criteria outlined in the CMSP Eligibility Manual.

SOURCE OF FUNDING:

Social Services Fund - Fund 1160

DISCUSSION:

Section 3-037 of the CMSP Eligibility Manual requires the Department of Health and Human Services - Social Services (DHHS - Social Services) to retain case records and ensure confidentiality. Destruction of case records may be authorized by the Board of Supervisors if they meet the following criteria:

1. Narrative portions of a case record, which are over 3 years old, in any case file, active or inactive, after an audit by the county department.
2. Case files, which have remained inactive for a period of 3 years providing the program has not notified the county department that unresolved issues or pending civil or criminal actions, exist.
3. Fiscal records, which are over 3 years old from the date that the county department has submitted the last CMSP expenditure, report to the Program.
4. Budget records that are over 3 1/2 years old from the date of the last budget month document.

DHHS - Social Services has determined that certain CMSP records meet these requirements and are thus eligible to be destroyed.

Accordingly, DHHS - Social Services recommends that the Board of Supervisors authorizes the

destruction of CMSP records pursuant to the CMSP Eligibility Manual in order to facilitate a smoother data transition with the upcoming switch to a new statewide automated eligibility system. Additionally, the recommended action will allow for the safe destruction of confidential customer records that are no longer needed going forward.

FINANCIAL IMPACT:

There is no financial impact to this request. There is no negative impact to the county General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. CMSP Eligibility Manual

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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