

Sec. 17b-262-220. Documentation and record retention requirements

(a) A permanent service record documenting each SBCH Service provided to each medicaid eligible child shall be maintained by the LEA at which the child is enrolled at the time of service. The permanent service record shall include, but is not limited to:

- (1) the written evaluation and the results of any diagnostic tests;
- (2) the diagnosis(es), in a manner acceptable to the Department;
- (3) the IEP signed by a licensed practitioner of the healing arts in a manner acceptable to the Department; and

(4) the actual service delivery record including: the type of service; the date of the service; the units of service; the name and discipline of the person performing services and, for persons affiliated with an organization under contract to the LEA, the name of the organization; the signature of the individual performing the service; and progress notes signed by a licensed or certified allied health professional who performed or supervised the services within the scope of his or her practice under state law.

(b) The Local Educational Agency (LEA) shall maintain a current record of the applicable licenses or certificates of practice of all licensed or certified persons performing SBCH Services.

(c) The Local Educational Agency (LEA) shall maintain all supporting records of costs reported for SBCH Services.

(d) All records shall be maintained for at least six (6) years.

(Effective January 31, 1996; Amended May 10, 2000)